

Divisional Delivery Plan 2023-2024

{Administration and Law}



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Cyngor Sir Gâr
Carmarthenshire
County Council



INTRODUCTION

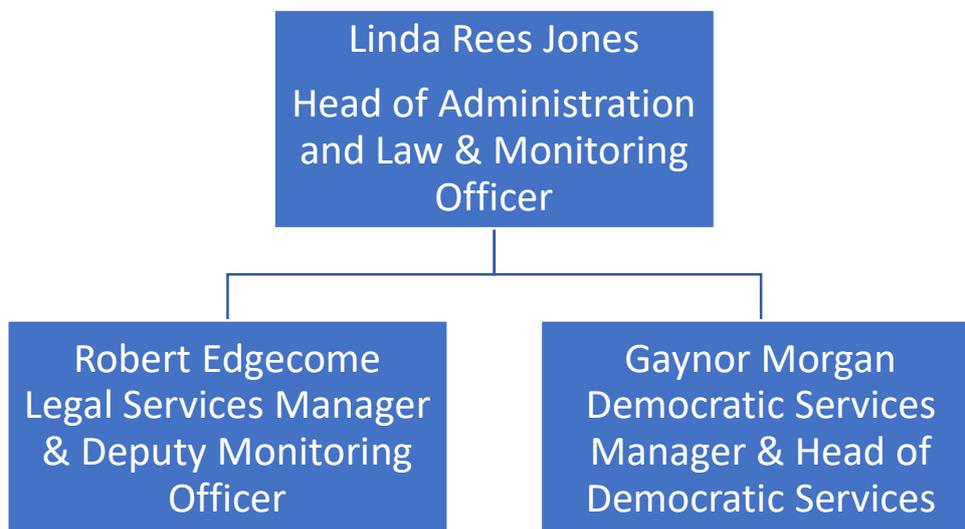
Purpose of this Plan

This Divisional Delivery Plan sets the strategic actions and measures that the services within this Division will take forward in order for the Council to make progress against its Well-being Objectives, thematic priorities and service priorities. Action and measures for the delivery of the Cabinet Vision Statement Commitments are also included.

The plan also notes the support required by the divisional services from the Core Business Enablers in order to make progress against their own actions or actions and measures to be delivered by those Business Enabler services in their own right.

The actions and measures should set the direction of travel and translate into individual staff objectives targets. It provides an open and transparent way of showing staff, customers, elected members, and stakeholders what is to be achieved and how we plan to do this.

Divisional Structure



Indication of staffing levels & budgets

Business Unit	Staffing	Budget 2023/24			
		Expenditure	Income	Net	
		£'000	£'000	£'000	£'000
Legal Services	38.5 FTE	Democratic Services	4,609	-304	4,305
Democratic Services	14	Democratic Services - Support	608	-550	58
HOS	1	Corporate Management	269	0	296
Total	53.5	Civic Ceremonial	48	0	48
		Land Charges	124	-289	-165
		Legal Services	2,416	-2,074	343
		Central Mailing	49	0	49
		Total	8,151	-3,217	4,934

Introduction by Head of Service

Our Division has 53.5 staff, 38.5 in the legal service and 13 FTE and one 20 hours pw. in the democratic service. As a Division we ensure legality and probity in the Council's decision-making. We work within a statutory framework governing such things as the way meetings are run, the way decisions are taken and the legislation behind each decision which needs to be taken.



On the administration side we run the Chair of Council's Office, and provide support for all members, as well as handling the arrangements for all democratic meetings. Additionally we provide democratic and / or Monitoring Officer support and advice to various partnerships such as the Wales Pension Panel Joint Governance Committee, Partneriaeth and the Police and Crime Panel.

As a result of the Local Government and Elections (Wales) Act 2021 the Democratic Process has changed significantly and most meetings are now held on a multilocation (hybrid) basis and all public meetings are webcast (pre covid we only webcast Council, Cabinet and Planning Committee).

High standards of conduct have always been required of our members, and the Leaders of the Political Groups will now be engaging with the Standards Committee to ensure that they are meeting their new statutory duty to promote high standards of conduct amongst their respective political groups.

Whilst we have always accepted petitions from the public we have by now implemented an electronic petition facility, so that petition organisers have the option of organising a hard signature petition or an electronic one.

On the legal front we aim to handle as much of the legal work needed by the Authority in-house as we can, although there will be some occasions when we need to send work to external lawyers. However these are a small proportion of the overall number of cases handled. The range of legal work undertaken includes not just court and tribunal cases, but also advising council committees, drafting legal documentation and giving legal advice across the full range of the Council's functions.

Some of the key areas of focus in the next 12 months will be supporting the work of the Regeneration Team in relation to the Shared Prosperity Fund, our Housing colleagues in bringing empty properties back into use, playing a key role in the TIC Debt Recovery Project, advising on the Council's submissions to the National COVID 19 inquiry and implementing changes to court procedures in child protection cases.

Cabinet Member Portfolios relevant to Division

	Cabinet portfolio areas relevant to this delivery plan:	Scrutiny
	<p>Leader – Cllr Darren Price Corporate Strategic Planning, Public Services Board, Local Government and Elections (Wales) Act 2021</p>	<p>Corporate Performance and Resources Scrutiny</p>
	<p>Deputy Leader and Cabinet Member for Homes – Cllr Linda Evans</p> <ul style="list-style-type: none"> • Council Business Manager (Governance, Legal and Democratic Services) • Legal Services • Corporate Governance • Cabinet representative on Corporate Governance Group • Democratic Services • Development Lead for Cabinet 	<p>Communities, Homes and Regeneration Scrutiny</p>

Drivers for the Service

Legislation

Local Government Act 1972

Local Government & Housing Act 1989

Political Balance Regulation 1990

LG Wales Measure 2011

Local Government and Democracy Wales Act 2013

Local Government Act 2000

The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007

The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 2008 order

Joint Committees

Local Government and Elections (Wales) Act 2021

The Local Authorities Standing Orders Wales Regulations 2006 as amended

The South West Wales Corporate Joint Committee Regulations 2021

And all Local Government related legislation.

Strategies and Policies

[Council Constitution](#)

[Annual Review of the Constitution](#)

How our division supports the Corporate Strategy and Well-being Objectives of the Council.

Ref #	Actions & Measures	By When?	By Whom? Responsible Officer	Source Ref
1	Well-being Objective 1 - Enabling our children and young people to have the best possible start in life (Start Well)			
a	Theme: Healthy Lives – prevention /early intervention			
	Non applicable			
b	Service Priority - Early years			
	Non applicable			
c	Service Priority - Education			
	Non applicable			
2	Well-being Objective 2 - Enabling our residents to live and age well (Live & Age Well)			
a	Theme: Tackling Poverty			
	Non applicable			
b	Service Priority - Housing			
	Non applicable			
c	Service Priority – Social Care			
	Non applicable			
3	Well-being Objective 3 - Enabling our communities and environment to be healthy, safe and prosperous (Prosperous Communities)			
a(i)	Theme: Economic Recovery & Growth			
	Non applicable			
a(ii)	Theme: Decarbonisation/Climate & Nature Emergency			
	Non applicable			
a(iii)	Theme: Welsh Language & Culture			
	Non applicable			
a(iv)	Theme: Community Safety and Cohesion			
	Non applicable			
b	Service Priority – Leisure & Tourism			
	Non applicable			
c	Service Priority - Waste			
	Non applicable			
d	Service Priority – Highways & Transport			
	Non applicable			
4	Well-being Objective 4 - To further modernise and develop as a resilient and efficient Council (Our Council)			
a	Theme: Organisational Transformation			
	Non applicable			

5	Core Business Enablers: Actions & Measures	By When?	By Whom? Responsible Officer	Source Ref
a	ICT			
	Non applicable			
b	Marketing & Media including Customer Services			
	Non applicable			
c	Legal			
	To develop a set of key performance indicators for the Legal Services and Land Charges service.	Mar 2023	Robert Edgecombe	
	To collaborate with HM Land Registry (HMLR) so as to enable HMLR to become the registering authority for Local Land Charges for the County of Carmarthenshire in accordance with the provisions of Schedule 5 of the Infrastructure Act 2015.	Timeline to be prescribed by HMLR	Robert Edgecombe	
d	Planning			
	Non applicable			
e	Finance			
	Non applicable			
f	Procurement			
	Non applicable			
g	Internal Audit			
	Non applicable			
h	People Management (HR, L&D, Occ Health)			
	<i>Analyse the current workforce, and then extending that analysis to identify future workforce requirements, skills and competencies which will be needed to deliver new, different, or improved service</i>	Mar 24		
i	Democratic Services			
1	To develop and update the Member Development Programme with colleagues in Learning and Development	Ongoing	Gaynor Morgan	
2	In line with the current review of the member enquiry process to feed in and work with IT, Customer Service etc in bringing about improvements to the existing Councillors enquiry process in order to continue to administer enquiries on behalf of elected members and to support them in their day to day constituency work.	Ongoing	Gaynor Morgan	
	Local Government and Elections (Wales) Act 2021			
5	Review of the public participation Strategy.	May '23	Gaynor Morgan	
6	Legal requirement to allow members to attend either physically or remotely (multi-location meetings).	Ongoing	Gaynor Morgan	
7	Broadcasting of Council meetings.	Ongoing	Gaynor Morgan	
	Delivery of the democratic process			
8	Supporting a pre-decision scrutiny approach to policy development and decision making. CV 107	Ongoing	Gaynor Morgan	Cabinet Vision Statement
9	Committee support and delivery of the democratic process through multi-location meetings.	Ongoing	Gaynor Morgan	
10	Elected member support to allow the 75 elected representatives to carry out their councillor role.	Ongoing	Gaynor Morgan	

5	Core Business Enablers: Actions & Measures	By When?	By Whom? Responsible Officer	Source Ref
11	Put in place arrangements for assessing the effectiveness and impact of overview and scrutiny.	Ongoing	Gaynor Morgan	
j	Policy & Performance			
	Non applicable			
K	Electoral and Civil Registration			
L	Estates and Asset Management			
M	Risk Management			
N	Business Support			
	Non applicable			

Risks

Risks are anything that can impede or enhance the achievement of strategic objectives (Our Well-being Objectives above). You must identify the following:

1. Any Risks that the service has on the **Corporate Risk Register**
2. **All Service Significant Risks** (scored 16+)
3. **All Service High Risk** (scored 10+)
4. Other risks and mitigation are on the Service Risk Register

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Risk Ref or New?	Risk score after mitigation	Identified Risk	WBO Ref # above action
CRR190031	12	A CMT Risk CRR190031 - Failure to comply with the requirements of the Local Government and Elections (Wales) Act <ul style="list-style-type: none"> • Collaborative working with Principal councils - awaiting further guidance from WG • Corporate Joint Committees - Guidance awaiting from WG - LG engagement will be expected in developing regulation webcasting of meetings arrangements in place and work Team ongoing on developing the arrangements for moving from remote attendance meetings to hybrid meetings 	See 5i above
New		County Hall requires emergency electrical work, and close liaison will have to be maintained between DSU and the Contractor to ensure smooth running of the scheduled meetings	5i9
CE200007		Failure to distribute Council agendas and papers in good time	5i9
New		Failure of meeting technology and threat of Council business being delayed	5i9
New		Hybrid/Virtual meetings being resource intensive and ensuring sufficient resources to deliver the democratic process	5i9

Risk Ref or New?	Risk score after mitigation	Identified Risk	WBO Ref # above action