

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	17 July 2017
Subject:	The Executive's Forward Work Programme
Portfolio Holder(s):	Cllr Llinos Medi
Head of Service:	Lynn Ball Head of Function – Council Business / Monitoring Officer
Report Author: Tel: E-mail:	Huw Jones, Head of Democratic Services 01248 752108 JHuwJones@anglesey.gov.uk
Local Members:	Not applicable

A –Recommendation/s and reason/s
<p>In accordance with its Constitution, the Council is required to publish a forward work programme and to update it regularly. The Executive Forward Work Programme is published each month to enable both members of the Council and the public to see what key decisions are likely to be taken over the coming months.</p> <p>The Executive is requested to:</p> <p>confirm the attached updated work programme which covers September 2017 – April 2018;</p> <p>identify any matters for specific input and consultation with the Council's Scrutiny Committees and confirm the need for Scrutiny Committees to develop their work programmes further to support the Executive's work programme;</p> <p>note that the forward work programme is updated monthly and submitted as a standing monthly item to the Executive.</p>

B – What other options did you consider and why did you reject them and/or opt for this option?

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C – Why is this a decision for the Executive?

The approval of the Executive is sought before each update is published to strengthen accountability and forward planning arrangements.

D – Is this decision consistent with policy approved by the full Council?

Yes.

DD – Is this decision within the budget approved by the Council?

Not applicable.

E – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	The forward work programme is discussed at Heads of Service meetings ('Penaethiaid') on a monthly basis (standing agenda item). It is also circulated regularly to Corporate Directors and Heads of Services for updates.
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
5	Human Resources (HR)	
6	Property	
7	Information Communication Technology (ICT)	
8	Scrutiny	
9	Local Members	Not applicable.
10	Any external bodies / other/s	Not applicable.

* Key:

Strategic – key corporate plans or initiatives

Operational – service delivery

For information

F – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	
FF - Appendices:		
The Executive's Forward Work Programme: September 2017 – April 2018.		

G - Background papers (please contact the author of the Report for any further information):

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: September 2017 – April 2018

Updated: 7 July 2017



The Executive's forward work programme enables both Members of the Council and the public to see what key decisions are likely to be taken by the Executive over the coming months.

Executive decisions may be taken by the Executive acting as a collective body or by individual members of the Executive acting under delegated powers. The forward work programme includes information on the decisions sought, who will make the decisions and who the lead Officers and Portfolio Holders are for each item.

It should be noted, however, that the work programme is a flexible document as not all items requiring a decision will be known that far in advance and some timescales may need to be altered to reflect new priorities etc. The list of items included is therefore reviewed regularly.

Reports will need to be submitted from time to time regarding specific property transactions, in accordance with the Asset Management Policy and Procedures. Due to the influence of the external market, it is not possible to determine the timing of reports in advance.

The Executive's draft Forward Work Programme for the period **September 2017 – April 2018** is outlined on the following pages.

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O = Operational – service delivery

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: September 2017 – April 2018

Updated: 7 July 2017

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
September 2017						
1	Write off of Debts in value over £5,000 (O) Approve write off of debts	Finance Portfolio Holder and Section 151 Officer	Resources Marc Jones Head of Function – Resources/Section 151 Officer Cllr John Griffith		Delegated decision 29 September 2017	
2	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business Huw Jones Head of Democratic Services Cllr Llinos Medi		The Executive 18 September 2017	
3	Annual Performance Report (Improvement Plan) 2016/17 Approval of report and recommendation to full Council.	Forms part of the Council's Policy Framework – a collective decision is required to make a recommendation to the full Council.	Corporate Transformation Scott Rowley Head of Corporate Transformation Cllr Dafydd Rhys Thomas	4 September 2017	The Executive 18 September 2017	26 September 2017
4	Corporate Plan 2017 – 2022 Approval of report and recommendation to full Council.	Forms part of the Council's Policy Framework – a collective decision is required to make a recommendation to the full Council.	Corporate Transformation Scott Rowley Head of Corporate Transformation Cllr Dafydd Rhys Thomas	4 September 2017	The Executive 18 September 2017	26 September 2017

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5	<p>Corporate Scorecard – Quarter 1, 2017/18 (S)</p> <p>Quarterly performance monitoring report.</p>	This is a matter for the full Executive as it provides assurance of current performance across the Council.	Corporate Transformation	<p>Scott Rowley Head of Corporate Transformation</p> <p>Cllr Dafydd Rhys Thomas</p>	4 September 2017	The Executive 18 September 2017	
6	<p>Employee Benefits</p> <p>Authority to procure a service for employee benefits.</p>		Corporate Transformation	<p>Scott Rowley Head of Corporate Transformation</p> <p>Cllr Dafydd Rhys Thomas</p>		The Executive 18 September 2017	
7	<p>2017/18 Revenue and Capital Budget Monitoring Report – Quarter 1 (S)</p> <p>Quarterly financial monitoring report.</p>	This is a matter for the full Executive as it provides assurance of current financial position across the Council.	Resources	<p>Marc Jones Head of Function – Resources / Section 151 Officer</p> <p>Cllr John Griffith</p>	TBC	The Executive 18 September 2017	
8	<p>Annual Treasury Management Review 2016/17</p>	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources	<p>Marc Jones Head of Function – Resources / Section 151 Officer</p> <p>Cllr John Griffith</p>	TBC	The Executive 18 September 2017	
9	<p>Proposed changes to the Contract Procedure Rules</p> <p>To recommend to the full Council the amendments proposed by the</p>	Collective decision required by the Executive in order to put forward a recommendation to the Council as a final decision will involve	Resources / Council Business	<p>Marc Jones Head of Function – Resources / Section 151 Officer</p> <p>Lynn Ball</p>		The Executive 18 September 2017	26 September 2017

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Procurement Section before a final decision by the Council.	amendment to the Constitution.		Head of Function – Council Business / Monitoring Officer Cllr John Griffith Cllr Dafydd Rhys Thomas			
10 CSSIW Inspection of Children's Services in Anglesey – Improvement Plan		Children's Services	Llyr Bryn Roberts Interim Head of Children's Services Cllr Llinos Medi	11 July & 4 September 2017	The Executive 18 September 2017 To be confirmed	
11 Performance Review of Social Services (CSSIW)			Caroline Turner Assistant Chief Executive – Governance and Business Process Transformation Cllr Llinos Medi	4 September 2017	The Executive 18 September 2017	
12 Sensitive Allocations Policy	This is a matter for the full Executive because of its connection to the Housing Revenue Account Business Plan	Housing	Shan Lloyd Williams Head of Housing Services Cllr Llinos Medi		The Executive 18 September 2017	
13 Gypsies and Traveller Sites		Housing	Shan Lloyd Williams Head of Housing Services Cllr Llinos Medi		The Executive 18 September 2017	

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14	Smallholdings Programme of Improvements – update	Highways, Waste and Property	Dewi Williams Head of Highways, Waste and Property Cllr Bob Parry OBE	4 September 2017 (to be confirmed)	The Executive 18 September 2017	
15	Major Projects Legacy Framework Approval of Framework	Regulation & Economic Development	Dylan Williams Head of Regulation & Economic Development Cllr Richard Dew		The Executive 18 September 2017	
October 2017						
16	The Executive's Forward Work Programme (S) Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services Cllr Llinos Medi		The Executive 30 October 2017	
17	Capital Budget Strategic Plan 2018/19	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith	TBC	The Executive 30 October 2017	

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18	Schools' Modernisation – Llangefni Area - Outline Business Case	Learning	Delyth Molyneux Head of Learning Cllr R Meirion Jones	TBC	The Executive 30 October 2017	
November 2017						
19	2018/19 Budget (S) To finalise the Executive's initial draft budget proposals for consultation.	Council Business	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith	17 October 2017	The Executive 6 November 2017	
20	The Executive's Forward Work Programme (S) Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services Cllr Llinos Medi		The Executive 27 November 2017	
21	Corporate Scorecard – Quarter 2, 2017/18 (S) Quarterly performance monitoring report.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Dafydd Rhys Thomas	13 November 2017	The Executive 27 November 2017	

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22	2017/18 Revenue and Capital Budget Monitoring Report – Quarter 2 (S) Quarterly financial monitoring report.	This is a matter for the full Executive as it provides assurance of current financial position across the Council.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith	TBC	The Executive 27 November 2017	
23	2018/19 Council Tax Base (S) To determine the tax base for 2018/19	This is a delegated matter for the Executive as it falls within the Council's Budget and Council Tax setting framework	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith	TBC	The Executive 27 November 2017	
24	2018/19 Council Tax Reduction Scheme (O) To recommend to the Full Council the proposed scheme for 2018/19.	A collective decision is required to make a recommendation to the Full Council as part of the Budget and Council Tax setting framework	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 27 November 2017	12 December 2017
25	Transformation of the Library Service		Learning	Delyth Molyneux Head of Learning Cllr R Meirion Jones	13 November 2017	The Executive 27 November 2017	

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26	Transformation of the Culture Service	Learning	Delyth Molyneux Head of Learning Cllr R Meirion Jones	14 November 2017	The Executive 27 November 2017	
December 2017						
27	Write off of Debts in value of over £5,000 (O) Approve write off of debts	Finance Portfolio Holder and Section 151 Officer	Resources Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		Delegated Decision 15 December 2017	
28	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business Huw Jones Head of Democratic Services Cllr Llinos Medi		The Executive 18 December 2017	
29	Treasury Management Mid Year Review 2017/18	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 18 December 2017	

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30 Treasury Management Strategy 2018/19 Adoption of strategy for the new financial year.	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith	TBC	The Executive 18 December 2017	28 February 2018
January 2018						
31 The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Llinos Medi		The Executive 29 January 2018	
February 2018						
32 Write off of Debts in value of over £5,000 (O) Approve write off of debts	Finance Portfolio Holder and Section 151 Officer	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		Delegated Decision 28 February 2018	
33 The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Llinos Medi		The Executive 19 February 2018	

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34	2018/19 Budget (S) Adoption of final proposals for recommendation to the County Council.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith	5 February 2018	The Executive 19 February 2018	28 February 2018
35	Fees and Charges 2018/19	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 19 February 2018	
36	Financial Reserves To provide an update on the situation relating to financial reserves.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 19 February 2018	
37	Discretionary Business Rate Relief Policy (O) Approve new policy following public consultation	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 19 February 2018	

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38 Charges for non-residential services 2018/19 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Llinos Medi		The Executive 19 February 2018	
39 Standard Charge for Council Care Homes 2018/19 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Llinos Medi		The Executive 19 February 2018	
40 Independent Sector Residential and Nursing Home Fees 2018/19 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Llinos Medi		The Executive 19 February 2018	
41 Charges for independent home care services 2018/19 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Llinos Medi		The Executive 19 February 2018	

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March 2018						
42	The Executive's Forward Work Programme (S) Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services Cllr Llinos Medi		The Executive 26 March 2018	
43	Corporate Scorecard – Quarter 3, 2017/18 (S) Quarterly performance monitoring report.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Dafydd Rhys Thomas		The Executive 26 March 2018	
44	2017/18 Revenue and Capital Budget Monitoring Report – Quarter 3 (S) Quarterly financial monitoring report.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 26 March 2018	
45	Discretionary Housing Payments Policy 2018/19 (O) Report on administration of the policy for 2017/18 and any recommended changes – determine policy	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 26 March 2018	

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April 2018						
46	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Llinos Medi		The Executive 30 April 2018

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