

Report

Democratic Services Committee

Part 1

Date: 24 May 2018

Item: 4

Subject Policy Framework Documents

Purpose To consider recommending to the Council the documents which are to be considered as making up the Policy Framework of the Council.

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Summary The Council operates within a series of strategies and policies. Some of these are identified as 'Policy Framework' documents and must be considered at a meeting of the Council.

Other strategies and policies fall to the Executive for approval, either by the individual relevant Cabinet Member or by the Cabinet as a whole.

The report suggests a review of the documents that make up the policy framework.

Proposal To recommend to Council that it makes the proposed amendments to the list of framework documents set out in this report.

Action by Democracy and Communication Manager

Timetable Immediate

This report was prepared after consultation with:

- Chief Executive
- Strategic Directors
- Heads of Service

1. Background

Current position

- 1.1 The Council operates within a series of strategies and policies. Some of these are identified as 'Policy Framework' documents and must be adopted at a meeting of the Council. Other strategies and policies fall to the executive for approval, either by the individual relevant Cabinet Member or by the Cabinet as a whole.
- 1.2 The report suggests a review of the documents that make up the policy framework, particularly in light of the Council's new responsibilities. The Well-being of Future Generations Act places a statutory duty on the Council to carry out sustainable development, which must be applied to all aspects of its work.

Framework documents

- 1.3 The current list of framework documents is set out here, together with a recommendation as to future consideration.

Current Framework document	Comments	Recommendation
Single integrated plan	No longer exists; replaced by the local wellbeing plan	Replace with local wellbeing plan and remain in Council list
Corporate plan	Important framework document	Remain in list for approval by Council
Improvement plan	No longer exists as a standalone document; content incorporated into the corporate plan	Remove from list
Local development plan	Important framework document	Remain in list for approval by Council
Welsh language scheme	Important framework document	Remain in list for approval by Council
Strategic equalities plan	This is a local choice issue and can be considered an executive function	Remove from list but add to those policies adopted by the Cabinet as a collective
Changes to the constitution or political structures	A matter for Council to determine	Remain in list for approval by Council
Pay and reward policy	Important framework document	Remain in list for approval by Council
Three year licensing policy	A function of the Council	Remain in list for approval by Council
Revenue and capital budget	Important framework document	Remain in list for approval by Council
Economic development strategy	An economic development strategy is an important but service – related issue that should be approved by the Cabinet Member following full consultation	Remove from list but add to those policies to be adopted by the Cabinet Member
Social services population needs assessment	Legislative requirement to go to Council but not a policy	Remove from list
Director of social services annual report	Legislative requirement to go to Council but not a policy	Remove from list

- 1.4 **Framework Documents remaining in the list**

The suggested list of Framework Documents is therefore:

- **Newport’s wellbeing plan**
- **Corporate plan**
- **Local development plan**
- **Welsh language scheme**
- **Changes to the Constitution or political structures**
- **Pay and reward policy**
- **Three year licensing policy**
- **Revenue and capital budget**

1.5 Terms of Reference

The terms of reference of the Council will remain unchanged. For Ease of Reference these are set out in the appendix to this report.

2. Financial Summary

There is no financial cost to the adoption of these proposals

3. Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
The list of framework documents remains out of date with references to documents that no longer exist or have been superseded	M	L	This report proposes a review of these documents	Chief Democratic Services Officer/ Monitoring Officer

4. Links to Council Policies and Priorities

The proposals allow the Council’s decision making to be more understandable and transparent.

5. Options Available and considered

To agree the proposed amendments or to reject the proposals

6. Preferred Option and Why

To adopt the proposals to allow the Council’s decision making to be more understandable and transparent.

Comments of Chief Financial Officer

There is no financial cost to the adoption of these proposals.

Comments of Monitoring Officer

The Local Government Act 2000 requires the Council to periodically review and update its written Constitution. The original Functions and Responsibility Regulations prescribed a number of statutory plans and policies that were non-executive functions and had to be approved by full council. In addition, there were a number of "local choice" matters where the Council had decided that the plans and policies were sufficiently important that they should be reserved to full Council. However, many of these statutory plans no longer exist, and others are now more operational in nature and can be delegated to the Executive. The revised set of policy framework documents ensures that policies are only taken to full council for approval where this is a statutory or essential requirement. Any changes to the Framework documents will need to be recommended to full council for formal adoption and ratification.

Comments of Head of People and Business Change

There are no staffing implications in the proposals.

The Well-being of Future Generations Act places a statutory duty on the Council to carry out sustainable development, which must be applied to all aspects of its work. As a statutory member of the Public Services Board (PSB), the Council has fully contributed to the development of the Newport Well-being Plan, which was approved by full Council in April 2018 and approved for publication by the PSB in May 2018. The Council has also published its well-being statement and well-being objectives as part of the Corporate Plan. Both of these documents form a key part of the Council's Policy Framework and have been included in this report.

Wellbeing of Future Generations (Wales) Act 2015

This report asks the committee to review the policy framework to accommodate the new requirements of the Act.

Including the Wellbeing Plan within the Policy Framework will ensure that requirements of the act are met and the following principles of the act are able to be properly embedded within the Council's governance and decision making structures:

- Long term: the importance of balancing short- term needs with the need to safeguard the ability to also meet long – term needs
- Prevention: How acting to prevent problems occurring or getting worse may help us meet our objectives
- Integration: Consider how the proposals will impact on our wellbeing objectives, our wellbeing goals, other objectives or those of other public bodies
- Collaboration: have you considered how acting in collaboration with any other person or any other part of our organisation could help meet our wellbeing objectives
- Involvement: The importance of involving people with an interest in achieving the wellbeing goals, and ensuring that those people reflect the diversity of the City we serve.

Background Papers

The Constitution of the Council

Dated: 17 May 2018