

Report to	Council
Date of meeting	Tuesday 4 July, 2023
Lead Member / Officer	Cllr Gwyneth Ellis, Lead Member for Finance, Performance & Strategic Assets
Head of Service	Nicola Kneale, Joint Interim Head of Corporate Support Services: Performance, Digital & Assets
Report author	Nicola Kneale
Title	Governance for delivery & oversight of the Corporate Plan, and other Council work.

1. What is the report about?

- 1.1. Governance arrangements for delivering against the themes in the Corporate Plan, and mechanisms for oversight and scrutiny for Members. The report also makes mention of how Members can engage with wider Council activity.

2. What is the reason for making this report?

- 2.1. To ensure all Members are aware of the arrangements for delivering against the Corporate Plan themes, as per Appendix 1.
- 2.2. To ensure Members understand the frequency and forums for monitoring progress against the Corporate Plan, and understand their options for further challenge and scrutiny.
- 2.3. To ensure Members have an overview of engaging with Council business that falls outside of the Corporate Plan. We call this the Council Portfolio, and reference it at Appendix 2.

3. What are the Recommendations?

- 3.1. That Council confirms that it has understood the governance arrangements, including when and how updates on progress against its Corporate Plan will be received, and options for further input and scrutiny.
- 3.2. That Council confirms that it has understood options for engaging with business in the wider Council portfolio.

4. Report details

- 4.1. Denbighshire County Council's Corporate Plan was adopted formally by County Council in October 2022, and covers the period until March 2027. It is a key strategic document for the Council, covering requirements under three pieces of legislation:
 - i. Well-being of Future Generations Act
 - ii. Strategic Equality Act
 - iii. Local Government & Elections Act
- 4.2 Cabinet has put in place governance arrangements for delivering against each of the nine themes in the Corporate Plan. Based on previous good practise and lessons learnt, they have followed these principles:
 - i. Cabinet is responsible for monitoring and driving forward the delivery of our corporate plan;
 - ii. Clear separation of duties between the role of Cabinet and non-Cabinet members, to enable effective scrutiny and challenge of Cabinet;
 - iii. Each theme to be led by one Cabinet Member, with support from other Cabinet Members whose portfolio covers the work required under each theme;
 - iv. Each theme and lead Cabinet Member also to be supported by a CET lead for each theme, and supported in delivery by Heads of Service whose functions cover the work required under each theme.

Details of these arrangements can be seen at Appendix 1.

4.3 In line with Denbighshire County Council's performance management framework, each theme will have a clear set of indicators against which success will be judged, along with a list of projects being delivered in support of the theme's goals. These will be reported on quarterly to both Cabinet and Performance Scrutiny (first report on this Council's Corporate Plan will be tabled at Council on 4 July 2023). In addition, an annual Self Assessment will be tabled after Quarter 4 at both Council and Governance & Audit Committee. Documents created and their audience is as follows:

Quarter 1 (April-June): Performance Report shared electronically with Cabinet & Performance Scrutiny. Report expected August;

Quarter 2 (July – September): Performance Report tabled at Cabinet and Performance Scrutiny, circa Oct/Nov each year;

Quarter 3 (October – December): Performance Report shared electronically with Cabinet & Performance Scrutiny. Report expected February;

Quarter 4 (January – March): Performance Report and Self Assessment tabled at Cabinet, Performance Scrutiny, Governance & Audit Committee (Self Assessment), and Council, circa June/July each year.

4.4 Non-Cabinet Members are privy to Cabinet and Performance Scrutiny, and typically able to ask questions of the details within the reports at those meetings. They may have simple queries that can be resolved on the day or soon after. Also, they can – and are encouraged to – use the reports to identify topics for further scrutiny. Should they identify a topic that they'd like to scrutinise further, they can request this via the Scrutiny Referral process. This is done via the completion of a Member Scrutiny Proposal [form](#) which is available on the Council's Intranet site. When completing this form, it is imperative that members have regard to the PAPER test (outlined on the reverse side of the form) and provide all relevant information requested. Upon completion the form should be submitted, either electronically or in hard copy format, to one of the Council's Scrutiny Co-ordinators.

4.5 Not all of the important work that the Council does (and in which Members will be interested) is channelled via the Corporate Plan. In fact, much of it is not. The entirety of the Council's work is called its Portfolio, and can be seen at Appendix 2. All Members – Cabinet or otherwise - can influence the quality, scope and approach taken to delivering aspects of the Portfolio by a range of tools. These include (but are not limited to) service plans, project business cases, policies, other strategies, well-being impact assessments, etc. If there is a forum, service, policy or project in which Members are interested they can find out more by attending public meetings (where applicable), contacting relevant Cabinet Members and/or Heads of Service for more information, and exercising their Scrutiny powers.

5. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?

5.1. This report outlines the governance arrangements for delivering against and enabling effective scrutiny of the Corporate Plan. It is not a direct contributory to, but supports the ethos of a High-Performance, Well-Run Council.

6. What will it cost and how will it affect other services?

6.1. No costs associated with the messages in this report.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. This report is for information only and does not require a Well-being Impact Assessment.

8. What consultations have been carried out with Scrutiny and others?

8.1. This report has previously been shared with Cabinet.

9. Chief Finance Officer Statement

9.1. As stated in 6.1, there is no direct financial impact to this report.

10. What risks are there and is there anything we can do to reduce them?

10.1. No significant risks associated with this report.

11. Power to make the decision

11.1. Well-being of Future Generations Act (Wales) 2015

11.2. Equality Act 2010

11.3. Local Government & Elections Act (Wales) 2021