

Action Plan for Charter between the Vale of Glamorgan Council and Town and Community Councils

- 11th March, 2009

Local Governance								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
LG1	Vale Council to provide hyperlinks to Town and Community Council websites and vice versa.	Improved links and communications between tiers of government.	M	Angela Magee	Mar 2009	Sept 2009	Staffing resources	
LG2	Vale Council to provide information to Town and Community Councils about what constitutes a Part 2 item.	Town and Community Councils follow good practice in disclosing information.	H	Karen Bowen	Mar 2009	June 2009	Staffing resources	
LG3	Vale Council to make Town and Community Councils aware of the details and role of the liaison officer.	Town and Community Councils are aware of who to contact for queried.	H	Karen Bowen	Mar 2009	June 2009	Staffing resources	
LG4	All requests by Town and Community Councils for officer attendance at meetings to be made through the Liaison Officer.	Queries are dealt with in an efficient manner.	H	ALL T&CCs	June 2009	Aug 2009	Staffing resources	

Consultation								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
CO1	Town and Community Councils to use the Vale Council's website to remain abreast of ward specific Cabinet and Scrutiny reports.	Town and Community Councils are well-informed of activities taking place in their area.	H	ALL T&CCs	Mar 2009	Aug 2009	Staffing resources	
CO2	Vale Council to be informed of any consultations being undertaken by Town and Community Councils.	Consultation activities can be linked and are more effective.	M	ALL T&CCs	May 2009	Aug 2009	Staffing resources	
CO3	Vale Council to provide advice on good consultation techniques.	Consultation activities can be linked and are more effective.	M	Rhian Thomas	Mar 2009	Feb 2011	Staffing resources	

Information and Communication								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
IC1	Vale Council to provide named contacts for key services.	Town and Community Council clerks are able to contact the appropriate officer on strategic matters and professional advice.	H	Karen Bowen	Mar 2009	June 2009	Staffing resources	
IC2	OneVale Contact Centre to review arrangements for contact by Town and Community Councils and to inform clerks of procedures for making official enquiries and service requests which relate to routine issues.	Town and Community Councils are provided with effective access.	H	Tony Curliss	Mar 2009	June 2009	Staffing resources	

Joint Working								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
JW1	The timing of meetings of clerks to be reviewed, varying the times of meetings so that more are able to attend.	More clerks are able to attend.	H	Karen Bowen	Mar 2009	June 2009	Staffing resources	
JW2	Vale Council to develop a process for considering devolution of services where requested.	A clear and transparent system is available.	M	Miles Punter	May 2009	Oct 2009	Staffing resources	A best value process is already in place.
JW3	Town and Community Councils that wish to take on devolved services develop a business case for each request for devolution of service.	Best value for service delivery can be determined.	M	ALL T&CCs	From Nov 2009		Staffing resources	

Land-use Planning								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
LP1	Planning applications to the Vale Council are available on its website.	Increased access to information.	M	Rob Thomas	From Mar 2009	April 2009	Staffing resources	

Land-use Planning (cont.)								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
LP2	A national planning portal is available to assist in accessing planning applications.	Increased access to information.	M	Rob Thomas	Mar 2009	April 2009	Staffing resources	
LP3	Town and Community Council clerks to make T&CC members aware of Planning Aid Wales training.	Town and Community Council members are well-informed on their role in the planning system.	M	ALL T&CCs	Mar 2009	June 2009	Staffing resources; cost of training	

Practical support								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
PS1	Vale Council to provide details to Town and Community Councils on what support services are available.	Town and Community Councils have the information they need to access support services.	M	Karen Bowen	Mar 2009	Nov 2009	Staffing resources	

Practical support (cont.)								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
PS2	Vale Council to develop and communicate procedures for providing support services in key areas: IT, personnel/ health and safety, printing, legal, procurement, training.	Town and Community Councils have the information they need to access support services.	M	Dave Vining Adrian Unsworth Jeff Wyatt Debbie Marles Alan Jenkins Allan Williams	Mar 2009	Nov 2009	Staffing resources	
PS3	Vale Council to provide clarification on eligibility criteria for CASH grants to Town and Community Council clerks.	Town and Community Councils are clear about the criteria for grant applications.	M	Tony Williams	Jan 2010	Jan 2010	Staffing resources	

Capacity								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
CA1	Vale Council to provide a training brochure on what courses are available to Town and Community Councils.	Town and Community Councils have the information they need to access support services.	M	Allan Williams	Mar 2009	Nov 2009	Staffing resources	
CA2	Town and Community Councils to offer new members induction training.	Town and Community Council members have the information they need to be effective.	H	ALL T&CCs	From May 2009		Staffing resources	

Capacity (cont.)								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
CA3	Vale Council to develop an information pack for new T&CC clerks and members outlining what the Vale Council does and how it works.	Town and Community Council members have the information they need to be effective.	H	Bev Noon	Mar 2009	Nov 2009	Staffing resources	
CA4	All Town and Community Councils to provide Society of Local Council Clerks induction training for new clerks.	Town and Community Council clerks have the information they need to be effective.	H	ALL T&CCs	From Mar 2009		Staffing resources; cost of training	

Sustainability								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
SU1	Vale Council to provide advice for Town and Community Councils on sustainability issues and undertaking an environmental audit.	Town and Community Councils are able to reduce their environmental impact and encourage others to do so.	H	Bev Noon	June 2009	Aug 2009	Staffing resources	
SU2	Town and Community Councils to undertake an environmental audit.	Town and Community Councils are able to reduce their environmental impact and encourage others to do so.	H	ALL T&CCs	Jun 2009	Dec 2009	Staffing resources	

Community Strategy								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
CS1	Vale Council to invite all Town and Community Councils to be involved in the development of the Community Strategy.	Town and Community Councils are involved in the development of policy for the area.	H	Huw Isaac	Mar 2009	Jan 2010	Staffing resources	
CS2	All Town and Community Councils to ensure involvement in the development of the Community Strategy.	Town and Community Councils are involved in the development of policy for the area.	H	ALL T&CCs	Mar 2009	Jan 2010	Staffing resources	
CS3	Representatives of Town and Community Councils to be invited onto the Local Service Forum.	All Town and Community Councils are involved in the development of policy for the area.	H	Huw Isaac	Mar 2009	May 2009	Staffing resources	
CS4	Access to the Local Service Board papers to be available on the Vale Council website.	Town and Community Councils are involved in the development of policy for the area.	M	Huw Isaac	Mar 2009	April 2009	Staffing resources	

Local Elections

Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
LE1	Vale Council to brief T&CC clerks on the election process via clerks meetings and Community Liaison Committee.	Town and Community Council Clerks have a greater understanding of the election process and their role in it.	L	John Maitland Evans	Sep 2011	May 2012	Staffing resources	
LE2	Town and Community Council members to encourage voter turnout.	Improved voter turnout	H	ALL T&CCs	Jul 2009	May 2010	Staffing resources	
LE3	Vale Council to develop a strategy to encourage greater voter registration.	Improved voter turnout	H	John Maitland Evans	Jul 2009	May 2010	Staffing resources	
LE4	Vale Council to bill Town and Community Councils for elections in a timely manner.	Town and Community Councils are able to budget and produce accounts accurately.	H	John Maitland Evans	Apr 2009	onwards	Staffing resources	