

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

Local Governance								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Town and Community Councils to share information at Community Liaison Committee through presentations examples of good practice activities that are being undertaken.	Ideas and information are shared and taken up by other Town and Community Councils	H	T&CCs KB	June 2014		Within existing resources; KB to arrange as part of agenda.	
	Regular three-yearly meetings with T&CC clerks to discuss a wide range of issues.	Clerks are well-informed about county-wide and local issues, and are more able to advise and support their councils.	H	KB	Mar 2014		Within existing resources.	
	An 'introduction to the VoG council' is arranged for new clerks.	New clerks are county-wide and local issues, and are more able to advise and support their councils.	H	KB	Mar 2014	June 2014	Within existing resources.	
	Review the role of Town and Community Councils within the VoGC's constitution and make appropriate amendments.	The role of Town and Community Councils is clear and widely recognised.	H	JW	Mar 2014	Dec 2014	Within existing resources.	

Consultation								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Town and Community Councils to engage the public in discussions about what improvements are needed locally and how they will be funded.	Members of the community feel more involved in decision-making and practical discussions take place to identify funding arrangements.	H	T&CCs	June 2014		T&CCs to use existing mechanisms to consult local people.	

Information and Communication								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Revise contact details for VoGC services.	Town and Community Council clerks have up-to-date information.	M	HI	Mar 2014	June 2014	Within existing resources.	
	Establish and update links between VoGC and T&CC websites (both ways).	Residents are encouraged to contact the most appropriate service providers.	H	T&CCs HI	Mar 2014	June 2014	Within existing resources. Funding available to T&CCs to create/upgrade websites.	
	All council websites provide information about/ links to essential local services (for example bus timetables).	Residents have easy access to essential information.	H	T&CCs HI	Mar 2014	June 2014	Within existing resources. Funding available to T&CCs to create/upgrade websites.	

Information and Communication (continued)								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Community Liaison Committee representatives to cascade information back from CLC to Town and Community Councils.	T&CC councillors are well informed and take informed decisions.	H	CLC reps.	Mar 2014		Within existing resources.	

Land-use Planning								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Opportunities are extended to make representations at Planning Committee meetings.	Decisions made at Planning Committee have regard to all material considerations including representations from community and town councils. The community feel involved in decision-making	H	DRT	June 2014	June 2015	Within existing resources.	
	Promote the use of electronic methods of communication in response to planning consultations	Decisions made at Planning Committee are taken having involved all town and community councils and on the widest source of evidence. Responding to consultations made as straightforward as possible	H	DRT	January 2014	December 2014		

	Report to community Liaison committee on how the Planning Bill will affect councils.	Councils are prepared for the introduction of the Planning Act.	H	DRT	March 2014	March 2014	Within existing resources.	
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Land-use Planning (continued)

Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Consideration be given to the role of the Town and Community Councils and the Vale of Glamorgan Council in preparing Supplementary Planning Guidance (SPG), including Place Plans and Town Plans.	The VoGC and Town and Community Councils work in partnership to prepare SPG where appropriate. SPG is taken into account when planning decisions are made that impact on towns and communities	M	T&CCs and DRT	Mar 2014	December 2017	Within existing resources, if priorities allow, alongside other statutory functions.	

Practical support

Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Engage clerks and respond to issues raised.	Town and Community Council clerks have up-to-date information.	H	KB	Mar 2014		Within existing resources.	

	Town and Community Council clerks to circulate information gleaned locally to councillors and residents.	Residents feel that they are well-informed and can contribute to decision-making.	H	T&CCs	Mar 2014		Within existing resources.	
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Capacity								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Encourage discussion of 'grouping' of Community Councils to work together to share resources.	Community Councils work together to extend the range of resources available to local people.	M	HI	Jun 2014	Dec 2015	Within existing resources.	
	Investigate how Community Councils are undertaking clustering arrangements and report to Community Liaison committee.	Community Councils work together to extend the range of resources available to local people.	M	HI	Jun 2014	Dec 2014	Within existing resources. Savings achieved, improvements made.	

Ethics								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Town and Community Council Clerks recruited and Town and Community Councillors elected/appointed post November 2012 receive a	Town and Community Council Clerks and Members are knowledgeable about ethics issues.	H	DM	Jun 2014	Dec 2014	Within existing resources.	

	presentation on the role of the Monitoring Officer and Members' Code of Conduct.							
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Financial Arrangements								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Town and Community Councils to explain any increase in precept to pay for specific improvements to members of the public.	Members of the community understand why precepts are increasing; precept increases are put towards specific improvements.	H	T&CCs HI	Jan 2015	Mar 2015	Through press, websites social media, etc. assisted by VoGC press office.	

Delegating responsibility for service provision								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Jointly review the process of devolution of services so that the process becomes more proactive.	VoGC actively engages T&CCs in identifying opportunities for devolution of services.	H	HI	June 2014	Dec 2014	Within existing resources. Savings identified.	

Sustainability								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Town and Community Council s share good practice at Community Liaison Committee.	Ideas and information are shared and taken up by other Town and Community Councils	H	T&CCs KB	Jun 2014		Within existing resources.	
	Future Generations Act to be considered by Community Liaison Committee.	Councils are prepared for the introduction of the Act.	H	HI	Dec 2015	Feb 2016	Within existing resources.	

Community Strategy								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Representation by Town and Community Councils is established on key partnerships.	Town and Community Councils are more involved in decisions made by key partnerships.	H	HI	Jun 2014	Sep 2014	Within existing resources. Will require time commitment by T&CC reps.	
	Representatives of Town and Community Councils report back to Community Liaison committee about key partnership issues.	Town and Community Councils are more involved in decisions made by key partnerships.	H	CLC Partnership reps.	Sep 2014	Feb 2015	Within existing resources.	

Community Strategy (continued)								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Minutes of Local Service Board to be circulated to Town and Community Councils.	T&CC councillors are aware of the 'bigger picture' and can inform local councillors and residents.	H	HI	Mar 2014		Within existing resources.	
	LSB minutes to be placed on Community Liaison Committee agenda, with an officer in attendance.	T&CC councillors are aware of the 'bigger picture' and can inform local councillors and residents.	H	HI	Jun 2014		Within existing resources.	

Local Elections								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Electoral Services Officer to attend meetings of clerks to provide updated information.	Elections run smoothly and clerks are well-informed of processes.	H	RL	Mar 2014		Within existing resources.	
	Electoral Services Officer to consult Town and Community Councils on the sites of election facilities.	Election facilities are correctly sited and are accessible for disabled residents.	H	RL	Jun 2014		Within existing resources.	

	Electoral Services Officer to attend Community Liaison Committee on a two-yearly basis to update the Committee.	Elections run smoothly and councillors are well-informed of processes.	H	RL	Jun 2014		Within existing resources.	
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Action plan								
Ref	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resources	Progress
	Community Liaison Committee to monitor action plan annually.	To ensure that the Charter is implemented.	H	HI/KB	Mar 2015		Within existing resources.	