

## **The Vale of Glamorgan Council**

### **Corporate Performance and Resources Scrutiny Committee: 21st September, 2017**

#### **Report of the Managing Director**

#### **1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2017/18**

##### **Purpose of the Report**

1. To advise Members of progress in relation to the Scrutiny Committee recommendations and to confirm the updated Work Programme schedule for the Scrutiny Committee for 2017/18:
  - 1st Quarter - April to June 2017 (Appendix A)
  - Updated Work Programme Schedule for 2017/18 (Appendix B).

##### **Recommendations**

1. That the views of the Committee on the status of the actions listed in Appendix A to the report be sought.
2. That the updated Work Programme schedule attached at Appendix B be approved and uploaded to the Council's website.

##### **Reasons for the Recommendations**

1. To maintain effective tracking of the Committee's recommendations.
2. For information.

##### **Background**

2. An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
3. The Work Programme schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

##### **Relevant Issues and Options**

4. Appendix A attached to this report sets out the recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the

required action is undertaken and to confirm which recommendations are to be agreed as completed.

5. Where appropriate, progress on actions relating to a service area covered by a previous Scrutiny Committee are now included in the Appendices for the appropriate Committee's consideration.
6. It is important that decisions of Scrutiny Committees are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
7. Members are also requested to confirm approval of the updated Scrutiny Committee's Work Programme Schedule attached at Appendix B, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
8. The Work Programme has been aligned to the Cabinet Forward Work Programme. The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee. With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution) , they will be included within the programme as and when received.
9. Over recent years, Task and Finish Review activity has been primarily focussed on school improvement. For this, School Performance Panels have been formed for a number of Primary and Secondary schools. The objectives of these Panels are to review progress and to establish that up-to-date and authoritative plans are in place to address any concerns identified. The limited resources available within the Democratic and Scrutiny Services Section have been devoted to arranging / facilitating, undertaking research and supporting Panel Members in these exercises.
10. As the number of schools requiring support reduces, it is envisaged that other Task and Finish Review work will be considered at a later stage during the Municipal Year.
11. The Work Programme can also be found on the Council's website at the following link:

[http://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)

### **Resource Implications (Financial and Employment)**

12. None as a direct result of this report.

### **Sustainability and Climate Change Implications**

13. None as a direct result of this report.

### **Legal Implications (to Include Human Rights Implications)**

14. None as a direct result of this report.

## **Crime and Disorder Implications**

15. None as a direct result of this report.

## **Equal Opportunities Implications (to include Welsh Language issues)**

16. None as a direct result of this report.

## **Corporate/Service Objectives**

17. Scrutiny contributes to all Corporate and Service Objectives contained in the Corporate Plan and there is also an important role for Scrutiny to play in monitoring the progress for delivering these objectives. There is also an integrated planning action contained in the Corporate Plan for 2016 "Review the current arrangements to support effective scrutiny and facilitate more robust challenge and improved accountability" of which this Work Programme forms a part.

## **Policy Framework and Budget**

18. This report is in accordance with the recommendations of the WAO Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.

## **Consultation (including Ward Member Consultation)**

19. Not applicable given the issue is an internal matter.

## **Relevant Scrutiny Committee**

20. All.

## **Background Papers**

Relevant Scrutiny Committee and Cabinet minutes.

## **Contact Officer**

Jeff Rees, Principal Democratic and Scrutiny Services Officer, Tel: (01446 709413)

## **Officers Consulted**

Jeff Wyatt, Operational Manager (Democratic Services)

## **Responsible Officer:**

Rob Thomas, Managing Director

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2017-18

SCRUTINY DECISION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

<b>20 June 2017</b>				
<b>Min. No. 79 – 4<sup>th</sup> Quarter Scrutiny Decision Tracking Of Recommendations And Work Programme Schedule 2017/18 (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That the work programme schedule at Appendix C be amended to include the following and subsequently be uploaded to the Council's website:  <ul style="list-style-type: none"> <li>• Reshaping Services Programme – regular updates</li> <li>• City Deal – six monthly updates</li> <li>• Public Services Board – regular updates</li> <li>• Capturing Public Engagement within the Council's website.</li> </ul>			Work programme amended and updated to the Council's website.	Completed

**CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**  
**FORWARD WORK PROGRAMME 2017-18**

<b>MONTH</b>	<b>REPORT TITLE</b>
21 <sup>st</sup> September 2017	<ul style="list-style-type: none"> <li>• *CFWP – Quarter 1 Performance Reporting</li> <li>• Corporate Safeguarding Annual Report 2016/17 (Reference from Cabinet)</li> <li>• Reshaping Services Programme - Update on Implementation (Reference from Cabinet)</li> <li>• Sickness Absence Report - April 2016 to March 2017 (Reference from Cabinet)</li> <li>• Forward Work Programme and 1<sup>st</sup> Quarter Decision Tracking</li> <li>• Scrutiny Committees' Draft Annual Report</li> <li>• Employee Turnover Report - April 2016 - March 2017</li> </ul>
19 <sup>th</sup> October 2017	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CFWP – Part 1 Improvement Plan</li> <li>• *CFWP – Medium Term Financial Plan</li> <li>• Annual Report and Performance Assessment</li> </ul>
16 <sup>th</sup> November 2017	<ul style="list-style-type: none"> <li>• *CFWP – Initial Housing Revenue Account Budget Proposals 2018/19</li> <li>• Forward Work Programme and 2<sup>nd</sup> Quarter Decision Tracking</li> </ul>
14 <sup>th</sup> December 2017	<ul style="list-style-type: none"> <li>• *CFWP – Initial Capital Programme Budget Proposals 2018/19 – 2022/23</li> <li>• *CFWP – Initial Revenue Budget Proposals 2018/19 – 2022/23</li> <li>• *CFWP – Quarter 2 Performance Reporting</li> <li>• *CFWP – Half Year Sickness Absence Report April – September 2017</li> <li>• City Deal six monthly update</li> </ul>
25 <sup>th</sup> January 2018	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• Improvement Objectives Part 1 / Corporate Plan</li> <li>• Forward Work Programme and 3<sup>rd</sup> Quarter Decision Tracking</li> </ul>
15 <sup>th</sup> February 2018	<ul style="list-style-type: none"> <li>• Council's Annual Self-Assessment</li> <li>• Transportation TFG Implementation Plan update report</li> </ul>

22 <sup>nd</sup> March 2018	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CFWP – Quarter 3 Performance Reporting</li> <li>• Service Plans</li> <li>• Target Setting</li> </ul>
April 2018	<ul style="list-style-type: none"> <li>• Forward Work Programme and 4<sup>th</sup> Quarter Decision Tracking</li> </ul>

**Other reports requested by Committee to be added into schedule as and when available.**

- Further report on the updated Travel Plan once the staff consultation / survey is completed (18 Feb 14: Min. No. 860)
- Review of English Language Provision on Council's external website (17 Jul 14: Min. No. 263)
- Welfare Reform Annual Progress report (20 Jan 15: Min No 819)
- Energy Commission Re-Investment Scheme six monthly updates (10 Feb 15: Min No 869)
- Council's Workforce Plan PIs / Performance (Youth employment in the Council) (01 Sep 16: Min No 283)
- Youth Employment in the VoG Council – Workforce Plan indicators (01 Sep 16: Min. No. 282)
- Further report re cost analysis of contract work in relation to certain aspects of the Council's School Improvement Programme (20 Sep 16: Min. No. 345)
  - Reshaping Services Programme – regular updates (20 Jun 17: Min. No. 79)
  - City Deal – six monthly updates (20 Jun 17: Min. No. 79)
  - Public Services Board – regular updates (20 Jun 17: Min. No. 79)
  - Capturing Public Engagement within the Council's website (20 Jun 17: Min. No. 79)

**NB The schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.**