

## CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE

Minutes of a meeting held on 17<sup>th</sup> January, 2019.

Present: Councillor G.D.D. Carroll (Chairman); Councillor V.P. Driscoll (Vice-Chairman); Councillors R. Crowley, O. Griffiths, S.J. Griffiths, Dr. I.J. Johnson, P.G. King, N. Moore, L.O. Rowlands and E. Williams.

### 667 MINUTES –

RECOMMENDED – T H A T the minutes of the meeting held on 13<sup>th</sup> December, 2018 be approved as a correct record.

### 668 DECLARATIONS OF INTEREST –

Councillors Dr. I.J. Johnson, L.O. Rowlands and E. Williams declared an interest in Agenda Item No. 4 – Corporate Safeguarding Mid-Year Report in that they were Local Authority appointed Governors of schools but were able to speak and vote on the matter.

### 669 CORPORATE SAFEGUARDING MID-YEAR REPORT (REF) –

Cabinet had referred the report to the Scrutiny Committee for its consideration on 7<sup>th</sup> January, 2019. The report provided an update on the work that had been undertaken in relation to corporate arrangements for safeguarding and protecting children and adults who required specific Council services and to provide an overview of progress of the Corporate Safeguarding Group work plan and other safeguarding activities taking place across the Local Authority.

Key update points from the previous six months were noted as:

- widespread awareness raising of the “duty to report” and the establishment of a single contact number;
- mandatory safeguarding training issuing IDev;
- implementation of “handling Individual Cases” guidance; and
- development of a work plan for the Corporate Safeguarding Group.

The Operational Manager for Human Resources commenced by referring to the work of the Corporate Safeguarding group advising that the group met on a quarterly basis, the terms of reference had recently been agreed, a business plan was being developed and would be reported to Committee in due course. In relation to schools, the Director of Learning and Skills was currently consulting regarding possible changes to existing internal arrangements. He advised that policy and procedure in relation to safer recruitment was being adhered to and performance data was being analysed and actions taken to maintain compliance.

In referring to DBS arrangements, although noting that key elements of the Protection of Freedoms Act 2012 had been implemented, Members commented that in their view all Councillors should receive DBS checks in view of their role in working. The Operational Manager stated that there was strict eligibility criteria in relation to accessing standard and enhanced DBS checks. However, it was suggested that further advice be sought from the Monitoring Officer / Head of Legal and Democratic Services.

Having considered the report, it was subsequently

**RECOMMENDED –**

- (1) T H A T the report be noted.
- (2) T H A T further advice in relation to the requirement for Members of the Council to receive a DBS check be explored with the Monitoring Officer / Head of Legal and Democratic Services.

Reason for recommendations

- (1) Having regard to the contents contained therein.
- (2) In order that appropriate advice can be provided to Members.

**670 REVENUE MONITORING FOR THE PERIOD 1<sup>ST</sup> APRIL TO 30<sup>TH</sup> NOVEMBER 2018 (MD)**

The Head of Finance / Section 151 Officer advised that the forecast for the 2018/19 Council and HRA revenue budgets was for an outturn within target, however there would be some unplanned drawdown from reserves in order to cover elements of overspending in addition to the planned use of reserves. It was also noted that it was possible that some services would not achieve their savings target in the full year.

Having specific regard to the Directorates it was noted that the forecast for Learning and Skills was an overspend of £142k after an anticipated use of reserves, however, the Directorate had been requested to look at ways of mitigating this position to deliver an outturn within budget at year end.

The forecast for Social Services was shown as a balanced budget as the service had received £513,000 this year as part of the Sustainable Social Services Grant made available by Welsh Government. The report highlighted that there would still be considerable pressure on this service in the current year. For Neighbourhood Services and Transport, the service was currently projected to outturn on budget, however, there were some areas of concern to highlight and reserves would be utilised. The Managing Director and Resources Directorate were reporting that they would outturn on target at year end.

As part of the Final Revenue Budget Proposals for 2018/19, a savings target of £6.298m was set for the Authority. Attached at Appendix 1 to the report was a statement detailing the projected progress against savings targets for 2018/19. It was currently projected that there would be a shortfall against the savings target of £724k.

Each savings target had been given a RAG status. Green indicated that it was anticipated that the target would be achieved in full within the year, Amber indicated that it was considered that the saving in the year would be within 20% of the target and Red indicated that the saving to be achieved in year would be less than 80% of the target. For Neighbourhood Services and Transport there was a savings target this year of £951k. It was currently anticipated that £636k would be achieved leaving a shortfall of £315k to be identified. Work was continuing to identify schemes to close this gap however any shortfall at year end would need to be funded from the Neighbourhood Services reserve.

Managing Director and Resources – A saving of £700k had been allocated for 2018/19 however £600k had currently been identified for the year. Further work was being undertaken to identify additional savings and this shortfall may reduce by year end. It was anticipated that any shortfall at year end could be funded from savings elsewhere in the Directorate.

Council Wide – It was anticipated that the Commercial Opportunities savings target would have a shortfall of £178k this year. Work continued to explore new ways of generating income. Sponsorship of the summer events programme had yielded income for the first time with follow-up interest expressed in other opportunities. Changes to concessions for bulky item collections were forecast to increase income this year, in addition to the work to increase income within Registration Services, filming and additional website advertising. The Digital Strategy savings target was anticipated to have a £131k shortfall at year end. Work was underway to deliver digital projects focusing on customer and employee systems. Work to enhance the website and its functionality had commenced in order to shift customers to digital channels. Work was underway within the digital employee project to make efficiencies from digital recruitment and DBS management.

Members, aware that at the last meeting of the Committee in December 2018 they had considered the budget proposals in detail, stated that their views had not changed since that meeting and subsequently

**RECOMMENDED – T H A T the report be noted.**

#### Reason for recommendation

Having regard to the contents contained therein and to the minutes of the last meeting of the Committee.

## 671 CAPITAL MONITORING REPORT FOR THE PERIOD 1<sup>ST</sup> APRIL TO 30<sup>TH</sup> NOVEMBER 2018 (MD) –

Appendix 1 to the report detailed the financial progress on the Capital Programme as at 30<sup>th</sup> November, 2018, with the Head of Service advising that for those schemes where it was evident that the full year's budget would not be spent during the year, the relevant officers had been required to provide an explanation for the shortfall which was to be taken to the earliest available Cabinet.

For the various departments, the report highlighted the following:

**Learning and Skills** – As had been reported to Cabinet on 19<sup>th</sup> November, 2018, additional funding had been made available by Welsh Government as part of the Period Poverty initiative for schools. This grant would be used to improve the toilet facilities in Holton Road Primary School to ensure dignity and privacy for pupils. It had been requested that the Capital Programme be increased by £31k in 2018/19.

**Environment and Housing** – A report titled Street Lighting Energy Reduction Strategy Update had been presented to Environment and Regeneration Scrutiny Committee on 6<sup>th</sup> December, 2018 which had provided an update on progress of the scheme.

**Managing Director and Resources – Penarth Heights Public Art** – A delegated authority had been approved to include a new scheme with a value of £834k into the Capital Programme to be funded by Public Art Section 106 monies. The scheme would be carried out over three years. The scheme sought to implement the Public Arts Strategy by creating a Makerspace at Penarth Library, replacement of boundary railings and the provision of three artist designed entrances to Dingle Park, promoting storytelling and writing in association with schools, art designed signage and information boards. Landscaping and free standing art in Arcott Street, replace the entrance railings to Cogan Leisure Centre and enhance the seating which overlooked Cardiff Bay and Penarth Marina along with artistic interventions along the railings and information boards. The funding would be profiled as follows; 2018/19 £323k, 2019/20 £188k and 2020/21 £323k.

**Barry Regeneration Partnership** – This was a legacy project that had developed as a result of the Welsh Government's VVP (Tackling Poverty) programme, which focused on Main Street (and adjoining areas), Barry. The project involved work to a boundary wall which adjoined a key pedestrian route which connected Main Street with Cadoxton Primary School and Victoria Park. Completion of a works licence with the landowner had been delayed which had resulted in the start date for the work being pushed back to 2019/20. It had therefore been requested that £24k be carried forward into the 2019/20 Capital Programme.

**Colwinston Play area** – It had been requested that the 2019/20 Capital Programme be increased from £48k to £75k. The additional £27k would be funded £14k from Strong Communities Fund and £13k funded from a donation from Colwinston Village Hall.

Stronger Communities Fund – Cabinet, on 26<sup>th</sup> March, 2018 (Minute C267), approved grant funding of £33k for boilers at Barry YMCA and £12k for Cowbridge Tennis Club Pay and Play management system. Barry YMCA had now confirmed that the cost of the boilers would be £26k. It had therefore been requested that the Capital Programme be increased by £38k in 2018/19, funded from the Stronger Communities revenue budget.

The Operational Manager for Engineering, present at the meeting following a request by the Committee, provided an update in relation to the LED lighting programme. The Operational Manager advised that there was no clear understanding at the moment of the exact savings that would be received as these would only be analysed after Phase 2. However, he advised Committee of some crude initial figures but advised caution be exercised as they were not accurate figures stating that for September 2017 435,000 kW hours had been used and currently for 2018/19 the figures stood at 391,000 kW hours. It did however, indicate that savings were being made albeit they were not the final figures. With regard to the LED roll out, Committee Members sought the progress to date and were advised that the conversion of the current lanterns was substantially complete and that the officer was confident that over the next three months the roll out would be completed. With regard to lighting on main roads, Salix funding was to be progressed with the appointment of a designer in order that the funding could be drawn down. With regard to ornamental lamps, Members were informed that the key priority areas were Penarth Marina, Barry Island, with the “quick wins” hoping to be achieved sooner rather than later.

Following a query in relation to Cross Common Road Bridge, Committee was informed that the delay was in relation to the inability to appoint staff to undertake the contract as the department was struggling to recruit the required personnel. However, the Operational Manager stated that he was hopeful that the work would commence in the first quarter of the next financial year.

Having considered the report, it was subsequently

RECOMMENDED – T H A T the report be noted and the officer thanked for the updates to the Committee.

#### Reason for recommendation

Having regard to the contents contained within the report and the information provided at the meeting.

#### 672 3<sup>RD</sup> QUARTER SCRUTINY DECISION TRACKING OF RECOMMENDATIONS AND UPDATED WORK PROGRAMME SCHEDULE 2018/19 (MD) –

The report provided Members with an update of progress in relation to the Committee’s recommendations together with a copy of the draft work programme schedule for approval.

The Principal Democratic and Scrutiny Services Officer, in presenting the report, advised that Appendix A referred to the 3<sup>rd</sup> Quarter October to December 2018, and Appendix B to the 2<sup>nd</sup> Quarter July to September 2018 of the Committee's recommendations. The majority were noted as "completed" with the Committee being asked to confirm the status if appropriate.

In relation to ongoing matters, it was noted that at the last meeting discussions in relation to Initial Revenue Budget Proposals and Capital Proposals, the references would be referred to Cabinet on 21<sup>st</sup> January, 2019 and Members would be updated on the progress in the next Quarter. For Quarter 2 (2018-19) Performance Report: Corporate Health, information in relation to legal services and the loss of experienced staff and their knowledge base as a result of reduced staffing levels had been requested to be forwarded to Members via e-mail and this had been sent by the Monitoring Officer / Head of Legal and Democratic Services on 16<sup>th</sup> January, 2019.

Having regard to Appendix B, Minute No. 324 – Corporate Safeguarding Annual Report 2017/18 and the information required by Members in relation to confidential matters, this information had been forwarded by email to Members and had also been made available on Member net /StaffNet. A Member requested that a further report be brought to the Scrutiny Committee in relation to outcomes and current progress in respect of the confidential matter within the Social Services Department.

Appendix C to the report referred to the current forward work programme from January to April 2019 and the Principal Democratic and Scrutiny Services Officer advised that this would be updated following the recent approval of the Cabinet forward work programme where items referred to the Scrutiny Committee would be included on the Committee's work programme and updated in relation to dates for future meetings which had been approved by Cabinet.

Members also requested that the work programme schedule be updated to include regular sickness performance and staffing issues update reports and regular updates on safeguarding.

Having considered the report, it was subsequently

RECOMMENDED –

(1) T H A T the following actions be deemed as completed:

<b>14 November 2018</b>	
<b>Min. No. 489 – Provisional Local Government Settlement 2019/20 (MD)</b> – Recommended that notwithstanding the couple of typographical errors, the comments of the Scrutiny Committee outlined above be referred to Cabinet for consideration for inclusion in the response to Welsh Government.	Cabinet, at its meeting on 19 <sup>th</sup> November, 2018, resolved [1] That the comments of the Corporate Performance and Resources Scrutiny Committee be incorporated into the letter attached at Appendix A to the report, and the revised letter be approved for submission to Welsh Government.

	<p>[2] That delegated authority be granted to the Managing Director, in consultation with the Leader, to amend any typographical errors in the letter before submission to Welsh Government. (Minute No. C491 refers)</p> <p><b>Completed</b></p>
<p><b>Min. No. 490 – Reshaping Services Programme – Update on Implementation (REF) – Recommended</b></p> <p>(1) That the detailed service reviews described in the report be reported to the Committee for consideration in due course.</p> <p>(2) That regular progress reports continue to be brought to the Committee to provide updates on the progress of the Reshaping Services programme.</p>	<p>(1) Added to work programme schedule.</p> <p><b>Completed</b></p> <p>(2) Added to work programme schedule.</p> <p><b>Completed</b></p>
<p><b>Min. No. 492 – Auditor General for Wales Overview and Scrutiny Fit for the Future? (MD) – Recommended</b></p> <p>(1) That the report be noted and the action plan endorsed and referred to Cabinet for consideration.</p> <p>(2) That Cabinet be requested to approve the ongoing monitoring of the draft action plan as part of the Council's existing performance monitoring arrangements.</p> <p>(3) That it was the Committee's unanimous view that Cabinet Members should attend all Scrutiny Committee meetings as outlined above.</p>	<p>Cabinet, at its meeting on 17<sup>th</sup> December, 2018, resolved</p> <p>[1] That the draft action plan in response to the WAO's proposals for improvement be endorsed.</p> <p>[2] That ongoing monitoring of the action plan be approved as part of the Council's existing performance monitoring arrangements. (Min. No. C509 refers)</p> <p><b>Completed</b></p>
<p><b>Min. No. 493 – Review of Corporate Committee Report Template (MD) – Recommended</b></p> <p>(2) That the report be referred to Cabinet to enable the revised corporate Committee report template to be implemented in the New Year.</p>	<p>Cabinet, at its meeting on 17<sup>th</sup> December, 2018, resolved</p> <p>[1] That the comments of the Corporate Performance and Resources Scrutiny Committee be noted.</p> <p>[2] That the report and the reasons for the proposed revision of the Corporate Committee Report Template be noted.</p> <p>[3] That the revised Corporate Committee Report Template be endorsed for implementation in 2019. (Min. No. C510 refers)</p> <p><b>Completed</b></p>

<b>13 December 2018</b>	
<p><b>Min. No. – Sickness Absence Report – April 2018 to September 2018 (REF) – Recommended</b>  (2) That future reports detail the actual figures as opposed to percentages and that the current figures be forwarded to Members via e-mail for their information.</p>	<p>Officers to progress in future reports.  <b>Completed</b></p>
<p><b>Min. No. – Quarter 2 (2018-29) Performance Report: Corporate Health (MD) – Recommended</b>  (2) That the information as detailed above be e-mailed to Members of the Committee.  <i>[Reduced staffing levels / clarity in relation to 2.12 Service Plan Risks and page 19 “Loss of experienced staff and their knowledge base as a result of reduced staffing levels.]</i></p>	<p>Information sent by the Monitoring Officer / Head of Legal and Democratic Services on 16<sup>th</sup> January, 2019.  <b>Completed</b></p>
<b>19 July 2018</b>	
<p><b>Min. No. 204 – Draft Parking Strategy Report (REF) – Recommended</b> that Cabinet be requested to rethink and review the Strategy proposals in light of the comments raised at the Scrutiny Committee and, in particular, to reconsider the Capita report having regard to a number of errors contained therein.</p>	<p>Referred to Cabinet meeting on 30<sup>th</sup> July, 2018 where it was resolved that the recommendations of the Environment and Regeneration and Corporate Performance and Resources Scrutiny Committees, and the comments made at the meetings, be noted and the consultation process proceed as planned as set out in the report of 2<sup>nd</sup> July, 2018. (Minute No C377 refers)</p> <p>The drop-in public consultation sessions on the proposals have been extended further into the evening to ensure that members of the public can attend after work (the Interim Communications Manager confirmed that this amendment to the consultation proposals was as a direct result of the discussions at Scrutiny Committees).  <b>Completed</b></p>
<p><b>Min. No. 210 – Vale of Glamorgan Public Services Board Well-Being Plan: Our Vale – Our Future (MD) – Recommended</b>  (2) That monitoring of the Plan be added to the Committee’s work</p>	<p>Added to work programme schedule.  <b>Completed</b></p>



programme with presentations on each of the four topic areas to be presented to the Committee when appropriate.	
<p><b>Min. No. 213 – 1<sup>st</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2018/19 (MD) – Recommended</b></p> <p>(2) That the work programme schedule attached at Appendix C to the report be amended to include monitoring of the Public Services Board Well-being Plan and consideration be given to bringing forward the Welfare Reform Annual Progress Report for consideration by the Committee together with the information relating to the costings for the LED lights programme and uploaded to the Council's website.</p>	<p>Work programme schedule amended and uploaded to the Council's website. <b>Completed</b></p>
<b>20 September 2018</b>	
<p><b>Min. No. 324 – Corporate Safeguarding Annual Report 2017/18 (REF) – Recommended</b></p> <p>(1) That notwithstanding the information requested above, the Corporate safeguarding Annual Report 2017/18 be noted and further clarity in relation to the confidential items be provided to Members.</p> <p>(2) That the Committee continue to receive six monthly reports on work carried out to improve Corporate Safeguarding arrangements and the effectiveness of relevant policies.</p>	<p>(1) Committee advised that the information had been forwarded to Members and had been made available on Member net / StaffNet <b>Completed</b></p> <p>(2) Added to work programme schedule. <b>Completed</b></p>
<p><b>Min. No. 326 – Medium Term Financial Plan 2018/19 to 2021/22 (REF) – Recommended</b></p> <p>(1) That reference to the Children's Services as a risk area be highlighted in the report.</p> <p>(2) That Cabinet consider potential impacts of the Welsh Government decrease in funding of a sum greater than 1%.</p> <p>(3) That Council continue to make the case to Welsh Government for a fairer funding settlement.</p>	<p>Cabinet, at its meeting on 15<sup>th</sup> October, 2018, noted the report. (Min No C445 refers) <b>Completed</b></p>

<p><b>Min. No. 327 – Charging for Information (MO/HLDS) –</b> Recommended that the report and the policy at Appendix A to the report subject to the amendment that the standard cost of “£25 per hour or part thereof “ be included in the policy be endorsed and referred to Cabinet for final determination.</p>	<p>Cabinet, at its meeting on 1<sup>st</sup> October, 2018, resolved [1] That the Scrutiny Committee (Corporate Performance &amp; Resources) recommendation made at its meeting on 20 September 2018 in respect of the Charging for Information report be noted and accepted. [2] That subject to the draft Information Charging Policy being amended to refer to “£25 per hour or part thereof” the proposed Charging for Information Policy be endorsed and implemented with immediate effect. [3] That the Information Manager (Lawyer) be granted delegated authority to determine applications to exempt information from the Council’s rate of £25 per hour or part thereof or modify the rate in line with Charging for Information Policy. (Min No C422 refers) <b>Completed</b></p>
<p><b>Min. No. 328 – Welfare Reform – Progress Report (MD) –</b> Recommended (1) That the report be noted and a further update be provided on an annual basis and added to the work programme. (2) That should further information in relation to the commencement for Universal Credit be received, an interim report before the 12 months is presented to the Scrutiny Committee to apprise the Committee.</p>	<p>(1) Added to work programme schedule. <b>Completed</b> (2) Added to work programme schedule. <b>Completed</b></p>
<p><b>Min. No. 330 – Scrutiny Committees’ Draft Annual Report May 2017 to April 2018 (MD) –</b> Recommended that the contents of the draft Annual Report for the period May 2017 to April 2018 be approved subject to any further minor amendments being agreed in consultation with the Chairman and that the report be submitted to Full Council in September 2018.</p>	<p>Presented to Full Council on 26<sup>th</sup> September, 2018. <b>Completed</b></p>

(2) T H A T the work programme be amended as outlined above and uploaded to the Council’s website.

Reasons for recommendations

- (1) To maintain effective tracking of the Committee's recommendations.
- (2) In order that the work programme schedule can be revised accordingly and uploaded to the Council's website.