

## **The Vale of Glamorgan Council**

### **Corporate Performance and Resources Scrutiny Committee: 17th January 2019**

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

#### **3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2018/19**

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

1. To advise Members of progress in relation to the Scrutiny Committee recommendations and to confirm the Work Programme Schedule for the Scrutiny Committee for 2018/19:
  - 3rd Quarter October - December 2018 (Appendix A)
  - 2nd Quarter July - September 2018 (Appendix B)
  - Updated Work Programme Schedule for 2018/19 (Appendix C).

##### **Recommendations**

1. That the views of the Committee on the status of the actions listed in Appendices A and B to the report be sought.
2. That the updated Work Programme Schedule attached at Appendix C 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. Appendices A and B 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 Scrutiny Committee Work Programme Schedule attached at Appendix C, 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. Discussions in relation to broadening the work programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.
10. 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)**

11. None as a direct result of this report.

## **Sustainability and Climate Change Implications**

12. None as a direct result of this report.

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

13. None as a direct result of this report.

## **Crime and Disorder Implications**

14. None as a direct result of this report.

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

15. None as a direct result of this report.

## **Corporate/Service Objectives**

16. 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 2016/17 "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**

17. 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)**

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

## **Relevant Scrutiny Committee**

19. All.

## **Background Papers**

Relevant Scrutiny Committee and Cabinet minutes.

## **Contact Officer**

Karen Bowen, Principal Democratic and Scrutiny Services Officer, Tel: (01446 709856)

## **Officers Consulted**

Jeff Rees, Operational Manager (Democratic Services)

## **Responsible Officer:**

Rob Thomas, Managing Director

## Uncompleted Recommendations

3<sup>rd</sup> Quarter – 2018/19

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

14 November 2018				
<b>Min. No. 489 – Provisional Local Government Settlement 2019/20 (MD) – Recommended</b>	Corporate Performance & Resources			
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. [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)	Completed
<b>Min. No. 490 – Reshaping Services Programme – Update On Implementation (REF) – Recommended</b>	Corporate Performance & Resources			
(1) That the detailed service reviews described in the report be reported to the Committee for consideration in due course.			Added to work programme schedule.	Completed
(2) That regular progress reports continue to be brought to the Committee to provide updates on the progress of the Reshaping Services programme.			Added to work programme schedule.	Completed
<b>Min. No. 492 – Auditor General for Wales Overview and Scrutiny Fit for the Future? (MD) – Recommended</b>	Corporate Performance & Resources			
(1) That the report be noted and the action plan endorsed and referred to Cabinet for consideration.			Cabinet, at its meeting on 17 <sup>th</sup> December, 2018, resolved [1] That the draft action plan in response to the WAO's proposals for improvement be endorsed. [2] That ongoing monitoring of the action plan be approved as part of the Council's existing performance monitoring arrangements. (Min. No. C509 refers)	Completed
(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.				
(3) That it was the Committee's unanimous view that Cabinet Members should attend all Scrutiny Committee meetings as outlined above.				

## Uncompleted Recommendations

3<sup>rd</sup> Quarter – 2018/19

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>Min. No. 493 – Review Of Corporate Committee Report Template (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That the report be referred to Cabinet to enable the revised corporate Committee report template to be implemented in the New Year.			Cabinet, at its meeting on 17 <sup>th</sup> December, 2018, resolved [1] That the comments of the Corporate Performance and Resources Scrutiny Committee be noted. [2] That the report and the reasons for the proposed revision of the Corporate Committee Report Template be noted. [3] That the revised Corporate Committee Report Template be endorsed for implementation in 2019. (Min. No. C510 refers)	Completed
<b>13 December 2018</b>				
<b>Min. No. – Sickness Absence Report – April 2018 to September 2018 (REF) – Recommended</b>	Corporate Performance & Resources			
(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.			Officers to progress in future reports.	Completed
<b>Min. No. – Initial Revenue Budget Proposals 2019/20 and Revised Budget 2018/19 (MD) – Recommended</b>	Corporate Performance & Resources			
(1) That Cabinet be advised of the Committee's comments regarding acknowledgement of the increase in demand for services for Adults and Children and the pressures on the service's budgets, with a call for an easing of the cost pressures that needed to be fully considered and applied.		}	To be referred to Cabinet meeting on 21 <sup>st</sup> January, 2019.	Ongoing
(2) That the Initial Revenue Budget Proposals for 2019/20 and the comments raised by the Committee, including those relating to cost pressures as set out Recommendation (1) above be forwarded to Cabinet.				

Uncompleted Recommendations

3<sup>rd</sup> Quarter – 2018/19

**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
(3) That Cabinet be advised of the Committee's view that cost pressure V1 and the waste recycling treatment contract should be fully funded to the value of £850k per annum and for this money to be allocated from the Council's General Fund Reserve.			To be referred to Cabinet meeting on 21 <sup>st</sup> January, 2019.	Ongoing
(4) That Cabinet and the Budget Working Group be advised of the Committee's view that serious consideration is given to the level of reserves held in the Council Fund Reserve before costs are passed onto residents in the form of increased Council Tax.				
(5) That Cabinet be requested to consider carefully the impact for the service areas should it decide not to fund some of the cost pressures noted for the Directorate.				
(6) That the Council and Cabinet lobby both Westminster and the WLGA with a copy to the Minister Kirsty Williams regarding the teachers' superannuation costs, pointing out the issues and whether they would be prepared to look favourably on the Council in this regard.				
<b>Min. No. – Initial Capital Programme Proposals 2019/20 to 2023/24 and Capital Monitoring 2018/19 (MD) – Recommended</b>	Corporate Performance & Resources			
(1) That notwithstanding the requests for further information, the recommendations of the Scrutiny Committees as outlined below be endorsed and reported to Cabinet for consideration.  <b>Homes and Safe Communities Scrutiny Committee on 5<sup>th</sup> December, 2018:</b> <b>(2) T H A T the Initial Capital Budget proposals for 2019/20 be noted and that the Committee's comments be referred to the Corporate Performance and Resources Scrutiny Committee.</b>  <b>Environment and Regeneration Scrutiny Committee on 6<sup>th</sup> December, 2018:</b> <b>(1) T H A T the Corporate Performance and</b>			To be referred to Cabinet meeting on 21 <sup>st</sup> January, 2019.	Ongoing

Uncompleted Recommendations

3<sup>rd</sup> Quarter – 2018/19

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
<p>Resources Scrutiny Committee pass on to Cabinet, the Committee's recommendation that additional funding should be allocated for capital bid E1 Carriageway resurfacing/Surface treatments, with extra investment to come from the Council's General Reserve.</p> <p>(2) T H A T the Corporate Performance and Resources Scrutiny Committee be requested to consider a future report outlining the use of Council Capital receipts and the land/property portfolio held by the Council, with consideration of how the Council's assets could be used.</p> <p>Learning and Culture Scrutiny Committee on 11<sup>th</sup> December, 2018: (1) T H A T Cabinet be requested to consider that if there was any additional funding forthcoming for asset renewals in schools, that the aspects of dignity and privacy for pupils be considered.</p>			Referred to Cabinet meeting on 21 <sup>st</sup> January, 2019.	Ongoing
<p><b>Min. No. – Quarter 2 (2018-29) Performance Report: Corporate Health (MD) – Recommended</b></p> <p>(2) That the information as detailed above be e-mailed to Members of the Committee. [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.]</p>	Corporate Performance & Resources		Officer to provide information via e-mail.	Ongoing

# Uncompleted Recommendations

2<sup>nd</sup> Quarter 2018-19

Appendix B  
Jul – Sep 2018

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

19 July 2018				
<b>Min. No. 204 – Draft Parking Strategy Report (REF) – Recommended</b>	Corporate Performance & Resources			
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.			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)  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).	Completed
<b>Min. No. 210 – Vale of Glamorgan Public Services Board Well-Being Plan: Our Vale – Our Future (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That monitoring of the Plan be added to the Committee's work programme with presentations on each of the four topic areas to be presented to the Committee when appropriate.			Added to work programme schedule.	Completed
<b>Min. No. 213 – 1<sup>st</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2018/19 (MD) – Recommended</b>	Corporate Performance & Resources			
(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			Work programme schedule amended and uploaded to the Council's website.	Completed



# Uncompleted Recommendations

2<sup>nd</sup> Quarter 2018-19

**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
consideration by the Committee together with the information relating to the costings for the LED lights programme and uploaded to the Council's website.				
<b>20 September 2018</b>				
<b>Min. No. 324 – Corporate Safeguarding Annual Report 2017/18 (REF) – Recommended</b>	Corporate Performance & Resources			
(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.			Officers to progress.	Ongoing
(2) That the Committee continue to receive six monthly reports on work carried out to improve Corporate Safeguarding arrangements and the effective ness of relevant policies.			Added to work programme schedule.	Completed
<b>Min. No. 326 – Medium Term Financial Plan 2018/19 to 2021/22 (REF) – Recommended</b>	Corporate Performance & Resources			
(1) That reference to the Children's Services as a risk area be highlighted in the report.			Cabinet, at its meeting on 15 <sup>th</sup> October, 2018, noted the report. (Min No C445 refers)	Completed
(2) That Cabinet consider potential impacts of the Welsh Government decrease in funding of a sum greater than 1%.				
(3) That Council continue to make the case to Welsh Government for a fairer funding settlement.				
<b>Min. No. 327 – Charging for Information (MO/HLDS) – Recommended</b>	Corporate Performance & Resources			
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			Cabinet, at its meeting on 1 <sup>st</sup> October, 2018, resolved [1] That the Scrutiny Committee (Corporate Performance & 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	Completed

Uncompleted Recommendations

2<sup>nd</sup> Quarter 2018-19

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
			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>Min. No. 328 – Welfare Reform – Progress Report (MD) – Recommended</b>	Corporate Performance & Resources			
(1) That the report be noted and a further update be provided on an annual basis and added to the work programme.			Added to work programme schedule.	Completed
(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.			Added to work programme schedule.	Completed
<b>Min. No. 330 – Scrutiny Committees' Draft Annual Report May 2017 to April 2018 (MD) – Recommended</b>	Corporate Performance & Resources			
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.			Presented to Full Council on 26 <sup>th</sup> September, 2018.	Completed

**CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**  
**FORWARD WORK PROGRAMME 2018-19**

<b>MONTH</b>	<b>REPORT TITLE</b>
17 <sup>th</sup> January 2019	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• Corporate Safeguarding Mid Term Report</li> <li>• Forward Work Programme and 4<sup>th</sup> Quarter Decision Tracking</li> </ul>
14 <sup>th</sup> February 2019	<ul style="list-style-type: none"> <li>• Council’s Annual Self-Assessment</li> <li>• Transportation TFG Implementation Plan update report</li> </ul>
14 <sup>th</sup> March 2019	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CFWP – Quarter 3 Performance Reporting</li> <li>• Corporate Plan Annual Delivery Plan 20**/20** (including Service Plans &amp; Target Setting).</li> </ul>
11 <sup>th</sup> April 2019	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <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.**

- Reshaping Services Programme – regular updates (14 Nov 18: Min No 490)
- Capturing Public Engagement within the Council’s website (20 Jun 17: Min. No. 79)
- Council’s Annual Self-Assessment Member Briefing to be arranged (15 Feb 18: Min No 716)
- Progress of an expanded Joint Internal Audit Service (22 Mar 18: Min No 817)
- Monitoring of and presentations on the four topic areas of the PSB’s wellbeing plan (19 Jul 18: Min No 210)
- LED lighting programme – report on costings (19 Jul 18: Min No 213)
- Welfare Reform annual progress report (20 Sep 18: Min No 328)
- Universal Credit – interim report re the commencement of UC if further information received before the Welfare Reform annual progress report (20 Sep 18: Min No 328)

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