

Meeting of:	<b>Corporate Performance and Resources Scrutiny Committee</b>
Date of Meeting:	<b>Wednesday, 27 November 2019</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the updated Committee's Work Programme for 2019/20
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer, 01446 709856
Elected Member and Officer Consultation:	None
Policy Framework:	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
Executive Summary:	<ul style="list-style-type: none"> <li>• The report advises Members of progress in relation to the Scrutiny Committee's recommendations and confirms the updated Work Programme Schedule for 2019/20: <ul style="list-style-type: none"> <li>- 2nd Quarter July to September 2019 (Appendix A)</li> <li>- Updated Work Programme Schedule for 2019/20 (Appendix B), following approval to be uploaded to the Council's website.</li> </ul> </li> </ul>

## **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 Recommendations**

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

## **1. Background**

- 1.1 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.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

## **2. Key Issues for Consideration**

- 2.1 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.
- 2.2 It is important that decision 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.
- 2.3 Members are also requested to confirm approval of the updated Scrutiny Committee 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.
- 2.4 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.

**2.5** In response to the recent Wales Audit Office review into Scrutiny, the Council has aimed to deliver an annual scrutiny-drive issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its Forward Work Programme (Attached at Appendix B) by identifying:

- The specific areas of interest for the Committee;
- How to engage stakeholders (including Ward Members and the public);
- The most appropriate forms of scrutiny for each (e.g. "task and finish", expert witnesses, site visits, joint approaches to scrutiny, etc.);
- The issues where scrutiny can have the most impact and value to be gained from consideration.

**2.6** 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.

**2.7** The Work Programme can also be found on the Council's website at the following link: [https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

**3.1** The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes.

**3.2** Scrutiny Committee forward work programmes are published by the Council which encourages engagement / involvement by the public in the decision making process.

**3.3** The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>

**3.4** The Scrutiny work programme provides details of the reports / items proposed to be considered by the Committee over the coming year.

### **4. Resources and Legal Considerations**

#### **Financial**

**4.1** None as a direct result of this report.

## **Employment**

**4.2** None as a direct result of this report.

## **Legal (Including Equalities)**

**4.3** None as a direct result of this report.

## **5. Background Papers**

Relevant Scrutiny Committee and Cabinet minutes.

# Uncompleted Recommendations

2<sup>nd</sup> Quarter 2019-20

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

24 July 2019				
<b>Min. No. 193 – Vale of Glamorgan Public Services Board Annual Report 2019 (MD) – Recommended</b>	Corporate Performance & Resources			
That all those involved in the production of the Public Services Board’s Annual Report and film be thanked for their hard work and that the amendments outlined above be included in future documents.			A further recommendation made at the Scrutiny Committee meeting on 2 <sup>nd</sup> October, 2019 was added to the work programme as below: “Reports in respect of matters being considered by the Public Services Board be presented to the Scrutiny as appropriate” (Min. No. 347 refers)	Completed
<b>Min. No. 194 – Development of the Vale of Glamorgan Council Corporate Plan 2020 -25 (MD) – Recommended</b>	Corporate Performance & Resources			
(1) That the comments made at the meeting be considered when developing the Corporate Plan for 2020-25.				Ongoing
<b>Min. No. 195 – End of Year 2018/29 Performance Report: Corporate Health (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That the concerns of the Scrutiny Committee in relation to the Contact Centre service be considered in more detail by Members in the near future.			Added to the work programme schedule.	Completed

**CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**  
**FORWARD WORK PROGRAMME 2019-20**

<b>MONTH</b>	<b>REPORT TITLE</b>
27 <sup>th</sup> November 2019	<ul style="list-style-type: none"> <li>• *CFWP – Sickness Absence Report 2019/20 Q2</li> <li>• *CFWP - Corporate Safeguarding Mid-Year Report (reference from Cabinet)</li> <li>• *CFWP – Treasury Management Mid Year Report 2019/20</li> <li>• 2<sup>nd</sup> Quarter Decision Tracking and Updated Forward Work Programme</li> <li>• Welfare Reform Annual Progress Report</li> <li>• Charging for Information Policy</li> <li>• Draft Vale of Glamorgan Corporate Plan (reference from Cabinet)</li> </ul>
19 <sup>th</sup> December 2019 at 4.00pm	<ul style="list-style-type: none"> <li>• *CFWP – Initial Capital Programme Budget Proposals</li> <li>• *CFWP – Initial Revenue Programme Budget Proposals</li> <li>• *CFWP – Initial Housing Revenue Account Budget Proposals</li> <li>• Q2 2019/20 Performance Report</li> </ul>
29 <sup>th</sup> January 2020	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CFWP – Reshaping Services Update</li> <li>• Improvement Objectives Part 1 / Corporate Plan</li> <li>• Progress Update on Joint Audit Service</li> <li>• 3<sup>rd</sup> Quarter Decision Tracking and Updated Forward Work Programme</li> </ul>
26 <sup>th</sup> February 2020	<ul style="list-style-type: none"> <li>• *CWFP – Corporate Safeguarding</li> <li>• *CFWP – Employee Pay Policy 2020/21</li> <li>• *CFWP – Corporate Plan</li> </ul>
1 <sup>st</sup> April 2020 at 4.00pm	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CWFP – Treasury Management and Investment Strategy</li> <li>• *CFWP - Council's Annual Self-Assessment</li> <li>• *CFWP – Vale of Glamorgan Wellbeing Objectives and Improvement Plan Part 1</li> <li>• Q3 2019/20 Performance Report</li> <li>• Corporate Plan Annual Delivery Plan (including Service Plans and Target Setting)</li> </ul>
30 <sup>th</sup> April 2020	<ul style="list-style-type: none"> <li>• *CFWP – Reshaping Services Update</li> <li>• 4<sup>th</sup> Quarter Decision Tracking and updated Forward Work Programme</li> </ul>

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

- 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) – included in Welfare Reform report scheduled for 27 November meeting
- Progress update report regarding the Joint Audit Service – date for report to be presented to Committee to be advised (27 Jun 19: Min No 106)
- Report in relation to the Contact Centre to be brought to the Scrutiny Committee before April 2020 (02 Oct 19: Min No 348)
- Reports in respect of matters being considered by the Public Services Board be presented to the Scrutiny Committee as appropriate (02 Oct 19: Min No 348)
- Regular progress updates on the Reshaping Services programme (24 Oct 19: Min No )
- Report with further information in relation to arrangements being made for further assistance with occupational health referrals (24 Oct 19: Min No )

**Regular reports already added to the schedule:**

**Annual**

- Vale of Glamorgan Annual Report 20\*\*/20\*\*
- Welfare Reform annual progress report
- Scrutiny Committees' Draft Annual Report

**Biannual**

**Quarterly**

- 1<sup>st</sup> Quarter (April – June) Decision Tracking and Forward Work Programme (July)
- 2<sup>nd</sup> Quarter (July – September) Decision Tracking and Forward Work Programme (Oct)
- 3<sup>rd</sup> Quarter (October – December) Decision Tracking and Forward Work Programme (Jan)
- 4<sup>th</sup> Quarter (January – March) Decision Tracking and Forward Work Programme (May)
- Quarter 1 (April – June) Performance Report: Corporate Health (Oct)
- Quarter 2 (July – September) Performance Report: Corporate Health (Dec)
- Quarter 3 (October – December) Performance Report: Corporate Health (Mar)
- Quarter 4 (January – March) Performance Report: Corporate Health (Jun)

**Infrequent**

- Cabinet References
- Revenue and Capital Monitoring Reports
- Requests for Consideration
- Requests for Call-in

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