

Meeting of:	Corporate Performance and Resources Scrutiny Committee
Date of Meeting:	Wednesday, 20 January 2021
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the updated Committee's Work Programme for 2020/21.
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
Executive Summary:	<ul style="list-style-type: none"> • The report advises Members of progress in relation to the Scrutiny Committee's recommendations and the updated Work Programme Schedule for 2020/21: <ul style="list-style-type: none"> - 3rd Quarter October to December 2020 (Appendix A); - 2nd Quarter July to September 2020 (Appendix B); - Updated Work Programme Schedule for 2020/21 (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 suggested Work Programme Schedule attached at Appendix C 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

2. Key Issues for Consideration

- 2.1 Appendices A and B attached to this report set 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 Scrutiny Committee decisions 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 Due to the Covid-19 National Pandemic, Scrutiny Committee meetings were cancelled between March and July 2020, however this Scrutiny Committee did hold a meeting in July. Following the August Recess, meetings resumed in September 2020. Therefore, there are no recommendations of the Committee for Quarter 1 of the 2020/21 Municipal year.
- 2.4 Members are also requested to confirm approval of the updated 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.
- 2.5 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.

- 2.6** In response to the recent Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its forward work programme (attached at Appendix C) 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.
- 2.7** 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.
- 2.8** 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

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 reports and 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

Q4 Tracking (valeofglamorgan.gov.uk) .

Uncompleted Recommendations

3rd Quarter 2020-21

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

21 October 2020				
Min. No. 154 – Corona Virus Recovery Strategy (REF) – Recommended	Corporate Performance & Resources			
(1) That Cabinet be informed of the comments made at the meeting in relation to the following: <ul style="list-style-type: none"> Support given to businesses; The need to ensure that the Council was as upfront as possible with its proposals and having regard to matters of equality. 			Cabinet, at its meeting on 30 th November, 2020, resolved [1] That the comments of the Scrutiny Committee be noted and that it also be noted that Grants had already been issued with monies from Welsh Government to as many businesses as possible who had met the application criteria. [2] That Cabinet would continue to update Members on proposals via Cabinet reports, reports to all Members and through discussions at Scrutiny Committee. (Min. No. C391 refers)	Completed
(2) That Members be updated as soon as possible on any proposals.			Added to work programme schedule.	Completed
Min. No. 155 – Vale of Glamorgan Public Services Board Progress Report (MD) – Recommended	Corporate Performance & Resources			
(1) That the information requested in relation to time banking, and the Move Well, Eat Well project going into the winter months as outlined above be emailed to Members.			Time banking information emailed to all Members details of the Move Well Eat Well project to be provided in update reports to Committee and therefore to be included on the work programme.	Completed
(2) That the Committee receives regular updates on a six monthly basis on the work of the Public Services Board.			Added to work programme schedule.	Completed
(3) That in early 2021 a representative from Public Health Wales be invited to a meeting to provide details of the Move More, Eat Well Project and that a representative from the Local Health Board be invited to provide details from its perspective in relation to Mental Health issues.			Added to work programme date to be arranged	Completed
(4) That the items referred to in Recommendations (2), (3) and (4) above be added to the Committee's work programme and uploaded to the Council's website.			All items added to work programme schedule.	Completed

Uncompleted Recommendations

3rd Quarter 2020-21

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

18 November 2020				
Min. No. 208 – Developing a Climate Change Action Plan (REF) – Recommended	Corporate Performance & Resources			
That the comments of the Corporate Performance and Resources Scrutiny Committee be referred to Cabinet for consideration and that the details of the report be noted.			Referred to Cabinet to be considered on 25 th January 2021.	Ongoing
Min. No. 209 – Q2 Sickness Absence Report 2020/2021 (REF) – Recommended	Corporate Performance & Resources			
(2) That a further report be presented to the Scrutiny Committee in the next quarter in order that comparisons could be considered quarter by quarter.			Added to work programme schedule.	Completed
Min. No. 210 – Audit Wales: Reshaping Services Programme Review – Vale of Glamorgan (MD) – Recommended	Corporate Performance & Resources			
That the recommendations outlined within the report be accepted and the report be referred to the Audit Committee and thereon to Cabinet for endorsement of the proposed actions to address the proposals for improvement.			Referred to Audit Committee to be considered at its meeting on 22 nd February 2021.	Ongoing
16 December 2020				
Min. No. – Annual Delivery Plan: Monitoring Report: Quarter 2 Performance 2020/21 (MD) – Recommended	Corporate Performance & Resources			
(2) That the remedial actions to be taken to address areas of under-performance and to tackle the key challenges identified within the remit of the Committee be noted and that Cabinet be informed of Member's requests for future reports and information, to be contained in future reports, as outlined above.			Referred to Cabinet to be considered on 25 th January 2021.	Ongoing

Uncompleted Recommendations

3rd Quarter 2020-21

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
Min. No. – Draft Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 2021-22 (REF) – Recommended	Corporate Performance & Resources			
(4) That the comments of the Committee, as outlined above and shared with the Head of Policy and Business Transformation, at the meeting, be reported to Cabinet as appropriate following the consultation.			To be reported to Cabinet following the consultation	Ongoing
Min. No. – Initial Revenue Budget Proposals 2021/22 and Medium Term Financial Plan 2020/21 to 2023/24 (MD) – Recommended	Corporate Performance & Resources			
(1) That the Committee echoed the sentiments of the recommendations of both the Homes and Safe and Environment and Regeneration Scrutiny Committees as above regarding the report. <i>[Homes and Safe Communities of 9th December 2020 RECOMMENDED – T H A T the Corporate Performance and Resources Scrutiny Committee recommend to Cabinet, the ongoing value and importance of the Domestic Abuse Assessment and Referral Community Safety Services, when looking at cost pressures and the revenue budget.</i> Environment and Regeneration of 15th December 2020 <i>RECOMMENDED - T H A T the Corporate Performance and Resources Scrutiny Committee considers the concerns of the Environment and Regeneration Scrutiny Committee regarding the lateness of the budget settlement from Welsh Government which makes it difficult for the Scrutiny Committee to make a view without knowing the final budget position, so it would be better if this was considered in January.]</i>			Referred to Cabinet to be considered on 25 th January 2021.	Ongoing
(2) That the Scrutiny Committee writes to the Welsh Government minister highlighting its concerns regarding the lateness of the budget settlement and that Cabinet consider doing the same.			Referred to Cabinet to be considered on 25 th January 2021	Ongoing

Uncompleted Recommendations

3rd Quarter 2020-21

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

Min. No. – Initial Capital Programme Proposals 2021/22 to 2025/26 (MD) – Recommended	Corporate Performance & Resources			
(1) That further information regarding the active travel proposals be provided to committee members.			Information emailed to all Members of the Committee on 4 th January 2021	Completed
(2) That Committee considers the Capital report having regard to recommendation 1 above at its next meeting in order for discussions to take place to be able to fully consider the Capital Proposals going forward.			To be considered by Committee on 20 th January 2021	Ongoing

Uncompleted Recommendations

2nd Quarter 2020-21

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

15 July 2020

Min. No. 751 – Covid-19 / Coronavirus – Working Towards Recovery (REF) – Recommended	Corporate Performance & Resources			
(3) That a further update report be presented to the Committee, in due course, to include detailed qualitative and quantitative information, impact studies and alignment to the Wellbeing of Future Generations (Wales) Act.			Added to the Scrutiny Committee's forward work programme.	Completed
(4) That the discussions at the meeting be forwarded to Cabinet for its consideration having regard to Members comments relating to continued communications with organisations and Elected Members.		}	}	Cabinet, at its meeting on 17 th July, 2020, noted the contents of the report and resolved [4] That Members' comments relating to continued communications with organisations and Elected Members and the issues raised be noted and that Cabinet confirm that communications had been carried out efficiently and effectively during what has been an abnormal situation. (Min. No. C316 refers)
(5) That the report be forwarded to the Trade Unions within the Vale as well as all Elected Members, members of the Public Services Board (PSB) and Town and Community Councils.				
Min. No. 752 – Vale of Glamorgan Public Services Board Annual Report 2019-20 (REF) – Recommended	Corporate Performance & Resources			
(2) That Cabinet be informed that in future, the Scrutiny Committee considered it appropriate that regular reports on the Public Services Board priorities and strands be referred to the relevant Scrutiny Committees in order that more in-depth scrutiny within their remits can be undertaken within their respective Scrutiny Committee work programmes.			Cabinet, at its meeting on 17 th July, 2020, resolved [1] That the Vale of Glamorgan Public Services Board Annual Report 2019- 20 and the progress partners were making in implementing the priorities set out in the Wellbeing Plan be noted. [2] That the Scrutiny Committee consideration that regular reports on the Public Services Board priorities and strands be referred to the relevant Scrutiny Committees in order that more in-depth scrutiny within their remits can be undertaken within their respective Scrutiny Committee work programmes be endorsed. (Min. No. C317 refers)	Completed

Uncompleted Recommendations

2nd Quarter 2020-21

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

23 September 2020				
Min. No. 73 – 4th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21 (MD) – Recommended	Corporate Performance & Resources			
(3) That the suggested forward work programme attached at Appendix C to the report be approved and uploaded to the Council's website, subject to the additions as outlined in Recommendation (2) above. <i>[(2) That the ongoing site visit actions detailed at Appendices A {C1V Contact Centre} and B {BSC} to the report be added to the forward work programme and be undertaken at the appropriate time.]</i>			Forward work programme updated and uploaded to the Council's website.	Completed



Vale of Glamorgan Council

CORPORATE PERFORMANCE AND
RESOURCES SCRUTINY COMMITTEE

Forward Work Programme

January 2021 – April 2021

Month	Report Title	Commentary
October Slipped	CFWP – Reshaping Services Update	To be reported following consideration by the Reshaping Services Board and Cabinet. An Audit Wales Reshaping Services Review report had however been presented to Committee on 18 th November 2020
February	CFWP – Employee Pay Policy 2021/22	
February	CFWP – Corporate Plan	
March	CFWP – Revenue Monitoring 1st April 2020 to 31st January 2021	
March	CFWP – Capital Monitoring 1 st April 2020 to 31 st January 2021	
March	CFWP - Council's Annual Self-Assessment	
March	CFWP – Vale of Glamorgan Wellbeing Objectives and Improvement Plan Part 1	
March	Annual Delivery Plan (Part 1)	
March	Sickness Absence Update Report	

April	CFWP – Reshaping Services Update	
April	Q3 2020/21 Performance Report	
April	Public Services Board update	

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

(in light of the COVID 19 pandemic some of these reports have not been included in the main timetable but can be added as the situation progresses)

Report	Commentary
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	Was to be provided with the Welfare Reform report in May 2020. **Impacted by Covid-19**
Report in relation to the Contact Centre to be brought to the Scrutiny Committee before April 2020 (02 Oct 19: Min No 348) That Elected Members have the opportunity to visit the C1V Contact Centre in the near future.	**Impacted by Covid-19**
Report with further information in relation to arrangements being made for further assistance with occupational health referrals (24 Oct 19: Min No 419)	
Arrangements be made for members of the Scrutiny Committee to undertake a visit to the BSC (24 Oct 19: Min No 419)	Impacted by COVID - 19
Update report on progress of Welfare Reform (27 Nov 19: Min No 486)	Originally planned for May 2020 **Impacted by Covid-19**
Report with more clarity regarding how performance-based assessments are carried out for members of staff eligible for non-consolidated increments within their pay ranges (05 Feb 20: Min No 661)	
Report on further benchmarking in relation to Chief Officer and Senior Officer salaries (05 Feb 20: Min No 661)	
Report on how the Council should continue to reduce the gender pay gap with the aim for all scale levels to have equal representation (05 Feb 20: Min No 661)	
Report on further analysis and consideration of Local Authority reserves (05 Feb 20: Min No 661)	

Update report on the implementation of the proposed Car Parking – Guiding Principles and Charges (middle half of 2021) (03 Mar 20: Min No 723)	Impacted by COVID -19
Progress report on the Digital Strategy – Customer and Employee (03 Mar 20: Min No 724)	
Progress report on the Digital Strategy – Customer and Employee (03 Mar 20: Min No 724) (3)	Impacted by COVID -19
Report on benchmarking of fees and charges (03 Mar 20: Min No 726)	
Report on comparison of income derived from football over recent years and number of teams (03 Mar 20: Min No 726)	
CFWP – Council’s Agency Worker Provision	
Presentation / Report re Move More, Eat Well Project – in early 2021 - Min no 155 – 21/10/20	
Presentation / Report Mental Health Issues - in early 2021 –Min no 155 – 21/10/20	

Annual Reports

Report	Commentary
Welfare Reform Annual Progress Report	**Impacted by Covid-19**
Scrutiny Committees’ Draft Annual Report	. **Impacted by Covid-19** A report covering two year’s to be submitted to Full Council in September 2021

Quarterly Reports

Report	Commentary
Quarterly Decision Tracking and Forward Work Programme	Each quarter
Quarterly Performance Reports: Corporate Health	Each quarter

Infrequent

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

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