

Meeting of:	Homes and Safe Communities Scrutiny Committee
Date of Meeting:	Wednesday, 19 June 2019
Relevant Scrutiny Committee:	Homes and Safe Communities
Report Title:	4th Quarter Scrutiny Decision Tracking of Recommendations and Proposed Work Programme Schedule 2019/20
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2019/20
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Amy Rudman, Democratic and Scrutiny Services Officer, 01446 709855
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
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The report advises Members of progress in relation to the Scrutiny Committee's recommendations and confirms the proposed Work Programme Schedule for 2019/20: <ul style="list-style-type: none"> - 4th Quarter January to March 2019 (Appendix A) - 3rd Quarter October to December 2018 (Appendix B) - 2nd Quarter July to September 2018 (Appendix C) - 1st Quarter April to June 2018 (Appendix D) - Proposed Work Programme Schedule for 2019/20 (Appendix E). 	

Recommendations

1. That the views of the Committee on the status of the actions listed in Appendices A to D to the report be sought.
2. That the proposed Work Programme Schedule attached at Appendix E 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 Appendices A to D 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 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 proposed Scrutiny Committee Work Programme Schedule attached at Appendix E, 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 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.
- 2.6 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 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

4th Quarter 2018-19

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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

09 January 2019				
Min. No. 648 – 3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2018/19 (MD) – Recommended	Homes & Safe Communities			
(2) That the Forward Work Programme attached at Appendix D to the report be approved and uploaded to the Council's website.			Work programme uploaded to the Council's website.	Completed
(3) That a request be passed to the Head of Democratic Services for the Chairmen and Vice-Chairmen Group to consider a change to the status terminology within internal Scrutiny tracking documents.			Formal recommendation included in Minutes of 9 th January 2019 [Min No. 648 Recommendation (3)]. Pending next meeting of the Scrutiny Committee Chairmen and Vice-Chairmen Group.	Ongoing
Min. No. 649 – Vale of Glamorgan Council Homelessness Prevention Strategy 2018-2022 (REF) – Recommended	Homes & safe Communities			
(2) That the comments of the Scrutiny Committee as set out in the minutes above be referred to Cabinet along with the draft Strategy and Action Plan.			Cabinet, at its meeting on 4 th February, 2019 resolved that the comments of the Homes and Safe Communities Scrutiny Committee as contained in the reference be noted as part of the formal draft Strategy consultation exercise. (Min No C570 refers)	Completed
(3) That the Homes and Safe Communities Scrutiny Committee receive a quarterly update report on the output information and relevant statistics informing the Action Plan.			Added to work programme schedule on a quarterly basis. Officers currently compiling data for first report scheduled for June 2019.	Completed
06 February 2019				
Min. No. 726 – Presentation - Future Generations Act and Committee Reporting – Recommended	Homes & Safe Communities			
That the comments as set out above regarding the formatting of the new report template be forwarded to the Performance and Development Team following the meeting.			Point raised by Democratic Services Officer verbally with Performance and Development following the meeting on 7 th February 2019. Point also raised by the Democratic Services Officer via e-mail on 21 st March 2019.	Completed

Uncompleted Recommendations

4th Quarter 2018-19

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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. 727 – Corporate Safeguarding Mid-Year Report (REF) – Recommended	Homes & Safe Communities			
(2) That a request be raised with relevant Officers for a regular reference to be provided to the Committee following the rolling annual and mid-year Corporate Safeguarding reports provided to Cabinet.			Request e-mailed to Operational Manager for Safeguarding and Service Outcomes by the Democratic Services Officer on 21 st March 2019. Reports added to Committee forward work programme as expected.	Completed
Min. No. 728 – Timebanking Project - 12 Month Monitoring Report (Ref) and Six Month Progress Report Presentation - Community Investment Team – Recommended	Homes & Safe Communities			
(2) That the extension of the project for a further 12 months be strongly endorsed by the Committee.			Recommendation raised and minuted on 6 th February 2019 (Min. No. 728)	Completed
06 March 2019				
Min. No. 815 – Environment and Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report (DEH) – Recommended	Homes & Safe Communities			
That the Operational Delivery Plan as set out in Appendix 1 to the report be amended to reflect comments made by the Scrutiny Committee.			Subsequent report pending for Committee meeting on 16 th October, 2019.	Ongoing
Min. No. 816 – Quarter 3 (2018-19) Performance Report: An Inclusive and Safe Vale (DEH) – Recommended	Homes & Safe Communities			
(2) That Cabinet be advised of the view of the Committee that the new covering report template requires more development, particularly in relation to greater clarity and consistency between Report Owner and Report Author, and also in relation to whether Ward Member consultation is required or has been carried out.			The Committee's views have been forwarded to the Improvement and Development Team for incorporation into an updated report to be presented to Cabinet. Cabinet, on 1 st April, 2019, resolved [1] That progress to date in achieving outcomes in line with Well-being Outcomes and Corporate Health priorities as outlined in the Corporate Plan 2016-20 be noted and endorsed. [2] That the performance results and remedial actions to be taken to address areas of	Completed

Uncompleted Recommendations

4th Quarter 2018-19

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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
			underperformance and to tackle the key challenges identified be noted and endorsed. (Min No C636 refers)	
Min. No. 817 – Vale of Glamorgan Well-Being / Improvement Objectives and Improvement Plan Part 1 2019/20 (DEH) – Recommended	Homes & Safe Communities			
That Cabinet be advised of the view of the Committee that greater consideration may be required in meeting Well-being Objective 1 and specifically in relation to social inclusion and tackling isolation and loneliness.			The Committee's views have been forwarded to the Improvement and Development Team for incorporation into an updated report to be presented to Cabinet. Cabinet, on 1 st April, 2019, noted all the Scrutiny Committees' comments. (Min No C635 refers)	Completed

Uncompleted Recommendation

3rd Quarter 2018-19

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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

05 December 2018				
Min. No. 543 – Wales Audit Office Report: Vale of Glamorgan Welsh Housing Quality Standard (WHQS) Review Including Council Housing Tenants Perspective (DEH) – Recommended	Homes & Safe Communities			
(2) That the proposals for improvement be addressed as part of the Service Planning process for 2019/20 and also incorporated within the Council Insight Tracker for monitoring.			Service Plans 2019/20 noted by Committee on 6 th March 2019 (Min No 817 refers). The proposal for improvements confirmed as incorporated into the Council's Insight Tracker for 2019/20 as available on StaffNet under Staff Central Insight Board (Min No 749 refers)	Completed
(3) That the report be referred to the Audit Committee and thereafter to Cabinet for their consideration incorporating any comments of the Committee.			Audit Committee, at its meeting on 25 th February, 2019, resolved that the reference from the Homes and Safe Communities Scrutiny Committee and the comments of the Audit Committee be referred to Cabinet for consideration. (Min. No. 749 refers)	Completed
Min. No. 545 – Housing Asset Management Strategy (REF) – Recommended	Homes & Safe Communities			
(2) That the comments of the Committee regarding the Housing Asset Management Strategy be referred to Cabinet for consideration.			Cabinet, at its meeting on 21 st January, 2019 noted the contents of the minutes. (Min No. C550 refers)	Completed

Uncompleted Recommendations

2nd Quarter – 2018/19

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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

12 September 2018				
Min. No. 275 – Presentation – Target Hardening for Domestic Abuse Victims – Recommended	Homes & Safe Communities			
(2) That the Violence Against Women, Domestic Abuse and Sexual Violence Manager reapproach the Tenant Working Groups to arrange further group training.			In addition to the training session already provided, the availability of the VAWDASV Manager has been provided to the Senior Tenant Liaison Officer for confirmation from the Tenant Working representative groups of their agreed date and time for a further session.	Completed
Min. No. 277 – Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2017/18 (DEH) – Recommended	Homes & Safe Communities			
(2) That a report regarding vacant properties within the private sector in the Vale of Glamorgan be added to the Committee's Forward Work Programme.			Added to the Committee's work programme schedule. At its meeting on 10 th October the Committee recommended that for future scheduling of the Committee's Forward Work Programme and recommendation tracking, that the report be labelled as ongoing. (Min No 406 refers) Report scheduled for July 2019 on the Committee's forward work programme following notification from the Head of Regeneration and Planning.	Ongoing
Min. No. 278 – Environment and Neighbourhood Strategy (Housing) Six Monthly Report (DEH) – Recommended	Homes & Safe Communities			
(2) That a report regarding Social Enterprise be added to the Committee's Forward Work Programme.			Added to the Committee's work programme schedule. At its meeting on 10 th October the Committee recommended that for future scheduling of the Committee's Forward Work Programme and recommendation tracking, that the report be labelled as ongoing. (Min No 406 refers) A report was withdrawn from a Committee agenda on 3 rd April, 2019 (Min No 905 refers). Report re-added to the Committee's forward work programme.	Ongoing

Uncompleted Recommendations

2nd Quarter – 2018/19

Appendix C
Jul - Sep 2018

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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

Uncompleted Recommendations

1st Quarter 2018-19

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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
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13 June 2018				
Min. No. 83 – Youth Offending Service: 9 Months Performance Report for the Period April 2017 to December 2017 (DSS) – Recommended	Homes & Safe Communities			
(2) That future Youth Offending Service Annual Reports and Appendices be amended to include benchmark data for the nine performance indicators against neighbouring Local Authorities.			First report of its kind received by Committee on 6 th March, 2019.	Completed
(3) That future Youth Offending Service Annual Reports and Appendices include further detail on the types of provision offered to young persons of statutory school age and non-statutory school age in relation to the figure for the average number of hours ‘attended’ at start, review and end.			First report of its kind received by Committee on 6 th March, 2019.	Completed

HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME 2019/20

[SUBJECT TO:

- **CHAIRMAN APPROVAL FOLLOWING THE FIRST COMMITTEE MEETING 19/6/2019]**

MONTH	REPORT TITLE
Wednesday 19 June 2019.	<ul style="list-style-type: none"> • Report on Digital Inclusion (05 Dec 18: Min No 550) [T. Curliss] • 4th Quarter [Jan, Feb & Mar] Decision Tracking and Forward Work Programme.
**Tuesday 16 July 2019.	<ul style="list-style-type: none"> • *CFWP – Reshaping Services Review • *CFWP - Housing Development Strategy. • *CFWP – Housing Compliance Policy Review (Ref from Cabinet 17th June) • *CFWP - Closure of Accounts. • *CFWP - Revenue and Capital Monitoring • *CFWP – Review of S106 Affordable Housing Contribution Spend an House Build Programme • *CFWP – Marcross Foul Waste • Corporate Safeguarding Annual Report (Reference from Cabinet). • Wrap up report on Empty Homes (07 Dec 16: Min No 585) and Report on Vacant Properties within the Private Sector (12 Sep 18: Min No 277) • One Stop Shop in Barry Town Centre. • Families First 2017/18 Annual Report. • Community Investment Strategy (Housing) – Six Monthly Monitoring Report. • 1st Quarter [Apr, May & June] Decision Tracking and Forward Work Programme. • Vale Timebanking Project - Six Monthly Monitoring Report. • Tenant Engagement Strategy. • Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress.
Wednesday 18 September 2019.	<ul style="list-style-type: none"> • *CFWP – Vale of Glamorgan Annual Report 2018/19 (Part 2 Improvement Plan) • *CFWP - Asset Management Strategy (includes Fuel Poverty)

**CFWP = Cabinet Forward Work Programme

	<ul style="list-style-type: none"> • *CFWP – Welsh Housing Quality Standards • The Civil Protection Unit – Responsibilities and Work Plan [Presentation].
Wednesday 16 October 2019.	<ul style="list-style-type: none"> • *CFWP - Revenue and Capital Monitoring. • Youth Justice Plan • Youth Offending Service: End of Year Performance Report. • Scrutiny Committees' Draft Annual Report. • Customer Service Strategy (Housing) – Six Monthly Monitoring Report. • Environment & Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report. • Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress. • 2nd Quarter [July & Sept] Decision Tracking and Forward Work Programme. • Quarter 1 2019/20 [Apr, May & June] Performance Report: An Inclusive and Safe Vale.
Wednesday 13 November 2019.	<ul style="list-style-type: none"> •
**Tuesday 10 December 2019.	<ul style="list-style-type: none"> • *CFWP - Initial Capital Programme Budget Proposals. • *CFWP - Initial Revenue Programme Budget Proposals. • *CFWP - Initial Housing Revenue Account (HRA) Budget Proposals. • Quarter 2 2019/20 [July & Sept] Performance Report: An Inclusive and Safe Vale. • Corporate Safeguarding Mid-Year Report. (Dec) (Reference from Cabinet).
Wednesday 15 January 2020.	<ul style="list-style-type: none"> • *CFWP – Revenue and Capital Monitoring. • 3rd Quarter [Oct, Nov & Dec] Decision Tracking and Forward Work Programme. • Community Investment Strategy (Housing) – Six Monthly Monitoring Report. • Vale Timebanking Project - Six Monthly Monitoring Report (Reference from Cabinet).
Wednesday 12 February 2020.	<ul style="list-style-type: none"> •
Wednesday 18 March 2020.	<ul style="list-style-type: none"> • *CFWP – Revenue and Capital Monitoring. • *CFWP – Council Annual Self-Assessment • *CFWP – Vale of Glamorgan Wellbeing Objectives/ Improvement Plan (Part 1) (including target setting and service plans 2020/21). • Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action

**CFWP = Cabinet Forward Work Programme

	Plan and an update on Action Plan progress. <ul style="list-style-type: none"> • Quarter 3 2019/20 [Oct, Nov & Dec] Performance Report: An Inclusive and Safe Vale. • Youth Offending Service: Mid-year Performance Report.
Wednesday 22 April 2020.	<ul style="list-style-type: none"> • Customer Service Strategy (Housing) – Six Monthly Monitoring Report. • Environment & Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report.

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

- *CFWP Vale Community Alarm System Update Report [M. Ingram] (19/20 Municipal).
- Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan (09 Jan 19: Min No 649) [M. Ingram].
- Prevention of Terrorism Action Plan Update Report [M. Ingram] (Point raised at March 2019 meeting).
- Reshaping Services - Update on Implementation for Outcome 1 (Cabinet: 18 Mar 19: Min No C617) [T. Bowring]
- *CFWP – CCTV Review [D.Gibbs]
- Report on Social Enterprise (12 Sep 18: Min No 278 – withdrawn from meeting on 3rd April 2019)

Annual

- Vale of Glamorgan Annual Report 20**/20**. (Sept).
- Youth Justice Plan. (Oct).
- Youth Offending Service: End of Year Performance Report. (Oct).
- Scrutiny Committees' Draft Annual Report. (Sept).
- Closure of Accounts. (July).
- Initial Capital Programme Budget Proposals. (Dec).
- Initial Revenue Programme Budget Proposals. (Dec).
- Initial Housing Revenue Account (HRA) Budget Proposals. (Dec).
- Vale of Glamorgan Wellbeing Objectives/Improvement Plan (Part One) (including target setting and service plans 2019/20). (Mar).
- Tenant Engagement Strategy. (Jun).
- Families First 2017/18 Annual Report. (July).
- The Civil Protection Unit – Responsibilities and Work Plan [Presentation]. (Sept).
- Corporate Safeguarding Annual Report (Jun) (Reference from Cabinet).

Biannual

- Youth Offending Service: Mid-year Performance Report. (Feb).
- Customer Service Strategy (Housing) – Six Monthly Monitoring Report. (Oct/Apr).

**CFWP = Cabinet Forward Work Programme

- Environment & Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report. (Oct/Apr).
- Community Investment Strategy (Housing) – Six Monthly Monitoring Report. (July/Jan).
- Vale Timebanking Project - Six Monthly Monitoring Report. (July/Jan).
- Corporate Safeguarding Mid-Year Report. (Dec) (Reference from Cabinet).

Quarterly

- Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress. (Jun/Oct/Mar).
- 1st Quarter [Apr, May & June] Decision Tracking and Forward Work Programme. (July).
- 2nd Quarter [July & Sept] Decision Tracking and Forward Work Programme. (Oct).
- 3rd Quarter [Oct, Nov & Dec] Decision Tracking and Forward Work Programme. (Jan).
- 4th Quarter [Jan, Feb & Mar] Decision Tracking and Forward Work Programme. (May).
- Quarter 1 [Apr, May & June] Performance Report: An Inclusive and Safe Vale. (Oct).
- Quarter 2 [July & Sept] Performance Report: An Inclusive and Safe Vale. (Dec).
- Quarter 3 [Oct, Nov & Dec] Performance Report: An Inclusive and Safe Vale. (Mar).

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.

****CFWP = Cabinet Forward Work Programme**