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Date: 25th September 2019

Dear Sir/Madam,

A meeting of the **Scrutiny Leadership Group** will be held at the **Core Room 1.3, Penallta House, Tredomen Park, Ystrad Mynach** on **Wednesday, 2nd October, 2019** at **5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy', enclosed within a large, loopy oval shape.

Christina Harrhy
INTERIM CHIEF EXECUTIVE

A G E N D A

- 1 To receive apologies for absence.
- 2 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes:-

- 3 Scrutiny Leadership Group Minutes 28th March 2019.

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



4 Scrutiny Review Action Plan.

Circulation:

Councillors C. Andrews, J. Bevan, L.J. Binding, D. Cushing, D.T. Davies, Mrs C. Forehead, A. Hussey, G. Kirby, Mrs T. Parry, J. Pritchard, J. Ridgewell and Mrs M.E. Sargent

And Appropriate Officers



SCRUTINY LEADERSHIP GROUP

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON THURSDAY 28TH MARCH 2019 AT 5.00 P.M.

PRESENT:

Councillor J. Pritchard – Chair
Councillor G. Kirby – Vice Chair

Councillors:

Mrs C. Andrews, D.T. Davies and C. P. Mann.

Together with:

C. Forbes-Thompson (Interim Head of Democratic Services) M. Jacques (Scrutiny Officer)
and R. Tranter (Head of Legal Services and Monitoring Officer)

1. APOLOGIES

Apologies for absence were received from Councillors L Binding, D Havard and Mrs M.E. Sargent

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

3. MINUTES –

RESOLVED that the minutes of the Scrutiny Leadership Group meeting held on the 11th October 2018 be approved as a correct record and signed by the Chair.

4. SCRUTINY REVIEW 2018/19

UPDATE

Cllr D.T. Davies, Chair of Regeneration and Environment Scrutiny Committee advised Members of an email sent on his behalf, by the Corporate Director for Education and Corporate Services, to the Wales Audit Office in response to findings in their "Review of Scrutiny: Fit for the Future" report. Cllr Davies outlined that he was unhappy with a number of statements made regarding the Regeneration and Environment Scrutiny Committee and was keen to respond to these statements and seek clarification. Cllr Davies advised that this aim had been achieved to his satisfaction following a response received from the WAO.

The Chair thanked Cllr Davies for his update and was happy to endorse the points he had raised with the WAO.

Consideration was given to the following presentation made by the Interim Head of Democratic Services

The Interim Head of Democratic Services explained that the review was based on the findings of a Self-Evaluation Questionnaire, Scrutiny Workshops with Members and Senior Officers and the recommendations of the WAO's "Fit for the Future" review. It was outlined that the WAO identified the need to improve the provision of training for Members, improve understanding of the Well-being of Future Generations Act, clarify the role of Cabinet Members within the scrutiny process and set clear priorities and actions for improvement of the scrutiny function. Members were advised that the WAO's Six Steps to Better Scrutiny give a national picture of how Scrutiny should be operating. The Six steps for Members were identified as: (i) Know your role, (ii) Know your powers and what's possible in scrutiny, (iii) Know what you are trying to achieve, (iv) Plan your scrutiny work to achieve your aims, (v) Design support arrangements to achieve your aims and (vi) Regularly evaluate the effectiveness of scrutiny activity and make changes based on feedback.

Members were informed that 63 responses had been received as a result of the Self-Evaluation Questionnaire exercise on the Scrutiny function at Caerphilly County Borough Council. 31 Members responded, 31 Officers and 1 respondent did not indicate either way. Out of 59 Scrutiny Committee Members, responses were received from 27.

It was observed by SLG Members that one response from nine Cabinet Members would appear disappointing and considered that some Cabinet Members may have felt it was inappropriate for them to engage with a review of the Scrutiny process.

The benefits or otherwise of respondents being anonymous was also briefly discussed by Members. On the proposition of Scrutiny operating non-politically one Member at the meeting suggested that this was necessary as part of the Constitution. The Head of Legal Services and Monitoring Officer clarified that Scrutiny Members should declare in meetings if they were being Whipped on a particular issue. This was covered under the Local Government (Wales) Measure 2011. The Leader of the Plaid Cymru group and a Labour Whip were present at the meeting and both confirmed that they did not whip Members on Scrutiny business. One Member was surprised that 2% of respondents Strongly Disagreed and 25% Disagreed with the proposition that "Scrutiny operates non-politically." But it was explained that it was relatively a small number of people holding this view. In summing-up this section of the presentation the Interim Head of Democratic Services concluded that the results were broadly similar to the findings in 2016 and that improvements had been identified by the recent evaluation in certain areas. Therefore, it was observed that the findings of the Self-Evaluation Questionnaire were generally positive.

The Interim Head of Democratic Services then outlined some of the feedback resulting from the Questionnaire and Workshops process. Members were advised that respondents believed that the workload for the Policy and Resources Scrutiny Committee was heavily balanced with housing matters. Feedback suggested that post 2020 when investment had brought all council owned homes up to Welsh Housing Quality Standard (WHQS), the Council should set up a new scrutiny committee for Housing and disband the Caerphilly Homes Task Group and allow tenants to be co-opted to the new committee. Scrutiny Leadership Group Members were advised that since 2017 of the 43 main agenda items brought to the Policy and Resources Scrutiny Committee, 24 related to housing matters. Members were also advised that feedback suggested that the titles for Scrutiny Committees should be revised. For example, with the Health, Social Care and Well-being Scrutiny Committee the majority of agenda items relate to social services. The Interim Head of Democratic Services advised Members that this Committee had only received health issues on only 4 occasions since 2017. One Member pointed out that in England there was a statutory duty for Local Authorities to scrutinise Health

Boards, but that this was not the case in Wales. The Interim Head of Democratic Services advised Members that currently a large number of Information Reports were going to the Policy and Resources Scrutiny Committee and the Regeneration and Environment Scrutiny Committee.

Members were then presented with 4 options on the future structure of CCBC Scrutiny Committees. In all options the link to the former Community Strategy titles for Education for Life and Health Social Care & Wellbeing would be removed.

Option 1 kept the current structure but gave the Social Care (Services) Committee responsibility for Housing.

Option 2 reduced the number of Scrutiny Committees to three and aligned their responsibilities to each of the Corporate Directorates – Corporate and Education, Social Services and Housing, and Communities.

Option 3 increases the number of Committees to five, creating a new Housing and Regeneration Scrutiny Committee.

Option 4 also increased the number of Scrutiny Committees to five and created a new Housing Scrutiny Committee. This model retains the Environment and Regeneration Scrutiny Committee. However the Interim Head of Democratic Services advised Members that this would leave this scrutiny committee with a heavier workload than the other committees.

The Partnerships Scrutiny Committee (Public Services Board) remains with the Policy and Resources Committee with all options apart from Option 2. If this option was chosen then the Partnerships Committee would need to be attached to one of the three suggested committees.

Members of the Scrutiny Leadership Group discussed the implications of restructuring the Scrutiny Committees. One Member suggested that Option 2 risked overloading committees and highlighted the proposed Corporate and Education Scrutiny Committee in particular. Another Member pointed out that if Council voted to increase the number of Scrutiny Committees, it would mean having to reduce the number of Members sitting on a Committee.

The Head of Legal Services and Monitoring Officer agreed with this point and also suggested that perhaps the frequency of meetings may need to be reduced as increasing the number of Committees requires more staff resource. The Chair raised concerns about the necessary scrutiny experience of new Members needed if the number of Committees is increased. The importance of increasing training for Members was briefly discussed by the group. Two Members of the SLG stated that they were both minded to favour Option 3. But generally it was agreed by Members that further consultation was required with respective political groups before the Scrutiny Review report is presented to Council on 16th April 2019.

The Group were advised that the issue of attendance at meetings and pre-meetings had been identified through scrutiny review feedback. Better attendance at Scrutiny meetings was identified. The Head of Legal Services and Monitoring Officer suggested that improvements in this area could be achieved through discussion within political groups. One of the Committee Chairs stated the importance for all Members to send apologies for their absence from meetings. It was suggested that Members who had not sent apologies should be noted as absent in the minutes of the meeting.

It was also suggested that Members leaving meetings early should also be noted in the official minutes. The Interim Head of Democratic Services stated that this would only be possible if it was announced before they leave the meeting. Committee clerks would not necessarily know if a Member leaving a meeting will be returning or not.

The regularity of Scrutiny Meetings was also raised as a result of scrutiny review feedback. Some respondents believed that a 6 week gap between meetings was too long. Following discussion it was generally agreed that increasing the frequency of meetings was problematic due to Member commitments and staffing pressures. There was agreement that the existing cycle of meetings was effective and that if Special Meetings were required they could be added if the agenda item put forward necessitated an additional meeting. It was also noted that an increase in the number of Scrutiny Committees would also have a bearing on whether or not it would be possible to increase the frequency of meetings.

Feedback had raised the issue of reports submitted to Scrutiny Committees and suggested they were too long and required a good summary. The Interim Head of Democratic Services reminded the Scrutiny Leadership Group that a new report format with summary and recommendation at the front had recently been introduced. It was suggested that this new format be given time to bed-in. One Committee Chair suggested that succinct bullet points are preferable to a lengthy report.

Feedback on Scrutiny Work Programmes and Engagement formed the next part of the presentation to Members. The Interim Head of Democratic Services outlined how some feedback had suggested that Scrutiny does not operate on a strategic level to scrutinise Council policies and services. It was suggested that agendas are officer driven and concentrates on pre-decision scrutiny rather than shaping policy. The Interim Head of Democratic Services outlined that all scrutiny committees discuss work programmes at every meeting and also hold an annual workshop. It is a matter for Members to decide what items are added to work programmes, and suggested to the group that further training on developing work programmes could be provided.

The workshops also suggested that Scrutiny should use social media and news platforms to publicise the work programmes. It also highlighted the need for deeper dive single topic meetings. The Interim Head of Democratic Services meetings could be webcast and new ways to publicise work programmes and highlight scrutiny activity could be considered. It was suggested that the newly appointed Scrutiny Officer would be able to help increase engagement because of his media and communications background.

The group discussed issues such as additional workload implications of deep dive topic meetings and it was suggested that creating space on the meeting agendas would allow witnesses to be included within forward work programmes for meetings. It was also suggested that site visits were an option for greater study of a topic outside of the Committee meeting format. It was generally agreed that deep dive Task Group work allowed for a better understanding of a particular issue amongst Members but noted that it was resource heavy. However, ultimately it would provide further evidence of meeting WAO requirements contained in the 'Fit for Future' report. It was suggested that agenda items for Policy Development would allow Members to hear from witnesses on single issues and introduce an element of task and finish type work within Committee meetings.

The Group were informed about feedback suggesting that training should be more scrutiny and service focussed. It was suggested that more E-Learning was also needed and that recorded versions of training should be accessible via the Members' Portal. Some feedback suggested more peer observations and the introduction of a buddy scheme. The Interim Head of Democratic Services outlined that in terms of training, there would be a re-run of questioning skills for Members, E-learning opportunities, the WLGA were being consulted regarding a bespoke training video, Forward Work Programmes would be included in Scrutiny training and good practice guides would be made available for Members. Consideration would also be given to peer observations or directing Members to webcasts by other Authorities. The Wellbeing of Future Generations Workshop Commissioners office has produced a training framework for elected members which will form the basis for WFG training workshop for all scrutiny members.

Feedback on the role of Cabinet Members at Scrutiny suggested that the Cabinet Member statement did not add value and takes up meeting time which could have been devoted to the main agenda items. It was suggested that Cabinet Members should instead take the lead in terms of responding to Committee questions senior officers providing support for legislative and technical clarification. Members thought that Cabinet Member involvement during a recent Call-In process was particularly effective where they were able to justify policy decisions to scrutiny.

The final feedback information came under the heading, Future Challenges. The importance of Members being aware of legislative changes and increasing their knowledge in areas such as Social Care was expressed by some respondents.

The Interim Head of Democratic Services concluded the Scrutiny Review presentation by suggesting the following recommendations:

- Remove link in committee names to the former community strategy
- Consider changes to committee structure and numbers
- Consider the frequency of Scrutiny meetings
- Consider the number of Members per Committee
- Chairs to be consulted on reports to Scrutiny Committees
- Cabinet Members Statements be removed from the Scrutiny agenda
- Consider reviewing ways of improving public engagement via platforms such as webcasting and social media
- Scrutiny training be reviewed and updated
- Agenda to include space for policy development which would allow deep dive analysis of single issues at Committee meetings

The Chair thanked the Interim Head of Democratic Services for the presentation and hard work that had gone into conducting the review.

The meeting closed at 18.20 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the next appropriate meeting they were signed by the Chair.

CHAIR

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SCRUTINY LEADERSHIP GROUP – 2ND OCTOBER 2019

SUBJECT: SCRUTINY REVIEW ACTION PLAN

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To update Scrutiny Leadership Group on the actions plan developed to monitor the implementation of the recommendations of the Scrutiny Review 2018, agreed by Council on 16th April 2019.

2. SUMMARY

- 2.1 This report summarises the actions contained in the scrutiny improvement action plan to implement the recommendations of the Scrutiny Review report to Council on 16th April 2019. The report illustrates what actions are already completed with regard to changes to committees' names, the number of committees and removal of the Cabinet Member Statement. The report details what progress has been achieved in respect of raising the profile of scrutiny and also scrutiny training.

3. RECOMMENDATIONS

- 3.1 Scrutiny Leadership Group is asked to consider the Action Plan attached at Appendix 1 and comment on the progress to date, as detailed in this report.
- 3.2 Scrutiny Leadership Group is asked consider the actions in respect of enhancing and raising the profile of scrutiny identified at 5.4.2 in this report and comment.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To monitor and provide oversight of the scrutiny review recommendations.

5. THE REPORT

- 5.1 The Scrutiny Review report was considered by Council on 16th April 2019 and made a number of recommendations to improve the scrutiny function. The recommendations were developed following the Wales Audit Office report, 'Scrutiny Fit for the Future', the findings of the scrutiny self-evaluation questionnaire and the findings from the scrutiny workshop sessions.

- 5.2 The recommendations of the report were as follows:

- To change the names of Education for Life and Health Social Care and Wellbeing Scrutiny

Committees, so they reflect the terms of reference for the respective scrutiny committee and no longer refer to the former Caerphilly Community Strategy.

- **Option 3** - Increase the number of Scrutiny Committees to 5 to recognise the workloads in respect of Policy and Resources Scrutiny Committee and Regeneration and Environment Scrutiny Committee and create a Housing and Regeneration Scrutiny Committee.
- To ensure that scrutiny committee Chairs and Vice Chairs are consulted on all reports to their respective scrutiny committee, in a timely fashion and where applicable, in order to allow them to ensure that the information requested by the scrutiny committee is included
- Further develop public engagement with the scrutiny process by use of social media and utilising the existing Council mechanisms and also consider options to webcast scrutiny committee meetings.
- Further develop scrutiny specific training - to be monitored by the Scrutiny Leadership Group, as follows:
 - Re-run the questioning skills training;
 - Develop E-learning opportunities and video wherever possible;
 - Develop E-learning opportunities and video wherever possible;
 - Advertise the wide range of scrutiny good practice guides;
 - Arrange further peer observations, or direct Members to webcasting of other councils' scrutiny committees;
 - Ensure the workshop feedback is considered when devising the next Member Induction Programme;
 - Wellbeing of Future Generations Workshop.
- Remove the Cabinet Member statement from Scrutiny Committee agendas with Cabinet Members presenting reports to scrutiny committee for their portfolio areas and answering questions on those reports, with the assistance of officers to answer technical queries.
- Include on scrutiny committee agendas a specific agenda item for the scrutiny committee to carry out policy development work.

5.3 In order to monitor the implementation of these recommendations an action plan has been developed and is attached at Appendix 1.

5.4 Progress has been made in a number of areas as follows:

5.4.1 To change the names of the scrutiny committees - this was implemented following the Annual General Meeting of council and the new Housing and Regeneration scrutiny committee was created and met for the first time on 11th June 2019. Significant effort was undertaken to re-align the work programmes to reflect the new terms of reference for affected scrutiny committees and also identify additional dates for the year ahead.

5.4.2 Contact has been made with the Communications Team to consider ways to enhance and develop the profile of scrutiny through the use of social media. The following actions have been identified as a way forward:

- To start promoting the Scrutiny “Get Involved” page, through Facebook and Twitter.
- Short videos (approx. 30/40 seconds) for Social Media recorded with Scrutiny Chairs – to outline the remit of their respective Committees and how people can engage with the process
- Scrutiny Staff liaise with Communications to publicise forthcoming items on Forward Work Programmes.
- A News Line article on the role of Scrutiny and how members of the public can engage with the process.

5.4.3 The report included several proposals for scrutiny training which included the following:

- Re-run the questioning skills training.
- Develop E-learning opportunities and video wherever possible.
- Offer a range of scrutiny function training to include work programmes.
- Advertise the wide range of scrutiny good practice guides already available from the WLGA and located on the Members Portal.
- Arrange further peer observations, or direct Members to webcasting of other councils' scrutiny committees.
- Ensure the feedback is considered when devising the next Member Induction Programme.
- Wellbeing of Future Generations Workshop.

5.4.4 Arrangements for the questioning skills training have commenced and it is proposed to tailor the session for scrutiny questioning and listening skills. All scrutiny committee members have been invited to express their interest in attending and every effort will be made to arrange the training times to suit those who wish to attend.

5.4.5 Planning for the scrutiny function training has also commenced with the intention to offer a series of short drop-in sessions, immediately before scrutiny committee pre-meetings. A list of topics will be circulated once they have been finalised and all committee members will be invited to participate.

5.4.6 Work has already commenced with regard to directing scrutiny committee members to relevant webcasts from other local authorities. The Scrutiny Officer has linked topics to agenda items planned for scrutiny committee meetings and also identified particular points of the webcast that may be of interest. It is planned to continue this until AGM 2020 when it can be reviewed. Arrangements to visit other local authorities could also be organised should there be sufficient interest.

5.4.7 The Wellbeing of Future Generations workshop was arranged for the 12th September 2019 and was offered to all scrutiny committee members. The session used the Framework for elected members devised by the Future Generations Commissioners Office and also included case studies. A further session targeted at Partnerships Scrutiny Committee is planned in January 2020 and will focus on scrutiny of the Public Services Board.

5.4.8 The Cabinet Members statement has been removed from the scrutiny committee agenda and Cabinet Members are now introducing all reports presented to scrutiny.

5.4.9 Policy Development work on committee agendas needs further development, the work programmes for 2019/20 were already completed when the scrutiny review recommendations were endorsed by Council. The Scrutiny Manager has been working to identify potential topics and will discuss this with Scrutiny committees. However Social Services Scrutiny Committee has commenced work on a Task and Finish Group to consider non-residential charging.

5.2 **Conclusion**

A number of recommendations have already been implemented, some are progressing and others are planned. SLG are asked to consider if sufficient progress has been made and also provide feedback on proposals.

6. **ASSUMPTIONS**

6.1 That the recommendations and actions set out in this report will address areas for improvement identified in the Wales Audit Office report, 'Scrutiny Fit for the Future' report, the findings of the scrutiny self-evaluation questionnaire and the findings from the scrutiny workshop sessions. However this is dependent upon Scrutiny Members participating and engaging with the training and support provided.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 The operation of scrutiny is a statutory function that ensures that members have the opportunity to properly scrutinise council policies including the Corporate Plan.

7.2 Corporate Plan 2018-2023.

Objective 1 - Improve education opportunities for all

Objective 2 - Enabling employment

Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being

Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015

Objective 6 - Support citizens to remain independent and improve their well-being

8. WELL-BEING OF FUTURE GENERATIONS

8.1 The scrutiny review and action plan contribute to the following Well-being Goals within the Wellbeing of Future Generations Act (Wales) 2016 by ensuring that scrutiny function has evaluated its effectiveness and identifies areas for improvement. An effective scrutiny function can ensure that council policies are scrutinised against the following goals:-

- A prosperous Wales*
- A resilient Wales*
- A healthier Wales*
- A more equal Wales*
- A Wales of cohesive communities*
- A Wales of vibrant culture and thriving Welsh Language*
- A globally responsible Wales*

9. EQUALITIES IMPLICATIONS

9.1 The scrutiny self-evaluation questionnaire included questions on involving a wide range of evidence and perspectives, with a wide variety of internal and external stakeholders. The aim was to evaluate the scrutiny function and identify any further areas for improvement.

10. FINANCIAL IMPLICATIONS

10.1 Any financial commitment in respect of member training will be met from existing resources.

10.2 There may also be associated costs for webcasting of all scrutiny committee meetings that would have to be subject to a tender exercise. If there are any additional costs these will need to be funded by growth for 2020/21, with any in year additional costs being funded from corporate service reserves.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications.

12. CONSULTATIONS

12.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

13. STATUTORY POWER

13.1 Section 21 of the Local Government Act 2000.

13.2 Local Government (Wales) Measure 2011.

Author: Cath Forbes-Thompson, Scrutiny Manager
Consultees: Richard Edmunds Corporate Director Education and Corporate Services
Lisa Lane, Head of Democratic Services
Rob Tranter, Head of Legal Services and Monitoring Officer
Cllr Barbara Jones, Deputy Leader and Cabinet Member Finance, Performance and Governance
Cllr James Pritchard, Chair Scrutiny Leadership Group
Cllr Gez Kirby, Vice Chair Scrutiny Leadership Group

Background Papers:

Council 16th April 2019 Agenda Item 9

Appendices:

Appendix 1 Scrutiny Improvement Action Plan

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Scrutiny Improvement Action Plan

| Action | Tasks | Completion Date | Responsible Officer | Monitoring Actions | Success Measures | Progress |
|---|--|-----------------------------|----------------------|--------------------|-------------------------------|--|
| Training & Development for Members and Officers | | | | | | |
| Re-run the questioning skills training | Contact Trainer, identify suitable date | 30 April 2020 | Cath Forbes-Thompson | Feedback forms | Improved scrutiny questioning | Ongoing - All scrutiny committee members have been invited to express their interest in attending and every effort will be made to arrange the training times to suit those who wish to attend. 17 Members expressed an interest and work is ongoing to identify suitable dates. |
| Develop E-learning opportunities and video wherever possible. | To be linked into Scrutiny Function Training | 30th April 2020 | Cath Forbes-Thompson | Feedback forms | Improved scrutiny | Planned for Autumn 2019 onwards |
| Offer a range of scrutiny function training to include work programmes. | Joint Chairing Skills | 30 th April 2020 | Cath Forbes-Thompson | Feedback forms | Improved scrutiny | Partially completed – one session organised with Gwent Local Authorities, held on 8 July 2019, second session planned for Autumn 2019. |
| | In house - scrutiny 'sound bites', | 30th April 2020 | Cath Forbes-Thompson | Feedback forms | Improved scrutiny | Planned from Autumn 2019 - A list of topics will be circulated once they have been finalised and all committee members will be invited to participate. |

| | | | | | | |
|---|--|---|----------------------|---|--|--|
| Advertise the wide range of scrutiny good practice guides already available from the WLGA and located on the Members Portal | Research good practice guides available on the portal, check for new examples Send out general email to all SC members and target specific committees with topical guides | 31 July 2019 | Cath Forbes-Thompson | Feedback at next self-evaluation | Improved scrutiny | Completed – reminder email sent to all Members on 21 st July 2019. |
| Arrange further peer observations, or direct Members to webcasting of other councils' scrutiny committees | Research examples of other local authorities' scrutiny of topics and link to work programmes. Send links to committee members | Ongoing for 12 months. | Mark Jacques | Record the number of examples identified | Feedback from Members; Improved questioning | Ongoing - The Scrutiny Officer has linked topics to agenda items planned for scrutiny committee meetings and also identified particular points of the webcast that may be of interest. It is planned to continue this until AGM 2020 when it can be reviewed |
| | Organise visits to other LA's for those who are interested | 30 April 2020 | Cath Forbes-Thompson | Monitor number of visits and expressions of interest | Feedback from Members; Improved questioning | Planned |
| Ensure the workshop feedback is considered when devising the next Member Induction Programme | Build feedback into planning for next Induction | To start 12 months before 2022 LG elections | Cath Forbes-Thompson | Feedback from 2022 induction and scrutiny self-evaluation | Improved scrutiny function | Planned |

| | | | | | | |
|--|--|-------------------------------|----------------------|----------------------------------|---|--|
| Wellbeing of Future Generations Workshop | Use WFG Framework and link to case studies | 31 st January 2020 | Cath Forbes-Thompson | Measure attendance Report to SLG | Good attendance Improved understanding of WFG questioning | Ongoing - Completed the first session for Scrutiny Committee Members held on 12/9/19 – 11 attended. 2nd session planned for January 2020 – Partnerships Scrutiny Committee |
|--|--|-------------------------------|----------------------|----------------------------------|---|--|

| Source | Action | Tasks | Completion Date | Responsible Officer | Monitoring Actions | Success Measures | Progress |
|--------|--|--|---------------------------|----------------------|--------------------------------|---|--|
| | Scrutiny Development & Organisation | | | | | | |
| | To change the names of Education for Life and Health Social Care and Wellbeing Scrutiny Committees, so they reflect the terms of reference for the respective scrutiny committee and no longer refer to the former Caerphilly Community Strategy. | Changes already actioned | 31 May 2019 | Cath Forbes-Thompson | Not required | Clarity of the responsibilities of the SC | Completed - this was implemented following the Annual General Meeting of council and the new Housing and Regeneration scrutiny committee was created and met for the first time on 11th June 2019. |
| | To ensure that scrutiny committee Chairs and Vice Chairs are consulted on all reports to their respective scrutiny committee, in a timely fashion and where applicable, in order to allow them to ensure that the information requested by the scrutiny committee is included. | Monitoring of all reports to Scrutiny Committees | 30 April 2020 | Cath Forbes-Thompson | Completion of Monitoring forms | Chairs are consulted on all reports where appropriate. Reports include information that SC have requested | Ongoing – outcome of monitoring is fed back to officers on a 6 weekly cycle |
| | Remove the Cabinet Member statement from Scrutiny Committee agendas | Amend all scrutiny committee agendas | 31 st May 2019 | Cath Forbes-Thompson | Not required | Cabinet Members presenting reports to scrutiny committee and answering questions, with the assistance of officers to answer technical queries | Completed |

| | | | | | | | |
|--|---|---|----------------------|-----------------------------|---------------------------------|-----------------------------------|---|
| | <p>Include on scrutiny committee agendas a specific agenda item for the scrutiny committee to carry out policy development work. This can carry across a number of meetings and outcomes can be reported with recommendations</p> | <p>Scrutiny Committees to consider areas where they can carry our Policy Development work</p> | <p>30 April 2020</p> | <p>Cath Forbes-Thompson</p> | <p>Scrutiny self-evaluation</p> | <p>Improved scrutiny function</p> | <p>Policy Development work on committee agendas needs further development, the work programmes for 2019/20 were already completed when the scrutiny review recommendations were endorsed by Council. The Scrutiny Manager has been working to identify potential topics and will discuss this with Scrutiny committees. Social Services Scrutiny Committee has commenced work on a Task and Finish Group to consider non-residential charging</p> |
| | <p>Further develop public engagement with the scrutiny process by use of social media and utilising the existing Council mechanisms and also consider options to webcast scrutiny committee meetings.</p> | <p>Liase with Communication Team. Develop plan to raise profile of scrutiny – video of Chairs</p> | <p>30 April 2020</p> | <p>Mark Jacques</p> | <p>To be reported to SLG</p> | <p>Increased public awareness</p> | <p>Ongoing - Contact has been made with the Communications Team to identify ways to enhance and develop the profile of scrutiny through the use of social media. There has been promotion of scrutiny on Facebook and Twitter.</p> |

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|--|--|--|---------------|----------------------|-----------------------|----------------------------|--|
| | | Examine options for webcasting, existing provision or new. | 30 April 2020 | Cath Forbes-Thompson | To be reported to SLG | Increased public awareness | Planned - this needs to be linked into the existing contract for webcasting from the Council Chamber |
|--|--|--|---------------|----------------------|-----------------------|----------------------------|--|