

Policy & Resources Scrutiny Committee Forward Work Programme
APPENDIX 1

Policy & Resources Scrutiny Committee Forward Work Programme July 2016 to April 2017			
Meeting Date: 12 July 2016			
Subject – (The report title will be listed here - a maximum of 4 agenda items per meeting)	Purpose – (This explains the purpose of the report being considered by scrutiny committee)	Key Issues – (This will list the key issues to be contained in the report – similar to the report summary)	Witnesses – (This will be the Officers, external witnesses or key stakeholders, identified by the Scrutiny Committee, who will be invited to attend and give evidence)
Reserves Strategy(P2)	Pre-decision	Following a review of the Reserves Protocol this report will seek Cabinet endorsement of a reserves strategy setting out details of the types of reserves held by the Authority, their purpose and the processes for authorising use of the reserves.	
HR Strategy (P2)			
Housing – Performance Management	Performance Monitoring	To monitor performance within Housing Services against set targets.	Director - Christina Harray Shaun Couzens

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Meeting Date: 4 October 2016			
Subject – (The report title will be listed here - a maximum of 4 agenda items per meeting)	Purpose – (This explains the purpose of the report being considered by scrutiny committee)	Key Issues – (This will list the key issues to be contained in the report – similar to the report summary)	Witnesses – (This will be the Officers, external witnesses or key stakeholders, identified by the Scrutiny Committee, who will be invited to attend and give evidence)
Strategic Asset Management Strategy (P1)	WAO has identified a need for the authority to produce a Corporate Asset Management Strategy. Following a presentation to Audit Committee by WAO council officers were requested to develop a Strategy. A draft Strategy will be presented to Scrutiny for their comments.	The draft Strategy will identify the various assets that the authority is responsible for and where appropriate refer the reader to individual service asset strategies/plans. Where such individual strategies/plans do not exist this will be identified. The Strategy will set out the principles for the future management of the various assets and set direction, as far as is possible in these uncertain times.	
State of the Estate (P2)	To present to Scrutiny a first edition of a proposed annual State of the Estate Report . The report describes how Corporate Property manages the council's Building Estate and focusses upon: Size of the estate Condition Energy Use Efficiency of Use Cost Savings.	Key issues included in the report include: <ul style="list-style-type: none"> • Corporate office rationalisation and its impact on alternative office efficiency. • Sustainability of the Office portfolio • Building Condition Improvement • Cost Saving 	Colin Jones – Head of Performance & Property Services

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HRA Budget Monitoring (P1)	To provide Scrutiny members with an update on expenditure of the Housing Revenue Account budget for the first six months of the year	Key issues include:- <ul style="list-style-type: none">• Identifying the overall budget available for the delivering the Housing Service• Highlight any budget variations including projected overspends and underspends• Provide an indication of the revenue contribution to the Capital Programme	
Treasury Management & Prudential Indicators Monitoring Outturn Report - 2015/16 (P2)			

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Meeting Date: 15 November 2016			
Subject – (The report title will be listed here - a maximum of 4 agenda items per meeting)	Purpose – (This explains the purpose of the report being considered by scrutiny committee)	Key Issues – (This will list the key issues to be contained in the report – similar to the report summary)	Witnesses – (This will be the Officers, external witnesses or key stakeholders, identified by the Scrutiny Committee, who will be invited to attend and give evidence)
Corporate Budget Monitoring (P1)			
B & B use as Emergency Accommodation (P1)	To provide a further update to members of Scrutiny on the use of B&B accommodation for the temporary placement of homeless persons	The report will highlight the historical trend on the use of B&B accommodation for placing homeless persons and the reasons for such use. The report will also provide information on the measures that Housing Services have taken to reduce such use and provide an update on the current position	
Housing Complaints & Representations (P2)	To provide members of Scrutiny with information on all representations and complaints received by Housing Services during the 201/16 financial year	Key issues include:- Identification of the numbers and types of representations and complaints received for the year. Comparison of data with previous years Analysis of the data to identify the areas of service that receive the highest level of representations and complaints. Highlighting any lessons learned from analysing the data.	

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Meeting Date: 17 January 2017			
Subject – (The report title will be listed here - a maximum of 4 agenda items per meeting)	Purpose – (This explains the purpose of the report being considered by scrutiny committee)	Key Issues – (This will list the key issues to be contained in the report – similar to the report summary)	Witnesses – (This will be the Officers, external witnesses or key stakeholders, identified by the Scrutiny Committee, who will be invited to attend and give evidence)
HRA Charging Report (P1)	To advise members of Scrutiny of proposed forthcoming charges for 2017/18 and in particular any increased charges relating to the Housing Revenue Account prior to seeking Cabinet approval.	Charges that will be incorporated within the report will include:- <ul style="list-style-type: none"> • Council house rents • Garage rents • Service charges relating to Sheltered Housing Schemes 	
Whole Authority Budget Monitoring (P1)			
HRA Budget Monitoring Report (P2)	To provide Scrutiny members with an update on expenditure of the Housing Revenue Account budget for the first six months of the year	Key issues include:- <ul style="list-style-type: none"> • Identifying the overall budget available for the delivering the Housing Service • Highlight any budget variations including projected overspends and underspends • Provide an indication of the revenue contribution to the Capital Programme 	

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Meeting Date: 28 February 2017			
Subject – (The report title will be listed here - a maximum of 4 agenda items per meeting)	Purpose – (This explains the purpose of the report being considered by scrutiny committee)	Key Issues – (This will list the key issues to be contained in the report – similar to the report summary)	Witnesses – (This will be the Officers, external witnesses or key stakeholders, identified by the Scrutiny Committee, who will be invited to attend and give evidence)
WHQS Programme Re-profiling and associated Capital Programme (P1)	To review progress with the implementation of the WHQS Programme, re-profile over the remaining years where necessary, and set out a capital programme budget for 2017/18.	To consider the implications of slippage within the internal and external works programmes, establish if works need to be re-phased. Examine the implications on the community sequence and potential overlaps between internal and external works. Review the resourcing issues given the commitment to deliver the WHQS Programme by 2020.	
Housing Service Charges (P2)	To present to Scrutiny proposals for the de-pooling of service charges in sheltered housing schemes and the introduction of service charging for provision of new services for general needs tenants	Key issues include: <ul style="list-style-type: none"> • Limitations on the Council's ability to introduce service charges arising from the current tenancy agreement. • The implications of the Housing (Wales) Act 2014 as it relates to service charging of tenants of sheltered housing schemes. • Potential financial impact of de-pooling on tenants of sheltered schemes and associated implications for future viability of a number of schemes. 	

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Meeting Date: 11 April 2017			
Subject – (The report title will be listed here - a maximum of 4 agenda items per meeting)	Purpose – (This explains the purpose of the report being considered by scrutiny committee)	Key Issues – (This will list the key issues to be contained in the report – similar to the report summary)	Witnesses – (This will be the Officers, external witnesses or key stakeholders, identified by the Scrutiny Committee, who will be invited to attend and give evidence)

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Meeting Date: to be confirmed			
Subject – (The report title will be listed here - a maximum of 4 agenda items per meeting)	Purpose – (This explains the purpose of the report being considered by scrutiny committee)	Key Issues – (This will list the key issues to be contained in the report – similar to the report summary)	Witnesses – (This will be the Officers, external witnesses or key stakeholders, identified by the Scrutiny Committee, who will be invited to attend and give evidence)
Care & Repair Merger (P2)	This is an information report to provide members with details of the merger of the Care and Repair Service between Caerphilly and Blaenau Gwent	To advise members on the new arrangements as a result of the merger	
Leaseholder Consultation Report (P3)	To provide a further report on leaseholder charges as requested by Scrutiny members	Key Issues will include -Value for Money/Procurement -Responsibility for charges relating to damage -Good practice including information from other landlords and Welsh Government -Leaseholder representation	
Equalities & Welsh Language Annual Report (P3)	The purpose of this report is to consider the Equalities and Welsh Language Annual Reports on Monitoring and Improvement. That related to Welsh Language must be published before the end of June each year. The report related to Equalities must be published once each financial year and so this report will serve the purpose of both sets of legislation.	These are progress reports based on data from the previous financial year and are published by the Council by the end of June each year on the website. It is a requirement that the reports are seen and approved by agreed internal governance processes before being published. Equalities and Welsh Language issues do generate debate.	Senior Policy Officer (Equalities and Welsh Language)

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	The report will go to Cabinet	This year's report is shorter than previous versions and covers 4 key areas.	
Welsh Language Standards Year Strategy (P3)	<p>This report should be seen by Scrutiny, prior to Cabinet and Full Council. Under Standard 145 of the new standards local authorities are required to:</p> <p><i>“produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) - (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).”</i></p>	<p>The 5-Year Strategy will be drafted based on existing policies but in addition encompassing the requirements of the new Welsh Language Standards. The existing policies that would form part of the 5-Year Strategy are: Welsh medium education growth, current language commitments in the Strategic Equality Plan, Youth Service Plans, “More Than Just Words” for Social Services, and the local voluntary sector language profile.</p> <p>There will be a consultation process to gather agreement of the content of the strategy</p>	Senior Policy Officer (Equalities and Welsh Language)

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<p>HR Policies and Welsh Language Standards 99-119 *NEW*</p>	<p>A number of HR related standards require internal HR policies to reflect the legal right of staff to be able to have internal discussions and paperwork relating to their employment available in Welsh. This report should be seen by Scrutiny, prior to Cabinet and Full Council. There will need to be a change to a number of HR policies. It is envisaged that a single report may cover all changes.</p>	<p>A generic overarching approach will be adopted to revise all affected HR policies in the same way. The report will cover how this approach will allow the authority to meet its legal requirements in complying with the Welsh Language Standards. The affected policies and the cross matching to each relevant standard will be explained in the report</p>	<p>Senior Policy Officer (Equalities and Welsh Language) Head of Human Resources This report will be drafted as a Corporate Services report since it relates to HR issues</p>
<p>Caerphilly Local Assessment of Well-being. 1st draft assessment 2nd draft assessment (possible Members Portal item) Final assessment for Corporate Approval</p>	<p>CCBC Statutory Partner Role: The Caerphilly Public Service Board is required to produce a local assessment of the economic, social and cultural well-being of the authority which must be subject to Corporate approval by the statutory member before it can be adopted by the Public Service Board. The 1st Draft assessment will be completed by October 2016 and Scrutiny should have the opportunity to consider the content prior to final consultation</p>	<p>The Local Assessment of Well-being will consider the economic, social, environmental and cultural well-being of the local authority area. The structure of the assessment will follow the 7 Well-being goals for Wales. In addition it is a requirement that the assessment examines the situation in 5 defined community areas as well as the authority as a whole. The PSB has determined that the 5 community areas will follow the 5 former community planning areas and hence the assessment document will consider each of these in turn as well as the future trends for the area.</p>	<p>Corporate Policy Manager Senior Policy Officer</p>

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	<p>with the wider public and partners.</p> <p>The 2nd Draft assessment will be complete by December 2016 following consultation. The final assessment must be approved by Scrutiny, Cabinet and Council before it is formally adopted by the PSB. This should take place in January/February 2016.</p> <p>{ P & R will sit as the Partnership Scrutiny Committee over the same timescale and the assessment may form part of this work programme also}</p>		
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