



## SCRUTINY MANAGEMENT PANEL

MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, DYFFRYN HOUSE ON  
TUESDAY, 15TH AUGUST 2006 AT 5.00 PM

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PRESENT:

Councillor K.V. Reynolds – Chairman

Councillors:

D. Poole, C. Forehead, K. James, Ms E.E. Forehead, D.M. Gray, B. Toomer, T.J. Williams  
R.T. Davies, Ms A. Morgan, J. Bevan, K. Griffiths and G. Price

Together with:

S. Rosser (Chief Executive), N. Barnett (Director of Corporate Services), T. Peppin (Head of Policy and Central Services), D. Hopkins (Director of Education and Leisure), J. Howsam (Director of Social Services), Roger Webb (Director of Environmental Services), J. Jones (Scrutiny Co-ordinator), and C. Forbes-Thompson (Scrutiny Research Officer).

### 1. APOLOGIES

No Apologies were received.

### 2. INTRODUCTIONS

Chair welcomed Councillor J Bevan to his first meeting of the Scrutiny Management Panel and thanked Stuart Rosser, Corporate Management Team and Cabinet Members for attending.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 6th July 2006 were approved as an accurate record and there were no matters arising.

### 4. IMPROVING COMMUNICATION ARRANGEMENTS

Councillor Keith Reynolds recapped on the discussion at the previous meeting when this issue was discussed. Mr J. Jones explained the report and highlighted that the intention is to assist improved communication between Chairs and Vice Chairs of Scrutiny Committees and their respective directorates. Mr Jones emphasised the need to have a clear distinction of roles between decision makers and scrutineers. In particular Chairs and Vice Chairs must not be party to discussions on any future decisions.

Members and Officers discussed the issues and how communication could be improved. The main themes of the discussion included:

- The need to arrange regular meetings between Directors and Chairs and Vice Chairs.
- It was felt important that Chairs and Vice Chairs understand significant issues facing directorates.
- The new 8 week Cabinet forward work programme will be a useful tool for Members because it will highlight important reports subject to consultation with Committees.

**Action: Directors to hold regular briefing meetings with scrutiny committee Chairs and Vice Chairs.**

**5. ANY OTHER BUSINESS**

None.

**6. NEXT MEETING**

The dates of future meetings will be sent to Members.