



SCRUTINY MANAGEMENT PANEL

MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, DYFFRYN HOUSE
ON THURSDAY, 26TH SEPTEMBER 2006 AT 5.00 PM

PRESENT:

Councillor K.V. Reynolds – Chairman

Councillors:

K. James, B Toomer, R.T. Davies, Ms A. Morgan and J Bevan.

Together with:

T. Peppin (Head of Policy and Central Services), C. Jones (Head of Performance Management), J. Jones (Scrutiny Co-ordinator), and C. Forbes-Thompson (Scrutiny Research Officer).

1. APOLOGIES

C. Forehead, Ms E.E. Forehead D.M. Gray and T.J. Williams

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15th August 2006 were approved as an accurate record.

Matters Arising:

The meetings between Chairs and Vice Chairs and departments to improve communication have been arranged.

3. SCRUTINY COMMITTEES ANNUAL REPORT 2005/06

Mr. J. Jones introduced the report and explained that Scrutiny Committees are obliged to produce this under the constitution. The report highlights;

- Strengthened Arrangements for Scrutiny
- Review of Activity
- Centre for Public Scrutiny: Self Evaluation Framework
- Consultation Responses

Mr. J. Jones asked the meeting for their comments.

Members discussed the following:

- The number of delegated decisions and information items published on the intranet.
- How are task and finish group recommendations implemented by directorates.
- External partners involved in scrutiny which was raised by the Beecham report
- Consultation responses

Action: Mr. J. Jones to make amendments to the report and take forward.

4. WALES AUDIT OFFICE – PHASE 3 TRAINING

Mr. J. Jones explained the process for taking forward phase 3 of the training. The final phase of this training will involve peer observation, which is centred on actual scrutiny committee meetings. Mr. J. Jones suggested that visits to neighbouring authorities to observe how meetings are conducted elsewhere. Members agreed that Scrutiny Management Panel will be the first group to carry out a visit and asked Mr J Jones to arrange.

Action: Mr. J. Jones to contact neighbouring authority to arrange visit.

5. WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT

Mr. J. Jones introduced the report and stated that it has been discussed with cabinet, CMT and MWG, he asked if there is a role for scrutiny in this process. The appraisals will be member to member and there is no officer involvement. It only applies to those members in receipt of S.R.A. The members requested copies of the appraisal form and the requirements of the charter. It was agreed to discuss this further at the next meeting to allow the members of SMP to examine the papers.

Action: Mr. J. Jones to send out background papers

6. PREPARATION FOR NOVEMBER PERFORMANCE MANAGEMENT MEETINGS

Mr. C. Jones discussed the experiences learned from the previous round of performance management meetings. Mr. Jones asked if he could meet with the Chairs, Vice Chairs and Directors in the next few weeks to discuss which subjects are to be presented. Mr Jones stated that the Service Improvement Plan could be used when considering performance management, the C driver sessions held to date have indicated that staff have not seen their SIP. The members felt that it was important for the performance management meetings to remain focussed and not become sidetracked onto operational issues.

Action: Mr. C. Jones to contact Chairs and Vice Chairs to arrange meetings.

7. ANY OTHER BUSINESS

None.

8. DATE OF NEXT MEETING

The next meeting will be held on 22nd November 2006 in Committee Room 2, Dyffryn House at 5.00 pm.