



SCRUTINY MANAGEMENT PANEL

MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, DYFFRYN HOUSE ON WEDNESDAY, 22 NOVEMBER 2006 AT 5.00 PM

PRESENT:

Councillor K.V. Reynolds – Chairman

Councillors:

C Forehead, K James, B Toomer, R.T. Davies, T J Williams, 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).

APOLOGIES

Ms E.E. Forehead and D.M. Gray.

1. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 26th September 2006 were approved as an accurate record.

Matters Arising:

There were no matters arising.

2. WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT

Mr J Jones introduced the report, which was deferred from the previous meeting, to allow further information to be circulated to the Scrutiny Management Panel. A copy of the Charter requirements and an example of a personal development plan were sent to members.

Mr Jones explained that the Wales Charter was brought forward by the WLGA to promote Member development standards across all 22 Local Authorities. The Charter requires a stronger focus on member development activities and in particular, the following actions are required:

- An induction programme for all members
- A training need analysis is undertaken by all members
- Personal Development Plans are completed for all members
- An annual performance review is undertaken for all members in receipt of S.R.A.

Members personal development plans, will be monitored to ensure identified development needs are actioned. Discussions have been held with the WLGA about the work done to implement the Charter. The next step is to re-convene the Modernisation Working Group to discuss the implementation process with members from all political groups.

The members noted the report.

Action: The Scrutiny Management Panel noted the report.

3. WALES AUDIT OFFICE – PHASE 3 TRAINING

Mr J Jones introduced the report, which detailed the dates agreed with the Wales Audit Office. Mr Jones outlined the arrangements for the training:

- There will be around 20 members and officers invited to observe each of the Scrutiny Committee in action.
- The observers will leave before the end of each meeting and, with a representative from the WAO, analyse the meeting.
- At the end of each scrutiny committee meeting, the observers will return and give feedback.

Mr Jones suggested that the Scrutiny Committee meeting should start at 4pm in order to allow a reasonable finishing time. Members expressed concern that some members may need to leave before the end due to other commitments and agreed that an earlier start time would assist, however it was suggested that 4:30 may be better for those who work.

Action: Mr J Jones to contact Scrutiny Committee Members to ensure time change is appropriate.

4. FEEDBACK FROM PERFORMANCE MANAGEMENT MEETINGS

Mr C Jones gave feedback on the three out of five meetings held so far, during this round of performance management meetings.

- The Policy and Resources Scrutiny Committee meeting considered Human Resources. The members were enthusiastic and asked good questions. It was felt that Human Resources could be on the programme each year.
- The Living Environment Scrutiny Committee discussed Community Safety. Mr Jones felt that because the questions were held back to the end of the presentation it limited debate. The questions at the end were good and this would be another good topic for the future.
- Health Social Care and Wellbeing Scrutiny Committee presentation highlighted Performance Indicators for Adult Services. The Assistant Director, Alison Elliott demonstrated the need to look beyond the traffic light, to understand what is really going on with a service.

Mr Jones suggested that there is a need to develop a mechanism to take forward those issues raised by members at these meetings. The management of the meetings has been poor, the presentations were prepared late and there was no time to distribute papers before the meeting.

Mr J Jones suggested that each scrutiny committee has a report from performance management. This will have possible subjects identified in order for them to choose for the performance management meeting.

Action: Mr J Jones to liaise with Mr C Jones regarding arrangements for future meetings.

5. FEEDBACK FROM VISIT TO RHONDDA CYNON TAFF

Mr J Jones gave feedback on the visit to observe the Overview and Scrutiny Committee meeting on 13th November 2006.

The meeting was held in the council chamber with the Chair, Monitoring Officer and senior officers sitting on the podium overlooking committee members, sat around a table.

The Committee were considering performance management exception reports that had already been seen by the other scrutiny committees. This appeared to give the impression of a hierarchy scrutiny committee structure and Mr Jones wondered how the members of the other scrutiny committees viewed this.

More positively, the page numbering of the report was helpful and the budget information was interesting. Mr Jones wondered if Policy and Resources Scrutiny Committee could have a similar role in monitoring the whole of the council's budget.

The members agreed that the budget information would be useful for Policy and Resources. The detail on overspends and under spends should be scrutinised by Policy and Resources.

6. ANY OTHER BUSINESS

None.

7. DATE OF NEXT MEETING

The next meeting will be held on 17th January 2007 in Committee Room 2, Dyffryn House at 5.00 p.m.