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**Date: 23rd October 2014**

Dear Sir/Madam,

A meeting of the **Scrutiny Leadership Group** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 29th October, 2014** at **6.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

**Chris Burns**  
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.
- 3 Minutes of Meeting held on 25th September 2014
- 4 Draft Cabinet Budget Strategy - Verbal Report
- 5 Scrutiny Improvement Action Plan - Update
- 6 Scrutiny Committee Forward Work Programmes

**A greener place Man gwyrdach**

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



**Circulation:**

Councillors L. Ackerman, Mrs E.M. Aldworth, Mrs P. Cook, H.W. David (Chair), W. David, D.T. Davies, D. Havard, C.P. Mann, S. Morgan (Vice Chair), J. Pritchard and D. Rees

**For Information:**

Councillor Mrs C. Forehead

And Appropriate Officers



## SCRUTINY LEADERSHIP GROUP

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON THURSDAY, 25TH SEPTEMBER 2014 AT 5.00 P.M.

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PRESENT:

Councillor H. David – Chair

Councillors:

Miss L. Ackerman, Mrs P. Cook, D.T. Davies, D. Havard, C. Mann, S. Morgan, and D. Rees.

Together with:

G. Williams (Interim Head of Legal Services and Monitoring Officer) J. Jones (Democratic Services Manager) and C. Forbes-Thompson (Scrutiny Research Officer).

#### 1. APOLOGIES

Apologies for absence were received from Councillors, E. Aldworth, W. David, J. Pritchard, D. Rees and A. Price (Interim Deputy Monitoring Officer).

#### 2. DECLARATIONS OF INTEREST

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

#### 3. MINUTES – 24TH JULY 2014

RESOLVED that the minutes of the Scrutiny Leadership Group meeting held on 24th July 2014 (minute nos. 1 - 7, on page nos. 1 - 4) be approved as a correct record and signed by the Chair.

#### REPORTS OF OFFICERS

Consideration was given to the following reports.

#### 4. GWENT SCRUTINY CHALLENGE

Mr Jones introduced the report, which outlined proposals to continue the joint scrutiny improvement work being undertaken in partnership with the other 'Gwent' authorities and the Centre for Public Scrutiny (CfPS).

The Gwent Scrutiny Challenge event held in June built on the Wales Audit Office's national study 'Good Scrutiny: Good Question?' Following the WAO report local authorities were tasked with developing a scrutiny improvement action plan. The next step in the Gwent Scrutiny Challenge is to review the Action Plans and undertake a series of Member Observation Groups to identify areas of good practice and shared areas for further improvement. The report proposes to establish peer review groups across the 5 local authorities, facilitated by the Centre for Public Scrutiny (Wales) commencing before the end of the year.

Members were asked to indicate their willingness to take part in the peer review groups. It was agreed that those not present at the meeting would be contacted by email to establish if they would also like to take part.

The following Members agreed to be part of the peer observation group; Cllrs L Ackerman, P Cook, D Havard and S Morgan and the following agreed to act as reserve Cllr H David, D.T. Davies and C. Mann.

It was agreed that once dates of meetings are available they would be circulated to group members and reserves to identify who is available.

Members noted the report.

## **5. SCRUTINY PRE-MEETINGS & TERMS OF REFERENCE**

Mrs Forbes Thompson stated that two issues had recently been identified and it was agreed to bring them to Scrutiny Leadership Group for further discussion. The issues related to scrutiny committee pre-meetings and Crime and Disorder Scrutiny Committee terms of reference.

At a recent Regeneration and Environment scrutiny meeting Members who were not members of the scrutiny committee sat in to observe the pre-meeting. A query was raised on whether this was allowed and the advice at the time was that there were no specific guidance or protocol on this. Members discussed general points on the benefit of pre-meetings and allowing non-executive members to observe with some Members stating that the pre-meeting should be for the scrutiny committee only.

Mr Jones stated that there are no ground rules however it would be beneficial to have a consistent approach across all scrutiny committees. There is an open and transparent approach at Caerphilly with Members allowed to observe all meetings even where exempt items are being discussed. Members were therefore asked to consider if they wish to allow non-executive members to observe pre-meeting and agree a way forward.

It was proposed and seconded that no members should be allowed to observe scrutiny committee pre-meetings. Following a show of hands, and by the majority present, the motion was declared lost.

The second issue concerned Crime and Disorder Scrutiny Committee, where it was suggested that this committee should also receive the MTFP proposals in circumstances where they might impact on crime and disorder matters. It was agreed to bring the issue to SLG for further discussion.

It was stated that the terms of reference for Crime and Disorder Scrutiny Committee are set out in the Police and Justice Act 2006. The terms of reference are to scrutinise the outcomes of the work of the community safety partnership. The Crime and Disorder Scrutiny Committee does not have the power to scrutinise the individual partners beyond their role in the partnership. The MTFP cost savings options of CCBC sit under the terms of reference of individual scrutiny committees, for example CCTV sits within Regeneration and Environment.

The Crime and Disorder Scrutiny Committee could however scrutinise the affect of cuts if they have an impact on the work of the partnership.

Members noted the advice regarding the terms of reference.

## 6. SCRUTINY REPORTS

Mrs Forbes Thompson reminded Members they had previously raised concerns on the quality and information included in reports to Scrutiny Committees. Mrs Williams stated that as part of the improving governance programme officers had been provided with training on Report writing. As part of the programme Mrs Williams will be sampling Reports and reporting back to CMT. She was therefore interested to hear the concerns of members to feed into the review. She also mentioned that she has compared with CCBC reports with other local authorities and considers that on the whole, t the standard is quite good.

Members were asked to reflect on the areas suggested for improvement, and papers from the previous round of scrutiny committee meetings were circulated for reference. Members decided to give their general feedback as follows:

- Content of reports and accuracy; it was suggested that some MTFP reports lacked detail with some incorrect information, options included that are not possible on health and safety grounds.
- More detail around financial information, in particular costings attached to the o options put forward in a Report. Members were informed that it might be that officers only include financial implications where they may impact on the budget. If the proposals can be achieved within existing resources they will not necessarily be put in detail. Members stated that they would prefer that to be stated in the financial section so that it is clear and unambiguous.
- The inclusion of comparison data, Members would like data to be put into context, for example the Welsh average. Mr Jones stated that a report on performance management is currently being prepared and will outline how and what is presented to scrutiny committees.
- Members confirmed that officers present at meetings were generally able to clarify queries in relation to officers Reports however there are occasions when information has to be circulated afterwards, generally this information is provided but there are occasions when it is not. Some information can be buried in appendices, Members appreciate that reports cannot contain everything but there should be sufficient information to allow effective scrutiny.

The Chair summarised the main issues as above, he also highlighted that more detail is needed in financial and personnel sections, even if it is just to confirm that current budget or personnel are sufficient to support the proposals in the report. He re-affirmed that important information should be in the main body of the report and not in the appendices. Reports should include qualitative and quantitative data in order to provide context and balance. There should be a reasonable sample size, across geographic areas using a variety of methods, previous years data, current performance compared to national average.

Members commented that overall they felt that the quality of reports was good but asked that their comments be fed through as part of the review and to Officers, in order to improve the quality further.

The meeting closed at 6.09 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 25th September 2014 they were signed by the Chair.

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CHAIR



## SCRUTINY LEADERSHIP GROUP – 29TH OCTOBER 2014

**SUBJECT: SCRUTINY IMPROVEMENT ACTION PLAN - UPDATE**

**REPORT BY: SCRUTINY RESEARCH OFFICER**

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### **1. PURPOSE OF REPORT**

- 1.1 To update Scrutiny Leadership Group on the progress to date on the actions contained in the scrutiny improvement action plan.

### **2. SUMMARY**

- 2.1 This report gives an update on the scrutiny improvement action plan, and highlights where actions are completed.

### **3. LINKS TO STRATEGY**

- 3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation.

### **4. THE REPORT**

- 4.1 The Scrutiny Improvement Action Plan was presented and endorsed by Council on the 8<sup>th</sup> October 2013. Since then progress has been made against a number of the actions, which are outlined in the updated action plan attached at appendix 1.

#### **Training and Development for Members and Officers**

- 4.2 Significant work has been undertaken on training for Members, actions 1 – 3 are completed in full and most of the tasks against actions 4 & 5 are completed. There are outstanding tasks against actions 4 & 5 regarding the peer review. Since the SIAP was agreed the council agreed to work with the four other Gwent local authorities and the Centre for Public Scrutiny and arranged the Gwent Scrutiny Challenge event, which was held in June 2014.
- 4.3 A report came to SLG in September 2014 to discuss the legacy of this challenge event and Members agreed to take part in peer observations across the Gwent area. Since then a meeting was held with the Centre for Public Scrutiny and representatives of all the Gwent local authorities to discuss the arrangements for a peer review, where it was suggested it would be helpful to arrange training for all Members taking part. The training will outline the arrangements, help Members identify good practice using the 'Characteristics of Good Scrutiny' and also agree which meetings will be observed. The aim is arrange this as soon as possible and start the peer reviews before the end of the year.

## **Scrutiny Development and Organisation**

- 4.4 Actions 6 – 11, 13 & 15 are completed. The final task against action 8 was to arrange scrutiny training for Cabinet Members. This took place in September 2014 with two sessions for both Cabinet Members and the Management Network on the same day. The outcome of the training was that Cabinet Members and Managers what they can do, understood the value that scrutiny can bring and areas for improvement:
- How Cabinet Members can refer their contacts as expert witnesses for scrutiny.
  - There should be more external engagement in scrutiny.
  - Consider use of technology for scrutiny witnesses.
  - Consultation with appropriate stakeholders.
  - Consider the impact and tracking of scrutiny work.
  - Focus on narrow and deep scrutiny work.
  - Tangible outcomes – what difference does scrutiny make?
  - The Chairs are essential to the effectiveness of scrutiny.
  - A strategic approach to scrutiny is needed going forward.
- 4.5 Action 16 is on hold until Welsh Government provides guidance on Designated Persons, which is anticipated next year. Action 12, updating the scrutiny booklet, a revised booklet is completed and is available on the council website, a copy is attached at appendix 2. Further amendments will be made to the booklet once the prioritisation matrix for reports suggested by SLG is finalised.
- 4.6 Action 14 on public engagement with the public and stakeholders, the scrutiny committee co-option arrangements is still under consideration and a report is being prepared for consideration at a future SLG meeting. Finally for action 17, a revised protocol on Councillor Call for Action (CCfA) has been amalgamated with the Crime and Disorder CCfA. This report is being consulted on prior to being reported to SLG.

## **Performance Management**

- 4.7 Action 18, refers to WAO service performance report being reported to scrutiny, this is referred to in the Welsh Government White Paper 'Devolution, Democracy and Delivery', with auditors and regulators now directed to report directly to scrutiny committees. Guidance is being sought from Welsh Government so new arrangements will reflect this recent change to government policy.
- 4.8 Action 19, refers to member training which has been completed and the booklet is available. Action 20 is partly completed with the training on service improvement plans and Ffynnon to be provided in October/November 2014. Finally in respect of action 21 a report has been drafted and will be reported shortly.

## **Forward Work Programmes**

- 4.9 This refers to action 22 and development of scrutiny committee forward work programmes and is fully completed.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 This report is for information purposes, so the Council's EqIA process does not need to be applied.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 There are no financial implications not contained in the report.



## **7. PERSONNEL IMPLICATIONS**

7.1 There are no personnel implications not contained in the report.

## **8. CONSULTATIONS**

8.1 There are no consultation responses not contained in the report.

## **9. RECOMMENDATIONS**

9.1 Scrutiny Leadership note and comment on the progress made in respect of the action plan.

## **10. REASONS FOR THE RECOMMENDATIONS**

10.1 For Scrutiny Leadership Group to monitor the scrutiny improvement action plan.

## **11. STATUTORY POWER**

11.1 Section 21 of the Local Government Act 2000.

Author: Catherine Forbes-Thompson, Scrutiny Research Officer  
Consultees: Angharad Price, Interim Deputy Monitoring Officer  
Jonathan Jones, Democratic Services Manager

Appendices:  
Appendix 1 Scrutiny Improvement Action Plan Update  
Appendix 2 An Introduction to Scrutiny

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Scrutiny Improvement Action Plan

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress	
<b>Training &amp; Development for Members and Officers</b>								
<b>WAO Public Interest Action Plan</b>	1. Members Training Needs Analysis will be undertaken on a voluntary basis every two years. To be further strengthened with specific training identified and developed to support each council committee/panel/group on a six monthly basis for each Committee.	1. Schedule two Member development sessions per annum as part of committees' standing agenda items. This will enable Directors to provide Members an update on issues associated with each committee's terms of reference.	1. 31 Oct 2013	1. Jonathan Jones Democratic Services Manager	1. Monitor the Committees FWP's.	1. 100% Committee specific training sessions carried out for each committee/panel/group – measurable	1. TNA report to Democratic Services March 2013  2. Report on Training reported to Democratic Services Cttee 5/3/14.  3. Report to Council 22/4/14 agreed training arrangements	
		2. Advice to be sought from Directors on 6 Monthly basis to determine training subjects.	2. 31 Oct 2013		2. Monitor the number of Member development sessions carried out per annum for each committee /panel/group			2. Report to Democratic Services Committee the number of sessions held and attendance
		3. Agree training needs with Committee Chairs on 6 monthly basis	3. 31 Oct 2013					

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Training &amp; Development for Members and Officers</b>							
<b>WAO Public Interest Action Plan</b>	<p>2. Training and development needs be identified for the membership of each council committee/ panel/ group on an annual basis. The training offered and attendance to be published on the Council's website</p> <p><b>(IGP – 3e) –Completed</b></p>	<p>1.The membership of each committee/panel/group be consulted on training needs</p> <p>2. Committee Member attendance at training will be published as part of each Members annual report</p>	<p>1. 30 Nov 2013 (going forward following each AGM)</p> <p>2. 31 July 2014</p>	<p>1. Jonathan Jones Democratic Services Manager</p> <p>2. Jonathan Jones Democratic Services Manager</p>	<p>1. Monitor the training provided per annum for the members of each committee /panel/group.</p> <p>2. Monitor the attendance for each training session for committee and individuals</p> <p>3. Provide training satisfaction questionnaire to all attendees</p> <p>4. Report attendance and satisfaction results to Democratic Services Cttee</p>	<p>1. 100% of Committees /Panels/Groups provided with training-measurable</p> <p>2. Attendance levels are published annually for 100% of Members - measurable</p> <p>3. 80% threshold of Members satisfied with training and are more confident in their role - measurable</p> <p>4. Report to Democratic Services Committee</p>	<p>1. TNA report to Democratic Services March 2013</p> <p>2. Report on Training reported to Democratic Services Cttee 5/3/14.</p> <p>3. Report to Council 22/4/14 agreed training arrangements</p> <p><b>Completed</b></p>
	<p>3. Member induction training needs identified and delivered prior to the first meeting of any new council committee/panel/group</p>	<p>1. Appropriate Head of Service and Monitoring Officer to provide training on committees' purpose and terms of reference prior to each new committee meeting for the first time.</p>	<p>1. <i>Immediate</i></p>	<p>1. <i>Monitoring Officer</i></p>	<p>1. Monitoring Officer to record induction training completed</p> <p>2. Provide training satisfaction questionnaire to all attendees</p>	<p>1. 100% of all new committee's/ Panels &amp; groups receive induction training - measurable</p> <p>2. 80% threshold of Members satisfied with training and are more confident in their scrutiny role - measurable</p>	<p>1. Report to Council 22/4/14 agreed training arrangements</p> <p>2. Training underway following AGM May 2014</p> <p><b>Completed</b></p>

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
	<b>Training &amp; Development for Members and Officers</b>						
WAO Scrutiny Study	4. Develop Questioning Skills for Members  linked to IGP - 5g	1. Arrange training to enable Members to identify key issues develop questioning and challenging skills.	1. 31 Dec 2013	Jonathan Jones Democratic Services Manager	1. Monitor the number of Members attending training, publish attendance as part of each Members annual report  2. Provide training satisfaction questionnaire to all attendees  3. Report outcomes of external peer review of questioning & listening skills to each Scrutiny Committee, Democratic Services Committee and Scrutiny Leadership Group	1. 90% of scrutiny members receive training – measurable  2. 80% threshold of Members satisfied with training and are more confident in their scrutiny role - measurable  3. Positive feedback from peer review of impact of training – subjective/ objective	1. 5 training sessions were provided in November 2013. 33 out of 58 (57%) Members attended the training sessions. Further training arranged in March 2014. Further 4 attended - 64%  2. Satisfaction 100%.  3. Visits to other councils arranged, two visits carried out to date – Torfaen & Cardiff, Bridgend, further visits to Monmouthshire and Newport & Cardiff planned  4. Arrangements made for CfPS to carry out peer review - report to SLG 25/9/14  <b>Partly Complete</b>
		2. Arrange visits to other councils scrutiny committees to allow Members to observe good questioning techniques in action.	2. 31 Dec 2014				
		3. Training for Chairs & Vice Chairs to include identifying themes in reports and encourage challenging questioning	3. 31 Dec 2013				
		4. Training for chairs and vice chairs in implementing new pre-meeting arrangements	4. 31 Dec 2013				
		5. External peer review of to observe scrutiny committees and measure performance against Characteristics of Good Scrutiny (questioning and listening skills)	5. 31 Dec 2014				

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Training &amp; Development for Members and Officers</b>							
WAO Scrutiny Study	5. Develop Chairing skills to include; <ul style="list-style-type: none"> <li>Involving all Scrutiny Committee Members and encourage challenging questioning.</li> <li>Raising scrutiny profile and making recommendations</li> <li>Managing Scrutiny pre-meetings to identify topics of questioning and time management</li> <li>Summing up debate</li> <li>Encourage Cabinet members to respond to questions</li> </ul>	1. Arrange training in chairing skills	1. 30 Sept 2013	Jonathan Jones Democratic Services Manager	1. Monitor the number of Members attending training  2. Provide training satisfaction questionnaire to all attendees  3. Monitor actions required following workshops	1. 100% of Scrutiny Chairs and Vice Chairs receive training - measurable  2. 80% threshold of Members satisfied with training, and are more confident in their scrutiny role – measurable  3. Workshop actions are documented and addressed - measurable	1. Training carried out on 26/11/13; <ul style="list-style-type: none"> <li>8 out of 11 (73%) Chairs and Vice Chairs attended the training</li> </ul> Further training arranged on 7/2/14 <ul style="list-style-type: none"> <li>3 remaining chairs attended on 27/2/14 – 100% attendance</li> </ul> Overall satisfaction level very good 92%  2. WLGA workbook circulated 10/10/13  3. Workshop on agenda for 17/12/14 – deferred to March 2014 meeting  4. Arrangements made for CfPS to carry out peer review - report to SLG 25/9/14  <b>Partly Complete</b>
		2. Re-distribute WLGA chairing skills workbook	2. 30 Sept 2013				
		3. Workshop to consider role of new scrutiny leadership group and optimise use of pre-meeting	3. 31 Dec 2013				
		4. External peer review of to observe scrutiny committees and measure performance against Characteristics of Good Scrutiny (chairing skills)	4. 31 Dec 2014				

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Scrutiny Development &amp; Organisation</b>							
<b>WAO Public Interest Report &amp; WAO Scrutiny Study</b>	6. Scrutiny Leadership Group to be introduced. To focus on work programmes and ensure that cross-cutting issues are considered by Scrutiny Committee Members, good practice is shared and duplication is avoided	1. Establish terms of reference 2. Training on roles and responsibilities 3. Arrange monthly meeting cycle	1. 31 July 2013 2. 31 Oct 2013 3. 30 Sept 2013	1 & 3 Catherine Forbes-Thompson Scrutiny Research Officer  2. <i>Head of Legal &amp; Democratic Services</i>	1. Monitoring Officer to record induction training completed.  2. Provide training satisfaction questionnaire to all attendees  3. Publish Scrutiny Leadership Group agendas on the Councils website	1. 100% of Scrutiny Chairs and Vice Chairs receive training - measurable  2. 80% of Members satisfied with training and are more confident in their scrutiny role – measurable  3. 100% meetings held – measurable  4. SLG is established – measurable	1. Terms of reference agreed by Council 8 <sup>th</sup> October 2013  2. Training carried out on 26/11/13; <ul style="list-style-type: none"> <li>• 8 out of 11 (73%) Chairs and Vice Chairs attended the training</li> <li>• Satisfaction levels 89%</li> <li>• Further training arranged for 27/2/14</li> <li>• 3 remaining chairs attended on 27/2/14</li> <li>• Satisfaction levels 100% very good</li> <li>• Overall satisfaction level very good 92%</li> </ul> 3. Meeting cycle established letter to Chairs and Vice Chairs 4/9/13  <b>Completed</b>

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Scrutiny Development &amp; Organisation</b>							
<b>WAO Public Interest Report &amp; WAO Scrutiny Study</b>	7. Officers to leave Scrutiny Committees after presenting their report.	1. Inform CMT, Members and Implement	1. 9 Oct 2013	Jonathan Jones Democratic Services Manager		1. Change implemented – objective	New layout implemented October 2013 <b>Completed</b>
	8. Consider how Cabinet Members role can be developed in Scrutiny Committee meetings  <b>IGP 5g – complete</b>	1. Discuss with CMT, Cabinet Members and Scrutiny Leadership Group  2. Agree recommendations which will engage Cabinet Members during Scrutiny Committee Meetings	1. Immediate  2. 31 Dec 2013	Jonathan Jones Democratic Services Manager	1. Recommendations are identified.  2. Training to support change is identified and developed	1. Tangible role for Cabinet Members can be observed	1. Discussed with Cabinet and CMT.  2. Training for scrutiny members Q & L skills 64% attended.  3. Dem services recommended Cabinet members have scrutiny training – report to Council 22/4/14 agreed training arrangements – Training provided 12 September 2014  <b>Completed</b>



<p style="text-align: center;">WAO Scrutiny Study</p>	<p>9. Develop Scrutiny Committee pre-meeting of Members to prioritise and prepare questioning strategies</p> <p><b>linked to IGP - 5g</b></p>	<p>1. Training for scrutiny committee on purpose of pre-meeting</p> <p>2. Review effectiveness by scrutiny leadership group.</p> <p>3. Arrange pre-meetings with Scrutiny Officer and Scrutiny Committee prior to scrutiny meeting to enable committee members to agree questioning strategies</p> <p>4. External peer review of to observe scrutiny committees and measure performance against Characteristics of Good Scrutiny</p>	<p>1. 31 Dec 2013</p> <p>2. 31 Dec 2014</p>	<p>Jonathan Jones Democratic Services Manager</p>	<p>1. Monitor that training is completed</p> <p>2. Provide training satisfaction questionnaire to all attendees</p> <p>3. Report outcomes of external peer review to each respective Scrutiny Committee and report to Democratic Services Cttee</p>	<p>1. 100% Training completed – measurable</p> <p>2. 80% of Members satisfied with training and are more confident in their scrutiny role – measurable</p> <p>3. Positive feedback from peer review of impact of introduction of pre-meeting – subjective/ objective</p>	<p>1. Four training sessions were offered November 2013.</p> <p>2. 28 out of 58 members (48%) attended the training sessions.</p> <p>3. Further Training arrange Feb 2014, 9 attendees &amp; 7 attended in March – total attendance 75%.</p> <p>4. Satisfaction overall 95%</p> <p>5. SLG reviewed pilot at P &amp; R on 27/3/14, rolled out to other committees in May/June 2014</p> <p>4. Arrangements made for CfPS to carry out peer review in September</p> <p><b>Complete</b></p>
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Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Scrutiny Development &amp; Organisation</b>							
WAO Scrutiny Study	10. Develop links between Standards Committee and Scrutiny process	1. Standards Committee to refer Ombudsman reports to Scrutiny Committees where relevant.	1. 31 Oct 2013	1. Monitoring Officer		1. Ombudsman reports are referred to Scrutiny Committee - measurable	1. First report to Standards Committee 27/11/13  2. report on protocol went 26/2/2014 – endorsed.  <b>Completed</b>
	11. Re-organise scrutiny committee meeting layout to provide for a witness table to sit Cabinet Members and Officers presenting reports	1. Inform CMT and Members following trial in Audit & Policy & Resources Scrutiny Committee 2. Implement 3. Introduce Nameplates for Scrutiny Committee Members	1. 9 Oct 2013 2. 9 Oct 2013 3. 9 Oct 2013	Catherine Forbes - Thompson Scrutiny Research Officer		1. Change implemented – objective	New layout implemented October 2013  <b>Completed</b>
	12. CCBC Booklet – An Introduction to Decision Making and Scrutiny – to be updated	1. To be completed following constitution update. 2. Distributed to members. 3. Published on Members portal	1 - 3. To follow Council Constitution update	Catherine Forbes-Thompson Scrutiny Research Officer		1. Booklet updated and published within 2 months of the completion of review of the Council Constitution - measurable	1. Document drafted – consultation commenced April 2014 2. Booklet agreed - following SLG Members request for a prioritisation matrix for reports, this will be added to the booklet for completeness.  <b>Partly Completed</b>

**APPENDIX 1**

	13. Participate in Gwent Scrutiny network to improve public engagement	1. Sharing information with Gwent colleagues – identification of good practice and opportunities for collaboration.	1. Ongoing	Catherine Forbes-Thompson Scrutiny Research Officer	1. Monitor involvement at end of year include in Annual report to Democratic Services Committee	2. Introduce new ideas and working practices – objective/ subjective	CFT to attend meeting of Gwent Scrutiny Officer on 23/1/14  <b>Completed</b>
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Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Scrutiny Development &amp; Organisation</b>							
<b>WAO Scrutiny Study &amp; Local Government Measure 2011</b>	14. Develop Scrutiny Engagement with the Public and Stakeholders	1. Develop a solution for scrutiny committees FWP's to include the following: <ul style="list-style-type: none"> <li>• Develop Scrutiny interface for public to engage</li> <li>• Develop protocols for public engagement – reporting to committee, including dealing with vexatious requests and public feedback</li> <li>• Decide on arrangements for public to speak at Scrutiny</li> <li>• Decide scrutiny committee co-option arrangements for Voluntary Sector, and other organisations</li> </ul>	1. 30 Sept 2013	Catherine Forbes-Thompson Scrutiny Research Officer	1. Monitor timescale for FWP publication  2. Monitor number of requests from Public  3. Monitor outcomes of public requests	1. Annual FWP published the start of each municipal year - measurable  2. Updates are published quarterly - measurable	1. Solution developed for FWP engagement September 2013, drafts circulated for consultation October/ November 2013.  2. First round of FWP consultation commenced December 2013, published on website for public week commencing 20/1/2014.  3. Co-opted members to be reviewed – report drafted  <b>Partly Complete</b>

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Scrutiny Development &amp; Organisation</b>							
<b>WAO Scrutiny Study &amp; Local Government Measure 2011</b>	15. Further develop Scrutiny arrangements around the Single Integrated Plan.	1. SIP to go to Policy & Resources Scrutiny Committee 6 monthly basis. 2. Leader and Howard Rees to attend P & R and answer questions on the progress of priorities.	1 & 2. 31 March 2014	Catherine Forbes-Thompson Scrutiny Research Officer	1. Monitor SIP report to P & R Scrutiny Committee  2. Reflect experience/success of scrutinising SIP in Annual report to Democratic Services Committee	1. SIP is reported according to FWP - measurable	1. Overview of SIP planned for April 2014 P & R Scrutiny Cttee meeting 2. The SIP scorecards are currently in development. 3. Safer Caerphilly Scorecard presented to Crime & Disorder Scrutiny Committee. 4. SIP on agenda for 15/4/14  <b>Completed</b>
	16. Further develop Scrutiny arrangements around new duty to scrutinise Designated Persons	1. Presentation to each Scrutiny Committee/ Full Council on new powers to scrutinise designated persons  2. Liaise with other Gwent LA's to identify opportunities for regional scrutiny of designated persons	1 & 2. 31 March 2014	Catherine Forbes-Thompson Scrutiny Research Officer		1. Designated Persons attend the councils or joint scrutiny committees when invited - measurable	1. Awaiting Welsh Government Guidance  2. Gwent Scrutiny Officers met on 23/1/14 - agenda item for discussion - deferred.  NFA until guidance received.

**APPENDIX 1**

	<p>17. Develop arrangements for Councillor Call for Action</p>	<p>1. Develop protocols for CCfA – liaise with local partners                  2. Presentation to each Scrutiny Committee/Full Council on CCfA                  3. Include guidance on Members Portal</p>	<p>1 – 3. 31 Dec 2013</p>	<p>Catherine Forbes-Thompson                  Scrutiny Research Officer</p>	<p>1. Monitor that protocol is produced.                  2. Monitor that training is provided                  3. Satisfaction of Training Evaluation.                  3. Members portal is updated</p>	<p>1. Protocol is produced.                  2. 80% Members satisfied with training.                  3. Portal has CCfA information</p>	<p>1. CCfA to be merged with Crime &amp; Disorder CCfA, drafted ready for consultation  <b>Partly Complete.</b></p>
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Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Performance Management</b>							
WAO Scrutiny Study	18. WAO Service Performance reports to be presented and considered at Audit Committee and then to appropriate Scrutiny Committee. WAO will be invited to present the reports and there will be a response from relevant service area.	1. Head of Performance and Property to provide copies of service performance reports for consideration at scrutiny committees	1. 30 Sept 2013	Head of Performance & Property	1. Monitor receipt of service performance reports received	1. 100% Service performance reports received by Audit Committee are presented to appropriate scrutiny committee – measurable	1. J Jones and CFT met with PMU 13 & 25/11/13 2. Report drafted in consultation 3. Welsh Government White Paper 'Devolution, Democracy and Delivery', with auditors and regulators now directed to report directly to scrutiny committees.

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Performance Management</b>							
WAO Scrutiny Study	19. Reports to Scrutiny Committees to include Performance data where applicable	<p>1. The need for performance data to be included in officer reports to scrutiny committees to be included in the following training:</p> <ul style="list-style-type: none"> <li>• Report writing for Officers</li> <li>• Questioning Skills for Members</li> <li>• Charing Skills training for Members</li> </ul> <p>2. Include in Scrutiny Decision Making booklet update</p>	<p>1a. 31 Dec 2013</p> <p>1b. 31 March 2014</p> <p>2. To follow Council Constitution update</p>	<p>1a. Monitoring Officer (report writing training)</p> <p>1b. Jonathan Jones Democratic Services Manager (Members training)</p> <p>2. Catherine Forbes-Thompson Scrutiny Research Officer</p>	<p>1. Monitor training undertaken</p> <p>2. Provide training satisfaction questionnaire to all attendees</p> <p>3. Monitor production of booklet</p>	<p>1. 80% of Members trained - measurable</p> <p>2. 80% attendees report training as good to very good and state they are better prepared in their scrutiny role—measurable</p> <p>3. Booklet delivered on time – measurable</p>	<p>1. Questioning skills training included identifying performance management data.- see action 4</p> <p>2. Booklet drafted and agreed - following SLG Members request for a prioritisation matrix for reports, this will be added to the booklet for completeness.</p> <p>3. Performance Management Training arranged for members October 2014</p> <p><b>Partly Complete</b></p>



Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Performance Management</b>							
<b>WAO Scrutiny Study</b>	20. Develop Members understanding and engagement with Performance Management information and systems	1. Training in Service Improvement Plans and Ffynnon for Members included in 6 monthly training schedule  2. 'Performance' to be included as a specific topic for Members questioning training and Chairing Skills training.  3. Include in Scrutiny Decision Making booklet	1. 30 June 2014  2. 31 March 2014  3. To follow Council Constitution update	1 & 2 Jonathan Jones Democratic Services Manager  3. Catherine Forbes-Thompson Scrutiny Research Officer	1. Monitor training undertaken  2. External peer review of questioning and chairing skills  3. Monitor production of booklet	1. 85% Training uptake meets - measurable  2. 85% attendees report training as good to very good and state they are better prepared in their scrutiny role – measurable  3. Positive feedback from peer review – subjective/ objective  4. Booklet delivered on time – measurable	1. Questioning skills training included identifying performance management data.- see action 4  2. Booklet drafted.  3. Performance Management Training arranged for members October 2014.  <b>Partly Complete</b>

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Performance Management</b>							
<b>WAO Scrutiny Study</b>	21. Scrutiny to become more involved in Councils self-evaluation and assessment arrangements	1. Improvement Objectives workshops for Scrutiny Members during public consultation.	1. 30 June 2014	1. Jonathan Jones Democratic Services Manager	1. Monitor attendance at workshops	1. 80% Members attend workshops – measurable	1. J Jones and CFT met with PMU 13 & 25/11/13
		2. Improvement Objectives to be reported to scrutiny annually plus two (one?) updates on progress.	2. 30 June 2014	2 & 3 Head of Performance & Property	2. Monitor number of outcomes from workshops	2. 100% improvement objectives reported as set out in FWP - measurable	2. Report drafted
		3. Draft Council Self-evaluation to be reported to Scrutiny Committee	3. 30 June 2014	4. Monitoring Officer (Officers report writing training)	3. Monitor Improvement objectives reporting to scrutiny committee	3. 100% draft self evaluation reported to scrutiny committee – measurable	3. Improvement Objectives presented to Scrutiny Committees January/February 2014
		4. Reports to Scrutiny Committees to refer to Service Improvement Plan priorities where appropriate.	4. 31 Dec 2013		4. Monitor draft self-evaluation report to scrutiny committee		4. Improvement Objectives Year end performance to be reported to scrutiny committees June/July 2014.

Source	Action	Tasks	Completion Date	Responsible Officer	Monitoring Actions	Success Measures	Progress
<b>Forward Work Programme</b>							
<b>WAO Public Interest Report &amp; WAO Scrutiny Study</b>	<p>22. Scrutiny committee forward work programmes - to be developed when implementing the Local Government Measure 2011. To include consultation with Stakeholders and Public on the content of the Forward Work Programme – subject to approval by each committee and published on a regular basis</p> <p><b>IGP 4e - Completed</b></p>	<p>1. Agree with CMT &amp; SLG procedure for developing FWP's timeline</p> <p>2. Publish FWP annually (start municipal year) &amp; update quarterly.</p> <p>Note: action relating to engagement (action 14)</p>	<p>1. 31 Oct 2013</p> <p>2. 31 Oct 2013</p>	Head of Legal & Democratic Services	1. Monitor timescale for FWP publication – annual, plus updates	<p>1. FWP published each municipal year - measurable</p> <p>2. Updates are published quarterly - measurable</p>	<p>1. Solution developed September 2013, drafts circulated for consultation October/ November 2013.</p> <p>2. First round of FWP consultation commenced December 2013, published on website for public week commencing 20/1/2014.</p> <p><b>Completed</b></p>

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**An Introduction to Scrutiny**  
**Caerphilly County Borough Council**

# Scrutiny Committees Roles and Responsibilities

## Scrutiny Defined

Scrutiny can be explained as ‘the democratic balance with the responsibility of holding decision makers to account and assisting in reviewing and improving local public services.’

## Principles of Effective Scrutiny

The Centre for Public Scrutiny (CfPS) is a national organisation created to promote the value of scrutiny across all tiers of government. The CfPS has defined four principles of effective public scrutiny:

- Provides a critical friend challenge to executive policy makers and decision makers.
- Enables the voice and concerns of the public and its communities.
- Is carried out by independent minded governors who lead and own the scrutiny process.
- Drives improvement in public services.

## Characteristics of Good Scrutiny

The National Welsh Scrutiny Officers Network has developed ‘Characteristics of Good Scrutiny’, which full Council agreed on 8<sup>th</sup> October 2013.

<b>Outcome</b> <i>What does good scrutiny seek to achieve?</i>	<b>Characteristics</b> <i>What would it look like? How could we recognise it?</i>
<p><b>1. Democratic accountability drives improvement in public services.</b></p> <p><i>“Better Outcomes”</i></p>	<p><b>Environment</b></p> <p>i) Overview &amp; scrutiny has a clearly defined and valued role in the council's improvement and governance arrangements.</p> <p>ii) Overview &amp; scrutiny has the dedicated officer support it needs from officers who are able to undertake independent research effectively, and provides councillors with high-quality analysis, advice and training.</p> <p><b>Practice</b></p> <p>iii) Overview &amp; scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives.</p> <p><b>Impact</b></p> <p>iv) Overview &amp; scrutiny regularly engages in evidence based challenge of decision makers and service providers.</p> <p>v) Overview &amp; scrutiny provides viable and well evidenced solutions to recognised problems.</p>
<p><b>2. Democratic decision making is</b></p>	<p><b>Environment</b></p> <p>i) Overview &amp; scrutiny councillors have the training and development</p>

<p><b>accountable, inclusive and robust.</b></p> <p><b><i>“Better decisions”</i></b></p>	<p>opportunities they need to undertake their role effectively.</p> <p>ii) The process receives effective support from the council’s corporate management team who ensures that information provided to overview &amp; scrutiny is of high quality and is provided in a timely and consistent manner.</p> <p><b>Practice</b></p> <p>iii) Overview &amp; scrutiny is councillor-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance.</p> <p>iv) Overview &amp; scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.</p> <p><b>Impact</b></p> <p>v) Decision makers give public account for themselves at overview &amp; scrutiny committees for their portfolio responsibilities.</p>
<p><b>3. The public is engaged in democratic debate about the current and future delivery of public services.</b></p> <p><b><i>“Better engagement”</i></b></p>	<p><b>Environment</b></p> <p>i) Overview &amp; scrutiny is recognised by the executive and corporate management team as an important council mechanism for community engagement, and facilitates greater citizen involvement in governance.</p> <p><b>Practice</b></p> <p>ii) Overview &amp; scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability.</p> <p>iii) Overview &amp; scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict.</p> <p>iv) Overview &amp; scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders.</p> <p><b>Impact</b></p> <p>v) Overview and scrutiny enables the 'voice' of local people and communities across the area to be heard as part of decision and policy-making processes.</p>

## **The Statutory Framework**

### **The Local Government Act 2000**

This introduced the concept of scrutiny. Section 21 provides the following statutory functions for scrutiny committees:

- (a) To review or scrutinise decisions made, or other actions taken, by the cabinet or officers, including making reports or recommendations to full Council or Cabinet.
- (b) To review or scrutinise decisions made, or other action taken, by full Council or policies relating to quasi-judicial functions, including making reports or recommendations to full Council or Cabinet.
- (c) To make reports or recommendations to full Council or Cabinet on any matter which affects the county borough or its residents.
- (d) To call-in an 'executive' decision made by the Cabinet or certain officers. The call-in procedure is described in more detail later in this document but provides for a procedure whereby a scrutiny committee can suspend the implementation of a decision and ask the decision maker to reconsider their action.

### **Local Government (Wales) Measure 2011**

The Measure introduced additional requirements for Local authorities in respect of its Scrutiny arrangements:

- (a) Joint Overview and Scrutiny Committees, regulations maybe made for the establishment of joint scrutiny committees made up of 2 or more local authorities.
- (b) Scrutinising 'Designated Persons' and notifying them of reports and recommendations. A designated person is defined as a public service provider; this is to be specifically defined by a subsequent Ministerial Order.
- (c) Taking into account the views of the public. The Council must put in place arrangements to allow the public to comment on any matter under the consideration of the scrutiny committee. Scrutiny committees must take into account the views of the public.
- (d) Appointment of Scrutiny Committee Chairs. When two or more political groups are represented on the Council and there is more than one scrutiny committee, appointments are made in accordance with political balance.
- (e) Prohibition of whipping, a member of scrutiny committee must not vote on any matter at a committee meeting if they have been instructed to follow a party whip.
- (f) Councillor Call for Action (CCfA), the Measure introduced new powers for Councillors to help them tackle issues and resolve problems in their local area, enabling them to refer any matter to a Scrutiny Committee. This expands on the Crime and Disorder CCfA and similarly should be seen as a means of 'last resort'.



## Scrutiny Committee Responsibilities

Scrutiny is an important and influential councillor led role within the Council responsible for:

- Ensuring service delivery is in line with expected performance standards.
- Helping shape new council policies and services.
- Monitoring the Council's budgets.
- Holding decision makers to account.
- Undertaking reviews of council policies and services.
- Representing the views of local communities.

At the heart of all scrutiny work is finding out how well council services and policies are working, how they could be improved and, what impact new proposals will have on our communities.

It is vital that there is a clear separation of responsibilities between decision makers and those responsible for holding them to account, therefore, scrutiny committees can not make decisions on behalf of the council.

## Actions of Successful Scrutineers

It is important that members and officers have a clear and shared commitment to making scrutiny discharge its accountability and improvement roles successfully. The following checklist outlines the actions of successful scrutineers:

<b>Successful Scrutineers</b>	
<b>Do</b>	<b>Do Not</b>
√ Understand their role.	X Use scrutiny for airing personal agendas.
√ Regard scrutiny as a constructive 'critical friend' process.	X Be parochial and try to resolve ward issues.
√ Respect the Committee Chair and Officers.	X Raise subjects that are not included on the agenda.
√ Prepare for meetings by reading reports and making notes.	X Make statements rather than ask questions.
√ Concentrate on agenda items.	X Score political points.
√ Are not political in their approach to subjects.	X Argue.
√ Regard scrutiny committees as a team.	X Unnecessarily criticise officers or cabinet members.
√ Ask positive and challenging questions.	X Miss meetings.
√ Contribute to forward work programmes and request reports.	
√ Assist in Task and Finish Groups.	

## **Operation of Scrutiny Committees**

### **Scrutiny Committee Structure**

To ensure propriety in the decision making process, the Council has established five scrutiny committees who have a statutory 'watchdog' role in ensuring that decision-makers discharge their responsibilities properly and, where necessary, are held to account for their actions.

The Council has established 5 scrutiny committees, which collectively oversee the 10 cabinet portfolios.

The scrutiny committees are structured as follows:

- Policy and Resources
- Crime and Disorder
- Education for Life
- Health Social Care and Well Being
- Regeneration and Environment

Each scrutiny committee meets every 6 weeks (except the Crime and Disorder Scrutiny Committee which meets twice per annum). All scrutiny committee's hold a Member pre-meeting in order to organise and plan their questioning strategies and prioritise subjects for discussion. Scrutiny Committee meetings usually start at 5.30pm in the Sirhowy Room, Penallta House.

In addition, special meetings are arranged as and when required.

A list of each scrutiny committee and their terms of reference is attached at Appendix 1.

### **Size and Membership of Scrutiny Committees**

Each scrutiny committee is made up of 16 Councillors. All members of the Council except members of the Cabinet are able to be members of a scrutiny committee. That said, even though cabinet members cannot be members of a scrutiny committee, they may attend meetings but only speak to answer questions about their actions.

Seats are allocated in accordance with the rules for political balance (i.e. membership is proportionate to the political groups represented on the Council) and membership nominations received at the Council's Annual General Meeting.

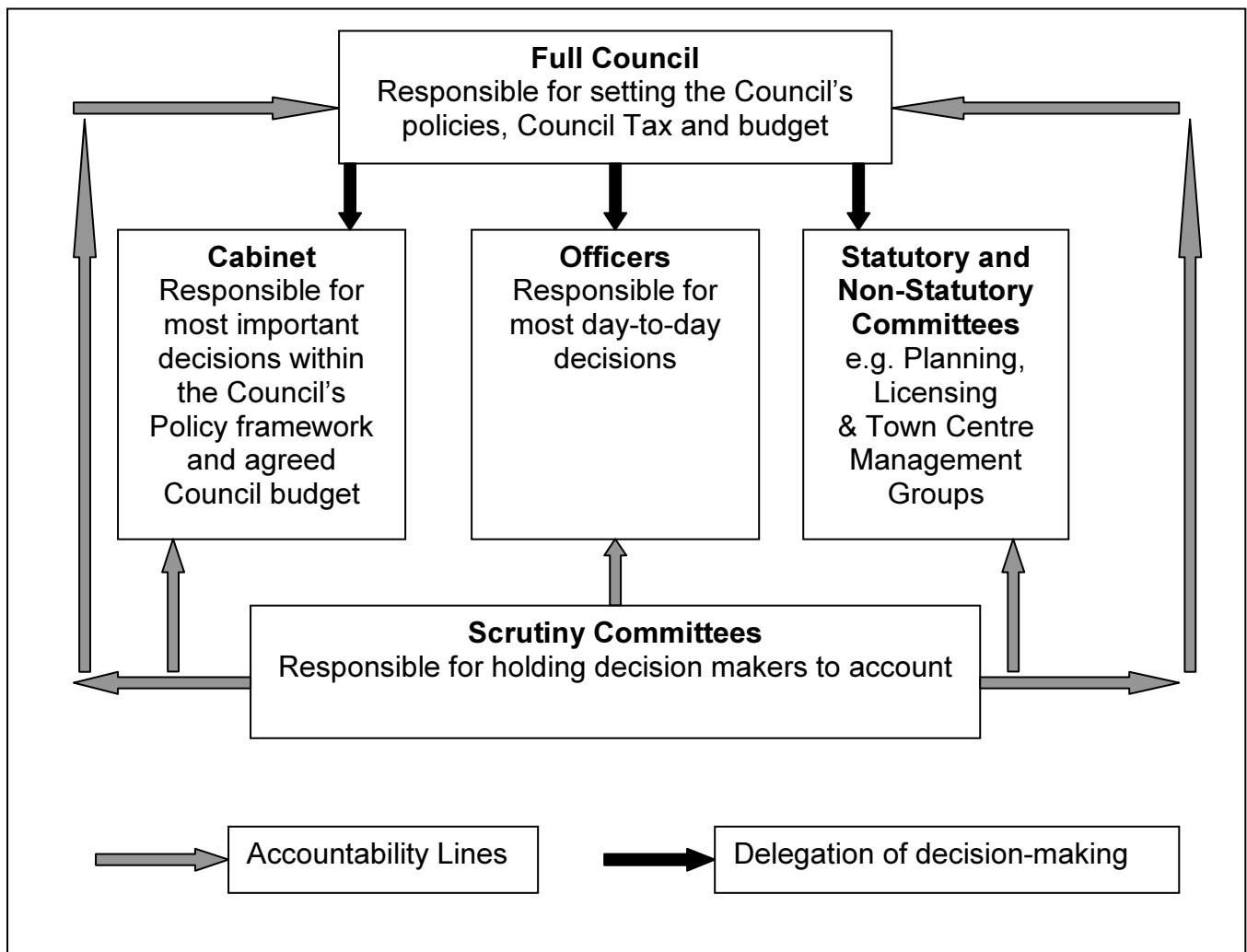
### **Co-opted Members**

Scrutiny committees can decide to co-opt members of the public or representatives from external organisations. Co-opted members are an important asset for scrutiny committees as they can feedback first hand experience about the way the Council delivers its services and contribute as a valuable source of advice when new policies or changes to service provision are being considered.

Co-opted members may contribute to the work of the committee by requesting reports for future consideration by the committee, taking part in discussions and becoming members of task and finish groups. However, with the exception of Parent Governor Representatives and Church Representatives (which serve on the Education for Life

Scrutiny Committee), co-opted members may not vote and cannot take part in discussions when 'exempt' information is being considered. In addition, co-opted members are not eligible to serve as Chair or Vice Chair of a scrutiny committee.

## Relationship between Scrutiny Committees and Decision Makers



## Forward Work Programmes

Scrutiny Committees are involved in developing their forward work programmes on a quarterly basis during a six-week consultation cycle. Members of the public and stakeholders are also invited to comment and make suggestions on the draft forward work programmes which are published on the Council's website.

Scrutiny Leadership Group (Chairs and Vice Chairs) are responsible for finalising the forward work programme and will consider all comments and requests. The public and stakeholders may ask to speak or provide evidence to the scrutiny committee on issues that are included in the forward work programme. They may also suggest additional items that are not on the forward work programme for the relevant scrutiny committee to debate. Scrutiny Leadership Group will determine these in accordance with the following criteria:

### **Issues already on forward work programme**

- The request refers to an issue already on a scrutiny committee forward work programme.
- The request is not deemed vexatious or discriminatory.
- The request is not being made to highlight a specific complaint (complaints should be dealt with in accordance with Council's complaints procedure).
- The member of the public or stakeholder has given evidence on the same issue within the last 12 months.

### **Issues not on forward work programme**

- The issue is within the terms of reference of the scrutiny committee.
- The scrutiny committee has the responsibility to prioritise issues according to the time available to it.
- The request is not deemed vexatious or discriminatory.
- The scrutiny committee has not already considered the issue within the last 12 months.

### **Third Parties**

If the request involves the attendance by a 3rd party organisation it should be noted that the Council could request but not compel that organisation to attend.

### **Outcome**

Once Scrutiny Leadership Group have finalised the forward work programmes Democratic Services will contact all those who made representations to inform them of the outcome and the reasons for the decision. If the member of the public or stakeholder is invited to attend or provide evidence to the scrutiny committee, they will receive a guide to the scrutiny process and advice.

If the member of the public or stakeholder is giving evidence to the scrutiny committee, they may be advised that another organisation/individual or group may also be invited to provide the scrutiny committee with a balance of evidence.

At the scrutiny committee meeting, the committee may decide on the following:-

- To alter, amend or make recommendations to a report.
- To undertake further scrutiny of the issue and commission a further report or undertake other activities.
- To call upon a 'Designated Person' to attend a future scrutiny committee.
- To set up a task and finish group to undertake a detailed review of an issue.

### **Format of Agendas**

The Council uses a standard format for scrutiny committee agendas. The different agenda headings and an explanation of their meaning is given below:

- **Declarations of Interest** – At the start of the meeting, members are invited to declare any personal or prejudicial interests in items contained on the committee's agenda. The Council's 'Code of Conduct for Members and Co-opted Members' lists those circumstances that should be declared as a personal or prejudicial interest. Members must declare an interest in an issue even if they leave the meeting before the committee considers that specific item. Examples of a personal or prejudicial

interest include members, their friend(s), family member(s), or a person or organisation that they are associated, which might reasonably be regarded as likely to benefit or be disadvantaged to a greater extent than others from a matter under consideration by the committee. In addition, any use of a party whip must also be declared.

- **To sign and approve the committee's previous minutes** – The Chair will sign the minutes of the last meeting after giving members of the committee the opportunity to discuss their accuracy. A wider discussion on the issues contained in the minutes may be allowed at the Chair's discretion.
- **Consideration of any matter referred to the committee in accordance with the call in procedure** – Members of a scrutiny committee may, under certain circumstances, call-in an executive decision taken by the Cabinet or senior officers. The call-in procedure is described later on in this guidance. Should a cabinet decision be subject to a successful call-in, it is considered at this point in the committee's agenda.
- **To receive and consider the following cabinet report(s)** – Any cabinet decision taken since the last meeting which fall within the scrutiny committee's terms of reference are listed here. This is an opportunity for scrutiny members to review or seek clarification for the reason a decision was taken. Any member of a committee can require any of the reports listed under this heading to be discussed by contacting the Committee Services Officer named on the agenda no later than 10.00am on the day before meeting.
- **To receive a verbal report by the Cabinet Member** – An appropriate cabinet member will make a short statement updating the committee on important issues and events which have happened since the last meeting and are planned for the near future. Scrutiny members may ask the cabinet member questions on any subjects included in the statement.
- **To receive and consider the following scrutiny reports** – This agenda item presents members of the scrutiny committee with reports for discussion. The reports are placed on the agenda following requests from a number of sources including committee members, and directors. The reports allow members to debate and challenge actions of the cabinet or officers; monitor the performance of a directorate in terms of service delivery or financial management, or act as a consultee on important changes to council services or policies.
- **To record any requests for an item to be included on the next available agenda** – Section 21(8)(a) of the Local Government Act 2000 provides that a member of a scrutiny committee can require any issue within the committee's terms of reference to be considered at a future meeting. This agenda item gives members the opportunity during the meeting to exercise that right.
- **To receive and note the following information items** – Reports for information or minutes from other council or partnership committees/forums that relate to the scrutiny committee are reported at each meeting. Any member of a committee can require any of the reports or set of minutes listed under this heading to be discussed by contacting the Committee Services Officer named on the agenda no later than 10.00am on the day before meeting.

- **Forward Work Programme** – The scrutiny committee’s forward work programme is reported to each scrutiny committee.

## **Public Access to Meetings**

All meetings of scrutiny committees are held in public. Exceptionally, members of the public and press may be excluded when a committee is considering information considered as ‘exempt’ in accordance with Part 4, Schedule 12A of the Local Government Act 1972. In such cases it will be a matter for the committee to decide whether to consider a report ‘exempt’ and exclude the public and press. Reports that officers consider should be treated as ‘exempt’ will be printed on pink paper and clearly marked as ‘Not for Publication.’

## **Quorum**

At least a quarter of a scrutiny committee’s membership must be present before a meeting can begin. Likewise, a meeting will be adjourned should the Chairman declare that the total number of members present during the meeting falls below the quorum threshold.

## **The Party Whip**

The Local Government (Wales) Measure 2011 requires that a member of scrutiny committee must not vote on any matter at a scrutiny committee meeting if they have been instructed to follow a party whip.

A member of an overview and scrutiny committee who is subject to a party whip must declare the existence of the whip, and the nature of it before the commencement of the committee’s deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

## **Call In Procedure**

Section 21(3) of the Local Government Act 2000 introduced the power for scrutiny committees to ‘call-in’ cabinet decisions taken but not implemented. The power to call-in cabinet decisions can be regarded as a ‘democratic back stop’ to the cabinet’s decision-making powers.

The cabinet meets on a fortnightly basis to make decisions. Following a cabinet meeting on a Wednesday, a decision notice is prepared and distributed to members within 2 days. The deadline for the call-in period ends at 5.00 p.m. on the end of third working day following the day on which the decision is taken, unless members of a scrutiny committee object and successfully invoke the call-in procedure.

A cabinet decision can be called-in by the chair of the appropriate scrutiny committee or, at least 4 members from that scrutiny committee (from more than 1 political group). In addition, any group leader (other than the Leader of Council) can act a signatory to a call-in request. Call-in requests should be sent to the Monitoring Officer who, in consultation with the chair of the relevant scrutiny committee, will decide its validity.

For a call-in request to be successful, it must satisfy one of the following criteria:-

- The decision was outside the Council’s policy framework.

- The decision was outside the Council's budget.
- That the decision was taken without regard to a material fact or information or, without proper consultation which, in the opinion of the members making the call-in request, would lead to a decision being made.

A valid call-in request will be referred back to the relevant scrutiny committee. The committee may make one of three decisions:-

- Not support the call-in request in which case the decision is implemented and shall take effect on the date of the scrutiny committee meeting.
- Support the call-in request and refer the decision back to the Cabinet for reconsideration.
- Refer the call-in request to full council for consideration.

Should a scrutiny committee refer a decision back to the Cabinet for reconsideration, the cabinet can either reaffirm their decision or decide to make a different decision in light of the issues raised by the scrutiny committee. If the Cabinet choose the former option, then their decision takes immediate effect.

There is an exception to the call-in procedure for issues considered as urgent. A decision is considered as urgent if *'any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests'*. For a decision to be considered urgent the Mayor must agree that the decision is reasonable and use of the urgency procedure is justified. All decisions considered as urgent must be reported to the next available meeting of full council with the reasons for using the urgency procedure.

Officer decisions may also be considered urgent in which case the Chief Executive or, in certain circumstances, the relevant Director must certify the decision as urgent.

### **Councillor Call for Action**

The Local Government (Wales) Measure 2011 introduced additional powers for councillors aimed at helping them to tackle issues and resolve problems in their local areas. Section 63 of the Measure enables any Member to refer a matter to a scrutiny committee which relates to the discharge of any functions of the council or which affects all or any part of the electoral area, which the councillor represents.

These powers are in addition to the CCfA in respect of crime and disorder matters which were introduced under the Police and Justice Act 2006. These must concern a local crime and disorder matter and may include anti-social behaviour or other behaviour adversely affecting the local environment such as the misuse of drugs, alcohol or other substances and it must affect all or part of the electoral area for which the councillor is elected or any person who lives or works in that area

Councillors should consider if the local issues can be resolved in another way, for example:

- Informal discussions with relevant officers and/or other councillors
- Informal discussions with partner representatives.
- Referral of matters to other 'scrutiny bodies' such as community health Councils or internal audit committees
- Approach the relevant Neighbourhood Policing Team or monthly local
- Partnerships and Communities Together (PACT) meeting

- Local Community Partnership Anti-Social-Behaviour groups.
- Formal discussions with relevant officers and/or councillors.
- Write a formal letter to the chair of SCCSP, and/or relevant Cabinet Member on behalf of constituents.
- Ask a question at Full Council.
- Submit a motion to Full Council.
- Public meeting.
- Petition.
- Complaint.
- Freedom of Information request.
- Communication with local MPs.
- Web or email based campaigns.

This list is not exhaustive and Councillors may choose different routes for specific issues. If an issue has not been resolved after exhausting all possible alternative routes then a Local Councillor can submit a CCfA to the appropriate Scrutiny Committee.

Councillors should note that a CCfA cannot be used for 'quasi judicial' planning or licensing appeals. Likewise, the CCfA must not be vexatious, discriminatory or unreasonable in nature.

#### **The information needed to submit a valid CCfA**

A CCfA request form must be completed by the Councillor and returned to Democratic Services Team. Members must evidence that they have considered all potential remedies and this is the 'last resort' before a referral is made.

If a referral is considered premature it is likely to be deemed invalid by the Chair and Vice Chair of the Scrutiny Committee in conjunction with the Councils' Monitoring Officer.

#### **Potential Outcomes**

If the referral is deemed valid the appropriate scrutiny committee will may decide on the following:

- The Scrutiny Committee may decide not to make a report.
- The Scrutiny Committee could determine that the CCfA raises a complex issue that requires further investigation and ask for a review of the issue.
- The Scrutiny Committee could make recommendations on the CCfA to the relevant body.



<b>Terms of Reference: Education For Life Scrutiny Committee</b>	
<b>The Caerphilly Delivers Single Integrated Plan 2013-2017 Responsibilities</b>	<p>“Caerphilly Delivers” is the LSB Single Integrated Plan for 2013-17, which replaces the following strategic plans:</p> <ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Health, Social Care and Wellbeing Strategy</li> <li>• Children and Young People’s Plan</li> <li>• Community Safety Strategy</li> </ul> <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC.</p> <p>It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> <li>• Prosperous Caerphilly</li> <li>• Safer Caerphilly</li> <li>• Learning Caerphilly</li> <li>• Healthier Caerphilly</li> <li>• Greener Caerphilly</li> </ul> <p>Under each of these Outcomes a range of Priorities have been identified for action. The Priorities for the Learning Caerphilly Outcome are:</p> <p><b>L1:</b> Improve the level of basic skills and the number of achieved qualifications (formal and non-formal) to improve the life opportunities for families <b>L2:</b> Develop a multi-agency approach to address the impact of poverty on pupil attainment <b>L3:</b> Children, young people and families have the skills and resources to access job opportunities</p>
<b>Directorate of Education and Lifelong Learning Responsibilities</b>	<p>The discharge of the Council's obligations as Local Education Authority under statute and regulation</p> <p>The preparation and scrutiny of statutory education and lifelong learning strategic plans and Wales Programme for Improvement performance plans.</p> <p>To monitor the performance of the Education Achievement Service in relation to the delivery of the Raising Standards Agenda including monitoring, support and challenge in inverse proportion to success, delivered by the EAS on behalf of the Authority *.</p> <p>*Local Management of Schools and Fair Funding.</p> <p>Forward planning re. school places, , school admissions and student awards.</p> <p>Inclusion Services which involve Learning Support Services, educational psychology, education welfare, behavioural support and managing pupil exclusions.</p> <p>*Governor support and training.</p> <p>*Agreed RE Syllabus. SACRE</p> <p>Joint Services via Gwent VI Service.</p> <p>Partnership working through the Single Integrated Plan Learning Area Network.</p> <p>National Grid for Learning Cymru.</p> <p>Adult Community Learning Partnership</p> <p>Lifelong learning, and community education.</p> <p>Public Library Service.</p> <p>Music Service.</p> <p>Community Centres</p> <p>Securing grants.</p> <p>Youth Service</p>

**Cabinet Members Reporting to Education For Life Scrutiny Committee:**

- Cabinet Member for Education and Lifelong Learning

\* means delivered by the EAS with statutory duty retained by the Council

<b>Terms of Reference: Health Social Care &amp; Wellbeing Scrutiny Committee</b>	
<b>The Caerphilly Delivers Single Integrated Plan 2013- 2017 Responsibilities</b>	<p>“Caerphilly Delivers” is the LSB Single Integrated Plan for 2013-17, which replaces the following strategic plans:</p> <ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Health, Social Care and Wellbeing Strategy</li> <li>• Children and Young People’s Plan</li> <li>• Community Safety Strategy</li> </ul> <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC. It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> <li>• Prosperous Caerphilly</li> <li>• Safer Caerphilly</li> <li>• Learning Caerphilly</li> <li>• Healthier Caerphilly</li> <li>• Greener Caerphilly</li> </ul> <p>Under each of these Outcomes a range of Priorities have been identified for action. The Priorities for the Healthier Outcome are:</p> <p><b>H1:</b> Address the inequities in the rate of low birth weight babies across the county borough.</p> <p><b>H2:</b> Improve lifestyles of the population in the county borough so that people recognise and take responsibility for their own health and well-being, and make use of the opportunities and support available to them.</p> <p><b>H3:</b> Reduce the variation in healthy life expectancy in the county borough so that the health and well-being of individuals experiencing disadvantage improves to the levels found among the advantaged</p> <p><b>H4:</b> Improve the education, information, early intervention, prevention and harm reduction in relation to substance misuse in the county borough</p> <p><b>H5:</b> Ensure people are supported to live in their own communities to lead safe, fulfilled and independent lives The priority for the Safer Caerphilly Outcome is</p> <p><b>S4:</b> Ensure people are supported to live in their own homes and communities in safety</p>
<b>Directorate of Social Services responsibilities</b>	<p>Provision of Children’s &amp; Adults Social Care under statute</p> <p>Provision of advice, guidance and support</p> <p>The assessment, care planning and reviewing of all support packages for service users meeting the defined eligibility thresholds in line with current legislation regulation and statutory guidance</p> <p>Commissioning and contracting for Social Services</p>
<b>Directorate of the Environment Responsibilities</b>	<p>Public Health (including infectious diseases and health promotion/education)</p> <p>Food Safety Enforcement</p>

**Cabinet Members Reporting to Health, Social Care and Well-Being Scrutiny Committee:**

- Cabinet Member for Social Services
- Cabinet Member for Community & Leisure Services

<b>Terms of Reference: Policy and Resources Scrutiny Committee (also the Council's Crime &amp; Disorder Scrutiny Committee)</b>	
<b>The Caerphilly Delivers Single Integrated Plan 2013- 2017 Responsibilities</b>	<p>"Caerphilly Delivers" is the Local Service Board (LSB) Single Integrated Plan for 2013-17, which replaces the following strategic plans:-</p> <ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Health, Social Care and Wellbeing Strategy</li> <li>• Children and Young People's Plan</li> <li>• Community Safety Strategy</li> </ul> <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC. It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> <li>• Prosperous Caerphilly</li> <li>• Safer Caerphilly</li> <li>• Learning Caerphilly</li> <li>• Healthier Caerphilly</li> <li>• Greener Caerphilly</li> </ul> <p>Under each of these Outcomes a range of Priorities have been identified for action.</p>
<b>Corporate Plan</b>	Details the Council's specific strategic contributions towards delivery of the Single Integrated Plan
<b>Improvement Objectives</b>	Details in accordance with the Local Government (Wales) Measure 2009 the specific areas for improvement identified by the Council
<b>Corporate Services Directorate Responsibilities</b>	To act as general overview and scrutiny committee for the Council
	The proper financial planning budgeting and control of the Authority's resources
	Council's Policies
	The development and implementation of the Council's corporate policies and themes and the development and co-ordination of the Single Integrated Plan
	The delivery of service to achieve the Council's strategic objectives
	The implementation of Wales Programme for Improvement across the Authority in accordance with the provisions of the Local Government (Wales) Measure 2009
	Information Communication, Technology & Customer Services
	Human Resources
	Corporate Finance
	Electoral Services
	Legal Services
	Internal Audit Services
	Procurement Services
	Democratic Services
	Equalities and Welsh Language
	Corporate Health and Safety including liaison with the Health and Safety Executive
	Property Services
	Corporate Asset Management
	Performance Management
	Housing Strategy
	Private Sector Housing
	Public Sector Housing

	Delivery of Welsh Housing Quality Standards
	Housing Repair Operations
	Overview of all policy and finance issues considered by the Executive
	Any other matter or topic which properly falls to an Overview & Scrutiny Committee function but not allocated specifically to any other of the Council's named Scrutiny Committees
<b>Directorate of the Environment Responsibilities</b>	Emergency Planning
<b>The Policy &amp; Resources Scrutiny Committee has the following specific terms of reference when acting as the Crime and Disorder Committee under S19 of the Police &amp; Justice Act 2006</b>	<p>The Priorities for the Safer Caerphilly Outcome which have particular reference to the Crime &amp; Disorder Scrutiny Committee are:</p> <p><b>S1:</b> Reduce incidents of anti-social behaviour and reduce fear of becoming a victim of anti-social behaviour for residents  <b>S2:</b> Reduce crime and the fear of crime for the residents of the county borough  <b>S3:</b> Reduce the harm caused to communities through substance misuse</p> <p>1) Roles and Responsibilities  To scrutinise the work of the Safer Caerphilly Community Safety Partnership (SCCSP). The SCCSP comprises representatives from the Council, Gwent Police, south Wales Fire and Rescue, Aneurin Bevan Health Board and Wales Probation Trust, to include:-</p> <p>(i) the consideration of actions taken by the SCCSP partners, including requesting information from any of the SCCSP partners. The Chair of the Committee will determine if the requests for information are proportionate and reasonable.  (ii) to consider Crime and Disorder Councillor Calls for Action  (iii) to make reports or recommendations to the Council or others and to monitor these recommendations.</p> <p>When drafting Reports the procedure set out below should be followed:-</p> <ul style="list-style-type: none"> <li>• The Community Safety Partnership Team will ensure that copies of the report or recommendations will be sent to all SCCSP partners.</li> <li>• The Community Safety Partnership Team will liaise with the relevant partner(s) to ensure the response is received within 28 days, or obtain reasons why the information cannot be provided within the recommended timescale.</li> <li>• The Community Safety Partnership Team will send the response to Services for inclusion on the next available agenda of the Committee.</li> <li>• The Committee will decide how to monitor progress on the implementation of recommendations.</li> <li>• The Community Safety Partnership Team will monitor any recommendations to ensure that feedback is given to the Committee when requested.</li> <li>• SCCSP partners will be consulted on reports produced by Crime and Disorder Scrutiny Reviews.</li> </ul> <p>2) Attendance at Meetings  There will be no co-opted members of the SCCSP partners on the Committee. External witnesses will be linked to attend as and when required. A Gwent</p>

	<p>Police Officer and the Chief Executive of the Office of the Police and Crime Commissioner will be invited to meetings as an 'expert' witness. Standing invitations will be made to CMT.</p> <p>3) Notice Periods The SCCSP partners will be given a minimum of 28 days notice to attend a meeting of the Committee.</p> <p>(Further information is set out in the Protocol Caerphilly County Borough Council Crime and Disorder Scrutiny Committee and Safer Caerphilly Community Safety Partnership)</p>
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**Cabinet Members Reporting to Policy and Resources Scrutiny Committee:**

- Leader of Council.
- Deputy Leader of Council and Cabinet Member for Housing.
- Deputy Leader of Council & Cabinet Member for Corporate Services.
- Cabinet Member for Human Resources & Governance/Business Manager.
- Cabinet Member for Performance & Asset Management.
- Cabinet Member for Community & Leisure Services

<b>Terms of Reference: Regeneration &amp; Environment Scrutiny Committee</b>	
<p><b>The Caerphilly Delivers Single Integrated Plan 2013- 2017 Responsibilities</b></p>	<p>“Caerphilly Delivers” is the LSB Single Integrated Plan for 2013-17, which replaces the following strategic plans:-</p> <ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Health, Social Care and Wellbeing Strategy</li> <li>• Children and Young People’s Plan</li> <li>• Community Safety Strategy</li> </ul> <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC. It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> <li>• Prosperous Caerphilly</li> <li>• Safer Caerphilly</li> <li>• Learning Caerphilly</li> <li>• Healthier Caerphilly</li> <li>• Greener Caerphilly</li> </ul> <p>Under each of these Outcomes a range of Priorities have been identified for action.</p> <p>The Priorities for the Prosperous Caerphilly Outcome are:-  <b>P1:</b> Improve local employment opportunities including access to opportunities across a wider geographical area  <b>P2:</b> Improve standards of housing and communities, giving appropriate access to services across the county borough  <b>P3:</b> Provide support to enable local people to compete for all employment opportunities</p> <p>The Priorities for the Greener Caerphilly Outcome are:-  <b>G1:</b> Improve local environmental quality  <b>G2:</b> Reduce the causes of and adapt to the effects of climate change</p>

	<b>G3: Maximise the use of the environment for health benefits</b>
<b>Directorate of the Environment Responsibilities</b>	Waste Collection, Waste Treatment & Disposal and Street Cleansing
	Pollution Control (including noise, litter and illicit tipping, air and water quality, contaminated land)
	Public Health (statutory nuisance and sewer/drains)
	Trading Standards
	Health and Safety of commercial premises
	Community Safety, CCTV & Community Safety Wardens
	Pest Control, Dog Warden, Animal Trespassing Services
	Animal Health and Welfare Enforcement
	Licensing
	Registrar of Births, Deaths, Marriages/Civil Partnerships
	Burials, Cemeteries and Bereavement Services
	Highways Maintenance
	Street Lighting
	Engineering Services
	Land Drainage
	Building Cleaning
	Fleet Management & Maintenance
	Parks & Outdoor Spaces Facilities
	Leisure & Sports Development
	Public Conveniences
Planning – Strategic & Development Plan Policy	
<b>Directorate of the Environment Responsibilities</b>	Planning – Urban Renewal & Town Centre Management
	Planning – Development & Building Control (excluding those matters set out in the Terms of Reference of the Planning Committee)
	Planning – Countryside & Landscape Services
	Economic Development & European Programme Funding
	Arts Development
	Public Transport
	Land Reclamation & Tips
	Road Safety
	Traffic Management (including Traffic Regulation Orders & Notices)
	Education & Social Services Transport Operations
	Highway Development Control
	Car Parking
	Civil Engineering Design & Procurement
	Structures
	Transportation & Planning Improvements
	Tourism
	Catering

**Cabinet Member Reporting to The Regeneration & Environment Scrutiny Committee:**

- Cabinet Member for Highways, Transportation & Engineering
- Cabinet Member for Community & Leisure Services
- Cabinet Member for Planning, Regeneration & Sustainable Development



## SCRUTINY LEADERSHIP GROUP – 29TH OCTOBER 2014

**SUBJECT: SCRUTINY COMMITTEE'S FORWARD WORK PROGRAMMES**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER**

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### 1. PURPOSE OF REPORT

- 1.1 For Scrutiny Leadership Group to consider and finalise the forward work programmes for the period November to January 2015.

### 2. SUMMARY

- 2.1 This report outlines the consultation process for scrutiny committee forward work programmes and asks Scrutiny Leadership Group to agree the work programmes following consideration of consultation responses.

### 3. LINKS TO STRATEGY

- 3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation.

### 4. THE REPORT

- 4.1 The development of scrutiny committee's forward work programmes and the public engagement process was agreed by full Council on the 8th October 2013.
- 4.2 The consultation on the forward work programmes for scrutiny meetings during November to January 2015 are attached at Appendix 1. The draft forward work programmes were published on the Council website week commencing 20th October 2014 and consultation responses will be tabled at the meeting.

### 5. EQUALITIES IMPLICATIONS

- 5.1 This report is for information purposes, so the Council's EqIA process does not need to be applied.

### 6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications not contained in the report.

## **7. PERSONNEL IMPLICATIONS**

7.1 There are no personnel implications not contained in the report.

## **8. CONSULTATIONS**

8.1 There are no consultation responses not contained in the report.

## **9. RECOMMENDATIONS**

9.1 Scrutiny Leadership agree the final forward work programmes following consideration of consultation responses.

## **10. REASONS FOR THE RECOMMENDATIONS**

10.1 To ensure that scrutiny committee forward work programmes are published.

## **11. STATUTORY POWER**

11.1 Section 21 of the Local Government Act 2000.

11.2 Local Government (Wales) Measure 2011.

Author: Catherine Forbes-Thompson, Scrutiny Research Officer  
Consultees: Angharad Price, Interim Deputy Monitoring Officer  
Jonathan Jones, Democratic Services Manager

Appendices:  
Appendix 1 Forward Work Programmes



<b>Education for Life Scrutiny Committee Forward Work Programme – November to January 2015</b>		
<b>Subject Area</b>	<b>Report Title</b>	<b>Proposed Meeting Date</b>
<b>Pre-Decision Scrutiny</b>	Library Standards	4 <sup>th</sup> November 2014
	Schools Challenge Cymru Update	13 <sup>th</sup> January 2015
<b>Consultation and Information</b>	Behaviour Strategy	4 <sup>th</sup> November 2014
	Learning Caerphilly – an Update	4 <sup>th</sup> November 2014
	Update on School Places. Secondary and Primary	4 <sup>th</sup> November 2014
	CSA Childcare Sufficiency Assessment	4 <sup>th</sup> November 2014
	Attendance and Exclusion Data	13 <sup>th</sup> January 2015
	New Governance Arrangements for South East Wales Education Achievement Service	13 <sup>th</sup> January 2015
<b>Performance Management:-</b> <ul style="list-style-type: none"> <li>• <b>WAO Service Performance Reports</b></li> <li>• <b>Improvement Objectives</b></li> <li>• <b>Council Self-Evaluation</b></li> <li>• <b>Service Improvement Plans</b></li> </ul>	Directorate Performance and Improvement Objective – 6 Month Update	4 <sup>th</sup> November 2014
<b>Budget Monitoring</b>	Budget Monitoring 2014-15	4 <sup>th</sup> November 2014
<b>Ombudsman Reports</b>	<u>No reports for this area</u>	
<b>Task and Finish Group</b>	<u>No reports for this area</u>	

<b>Education for Life Scrutiny Committee Forward Work Programme – November to January 2015</b>		
<b>Subject Area</b>	<b>Report Title</b>	<b>Proposed Meeting Date</b>
<b>Members / Public Requests, Call-Ins and CCfA</b>	<u>No reports for this area</u>	
<b>Scrutiny of Designated Persons and Other Organisations</b>	<u>No reports for this area</u>	

Health Social Care and Wellbeing Scrutiny Committee Forward Work Programme – Nov 2014 – Jan 2015		
Subject Area	Report Title	Proposed Meeting Date
<b>Pre-Decision Scrutiny</b>	<u>No reports for this area</u>	
<b>Consultation and Information</b>	Hospital Discharge	2 <sup>nd</sup> December 2014
	Forward Work Programme	2 <sup>nd</sup> December 2014
<b>Performance Management:-</b> <ul style="list-style-type: none"> <li>• WAO Service Performance Reports</li> <li>• Improvement Objectives</li> <li>• Council Self-Evaluation</li> <li>• Service Improvement Plans</li> </ul>	CSSIW Looked after Children Report	2 <sup>nd</sup> December 2014
	WAO Report: Local arrangements to Support Safeguarding of Children.	2 <sup>nd</sup> December 2014
	Performance Management Information	2 <sup>nd</sup> December 2014
<b>Task and Finish Group</b>	<u>No reports for this area</u>	
<b>Members / Public Requests, Call-Ins and CCfA</b>	Gwent Wide Integrated Community Equipment Service	2 <sup>nd</sup> December 2014
	<u>No reports for this area</u>	
<b>Scrutiny of Designated Persons and Other Organisations</b>	<u>No reports for this area</u>	

Policy and Resources Scrutiny Committee Forward Work Programme – November to January 2015		
Subject Area	Report Title	Proposed Meeting Date
<b>Pre-Decision Scrutiny</b>	Whistleblowing Policy	11 <sup>th</sup> November 2014
	Flexible Working Policy	11 <sup>th</sup> November 2014
	Domestic Abuse Policy	11 <sup>th</sup> November 2014
	Carers Policy and Leave of Absence Policy	20 <sup>th</sup> January 2015
	Regulation of Investigatory Powers Act Policy Review	20 <sup>th</sup> January 2015
	Review of NNDR Discretionary Relief Policy	20 <sup>th</sup> January 2015
<b>Consultation and Information</b>	Discretionary Rate Application	11 <sup>th</sup> November 2014
	Review of WHQS Investment Strategy and HRA Capital Programme 2015/16	20 <sup>th</sup> January 2015
<b>Performance Management:-</b> <ul style="list-style-type: none"> <li>• <b>WAO Service Performance Reports</b></li> <li>• <b>Improvement Objectives</b></li> <li>• <b>Council Self-Evaluation</b></li> <li>• <b>Service Improvement Plans</b></li> </ul>	Improvement Objectives: <ul style="list-style-type: none"> <li>• <b>IO2</b> - Improve job opportunities so people can live better lives by implementing the Council's Passport Scheme. This will create wider employment and training opportunities.</li> <li>• <b>IO5</b> - WHQS investment will transform Council homes and act as a catalyst to also transform lives and communities throughout the county borough.</li> <li>• <b>IO6</b> - Improve the availability of private and public sector housing to reduce the number of residents who may become homeless.</li> </ul>	11 <sup>th</sup> November 2014
<b>Monitoring of Authority's Financial</b>	Treasury Management & Prudential Indicator Monitoring Report - Quarter 1	11 <sup>th</sup> November 2014

Policy and Resources Scrutiny Committee Forward Work Programme – November to January 2015		
Subject Area	Report Title	Proposed Meeting Date
<b>Resources</b>	Capital Budget Monitoring Report - Period 4	11 <sup>th</sup> November 2014
	2013/14 Capital Outturn Report	11 <sup>th</sup> November 2014
	Consultancy Costs	11 <sup>th</sup> November 2014
	Write Off of Debts – (for information only)	11 <sup>th</sup> November 2014
	Whole Authority Budget Monitoring 14/15	20 <sup>th</sup> January 2015
	Investment Strategy	20 <sup>th</sup> January 2015
	Corporate Services & Miscellaneous Finance Budget Monitoring – Period 7	20 <sup>th</sup> January 2015
	Treasury Management & Prudential Indicator Monitoring Report – Quarter 2	20 <sup>th</sup> January 2015
	Capital Budget Monitoring Report – Period 7	20 <sup>th</sup> January 2015
<b>Ombudsman Reports</b>	Ombudsman Report Housing	11 <sup>th</sup> November 2014 or 20 <sup>th</sup> January 2015
<b>Task and Finish Group</b>	<u>No reports for this area</u>	
<b>Members / Public Requests, Call-Ins and CCfA</b>	<u>No reports for this area</u>	
<b>Scrutiny of Designated Persons and Other Organisations</b>	<u>No reports for this area</u>	

<b>Regeneration and Environment Scrutiny Committee Forward Work Programme – November to January 2015</b>		
<b>Subject Area</b>	<b>Report Title</b>	<b>Proposed Meeting Date</b>
<b>Pre-decision Scrutiny</b>	Caerphilly County Borough Local Development Plan: First Review – Consideration of Strategic Options	9 <sup>th</sup> December 2014
	Gwent Trading Standards Project full Business Case	9 <sup>th</sup> December 2014
	Local Transport Plan – Adoption	9 <sup>th</sup> December 2014
<b>Consultation &amp; Information</b>	Review of Duke of Edinburgh Award Scheme and Service Delivery	9 <sup>th</sup> December 2014
<b>Performance Management;</b> <ul style="list-style-type: none"> <li>• WAO Service Performance Reports</li> <li>• Improvement Objectives</li> <li>• Council Self-evaluation</li> <li>• Service Improvement Plans</li> </ul>	Improvement Objectives IO4 – improve awareness, access, variety and use of leisure, community and sporting facilities	9 <sup>th</sup> December 2014
<b>Budget Monitoring</b>	No reports for this area	
<b>Ombudsman Reports</b>	No reports for this area	
<b>Task and Finish Group</b>	No reports for this area	
<b>Members/ Public Requests, Call-ins &amp; CCfA</b>	No reports for this area	
<b>Scrutiny of Designated Persons and Other Organisations</b>	No reports for this area	