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**Date: 23rd October 2015**

Dear Sir/Madam,

A meeting of the **Scrutiny Leadership Group** will be held at the **Ebbw Room, Penallta House, Tredomen, Ystrad Mynach** on **Thursday, 29th October, 2015** at **4.00 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 To approve and sign the following minutes:- 30th July 2015.
- 4 Scrutiny Committee's Forward Work Programmes.
- 5 Scrutiny Review 2015 - Verbal Update.

### Circulation:

**A greener place Man gwyrdach**

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



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

And Appropriate Officers



## SCRUTINY LEADERSHIP GROUP

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON THURSDAY, 30TH JULY 2015 AT 5.00 P.M.

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#### PRESENT:

Councillor S. Morgan (Vice-Chair),

#### Councillors:

Mrs P. Cook, W. David, D. T. Davies, C. Mann, and D. Rees.

#### Together with:

A. Price (Interim Head of Democratic Services and Deputy Monitoring Officer and C. Forbes-Thompson (Scrutiny Research Officer).

#### 1. APOLOGIES

Apologies for absence were received from Councillors Miss L. Ackerman, Mrs E.M. Aldworth, H.W. David and J. Pritchard.

#### 2. DECLARATIONS OF INTEREST

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

#### 3. MINUTES – 26TH MARCH 2015

RESOLVED that the minutes of the Scrutiny Leadership Group meeting held on the 26th March 2015 be approved as a correct record and signed by the Chair.

#### REPORTS OF OFFICERS

Consideration was given to the following reports.

#### 4. SCRUTINY COMMITTEE FORWARD WORK PROGRAMMES

##### Crime and Disorder Scrutiny Committee

Mrs Forbes-Thompson confirmed that there had been no consultation responses to the draft work programme. The draft work programme was noted and confirmed by Members.

### **Education for Life Scrutiny Committee**

Mrs Forbes-Thompson confirmed that there had been no consultation responses to the draft work programme. Members agreed that the report on Members attendance would be added to the work programme for this quarter as an information item.

### **Health Social Care & Wellbeing Scrutiny Committee**

Mrs Forbes-Thompson confirmed that there had been no consultation responses to the draft work programme. Members were pleased to note that outstanding information requests were now on the work programme. Members agreed that the report on Members attendance would be added to the work programme for this quarter as an information item.

### **Policy and Resources Scrutiny Committee**

Mrs Forbes-Thompson confirmed that there had been no consultation responses to the draft work programme. Councillor Rees asked for detail of the position in respect of a referral from Audit Committee to Scrutiny, Miss Price confirmed that this is not outlined in the Council Constitution, and each scrutiny committee and Scrutiny Leadership Group will determine the work programmes. Members agreed that the report on Members attendance would be added to the work programme for this quarter as an information item.

### **Regeneration and Environment Scrutiny Committee**

Mrs Forbes-Thompson confirmed that there had been no consultation responses to the draft work programme. Members noted that the reports on Smaller Scale Wind Turbine Development Landscape Sensitivity and Capacity Study would move to the 8<sup>th</sup> December. In addition the report Active Travel Act would move to 27<sup>th</sup> October. There were additional reports added to the work programme; Leisure Centre Usage Profiling on 15<sup>th</sup> September, CCB Community Infrastructure 123 List of Infrastructure on 27<sup>th</sup> October and Members attendance would be added to the work programme for this quarter as an information item.

## **5. SCRUTINY REVIEW 2015**

Mrs Forbes-Thompson and Miss Price outlined the main findings of the review of the scrutiny arrangements, which set out to identify possible improvements to the operation of scrutiny. The main themes identified by the workshops attended by both Members and Officers were the size and content of agendas, forward work programmes and expert witnesses, information for Members, reports for scrutiny, task and finish groups and scrutiny support, Cabinet members role and Members role and skills, meeting organisation and scrutiny chairs and external scrutiny.

Members queried if external witnesses would receive payments for attending meetings, it was clarified that witnesses can have travel expenses as is the present arrangement for scrutiny and other committees, Members supported moving towards using expert witnesses.

Members outlined the importance of ensuring that reports outline the key issues for scrutiny members. In addition it was emphasised the importance of scrutiny ensuring that it is aware of what is important to the public. Miss Price stated that we encourage public and stakeholder participation through publication of work programmes. The Welsh Government has proposed, in the White Paper that work programmes for Scrutiny and Cabinet include the key issues.

Members suggested means to improve information to members, such as the production of a pamphlet which summarises all reports for all Members. Miss Price suggested that use of the Members Portal for information reports could help Members and also reduce the size of agendas. Members suggested that information reports could be available well in advance of meetings and then prevent printing with agenda packs.

Members supported the use of task and finish groups to target important issues which need more in depth discussion. It was suggested that reducing the size of agendas to 3 strategic items for discussion would ensure that meetings are more focussed on key issues.

Members sought clarification on scrutiny officer support at meetings, Miss Price explained that Solicitors are attending and have been trained to provide advice and support to the scrutiny committee and Chair.

The meeting closed at 17.53p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 29th October 2015 they were signed by the Chair.

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CHAIR

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## SCRUTINY LEADERSHIP GROUP – 29TH OCTOBER 2015

**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 2016.

### **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 2016 are attached at Appendices 1 - 4. The draft forward work programmes were published on the Council website for one week, commencing on 20th October 2015 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

Appendices:  
Appendix 1 Education for Life Scrutiny Committee Forward Work Programme  
Appendix 2 Health Social Care & Wellbeing Scrutiny Committee Forward Work Programme  
Appendix 3 Policy and Resources Scrutiny Committee Forward Work Programme  
Appendix 4 Regeneration & Environment Scrutiny Committee Forward Work Programme



<b>Education for Life Scrutiny Committee Forward Work Programme – November to January 2016</b>		
<b>Subject Area</b>	<b>Report Title</b>	<b>Proposed Meeting Date</b>
Pre-decision Scrutiny	MTFP	15 <sup>th</sup> December 2015 - Special
Consultation & Information	Literacy and Numeracy Tests (for information)	3 <sup>rd</sup> November 2015
	Library Standards (for information)	3 <sup>rd</sup> November 2015
	Behaviour Strategy Update (for information)	3 <sup>rd</sup> November 2015
	ALN Review	3 <sup>rd</sup> November 2015
	Free School Meals Update	3 <sup>rd</sup> November 2015
	Youth Forum Presentation	12 <sup>th</sup> January 2016
	EOTAS Update (presentation)	12 <sup>th</sup> January 2016
	Attendance & Exclusions	12 <sup>th</sup> January 2016
Performance Management; <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>	SIP Mid year update  IO 2 – Improve outcomes for all learners, particularly those vulnerable to underachievement	3 <sup>rd</sup> November 2015
Budget Monitoring	Budget Monitoring (for information)	12 <sup>th</sup> January 2016
Ombudsman Reports		

Appendix 1

<b>Subject Area</b>	<b>Report Title</b>	<b>Proposed Meeting Date</b>
Task and Finish Group		
Members/ Public Requests, Call-ins & CCfA	School Uniform Arrangements – CCBC Secondary Schools	3 <sup>rd</sup> November 2015
Scrutiny of Designated Persons and Other Organisations		

Appendix 2

<b>Health Social Care and Wellbeing Scrutiny Committee Forward Work Programme – November to January 2015</b>		
<b>Subject Area</b>	<b>Report Title</b>	<b>Proposed Meeting Date</b>
Pre-decision Scrutiny	MTFP	23 November 2015 - Special
	Public Space Protection Orders for Dog Control	1 December 2015
Consultation & Information	Aneurin Bevan Health Board	1 December 2015
Performance Management; <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>	Annual Performance Evaluation 2014/15 – CSSIW to attend	1 December 2015
	IO1 - To help people make the best use of their household income and manage their debts	1 December 2015?
	IO3 – Close the gap in life expectancy for residents between the most and least deprived areas in the borough	1 December 2015?
Budget Monitoring		
Ombudsman Reports		
Task and Finish Group		

Appendix 2

<b>Subject Area</b>	<b>Report Title</b>	<b>Proposed Meeting Date</b>
Members/ Public Requests, Call-ins & CCfA		
Scrutiny of Designated Persons and Other Organisations		

<b>Policy and Resources Scrutiny Committee Forward Work Programme – November to January 2016</b>		
<b>Subject Area</b>	<b>Report Title</b>	<b>Proposed Meeting Date</b>
Pre-decision Scrutiny	Common Allocation Policy	10 <sup>th</sup> November 2015
	MTFP	7 <sup>th</sup> December 2015 - Special
	Customer Services Strategy	19 <sup>th</sup> January 2016
	Rowan Place – progress report and sensitive lettings policy	19 <sup>th</sup> January 2016
	Council Tax Discretionary Reduction Policy	19 <sup>th</sup> January 2016
Consultation & Information	Review of Charitable Rate Relief Awards (for information)	10 <sup>th</sup> November 2015
	Discretionary Rate Relief Applications (information)	10 <sup>th</sup> November 2015
Performance Management; <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>	IO5 – Investment in Council homes to transform lives and communities	10 <sup>th</sup> November 2015?
Monitoring of Authority's Financial Resources	Reserves Strategy	10 <sup>th</sup> November 2015
	Write Off of Debts	10 <sup>th</sup> November 2015
	Treasury Management & Prudential Indicator Monitoring – Qtrs. 1 & 2	10 <sup>th</sup> November 2015
	Corporate Services & Miscellaneous Finance Budget Monitoring – Period 7	19 <sup>th</sup> January 2016

Appendix 3

Subject Area	Report Title	Proposed Meeting Date
Monitoring of Authority's Financial Resources	Capital Budget Monitoring Report – Period 7	19 <sup>th</sup> January 2016
	Whole Authority Budget Monitoring 2015/16	19 <sup>th</sup> January 2016
	Housing Revenue Account (HRA) Budget Monitoring Report	19 <sup>th</sup> January 2016
Ombudsman Reports		
Task and Finish Group		
Members/ Public Requests, Call-ins & CCfA	Leaseholder Charges	19 <sup>th</sup> January 2016
Scrutiny of Designated Persons and Other Organisations		

<b>Regeneration and Environment Scrutiny Committee Forward Work Programme – November to January 2016</b>		
<b>Subject Area</b>	<b>Report Title</b>	<b>Proposed Meeting Date</b>
<b>Pre-decision Scrutiny</b>	MTFP	26 <sup>th</sup> November 2015 – Special
	Smaller Scale Wind Turbine Development, Landscape Sensitivity and Capacity Study	8 <sup>th</sup> December 2015
	Caerphilly County Borough Council Local Development Plan up to 2031 – Consideration of the Deposit LDP	8 <sup>th</sup> December 2015
	Street Lighting	8 <sup>th</sup> December 2015
	Active Travel Act	8 <sup>th</sup> December 2015
<b>Consultation &amp; Information</b>	Biennial Public Satisfaction Survey on Waste Management and Street Scene Services	8 <sup>th</sup> December 2015
<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>		
<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	

