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For all enquiries relating to this agenda please contact Cath Forbes-Thompson
(Tel: 01443 864279 Email: forbec1@caerphilly.gov.uk)

Date: 22nd January 2016

Dear Sir/Madam,

A meeting of the **Scrutiny Leadership Group** will be held at the **Ebbw Room, Penallta House, Tredomen, Ystrad Mynach** on **Thursday, 28th January, 2016** at **5.00 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:- 29th October 2015.
- 4 Scrutiny Committee's Forward Work Programmes.

Circulation:

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

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



And Appropriate Officers



SCRUTINY LEADERSHIP GROUP

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON THURSDAY, 29TH OCTOBER 2015 AT 4.00 P.M.

PRESENT:

Councillor H.W. David (Chair)
Councillor S. Morgan (Vice-Chair),

Councillors:

Miss L. Ackerman, Mrs P. Cook, C. Mann, J. Pritchard 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 Mrs E.M. Aldworth, W. David and D. T. Davies.

2. DECLARATIONS OF INTEREST

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

3. MINUTES – 30TH JULY 2015

RESOLVED that the minutes of the Scrutiny Leadership Group meeting held on the 30th July 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

Education for Life Scrutiny Committee

Mrs Forbes-Thompson confirmed that there had been no consultation responses to the draft work programme. Members agreed with the work programme.

Health Social Care & Wellbeing Scrutiny Committee

Mrs Forbes-Thompson confirmed that there had been no consultation responses to the draft

work programme. Members agreed with the work programme.

Policy and Resources Scrutiny Committee

Mrs Forbes-Thompson confirmed that there had been no consultation responses to the draft work programme. However since publication of the report there have been four additional reports put forward, it was noted that a report on Council Tax NNDR increase in court fees, would be added to the special meeting on 7th December 2015. The Chair asked for further details on the content of the three pre-decision reports in respect of the WHQS programme and whether they need to be seen by Policy and Resources Scrutiny Committee. It was agreed that Mrs Forbes-Thompson would liaise with Officers and feed back to the Chair. The remainder of the work programme was agreed for publication.

Regeneration and Environment Scrutiny Committee

Mrs Forbes-Thompson confirmed that there had been no consultation responses to the draft work programme. Members agreed with the work programme.

Cllr D Rees asked for a report to be put forward for consideration at the next meeting of Crime and Disorder Scrutiny Committee. He asked that a report comes forward on parking enforcement and anti-social behaviour. Mrs Forbes-Thompson stated that she would check with the Safer Caerphilly Community Safety Partnership to see if this is covered within the work of the partnership, so that it is within the terms of reference for the scrutiny committee.

5. SCRUTINY REVIEW 2015

Mrs Forbes-Thompson and Miss Price outlined the plan to implement the recommendations of the Scrutiny Review agreed by Council on 6th October 2015.

The initial work has involved meeting with IT, to discuss setting up the Member focus group, who will look at using alternative methods of accessing committee papers, and giving a member perspective on changes to the Members Portal. A meeting has been held with Performance Management Unit to discuss the best dates for the dedicated performance scrutiny meetings. Further meetings will be held with CMT and individual SMT's to discuss the plan including changes to cabinet work programmes, which will need to include key issues.

Miss Price stated that there will be changes to Cabinet Members statements, which will be available to scrutiny committee members in advance and there are plans to develop guidance on the content of statements. A prioritisation matrix will also be developed to help scrutiny committees prioritise items for agendas which will be decided by each committee and limited to four items.

Members queried how items will be prioritised, when issues of importance to the council may not necessarily be important to the public. Miss Price stated that the development of the expert witness lists for scrutiny will give committees additional perspective when discussing issues and the scrutiny leadership group will be responsible for managing the list of witnesses.

The Chair gave feedback on the recent successful meeting of Policy and resources Scrutiny Committee which considered bed and breakfast accommodation and invited representatives from the Argoed Residents for a Safer Community and previously the committee had heard from a pressure group regarding the 'bedroom tax'. It is also important to look at how other local authorities involve the public in their scrutiny process.

Members raised the issue of the new Social Services (Wales) Act which will have far reaching impact upon residents of the county borough and scrutiny will need to consider how it can involve and raise awareness of the impact. Members also commented on the need to balance local concerns against larger county wide issues when considering work programmes.

The Chair stated that the role of the chair is critical in terms of contacting and preparing groups who wish to attend scrutiny meetings, this helped with the recent Policy and Resources meeting. The residents group were pleased with their reception and the committee members were interested and took the opportunity to drill down to the main issues.

Miss Price thanked members for their comments and stated that it was helpful to understand the need to communicate to members the public and officers, the plans for developing the expert witness list.

Members stated that it was important to ensure that scrutiny is aware of the impact of budget cuts when considering financial plans and discuss what will be done to alleviate the effects of cuts. Miss Price stated that the special MTFP meetings will consider potential budget reductions and will include impact assessments.

The meeting closed at 16.50p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 28th January 2016 they were signed by the Chair.

CHAIR

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SCRUTINY LEADERSHIP GROUP – 28TH JANUARY 2016

SUBJECT: SCRUTINY COMMITTEE'S FORWARD WORK PROGRAMMES

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

1. PURPOSE OF REPORT

1.1 For Scrutiny Leadership Group to consider and finalise the forward work programmes for the period February to April 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 February to April 2016 are attached at Appendices 1 - 5. The draft forward work programmes were published on the Council website week commencing 25th January 2016 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 Manager
Consultees: Angharad Price Interim Deputy Monitoring Officer

Appendices:
Appendix 1 Crime and Disorder Scrutiny Committee Forward Work Programme
Appendix 2 Education for Life Scrutiny Committee Forward Work Programme
Appendix 3 Health Social Care & Wellbeing Scrutiny Committee Forward Work Programme
Appendix 4 Policy and Resources Scrutiny Committee Forward Work Programme
Appendix 5 Regeneration & Environment Scrutiny Committee Forward Work Programme

Crime and Disorder Scrutiny Committee Forward Work Programme – February to April 2016		
Subject Area	Report Title	Proposed Meeting Date
Pre-Decision Scrutiny	<u>No reports for this area</u>	
Consultation and Information	<u>No reports for this area</u>	
Performance Management:- <ul style="list-style-type: none"> • WAO Service Performance Reports • Improvement Objectives • Council Self-Evaluation • Service Improvement Plans 	Safer Caerphilly Performance	17 th March 2016
Budget Monitoring	<u>No reports for this area</u>	
Ombudsman Reports	<u>No reports for this area</u>	
Task and Finish Group	<u>No reports for this area</u>	
Members / Public Requests, Call-Ins and CCfA	Domestic Abuse	17 th March 2016
Scrutiny of Designated Persons and Other Organisations	<u>No reports for this area</u>	

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Education for Life Scrutiny Committee Forward Work Programme – February to April 2016		
Subject Area	Report Title	Proposed Meeting Date
Pre-decision Scrutiny	Admission Arrangements	23 February 2016
	Education Capital Programmes 2016-17	23 February 2016
Consultation & Information	Youth Workers in Schools (Head Teacher presentation)	23 February 2016
	Welsh Index of Multiple Deprivation Action Plan (for information)	23 February 2016
	Primary Schools Forward Strategy	14 th April 2016
Performance Management; <ul style="list-style-type: none"> • WAO Service Performance Reports • Improvement Objectives • Council Self-evaluation • Service Improvement Plans 	School Performance Update (to include verified data for KS4)	23 February 2016
	Flying Start Evaluation	23 February 2016
	Identification of Priorities	14 th April 2016
	Self-Evaluation	14 th April 2016
Budget Monitoring	<u>No reports for this area</u>	
Ombudsman Reports	<u>No reports for this area</u>	
Task and Finish Group	<u>No reports for this area</u>	
Members/ Public Requests, Call-ins & CCfA	<u>No reports for this area</u>	
Scrutiny of Designated Persons and Other Organisations	<u>No reports for this area</u>	

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Health Social Care and Wellbeing Scrutiny Committee Forward Work Programme – February to April 2016		
Subject Area	Report Title	Proposed Meeting Date
Pre-decision Scrutiny	Living Longer Ageing Well Delivery Plan	9 th February 2016
Consultation & Information	Proposal to undertake informal public consultation on the making of a Public Spaces Protection Order relating to dog control	9 th February 2016
	South East Wales Adoption Service (info)	9 th February 2016
	Report Of Home Operation Support Group	22 March 2016
	MIST Development	22 March 2016
	Intermediate Care Funding	22 March 2016
	Social Services & Wellbeing Act (presentation)	22 March 2016
Performance Management; <ul style="list-style-type: none"> • WAO Service Performance Reports • Improvement Objectives • Council Self-evaluation • Service Improvement Plans 	No reports for this area	
Budget Monitoring	Budget Monitoring Report – Month 9	9 th February 2016
Ombudsman Reports	No reports for this area	
Task and Finish Group	No reports for this area	

Health Social Care and Wellbeing Scrutiny Committee Forward Work Programme – February to April 2016		
Subject Area	Report Title	Proposed Meeting Date
Members/ Public Requests, Call-ins & CCfA	Welsh Ambulance Services Trust	22 March 2016
Scrutiny of Designated Persons and Other Organisations	No reports for this area	

Policy and Resources Scrutiny Committee Forward Work Programme – February to April 2016		
Subject Area	Report Title	Proposed Meeting Date
Pre-decision Scrutiny	Council Tax Discretionary Reduction Policy	1 March 2016
Consultation & Information	FOI /Information governance status report (for information)	12 th April 2016
Performance Management; <ul style="list-style-type: none"> • WAO Service Performance Reports • Improvement Objectives • Council Self-evaluation • Service Improvement Plans 	<u>No reports for this area</u>	
Monitoring of Authority's Financial Resources	Reserves Strategy	1 March 2016
Ombudsman Reports	<u>No reports for this area</u>	
Task and Finish Group	<u>No reports for this area</u>	
Members/ Public Requests, Call-ins & CCfA	<u>No reports for this area</u>	
Scrutiny of Designated Persons and Other Organisations	<u>No reports for this area</u>	

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Regeneration and Environment Scrutiny Committee Forward Work Programme – February to April 2016		
Subject Area	Report Title	Proposed Meeting Date
Pre-decision Scrutiny	Off Street Car Park County-wide Review	29 th March 2016
Consultation & Information	Town Centre Improvement Group 2015	16 th February 2016
Performance Management; <ul style="list-style-type: none"> • WAO Service Performance Reports • Improvement Objectives • Council Self-evaluation • Service Improvement Plans 	IO4 – Carbon Management: Reduce our carbon footprint	16 th February 2016
	Update of waste performance against 15/16 statutory targets	29 th March 2016
Budget Monitoring	Budget Monitoring Report	16 th February 2016
Ombudsman Reports		
Task and Finish Group		
Members/ Public Requests, Call-ins & CCfA		
Scrutiny of Designated Persons and Other Organisations		

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