

Pecyn Dogfennau Cyhoeddus

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Cath Forbes-Thompson
(Rhif Ffôn: 01443 864279 Ebst: forbec1@caerphilly.gov.uk)

Dyddiad: Dydd Gwener, 22 Gorffennaf 2016

Annwyl Syr/Fadam,

Bydd cyfarfod **Grŵp Arweinyddiaeth Craffu** yn cael ei gynnal yn **Ystafell Ebwy, Tŷ Penallta, Tredomen Park, Ystrad Mynach** ar **Dydd Iau, 28ain Gorffennaf, 2016** am **5.00 pm** i ystyried materion a gynhwysir yn yr agenda canlynol.

Yr eiddoch yn gywir,

Chris Burns
PRIF WEITHREDWR DROS DRO

A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

A greener place Man gwyrddach

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



3	I gymeradwyo a llofnodi'r cofnodion canlynol:- 10fed Mai 2016.	1 - 4
4	Adolygiad Craffu: Protocol Datganiadau Aelodau Cabinet.	5 - 8
5	Gweithdy Ansawdd Adroddiadau Craffu.	
6	Cylch Gorchwyl Grŵp Arweinyddiaeth Craffu.	9 - 10
7	Rhaglen Blaengynllun Gwaith Grŵp Arweinyddiaeth Craffu.	11 - 12

Cylchrediad:

Cynghorwyr L. Ackerman, Mrs E.M. Aldworth, Mrs P. Cook, W. David, D.T. Davies, G. Kirby, C.P. Mann, S. Morgan (Is Gadeirydd), J. Pritchard a D. Rees

Er Gwybodaeth:

Cynghorydd Mrs C. Forehead

A Swyddogion Priodol

Eitem Ar Yr Agenda 3



SCRUTINY LEADERSHIP GROUP

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON TUESDAY 10TH MAY 2016 AT 5.00 P.M.

PRESENT:

Councillor S. Morgan – Chair (Presiding)

Councillors:

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

Together with:

C. Forbes-Thompson (Scrutiny Research Officer) and E. Sullivan (Democratic Services Officer)

1. APOLOGIES

Apologies for absence were received from Councillors L. Ackerman, Mrs E.M. Aldworth, H. 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 – 28TH JANUARY 2016

RESOLVED that the minutes of the Scrutiny Leadership Group meeting held on 28th January 2016 be approved as a correct record and signed by the Chair.

REPORTS OF OFFICERS

Consideration was given to the following reports.

4. SCRUTINY REVIEW DRAFT PROTOCOLS

The Interim Head of Democratic Services introduced the report which updated Members on the recommendations of the Scrutiny Review and presented for their consideration a draft process to be followed for forward work programmes and requests for reports which would apply from May 2016 onwards.

The Officer confirmed that Forward Work Programmes were now a standing agenda item and would be presented along with the Cabinet Forward Work Programme for consideration at each meeting. This would allow Members to prioritise the items coming forward for discussion and allow any potential witnesses to be identified. The Officer referred to Appendix 1 and Appendix 2 of the report and the protocols contained therein were outlined. The procedure for developing scrutiny forward work programmes was explained and the protocol for report requests summarised.

The prioritisation form, its selection criteria and scoring matrix were detailed and Members were reminded that the Chair would still have the ability to bring forward urgent items for discussion but it would be at the cost of another agenda item.

The Chair thanked the Officer for her report and Members comments and questions on the draft protocols were welcomed.

Members expressed concern that by limiting the agenda to 4 items important issues could miss the scrutiny process and emphasised the role of scrutiny in holding the executive to account. The Officer confirmed that there was still the opportunity to bring urgent items forward and by prioritising against the Cabinet Forward Work Programme matters of strategic importance could be readily identified and brought forward for discussion. It was noted that the Cabinet Forward Work Programme now includes a narrative on the reports being presented to assist the committee in its decision making. The Officer advised that Members also had an option to call 2 'Special Meetings' per year if required.

A Member reiterated concerns previously expressed with regard to the quality of some of the reports presented and the order in which items are placed on the agenda. This was discussed and length and the Officer confirmed that the Committee Clerks would be able to send draft agenda's to Chair's prior to publication for order approval. Members agreed that this should be taken forward.

Reference was made to recommendations or referrals back from the Audit Committee and how these would be given priority. The Officer confirmed that a report of that nature would in terms of the selection protocol tick many of the essential criteria boxes and as such would evidence it as appropriate for addition, but it would not have an automatic referral. The protocols in place would assist Members to identify and evidence the reasons for inclusion in the Forward Work Programme the more strategic and overarching the subject matter the greater the matrix score.

In terms of the matrix scoring system Members queried the why there was both a numeric value and a Yes/No response, and suggested that it would be simpler to just use the number of yes responses awarded to identify the priority level. The Officer confirmed that the protocol could be easily amended to reflect the suggestion and it was agreed that this would be changed accordingly.

Members referred to the protected characteristics listed on page 16 of the report and noted that the Welsh language had not been included and sought clarification with regard to the 'Designated Person' requirement of the Local Government Measure. The Officer confirmed that they were still awaiting guidance from Welsh Government on the 'Designated Person' and would amend the protected characteristic list to include the Welsh language.

Having fully considered and commented on its content the Scrutiny Leadership Group noted the report.

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 28th July 2016 they were signed by the Chair.

CHAIR

Gadewir y dudalen hon yn wag yn fwriadol



SCRUTINY LEADERSHIP GROUP – 28TH JULY 2016

**SUBJECT: SCRUTINY REVIEW: CABINET MEMBER STATEMENT DRAFT
PROTOCOL**

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

1. PURPOSE OF REPORT

- 1.1 For Scrutiny Leadership Group to consider and comment on the draft protocol in respect of Cabinet Member Statements, and discuss the role of Cabinet Members at Scrutiny Committee.

2. SUMMARY

- 2.1 This attached protocol outlines the process for Cabinet Member Statements at scrutiny committees, in order to implement the recommendations of the Scrutiny Review, agreed by full Council on 5 October 2015. Scrutiny Leadership Group is asked to comment on the draft protocol and consider the wider role of Cabinet Members at Scrutiny committee meetings.

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 recommendations of the Scrutiny Review were agreed by full Council on the 5th October 2015. Included in the recommendations were that *'guidance on the format and content of the Cabinet Members' written statement is developed. A new protocol developed to provide that the statement is in writing and is shared ahead of the relevant meeting with Scrutiny committee Members and placed on the Members' portal, in advance of the scrutiny meeting. The protocol will give advice on the type of information to be included in the statement.'*
- 4.2 The appendix attached to this report outlines a draft protocol and guidance and Members are asked to comment and consider the wider role of Cabinet Members at scrutiny committee meetings.

5. EQUALITIES IMPLICATIONS

- 5.1 This report is seeking views on a draft protocol for Cabinet Members statements at Scrutiny Committee Meetings, 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 to comment on the draft protocol and the role of Cabinet Members at scrutiny committee meetings.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To ensure that the changes to Cabinet Members statements at scrutiny committee meetings are implemented.

11. STATUTORY POWER

11.1 Section 21 of the Local Government Act 2000.

11.2 Local Government (Wales) Measure 2011.

Author: Catherine Forbes-Thompson, Interim Head of Democratic Services
Consultees: Chris Burns, Interim Chief Executive
Christina Harry, Corporate Director Communities
Nicole Scammell, Acting Director Corporate Services and Section 151 Officer
Dave Street, Corporate Director Social Services
Gail Williams, Interim Head of Legal Services and Monitoring Officer

Appendices:
Appendix 1 Protocol and guidance for cabinet members written statements at scrutiny meetings.



PROTOCOL AND GUIDANCE FOR CABINET MEMBERS WRITTEN STATEMENTS AT SCRUTINY MEETINGS

INTRODUCTION

This protocol provides guidance for Cabinet Members on the content and format of their statements for Scrutiny Committee Meetings.

The purpose of the scrutiny function is to hold decision makers to account and a key method of ensuring accountability is through critically and routinely considering the Council's performance and decisions taken by the Executive. Scrutiny also has a key role in the development and review of Council policies, monitoring budgets, monitoring performance and highlighting issues that are raised by the public.

Cabinet Members with the appropriate portfolio attend scrutiny meetings for the following reasons:

- To make a statement and answer questions.
- Respond to questions about decisions taken.
- Listen to the views of Scrutiny Committee Members about pre-decision items and the monitoring of services.

Responses to questions raised at Scrutiny Committee meetings can also be provided after the meeting where detailed information is required. This can be made available to other Members via the Members Portal and if appropriate publicly via the website.

Cabinet Members can also use email, social media, the Members Portal or the Council's website to update other Members in relation to any events they attended in their role as Cabinet Member to promote their portfolio.

CONTENT

The content of the Cabinet Members' statement should be **forward looking** and focus on the following 4 areas:

1. Significant decisions or proposals that the Cabinet Member has been involved with.
2. Proposed changes to the strategic policy direction of any of the Council's strategies within their portfolio.
3. New improvements or developments of the Council's policies and delivery of services.
4. Important progress or delays in meeting agreed performance targets and the Council's budgets.

PROCEDURE

The Cabinet Members report should be provided in writing at least 3 clear days before each Scrutiny Meeting. The report should be forwarded to the Committee Services Officer so that it can be circulated to the scrutiny committee members prior to the meeting and also placed on the Members Portal.



SCRUTINY LEADERSHIP GROUP – 28TH JULY 2016

SUBJECT: SCRUTINY REVIEW: SCRUTINY LEADERSHIP GROUP TERMS OF REFERENCE

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

1. PURPOSE OF REPORT

- 1.1 For Scrutiny Leadership Group to note the revised terms of reference of SLG as a result of the changes implemented during the scrutiny review.

2. SUMMARY

- 2.1 This report sets out the revised terms of reference for Scrutiny Leadership Group, in order to take into account the changes agreed by Council in October 2015 under the Scrutiny Review. Scrutiny Leadership Group is asked to note the changes.

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 recommendations of the Scrutiny Review were agreed by full Council on the 5th October 2015. The result of this change requires amendments to the terms of reference of Scrutiny Leadership group which are set out below (the additional responsibilities are in italics):

- Ensure effective liaison across the work of the Committees.
- Provide strategic leadership of the Scrutiny function.
- Consider involvement in regional Scrutiny arrangements.
- Encourage public engagement with Scrutiny and *oversee the list of stakeholders and external witnesses for each scrutiny committee.*
- *Review and monitor the quality of reports presented to scrutiny committees.*
- Consider Councillor Calls for Action.
- *Recommend whether referrals of individual Ombudsman reports from Standards Committee should be referred to Scrutiny Committee (and if so which Committee) or Audit Committee or whether they will be kept as information for all Members.*
- Monitor effectiveness of Scrutiny Committee pre-meeting *and share good practice for pre-meetings including peer observations.*
- Oversee specific scrutiny training requirements.

4.2 Members are asked to note that following the scrutiny review SLG will no longer be responsible for agreeing scrutiny committee forward work programmes, these are now agreed by each respective scrutiny committee.

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 to note the changes to their terms of reference.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To ensure that the changes to as a result of the scrutiny review are reflected in the terms of reference of SLG.

11. STATUTORY POWER

11.1 Section 21 of the Local Government Act 2000.

11.2 Local Government (Wales) Measure 2011.

Author: Catherine Forbes-Thompson, Interim Head of Democratic Services
Consultees: Chris Burns, Interim Chief Executive
Christina HARRY, Corporate Director Communities
Nicole Scammell, Acting Director Corporate Services and Section 151 Officer
Dave Street, Corporate Director Social Services
Gail Williams, Interim Head of Legal Services and Monitoring Officer

Background Papers:
Scrutiny Review 2015 - Report to Council 6 October 2015



SCRUTINY LEADERSHIP GROUP – 28TH JULY 2016

SUBJECT: SCRUTINY LEADERSHIP GROUP FORWARD WORK PROGRAMME

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

1. PURPOSE OF REPORT

1.1 For Scrutiny Leadership Group to comment on the draft work programme.

2. SUMMARY

2.1 This report sets out the draft forward work programme for Scrutiny Leadership Group, in order to comment and agree.

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 leadership Group are asked to comment on the draft work programme, set out below:

Item	Date
Scrutiny Self Evaluation & Peer Review	27 October 2016
Task and Finish Group Protocol	27 October 2016
Expert Witness Protocol	27 October 2016
Scrutiny Leadership Group Forward Work Programme	27 October 2016
Scrutiny Leadership Group Forward Work Programme	
Scrutiny Training 2017/18	26 January 2017
Evaluation of Scrutiny Review	26 January 2017
Scrutiny Leadership Group Forward Work Programme	26 January 2017
Scrutiny Leadership Group Forward Work Programme	
Scrutiny Leadership Group Forward Work Programme	27 April 2017

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 to note and comment on the draft forward work programme.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To ensure that SLG are aware of the current work programme.

11. STATUTORY POWER

11.1 Section 21 of the Local Government Act 2000.

11.2 Local Government (Wales) Measure 2011.

Author: Catherine Forbes-Thompson, Interim Head of Democratic Services
Consultees: Chris Burns, Interim Chief Executive
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