



PROTOCOL FOR SCRUTINY COMMITTEE FORWARD WORK PROGRAMMES

INTRODUCTION

This protocol provides guidance for Scrutiny Committee Meetings when developing forward work programmes and the recommendation of the Scrutiny Review 2015 in respect of limiting the maximum number of reports on scrutiny agendas to four.

Cabinet Work Programmes

Scrutiny committees determine if a report on the cabinet work programme should be considered by the scrutiny committee prior to a decision being taken by Cabinet. The cabinet work programme includes **a narrative** to help the scrutiny committee determine if the report will contain key issues, such as:

- A strategic or controversial nature
- Are likely to have a significant effect on the delivery of council services across the county borough
- Have a significant element of risk or financial implications

The narrative includes the likely recommendations and a very short summary about the reasons for the recommendations (if they are known), including any important facts about the background that will be presented to Cabinet. Scrutiny committees can also ask Cabinet Members or Officers who are present at the meeting for more detail when they are discussing the forward work programme.

PROCEDURE

The procedure for developing scrutiny forward work programmes is as follows:

- The forward work programme template (appendix 1) is discussed by each scrutiny committee meeting once per annum to develop the 'year ahead' for meetings from May onwards. This 'year ahead' work programme will be published on the council website for public consultation.
- The scrutiny work programme is pre-populated with reports that are regularly considered, such as Improvement Objectives and Budget monitoring, which scrutiny committee can amend or accept.
- The Cabinet Member statement includes issues that scrutiny committee may decide to add to their work programme (see Cabinet Member Statement Protocol).
- The scrutiny work programme is accompanied by:
 - The Cabinet work programme (appendix 2).
 - Report requests from Members and the public.
 - Report referrals from Audit Committee or Standards Committee.
 - Details of recommendations or planned work by Auditors, Regulators or Inspectors.

- Scrutiny Committee determines which items it will add to its work programme, up to a maximum of 4 items per meeting (which will all be discussed); there will be no information items.
- The prioritisation matrix (appendix 3) assists the committee to determine which reports are added to the work programme.
- Scrutiny committee reviews its work programme at every meeting (6 weekly) alongside changes to the cabinet work programme and any new requests for reports.
- Scrutiny Chairs can alter the work programme (whilst still keeping agendas to 4 items) in order to accommodate 'urgent' items and will update the scrutiny committee at the next meeting. Any items removed from the work programme to accommodate 'urgent' items can be considered at the next available meeting if scrutiny committee decides it is still appropriate.
- The revised scrutiny committee work programme is updated on the Council website following each meeting.

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Appendix 1

Scrutiny Committee Forward Work Programme May 2016 to April 2017			
Meeting Date:			
Subject – (The report title will be listed here - a maximum of 4 agenda items per meeting)	Purpose – (This explains the purpose of the report being considered by scrutiny committee – these are the main examples)	Key Issues – (This will list the key issues to be contained in the report – similar to the report summary)	Witnesses – (This will be the Officers, external witnesses or key stakeholders, identified by the Scrutiny Committee, who will be invited to attend and give evidence)
e.g: Policy & Resources - WHQS and Sheltered Housing Complexes	<p>Pre-decision Scrutiny</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Reports from the Cabinet Forward Work programme which Scrutiny decides to consider before decisions are taken by Cabinet. </div>	<p>Additional measures needed to expand capacity to cope with the volume of work. An alternative approach to implement the WHQS programme in sheltered schemes Work could be out sourced to a suitable multi-disciplinary consultancy leaving just the client role in house.</p>	<ul style="list-style-type: none"> - Officers - Caerphilly Homes Tenants Representatives
e.g: Education for Life - Caerphilly County Borough Library Service MTFP 2015/17 – Revised ‘tiering of delivery’ options for consideration	<p>Policy Development/ Consultation</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Scrutiny Committee in consultation with Director will identify reports which require consultation </div>	<p>Revised saving options for the Council’s Public Library Service, based on the outcome of an initial consultation with Education for Life Scrutiny Committee. Option 3, retention of the present network of service points but opening on a reduced core hour’s basis.</p>	<ul style="list-style-type: none"> - Officers
e.g: Health Social Care & Wellbeing - Budget Monitoring Report	<p>Budget Monitoring</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Scrutiny Committee in consultation with Director will identify reports for this area. </div>	<p>Projected financial position for the Social Services Directorate for the 2015/16 as at month 3 (June 2015). The 2015/16 savings targets that have been achieved, and the progress that has been made towards delivering the targeted savings that have not yet been achieved.</p>	<ul style="list-style-type: none"> - Officers

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e.g: Regeneration & Environment - Improvement Objective No. 4 - Improve Awareness, Access, Variety and Use of Leisure, Community and Sporting Facilities	<p>Performance Management</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Explanation: Scrutiny Committee in consultation with Head of Performance & Property will identify reports for this area. Scrutiny to decide if it is for annual dedicated Performance Management Meeting.</p> </div>	<p>This “dashboard” of key performance indicators (PI’s) to monitor progress against targets. Includes national PI’s which are benchmarked and compared against other Local Authorities. Local PI’s are monitored to show trends in performance. The attached dashboard demonstrates where improvements have been made and where actions are in place to further improve areas where targets have not been achieved.</p>	<ul style="list-style-type: none"> - Officers
e.g: Policy & Resources - Use of Bed and Breakfast Accommodation to Prevent Homelessness	<p>Members/ Public Requests,</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Explanation: Scrutiny Committee will decide if a report will be added to the work programme</p> </div>	<p>Information in respect of the use of Bed and Breakfast accommodation within the county borough for households presenting to the Authority as homeless. Information relating to the Authority’s activities both before and after the implementation of the Housing (Wales) Act 2014, which has introduced major changes to the way in which homelessness clients must be assisted and housed.</p>	<ul style="list-style-type: none"> - Officers - Residents Group - Homelessness Charity

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Appendix 2

CABINET FORWARD WORK PROGRAMME		
30TH SEPTEMBER 2015	Key Issues	Cabinet Member
CCBC LDP up to 2021: 2015 Annual Monitoring Report	CIL introduced on 1st July 2014, no planning applications approved and on site after that date. No income was raised in the monitoring period and no schemes have been undertaken. The 2013 AMR findings remain the same for the 2015 AMR. The lack of a five-year supply of housing needs to be addressed.	Cllr. K. James
Annual Performance Report	The Performance Report is a statutory requirement under the Local Government (Wales) Measure 2009 and an important part of the Council's Performance Framework. The Councils' assessment of its own performance and provide the public with a balanced picture of that performance. How council performed against the Improvement Objectives it set itself for 2014/2015.	Cllr. D. Hardacre
Butetown Conservation Area Appraisal and Conservation Area Management Action Plan	Approval required to adopt supplementary planning guidance to the Caerphilly County Borough Local Development Plan up to 2021 (LDP).	Cllr. K. James
'Rural Development Plan (RDP) Funding 2014-2020'	Cabinet to endorse the commencement of the RDP Programme within Caerphilly and Blaenau Gwent County Boroughs.	Cllr. K. James
Proposed inspection programme for council properties	The consider introducing more formal arrangements for regular property and tenancy inspections for Caerphilly Homes.	Cllr. D. Poole