



POLICY AND RESOURCES SCRUTINY COMMITTEE – 4TH OCTOBER 2016

SUBJECT: POLICY AND RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

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

1. PURPOSE OF REPORT

1.1 To report the Policy and Resources Scrutiny Committee Forward Work Programme.

2. SUMMARY

2.1 Forward Work Programmes are essential to ensure that Scrutiny Committee agendas reflect the strategic issues facing the Council and other priorities raised by Members, the public or stakeholders.

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 Policy and Resources Scrutiny Committee forward work programme includes all reports that were identified at the scrutiny committee meeting on 12th July 2016. The work programme outlines the reports planned for the period October 2016 to April 2017.

4.2 The forward work programme is made up of reports identified by officers and members and has been prioritised into three priority areas, priority 1, 2 or 3. Members are asked to consider the work programme alongside the cabinet work programme and suggest any changes before it is published on the council website. Scrutiny committee will review this work programme at every meeting going forward alongside any changes to the cabinet work programme or report requests.

4.3 The Policy and Resources Scrutiny Committee Forward Work Programme is attached at Appendix 1. The cabinet work programme is attached at Appendix 2.

5. EQUALITIES IMPLICATIONS

5.1 There are no specific equalities implications arising as a result of this report.

6. FINANCIAL IMPLICATIONS

6.1 There are no specific financial implications arising as a result of this report.

7. PERSONNEL IMPLICATIONS

7.1 There are no specific personnel implications arising as a result of this report.

8. CONSULTATIONS

8.1 There are no consultation responses that have not been included in this report.

9. RECOMMENDATIONS

9.1 That Members consider any changes and agree the final forward work programme prior to publication.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To improve the operation of scrutiny.

11. STATUTORY POWER

11.1 The Local Government Act 2000.

Author: Catherine Forbes-Thompson Scrutiny Research Officer
Consultees: Gail Williams, Interim Head of Legal Services and Monitoring Officer
Nicole Scammell, Acting Director Corporate Services and Section 151 Officer

Appendices:
Appendix 1 Policy and Resources Scrutiny Committee Forward Work Programme
Appendix 2 Cabinet Work Programme

Policy & Resources Scrutiny Committee Forward Work Programme
APPENDIX 1

Policy & Resources Scrutiny Committee Forward Work Programme October 2016 to April 2017			
Meeting Date: 4 October 2016			
Subject	Purpose	Key Issues	Witnesses
Strategic Asset Management Strategy (P1)	WAO has identified a need for the authority to produce a Corporate Asset Management Strategy. Following a presentation to Audit Committee by WAO council officers were requested to develop a Strategy. A draft Strategy will be presented to Scrutiny for their comments.	The draft Strategy will identify the various assets that the authority is responsible for and where appropriate refer the reader to individual service asset strategies/plans. Where such individual strategies/plans do not exist this will be identified. The Strategy will set out the principles for the future management of the various assets and set direction, as far as is possible in these uncertain times.	
State of the Estate (P2)	To present to Scrutiny a first edition of a proposed annual State of the Estate Report . The report describes how Corporate Property manages the council's Building Estate and focusses upon: Size of the estate Condition Energy Use Efficiency of Use Cost Savings.	Key issues included in the report include: <ul style="list-style-type: none"> • Corporate office rationalisation and its impact on alternative office efficiency. • Sustainability of the Office portfolio • Building Condition Improvement • Cost Saving 	Colin Jones – Head of Performance & Property Services
Capital Outturn Report 2015/16 (P4)	Pre-decision to be considered by Cabinet on 19 th October	This report will provide details of actual capital expenditure against the approved Capital Programme for the 2015/16 financial year. The report will include details of overspends on a small number of schemes along with proposals to fund these overspends. These proposals will require Cabinet approval.	Interim Head of Corporate Finance – Stephen Harris

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<p>HRA Budget Monitoring</p>	<p>To inform members of the financial position of the Housing Revenue Account (HRA) for 2016/17 based on the first four months of the financial year in accordance with the budget strategy agreed by Council on 24th February 2016.</p>	<p>The report aims to project the likely outturn of the HRA at the end of the financial year using key budget elements of the HRA and a pattern of expenditure in the first four months. The report also outlines the link between the HRA and the WHQS programme which is critical in terms of funding arrangements and ensuring the programme is viable</p>	<p>Shaun Couzens – Head of Housing</p>
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Meeting Date: 15 November 2016			
Subject	Purpose	Key Issues	Witnesses
B & B use as Emergency Accommodation (P1)	To provide a further update to members of Scrutiny on the use of B&B accommodation for the temporary placement of homeless persons	The report will highlight the historical trend on the use of B&B accommodation for placing homeless persons and the reasons for such use. The report will also provide information on the measures that Housing Services have taken to reduce such use and provide an update on the current position	Argoed Residents Group Malcolm Topping Supporting People
Housing Complaints & Representations (P2)	To provide members of Scrutiny with information on all representations and complaints received by Housing Services during the 201/16 financial year	Key issues include:- Identification of the numbers and types of representations and complaints received for the year. Comparison of data with previous years Analysis of the data to identify the areas of service that receive the highest level of representations and complaints. Highlighting any lessons learned from analysing the data.	Shaun Couzens
Usable Reserves Annual Report	To present the Scrutiny Committee with details of the usable reserves held by the Authority.	The report will provide detailed information on all usable reserves to ensure that there is an opportunity for effective scrutiny of the balances held and their intended purpose.	Interim Head of Corporate Finance – Stephen Harris
Treasury Management – Review of MRP Policy	Pre-decision to be considered by Cabinet on 14 th December	This report will set out options for revising the Minimum Revenue Provision (MRP) Policy to identify potential savings to support the Medium Term Financial Plan (MTFP).	Interim Head of Corporate Finance – Stephen Harris

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Meeting Date: 17 January 2017			
Subject	Purpose	Key Issues	Witnesses
HRA Charging Report (P1)	To advise members of Scrutiny of proposed forthcoming charges for 2017/18 and in particular any increased charges relating to the Housing Revenue Account prior to seeking Cabinet approval.	Charges that will be incorporated within the report will include:- <ul style="list-style-type: none"> • Council house rents • Garage rents • Service charges relating to Sheltered Housing Schemes 	Shaun Couzens
Whole Authority Budget Monitoring Report 2016/17	To inform Members of projected whole-authority revenue budget expenditure for the 2016/17 financial year.	The report will provide information on the position of the whole-authority in respect of revenue budget monitoring for 2016/17. Detailed reports will already have been presented to Scrutiny Committees throughout the financial year. Consideration will be given to actual expenditure and income to date. A projection will be made of the likely outturn (year-end) position and where significant variations against budget are identified these will be commented upon.	Interim Head of Corporate Finance – Stephen Harris
HRA Budget Monitoring Report (P2)	To provide Scrutiny members with an update on expenditure of the Housing Revenue Account budget for the first six months of the year	Key issues include:- <ul style="list-style-type: none"> • Identifying the overall budget available for the delivering the Housing Service • Highlight any budget variations including projected overspends and underspends • Provide an indication of the revenue contribution to the Capital Programme 	Shaun Couzens

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Leaseholder Consultation Report (P3)	To provide a further report on leaseholder charges as requested by Scrutiny members	Key Issues will include:- <ul style="list-style-type: none">• Leaseholder legislation• Leaseholder process, including procurement, consultation, nomination options, costs and payment options• Best Practice	Shaun Couzens
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Meeting Date: 28 February 2017			
Subject	Purpose	Key Issues	Witnesses
WHQS Programme Re-profiling and associated Capital Programme (P1)	To review progress with the implementation of the WHQS Programme, re-profile over the remaining years where necessary, and set out a capital programme budget for 2017/18.	To consider the implications of slippage within the internal and external works programmes, establish if works need to be re-phased. Examine the implications on the community sequence and potential overlaps between internal and external works. Review the resourcing issues given the commitment to deliver the WHQS Programme by 2020.	Shaun Couzens
Housing Service Charges (P2)	To present to Scrutiny proposals for the de-pooling of service charges in sheltered housing schemes and the introduction of service charging for provision of new services for general needs tenants	Key issues include: <ul style="list-style-type: none"> • Limitations on the Council's ability to introduce service charges arising from the current tenancy agreement. • The implications of the Housing (Wales) Act 2014 as it relates to service charging of tenants of sheltered housing schemes. • Potential financial impact of de-pooling on tenants of sheltered schemes and associated implications for future viability of a number of schemes. 	Shaun Couzens

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Meeting Date: 11 April 2017			
Subject	Purpose	Key Issues	Witnesses

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Meeting Date: to be confirmed			
Subject	Purpose	Key Issues	Witnesses
Care & Repair Merger (P2)	This is an information report to provide members with details of the merger of the Care and Repair Service between Caerphilly and Blaenau Gwent	To advise members on the new arrangements as a result of the merger	
HR Policies and Welsh Language Standards 99-119 *NEW*	A number of HR related standards require internal HR policies to reflect the legal right of staff to be able to have internal discussions and paperwork relating to their employment available in Welsh. This report should be seen by Scrutiny, prior to Cabinet and Full Council. There will need to be a change to a number of HR policies. It is envisaged that a single report may cover all changes.	A generic overarching approach will be adopted to revise all affected HR policies in the same way. The report will cover how this approach will allow the authority to meet its legal requirements in complying with the Welsh Language Standards. The affected policies and the cross matching to each relevant standard will be explained in the report	Senior Policy Officer (Equalities and Welsh Language) Head of Human Resources This report will be drafted as a Corporate Services report since it relates to HR issues
Caerphilly Local Assessment of Well-being. 1 st draft assessment - 4/10? 2 nd draft assessment – (possible Members Portal item) Final assessment for Corporate Approval - 17/1/17?	CCBC Statutory Partner Role: The Caerphilly Public Service Board is required to produce a local assessment of the economic, social and cultural well-being of the authority which must be subject to Corporate approval by the statutory member before it can be adopted by the Public Service Board. The 1 st Draft assessment will be completed by October 2016 and	The Local Assessment of Well-being will consider the economic, social, environmental and cultural well-being of the local authority area. The structure of the assessment will follow the 7 Well-being goals for Wales. In addition it is a requirement that the assessment examines the situation in 5 defined community areas as well as the authority as a whole. The PSB has determined that the 5 community areas will follow the 5 former community planning areas and hence the assessment document will consider each of these in turn as well as the future trends for the area.	Corporate Policy Manager Senior Policy Officer

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	<p>Scrutiny should have the opportunity to consider the content prior to final consultation with the wider public and partners.</p> <p>The 2nd Draft assessment will be complete by December 2016 following consultation. The final assessment must be approved by Scrutiny, Cabinet and Council before it is formally adopted by the PSB. This should take place in January/February 2016.</p> <p>{ P & R will sit as the Partnership Scrutiny Committee over the same timescale and the assessment may form part of this work programme also}</p>		
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5TH OCTOBER 2016	Key Issues	Service Area
Annual Performance Report 2016 Adroddiad Perfformiad Blynyddol 2016	To present to Cabinet the Council's Performance Report for 2015/16 and to seek the views and approval of Cabinet prior to its presentation to Council on 11th October 2016.	Public Protection
Collaboration of Visual Impairment Service, Hearing Impaired Service and Speech and Language Service (ComIT) Cynnig Ar Gyfer Datblygu Gwasanaeth Synhwyrdd a Chyfathrebu (SENCOM) Cynfynik Sy'n Cynnwys Gwasanaeth Nam Ar Y Clyw T (HI) A'r Tim Ymyrraeth Cyfathrebu	Currently Torfaen host the hearing impaired service and speech & language service (ComIT) and Caerphilly host the visual impairment service. Over the past three years all three services have moved to share the same location (Brecon House in Llantarnam) and in 2015 an overall manager of the three services was appointed. SEWC Directors have already agreed in principle to a full amalgamation, with one local authority hosting the three services.	Education
Welsh Government Town Centre Loans Fund. Benthyciadau Canol Trefi Llywodraeth Cymru	The purpose of the report will be to seek approval from Cabinet for the expansion of the current WG town centre loan scheme currently targeted at Rhymney into an additional two town centres	Planning and Regeneration
CABINET AS TRUSTEES OF DAFYDD WILLIAMS PARK, CAERPHILLY		
Cabinet as Trustee of Dafydd Williams Park Caerphilly - titled - Neuadd Parc Hall - Dafydd Williams Park Caerphilly Cabinet fel Ymddiriedolwr dros Barc Dafydd Williams, Caerffili	To provide Cabinet acting for the Council as Corporate Trustee with an overview and update on the use of Neuadd y Parc Hall which forms part of Dafydd Williams Park in Caerphilly	Legal and Democratic Services

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19TH OCTOBER 2016	Key Issues	Service Area
Winter Service Plan Endorsement. Cymeradwyaeth Cynllun Gwasanaeth y Gaeaf	To seek endorsement of the council’s annual approach to Winter Maintenance.	Engineering Service
Capital Outturn Report 15/16 Adroddiad Alldro Cyfalaf 15/16	This report will provide details of actual capital expenditure against the approved Capital Programme for the 2015/16 financial year. The report will include details of overspends on a small number of schemes along with proposals to fund these overspends. These proposals will require Cabinet approval.	Corporate Finance
Review of arrangements to address external audit, inspection and regulation recommendations and proposals for improvement	Cabinet will be presented with the Wales Audit Office (WAO) Review of arrangements to address external audit, inspection and regulation recommendations and proposals for improvement report for Caerphilly CBC. The review work on which the report is based follows a WAO audit of the Authority in 2015. The report being presented to Cabinet will include details of the key findings of the review and proposals for improvement made by WAO. There will also be a list of actions that the Authority is looking to undertake to address the proposals for improvement.	Internal Audit
Corporate Asset Management Strategy Strategaeth Rheoli Asedau Corfforaethol.	To present a draft Corporate Asset Management Strategy for consideration.	Corporate Services

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2ND NOVEMBER 2016	Key Issues	Service Area
<p>Write-off of Debts above £20,000 (Possibly Exempt, subject to PIT)</p> <p>Dileu Dyledion dros £20,000</p>	<p>In accordance with the Council's previously approved write-off procedure, Cabinet will be asked to consider a report recommending the write-off of 3 individual outstanding debts each exceeding £20,000.</p>	<p>Corporate Finance</p>
16TH NOVEMBER 2016	Key Issues	Service Area
<p>Highway Asset Management Plan Cynllun Cynnal a Chadw'r Priffyrdd.</p>	<p>To update on the current All Wales approach to Asset Management and seek endorsement for CCBC's development of its Highways Asset Management Plan</p>	<p>Engineering Services</p>
<p>Mid-Year Budget Monitoring (Whole Authority)</p> <p>Monitro Cabol Blwyddyn Cyllideb 2015/16</p>	<p>This report will provide details of projected whole-Authority revenue expenditure for 2016/17 along with details of any significant issues arising. The report will also update Cabinet on progress in delivering approved savings for the 2016/17 financial year.</p>	<p>Corporate Finance</p>
<p>Highway Maintenance Plan. Cynllun Cynnal a Chadw'r Priffyrdd.</p>	<p>To seek endorsement of the Council's approach to maintaining its highway network.</p>	<p>Engineering</p>
14TH DECEMBER 2016	Key Issues	Service Area
<p>Council Tax Base</p> <p>Sylfaen Treth y Cyngor</p>		<p>Corporate Finance</p>
<p>Treasury Management - Review of MRP Policy. Rheolaeth Y Trysorlys –</p>	<p>This report will set out options for revising the Minimum Revenue Provision (MRP) Policy to identify potential savings to support the Medium Term Financial Plan (MTFP).</p>	<p>Corporate Finance</p>

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