



HEALTH SOCIAL CARE & WELLBEING SCRUTINY COMMITTEE – 24TH OCTOBER 2017

**SUBJECT: HEALTH SOCIAL CARE & WELLBEING SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME AND CO-OPTED MEMBER
CANDIDATES**

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

1. PURPOSE OF REPORT

- 1.1 To report the Health Social Care & Wellbeing Scrutiny Committee Forward Work Programme.
- 1.2 To seek endorsement of the proposed candidates for appointment to the vacant co-opted Members positions.

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.
- 2.2 The Health Social Care and Wellbeing Scrutiny Committee are asked to endorse the two candidates for the position of co-opted members of the scrutiny committee until May 2022.

3. LINKS TO STRATEGY

- 3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation. The Forward Work Programmes contribute to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016 by ensuring there is an effective scrutiny function and that council policies are scrutinised against the following goals:
 - A prosperous Wales
 - A resilient Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh language
 - A globally responsible Wales

4. THE REPORT

Forward Work Programme

- 4.1 The Health Social Care & Wellbeing Scrutiny Committee forward work programme includes all reports that were identified at the scrutiny committee meeting on 12 September 2017. The work programme outlines the reports planned for the period October 2017 to June 2018.
- 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 Health Social Care & Wellbeing Scrutiny Committee Forward Work Programme is attached at Appendix 1. The Cabinet Forward Work Programme is attached at Appendix 2.

Co-opted Members

- 4.4 Full Council agreed a process for the appointment of non-voting co-opted members to Health Social Care and Wellbeing Scrutiny Committee at the Annual General Meeting held on 18 May 2017. It was agreed that this process would be adopted in order to fill the two vacant positions on the committee.
- 4.5 Following the AGM a letter was circulated by GAVO on behalf of the council to organisations representing users and carer groups in the county borough. The groups were invited to nominate persons for the two vacant positions and as a result 7 nominations were received. An interview panel consisting of the Chair, Vice Chair and a scrutiny committee member (Independent) of the Health Social Care and Wellbeing Scrutiny Committee reviewed each nomination and agreed to interview two candidates, these were:
- Mrs Michelle Jones, Caerphilly Parent Network.
 - Ms Jill Lawton, Caerphilly Mind.
- 4.6 Interviews were held on 22 September 2017 and the interview panel unanimously agreed to recommend both nominees to be appointed to the Health Social Care and Wellbeing Scrutiny Committee.
- 4.7 The co-opted members will be appointed until the end of the current council term, May 2022 when the positions will be re-advertised, although this does not preclude existing co-opted members from re-applying.
- 4.8 The co-opted members are expected to sign up to an agreed code of conduct (Appendix 3) and will be entitled to access training and development opportunities to support their scrutiny role.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This report contributes to the well-being goals as set out in links to strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in that by ensuring the scrutiny function is effective when reviewing services and policies and ensure it considers the wellbeing goals.

6. EQUALITIES IMPLICATIONS

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

7. FINANCIAL IMPLICATIONS

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

8. PERSONNEL IMPLICATIONS

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

9. CONSULTATIONS

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

10. RECOMMENDATIONS

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

10.2 That Health Social Care and Wellbeing Committee agree the appointment of Jill Lawton representative of Caerphilly Mind and Michelle Jones representative of Caerphilly Parent Network as co-opted members until May 2022, subject to their acceptance of the code of conduct for co-opted members.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To improve the operation of scrutiny.

12. STATUTORY POWER

12.1 The Local Government Act 2000.

Author: Catherine Forbes-Thompson Interim Head of Democratic Services
Consultees: Gail Williams, Interim Head of Legal Services and Monitoring Officer
Dave Street, Corporate Director Social Services
Councillor Lyndon Binding Chair Health Social Care and Wellbeing Scrutiny Committee
Councillor June Gale Vice Chair Health Social Care and Wellbeing Scrutiny Committee
Councillor Bob Owen Health Social Care and Wellbeing Scrutiny Committee Member

Background Papers:
Annual Council 8 May 2017 - Co-opted Scrutiny Committee Members

Appendices:
Appendix 1 Health Social Care & Wellbeing Scrutiny Committee Forward Work Programme
Appendix 2 Cabinet Work Programme
Appendix 3 Co-opted Member Code of Conduct

Health Social Care and Wellbeing Scrutiny Committee – October 2017- July 2018			
Meeting Date: 24th October 2017			
Subject	Purpose	Key Issues	Witnesses
Looked After Children Pressures	To inform Members of the service and resource pressures related to the increasing number of children Looked After by the Council.	The report will cover 'edge of care' preventative supports, decision making quality assurance, placement shortage, foster care recruitment, use of residential provision, MIST service development, regional approaches and the budget position.	Gareth Jenkins
Transport Criteria	To obtain members views on the proposed transport criteria which has been reviewed and updated in line with the Social Services and Well-Being Act	Criteria covers all client groups and primarily looks at transport for attendance at day opportunities. Criteria focuses on promoting independence for people giving them choice and control over their lives Scrutiny is part of the consultation process	
Members Rota Visits	To enable members to make a decision as to whether or not they continue to do rota visits to council establishments	Performance in relation to visits completed Rota visits are not a statutory requirement and are not a form of inspection Decision on the way forward in terms of continuing visits or not if yes clear plan and commitment re completion	

Meeting Date: 5th December 2017			
Subject	Purpose	Key Issues	Witnesses
Aneurin Bevan University Health Board	To provide an update on the key developments since December 2016 and outline performance and improvement plans.		J. Pagett (Chief Executive ABUHB) Ann Lloyd (Chair ABUHB)
CSSIW Interim Report	To provide members with outline feedback on joint inspection between HIW and CSSIW to South Community Mental Health Team	To be identified post feedback	
Draft Hafodyrynys Air Quality Action Plan	To consider the draft Hafodyrynys Air Quality Action Plan and recommendations.	Having declared an Air Quality Management Area at Hafodyrynys the Council is required to produce an action plan. Following a 12 week consultation process the draft Action Plan is presented to scrutiny prior to its consideration by Cabinet	Rob Hartshorn

Meeting Date: Special December 2017			
Subject	Purpose	Key Issues	Witnesses
Medium Term Financial Plan	Scrutiny Committee is asked to consider and comment upon the draft budget proposals.	The report provides details of draft budget proposals based on the Welsh Government (WG) Provisional Local Government Financial Settlement including draft savings proposals that are under consideration.	Stephen Harris

Meeting Date: 6th February 2018			
Subject	Purpose	Key Issues	Witnesses
Year-end Performance Report for Social Services & Public Protection (to include complaints)			
Budget Monitoring Report (Month 9)	To inform Members of projected revenue expenditure for the Social Services Directorate and to update Members on the progress made against the savings targets built in to the revenue budget for the Directorate	Identification of significant variances between budgeted expenditure and forecasted expenditure for the financial year based on information available at the end of December, along with causes and any mitigating action taken.	Mike Jones

Meeting Date: 20th March 2018			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: 1st May 2018			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: 19th June 2018			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: Date to be Confirmed			
Subject	Purpose	Key Issues	Witnesses
How Schools Engage with Healthy Living (Members Request)	To consider how schools are engaging with the various healthy living/health schools initiatives.		Rob Hartshorn.

Cabinet Forward Work Programme

APPENDIX 2

18TH OCTOBER 2017	Key Issues	Service Area
Proposal for the Development of a Combined Sensory and Communication Service (SENCOM) Made Up of the Visual Impairment (VI) Service, Hearing Impairment (HI) Service and the Communication Intervention Team.	The report sets out the consultation and project group activities undertaken to scope and develop an action plan to combine the Visual Impairment Service, the Hearing Impairment Service and the Communication Intervention Team, under a single employer and governance structure operated by Torfaen CBC	Education
Data Protection Reform Report	To update Members on changes to Data Protection regulations. To make Members aware of changes to Data Protection regulations and the penalties incurred for any breaches.	Information Governance
Children's burial fees	The report will be to seek Member's views on establishing a Memorandum of Understanding between Welsh Government and Local Government across Wales in respect of putting a consistent approach to children's burial fees in place.	Environment
Cabinet Forward Work Programme	To seek Cabinet endorsement of the Forward Work Programme for the period July 2017 to December 2017.	Legal and Governance
1ST NOVEMBER 2017	Key Issues	Service Area
Wales Audit Office Review of the WHQS Programme	To advise members on the outcome of the WAO Review of the WHQS Programme. The report will highlight the key findings of the WAO Review, detail the key recommendations and actions to be taken by officers to address these.	Housing
Wales Audit Office Annual Improvement Report	The Annual Improvement Report is a summary of the review work carried out by Wales Audit Office in 2016-17. Individual pieces will have been reported on throughout the year at separate times, but this provides a collective summary The AIR also gives the Audit Offices judgement on whether they believe the Council has or is going to meet its statutory duty to 'make arrangements to secure continuous improvement'	Public Protection

Cabinet Forward Work Programme

APPENDIX 2

Local risk based reviews: Asset management and Information Management and Technology – Caerphilly County Borough Council	To present to Cabinet the WAO report detailing their findings following the review of Asset Management and Information Management and Technology.	Corporate Services
Risca - Tesco Development Section 106 Agreement - Commitment of Funding	To outline and agree the priority projects to be implemented via the S106 funding resulting from the Tesco development.	Communities

15TH NOVEMBER 2017	Key Issues	Service Area
The Management of Trees	To seek the approval of Cabinet to formally adopt a Tree Strategy, following consideration at Scrutiny Committee.	Communities and Leisure
Draft Budget Proposals for 2018/19	This report will seek Cabinet endorsement of draft budget proposals for the 2018/19 financial year based on the Provisional Local Government Financial Settlement. This will then allow for a period of consultation prior to consideration of final 2018/19 budget proposals by Cabinet and Council in February 2018.	Corporate Finance
WESP 3 Year Plan	Required	Education
Mid-Year Budget Monitoring (Whole-Authority).	The report will provide details of projected Whole-Authority revenue expenditure for the 2017/18 financial year along with details of any significant issues arising. The report will also update Cabinet on progress in delivering the approved savings for 2017/18.	Corporate Finance

29TH NOVEMBER 2017	Key Issues	Service Area

13TH DECEMBER 2017	Key Issues	Service Area



Cabinet Forward Work Programme

APPENDIX 2

Council Tax Base	The report provides details of the Council Tax base for 2018/19 for tax setting purposes and the collection percentage to be applied.	Corporate Finance
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Cabinet Forward Work Programme

APPENDIX 2

Affordable Homes New Build Proposals	To confirm the new build Council Housing programme, including the preferred delivery option in order for the Council to utilise the Affordable Housing Grant funding that has been allocated to CCBC.	Housing
Proposed Closure of Pontllanfraith Leisure Centre - Outcome from the Consultation Exercise	To consider the outcome of the consultation for the proposed closure of Pontllanfraith Leisure Centre.	Communities
Update on Reserves	To present details of the usable reserves held by the Authority and to outline proposals for the use of reserves in some areas.	Corporate Finance
Air Quality Action Plan	This report will advise Cabinet on the outcome of a public consultation exercise on the draft Hafodyrynys Air Quality Action Plan and seek approval of the final Action Plan.	Public Protection

BMI

13TH DECEMBER 2017	Key Issues	Service Area
Cabinet As Trustee of BMI - BMI Annual Report and Statement of Accounts 2016/2017	To consider and approve the annual accounts	Economic Development

Code of Conduct

Co-opted Members of Scrutiny Committees

This Code of Conduct sets out the principles governing how co-opted members of Scrutiny Committees should conduct themselves both in meetings and also on any other occasion when they are acting in their capacity as a Co-opted Member. For the avoidance of doubt all Councillors sitting on Scrutiny Committees are bound by the Code of Conduct for Members adopted by Caerphilly County Borough Council on 2nd May 2008 (as amended).

Co-opted Members who act in a way that violates this Code of Conduct can be subject to disciplinary consequences such as warnings, temporary or permanent exclusion from meetings and lose their Co-opted position.

The Code is not meant to prevent robust debate but is intended to promote a fair and democratic participation. All Co-opted Members should adhere to the following Code of Conduct.

For the purpose of this Code of Conduct a Co-opted Member is a person who has been appointed to the Scrutiny Committee in accordance with the process agreed by full Council.

1. Representing Tenants

You must:

- 1.1 Strive to ensure the Scrutiny Committee acts in accordance with its Terms of Reference.
- 1.2 Provide an independent view on issues of concern and ask questions impartially in relation to Scrutiny Committees formal agenda items or by requesting reports to be added to the scrutiny committee forward work programme.
- 1.3 Provide feedback to the nominating organisation (if applicable) on matters discussed at the Scrutiny Committee.
- 1.4 Represent the views of your nominating organisation and avoid expressing personal opinion.

2. General Behaviour

You should:

- 2.1 Be polite and courteous at all times to other scrutiny committee members, officers and witnesses and not use any language or behaviour that may cause offence to others.
- 2.2 Be respectful and considerate of the role and duties of Councillors and officers.

- 2.3 Not expect to receive any better or worse treatment/service from Councillors or members of staff due to your position as a co-opted member.
- 2.4 Use normal procedures when reporting personal issues and or complaints to the council. The Scrutiny Committees is not the platform for reporting such issues.
- 2.5 Declare an interest on any matter on the agenda that might raise a conflict of interest.
- 2.6 Send apologies for non-attendance at meetings. Should a Co-opted Member miss three consecutive meetings (without good cause or prior agreement) then the Chair person may ask the Scrutiny Committee to support a motion to the withdraw the position as Co-opted Member, this can be agreed by a majority vote.
- 2.7 Do not approach the media regarding any unresolved issue. Such issues should be subject to normal reporting and decision making procedures to allow an opportunity for resolution.

3. **Conduct During Meetings**

You should:

- 3.1 Follow the guidance of the Chair of the Scrutiny Committee throughout the meeting.
- 3.2 Allow others to speak, listen to them and respect their views, even if they do conflict with your own opinions.
- 3.3 Avoid cross talking and allow for others to comment. Ensure you signal to the Chair if you wish to speak and keep comments relevant to the topic of discussion.
- 3.4 Keep to the agenda and make points clearly and concisely.
- 3.5 Avoid using jargon, or if it is necessary to do so, fully explain your language.
- 3.6 Prepare for the meeting by reading the relevant agenda papers beforehand and bring a copy of these documents to the meeting for reference.
- 3.7 If you are late, enter the meeting quietly and discreetly to avoid disruption, or if you have to leave early.
- 3.8 Switch off mobile phones during meetings to avoid disturbance.

4. **Confidentiality**

You must:

- 4.1 Keep any information or material received while fulfilling your role as a Co-opted Member on the Scrutiny Committee confidential and you must not divulge it to any person, organisation, or the press, unless advised otherwise, excepting of course where such information may already be in the public domain.

5. **Discrimination**

You must:

- 5.1 Show mutual respect for other Co-opted Members, Witnesses, Elected Members and Officers of the Council at meetings of the Scrutiny Committee.
- 5.2 Conduct yourself appropriately at meetings. Any offensive or bullying behaviour or actions, including discriminatory or inflammatory remarks, or abusive language will not be tolerated (and could lead to exclusion from the Scrutiny Committee).

You must not:

- 5.3 Discriminate against other people, including discriminatory language or actions on the grounds of their ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh Language, BSL or other languages, nationality or any other reason which cannot be shown to be justified.

6. **Political Interest**

You:

- 6.1 May be associated with, or part of a political party, however you may not represent this party or its view within your role as Co-opted Member on the Scrutiny Committee.
- 6.2 Must make political affiliations known when discussing issues where this could be of influence by declaring an interest.

7. **Breach of Code of Conduct**

Is not acceptable

- 7.1 Where an individual considers that a breach of the Code of Conduct has occurred, the matter should be reported to the Monitoring Officer, detailing:
 - Who they consider has breached the Code of Conduct
 - When the breach occurred
 - Nature of the breach

- If appropriate, who witnessed the breach
- 7.2 The Monitoring Officer will inform the Co-opted Member accused of the alleged breach, detailing the breach and date it occurred.
- 7.3 The Monitoring Officer will decide if the matter is suitable for a resolution between both parties or if it is of a serious nature.
- 7.4 If the alleged breach is considered suitable for resolution between both parties a meeting will be arranged to seek a resolution that satisfies both the person reporting the breach and the co-opted member accused of the breach.
- 7.3 If however the situation cannot be brought to a satisfactory conclusion or the breach is considered to be of a serious nature the Monitoring Officer may decide if it is appropriate to take one of the following actions, (however these are not exclusive or pre-determined):
- Suspension during further investigation
 - No further action
 - Written warning
 - Exclusion for a period of time
 - Permanent exclusion resulting
- 7.4 The decision of the Monitoring Officer will be reported to the respective scrutiny committee.

Co-opted Members will be advised of any independent support that could be made available.

The Council reserves the right not to work with any Co-opted Member who has not complied with the terms of this Code of Conduct.

I, the undersigned, have read and understood this Code of Conduct and its implications and agree to adhere to the above Code.

Name:

Address:

Co-opted Member xxxxxxx Scrutiny Committee

Signed:

Dated:

This document is available in Welsh, and in other languages and formats on request.

Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.