



POLICY AND RESOURCES SCRUTINY COMMITTEE – 28TH MAY 2019

SUBJECT: POLICY AND RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

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. RECOMMENDATIONS

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

4. REASONS FOR THE RECOMMENDATIONS

4.1 To improve the operation of scrutiny.

5. THE REPORT

5.1 The Policy and Resources Scrutiny Committee forward work programme includes all reports that were identified at the Forward Work Programme Workshop on 12th March 2019. The work programme outlines the reports planned for the period 28th May 2019 to 24th March 2020.

5.2 The forward work programme is made up of reports identified by officers and members. 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.

5.3 The Policy and Resources Scrutiny Committee Forward Work Programme is attached at Appendix 1. The Cabinet Work Programme is attached at Appendix 2. A copy of the prioritisation flowchart is attached at appendix 3 to assist the scrutiny committee to determine

what items should be added to the forward work programme.

5.4 Conclusion

The work programme is for consideration and amendment by the scrutiny committee prior to publication on the council website.

6. ASSUMPTIONS

6.1 No assumptions are necessary.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 The operation of scrutiny is required by the Local Government Act 2000. The Local Government Wales Measure 2011 and subsequent Statutory Guidance include requirements to publicise the work of scrutiny committees. The operation of scrutiny committee forward work programmes was agreed following decisions by Council in October 2013 and October 2015.

7.2 Corporate Plan 2018-2023.

Scrutiny Committee forward work programmes contributes towards and impacts upon the Corporate Well-being Objectives by ensuring that the Executive is held to account for its Corporate Objectives, which are:

Objective 1 - Improve education opportunities for all

Objective 2 - Enabling employment

Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being

Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015

Objective 6 - Support citizens to remain independent and improve their well-being

8. WELL-BEING OF FUTURE GENERATIONS

8.1 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

9. EQUALITIES IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

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

11. PERSONNEL IMPLICATIONS

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

12. CONSULTATIONS

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

13. STATUTORY POWER

13.1 The Local Government Act 2000, The Local Government (Wales) Measure 2011.

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Consultees: Catherine Forbes-Thompson, Interim Head of Democratic Services
Richard Edmunds, Corporate Director for Education and Corporate Services
Robert Tranter, Head of Legal Services/ Monitoring Officer

Appendices:
Appendix 1 Policy and Resources Scrutiny Committee Forward Work Programme
Appendix 2 Cabinet Forward Work Programme
Appendix 3 Forward Work Programme Prioritisation Flowchart

APPENDIX 1

Policy & Resources Scrutiny Committee Forward Work Programme April 2019 to April 2020			
Meeting Date: 28th May 2019			
Subject	Purpose	Key Issues	Witnesses
Customer and Digital Strategy	To present to the Committee the Customer & Digital Services Strategy for Caerphilly. To seek the views of Members on the Strategy and associated strategic action plan before its onward submission to Cabinet.	To present to the Committee the Customer & Digital Services Strategy for Caerphilly. To seek the views of Members on the Strategy and associated strategic action plan before its onward submission to Cabinet.	Liz Lucas, Head of Customer & Digital Services
Workforce Planning	To provide Policy & Resources Scrutiny Committee with an update of the workforce planning exercise which commenced in 2018	To ensure Members are updated regarding the number of employees that left the Authority, the total cost and total savings.	Lynne Donovan, Head of People Services
Office 365 (O365) Proposed Implementation	To present to the Committee the proposed principles on implementation of the Office 365 solution for Caerphilly. To seek the views of Members on the principles before its onward submission to Cabinet.	In line with the Council's proposed Customer & Digital Strategy, Offices have been investigating the implementation of the latest version of the Microsoft Office 365 (O365) suite of tools. The attached report highlight the proposed principles for the rollout.	Liz Lucas, Head of Customer & Digital Services
Future Caerphilly Transformation Strategy – <i>#TeamCaerphilly – Better Together</i>	To present the Future Caerphilly Transformation Strategy - <i>#TeamCaerphilly – Better Together</i> . To seek the views of the Scrutiny Committee prior to the Strategy being presented to Cabinet on the 12 th June 2019.	The Transformation Strategy sets out details of a proposed new “whole-authority” operating model to ensure a resilient Caerphilly County Borough for the future.	Stephen Harris, Interim Head of Business Improvement Services & Acting S151 Officer

Meeting Date: 9th July 2019 (Performance Management Meeting)

Subject	Purpose	Key Issues	Witnesses
Year End Performance for Corporate Services 2018/19	To provide the Scrutiny Committee with details of year-end performance for the Directorate of Corporate Services.	The report will provide details of the key achievements for the Directorate during the 2018/19 financial year along with details of those areas that did not go so well. A suite of supporting information will be provided in a Directorate Performance Assessment.	Richard Edmunds, Corporate Director for Education & Corporate Services Stephen Harris, Interim Head of Business Improvement Services & Acting S151 Officer

Meeting Date: 1st October 2019			
Subject	Purpose	Key Issues	Witnesses
Capital Outturn 2018/19	To advise members of Final audited capital spend against the Authority's capital schemes for 2018/19.To highlight slippage and under/overspends	Ensuring capital spend is within approved allocations.	Stephen Harris, Interim Head of Business Improvement Services & Acting S151 Officer

Meeting Date: 12th November 2019

Subject	Purpose	Key Issues	Witnesses
Treasury management half year report 2019/20	To update members in respect of performance against the Authority's Treasury Management Strategy and targets for investment income.	Ensuring level of investment income on target to budget for 2019/20 and advise of borrowing for 2019/20.	Stephen Harris, Interim Head of Business Improvement Services & Acting S151 Officer

Meeting Date: 11th December 2019 (Medium-Term Financial Plan Special)

Subject	Purpose	Key Issues	Witnesses
Draft Savings proposals	To allow members the opportunity to ask questions and give views on the Draft 2020/21 Budget proposals.	To ensure members are given the opportunity to scrutinise the Cabinet's Draft Budget proposals for 2020/21.	Stephen Harris, Interim Head of Business Improvement Services & Acting S151 Officer Richard Edmunds, Corporate Director for Education & Corporate Services

Meeting Date: 14th January 2020

Subject	Purpose	Key Issues	Witnesses
Update on Reserves	To ensure members have the opportunity to ask questions about the level of reserves held by the Authority at Financial year end 31 st March 2019. In addition, to ensure there is an understanding around the need to hold reserves.	Ensuring Authority is open and transparent about what reserves are held for and why.	Stephen Harris, Interim Head of Business Improvement Services & Acting S151 Officer
Whole Authority Budget Monitoring	To provide members with a Budget Monitoring report for the whole Authority for 2019/20. To include all scrutiny reports by Directorate and estimates for spend to financial year end.	Ensuring budget monitoring reports are presented and members are given the opportunity to see how spend is progressing against budget to ensure services spend within Council approved limits.	Stephen Harris, Interim Head of Business Improvement Services & Acting S151 Officer Richard Edmunds, Corporate Director for Education & Corporate Services

Meeting Date: TBC (Performance Management Meeting)			
Subject	Purpose	Key Issues	Witnesses
Treasury Management Strategy	To provide members with the opportunity to endorse or suggest changes to the TM Strategy prior to Full Council approval.	To ensure members have the opportunity to ask questions and propose changes for Full Council to consider in respect of the TM Strategy.	Stephen Harris, Interim Head of Business Improvement Services & Acting S151 Officer

Meeting Date: 25th February 2020

Subject	Purpose	Key Issues	Witnesses
Treasury management – Period 9 (or Info?)	To update members in respect of performance against the Authority's Treasury Management Strategy and targets for investment income.	Ensuring level of investment income on target to budget for 2019/20 and advise of borrowing for 2019/20.	Stephen Harris, Interim Head of Business Improvement Services & Acting S151 Officer

Meeting Date: 7th April 2020

Subject	Purpose	Key Issues	Witnesses

Meeting Date: 28th May 2019 – Information Reports

Subject	Purpose	Key Issues	Witnesses

Meeting Date: 9th July 2019 – Information Reports			
Subject	Purpose	Key Issues	Witnesses
Write off Debts	To advise members of the amount of bad debt that is irrecoverable and hence has been written off in the financial year 2018/19.	To comply with Financial Regulations	Stephen Harris, Interim Head of Business Improvement Services
Corporate Services & Miscellaneous Finance Revenue Grants 2019-20	To advise members of grant funding streams available for 2019/20 in respect of Corporate services.	To ensure members are aware of grant funding changes and the level of service funded by specific grants in Corporate services.	Stephen Harris, Interim Head of Business Improvement Services
Corporate Services & Miscellaneous Finance Budgets 2019-20	To advise members of the budgets for corporate service areas and miscellaneous finance for 2019/20.	To ensure members are aware of lower level budget allocations following approval of the budget by Council for 2019/20.	Stephen Harris, Interim Head of Business Improvement Services

Meeting Date: 1st October 2019 - Information Reports			
Subject	Purpose	Key Issues	Witnesses
Corporate Services & Miscellaneous Finance - Budget Monitoring - Period 4	To advise members of any forecast under or overspends for 2019/20 in respect of corporate services and miscellaneous finance, along with any corrective actions required. To ensure spend is in line with budget.	To ensure members are aware of any issues in respect of services overspending.	Stephen Harris, Interim Head of Business Improvement Services
Treasury Management Outturn 2018/19	To advise members of actual activity and returns in respect of investment and borrowing for 2019/20, in accordance with the Authority's TM Strategy.	To advise members of the actual audited outturn position for 2019/20, in accordance with CIPFA best practice.	Stephen Harris, Interim Head of Business Improvement Services

Meeting Date: 12th November 2019 - Information Reports

Subject	Purpose	Key Issues	Witnesses

Meeting Date: 11th December 2019 - Information Reports (MTFP Special)

Subject	Purpose	Key Issues	Witnesses

Meeting Date: 14th January 2020 - Information Reports			
Subject	Purpose	Key Issues	Witnesses
Write off Debts	To advise members of the amount of bad debt that is irrecoverable and hence has been written off for the first 6 months of 2019/20.	To comply with Financial Regulations	Stephen Harris, Interim Head of Business Improvement Services
Capital budget monitoring 2019/20 -Period 7	To advise members of any forecast under or overspends,including notification of slippage in respect of capital schemes for 2019/20.	To ensure members are aware of any issues in respect of capital expenditure.	Stephen Harris, Interim Head of Business Improvement Services
Capital Strategy 2020/21	For members to consider and make comment on the Capital Strategy prior to approval at Full Council.	To ensure members have an opportunity to call this report to the Agenda if they wish to ask questions and raise comments /or changes prior to Council approval.	Stephen Harris, Interim Head of Business Improvement Services
Corporate Services & Miscellaneous Finance - Budget Monitoring - Period 7	To advise members of any forecast under or overspends for 2019/20 in respect of corporate services and miscellaneous finance, along with any corrective actions required. To ensure spend is in line with budget.	To ensure members are aware of any issues in respect of services overspending.	Stephen Harris, Interim Head of Business Improvement Services

Meeting Date: TBC (Performance Management Meeting) - Information Reports

Subject	Purpose	Key Issues	Witnesses

Meeting Date: 25th February 2020 - Information Reports			
Subject	Purpose	Key Issues	Witnesses

Meeting Date: 7th April 2020 - Information Reports			
Subject	Purpose	Key Issues	Witnesses

Cabinet - Forward Work Programme			
Title	Key Issues	Author	Cabinet Member
Wednesday - 29/05/2019 Cabinet & PDM			
Community Asset Transfer Principles	To seek Cabinet approval on a set of principles in relation to the transfer of playing fields and sporting organisations	Mike Headington	Cllr. Nigel George
Regeneration Board Project Proposals	To provide Cabinet with an update on the work of the Regeneration Project Board and to recommend a further list of priority schemes for Development Funding to Cabinet	Alan Dallimore	Cllr. Sean Morgan
Wednesday - 12/06/2019 Cabinet & PDM			
Impact Of Universal Credit and Homelessness	To advise Cabinet of the initial impact of Universal Credit and to seek approval of the policies we have in place to manage the impact.	Shaun Couzens	Cllr. Lisa Phipps
Affordable Housing New Build	For Cabinet to note the progress on a number of new builds and refurbishment projects, and to seek Cabinet approval to appropriate the land at Ty Darren, Risca and the transfer of associated funds to Caerphilly Homes.	Shaun Couzens/ Mark Williams	Cllr. Lisa Phipps

Future Caerphilly Transformation Strategy	To seek Cabinet approval of a new operating model for the Council	Steve Harris	Cllr. Barbara Jones
Digital Strategy	To seek approval of the Council's digital strategy.	Liz Lucas	Cllr. Colin Gordon
Office 365	To explore the principles for the roll out of Office 365	Liz Lucas	Cllr. Colin Gordon
Provisional Outturn for 2018/19	To provide Cabinet with details of the provisional outturn for the 2018/19 financial year prior to the annual audit by the Authority's External Auditor, Grant Thornton	Stephen Harris	Cllr. Barbara Jones
Wednesday - 26/06/2019 Cabinet & PDM			
Hafodyrynys Air Quality Feasibility Study	To present for approval for public consultation the draft Final Plan prepared in response to the Air Quality Direction issued by Welsh Government in respect of compliance with the EU Air Quality Directive at Hafodyrynys	Rob Hartshorn	Cllr. Eluned Stenner
Review of CCBC Regeneration Grants	To make recommendations to Cabinet following a review undertaken on the revenue and capital grant schemes currently administered by the Council's Regeneration Division. The report outlines proposals to amalgamate the grants into a combined "Caerphilly Enterprise Fund" and to focus their delivery to areas where they will have the biggest impact.	R. Kyte	Cllr. Sean Morgan

Annual Welsh Language Standards Report 2018-19	To present to Cabinet the report which include a progress update on the Welsh Language Strategy	Anwen Cullinane	
Energy Generation and Savings Options	To outline work undertaken by the authority on energy conservation and carbon reduction, and to outline further opportunities resulting from energy Management / Generation.	Allan Dalimore	Cllr. Sean Morgan
Outturn Report			
Wednesday - 10/07/2019 Cabinet & PDM			
Consultation Response Report - Federation of Schools	Cabinet to consider the responses received as part of the formal consultation process and determine whether to proceed to formal federation for the 4 groups of schools included within the report.	Sue Richards	Cllr. Philippa Marsden
Corporate Plan 2018 - 2023	To provide an update on progress	Ros Roberts	Cllr. Barbara Jones
Armed Forces: Guaranteed Interview Scheme	To consider a guaranteed interview scheme for former Armed Forces service leavers, reservists, veterans and spouses if they meet the vacancy essential criteria.	Lisa Rawlings	Cllr. Barbara Jones
Wednesday - 24/07/2019 Cabinet & PDM			
Cabinet - Cancelled			

Scrutiny Committee Forward Work Programme Prioritisation

