



## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 29TH SEPTEMBER, 2020**

**SUBJECT: POLICY AND RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES**

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### **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 Scrutiny Leadership Group meeting on Thursday 20 August, 2020. The work programme outlines the reports planned for the period September 2020 to November 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, which presents the current status as at 28th September 2020. 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.

Author: Mark Jacques, Scrutiny Officer

Consultees: Richard Edmunds, Corporate Director for Education and Corporate Services  
Robert Tranter, Head of Legal Services/ Monitoring Officer  
Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer, Legal Services  
Councillor James Pritchard, Chair Policy and Resources Scrutiny Committee  
Councillor Gez Kirby, Vice Chair Policy and Resources Scrutiny Committee

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

<b>Policy &amp; Resources Scrutiny Committee Forward Work Programme April 2020 to May 2021</b>			
<b>Meeting Date: 29<sup>th</sup> September 2020</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Supporting a flexible workforce			Lynne Donovan
Proposal for amending the Council's approach to handling cash			Steve Harris
Cashless Catering Solution - Schools		A Cashless catering provision allows pupils and parents to pay for school lunches via an online payment solution, enabling cash handling and associated administration to be significantly reduced in schools.	Marcia Lewis, Principal Officer Catering  Sue Richards, Head of Education Planning & Strategy

## Appendix 1

<b>Policy &amp; Resources Scrutiny Committee Forward Work Programme April 2020 to May 2021</b>			
<b>Meeting Date: 10<sup>th</sup> November 2020</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
IT Review			Liz Lucas
Commercial & Investment Strategy			Sue Richards Victoria Camp
Role of scrutiny in strengthening Team Caerphilly			Richard Edmunds Sue Richards

**Appendix 1**

<b>Policy &amp; Resources Scrutiny Committee Forward Work Programme April 2020 to May 2021</b>			
<b>Meeting Date: 29<sup>th</sup> September 2020 – Information Reports</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>
Budget Monitoring Period 3			Steve Harris

**Appendix 1**

<b>Policy &amp; Resources Scrutiny Committee Forward Work Programme April 2020 to May 2021</b>			
<b>Meeting Date: 10<sup>th</sup> November 2020 – Information Reports</b>			
<b>Subject</b>	<b>Purpose</b>	<b>Key Issues</b>	<b>Witnesses</b>

## Appendix 2 - Cabinet Forward Work Programme

Cabinet Date	Title	Key Issues	Author	Cabinet Member
30/09/20 10:30	Leaseholder Management Charges	To seek Cabinet approval to increase leaseholder service charges to recover actual costs and avoid ongoing subsidisation by the Housing Revenue Account	Couzens, Shaun;	Cllr. Phipps, Lisa;
30/09/20 10:30	Economic Recovery Framework	To provide Cabinet with an overview of the proposed framework for economic recovery in response to the Covid crisis.	Kyte, Rhian;	Cllr. Morgan, Sean;
30/09/20 10:30	Covid Recovery Framework	To propose the principles of the council's recovery plans to covid	Harrhy, Christina;	Cllr. Marsden, Philippa;
14/10/20 10:30	Agile/Flexible Working	To propose a flexible working model for the council	Edmunds, Richard (Ed);	Cllr. Gordon, Colin J;
14/10/20 10:30	Proposal for amending the Council's approach to handling cash	To put in place the necessary mechanisms to enable cash to be collected in the short term as well as making a number of proposals for changing the Council's approach to handling cash over the medium to long term	Harris, Stephen R;	Cllr. Stenner, Eluned;
14/10/20 10:30	Annual Equalities Report 2018/19	To seek Cabinet approval for the Statutory Annual report 2018/19	Cullinane, Anwen;	Cllr. Stenner, Eluned;
14/10/20 10:30	Cashless Catering	To update Members on the current position with regards to the Councils Cashless catering solution in schools and to seek approval of funding to expand the provision.	Richards, Sue;	Cllr. Whiting, Ross;
28/10/20 10:30	(16) Community Asset Transfer Policy	Strategic Plan - Development of a policy and options to deliver a framework for Community Asset Transfer	Peters, Kathryn;Broadhurst, Timothy;	Cllr. Phipps, Lisa;
28/10/20 10:30	Safer Recruitment Procedure	For Cabinet to consider the safer recruitment procedure and the DBS Policy that clearly outlines the Council's commitment to safe recruitment and DBS practice and officer accountability to ensure this. The DBS policy relating to Schools also shows commitment to ensuring robust DBS practice within schools	Donovan, Lynne;	Cllr. Gordon, Colin J;



Freedom of the Borough - 28/10/20 10:30 Royal British Legion	To seek Council approval to bestow the Freedom on the Borough to the Royal British Legion	Forbes-Thompson, Cath; Cllr. Marsden, Philippa;
28/10/20 10:30 Pavement Licences	To review and update the council's approach to the issuing of pavement licences for placing items and trading on the highway.	Williams, Mark S; Cllr. Ridgewell, John

### Scrutiny Committee Forward Work Programme Prioritisation

