

An Introduction to Scrutiny
Caerphilly County Borough Council

Scrutiny Committees Roles and Responsibilities

Scrutiny Defined

Scrutiny can be explained as ‘the democratic balance with the responsibility of holding decision makers to account and assisting in reviewing and improving local public services.’

Principles of Effective Scrutiny

The Centre for Public Scrutiny (CfPS) is a national organisation created to promote the value of scrutiny across all tiers of government. The CfPS has defined four principles of effective public scrutiny:

- Provides a critical friend challenge to executive policy makers and decision makers.
- Enables the voice and concerns of the public and its communities.
- Is carried out by independent minded governors who lead and own the scrutiny process.
- Drives improvement in public services.

Characteristics of Good Scrutiny

The National Welsh Scrutiny Officers Network has developed ‘Characteristics of Good Scrutiny’, which full Council agreed on 8th October 2013.

Outcome <i>What does good scrutiny seek to achieve?</i>	Characteristics <i>What would it look like? How could we recognise it?</i>
<p>1. Democratic accountability drives improvement in public services.</p> <p><i>“Better Outcomes”</i></p>	<p>Environment</p> <p>i) Overview & scrutiny has a clearly defined and valued role in the council's improvement and governance arrangements.</p> <p>ii) Overview & scrutiny has the dedicated officer support it needs from officers who are able to undertake independent research effectively, and provides councillors with high-quality analysis, advice and training.</p> <p>Practice</p> <p>iii) Overview & scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives.</p> <p>Impact</p> <p>iv) Overview & scrutiny regularly engages in evidence based challenge of decision makers and service providers.</p> <p>v) Overview & scrutiny provides viable and well evidenced solutions to recognised problems.</p>
<p>2. Democratic decision making is</p>	<p>Environment</p> <p>i) Overview & scrutiny councillors have the training and development</p>

<p>accountable, inclusive and robust.</p> <p><i>“Better decisions”</i></p>	<p>opportunities they need to undertake their role effectively.</p> <p>ii) The process receives effective support from the council’s corporate management team who ensures that information provided to overview & scrutiny is of high quality and is provided in a timely and consistent manner.</p> <p>Practice</p> <p>iii) Overview & scrutiny is councillor-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance.</p> <p>iv) Overview & scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.</p> <p>Impact</p> <p>v) Decision makers give public account for themselves at overview & scrutiny committees for their portfolio responsibilities.</p>
<p>3. The public is engaged in democratic debate about the current and future delivery of public services.</p> <p><i>“Better engagement”</i></p>	<p>Environment</p> <p>i) Overview & scrutiny is recognised by the executive and corporate management team as an important council mechanism for community engagement, and facilitates greater citizen involvement in governance.</p> <p>Practice</p> <p>ii) Overview & scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability.</p> <p>iii) Overview & scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict.</p> <p>iv) Overview & scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders.</p> <p>Impact</p> <p>v) Overview and scrutiny enables the 'voice' of local people and communities across the area to be heard as part of decision and policy-making processes.</p>

The Statutory Framework

The Local Government Act 2000

This introduced the concept of scrutiny. Section 21 provides the following statutory functions for scrutiny committees:

- (a) To review or scrutinise decisions made, or other actions taken, by the cabinet or officers, including making reports or recommendations to full Council or Cabinet.
- (b) To review or scrutinise decisions made, or other action taken, by full Council or policies relating to quasi-judicial functions, including making reports or recommendations to full Council or Cabinet.
- (c) To make reports or recommendations to full Council or Cabinet on any matter which affects the county borough or its residents.
- (d) To call-in an 'executive' decision made by the Cabinet or certain officers. The call-in procedure is described in more detail later in this document but provides for a procedure whereby a scrutiny committee can suspend the implementation of a decision and ask the decision maker to reconsider their action.

Local Government (Wales) Measure 2011

The Measure introduced additional requirements for Local authorities in respect of its Scrutiny arrangements:

- (a) Joint Overview and Scrutiny Committees, regulations maybe made for the establishment of joint scrutiny committees made up of 2 or more local authorities.
- (b) Scrutinising 'Designated Persons' and notifying them of reports and recommendations. A designated person is defined as a public service provider; this is to be specifically defined by a subsequent Ministerial Order.
- (c) Taking into account the views of the public. The Council must put in place arrangements to allow the public to comment on any matter under the consideration of the scrutiny committee. Scrutiny committees must take into account the views of the public.
- (d) Appointment of Scrutiny Committee Chairs. When two or more political groups are represented on the Council and there is more than one scrutiny committee, appointments are made in accordance with political balance.
- (e) Prohibition of whipping, a member of scrutiny committee must not vote on any matter at a committee meeting if they have been instructed to follow a party whip.
- (f) Councillor Call for Action (CCfA), the Measure introduced new powers for Councillors to help them tackle issues and resolve problems in their local area, enabling them to refer any matter to a Scrutiny Committee. This expands on the Crime and Disorder CCfA and similarly should be seen as a means of 'last resort'.

Scrutiny Committee Responsibilities

Scrutiny is an important and influential councillor led role within the Council responsible for:

- Ensuring service delivery is in line with expected performance standards.
- Helping shape new council policies and services.
- Monitoring the Council's budgets.
- Holding decision makers to account.
- Undertaking reviews of council policies and services.
- Representing the views of local communities.

At the heart of all scrutiny work is finding out how well council services and policies are working, how they could be improved and, what impact new proposals will have on our communities.

It is vital that there is a clear separation of responsibilities between decision makers and those responsible for holding them to account, therefore, scrutiny committees can not make decisions on behalf of the council.

Actions of Successful Scrutineers

It is important that members and officers have a clear and shared commitment to making scrutiny discharge its accountability and improvement roles successfully. The following checklist outlines the actions of successful scrutineers:

Successful Scrutineers	
Do	Do Not
√ Understand their role.	X Use scrutiny for airing personal agendas.
√ Regard scrutiny as a constructive 'critical friend' process.	X Be parochial and try to resolve ward issues.
√ Respect the Committee Chair and Officers.	X Raise subjects that are not included on the agenda.
√ Prepare for meetings by reading reports and making notes.	X Make statements rather than ask questions.
√ Concentrate on agenda items.	X Score political points.
√ Are not political in their approach to subjects.	X Argue.
√ Regard scrutiny committees as a team.	X Unnecessarily criticise officers or cabinet members.
√ Ask positive and challenging questions.	X Miss meetings.
√ Contribute to forward work programmes and request reports.	
√ Assist in Task and Finish Groups.	

Operation of Scrutiny Committees

Scrutiny Committee Structure

To ensure propriety in the decision making process, the Council has established five scrutiny committees who have a statutory 'watchdog' role in ensuring that decision-makers discharge their responsibilities properly and, where necessary, are held to account for their actions.

The Council has established 5 scrutiny committees, which collectively oversee the 10 cabinet portfolios.

The scrutiny committees are structured as follows:

- Policy and Resources
- Crime and Disorder
- Education for Life
- Health Social Care and Well Being
- Regeneration and Environment

Each scrutiny committee meets every 6 weeks (except the Crime and Disorder Scrutiny Committee which meets twice per annum). All scrutiny committee's hold a Member pre-meeting in order to organise and plan their questioning strategies and prioritise subjects for discussion. Scrutiny Committee meetings usually start at 5.30pm in the Sirhowy Room, Penallta House.

In addition, special meetings are arranged as and when required.

A list of each scrutiny committee and their terms of reference is attached at Appendix 1.

Size and Membership of Scrutiny Committees

Each scrutiny committee is made up of 16 Councillors. All members of the Council except members of the Cabinet are able to be members of a scrutiny committee. That said, even though cabinet members cannot be members of a scrutiny committee, they may attend meetings but only speak to answer questions about their actions.

Seats are allocated in accordance with the rules for political balance (i.e. membership is proportionate to the political groups represented on the Council) and membership nominations received at the Council's Annual General Meeting.

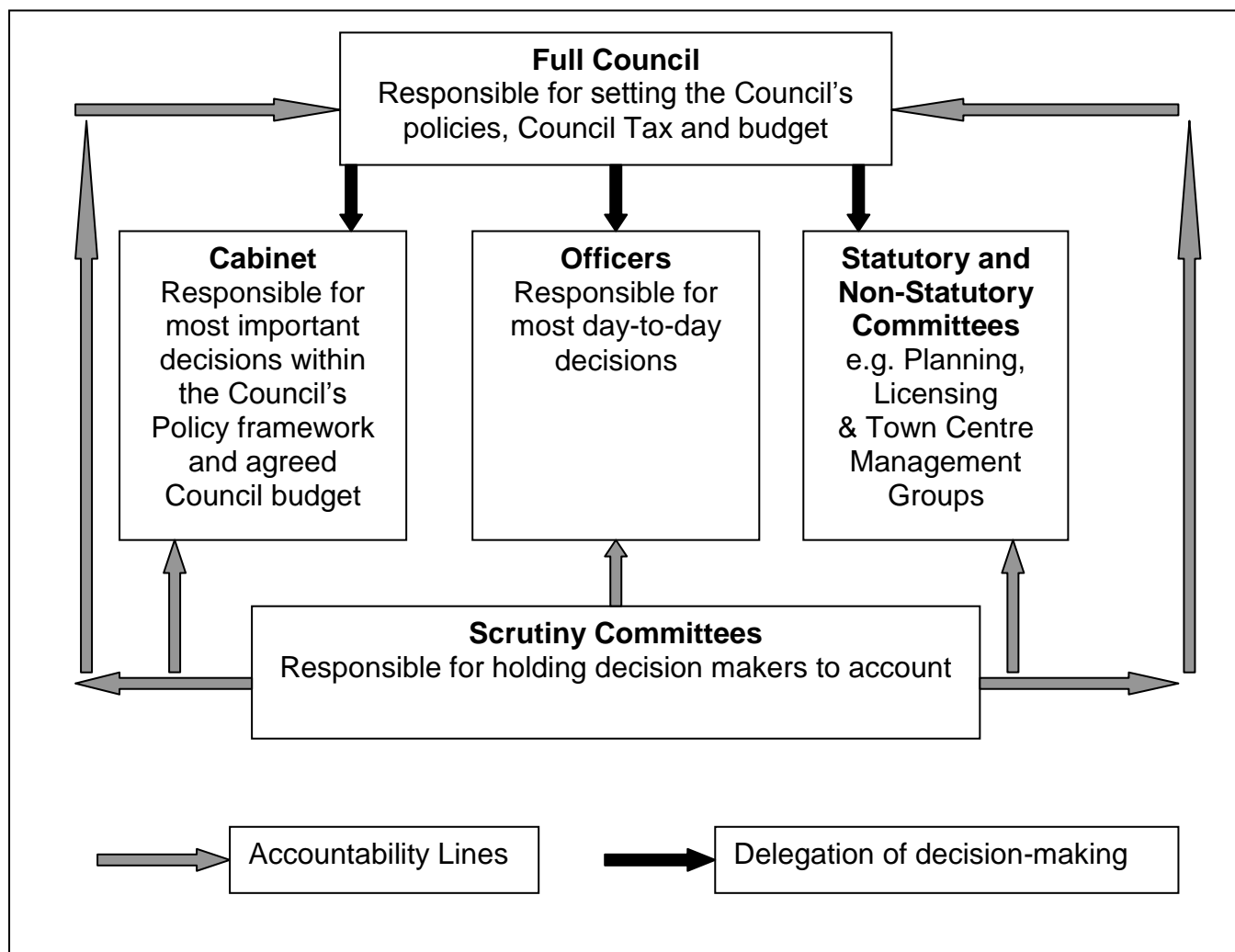
Co-opted Members

Scrutiny committees can decide to co-opt members of the public or representatives from external organisations. Co-opted members are an important asset for scrutiny committees as they can feedback first hand experience about the way the Council delivers its services and contribute as a valuable source of advice when new policies or changes to service provision are being considered.

Co-opted members may contribute to the work of the committee by requesting reports for future consideration by the committee, taking part in discussions and becoming members of task and finish groups. However, with the exception of Parent Governor Representatives and Church Representatives (which serve on the Education for Life

Scrutiny Committee), co-opted members may not vote and cannot take part in discussions when 'exempt' information is being considered. In addition, co-opted members are not eligible to serve as Chair or Vice Chair of a scrutiny committee.

Relationship between Scrutiny Committees and Decision Makers



Forward Work Programmes

Scrutiny Committees are involved in developing their forward work programmes on a quarterly basis during a six-week consultation cycle. Members of the public and stakeholders are also invited to comment and make suggestions on the draft forward work programmes which are published on the Council's website.

Scrutiny Leadership Group (Chairs and Vice Chairs) are responsible for finalising the forward work programme and will consider all comments and requests. The public and stakeholders may ask to speak or provide evidence to the scrutiny committee on issues that are included in the forward work programme. They may also suggest additional items that are not on the forward work programme for the relevant scrutiny committee to debate. Scrutiny Leadership Group will determine these in accordance with the following criteria:

Issues already on forward work programme

- The request refers to an issue already on a scrutiny committee forward work programme.
- The request is not deemed vexatious or discriminatory.
- The request is not being made to highlight a specific complaint (complaints should be dealt with in accordance with Council's complaints procedure).
- The member of the public or stakeholder has given evidence on the same issue within the last 12 months.

Issues not on forward work programme

- The issue is within the terms of reference of the scrutiny committee.
- The scrutiny committee has the responsibility to prioritise issues according to the time available to it.
- The request is not deemed vexatious or discriminatory.
- The scrutiny committee has not already considered the issue within the last 12 months.

Third Parties

If the request involves the attendance by a 3rd party organisation it should be noted that the Council could request but not compel that organisation to attend.

Outcome

Once Scrutiny Leadership Group have finalised the forward work programmes Democratic Services will contact all those who made representations to inform them of the outcome and the reasons for the decision. If the member of the public or stakeholder is invited to attend or provide evidence to the scrutiny committee, they will receive a guide to the scrutiny process and advice.

If the member of the public or stakeholder is giving evidence to the scrutiny committee, they may be advised that another organisation/individual or group may also be invited to provide the scrutiny committee with a balance of evidence.

At the scrutiny committee meeting, the committee may decide on the following:-

- To alter, amend or make recommendations to a report.
- To undertake further scrutiny of the issue and commission a further report or undertake other activities.
- To call upon a 'Designated Person' to attend a future scrutiny committee.
- To set up a task and finish group to undertake a detailed review of an issue.

Format of Agendas

The Council uses a standard format for scrutiny committee agendas. The different agenda headings and an explanation of their meaning is given below:

- **Declarations of Interest** – At the start of the meeting, members are invited to declare any personal or prejudicial interests in items contained on the committee's agenda. The Council's 'Code of Conduct for Members and Co-opted Members' lists those circumstances that should be declared as a personal or prejudicial interest. Members must declare an interest in an issue even if they leave the meeting before the committee considers that specific item. Examples of a personal or prejudicial

interest include members, their friend(s), family member(s), or a person or organisation that they are associated, which might reasonably be regarded as likely to benefit or be disadvantaged to a greater extent than others from a matter under consideration by the committee. In addition, any use of a party whip must also be declared.

- **To sign and approve the committee's previous minutes** – The Chair will sign the minutes of the last meeting after giving members of the committee the opportunity to discuss their accuracy. A wider discussion on the issues contained in the minutes may be allowed at the Chair's discretion.
- **Consideration of any matter referred to the committee in accordance with the call in procedure** – Members of a scrutiny committee may, under certain circumstances, call-in an executive decision taken by the Cabinet or senior officers. The call-in procedure is described later on in this guidance. Should a cabinet decision be subject to a successful call-in, it is considered at this point in the committee's agenda.
- **To receive and consider the following cabinet report(s)** – Any cabinet decision taken since the last meeting which fall within the scrutiny committee's terms of reference are listed here. This is an opportunity for scrutiny members to review or seek clarification for the reason a decision was taken. Any member of a committee can require any of the reports listed under this heading to be discussed by contacting the Committee Services Officer named on the agenda no later than 10.00am on the day before meeting.
- **To receive a verbal report by the Cabinet Member** – An appropriate cabinet member will make a short statement updating the committee on important issues and events which have happened since the last meeting and are planned for the near future. Scrutiny members may ask the cabinet member questions on any subjects included in the statement.
- **To receive and consider the following scrutiny reports** – This agenda item presents members of the scrutiny committee with reports for discussion. The reports are placed on the agenda following requests from a number of sources including committee members, and directors. The reports allow members to debate and challenge actions of the cabinet or officers; monitor the performance of a directorate in terms of service delivery or financial management, or act as a consultee on important changes to council services or policies.
- **To record any requests for an item to be included on the next available agenda** – Section 21(8)(a) of the Local Government Act 2000 provides that a member of a scrutiny committee can require any issue within the committee's terms of reference to be considered at a future meeting. This agenda item gives members the opportunity during the meeting to exercise that right.
- **To receive and note the following information items** – Reports for information or minutes from other council or partnership committees/forums that relate to the scrutiny committee are reported at each meeting. Any member of a committee can require any of the reports or set of minutes listed under this heading to be discussed by contacting the Committee Services Officer named on the agenda no later than 10.00am on the day before meeting.

- **Forward Work Programme** – The scrutiny committee’s forward work programme is reported to each scrutiny committee.

Public Access to Meetings

All meetings of scrutiny committees are held in public. Exceptionally, members of the public and press may be excluded when a committee is considering information considered as ‘exempt’ in accordance with Part 4, Schedule 12A of the Local Government Act 1972. In such cases it will be a matter for the committee to decide whether to consider a report ‘exempt’ and exclude the public and press. Reports that officers consider should be treated as ‘exempt’ will be printed on pink paper and clearly marked as ‘Not for Publication.’

Quorum

At least a quarter of a scrutiny committee’s membership must be present before a meeting can begin. Likewise, a meeting will be adjourned should the Chairman declare that the total number of members present during the meeting falls below the quorum threshold.

The Party Whip

The Local Government (Wales) Measure 2011 requires that a member of scrutiny committee must not vote on any matter at a scrutiny committee meeting if they have been instructed to follow a party whip.

A member of an overview and scrutiny committee who is subject to a party whip must declare the existence of the whip, and the nature of it before the commencement of the committee’s deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

Call In Procedure

Section 21(3) of the Local Government Act 2000 introduced the power for scrutiny committees to ‘call-in’ cabinet decisions taken but not implemented. The power to call-in cabinet decisions can be regarded as a ‘democratic back stop’ to the cabinet’s decision-making powers.

The cabinet meets on a fortnightly basis to make decisions. Following a cabinet meeting on a Wednesday, a decision notice is prepared and distributed to members within 2 days. The deadline for the call-in period ends at 5.00 p.m. on the end of third working day following the day on which the decision is taken, unless members of a scrutiny committee object and successfully invoke the call-in procedure.

A cabinet decision can be called-in by the chair of the appropriate scrutiny committee or, at least 4 members from that scrutiny committee (from more than 1 political group). In addition, any group leader (other than the Leader of Council) can act a signatory to a call-in request. Call-in requests should be sent to the Monitoring Officer who, in consultation with the chair of the relevant scrutiny committee, will decide its validity.

For a call-in request to be successful, it must satisfy one of the following criteria:-

- The decision was outside the Council’s policy framework.

- The decision was outside the Council's budget.
- That the decision was taken without regard to a material fact or information or, without proper consultation which, in the opinion of the members making the call-in request, would lead to a decision being made.

A valid call-in request will be referred back to the relevant scrutiny committee. The committee may make one of three decisions:-

- Not support the call-in request in which case the decision is implemented and shall take effect on the date of the scrutiny committee meeting.
- Support the call-in request and refer the decision back to the Cabinet for reconsideration.
- Refer the call-in request to full council for consideration.

Should a scrutiny committee refer a decision back to the Cabinet for reconsideration, the cabinet can either reaffirm their decision or decide to make a different decision in light of the issues raised by the scrutiny committee. If the Cabinet choose the former option, then their decision takes immediate effect.

There is an exception to the call-in procedure for issues considered as urgent. A decision is considered as urgent if *'any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests'*. For a decision to be considered urgent the Mayor must agree that the decision is reasonable and use of the urgency procedure is justified. All decisions considered as urgent must be reported to the next available meeting of full council with the reasons for using the urgency procedure.

Officer decisions may also be considered urgent in which case the Chief Executive or, in certain circumstances, the relevant Director must certify the decision as urgent.

Councillor Call for Action

The Local Government (Wales) Measure 2011 introduced additional powers for councillors aimed at helping them to tackle issues and resolve problems in their local areas. Section 63 of the Measure enables any Member to refer a matter to a scrutiny committee which relates to the discharge of any functions of the council or which affects all or any part of the electoral area, which the councillor represents.

These powers are in addition to the CCfA in respect of crime and disorder matters which were introduced under the Police and Justice Act 2006. These must concern a local crime and disorder matter and may include anti-social behaviour or other behaviour adversely affecting the local environment such as the misuse of drugs, alcohol or other substances and it must affect all or part of the electoral area for which the councillor is elected or any person who lives or works in that area

Councillors should consider if the local issues can be resolved in another way, for example:

- Informal discussions with relevant officers and/or other councillors
- Informal discussions with partner representatives.
- Referral of matters to other 'scrutiny bodies' such as community health Councils or internal audit committees
- Approach the relevant Neighbourhood Policing Team or monthly local
- Partnerships and Communities Together (PACT) meeting

- Local Community Partnership Anti-Social-Behaviour groups.
- Formal discussions with relevant officers and/or councillors.
- Write a formal letter to the chair of SCCSP, and/or relevant Cabinet Member on behalf of constituents.
- Ask a question at Full Council.
- Submit a motion to Full Council.
- Public meeting.
- Petition.
- Complaint.
- Freedom of Information request.
- Communication with local MPs.
- Web or email based campaigns.

This list is not exhaustive and Councillors may choose different routes for specific issues. If an issue has not been resolved after exhausting all possible alternative routes then a Local Councillor can submit a CCfA to the appropriate Scrutiny Committee.

Councillors should note that a CCfA cannot be used for 'quasi judicial' planning or licensing appeals. Likewise, the CCfA must not be vexatious, discriminatory or unreasonable in nature.

The information needed to submit a valid CCfA

A CCfA request form must be completed by the Councillor and returned to Democratic Services Team. Members must evidence that they have considered all potential remedies and this is the 'last resort' before a referral is made.

If a referral is considered premature it is likely to be deemed invalid by the Chair and Vice Chair of the Scrutiny Committee in conjunction with the Councils' Monitoring Officer.

Potential Outcomes

If the referral is deemed valid the appropriate scrutiny committee will may decide on the following:

- The Scrutiny Committee may decide not to make a report.
- The Scrutiny Committee could determine that the CCfA raises a complex issue that requires further investigation and ask for a review of the issue.
- The Scrutiny Committee could make recommendations on the CCfA to the relevant body.

Terms of Reference: Education For Life Scrutiny Committee	
The Caerphilly Delivers Single Integrated Plan 2013-2017 Responsibilities	<p>“Caerphilly Delivers” is the LSB Single Integrated Plan for 2013-17, which replaces the following strategic plans:</p> <ul style="list-style-type: none"> • Community Strategy • Health, Social Care and Wellbeing Strategy • Children and Young People’s Plan • Community Safety Strategy <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC.</p> <p>It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> • Prosperous Caerphilly • Safer Caerphilly • Learning Caerphilly • Healthier Caerphilly • Greener Caerphilly <p>Under each of these Outcomes a range of Priorities have been identified for action. The Priorities for the Learning Caerphilly Outcome are:</p> <p>L1: Improve the level of basic skills and the number of achieved qualifications (formal and non-formal) to improve the life opportunities for families L2: Develop a multi-agency approach to address the impact of poverty on pupil attainment L3: Children, young people and families have the skills and resources to access job opportunities</p>
Directorate of Education and Lifelong Learning Responsibilities	<p>The discharge of the Council's obligations as Local Education Authority under statute and regulation</p> <p>The preparation and scrutiny of statutory education and lifelong learning strategic plans and Wales Programme for Improvement performance plans.</p> <p>To monitor the performance of the Education Achievement Service in relation to the delivery of the Raising Standards Agenda including monitoring, support and challenge in inverse proportion to success, delivered by the EAS on behalf of the Authority *.</p> <p>*Local Management of Schools and Fair Funding. Forward planning re. school places, , school admissions and student awards.</p> <p>Inclusion Services which involve Learning Support Services, educational psychology, education welfare, behavioural support and managing pupil exclusions.</p> <p>*Governor support and training. *Agreed RE Syllabus. SACRE</p> <p>Joint Services via Gwent VI Service. Partnership working through the Single Integrated Plan Learning Area Network. National Grid for Learning Cymru. Adult Community Learning Partnership Lifelong learning, and community education. Public Library Service. Music Service. Community Centres Securing grants. Youth Service</p>

Cabinet Members Reporting to Education For Life Scrutiny Committee:

- Cabinet Member for Education and Lifelong Learning

* means delivered by the EAS with statutory duty retained by the Council

Terms of Reference: Health Social Care & Wellbeing Scrutiny Committee	
The Caerphilly Delivers Single Integrated Plan 2013- 2017 Responsibilities	<p>“Caerphilly Delivers” is the LSB Single Integrated Plan for 2013-17, which replaces the following strategic plans:</p> <ul style="list-style-type: none"> • Community Strategy • Health, Social Care and Wellbeing Strategy • Children and Young People’s Plan • Community Safety Strategy <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC. It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> • Prosperous Caerphilly • Safer Caerphilly • Learning Caerphilly • Healthier Caerphilly • Greener Caerphilly <p>Under each of these Outcomes a range of Priorities have been identified for action. The Priorities for the Healthier Outcome are:</p> <p>H1: Address the inequities in the rate of low birth weight babies across the county borough.</p> <p>H2: Improve lifestyles of the population in the county borough so that people recognise and take responsibility for their own health and well-being, and make use of the opportunities and support available to them.</p> <p>H3: Reduce the variation in healthy life expectancy in the county borough so that the health and well-being of individuals experiencing disadvantage improves to the levels found among the advantaged</p> <p>H4: Improve the education, information, early intervention, prevention and harm reduction in relation to substance misuse in the county borough</p> <p>H5: Ensure people are supported to live in their own communities to lead safe, fulfilled and independent lives The priority for the Safer Caerphilly Outcome is</p> <p>S4: Ensure people are supported to live in their own homes and communities in safety</p>
Directorate of Social Services responsibilities	<p>Provision of Children’s & Adults Social Care under statute</p> <p>Provision of advice, guidance and support</p> <p>The assessment, care planning and reviewing of all support packages for service users meeting the defined eligibility thresholds in line with current legislation regulation and statutory guidance</p> <p>Commissioning and contracting for Social Services</p>
Directorate of the Environment Responsibilities	<p>Public Health (including infectious diseases and health promotion/education)</p> <p>Food Safety Enforcement</p>

Cabinet Members Reporting to Health, Social Care and Well-Being Scrutiny Committee:

- Cabinet Member for Social Services
- Cabinet Member for Community & Leisure Services

Terms of Reference: Policy and Resources Scrutiny Committee (also the Council's Crime & Disorder Scrutiny Committee)	
The Caerphilly Delivers Single Integrated Plan 2013- 2017 Responsibilities	<p>"Caerphilly Delivers" is the Local Service Board (LSB) Single Integrated Plan for 2013-17, which replaces the following strategic plans:-</p> <ul style="list-style-type: none"> • Community Strategy • Health, Social Care and Wellbeing Strategy • Children and Young People's Plan • Community Safety Strategy <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC. It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> • Prosperous Caerphilly • Safer Caerphilly • Learning Caerphilly • Healthier Caerphilly • Greener Caerphilly <p>Under each of these Outcomes a range of Priorities have been identified for action.</p>
Corporate Plan	Details the Council's specific strategic contributions towards delivery of the Single Integrated Plan
Improvement Objectives	Details in accordance with the Local Government (Wales) Measure 2009 the specific areas for improvement identified by the Council
Corporate Services Directorate Responsibilities	To act as general overview and scrutiny committee for the Council
	The proper financial planning budgeting and control of the Authority's resources
	Council's Policies
	The development and implementation of the Council's corporate policies and themes and the development and co-ordination of the Single Integrated Plan
	The delivery of service to achieve the Council's strategic objectives
	The implementation of Wales Programme for Improvement across the Authority in accordance with the provisions of the Local Government (Wales) Measure 2009
	Information Communication, Technology & Customer Services
	Human Resources
	Corporate Finance
	Electoral Services
	Legal Services
	Internal Audit Services
	Procurement Services
	Democratic Services
	Equalities and Welsh Language
	Corporate Health and Safety including liaison with the Health and Safety Executive
	Property Services
	Corporate Asset Management
	Performance Management
	Housing Strategy
	Private Sector Housing
	Public Sector Housing

	Delivery of Welsh Housing Quality Standards
	Housing Repair Operations
	Overview of all policy and finance issues considered by the Executive
	Any other matter or topic which properly falls to an Overview & Scrutiny Committee function but not allocated specifically to any other of the Council's named Scrutiny Committees
Directorate of the Environment Responsibilities	Emergency Planning
The Policy & Resources Scrutiny Committee has the following specific terms of reference when acting as the Crime and Disorder Committee under S19 of the Police & Justice Act 2006	<p>The Priorities for the Safer Caerphilly Outcome which have particular reference to the Crime & Disorder Scrutiny Committee are:</p> <p>S1: Reduce incidents of anti-social behaviour and reduce fear of becoming a victim of anti-social behaviour for residents S2: Reduce crime and the fear of crime for the residents of the county borough S3: Reduce the harm caused to communities through substance misuse</p> <p>1) Roles and Responsibilities To scrutinise the work of the Safer Caerphilly Community Safety Partnership (SCCSP). The SCCSP comprises representatives from the Council, Gwent Police, south Wales Fire and Rescue, Aneurin Bevan Health Board and Wales Probation Trust, to include:-</p> <p>(i) the consideration of actions taken by the SCCSP partners, including requesting information from any of the SCCSP partners. The Chair of the Committee will determine if the requests for information are proportionate and reasonable. (ii) to consider Crime and Disorder Councillor Calls for Action (iii) to make reports or recommendations to the Council or others and to monitor these recommendations.</p> <p>When drafting Reports the procedure set out below should be followed:-</p> <ul style="list-style-type: none"> • The Community Safety Partnership Team will ensure that copies of the report or recommendations will be sent to all SCCSP partners. • The Community Safety Partnership Team will liaise with the relevant partner(s) to ensure the response is received within 28 days, or obtain reasons why the information cannot be provided within the recommended timescale. • The Community Safety Partnership Team will send the response to Services for inclusion on the next available agenda of the Committee. • The Committee will decide how to monitor progress on the implementation of recommendations. • The Community Safety Partnership Team will monitor any recommendations to ensure that feedback is given to the Committee when requested. • SCCSP partners will be consulted on reports produced by Crime and Disorder Scrutiny Reviews. <p>2) Attendance at Meetings There will be no co-opted members of the SCCSP partners on the Committee. External witnesses will be linked to attend as and when required. A Gwent</p>

	<p>Police Officer and the Chief Executive of the Office of the Police and Crime Commissioner will be invited to meetings as an 'expert' witness. Standing invitations will be made to CMT.</p> <p>3) Notice Periods The SCCSP partners will be given a minimum of 28 days notice to attend a meeting of the Committee.</p> <p>(Further information is set out in the Protocol Caerphilly County Borough Council Crime and Disorder Scrutiny Committee and Safer Caerphilly Community Safety Partnership)</p>
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Cabinet Members Reporting to Policy and Resources Scrutiny Committee:

- Leader of Council.
- Deputy Leader of Council and Cabinet Member for Housing.
- Deputy Leader of Council & Cabinet Member for Corporate Services.
- Cabinet Member for Human Resources & Governance/Business Manager.
- Cabinet Member for Performance & Asset Management.
- Cabinet Member for Community & Leisure Services

Terms of Reference: Regeneration & Environment Scrutiny Committee	
<p>The Caerphilly Delivers Single Integrated Plan 2013- 2017 Responsibilities</p>	<p>“Caerphilly Delivers” is the LSB Single Integrated Plan for 2013-17, which replaces the following strategic plans:-</p> <ul style="list-style-type: none"> • Community Strategy • Health, Social Care and Wellbeing Strategy • Children and Young People’s Plan • Community Safety Strategy <p>The Single Integrated Plan is the shared strategic vision for the county borough developed by the LSB and its partners, including CCBC. It identifies that this vision will be achieved by the delivery of 5 inter-dependent and inter-related Outcomes, namely:</p> <ul style="list-style-type: none"> • Prosperous Caerphilly • Safer Caerphilly • Learning Caerphilly • Healthier Caerphilly • Greener Caerphilly <p>Under each of these Outcomes a range of Priorities have been identified for action.</p> <p>The Priorities for the Prosperous Caerphilly Outcome are:- P1: Improve local employment opportunities including access to opportunities across a wider geographical area P2: Improve standards of housing and communities, giving appropriate access to services across the county borough P3: Provide support to enable local people to compete for all employment opportunities</p> <p>The Priorities for the Greener Caerphilly Outcome are:- G1: Improve local environmental quality G2: Reduce the causes of and adapt to the effects of climate change</p>

	G3: Maximise the use of the environment for health benefits
Directorate of the Environment Responsibilities	Waste Collection, Waste Treatment & Disposal and Street Cleansing
	Pollution Control (including noise, litter and illicit tipping, air and water quality, contaminated land)
	Public Health (statutory nuisance and sewer/drains)
	Trading Standards
	Health and Safety of commercial premises
	Community Safety, CCTV & Community Safety Wardens
	Pest Control, Dog Warden, Animal Trespassing Services
	Animal Health and Welfare Enforcement
	Licensing
	Registrar of Births, Deaths, Marriages/Civil Partnerships
	Burials, Cemeteries and Bereavement Services
	Highways Maintenance
	Street Lighting
	Engineering Services
	Land Drainage
	Building Cleaning
	Fleet Management & Maintenance
	Parks & Outdoor Spaces Facilities
	Leisure & Sports Development
	Public Conveniences
Planning – Strategic & Development Plan Policy	
Directorate of the Environment Responsibilities	Planning – Urban Renewal & Town Centre Management
	Planning – Development & Building Control (excluding those matters set out in the Terms of Reference of the Planning Committee)
	Planning – Countryside & Landscape Services
	Economic Development & European Programme Funding
	Arts Development
	Public Transport
	Land Reclamation & Tips
	Road Safety
	Traffic Management (including Traffic Regulation Orders & Notices)
	Education & Social Services Transport Operations
	Highway Development Control
	Car Parking
	Civil Engineering Design & Procurement
	Structures
	Transportation & Planning Improvements
	Tourism
	Catering

Cabinet Member Reporting to The Regeneration & Environment Scrutiny Committee:

- Cabinet Member for Highways, Transportation & Engineering
- Cabinet Member for Community & Leisure Services
- Cabinet Member for Planning, Regeneration & Sustainable Development