To: Scrutiny Committee Members,

Developing the Scrutiny Work Programme for 2017 /2018

1.0 SUMMARY OF THE REPORT

1.1 The Scrutiny committee is required to determine its scrutiny work programme for 2017/18

1.2 This report sets out some of the criteria that need to be considered when developing a work programme.

1.3 The Wales Audit Office will be attending scrutiny meetings of all local authorities in Wales over the coming months as part of a scrutiny study. All scrutiny committees will need to ensure that they consider aspects of the study when undertaking the scrutiny role; and preparing the work programme. (See 5.0).

2.0 RECOMMENDATION(S) that

2.1 The scrutiny committee notes the contents of this report and commences the development of its work programme for 2017/18.

3.0 BACKGROUND / INFORMATION

Senior Officers will be in attendance to update Committee Members on their department’s priorities and the main risks and challenges they are facing, from which the Committee can identify any areas that they want added to their Work programme for 2017/18.

3.1 Scrutiny was introduced in local government across the UK through the Local Government Act 2000, as the traditional “Committee System” of local government administration was replaced with a more streamlined “Cabinet and Scrutiny
System”. Scrutiny was seen by the Centre for Public Scrutiny as having four ‘cornerstones’, namely:

- Led by ‘independent minded governors who own the scrutiny role;
- Acts as a ‘critical friend’ of the executive, holding decision makers to account;
- Represents the views and concerns of the citizen; and
- Leads to the improvement of public services.

3.2 Broadly speaking, local government scrutiny committees operate in a manner similar to the select committees supporting the UK Parliament. They are composed of non-executive councillors of all political groups (in proportion to the Council’s overall political balance), and meet both in public and in private to:

- Help the Administration develop and review policies;
- Test the Council’s performance and offer advice for improvement;
- Provide pre-decision scrutiny of decisions that the administration is about to make;
- Periodically call in for examination decisions that the administration has recently made;
- Offer a platform for citizens and citizen groups to represent their concerns or ideas for improvement.

3.3 Scrutiny is recognised as playing a vital and statutory role in the council's governance, shaping the agenda, influencing policy and holding decision makers to account, engaging the public and building the organisation’s resilience and accountability in its working with regulators, partners, the media and citizens.

3.4 Although scrutiny covers all areas over which the Cabinet has authority, a number of key areas are specified in legislation and should be taken into account when developing the work programmes. For instance:

- The Police and Justice Act 2006 requires each Council to designate a committee as its statutory Crime and Disorder Committee, providing powers to scrutinise the way the Council is working with the Police and other agencies to tackle crime and disorder and support community safety;

- The Local Government Measure (Wales) 2009 gives scrutiny a statutory role in securing improvement of public services under the Wales Programme for Improvement, providing assurance to bodies like Wales Audit Office, Estyn and the Care and Social Services Inspectorate for Wales that the Council is providing robust and effective self-regulation;

- The Local Government Measure (Wales) 2011 requires Councils to ensure that its scrutiny function takes into account the citizen’s view, making provisions for public co-option onto scrutiny committees, a close relationship between the Council and its local voluntary services council, and requiring that authorities have protocols for public involvement.

- The Wellbeing of Future Generations Act (Wales) 2015 specifies that each Council should designate a committee as its statutory committee to scrutinise the Council and its local strategic partners in health, policing, environment and
the third sector working to secure wellbeing for the population through its local Public Services Board (Cwm Taf Public Services Board).

3.5 The quality of the environment in which scrutiny operates, the practice of scrutiny and the outcomes that it delivers can be usefully measured through the framework of the Characteristics of Effective Scrutiny in Wales (see APPENDIX I), developed in 2014 by all 22 local authorities in Wales in partnership with the Centre for Public Scrutiny and Wales Audit Office. This framework identifies 15 key characteristics that if followed effectively will deliver:

- Better outcomes for the area;
- Better decisions for the organisation; and
- Better engagement with the public.

4.0 DEVELOPING THE WORK PROGRAMME.

4.1 Setting a work programme for the scrutiny committee is an important stage in the Scrutiny process. An effective and well planned work programme will identify the key topics that scrutiny will consider over the coming year. The Local Government (Wales) Measure 2011 requires Scrutiny Committees to publish forward plans of their scrutiny work. A Work Programme will provide a clear picture to the public and partners of planned scrutiny activity.

4.2 Scrutiny is a Member-led function and as such it is up to the scrutiny committee itself to determine the work programme. It is vital that scrutiny members take responsibility for both drawing up and managing their own work programme. The work programme is a working document that is subject to change and Members can add, remove, and defer items as necessary.

4.3 “Effective work programming is the bedrock of an effective scrutiny function. Done well, it can help to lay the foundations for targeted, incisive and timely work on issues of local importance, where scrutiny can add value. Done badly, scrutiny can end up wasting time and resources on issues where the impact of any work done is likely to be minimal.”

4.4 The Wales Audit Office\(^2\) says that “Councils should ensure that the contents of forward work programmes are based on sound criteria with a clear rationale for topic selection and that sufficient consideration is given to the method of scrutiny, rather than just the selection of topics. A key criterion for the selection of topics and the method of scrutiny should be the extent to which scrutiny committees are likely to have an impact in the area they have selected.”

“To help ensure that scrutiny has an impact, scrutiny committees may have to balance a desire to examine a large number of topics with the likelihood of securing greater impact through focusing on a small number of items in more detail.”

\(^1\) Centre for public Scrutiny (CfPS)
\(^2\) “Good Scrutiny? Good Question!” 20th May 2014 [http://www.cfps.org.uk/publications?item=113&offset=0](http://www.cfps.org.uk/publications?item=113&offset=0)
4.5 Some key principles for setting work programmes are shown below. A topic does not need to meet all of these criteria in order to be scrutinised, but they are intended as a guide for prioritisation.

- Is the issue a priority area for the Council?
- Is it a key issue for local people?
- Will it be practicable to implement the outcomes of the scrutiny?
- Are improvements for local people likely?
- Does it examine a poor performing service?
- Will it result in improvements to the way the Council operates?
- Is it related to new Government guidance or legislation?

4.6 The following criteria may also be helpful in identifying what issues are not suitable for scrutiny:

- The issue is already being examined by another body.
- The matter is prejudicial to the Council’s interests.
- The matter relates to a specific case falling within the complaints procedure, or should be dealt with via the complaints process.
- The issue relates to an individual disciplinary matter or grievance.

4.7 Sources of information to identify key topics for the work programme come from a wide range of sources including:

- Suggestions made by Council Members and Co-opted members
- Suggestions made by senior management
- Suggestions made by members of the public
- Corporate performance reports
- Suggestions made by partners and stakeholders
- Suggestions made by Regulators
- The Council’s Wellbeing Objectives (see APPENDIX II)
- Topics from budget monitoring reports
- Issues from audit and inspection reports
- Performance issues
- Inspectors’ and regulators’ concerns

Please see APPENDIX III (Scrutiny Work Programme – Prioritisation Process) and APPENDIX IV (Scrutiny Work Programme Proposal / Request Form)

4.8 The Committee will also have considered:

- Its areas of responsibilities / remit (see APPENDIX V)
- the roles that scrutiny undertakes e.g. holding the Cabinet and decision-makers to account; policy review and development; performance monitoring; external scrutiny. (see APPENDIX VI)

APPENDIX VII is the work programme document that will need to be completed by each of the scrutiny committees.

4.9 The Welsh Government is keen that local authorities encourage members of the public to participate and engage in scrutiny activity. Such mechanisms of engagement include for example a member of the public requesting that an item be placed on an agenda for consideration (providing this is of immediate relevance to a topic included on its Work Programme); and the ability to submit evidence
(oral or written) to a planned or ongoing scrutiny review or investigation (taken from the work programme).

4.10 An article will be in the next Contact magazine (mid July) asking the public for suggestions for the work programmes. The Communications department will also put notifications out on Twitter and Facebook asking for work programme suggestions. There is also a mechanism in place on the scrutiny pages of the Councils website to allow anyone to submit suggestions for the work programmes (online form).

5.0 WALES AUDIT OFFICE (WAO) STUDY

5.1 The Wales Audit Office Annual Plan3 for 2017/18 includes “Supporting effective scrutiny and accountability”. It is understood that the WAO will be attending scrutiny meetings of all local authorities in Wales over the coming months as part of their plan. A report will be produced for each local authority on their findings. Included in the study will be:

1. How scrutiny is undertaking its role in respect of the Future Generations (Wales) Act 2015 e.g. the setting up of the Cwm Taf Public Services Joint Overview and Scrutiny Committee; and scrutiny’s role in examining how the Authority is acting in accordance with the Act.

2. Evaluate how each local authority operates its scrutiny function using the “National Welsh Characteristics of Good Scrutiny”. (APPENDIX I),

3. The WAO carried out a study in 2014 and produced a report4 “Good Scrutiny? Good Question!” The WAO will evaluate how the recommendations have been implemented across Wales. (See APPENDIX VIII).

5.2 It is therefore of upmost importance that we have due consideration of the above documents / recommendations when carrying out the scrutiny function.

HOWARD JONES
SCRUTINY OFFICER


# National Welsh Characteristics of Good Scrutiny 2013

Outcomes and characteristics for effective local government overview & scrutiny agreed by Scrutiny Officers across Wales in 2013 as part of the Wales Audit Office “Improving Scrutiny” Study

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Characteristics</th>
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<tbody>
<tr>
<td><strong>Democratic accountability drives improvement in public services.</strong></td>
<td><strong>Environment</strong></td>
</tr>
<tr>
<td><strong>“Better Outcomes”</strong></td>
<td>i) Overview &amp; scrutiny has a clearly defined and valued role in the council's improvement and governance arrangements.</td>
</tr>
<tr>
<td></td>
<td>ii) Overview &amp; 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.</td>
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<tr>
<td><strong>Practice</strong></td>
<td>iii) Overview &amp; scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives.</td>
</tr>
<tr>
<td><strong>Impact</strong></td>
<td>iv) Overview &amp; scrutiny regularly engages in evidence based challenge of decision makers and service providers.</td>
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<td></td>
<td>v) Overview &amp; scrutiny provides viable and well evidenced solutions to recognised problems.</td>
</tr>
<tr>
<td><strong>Democratic decision making is accountable, inclusive and robust.</strong></td>
<td><strong>Environment</strong></td>
</tr>
<tr>
<td></td>
<td>i) Overview &amp; scrutiny councillors have the training and development opportunities they need to undertake their role effectively.</td>
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<tr>
<td></td>
<td>ii) The process receives effective support from the council’s corporate management team who ensures that information</td>
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</table>
**“Better decisions”**

<table>
<thead>
<tr>
<th>Provided to overview &amp; scrutiny is of high quality and is provided in a timely and consistent manner.</th>
<th><strong>Practice</strong></th>
</tr>
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<tr>
<td>iii) Overview &amp; 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.</td>
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<tr>
<td>iv) Overview &amp; scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.</td>
<td><strong>Impact</strong></td>
</tr>
<tr>
<td>v) Decision makers give public account for themselves at overview &amp; scrutiny committees for their portfolio responsibilities.</td>
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**Environment**

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<tr>
<th>The public is engaged in democratic debate about the current and future delivery of public services.</th>
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<tr>
<td><strong>“Better engagement”</strong></td>
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</tr>
<tr>
<td>i) Overview &amp; 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.</td>
</tr>
<tr>
<td>ii) Overview &amp; scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability.</td>
</tr>
<tr>
<td>iii) Overview &amp; scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict.</td>
</tr>
<tr>
<td>iv) Overview &amp; scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders.</td>
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<tr>
<td>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.</td>
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Appendix II

This Authority's wellbeing objectives seek to secure sustained improvements in the economic, social, cultural and environmental wellbeing of the people who live and work in Merthyr Tydfil, now and in the future. The focus is on supporting people when they need it most and equipping them with the skills they need to lead fulfilled lives.

Under the new Well-being of Future Generations (Wales) Act 2015 public bodies are required to show how their Well-being Objectives have been chosen to maximise their contribution towards meeting the Welsh Government's National Well-being goals. Each of our wellbeing objectives shows how they contribute towards the seven well-being goals.

![Wellbeing Objectives Diagram]

Legally we need to make sure that when making decisions we take into account the impact they could have on people living their lives in the future. There are 5 things that we need to think about to show we have applied the sustainable development principle:

**Long Term** - The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.

**Prevention** - How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.

**Integration** - Considering how the public body’s well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.

**Collaboration** - Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.

**Involvement** - The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.
BS  Best Start to Life
BS 1  Children get the best start to life
BS 2  Children and young people are equipped with the skills they need to be successful learners and confident individuals

WL  Working Life
WL 1  Making skills work for Merthyr Tydfil: Developing the workforce of the future
WL 2  Developing the environment and infrastructure for business to flourish

EW  Environmental Wellbeing
EW 1  Communities protect, enhance and promote our natural environment and countryside
EW 2  Communities protect, develop and promote our heritage and cultural assets

LW  Living Well
LW 1  Developing safer communities
LW 2  People have good physical and mental health
LW 3  People live independently
Scrutiny Work Programme – Prioritisation Process

1. Does this issue affect a number of people living, working and studying in the County Borough?
   - NO
   - YES

2. Does the issue match the strategic aims of the council?
   - NO
   - YES

3. Will the scrutiny activity add value? Is performance likely to improve as a result of scrutiny activity?
   - NO
   - YES

4. Will scrutiny work be duplicating other work?
   - NO
   - YES

5. Is the Council due to review the relevant policy area (allowing scrutiny recommendations to influence the new direction to be taken)?
   - NO
   - YES

6. Is it an issue of concern to Partners, Stakeholders, and/or the Community?
   - NO
   - YES

7. Are there adequate resources available to do the scrutiny well?
   - NO
   - YES

8. Is the scrutiny activity timely?
   - NO
   - YES

- ACCEPT
  - High Priority
- CONSIDER
  - Medium / Low
- REJECT
APPENDIX IV

Scrutiny Work Programme Proposal / Request Form

Item(s) for Scrutiny Committee Work Programme

Topic/Subject

Q) Why has the item been suggested for the scrutiny work programme?

☐ Is the issue a priority area for the Council?
☐ Is it a key issue for local people?
☐ Will it be practicable to implement the outcomes of the scrutiny?
☐ Are improvements for local people likely?
☐ Does it examine a poor performing service?
☐ Will it result in improvements to the way the Council operates?
☐ Is it related to new Government guidance or legislation?
☐ Other – please specify

Please provide further details.

Q) What is the specific role of the committee?

This will depend on the item – for example the role could be:

☐ To determine if performance levels are acceptable in relation to a particular department
☐ To determine if a specific policy is fit for purpose
☐ To satisfy itself that the Authority is working well with its partners in tackling a major issue
☐ To gather the views of specific stakeholders as part of an on-going scrutiny investigation / review
☐ To explore possible solutions to an issue
☐ Other – please specify

Please provide further details.
Q) **What outcome is being sought from the consideration of this item?**

- To comment on the proposed budget and make suggestions to cabinet regarding the proposed budget’s ability to deliver the priorities of the council
- Identification of any causes for concern and note successes.
- To receive an overview presentation.
- To gain an understanding of and to comment on a policy / strategy
- To explore ideas around the setting of budgets while considering the pressures facing each service. This also helps provide an overview of the policy framework.
- For the scrutiny committee to gain an overview and refresh their knowledge of the corporate plan / other plan / other strategy.
- Improvement in service delivery
- Other – please specify………………………………………………………………………

Please provide further details……………………………………………………………………

Q) **Who should be invited to the meeting to provide the information?**

Depending on the information you need you might want to hear from a range of witnesses – e.g. Cabinet members, Senior Officers, Service users, and External partners – e.g. Police, Health Board etc

Please provide further details……………………………………………………………………

……………………………………………………………………………………………………….
Q) **Does the committee need to ask for written representations?**
The Committee may wish to pose some questions to the Department / Cabinet member / External Partner etc prior to the meeting. This may help in instances when the committee is looking for something specific to be addressed. This will assist whoever is attending ensure that they have the information / answer ready for the meeting.

Please provide further details........................................................................................................
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Q) **Which meeting format / venue would be most appropriate for the item and for the witnesses that will be invited to attend?**
Meetings do not have to be held in a formal committee room environment. You may wish to hold occasional meetings out in the community e.g. community centres, sports facilities etc. It depends on the subject. Some people find the formal setting intimidating. Site visits for example may be more appropriate to see first hand what the committee is investigating / obtaining information on e.g. waste sites, regeneration projects etc.

Please provide further details........................................................................................................
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Examples of types of scrutiny (what is appropriate for each topic)

1. **Policy Review & Development** – where the Committee contributes to the development of policy by scrutinising and making recommendations on policy proposals. Scrutiny Members may wish to be kept informed regarding new legislation, policy refreshing exercises and the outcomes of external assessments in order to provide recommendations to the Cabinet on policy.

2. **Pre-Decision Scrutiny** - Where the Committee evaluates and comments upon policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to know Scrutiny Members’ views prior to making their decision. Members may wish to keep informed of areas coming up on the agenda of Cabinet, in case they wish to pre-scrutinise items.

3. **Performance Monitoring** – where the Committee regularly analyses key performance data from the service areas within its remit in order to: highlight good performance; identify poor performance; examine trends over time; benchmark against other authorities; and examine the impact that initiatives and changes in resources have on performance and service delivery. By undertaking this role scrutiny may identify subjects that require further investigation.

4. **Task and Finish** – where the Committee examines a clearly defined topic using a planned approach over a set period of time, including: receiving evidence from Cabinet, officers and external witnesses; collating good practice; site visits where necessary; consulting stakeholders; and delivering a clear set of key findings and recommendations.

5. **Briefing Papers** – where the Committee is receiving information on a topic to facilitate future scrutiny and analysis of that issue.

6. **Call-in** – where the Committee is considering a recent Cabinet or officer decision that a non-executive Councillor has requested be re-considered, and which meets the Council’s criteria for Call-in as per the Constitution.

7. **In-depth topic reviews** – Scrutiny Members may identify a topic they wish to review in depth. This enables Members to take time to consider evidence about the service area or organisation in question from various stakeholders, and present wide ranging recommendations aimed at service improvement.

8. **Overview** - one of scrutiny’s main functions is to monitor the Council’s budget, service performance, and key decisions. The Scrutiny Committees also have an ‘overview’ remit and may have items on the agenda to brief Members about an area of work relevant to their terms of reference. Oversight of these areas is routine business and normally planned in advance. By undertaking this monitoring scrutiny may identify subjects that require further investigation.

9. **Short scrutinies** - Scrutiny members can question senior officers and cabinet members about an issue in just one or two meetings. This approach enables scrutiny to address key, topical issues quickly. It is a useful way of holding to account or of highlighting quickly the work being done by the Council in relation to residents’ areas of concern, or to have an update from a previous scrutiny to monitor progress. These short scrutinies are also a useful way for members to monitor and challenge a service or policy over a period of time and carry out broad, light touch, overview of services. The outcomes of these discussions are likely to be comments to the Cabinet Member, rather than detailed reports with a number of evidence-based recommendations.
## MTBCB Scrutiny Committee Remits

### GARETH CHAPMAN (Chief Executive)
- **Learning**
  - Chief Education Officer (Statutory Role)
  - School Improvement (David Swallow)
  - Inclusion & Wellbeing (Sarah Bowler)
  - School Planning & Improvement (A Lewis)
  - Additional Learning Needs (Dorothy Haines)
  - Governor Services

- **Social Services**
  - Dorothy Haines
    - Head of School Planning and Improvement
    - Planning of School Places and School Admissions (Helen Griffiths)
    - 21st Century Schools Programme (Anthony Lewis)
    - Education Asset Management (Anthony Lewis)
    - School Catering / Schools Buildings and Facilities Management / School Health & Safety / School Cleaning / School Catering (Edena Pickering)
    - Local Management of Schools & School Resource (Craig Pyne)
    - Education Management Information Systems (Capita One) (Emma Strand)

- **Neighbourhood Services**
  - LISA CURTIS-JONES
    - Director of Social Services
    - Adults Social Services (Mark Anderton)
    - Children's Social Services (Annabel Lloyd)
    - Community Development (Ian Barter)
    - Safeguarding (Alex Beckham)

- **Community Regeneration**
  - ALYN OWEN
    - Head of Children Social Services & Safeguarding
    - Wellbeing & Early Response (Joe Rhy-Jones)
    - Services Supporting Young People (Sarah Maise)
    - Multi Intervention Family Centres & Contact (Paula Hope)
    - Family Support (Kathryn O'Keefe)
    - Intake & Advocacy (Annabel Lloyd)
    - Children with Disabilities (Jon Eyre)
    - Early Intervention (Jon Eyre)
    - Children Looked After (LAC) (Tammy Griffiths-Type)
    - Fostering & Adoption (Angela Allen)
    - LAC Education Support (LACEES) (Jessica Jones)
    - Children's MASH (Joe Rhy-Jones / Gareth Powell)
    - Multi Intervention Assistance (MIA) (Gareth Keates)
    - Cym Taf Youth Offending Services (Jean O'Brien RCT)
    - Cym Taf Integrated Family Support (Jay Gouling RCT)

- **Finance**
  - CHERYLLE EVANS
    - Development Control (Planning applications, Appeals & Enforcement)
    - Building Control (Building Regulations & Dangerous Structures)
    - Planning Policy & Implementation (Local Development Plan, Built Heritage Conservation, Landscape, Ecology & Biodiversity, G.I.S)
    - "Countryside" relates to ecology, biodiversity and landscape which sit under the umbrella of implementation within the Planning policy and implementation section, for which Chris O'Brien is the Group Leader.

- **Human Resources**
  - JUDITH JONES
    - Steve Peters
      - Head of Public Protection & Housing
      - Housing Services (Strategic/housing Solutions / homeowner-hipness) (J Pike)
      - Housing Renewal Areas (J Pike)
      - Disabled Facility Grants (J Pike)
      - Licensing (Paul Lewis)
      - Trading Standards / Licensing (Paul Lewis)
      - Environmental Health (Sue Gove)
      - Home to School / Subsidised Transport (Paul Lewis)
      - Registry Service (Lorraine Evans)
      - Community Safety (J Pike)

- **Human Resources**
  - MARK ANDERTON
    - Supported People and Accommodation (Mark Anderton)
    - Day Services (Rob Davis)
    - Initial Support Services (Angela Edwards)
    - Community Ocs. Therapy (Gina Lloyd-Wilhem)
    - Older People and Disability (Nicola Hughes)
    - Community Mental Health (Aiyen Jones)
    - Psychiatry of Old Age (Aiyen Jones)
    - Advocacy (Mark Anderton)
    - Complaints (Jonathan Strong / Gaynor Lewis)
    - Assessment & Change (Jonathan Strong/Leslie-Anne Gailard / Contradicting (Gareth Rickets)
    - Llythfaen (Chris Barc)
    - Ty Bargoed Newydd (Tramfith) (Margaret Davies)
    - Ty Gwynedd Newydd (Gwynedd) (Hannah Hastings)
    - Adults MASH (Alex Beckham)
    - Cym Taf Social Care Workforce Development (Jon Dey RCT)

- **Finance**
  - CHRISS HOLE
    - Head of Community Wellbeing
    - Early Years & Flying Start (Sarah Davies)
    - Youth & Youth Services (Samantha Morgan)
    - Families First (James Watkins)
    - Communities First (Vacant)
    - Play (Chris Hole) / Integrated Children's Centre (Nerys Jones) / Adult Community Learning (Jayne Powery)
    - Parenting (Anthony Mee)
    - NEET's (Diane Jones)

### ELLIS COOPER (Deputy Chief Executive)
- **Carys Kennedy**
  - Monitoring Officer
  - Legal (Steen Jones)
  - Democratic Services (Ann Taylor)
  - Electoral Services (Ann Taylor)
  - Register of Electors (Ann Taylor)
  - Scrutiny Services (Howe Jones)
  - Information Governance (Lisa Donnelly)
  - Human Resources and Organisational Development (Fran Donnelly)

### Other Departments:
- **Finance**
  - Steve Jones
    - Head of Finance
    - Section 151 Officer
    - Accountancy (Adri Lewis)
    - Insolvent (Paul Davies)
    - Procurement (Paul Davies)
    - Credits (Mark Thomas)
    - Corporate Finance (Steve Jones)

- **Governance**
  - Gareth Chapman
    - Other Departments:
      - Corporate Comm's (Cari Divrin)
      - I.T. / Print & Design (Richard Evans)
      - Emergency Planning (Rob Green)
      - Business Change (Ellis Cooper)

- **Human Resources**
  - Ellis Cooper
    - Other Departments:
      - Corporate Comm's (Cari Divrin)
      - I.T. / Print & Design (Richard Evans)
      - Emergency Planning (Rob Green)
      - Business Change (Ellis Cooper)

## APPENDIX V

### Learning and LAESCYP Scrutiny Committee
- **CLIR LISA MYTON** (Portfolio Member for Learning)
- **CLIR DAVID HUGHES** (Portfolio Member for Social Services)
- **CLIR HOWARD BARRETT** (Portfolio Member for Neighbourhood Services, Planning & Countryside)
- **CLIR GERARD THOMAS** (Portfolio Member for Regeneration and Public Protection)
- **CLIR ANDREW BARRY** (Portfolio Member for "Governance and Corporate Services")

### Social Services Scrutiny Committee

### Neighbourhood Services, Planning & Countryside Scrutiny Committee

### Regeneration and Public Protection Scrutiny Committee
  - (Also Crime & Disorder Committee)
The responsibilities of Scrutiny committees can be split into four main areas as detailed below.

1. Holding Portfolio Holders to account for the services within their areas of responsibility

The Cabinet system for local government means that the Leader and Portfolio Holders are directly accountable for all of the services provided by the Council. This means that Portfolio Holders are asked to present reports to Scrutiny and are held accountable for the Council's performance.

Portfolio Holders are also held to account scrutiny through performance monitoring. Portfolio Holders are invited to present monitoring reports on targets in their portfolio. This gives the Committee a chance to take an overview of progress towards achieving the aims of the Council for the year and helps to show the clear relationship with the Portfolio Holder's responsibility for the service area.

2. Contributing to the development and review of key Council policies and programmes

Scrutiny plays a vital role in maintaining an overview of the Council's work and looking in depth at programmes of work or issues which either have particular significance for residents or have been highlighted as areas of concern.

In order to undertake this work, the Committee can set up Informal Task & Finish Groups of committee members who work with officers in the relevant area to review the issue and report back to their parent scrutiny committee. If there are any recommendations these are then passed to Cabinet for consideration and, if agreed, implementation.

Scrutiny can also ask for ad hoc reports on aspects of the Council's business throughout the year.

Scrutiny can do the following in relation to policy development and review:

a) Help the Council develop its budget and policy framework by looking at policy issues;

b) Carry out research and consultation when looking into policy issues and possible options;

c) Put in place mechanisms to encourage community participation and the development of policy options;

d) Question Members of Cabinet, the Chief Executive / Deputy Chief Executive, Heads of Service and senior Officers about their views on issues and proposals affecting the County Borough;
e) Liaise with other external organisations operating in the area to make sure that working in partnership is in the interests of local people.

3. Challenging decisions made by Cabinet or Portfolio Holders

The Council's constitution allows scrutiny to 'call in' Cabinet decisions. When 'call in' has been used, Cabinet is not able to implement a decision until the matter has been considered by the Scrutiny.

4. Reviewing the overall benefit to the public from services provided by the City Council and other organisations

Scrutiny is able to scrutinise any matter affecting the County Borough or its residents. To help undertake this important role, it is able to scrutinise services provided by external organisations as well as those provided by the Council.

Scrutiny can also review the Council's partnership working in relevant areas. They are able to look at all aspects of a partnership's work including the Council's role, performance management and monitoring work programmes.

One difference with this external role is that Scrutiny cannot require a representative from those external organisations to come and give evidence. Rather, it can invite external people to attend to give evidence.
As per the WAO scrutiny forward work programmes should: provide a clear rationale for topic selection; be more outcome focussed; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align scrutiny programmes with the council’s performance management, self-evaluation and improvement arrangements.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Learning and LAESCYP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date / Timing</td>
<td>Overarching Item</td>
</tr>
<tr>
<td>17th July 2017</td>
<td>Preparation of Work programme</td>
</tr>
<tr>
<td></td>
<td>Wellbeing Objective Best Start (BS1)</td>
</tr>
<tr>
<td>4th September 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Wellbeing Objective</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>23rd October 2017</td>
<td>Best Start (BS2)</td>
</tr>
<tr>
<td></td>
<td>Cllr Lisa Mytton / D Haines</td>
</tr>
<tr>
<td></td>
<td>Scrutiny &amp; Challenge:-</td>
</tr>
<tr>
<td>4th December 2017</td>
<td>Best Start (BS1)</td>
</tr>
<tr>
<td></td>
<td>Cllr Lisa Mytton / D Haines</td>
</tr>
<tr>
<td></td>
<td>Scrutiny &amp; Challenge:-</td>
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Learning and LAESCYP Scrutiny Committee  
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(The Work Programme is reviewed at each meeting and as such is subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Wellbeing Objective</th>
<th>Scrutiny &amp; Challenge:</th>
<th>Cllr Lisa Mytton / D Haines</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th January 2018</td>
<td>Best Start (BS2)</td>
<td>The Scrutiny Committee will receive a report on a wellbeing objective. The scrutiny report will outline the context, current position and provide the most up to date performance and project information to enable the Scrutiny Committee to discuss and challenge on the steps taken to meet our wellbeing objectives.</td>
<td></td>
</tr>
<tr>
<td>19th February 2018</td>
<td>Best Start (BS1)</td>
<td>Scrutiny &amp; Challenge:</td>
<td>Cllr Lisa Mytton / D Haines</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Scrutiny &amp; Challenge:</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Wellbeing Objective</th>
<th>Scrutiny &amp; Challenge</th>
<th>Possible focus for a task and finish group</th>
<th>To be confirmed &amp; Scrutiny &amp; Challenge</th>
</tr>
</thead>
<tbody>
<tr>
<td>16th April 2018</td>
<td>Best Start (BS2)</td>
<td></td>
<td></td>
<td>Committee needs to engage with the secondary schools and the college as the County Borough is losing pupils to RCT; and about a borough wide learning together initiative. This follows information received at Chair attendance at Service Challenge Sessions (Self Evaluation)</td>
</tr>
<tr>
<td></td>
<td>Cllr Lisa Mytton / D Haines</td>
<td></td>
<td></td>
<td>Review of what the Authority and Schools are providing in relation to ALN across the County Borough. To include the role of Greenfield Special school</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Information &amp; Overview : A brief outline of key LAESCYP and Education issues currently delivered by Social Regeneration and an opportunity to scope out how the new committee will address issues.</td>
</tr>
</tbody>
</table>

For future consideration (some need to be taken off)

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<table>
<thead>
<tr>
<th>To be confirmed</th>
<th>Merthyr Youth Forum / Cabinet</th>
<th>DH/LPL</th>
<th>Wider LAESCYP Services</th>
<th>To meet with the</th>
<th>Merthyr youth forum / cabinet, inviting them to give us an insight on how they see their role, achievements, how they perceive opportunities for the youth of Merthyr Tydfil etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be confirmed</td>
<td>Central South Consortium Update of progress in meeting ESTYN Recommendations</td>
<td>DH</td>
<td>Hannah Woodhouse of CHC</td>
<td>Scrutiny &amp; Challenge</td>
<td>At the 12th September 2016 meeting HW suggested that the committee may wish to have a regular update on the CSC’s progress in addressing the ESTYN recommendations following the inspection of the CSC – report dated February 2016. This could be in the form of a briefing note for the Committee.</td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Nursery Admissions</td>
<td>AL</td>
<td>Pre Scrutiny &amp; Follow Up Issues</td>
<td>Scrutiny &amp; Challenge</td>
<td>A report updating committee on progress towards reconfiguring the funding and delivery of nursery provision to meet statutory requirements and defining sufficiency</td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Home To Schools Transport</td>
<td>AL</td>
<td>Pre Scrutiny &amp; Follow Up Issues</td>
<td>Information &amp; Overview</td>
<td>A report updating committee on progress towards reconfiguring the funding and delivery of HTST</td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Learning Support Assistant Review</td>
<td></td>
<td>Pre Scrutiny &amp; Follow Up Issues</td>
<td>Information &amp; Overview</td>
<td>A report detailing the outcomes of a review of the appropriateness of the current service level agreements with schools in relation to LSAs</td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Effectiveness of Governors</td>
<td>GW/DH</td>
<td>Wider LAESCYP Services</td>
<td>Information &amp; Overview</td>
<td>To have sight of the Governors survey. How effective are Governors in the overall school improvement.</td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Human Resources Department Restructuring.</td>
<td></td>
<td>Wider LAESCYP Services</td>
<td>Information &amp; Overview</td>
<td>Impact of restructure on schools i.e. better service; school improvement?</td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Free School Meals</td>
<td></td>
<td>Pupil Outcomes</td>
<td>Information &amp; Overview</td>
<td>Meeting 7th September 2015. Meeting with CSC. One of the areas for improvement “A sharper pace and urgency to focus on the</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Capita 1 System</th>
<th>in relation to Provision for ALN Pupils. An update is required as to whether this software is now being introduced / purchased.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be confirmed</td>
<td>Greenfield School - t capacity</td>
</tr>
<tr>
<td>Pupil Outcomes</td>
<td><strong>Information &amp; Overview:</strong> At the 30/11/2015 meeting committee informed Greenfield School is at capacity. As such are other Schools struggling with resources, are there more children in mainstream schools.</td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Invite SENCO’s to a Scrutiny meeting</td>
</tr>
<tr>
<td>Pupil Outcomes</td>
<td><strong>Information &amp; Overview:</strong> Following the 30/11/2015 meeting. To get an understanding of the work they do and their experiences of working with Local Authority.</td>
</tr>
<tr>
<td>To be confirmed in new Work Programme for 2016/17</td>
<td>Service Level Agreements</td>
</tr>
<tr>
<td>Pupil Outcomes</td>
<td><strong>Scrutiny and review:- Suggested by the Chair.</strong> Following the 25th January 2016 meeting, the committee still wants to monitor consultation with the unions re lunches and breakfast clubs, and also the educational inclusion and the feedback from the schools forum and the schools themselves; and the impact for the local authority and the schools.</td>
</tr>
<tr>
<td>To be confirmed</td>
<td>NEETS</td>
</tr>
<tr>
<td>Wider LAESCYP Services</td>
<td>NEETs going to scrutiny after the Destination Survey for 2015 is published, as the department would then be in a position to report on Merthyr’s performance in comparison to the rest of Wales.</td>
</tr>
</tbody>
</table>

The Department (Chris Hole) highlight the following themes to Scrutiny so that it is able to explore further as the coming year progresses, especially as there is a general awareness of the improvements seen in recent years to the overall NEETs figure with a continued decrease in young people identified as NEET which for 2015 is 1.6% as previously reported.

**Key messages/themes**

1. The council currently has access to the Merthyr Tydfil pre-release data for 2015. The full report is due to be published in the spring of this year however no set date is currently available. When published this will enable the authority to benchmark its current performance against the rest of Wales.

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<tr>
<th>To be confirmed</th>
<th>Surplus Places</th>
<th>Pupil Outcomes / Governance</th>
<th>Scrutiny and review: Report of what impact this will have on schools in the future and how it will impact on funding allocation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be confirmed</td>
<td>Schools Budget Formula / Schools funding formula</td>
<td>Pupil Outcomes / Governance</td>
<td>Scrutiny and review: - This is an ongoing issue as far as this scrutiny committee is concerned which has not been addressed satisfactorily to date.</td>
</tr>
</tbody>
</table>
| To be confirmed (agreed at 20th June 2016 meeting) | | | - Invite the LAESCYP Monitoring Group to a future meeting.  
- Arrange School visits for the Committee when required to those schools where scrutiny can make an impact.  
- Attendance training and impact of the SLA’s. What are schools doing |

2. However through local analysis of trend data for the past 3 years (2013 - 2015)  
   a. An increasing number of young people are staying on in education, however significant increases have been seen in young people opting for school 6th forms outside of Merthyr Tydfil (excluding Greenfield)  
   b. Whilst the number of young people classified as unable to take up a post 16 provision is small, Mental Health issues are identified as the prevailing factor (in 2015 70% of the current 10 unable to access provision)  
   c. After initial progress there has been a significant reduction in young people securing apprenticeships  

3. A further theme not covered by the Destination survey but requiring exploration in the coming year is the retention of young people by sector (Work based Learning, Tertiary College etc.) once they have taken up a progression route after leaving school  

These suggested themes would give some clear priorities for future scrutiny meetings within what is a fairly wide partnership agenda.  

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### Learning and LAESCYP Scrutiny Committee
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| TBC | Merthyr Youth Forum / Cabinet | DH/CH | Information & Overview: To meet with the Merthyr youth forum / cabinet, inviting them to give us an insight on how they see their role, achievements, how they perceive opportunities for the youth of Merthyr Tydfil etc. Listening To Young People/ Youth Engagement and Progression |
| TBC | Leadership Capacity - Identifying and developing Leaders / Leadership skills within Schools | DH | Governance in Schools | Information & Overview: At the meeting on 12th September Hannah Woodhouse from the CSC suggested that this may be an area that the scrutiny committee may wish to monitor i.e. ensuring that there is Leadership capacity in the LEA is identified and developed. What is the LEA doing in this area? |
| TBC | Action Points following Learning & LAESCYP Performance Board meeting Nov 2015. | DH, Sarah Bowen | Pupil Outcomes | Scrutiny and Challenge: At the last Learning & LAESCYP Performance Board 5 areas for improvement were identified – 1) Parental Engagement (Lead Officer Sarah Bowen); 2) More Able and Talented Pupils (Dorothy Haines); 3) Governance & Governing Bodies (Dorothy Haines); 4) Collaboration (Dorothy Haines); and 5) Corporate Support Services (Glynis Estabanez). (These were identified in the Performance Board report to Learning & LAESCYP meeting on 25th January 2016). Numbers 1 to 4 managed by the L&L scrutiny committee; and |

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<tr>
<th>Update on item 1) for this meeting</th>
<th>5) by the Governance Scrutiny Committee. Above suggested by Cllr P. Williams. From 22\textsuperscript{nd} February 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBC</td>
<td>Greenfield School</td>
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...
Good Scrutiny? Good Question!

Auditor General for Wales improvement study: Scrutiny in Local Government

Recommendations:-

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Responsible partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1 Clarify the role of executive members and senior officers in contributing to scrutiny.</td>
<td>Councils, Welsh Government, Welsh Local Government Association</td>
</tr>
<tr>
<td>R2 Ensure that scrutiny members, and specifically scrutiny chairs, receive training and support to fully equip them with the skills required to undertake effective scrutiny.</td>
<td>Councils, Welsh Government, Welsh Local Government Association</td>
</tr>
<tr>
<td>R3 Further develop scrutiny forward work programming to: • provide a clear rationale for topic selection; • be more outcome focussed; • ensure that the method of scrutiny is best suited to the topic area and the outcome desired; and • align scrutiny programmes with the council’s performance management, self-evaluation and improvement arrangements.</td>
<td>Councils</td>
</tr>
<tr>
<td>R4 Ensure that scrutiny draws effectively on the work of audit, inspection and regulation and that its activities are complementary with the work of external review bodies.</td>
<td>Councils, Staff of the Wales Audit Office, CSSIW, Estyn</td>
</tr>
<tr>
<td>R5 Ensure that external review bodies take account of scrutiny work programmes and the outputs of scrutiny activity, where appropriate, in planning and delivering their work.</td>
<td>Staff of the Wales Audit Office, CSSIW, Estyn</td>
</tr>
<tr>
<td>R6 Ensure that the impact of scrutiny is properly evaluated and acted upon to improve the function’s effectiveness; including following up on proposed actions and examining outcomes.</td>
<td>Councils, Welsh Government, Welsh Local Government Association</td>
</tr>
<tr>
<td>R7 Undertake regular self-evaluation of scrutiny utilising the ‘outcomes and characteristics of effective local government overview and scrutiny’ developed by the Wales Scrutiny Officers’ Network.</td>
<td>Councils</td>
</tr>
<tr>
<td>R8 Implement scrutiny improvement action plans developed from the Wales Audit Office improvement study.</td>
<td>Councils</td>
</tr>
<tr>
<td>R9 Adopt Participation Cymru’s 10 Principles for Public Engagement in improving the way scrutiny engages with the public and stakeholders.</td>
<td>Councils</td>
</tr>
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</table>