

SCRUTINY REPORT

Date Written	19 th March 2018
Report Author	Howard Jones
Service Area	Scrutiny
Exempt/Non Exempt	Non-Exempt
Committee Date	26 th March 2018

To: *Committee Members,*

Developing a Work Programme for 2018/19

1.0 SUMMARY OF THE REPORT

- 1.1 At the start of each municipal year each Scrutiny Committees begins to devise a work programme for the following 12 months.
- 1.2 This report provides some information for committee members to consider when preparing the work programme.

2.0 RECOMMENDATION(S) that

- 2.1 The Committee notes the contents of this report.
- 2.2 The Committee considers establishing a Task and Finish Group to prepare a draft work programme for submission to the next committee meeting for further discussion / agreement.

3.0 BACKGROUND INFORMATION

- 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 by all 22 local authorities in Wales in partnership with the Centre for Public Scrutiny and the 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 each of the scrutiny committees 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 (June 2018 to May 2019). The Local Government (Wales) Measure 2011 requires Scrutiny Committees to publish forward plans of their scrutiny work.
- 4.2 Scrutiny is a Member-led function and as such it is up to the scrutiny committees themselves to determine the work programmes. 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. A Work Programme will provide a clear picture to the public and partners of planned scrutiny activity
- 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.”¹*
- 4.4 The Wales Audit Office² 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.”*
- 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?

¹ Centre for public Scrutiny (CfPS)

² “Good Scrutiny? Good Question!” 20th May 2014 <http://www.cfps.org.uk/publications?item=113&offset=0>

- 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
 - Topics from budget monitoring reports
 - Issues from audit and inspection reports
 - Performance issues
 - Inspectors' and Regulators' concerns (e.g. ESTYN, WAO and CSSIW)

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

- 4.8 The Committee will also have considered:-
- Its areas of responsibilities / remit (see APPENDIX IV)
 - 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 V)

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 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.
- 4.11 There is a mechanism in place on the scrutiny pages of the Councils website to allow anyone to submit suggestions for the work programmes (online form).
- 4.12 Should any members of the committee have suggestions to get the public more involved in the scrutiny process, please can you contact the scrutiny section accordingly.

HOWARD JONES
SCRUTINY OFFICER

BACKGROUND PAPERS		

Outcomes and characteristics for effective local government overview & scrutiny

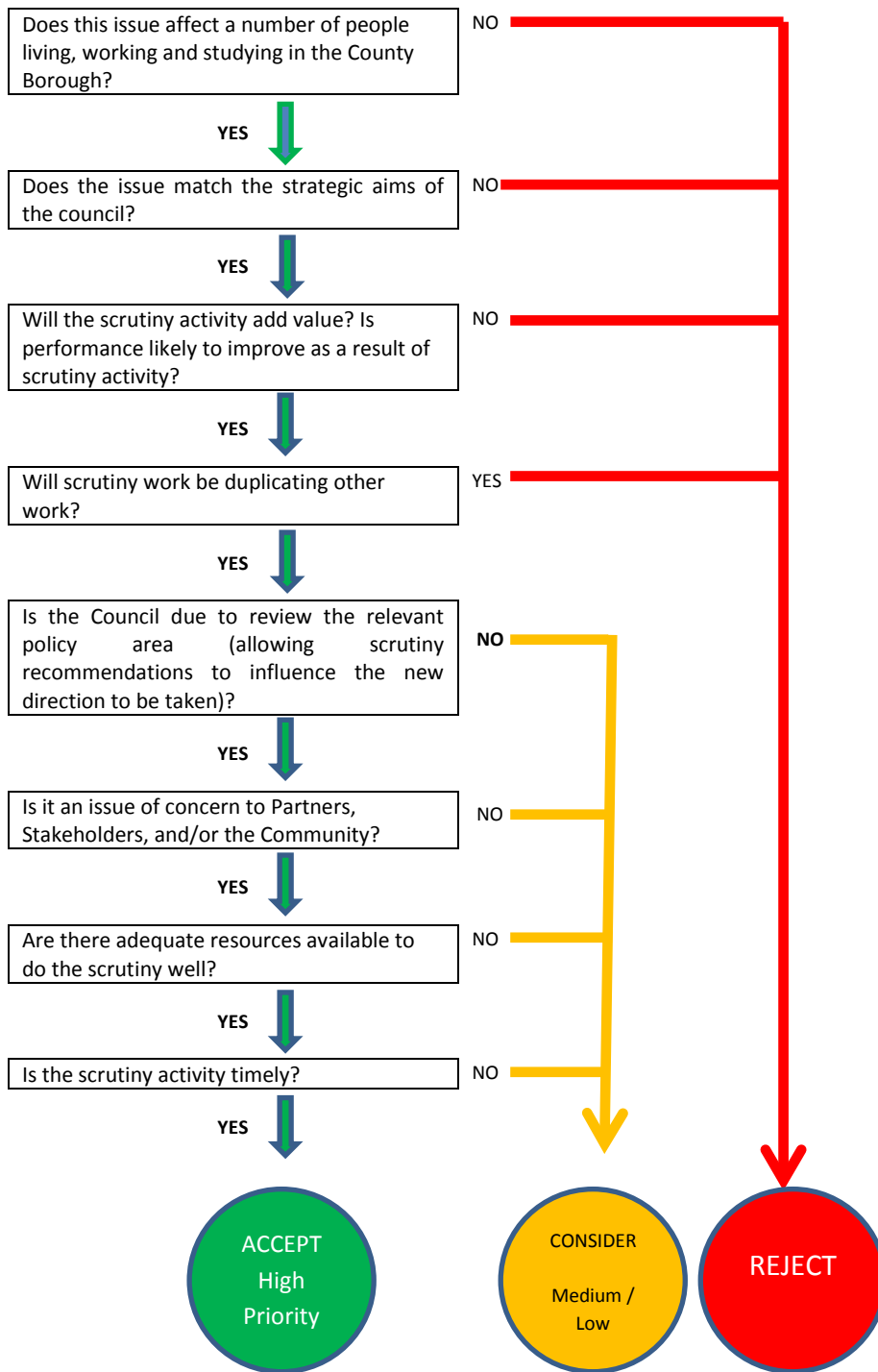
Outcome <i>What does good scrutiny seek to achieve?</i>	Characteristics <i>What would it look like? How could we recognise it?</i>
<p>1. Democratic accountability drives improvement in public services.</p> <p><i>“Better Outcomes”</i></p>	<p>Environment</p> <ul style="list-style-type: none"> i) Overview & scrutiny has a clearly defined and valued role in the council's improvement and governance arrangements. 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>Practice</p> <ul style="list-style-type: none"> iii) Overview & scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives. <p>Impact</p> <ul style="list-style-type: none"> iv) Overview & scrutiny regularly engages in evidence based challenge of decision makers and service providers. v) Overview & scrutiny provides viable and well evidenced solutions to recognised problems.
<p>2. Democratic decision making is accountable, inclusive and robust.</p> <p><i>“Better decisions”</i></p>	<p>Environment</p> <ul style="list-style-type: none"> i) Overview & scrutiny councillors have the training and development opportunities they need to undertake their role effectively. 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>Practice</p> <ul style="list-style-type: none"> 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. iv) Overview & scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it. <p>Impact</p> <ul style="list-style-type: none"> v) Decision makers give public account for themselves at overview & scrutiny committees for their portfolio responsibilities.

National Welsh Scrutiny Officers Network

Outcomes and characteristics for effective local government overview & scrutiny

<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>
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Scrutiny Work Programme – Prioritisation Process



3) A Guide to Scrutiny Work Programmes

Scrutiny Work programmes

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

Setting the work programme for scrutiny committees is an important stage in the scrutiny process. A work programme will show the topics to be considered over the coming months and will provide a clear picture to the public, officers and other interested parties of scrutiny activity.

Scrutiny should be able to demonstrate that as a consequence of its activity there have been improvements in services and performance. It must also be able to show that its activities are what people want and can help to add the most value. It is therefore essential that the process for selection of scrutiny topics is thorough and robust.

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.

The Wales Audit Office 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."

There is no instant formula to decide which topics to scrutinise. The key to effective scrutiny is for Members to select topics **where they can make the greatest contribution.**

Balancing the Workload

In setting a work programme committee members may wish to refer to the Centre for Public Scrutiny's (CfPS) 'Four Principles of Good Overview and Scrutiny' i.e.

- a) To provide a 'critical friend' challenge,
- b) To reflect the voice and concerns of the public and its communities,
- c) To take the lead and own the scrutiny process and
- d) Make an impact on service delivery.

Based on these four principles, a number of key functions make up the core business of scrutiny. Ideally, in setting its work programme, scrutiny should aim for a balance between these different roles, which include:-

Holding the Executive (Cabinet as a whole and individual Cabinet Members) to account for the quality and appropriateness of its/their decisions; for the performance of the council against local and national standards; and for the improvement of individual services and departments.

Policy review - this could be for a number of reasons including changes in legislation and government guidance or a local policy that is no longer fit for purpose or needs updating.

Policy development - in addition to reviewing existing policies and services, scrutiny has a role in developing and making recommendations for new policy. This is often at the request of the executive or full council but may also be a response to any third party request or under scrutiny's own initiative.

External scrutiny - the Local Government Act 2000 gives scrutiny committees the power to examine and make recommendations on matters which are not the responsibility of the local authority but which nevertheless affect the local authority's area or its inhabitants

The 8 Elements of Work Programme success

1. Be realistic. Start small and add elements if time permits.
2. Make sure scrutiny Councillors take the lead in identifying and managing the work programme.
3. Identify some 'quick wins' to gain confidence in the early stages.
4. Shift/filter/prioritise your work programme.
5. Select a small number of issues which can be examined in depth.
6. Make sure the issues are of interest to members,

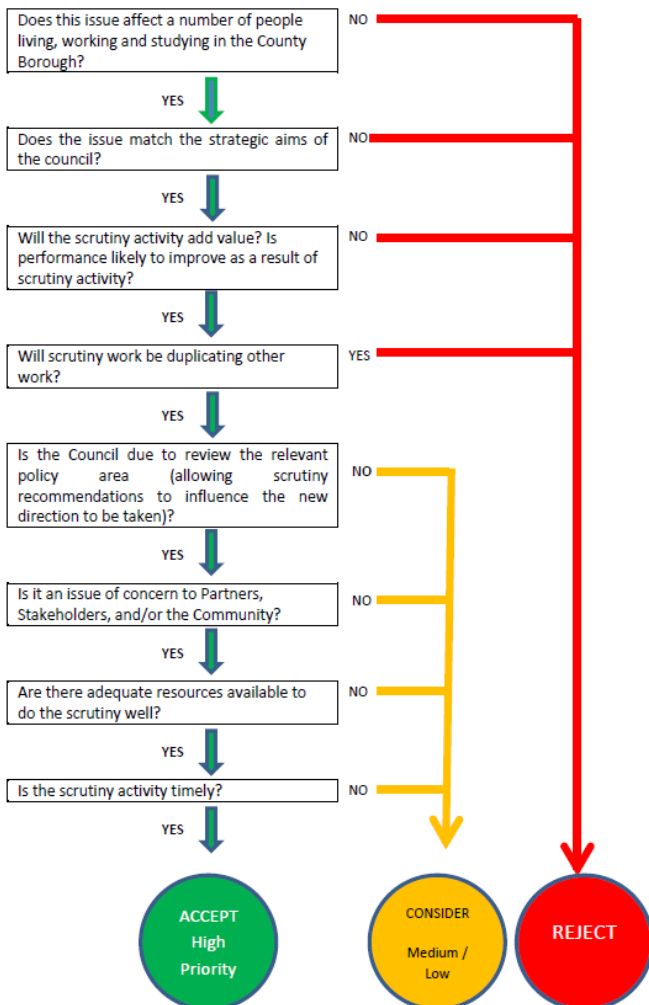
relevant to the work of the authority – don't avoid politically contentious issues.

7. Work programmes that cover 6-12 month periods work best.
8. Ensure that you monitor the results.

Selection Criteria

The following criteria could be used by the Scrutiny Committee and to support the evaluating and prioritising of each proposed topic for the Scrutiny Committee work programmes. This process is not set in stone.

Scrutiny Work Programme – Prioritisation Process



Suggestions for scrutiny topics come from a variety of sources:

- 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 Corporate Plan / Corporate Priorities
- The Cwm Taf PSB's Plans and Strategies
- Topics from budget monitoring reports
- Issues from audit and inspection reports
- Performance issues.
- Inspectors' and regulators' concerns

The Committee will also have considered Its areas of responsibilities / remit; the roles that scrutiny undertakes e.g. holding the Cabinet and decision-makers to account, policy review and development, performance monitoring, and external scrutiny.

How to contact us.



Scrutiny Support Officer
Merthyr Tydfil County Borough Council
Democratic Services Department
Civic Centre, Castle Street
MERTHYR TYDFIL
CF47 8AN



01685 725464



scrutiny@merthyr.gov.uk



<http://www.merthyr.gov.uk/council/councillors-and-committees/scrutinycommittees/>

Scrutiny Work Programme Proposal / Request Form

Item(s) forScrutiny 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.....

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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.....

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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 frame work.
- 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.....
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.....
.....

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.....
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.....

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.

MTCBC Scrutiny Committee Remits

GARETH CHAPMAN <i>(Chief Executive)</i>		ELLIS COOPER <i>(Deputy Chief Executive)</i>			
SUE WALKER Chief Officer LEARNING	LISA CURTIS-JONES Chief Officer SOCIAL SERVICES	CHERYLLEE EVANS Chief Officer NEIGHBOURHOOD SERVICES	ALYN OWEN Chief Officer COMMUNITY REGENERATION	Mark Thomas (Head of Corporate Services)	Carys Kennedy (Head of Legal & Governance)
Chief Education Officer (Statutory Role) School Improvement (<i>David Swallow</i>) Inclusion & Wellbeing (<i>Sarah Bowen</i>) School Planning & Improvement (<i>A Lewis</i>) Additional Learning Needs (<i>Dorothy Haines</i>) Governor Services (<i>Gary Winston</i>)	Director of Social Services Adults Social Services (<i>Mark Anderton</i>) Children's Social Services (<i>Annabelle Lloyd</i>) Community Development (<i>Ian Benbow</i>) Safeguarding (<i>Alex Beckham</i>)	Corporate Property & Estates (<i>Lisa Emerson / Mick Campbell</i>) Waste Management (<i>Paul Davies</i>) Highways & Engineering (<i>Darren Chaffe / Kevin Davies</i>) Fleet Management (<i>Mick Campbell</i>) Grounds Maintenance (<i>Rob Barnett</i>) Street Cleansing / Tidy Towns (<i>Paul Jones</i>) Environmental Cleansing and Enforcement (<i>Paul Jones</i>) Parks & Bereavement Services (<i>Rob Barnett</i>) Planning & Countryside (<i>Judith Jones</i>)	Physical Regeneration (<i>Chris Long</i>) Economic Development (<i>Chris Long</i>) Tourism (<i>Chris Long</i>) Employment / Employability Services (<i>Chris Long</i>) European and External Funding (<i>Chris Long</i>) Destination Management Plan Co-ordinator Public Protection & Housing (<i>Steve Peters</i>)	Customer Contact Centre (<i>G Edwards/C O'Neill</i>) Service Support (<i>G Edwards/Sian Thomas</i>) Executive Support (<i>G Edwards/Heidi Jones</i>) CCTV / Lifeline (<i>G Edwards/Sian Davies</i>) Parking Administration, Enforcement & Strategy (<i>G Edwards</i>) CTPSB (<i>Suzanne Davies</i>) Benefits and Revenues (Benefits, C.Tax, Debtors, Cash Collection) (<i>Mike Parry</i>) Internal Audit (<i>Gary Evans</i>) Leisure Trust / Active Lifestyles / Sports, Leisure & Culture Development (<i>John Sellwood</i>) Partnerships (<i>Suzanne Davies</i>)	Monitoring Officer Legal (<i>Simon Jones</i>) Democratic Services(<i>Ann Taylor</i>) Electoral Services (<i>Ann Taylor</i>) Register of Electors (<i>Ann Taylor</i>) Scrutiny Services (<i>Howard Jones</i>) Information Governance (<i>Lisa Donnelly</i>) Human Resources and Organisational Development (<i>Fran Donnelly</i>)
Anthony Lewis (Head of School Planning and Improvement)	Annabel Lloyd (Head of Children Social Services & Safeguarding)	Judith Jones (Head of Planning & Countryside)	Steve Peters (Head of Public Protection & Housing)	Steve Jones (Head of Finance)	Fran Donnelly (Head of Human Resources and Organisational Development) (Reports to Carys Kennedy)
Planning of School Places and School Admissions (<i>Helen Griffiths</i>) 21 st Century Schools Programme (<i>Anthony Lewis</i>) School Organisation Planning (<i>Anthony Lewis</i>) Education Asset Management (<i>Anthony Lewis</i>) School Catering / Schools Buildings and Facilities Management / School Health & Safety / School Cleaning / School Caretaking (<i>Edwina Pickering</i>) Local Management of Schools & School Resource (<i>Craig Flynn</i>) Education Management Information Systems (Capita One) (<i>Emma Strand</i>)	Wellbeing & Early Response (<i>Joe Rhys-Jones</i>) Services Supporting Permanence (<i>Sarah Skuse</i>) Merthyr Tydfil Family Centre & Contact (<i>Pauline Lipian</i>) Family Support (<i>Kathryn O'Keefe</i>) Intake (<i>Gareth Powell</i>) / Advocacy (<i>Annabel Lloyd</i>) Children with Disabilities (<i>Jon Eyre</i>) Early Intervention (<i>Jon Eyre</i>) Children Looked After (LAC) (<i>Tammy Griffiths-Type</i>) Fostering & Adoption (<i>Angela Allen</i>) LAC Education Support (LACES) (<i>Jessica Jones</i>) Children's MASH (<i>Joe Rhys-Jones / Gareth Powell</i>) Multi Intervention Assistance (MIA) (<i>Gareth Kedward</i>) Cwm Taf Youth Offending Service (<i>Jason O'Brien RCT</i>) Cwm Taf Integrated Family Support (<i>Jay Gouling (RCT)</i>)	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.	Housing Services (Strategic/Housing Solutions/ Homelessness) (<i>J Pike</i>). Housing Renewal Area (<i>J Pike</i>). Disabled Facility Grants (<i>J Pike</i>). Licensing (<i>Paul Lewis</i>). Trading Standards / Licensing (<i>Paul Lewis</i>). Environmental Health (<i>Sue Gow</i>) Home to School / Subsidised Transport (<i>Paul Lewis</i>). Registry Service (<i>Lorraine Evans</i>). Community Safety (<i>J Pike</i>).	Section 151 Officer Accountancy (<i>Adele Lewis</i>) Insurance (<i>Huw Davies</i>) Procurement (<i>Paul Davies</i>) Creditors (<i>Huw Sims</i>) Corporate Finance (<i>Steve Jones</i>)	HR Operations (<i>P. Williams</i>) HR Advice for Schools (<i>Donna Perry</i>) HR Admin (<i>G Estabanez</i>) Occupational Health (<i>Alison Davies</i>) Job Evaluation (<i>Leanne Edwards</i>) Health & Safety (<i>A Dinham</i>) Pensions (<i>N Zeraschi</i>) Payroll (<i>David Jones</i>) Trade Unions
Mark Anderton (Head of Adult Social Services)	Chris Hole (Head of Community Wellbeing)				Ellis Cooper Other Departments:-
Supported People and Accom.(<i>Lowri Morgan</i>) Day Services (<i>Rob Derrick</i>) Initial Support Services (<i>Angela Edevane</i>) Community Occ. Therapy (<i>Sonia Lloyd-Williams</i>) Older People and Disability (<i>Nicola Hughes</i>) Community Mental Health (<i>Alyson Jones</i>) Psychiatry of Old Age (<i>Alyson Jones</i>) Advocacy (<i>Mark Anderton</i>) Complaints ((<i>Jonathan Strong / Gaynor Lewis</i>) Assessment & Charging (<i>Jonathan Strong /Lesley-Anne Gallent</i>) / Contracting (<i>Gareth Richards</i>) Llysfaen (<i>Chris Bartz</i>) Ty Bargoed Newydd (Treharris) (<i>Margaret Davidson</i>) Ty Gurnos Newydd (Gurnos) (<i>Nancy Harding</i>) Adults MASH (<i>Alex Beckham</i>) Cwm Taf Social Care Workforce Development (<i>Jon Day RCT</i>)	Early Years & Flying Start (<i>Sarah Davies</i>) Youth & Youth Services (<i>Samantha Morgan</i>) Families First (<i>James Watkins</i>) Communities First (Vacant) Play (<i>Chris Hole</i>) / Integrated Children's Centre (<i>Nerys Jones</i>) / Adult Community Learning (<i>Jayne Powney</i>) Parenting (<i>Anthony Mee</i>) NEET's (<i>Diane Jones</i>)				Corporate Comm's (<i>Ceri Dinham</i>) I.T. / Print & Design (<i>Richard Evans</i>) Emergency Planning (<i>Rob Gough</i>) Business Change (<i>A Mogford</i>) Risk Management / Equalities/Welsh Language (<i>K O'Donovan</i>) (<i>Reports to A Mogford</i>) Performance (<i>Reports to A Mogford</i>) (Reports direct to Ellis Cooper)
					
Learning and LAESCYP Scrutiny Committee	Social Services Scrutiny Committee	Neighbourhood Services, Planning & Countryside Scrutiny Committee	Regeneration and Public Protection Scrutiny Committee <i>(Also Crime & Disorder Committee)</i>	Governance, Performance, Business Change and Corporate Services Scrutiny Committee	
Cllr Lisa Mytton (<i>Portfolio Member for Learning</i>)	Cllr David Hughes (<i>Portfolio Member for Social Services</i>)	Cllr Howard Barrett (<i>Portfolio Member for Neighbourhood Services, Planning & Countryside</i>)	Cllr Geraint Thomas (<i>Portfolio Member for Regeneration and Public Protection</i>)	Cllr Andrew Barry <i>(Portfolio Member for "Governance and Corporate Services")</i>	

APPENDIX V

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.

Governance, Performance, Business Change, and Corporate Services Scrutiny Committee

Work Programme Descriptors 2018/19

(The Work Programme is reviewed at each meeting and as such is subject to change)

Date / Timing	Overarching Item	Officer & Cabinet Member	Scrutiny Focus
29 th May 2018			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
10 th July 2018			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
28 th August 2018			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
9 th October 2018			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
20 th November 2018			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
8 th January 2019			Scrutiny & Challenge: -

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.

Governance, Performance, Business Change, and Corporate Services Scrutiny Committee Work Programme Descriptors 2018/19

(The Work Programme is reviewed at each meeting and as such is subject to change)

			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
26 th February 2019			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
9 th April 2019			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
			Scrutiny & Challenge: -
Additional items to consider for Work			
Date to be confirmed	Wellbeing Objectives reporting to scrutiny	Wellbeing Objectives reporting to scrutiny – At the Neighbourhood Services Scrutiny committee meeting on <u>30th October 2018</u> it was felt that as the first round of reporting to each of the scrutiny committees was nearing an end, that the committee would comment on experiences to date. As such an email was sent to the Chief Executive and Cabinet Portfolio Member (and others) asking that the Performance Team review progress to date and identify any lessons learned. A copy of the email is attached “Wellbeing Objectives reporting to Scrutiny”. Subsequently a report was submitted to the Governance Scrutiny committee <u>Report to Governance scrutiny on 9th January 2018</u> Scrutiny awaits a further report on this issue and this has been added to the work programme (date to be agreed).	
Date to be confirmed	Local Authority Support to the Third Sector	Governance, Performance, Business Change, and Corporate Services Scrutiny Committee <u>Local Authority Support to the Third Sector</u> This item was as a result of a WAO report. Subsequent to the item being discussed at the scrutiny meeting an email was sent to the Chief Executive and the Cabinet Portfolio Member. A copy of the email is attached “Governance Scrutiny – WAO report “Local Authority...” As a result of scrutiny’s involvement a report was submitted to the Governance Services Scrutiny Committee meeting on 13 th February. <u>Here is a link to the agenda for 13th Feb</u> (see item 3). This will remain on the scrutiny committees work programme. <u>Minutes of meeting</u>	

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.

Governance, Performance, Business Change, and Corporate Services Scrutiny Committee Work Programme Descriptors 2018/19

(The Work Programme is reviewed at each meeting and as such is subject to change)

Date to be confirmed	Cabinet Forward Plan	Governance, Performance, Business Change, and Corporate Services Scrutiny Committee Cabinet Forward Plan – Discussed as part of the <u>work programme item 17th October 2018</u> . A Task and Finish Group was set up to report to Cabinet for Cabinet to develop a Cabinet Work Plan. Requires finalisation
Date to be confirmed		

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.