

# 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 <sup>th</sup> May 2018	<b>Draft Committee Work Programme 2018/19</b>	Update from Task & Finish Group (Cllr Tanya Skinner / Mr Jeff Beard)	The committee to discuss the draft work programme as prepared by the Task and Finish Group
	<b>Merthyr Tydfil Leisure Trust</b>	Mark Thomas / John Selwood	<b>Scrutiny &amp; Challenge:</b> - A progress update following the meeting on 26 <sup>th</sup> March 2018.
	<b>Referral from Full Council - Objections &amp; Appeals Sub Committee Amendment Report</b>	Simon Jones / Geraint Morgan	<b>Scrutiny &amp; Challenge:</b> - To consider a referral from Council which resolved that: The entire report be referred to the relevant Scrutiny Committee for further consideration and then be referred back to Full Council for consideration.
10 <sup>th</sup> July 2018	<b>Draft Annual Governance Statement</b>	Gary Evans (Audit Manager)	<b>Scrutiny &amp; Challenge:-</b> To provide scrutiny with the opportunity to challenge and contribute to the Draft Annual Governance Statement document before it gets reported to full Council
	<b>Establishment of City Deal Joint Overview and Scrutiny</b>	No Officers invited. Report from Scrutiny Officer	<b>Scrutiny &amp; Challenge:</b> - to consider the establishment of, and governance arrangements for, a Joint Scrutiny Committee of the ten Councils involved in the Cardiff Capital Region City Deal. It will be a decision for each authority if it wishes to participate in the proposed Joint Scrutiny Committee.
	<b>Wellbeing Objective – Living Well</b>	Lisa Curtis-Jones / Annabel Lloyd / Mark Anderton	<b>Scrutiny &amp; Challenge:</b> - LW Living Well - People are empowered to live independently within their communities, where they are safe and enjoy good physical and mental health. To ensure a holistic approach is met in this objective, the key outcomes (or components) for Living Well will include: <ul style="list-style-type: none"> <li>• Safeguarding children and adults who are at risk of harm;</li> <li>• Tackling adverse childhood experiences and developing community Resilience;</li> <li>• Promoting healthy behaviours and increased levels of physical activity;</li> <li>• Promote good emotional wellbeing and improved mental health;</li> <li>• Clear and accessible information and advice; and</li> <li>• Services that provide people with the ability to live in their own home</li> </ul>

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)

4 <sup>th</sup> September 2018	<b>Merthyr Tydfil Leisure Trust Update</b>	Officers from Merthyr Tydfil Leisure Trust, Mark Thomas and John Sellwood	<b>Scrutiny &amp; Challenge:</b> - Following the written report presented by officers from Merthyr Tydfil Leisure Trust at the meeting of 26 <sup>th</sup> March 2018; Committee Members will receive a verbal update on progress made to date.
	<b>Change Programme</b>	Ellis Cooper / Andrew Mogford	<b>Scrutiny &amp; Challenge:</b> - Scrutiny Members to review the 'pre-decision' status of areas identified for financial savings
	<b>Draft Cabinet Work programme report following WAO report</b>	Task and Finish Group update (Cllr Skinner)	<b>Scrutiny &amp; Challenge:</b> - Discussed as part of the work programme item 17 <sup>th</sup> October 2017. A Task and Finish Group was established to report to Cabinet on developing a Cabinet Work Programme. The Committee to consider the first draft report of the Task and Finish group.
9 <sup>th</sup> October 2018	<b>DRAFT Annual Performance Report</b>	Andrew Mogford	<b>Scrutiny &amp; Challenge:</b> - The Annual Performance Report is a statutory is a statutory document which the Council is required to publish to communicate our self-evaluation of delivery against our wellbeing objectives. The Committee is requested to review the draft report and offer feedback on its' content.
	<b>Local Authority Support to the Third Sector Services</b>	Alyn Owen / Chris Long / Ryan Barry	<b>Monitoring &amp; Scrutiny:</b> <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 <sup>th</sup> February. <u>Here is a link to the agenda for 13<sup>th</sup> Feb</u> (see item 3). This will remain on the scrutiny committees work programme. <u>Minutes of meeting</u>
	<b>Merthyr Tydfil Leisure Trust progress update</b>	Mark Thomas / John Sellwood	<b>Scrutiny &amp; Challenge:</b> - A progress update following verbal update at the last meeting.

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)

20 <sup>th</sup> November 2018	<b>Wellbeing Objective - Environmental Wellbeing (including Fly Tipping)</b>	Cherylllee Evans (other officers to be confirmed)	<p><b>Scrutiny &amp; Challenge:</b> - EW Environmental Wellbeing - Communities protect, enhance and promote our environment and countryside. The key outcomes (or components) for communities to protect, enhance and promote our environment and countryside include:</p> <ul style="list-style-type: none"> <li>• Minimise environmental damage through prevention of pollution;</li> <li>• Maximise efficient use of materials and resources by means of the waste hierarchy;</li> <li>• Developing good quality, biodiverse and connected green infrastructure and open spaces; and</li> <li>• Promoting and supporting the use of renewable and low carbon energy.</li> </ul>
	<b>General Data Protection Regulation (GDPR)</b>	Cllr Andrew Barry / Lisa Richards	<p><b>Scrutiny &amp; Challenge:</b> - This May (2018) the Data Protection Act will be replaced by the General Data Protection Regulations (GDPR). The GDPR will ensure that our processing of personal information activities are fit for purpose within the digital age. The Authority will need to demonstrate compliance by completing "Data Protection Impact Assessments". This committee will seek assurance that the Authority is compliant with the Act.</p>
	<b>Merthyr Tydfil Leisure Trust progress update</b>	Mark Thomas / John Sellwood	<p><b>Scrutiny &amp; Challenge:</b> - Following the meeting on 9<sup>th</sup> October 2018, Members of the Trust were asked to come back to the Committee with a copy of the short-term recovery plan to outline its' content and offer Committee Members some background as to its content.</p>
8 <sup>th</sup> January 2019	<b>Change Programme</b>	Ellis Cooper / Andrew Mogford	<p><b>Scrutiny &amp; Challenge:</b> - Scrutiny Members to review the 'post-decision' status of areas originally identified for financial savings and identified whether savings have been achieved, the impact of this service rationalisation etc.</p>
	<b>Human Resources</b>	Cllr Andrew Barry / Fran Donnelly	<p><b>Scrutiny &amp; Challenge:- WAO Report - <a href="#">Improvement Assessment 2015-16: Review of the Council's Human Resources Function</a> .</b> 1) Contrast and compare the WAO proposals for improvement in the report. 2) Comment on the single points of dependency across the Authority – how much of a risk is this in terms of capacity and capability of the Authority (workforce planning). 3) An update on corporate sickness absence statistics over the last 3 years. 4) a quarterly report on agency staff employed by the local authority including financial details / costs.</p>

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)

	<b>Anti-Poverty Action Plan</b>	Sue Walker / Lisa Curtis-Jones / Chris Hole	<b>Scrutiny &amp; Challenge:</b> - Reducing the number of people who live in poverty is a priority for Welsh Government, local authorities and other public and third sector partners in Wales. Local authorities have their own arrangements and plans in place to tackle poverty and they work with partners to deliver key Welsh Government programmes. The committee wants a report to include what arrangements are in place in the County Borough; and wish to see the associated strategy and action plan.
26 <sup>th</sup> February 2019	<b>Wellbeing Objective – Best Start to Life</b>	Sue Walker / Annabel Lloyd	<b>Scrutiny &amp; Challenge:</b> - BS Best Start to Life - Children and young people get the best start to life and are equipped with the skills they need to be successful learners and confident individuals. The key outcomes (or components) for Best Start to Life are: <ul style="list-style-type: none"> <li>• Children live in a nurturing and stimulating home environment</li> <li>• Children have access to high quality pre-school and school education</li> <li>• Improve the educational outcomes for all children and young people</li> <li>• Children and young people have good health and wellbeing</li> </ul>
	<b>Merthyr Tydfil Leisure Trust progress update</b>	Mark Thomas / Andrew Mogford	<b>Scrutiny &amp; Challenge:</b> - A progress update following the meeting on 26 <sup>th</sup> March 2018.
	<b>Recommendations made by external regulators (WAO, CSSIW, ESTYN, WG Commissioners etc.).</b>	Internal Audit Department	<b>Scrutiny, Challenge and Monitor:-</b> To receive a report on regulatory body recommendations and directions to see if this Authority is addressing them satisfactorily.

## 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)

9 <sup>th</sup> April 2019	<b>Wellbeing Objective – Working Life</b>	Alyn Owen / Chris Long / Steve Peters	<p><b>Scrutiny &amp; Challenge:</b> - WL Working Life - People feel supported to develop the skills required to meet the needs of businesses, with a developing, safe infrastructure that establishes Merthyr Tydfil as an attractive destination. The key outcomes (or components) to support the response to this objective include:</p> <ul style="list-style-type: none"> <li>• Making skills work for Merthyr Tydfil: developing the workforce of the future;</li> <li>• Developing the environment and infrastructure for business to flourish;</li> <li>• Communities protect, enhance and promote our heritage and cultural assets;</li> <li>• Developing safer communities; and</li> <li>• Supporting and accommodating those most disadvantaged in the housing market</li> </ul>
	<b>Merthyr Tydfil Leisure Trust progress update</b>	Mark Thomas / Andrew Mogford	<p><b>Scrutiny &amp; Challenge:</b> - A progress update following the meeting on 26<sup>th</sup> March 2018.</p>

<b>Date to be confirmed</b>	Wellbeing Objectives reporting to scrutiny	Wellbeing Objectives reporting to scrutiny – At the Neighbourhood Services Scrutiny committee meeting on <u>30<sup>th</sup> 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 9<sup>th</sup> January 2018</u> Scrutiny awaits a further report on this issue and this has been added to the work programme (date to be agreed).
<b>Date to be confirmed</b>	<b>Emergency Planning</b> Rob Gough / Cllr Andrew Barry	<b>Scrutiny, Challenge and Monitor:</b> - The committee wants to know what plans are in place to minimise the impact of any disaster on the community and environment and manage the return to normality.
<b>Date to be confirmed</b>	<b>Household Waste and Recycling Centres</b>	<b>Scrutiny, Challenge and Monitor:</b> Report to Cabinet 27 <sup>th</sup> September 2017. Contract expires Sept 2018. Follow up on progress around March 2019 on what progress there has been since

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)

<b>Date to be confirmed</b>	<b>Wales Audit Office - Good governance when determining significant service changes – National Summary</b> As part of scrutiny review	<a href="http://www.audit.wales/system/files/publications/Good-Governance-2017-Eng_0.pdf">http://www.audit.wales/system/files/publications/Good-Governance-2017-Eng_0.pdf</a>  The report comes up with a number of “learning points” throughout the report, a number of which relate to scrutiny. These need to be summarised and used to change the way scrutiny works.
<b>Date to be confirmed</b>	<b>Community Engagement / Constitution</b>	At the meeting of 26 <sup>th</sup> March 2018 a Task and Finish Group was agreed to take forward Community Engagement and how this can be incorporated into the Constitution. ToR yet to be agreed.
<b>Date to be confirmed</b>	<b>Fly-tipping Task &amp; Finish Group Feedback</b>	Scrutiny & Challenge: To review the findings of the Task & Finish Group established to review the issue of fly-tipping (see Wellbeing Objective - Environmental Wellbeing (including Fly Tipping) October 2018. Has a T&FG been established?
<b>Dates as per work programme</b>	<b>Merthyr Tydfil Leisure Trust</b>	At the Joint Audit and Scrutiny meeting on 26 <sup>th</sup> March 2018, the Trust advised that a lot of work has gone on. The committee to agree what they require when discussing the work programme at every meeting.