

Meeting of:	Corporate Performance and Resources Scrutiny Committee
Date of Meeting:	Thursday, 27 June 2019
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	4th Quarter Scrutiny Decision Tracking of Recommendations and Proposed Work Programme Schedule 2019/20
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2019/20
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer, 01446 709856
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the WAO Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function
Executive Summary:	<ul style="list-style-type: none"> • The report advises Members of progress in relation to the Scrutiny Committee's recommendations and confirms the proposed Work Programme Schedule for 2019/20: <ul style="list-style-type: none"> - 4th Quarter January to March 2019 (Appendix A) - 3rd Quarter October to December 2018 (Appendix B) - Proposed Work Programme Schedule for 2019/20 (Appendix C).

Recommendations

1. That the views of the Committee on the status of the actions listed in Appendices A and B to the report be sought.
2. That the proposed Work Programme Schedule attached at Appendix C be approved and uploaded to the Council's website.

Reasons for Recommendations

1. To maintain effective tracking of the Committee's recommendations.
2. For information.

1. Background

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

2. Key Issues for Consideration

- 2.1 Appendices A and B attached to this report set out the recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that decision of Scrutiny Committees are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 Members are also requested to confirm approval of the proposed Scrutiny Committee Work Programme Schedule attached at Appendix C, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.4 The Work Programme has been aligned to the Cabinet Forward Work Programme. The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.

With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.

- 2.5 Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.
- 2.6 The Work Programme can also be found on the Council's website at the following link: https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1 The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes.
- 3.2 Scrutiny Committee forward work programmes are published by the Council which encourages engagement / involvement by the public in the decision making process.
- 3.3 The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4 The Scrutiny work programme provides details of the reports / items proposed to be considered by the Committee over the coming year.

4. Resources and Legal Considerations

Financial

- 4.1 None as a direct result of this report.

Employment

- 4.2 None as a direct result of this report.

Legal (Including Equalities)

- 4.3 None as a direct result of this report.

5. Background Papers

Relevant Scrutiny Committee and Cabinet minutes.

Uncompleted Recommendations

4th Quarter 2018-19

SCRUTINY DECISION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

17 January 2019				
Min. No. 669 – Corporate Safeguarding Mid-Year Report (REF) – Recommended	Corporate Performance & Resources			
(2) That further advice in relation to the requirement for Members of the Council to receive a DBS check be explored with the Monitoring Officer / Head of Legal and Democratic Services.			All Members of the Committee to be emailed with a copy of the advice	
Min. No. 672 – 3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2018/19 (MD) – Recommended	Corporate Performance & Resources			
(2) That the work programme be amended as outlined above and uploaded to the Council's website.			Work programme amended and uploaded to the Council's website.	Completed
14 March 2019				
Min. No. 855 – Staff Engagement Update (REF) – Recommended	Corporate Performance & Resources			
That the comments of the Scrutiny Committee be referred to Cabinet and the approach to progressing staff engagement activities through 2019 as detailed in the report be noted.			Cabinet, on 15 th April, 2019 resolved that the comments of the Scrutiny Committee be noted, and the approach to progressing staff engagement activity throughout 2019 be endorsed. (Min. No. C647 refers)	Completed
Min. No. 856 – Withdrawal of Discretionary Funding for Fare Paying School Transport Services (REF) – Recommended	Corporate Performance & Resources			
That the comments of the Scrutiny Committee be referred to Cabinet for their consideration during the consultation process.			Cabinet, on 15 th April, 2019, resolved [1] That in the absence of any formal recommendations, the comments of the Scrutiny Committee be noted. [2] That approval be granted to undertake a public consultation on the proposed withdrawal of funding for the fare paying school bus service exercise, as listed in Appendix A to the Cabinet report dated 18 th February, 2019.	Completed

Uncompleted Recommendations

4th Quarter 2018-19

Appendix A
Jan - Mar 2019

SCRUTINY DECISION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
			[3] That a further report be received by Cabinet following the public consultation exercise, as referred to in Recommendation [2] of the original Cabinet report. (Min. No. C648 refers)	

Uncompleted Recommendations

3rd Quarter – 2018/19

SCRUTINY DECISION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

13 December 2018				
Min. No. 601 – Initial Revenue Budget Proposals 2019/20 and Revised Budget 2018/19 (MD) – Recommended	Corporate Performance & Resources			
(1) That Cabinet be advised of the Committee's comments regarding acknowledgement of the increase in demand for services for Adults and Children and the pressures on the service's budgets, with a call for an easing of the cost pressures that needed to be fully considered and applied.		}	Cabinet, at its meeting on 21 st January, 2019 resolved that the contents of the report be noted and passed to the Budget Working Group for consideration in concluding the budget proposals for 2019/20. (Min. No. C552 refers)	Completed
(2) That the Initial Revenue Budget Proposals for 2019/20 and the comments raised by the Committee, including those relating to cost pressures as set out Recommendation (1) above be forwarded to Cabinet.				
(3) That Cabinet be advised of the Committee's view that cost pressure V1 and the waste recycling treatment contract should be fully funded to the value of £850k per annum and for this money to be allocated from the Council's General Fund Reserve.				
(4) That Cabinet and the Budget Working Group be advised of the Committee's view that serious consideration is given to the level of reserves held in the Council Fund Reserve before costs are passed onto residents in the form of increased Council Tax.				
(5) That Cabinet be requested to consider carefully the impact for the service areas should it decide not to fund some of the cost pressures noted for the Directorate.				
(6) That the Council and Cabinet lobby both Westminster and the WLGA with a copy to the Minister Kirsty Williams regarding the teachers' superannuation costs, pointing out the issues and whether they would be prepared to look favourably on the Council in this regard.				

Uncompleted Recommendations

3rd Quarter – 2018/19

SCRUTINY DECISION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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<p>Min. No. 602 – Initial Capital Programme Proposals 2019/20 to 2023/24 and Capital Monitoring 2018/19 (MD) – Recommended</p>	<p>Corporate Performance & Resources</p>			
<p>(1) That notwithstanding the requests for further information, the recommendations of the Scrutiny Committees as outlined below be endorsed and reported to Cabinet for consideration.</p> <p>Homes and Safe Communities Scrutiny Committee on 5th December, 2018: (2) T H A T the Initial Capital Budget proposals for 2019/20 be noted and that the Committee’s comments be referred to the Corporate Performance and Resources Scrutiny Committee.</p> <p>Environment and Regeneration Scrutiny Committee on 6th December, 2018: (1) T H A T the Corporate Performance and Resources Scrutiny Committee pass on to Cabinet, the Committee’s recommendation that additional funding should be allocated for capital bid E1 Carriageway resurfacing/Surface treatments, with extra investment to come from the Council’s General Reserve. (2) T H A T the Corporate Performance and Resources Scrutiny Committee be requested to consider a future report outlining the use of Council Capital receipts and the land/property portfolio held by the Council, with consideration of how the Council’s assets could be used.</p> <p>Learning and Culture Scrutiny Committee on 11th December, 2018: (1) T H A T Cabinet be requested to consider that if there was any additional funding forthcoming for asset renewals in schools, that the aspects of dignity and privacy for pupils be considered.</p>			<p>Cabinet, at its meeting on 21st January, 2019 resolved that the contents of the report be noted and passed to the Budget Working Group for consideration in concluding the budget proposals for 2019/20. (Min No C551 refers)</p>	<p>Completed</p>

CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME 2019-20

MONTH	REPORT TITLE
27 th June 2019	<ul style="list-style-type: none"> • Sickness Absence Report • Employee Turnover Report • 4th Quarter Decision Tracking and Updated Forward Work Programme
25 th July 2019	<ul style="list-style-type: none"> • *CFWP – Reshaping Services Review • *CFWP – Q4 2018/19 Performance Report • *CFWP – Compliance Policies Review • Annual Report Section 106 Legal Agreements • Corporate Safeguarding Annual Report (reference from Cabinet) • *CFWP – Revenue Monitoring • *CFWP – Capital Monitoring • *CFWP – Closure of Accounts • 1st Quarter Decision Tracking and Updated Forward Work Programme
26 th September 2019	<ul style="list-style-type: none"> • *CFWP – Improvement Plan (Part One) • *CFWP – Medium Term Financial Plan • *CFWP - Vale of Glamorgan Annual Report (Part 2 Improvement Plan) • *CFWP – Council’s Agency Worker Provision • *CFWP – Reshaping Services Update • Welfare Reform annual progress report
24 th October 2019	<ul style="list-style-type: none"> • *CFWP – Revenue Monitoring • *CFWP – Capital Monitoring • *CFWP – Reshaping Services Update • Quarter 1 2019/20 Performance Report • Scrutiny Committees’ Draft Annual Report • 2nd Quarter Decision Tracking and Updated Forward Work Programme
21 st November 2019	<ul style="list-style-type: none"> •
19 th December 2019	<ul style="list-style-type: none"> • *CFWP – Initial Capital Programme Budget Proposals • *CFWP – Initial Revenue Programme Budget Proposals • *CFWP – Initial Housing Revenue Account Budget Proposals • *CFWP – Sickness Absence Report 2019/20 Q2 • Q2 2019/20 Performance Report • Corporate Safeguarding Mid-Year Report (reference from Cabinet)

23 rd January 2020	<ul style="list-style-type: none"> • *CFWP – Revenue Monitoring • *CFWP – Capital Monitoring • *CFWP – Reshaping Services Update • Improvement Objectives Part 1 / Corporate Plan • Welfare Reform Annual Progress Report • 3rd Quarter Decision Tracking and Updated Forward Work Programme
27 th February 2020	<ul style="list-style-type: none"> • *CWFP – Corporate Safeguarding • *CFWP – Employee Pay Policy 2020/21 • *CFWP – Corporate Plan
26 th March 2020	<ul style="list-style-type: none"> • *CFWP – Revenue Monitoring • *CFWP – Capital Monitoring • *CFWP – Pay Policy Statement • *CWFP – Treasury Management and Investment Strategy • *CFWP - Council's Annual Self-Assessment • *CFWP – Vale of Glamorgan Wellbeing Objectives and Improvement Plan Part 1 • Q3 2019/20 Performance Report • Corporate Plan Annual Delivery Plan (including Service Plans and Target Setting)
30 th April 2020	<ul style="list-style-type: none"> • *CFWP – Reshaping Services Update • 4th Quarter Decision Tracking and updated Forward Work Programme

Other reports requested by Committee to be added into schedule as and when available.

- Reshaping Services Programme – regular updates (14 Nov 18: Min No 490)
- Capturing Public Engagement within the Council's website (20 Jun 17: Min. No. 79)
- Council's Annual Self-Assessment Member Briefing to be arranged (15 Feb 18: Min No 716)
- Progress of an expanded Joint Internal Audit Service (22 Mar 18: Min No 817)
- Monitoring of and presentations on the four topic areas of the PSB's wellbeing plan (19 Jul 18: Min No 210)
- LED lighting programme – report on costings (19 Jul 18: Min No 213)
- Universal Credit – interim report re the commencement of UC (if further information received before the Welfare Reform annual progress report) (20 Sep 18: Min No 328)

Regular reports already added to the schedule:

Annual

- Vale of Glamorgan Annual Report 20**/20**. (Sept/Oct)
- Welfare Reform annual progress report (last reported 20 Sep 18: Min No 328)
- Scrutiny Committees' Draft Annual Report. (Sept/Oct)

Biannual

Quarterly

- 1st Quarter (April – June) Decision Tracking and Forward Work Programme (July)
- 2nd Quarter (July – September) Decision Tracking and Forward Work Programme (Oct)
- 3rd Quarter (October – December) Decision Tracking and Forward Work Programme (Jan)
- 4th Quarter (January – March) Decision Tracking and Forward Work Programme (May)
- Quarter 1 (April – June) Performance Report: Corporate Health (Oct)
- Quarter 2 (July – September) Performance Report: Corporate Health (Dec)
- Quarter 3 (October – December) Performance Report: Corporate Health (Mar)
- Quarter 4 (January – March) Performance Report: Corporate Health (Jun)

Infrequent

- Cabinet References
- Revenue and Capital Monitoring Reports
- Requests for Consideration
- Requests for Call-in

NB The schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.