

Meeting of:	<b>Corporate Performance and Resources Scrutiny Committee</b>
Date of Meeting:	<b>Wednesday, 05 February 2020</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the updated 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"> <li>• The report advises Members of progress in relation to the Scrutiny Committee's recommendations and confirms the updated Work Programme Schedule for 2019/20: <ul style="list-style-type: none"> <li>- 3rd Quarter October to December 2019 (Appendix A)</li> <li>- Updated Work Programme Schedule for 2019/20 (Appendix B), following approval to be uploaded to the Council's website.</li> </ul> </li> </ul>

## **Recommendations**

1. That the views of the Committee on the status of the actions listed in Appendix A to the report be sought.
2. That the updated Work Programme Schedule attached at Appendix B 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 Appendix A attached to this report sets 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 updated Scrutiny Committee Work Programme Schedule attached at Appendix B, 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** In response to the recent Wales Audit Office review into Scrutiny, the Council has aimed to deliver an annual scrutiny-drive issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its Forward Work Programme (Attached at Appendix B) by identifying:

- The specific areas of interest for the Committee;
- How to engage stakeholders (including Ward Members and the public);
- The most appropriate forms of scrutiny for each (e.g. "task and finish", expert witnesses, site visits, joint approaches to scrutiny, etc.);
- The issues where scrutiny can have the most impact and value to be gained from consideration.

**2.6** 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.

**2.7** 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](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

3<sup>rd</sup> Quarter 2019-20

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

02 October 2019				
<b>Min. No. 346 – Annual Corporate Safeguarding Report: 2018/19 (REF) – Recommended to Cabinet</b>	Corporate Performance & Resources		Cabinet, on 4 <sup>th</sup> November, 2019, resolved that future reports to Cabinet and Scrutiny Committee include the reasons for non-compliance with regard to schools as outlined above. Also, that the effects of a Zero-Tolerance Policy in relation to checks be added to the annual report. (Min No C137 refers)	Completed
(1) That Cabinet be urged to consider a Zero-Tolerance Policy be put in place in relation to DBS checks and all associated checks being received prior to an applicant commencing employment corporately and in schools.				
(2) That future reports to Cabinet and Scrutiny Committee include the reasons for non-compliance with regard to schools as outlined above.				
<b>Min. No. 347 – Quarter 1 2019/20 Performance Report – Corporate Health (MD) – Recommended</b>	Corporate Performance & Resources		Added to work programme schedule.	Completed
(2) That the Committee continues to monitor and scrutinise the work of the Public Services Board with regular reports being presented to the Committee.				
<b>Min. No. 348 – 1<sup>st</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20 (MD) – Recommended</b>	Corporate Performance & Resources		Added to work programme schedule.	Completed
(2) That the forward work programme be amended to include that a report in relation to the Contact Centre will be brought to the Scrutiny Committee before April 2020.				
(3) That reports in respect of matters being considered by the Public Services Board be presented to the Scrutiny Committee as appropriate.				
(4) That the forward work programme be updated and uploaded to the Council's website				
<b>24 October 2019</b>				
<b>Min. No. 414 – Medium Term Financial Plan 2019/20 to 2022/23 (REF) – Recommended</b>				
That Cabinet be requested to consider the demographic growth within the Vale of Glamorgan and its impact on resources and to consider further investment opportunities for the future of the Council.			Cabinet, at its meeting on 16 <sup>th</sup> December, 2019, resolved that the contents of the report be noted, and Cabinet would continue to consider the demographic growth within the Vale of Glamorgan and its impact	Completed

# Uncompleted Recommendations

3<sup>rd</sup> Quarter 2019-20

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

			on resources and would consider further investment opportunities for the future of the Council. (Min. No. C170 refers)	
<b>Min. No. 415 – Reshaping Services: Update on Implementation (REF) – Recommended</b>				
(2) That regular progress updates continue to be provided to the Scrutiny Committee on the progress of the Reshaping Services programme.			Added to work programme schedule.	Completed
<b>Min. No. 416 – Reshaping Services: Town and Community Council Engagement in Operating Local Services and Assets (REF) – Recommended</b>				
(1) That Cabinet be urged to progress discussions with Town and Community Councils.		}	Cabinet, at its meeting on 16 <sup>th</sup> December, 2019, noted the contents of the report. (Min. No. C171 refers)	Completed
(2) That TUPE arrangements, the Council's view on strategic arrangements, any legal advice required, setting up a fund to assist with the transfer of assets be considered by Cabinet when discussing matters with Town and Community Councils and that progress on the agenda be urged in view of impending budgetary discussions within the Vale and the Town and Community Councils' budgetary processes themselves.				
<b>Min. No. 417 – Revenue Monitoring for the Period 1<sup>st</sup> April to 31<sup>st</sup> August 2019 (MD) – Recommended</b>				
(2) That Cabinet be requested to discuss with the WLGA further lobbying of Welsh Government regarding funding for Local Authorities.		}	Cabinet, at its meeting on 16 <sup>th</sup> December, 2019, noted the contents of the report. (Min. No. C172 refers)	Completed
(3) That discussions take place with retailers and manufacturers regarding the amount of plastic produced and options for reduction.				
<b>Min. No. 419 – Other Musculoskeletal Absence 2018/19 and 2019/20 (MD) – Recommended</b>				
(1) That arrangements be made for Members of the Scrutiny Committee to undertake a visit to the BSC.			Site visit to be held at the BSC on 5 <sup>th</sup> February, 2020 at 4.00 p.m.	Ongoing
(3) That further information be brought to the Scrutiny Committee as appropriate in relation to arrangements being made for further assistance with occupational health referrals.			Added to work programme schedule.	Completed

# Uncompleted Recommendations

3<sup>rd</sup> Quarter 2019-20

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

27 November 2019				
<b>Min. No. 481 – Draft Vale of Glamorgan Council Corporate Plan 2020-25 (REF) – Recommended</b>	Corporate Performance & Resources			
That the Committee's comments be considered by the Head of Service when finalising the document.				
<b>Min. No. 482 – Q2 Sickness Absence Report 2019/2020 (REF) – Recommended</b>	Corporate Performance & Resources			
(2) That further data capture information as outlined above be presented to future meetings of the Committee and the Committee's forward work programme be amended accordingly.			Added to work programme schedule.	Completed
(3) That Cabinet be informed of the Committee's intention to seek further information and to report back once that information has been received.			Cabinet, at its meeting on 20 <sup>th</sup> January, 2020, noted the report. (Min. No. C188 refers)	Completed
<b>Min. No. 485 – Welfare Reform – Progress Report (MD) – Recommended</b>	Corporate Performance & Resources			
(1) That Cabinet consider sending a letter to Welsh Government lobbying for an increase in the Discretionary Housing Payments Grant jointly in the names of the Cabinet Member for Housing and Building Services the Cabinet Member for Social Care and Health.			Cabinet, at its meeting on 20 <sup>th</sup> January, 2020, resolved that it was premature to write to Welsh Government at this time, but agreed to review the position following the budget and if necessary, would write once all accounts were finalised. (Min. No. C187 refers)	Completed
(2) That a further report on the progress of Welfare Reform be presented to the Committee in May 2020 and that the Committee's work programme be amended accordingly.			Added to work programme schedule.	Completed
<b>Min. No. 486 – 2<sup>nd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20 (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That the work programme outlined at Appendix B to the report be approved, subject to the additional reports as discussed at the meeting and outlined below being included in a revised work programme: - Sickness Absence Report: to include data on staff purchasing additional annual leave; long terms sickness with details of stress and measures in			Work programme schedule updated.	Completed

# Uncompleted Recommendations

3<sup>rd</sup> Quarter 2019-20

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

place to assist staff and work / life balance initiatives and phased returns; and information on the issue of stomach ailments; - Report on the progress of Welfare Reform be presented to the Committee in May 2020.				
(3) That the revised work programme as outlined above be uploaded to the Council's website as soon as possible.			Work programme schedule uploaded to the Council's website.	Completed

**19 December 2019**

<b>Min. No. 568 – Quarter 2 2019/20 Performance Report – Corporate Health (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That the remedial actions taken to address areas of underperformance and the challenges identified were considered with the Committee's views and recommendations being referred thereafter to Cabinet for their consideration and approval.			Cabinet, at its meeting on 20 <sup>th</sup> January, 2020, noted the report and endorsed that Additional Learning Needs should be a stand alone risk within the Risk Register. (Min. No. C192 refers)	Completed
(3) That Additional Learning Needs and other education provisions be grouped as a separate risk priority on future reporting				
<b>Min. No. 569 – Initial Capital Programme Proposals 2020/21 to 2024/25 and Capital Monitoring 2019/20 (MD) – Recommended</b>	Corporate Performance & Resources			
(1) That the Initial Capital Programme Proposals for 2020/21 to 2024/25 were considered along with recommendations from other Scrutiny Committees and the recommendations be forwarded to Cabinet.			Cabinet, at its meeting on 20 <sup>th</sup> January, 2020, noted the contents of the report. (Min. No. C191 refers)	Completed
(5) That the Committee recommend to Cabinet that priority be given to those capital bids that fall within the criteria for Health and Safety legislation (Priority Level A) and those of Economic Sense/Invest to Save (Priority Level Ci).				



# Uncompleted Recommendations

3<sup>rd</sup> Quarter 2019-20

**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
(6) That the Committee recommend to Cabinet for emphasis to be given to bid NST1 – Carriageway resurfacing/Surface treatments, which should be successful in order to maintain roads to an acceptable standard and because resurfacing is recognised as a major challenge as standards could deteriorate very quickly.			Cabinet, at its meeting on 20 <sup>th</sup> January, 2020, noted the contents of the report. (Min. No. C191 refers)	Completed
<b>Min. No. 570 – Initial Revenue Budget Proposals 2020/21 and Revised Budget 2019/20 (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That, having considered the Initial Revenue Budget Proposals for 2019/20 together with the recommendations from other Scrutiny Committees, the Committee's recommendations be forwarded to Cabinet.			Cabinet, at its meeting on 20 <sup>th</sup> January, 2020, noted the contents of the report. (Min. No. C190 refers)	Completed
(6) That the Committee recommend to Cabinet that despite the indicative budget increase of 4.9% for 2020/21 from Welsh Government, it be noted that the cost pressures for Environment and Housing and Special Educational Needs (SEN) would still remain and therefore need to be fully considered.				
<b>Min. No. 571 – Initial Housing Revenue Account (HRA) Budget Proposals 2020/21 and Revised Budget 2019/20 (DEH) – Recommended</b>	Corporate Performance & Resources			
(2) That the Head of Finance provide details on how the provision for bad debt figures were calculated in the Housing Revenue Account estimates.				

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

<b>MONTH</b>	<b>REPORT TITLE</b>
29 <sup>th</sup> January 2020 26 <sup>th</sup> February 2020 5 <sup>th</sup> February 2020	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CFWP – Employee Pay Policy 2020/21</li> <li>• Withdrawal of Discretionary Funding for Fare Paying School Transport Services (Which do not Cater for Pupils who Qualify for Free School Transport) – Reference from Cabinet 16 December, 2019</li> <li>• Corporate Plan / Improvement Objectives Part 1</li> <li>• 3<sup>rd</sup> Quarter Decision Tracking and Updated Forward Work Programme</li> </ul>
1 <sup>st</sup> April 2020 at 4.00pm	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CWFP – Treasury Management and Investment Strategy</li> <li>• *CFWP - Council's Annual Self-Assessment</li> <li>• *CFWP – Vale of Glamorgan Wellbeing Objectives and Improvement Plan Part 1</li> <li>• *CFWP – Reshaping Services Update</li> <li>• Q3 2019/20 Performance Report</li> <li>• Corporate Plan Annual Delivery Plan (including Service Plans and Target Setting)</li> <li>• PSB Update Report</li> </ul>
30 <sup>th</sup> April 2020	<ul style="list-style-type: none"> <li>• *CFWP – Reshaping Services Update</li> <li>• Progress Update on Joint Audit Service</li> <li>• 4<sup>th</sup> Quarter Decision Tracking and updated Forward Work Programme</li> </ul>

**Other reports requested by Committee and / or Chairman to be added into schedule as and when available.**

- 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) – included in Welfare Reform report scheduled for 27 November meeting
- Report in relation to the Contact Centre to be brought to the Scrutiny Committee before April 2020 (02 Oct 19: Min No 348)
- Reports in respect of matters being considered by the Public Services Board be presented to the Scrutiny Committee as appropriate (02 Oct 19: Min No 348)
- Regular progress updates on the Reshaping Services programme (24 Oct 19: Min No 415)
- Report with further information in relation to arrangements being made for further assistance with occupational health referrals (24 Oct 19: Min No 419)

- Sickness Absence – report to contain further data capture information re annual leave purchase scheme (how many staff purchased leave and the departments they were in); long term sickness with details of stress and measures in place to assist staff and work/life balance initiatives and phased returns; and information regarding stomach ailments (27 Nov 19: Min No 486)
- May 2020 – Update report on progress of Welfare Reform (27 Nov 19: Min No 486)
- Corporate Safeguarding

**Regular reports already added to the schedule:**

**Annual**

- Vale of Glamorgan Annual Report 20\*\*/20\*\*
- Welfare Reform annual progress report
- Scrutiny Committees' Draft Annual Report

**Biannual**

**Quarterly**

- 1<sup>st</sup> Quarter (April – June) Decision Tracking and Forward Work Programme (July)
- 2<sup>nd</sup> Quarter (July – September) Decision Tracking and Forward Work Programme (Oct)
- 3<sup>rd</sup> Quarter (October – December) Decision Tracking and Forward Work Programme (Jan)
- 4<sup>th</sup> 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.**