

Meeting of:	<b>Corporate Performance and Resources Scrutiny Committee</b>
Date of Meeting:	<b>Wednesday, 21 April 2021</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Audit Wales - Scrutiny Fit for the Future Action Plan Update
Purpose of Report:	To provide an update on the implementation of the Action Plan
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	Due to the corporate nature of this report, no Ward Member consultation has been undertaken although a report has been previously considered by the Scrutiny Committee Chairmen and Vice-Chairmen Group, by the Corporate Performance and Resources Scrutiny Committee and Cabinet.  Operational Manager Policy and Performance  Managing Director
Policy Framework:	This is a matter for Executive decision by Cabinet which includes some recommendations for Council
Executive Summary:	<ul style="list-style-type: none"> <li>• The Wales Audit Office, now rebranded as Audit Wales (AW), undertook reviews of 22 Local Authorities in Wales on how fit for the future their scrutiny functions were between October and February 2018.</li> <li>• AW also reviewed the progress the Council had made in addressing the recommendations from its earlier national Improvement Study "Good Scrutiny: Good Question" (May 2014)</li> <li>• AW published its review "Overview and Scrutiny Fit for the Future?" in July 2018 setting out seven proposals for improvement and in response a draft Action Plan to progress on the AW proposals for improvement was presented to the Scrutiny Chairman &amp; Vice-Chairman Group</li> <li>• At the meeting of the Scrutiny Chairmen and Vice-Chairmen Group and Senior Officers on the 19th September 2018, an AW representative welcomed the work already undertaken by officers in response to their proposals for improvement</li> </ul>

- It was subsequently agreed by the Scrutiny Committee Chairmen and Vice-Chairmen Group that the draft Action Plan be endorsed and referred to the Corporate Performance and Resources Scrutiny Committee for consideration and subsequently to Cabinet for approval
- Since Cabinet approval, the Action Plan has been monitored and implemented by the Democratic Services Team and a separate Public Engagement Action Plan was also developed in response to Proposal for Improvement 4, Action Point 10 of the AW Action Plan.
- Progress continues against achieving the various actions within the Action Plan, facilitated by Democratic Services, but was paused temporarily from March to September 2020 as a result of the national pandemic

### **Recommendations**

1. The Scrutiny Committee is requested to consider and endorse the progress made to date in delivering both the Audit Wales Action Plan (Appendix A) and the Public Engagement Action Plan (Appendix B) and recommend the same to Cabinet.
2. That the Scrutiny Committee recommends to Cabinet that the Revised Cabinet and Scrutiny Roles and Responsibilities Document (Appendix C) be endorsed and referred to Cabinet for approval and uploading to the Council's website.
3. That the Revised Scrutiny Public Participation Guide (Appendix G) be endorsed and recommended to Cabinet for consideration and approval to Full Council, uploaded to the Council's website and the Council's Constitution amended accordingly.

### **Reasons for Recommendations**

1. To enable the Committee to consider the progress made to date in delivering both the AW Action Plan and Public Engagement Action Plan and to ensure that Cabinet has the opportunity to comment on the progress made to date against the Council's response to the Audit Wales Proposals for Improvement.
2. In order that the document can be approved by Cabinet and uploaded to the Council's website.
3. In order that the document can be considered by Cabinet for approval to Full Council and for uploading to the Council's website and the Council's Constitution amended accordingly.

### **1. Background**

- 1.1 Audit Wales undertook reviews of 22 Local Authorities in Wales on how fit for the future their scrutiny functions are. Between October 2017 and February 2018 the AW undertook document reviews, interviewed a small number of key officers and ran focus groups of key Councillors to understand their views on the Vale of Glamorgan Council's (the Council) current scrutiny arrangements and in

particular, how the Council was approaching and intended to respond to current challenges, including the Well-being of Future Generations (Wales) Act 2015 (WFG Act), in relation to those scrutiny activities as well as how the Council was beginning to undertake the scrutiny of Public Service Boards (PSBs).

- 1.2** As part of the review, AW also reviewed the progress the Council had made in addressing the recommendations from its earlier national Improvement Study "Good Scrutiny: Good Question" (May 2014).
- 1.3** In July 2018, AW published its findings/report for the Vale of Glamorgan with the conclusion that "the Council has changed its scrutiny arrangements but should consider opportunities for its scrutiny function to work differently to respond to current and future challenges and have greater impact" and set seven proposals for improvement.
- 1.4** The seven proposals for improvement as included in the AW report are outlined below:

P1: Skills Development - Councillors should further consider the skills and training that Scrutiny Members may need to better prepare them for current and future challenges and develop an appropriate training programme;

P2: Informing Governance – The Council's Scrutiny Committees should ensure that where appropriate cabinet Members rather than Council officers are held to account for the efficient exercise of effective functions in accordance with statutory guidance;

P3: Function – The Council should review the type of scrutiny support required to enable the scrutiny function to respond to current and future challenges;

P4: Function – The Council should explore different and more innovative methods for undertaken scrutiny activities;

P5: Function – The Council should consider how its scrutiny activity can focus on those areas where it would have most value;

P6: Function – The Council should be more innovative in how it engages the public in scrutiny activities;

P7: Evaluation – The Council should strengthen its evaluation of the impact and outcomes of its scrutiny activity and to learn from this in order to shape the future work of the scrutiny function.

- 1.5** In response to the proposals for improvement referred to above, a draft Action Plan was prepared and considered by the Scrutiny Committee Chairmen and Vice-Chairmen Group at its meeting on 19th September, 2018 where the AW representative advised that the challenge for the Council was to think about how they currently scrutinised and how well placed their arrangements were for the future as well as welcoming the work already undertaken by officers in response to the proposals for improvement. The draft Action Plan was also endorsed by

the Corporate Performance and Resources Scrutiny Committee on 14th November, 2018 and approved by Cabinet on 17th December, 2018. Cabinet also agreed that the ongoing monitoring of the action plan be approved as part of the Council's existing performance monitoring arrangements. This report has been prepared for completeness to advise the Scrutiny Committee of the work undertaken to date and to seek approvals as required.

- 1.6 At the Scrutiny Chairman & Vice-chairman Group with Senior Officers present on the 19th September 2018, an AW representative welcomed the work already undertaken by officers in response to their proposals for improvement. The AW representative further suggested that further thought be given to the Scrutiny function by making the best use of Scrutiny Members' time and how they could add value to the process, being clear as to the information required and in identifying the outcomes that they wished to achieve. The Auditor however also advised that the Authority was not out of kilter with other Local Authorities, but that they considered that the question for the Vale was to challenge itself and to be clear about what it wanted to deliver and achieve.
- 1.7 Monitoring of the action plan has continued to be undertaken by the SC&VC group and through the Council's performance arrangements however, as a result of the COVID 19 Lockdown measures, put in place by Welsh Government, the Council's calendar of meetings was put on hold in 2020 and a revised procedure for the use of the Managing Directors Emergency Powers was put in place for the Council's decision-making process during this time. Although some Council meetings i.e. Cabinet, a Planning meeting, Licensing sub Committee and a Corporate Performance and Resources Scrutiny Committee Corporate meeting together with school appeals took place on a virtual basis, during July and August 2020, the Council's full calendar of meetings was subsequently reinstated in September 2020.
- 1.8 This subsequently impacted on the progress that could be made on the ongoing implementation of progress on the Action Plan by curtailing the updates on progress made to the relevant Committees and Groups. However, the Democratic Services team continued to progress a number of the actions, as appropriate, during this time.

## 2. Key Issues for Consideration

- 2.1 The report is being presented to the Committee to advise Members and the Cabinet on the current status and progress made on the various areas of the Action Plan, attached at **Appendix A** to this report, relating to the proposals for improvement. Key areas of note are as follows
  - Draft Member Handbook Contents List - The Group agreed that the draft table of contents relevant to the Vale of Glamorgan Council Member Handbook be shared with all Elected Members for their input. The draft list was subsequently emailed to all elected members following the meeting with no further comments being received however, this took place shortly before the start of the national pandemic. This is a long term action due for completion closer to the 2022 Local Elections however, Democratic Services Officers have begun to

build the Handbook content with a view to a draft document being presented to the Democratic Services Committee by July 2021.

- Member Development Programme - A draft programme, to include an induction schedule for newly elected Members following the 2022 elections, is currently being drafted and will be shared with elected members in due course.
- Scrutiny Member Questionnaire - A Scrutiny Member questionnaire on the Scrutiny Function had also been completed in 2020 which had been analysed with training needs being identified and actioned as appropriate and suggested comments included in the Member induction programme for 2022.
- Scrutiny Public Engagement Ideas Paper - The Chairs and Vice Group agreed that all suggested ideas be progressed and monitored through a Sub-Action Plan. A Public Engagement Action Plan was produced and actions allocated amongst Democratic Officers. Progress was delayed due to the national pandemic and some actions designed around face-to-face activity had been postponed or altered to virtual methods in response to the ongoing Covid-19 climate. Progress to date in respect of the current sub action plan can be found at **Appendix B** to this report together with details of the following as within the Council's Public Engagement Protocol
  - Refresh of Scrutiny related webpages on the public website;
  - Scrutiny Social Media Plan;
  - Online Scrutiny Comment/Question/Request Form;
  - Scrutiny E-Petition facility;
  - Database of Stakeholders, Witnesses and Public Consultees for Scrutiny Committees;
  - Scrutiny Blog Webpage
- Revised Scrutiny and Cabinet Roles & Responsibilities Document **Appendix C** - Members attention is drawn to the suggested amendments to the current document, as highlighted in bold, in the revised version attached having particular regard to page 7 bullet point 3 and page 13 paragraph 9.9.
- Scrutiny Committees Annual Report Template at **Appendix D** as agreed by the Chairs and Vice Chairs Group - The Scrutiny Committees Annual Report will be forwarded to members of the Scrutiny Committees for comment via email prior to being presented to Full Council later in the year
- Quarterly Newsletter - Action Point 13 of the Scrutiny Public Engagement Action Plan relates to establishing a quarterly Newsletter template and the building of a recipient list with internal as well as external contacts to better promote the Council's scrutiny function as a whole and increase public engagement with the function. Since the last meeting of the Group, a draft Newsletter attached **Appendix E** to this report, has been produced using Microsoft SWAY for the Groups input: <https://sway.office.com/xqxCPUImjKj21Yj2?ref=Link>  
The document format and publication frequency was agreed by the SC&VC Group, at its meeting on 3rd March, and the first publication will be produced

and a recipient list compiled for all subsequent publications. The newsletter attached is a draft version to advise Committee of the type of content suggested with the intention that the final first edition updated as appropriate is made publicly available in May or June 21.

- Draft Report Recommendation Guide - Having regard to improvement recommendation P5 : The Council should consider how its scrutiny activity can focus on those areas where it would have most value, one of the responses to the suggested actions in the plan was that a report recommendation guide be developed by the team. This has been developed for internal purposes and can be found at **Appendix F** to this report for the Committees information.
- A revised Public Participation Guide at Scrutiny Committee meetings has been prepared at **Appendix G** taking into account current changes in Legislation and with minor additions highlighted in red as a result of feedback received following public participation at Scrutiny meetings. Following consideration by the Committee and Cabinet it is recommended that the document be referred to Full Council approval for inclusion within the constitution.
- Revised Task & Finish Scoping Documents at **Appendix H** to be completed when Task and Finish work is to be undertaken.

**2.2** Completed Action Points – The Scrutiny Committee Corporate Performance and Resources as the lead Committee is advised that notwithstanding the above and the ongoing progress of the actions listed in the action plan at Appendix A a number of Action Points have already been completed and are now standard practice for the Scrutiny Function these being :

- A Scrutiny Site Visit Record;
- Central Member Training Record;
- Minimised Minute Style
- The development of and training for the use of Virtual meeting software platforms Preparation and approval of procedures for Virtual Council meetings including ensuring the availability for public engagement.
- Training opportunities for Members - use of the IDEV facility and Virtual Training for Chairmen of Committees
- Long term changes in Performance Monitoring Processes/Reporting; In line with our duties under the WBFG Act (and those defined in the Local Government & Elections ACT 21), we continually review the relevance of our Well-being Objectives and the current objectives having been agreed in 2020 as part of the development on the Corporate Plan 2020-25. These objectives have been reviewed as part of end of year performance work to produce the self-assessment (Part 2 report) as well as in the development of the Council's Coronavirus Recovery Strategy. Consultation also took place on the Well-being Objectives as part of the engagement work on developing the Annual Delivery Plan for 2021/22 and overall, the majority of respondents agreed with the Council's objectives. As a result, going forward into 2021/2022, we are assured

that our Corporate Plan Well-being Objectives and associated commitments outlined in the Annual Delivery Plan 2021/2022, Service Plans 2021/22 and service improvement targets 2021/22, are relevant in delivering improved outcomes for Vale residents and contribute to the national Well-being Goals.

- The Local Government and Elections (Wales) Act 2021 - Cabinet in December 2020 and the Scrutiny Committee at its January meeting considered a report together with an action plan in respect of the requirements of The Local Government and Elections (Wales) Bill which received royal assent on 20th January 2021. Some of the requirements of the Act which have specific relevance to the work being undertaken through the WA proposals for improvement have been included within the WA action plan (Appendix A) although regulations, guidance and implementation dates for some of the sections are awaited.

**2.3** The Scrutiny Committee is requested to

- consider and endorse the progress to date in respect of the WA action plan and recommend the same to Cabinet and also
- recommend to Cabinet that the Revised Cabinet and Scrutiny Roles and Responsibilities Document (Appendix C) and the Revised Scrutiny Public Participation Guide (Appendix G) be endorsed and recommended to Full Council for approval and inclusion within the Council's constitution.

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

- 3.1** The Action Plan will support the Council in pursuing the Well-being Objectives contained in the Corporate Plan and effective scrutiny is a key element in ensuring the Council is discharging its duties under the Well-being of Future Generations Act. The Action Plan will support Committees in exercising the five ways of working contained in the Act and embrace the overall spirit of the legislation

**4. Resources and Legal Considerations**

**Financial**

- 4.1** There are no financial implications arising as a result of this report.

**Employment**

- 4.2** There are no direct employment implications associated with this report.

**Legal (Including Equalities)**

- 4.3** The Council has a legal duty to implement the requirements of the Well-being of Future Generations (Wales) Act 2015.

**5. Background Papers**

[Auditor General for Wales' Overview and Scrutiny Fit for the Future Report](#): July 2018.

[Report to Cabinet](#): 17th December 2018



**TO BE COMPLETED BY OCTOBER 2021** (note from JR 10/02/21)

Proposal for Improvement	Actions	Progress to Date	Responsible Officer
<p><b>P1 Skills and Development:</b> The Council should further consider the skills and training that Scrutiny Members may need to better prepare them for current and future challenges and develop and deliver an appropriate training programme.</p>	<p>1 Convene the Chairs and Vice-Chairs of Scrutiny (and other related Committees) to develop an action plan in response to the WAO Report.</p>	<p>Action Complete (21/11/19) The Scrutiny Chair &amp; Vice-Chair Group agreed, at its meeting on the 24th July 2019, to progress with the plan as presented (14/11/19). Action Plan developed and presented to Chairmen and Vice-Chairman Scrutiny Group (08/11/19)</p>	<p>Action Complete (21/11/19).</p>
	<p>2 Develop and deliver a biennial Member Expo based on the Member Competency Framework as part of the overall Member Development Programme. The Expo process is designed to: - Raise awareness of significant corporate and service issues and future developments (such as the Reshaping Services Programme, the collaborative working agenda, work of the Public Services Board) and their impact on the work of Elected Members; - Gain insight from Elected Members to inform the development and implementation of key policy changes; - Provide an opportunity to network and ask questions; - Be undertaken to develop Elected Members' overall skills.</p>	<p>The EXPO Events have been incorporated in to the 2022 DRAFT Member Induction &amp; Development Programme but require further discussion between JR/KB and TB. AR to monitor as part of 2022 Programme Planning later in the calendar year (01/02/21).</p>	<p>AR</p>
	<p>3 Informed by the Member Development Review process, undertake a Training Needs Analysis for Members to inform the Council's Organisational Development requirements to support Members in the aspects of the Member Competency Framework and to include specific scrutiny elements relating to: - Questioning skills; - Chairing skills; - Scrutiny of budgets; - Business case scrutiny (to include options appraisal, financial analysis, commercial arrangements for instance); -Tools and mechanisms available to Members to fulfil their roles (i.e. the call-in process and requests for consideration etc.); - Public Engagement in scrutiny and decision making.</p>	<p><b>Members Questionnaire</b> - AR emailed results report to DSOs 04/12/20 for comment. Once agreed in house then arrangements to be made to share with Members. If agreed by members then the action points will be incorporated in to this action plan for implementation. No adverse comments from DSOs received to date so pending green light from KB to share at next SC&amp;VC Group Meeting. <b>Member Development 2022</b> - AR has emailed all facilitators to remind them of the programme and to ask for any early comments to help steer planning over the next calendar year. A draft schedule has been produced for the programme overall and the induction event. <b>Member Handbook</b> - JR will be taking a report to DSC in July '21, therefore AR to produce a draft version of the handbook aslong side a covering report by the end of June '21. <b>Rules of Debate Member Training Session</b> - Waiting on feedback from DM, via KB, so previously used training materials can be updated ahead of 2022 development programme by AR. KB to discuss delivery of the session in 2022 with DM and feed back to AR. <b>Constitution Section 18</b> - A Team Meeting took place 8/1/20 to discuss a laymans translation produced by AR. This was updated based on team comments and final version saved to Democratic in readiness to use when designing training materials for 2022 development programme (01/02/21).</p>	<p>KB/ARJR</p>

<p>Progress has been delayed due to Covid-19.</p> <p><u>Regarding already existing tasks (08/10/20):</u></p> <p><b>Members Questionnaire</b> - AR to collate responses to date and suggest any relevant actions for discussion to demonstrate consideration of feedback at the next Action Plan Progress Meeting. Due to low response rates prior to covid-19 it was agreed not to re-circulate the questionnaire but continue with responses already received.</p> <p><b>Members Tool Section on MemberNet</b> (long term task) - AR to liaise with PW regarding webpage alterations in line with Member Handbook progress.</p> <p><b>Members Handbook</b> (long term task in time for 2022 candidate pack distribution) - AR to reconvene building content asap.</p> <p><b>Member Development Programme 2022</b> - Currently being prepared and will be reported to Democratic Services Committee, Cabinet in 2021</p> <p><b>Rules of Debate Member Training Session</b> - AR to alter training materials as per note received from DM. KB to share note with AR. Updated materials to be used in 2022.</p> <p><b>Remind Scrutiny Members of both the Call-in Procedure and Request for Consideration process on a bi-annual basis</b> - Agreed to delay actioning this until 2022 when 'new post covid-19 normal' and membership is established.</p> <p><u>New tasks (08/10/20):</u></p> <p>Email already sent to members by KB to inform them that their <b>Member iDev Accounts</b> are now active and mandatory Equality Training modules are available. KB confirmed that Members log-in details for iDev were their username (first part of the VoG email address) and the password welcome (all lower case). Members could change their password on first log-in if they wished. Mandatory Equalities and racism modules had been added to Members accounts and OD kept logs of Member iDev activity if required. AR has been translating <b>Section 18 of the Constitution on Members Interests</b> in preparation for creating training materials to be delivered in the 2022 programme as per the process for the in-house rules of debate session. AR to share her notes with DSOs for discussion asap.</p>	
<p>JR confirmed that the Training Needs Analysis Questionnaire for Members following PDRs conducted to date has been amended to reflect this WAO Action Plan (13/03/20)</p>	
<p>MT has created a central training record for elected members which is saved under Democratic and will now be populated as and when necessary by all DSOs. In order to keep the record as accurate as possible, Democratic Services need to be informed of any training offered to Elected Members directly by the Service Departments. Therefore, it was suggested that JR approach all Heads of Service to kindly request that Democratic Services be notified of any training or briefings offered to Elected Members. The new Scrutiny Forward Work Programme Template has been amended to incorporate points raised by both the SC&amp;VC Group and DSOs. The new template has been populated with the corporate priorities as set out in the new Council Corporate Plan and has been approved by the Scrutiny Committees in September 2020.</p>	

4 Deliver a range of targeted training sessions as part of the Member Development Programme to support Committee specific issues (including the work of the Public Services Board), via:- Bite size training delivered pre-committee meeting including case study examples with Member participation; - The reintroduction of scrutiny performance panels as a mechanism for developing knowledge of performance arrangements within committees/ well-being outcomes; - Reflection sessions post-committee to consider the impact and outcomes of the meeting.

Progress has been delayed due to Covid-19.

Regarding already existing tasks (08/10/20):

**Scrutiny Site Visit Record** - Task Complete. Document operational and saved centrally for DSOs to populate. Site visits not currently taking place due to Covid-19.  
**Central Member Training Record** - Task Complete. MT confirmed record operational and saved centrally for DSOs to populate.

KB confirmed that consideration will need to be given to SRS topics when compiling the list of topics to be covered in the 2022 induction training for Members 25/02/20.

It is recognised that there is a need to establish required training topics before considering delivery methods and that a central record of training (including briefings delivered by service areas) be established. The record would hopefully be useful to establish a regular training calendar (e.g Chaining Skills in June after the May AGM) that could be easily incorporated into the Member Induction process for 2022 and include topics as raised by the Member Questionnaire and corporate requirements (e.g PSB and topics highlighted in action 3) (A.R & M.T) (14/11/19).

**Wales Audit Office Report: Overview & Scrutiny – Fit for the Future?**

Proposal for Improvement	Actions	Progress to Date	Responsible Officer
<p><b>P2 Form and Governance:</b> The Council's Scrutiny Committees should ensure that where appropriate Cabinet Members rather than Council officers are held to account for the efficient exercise of Executive functions in accordance with statutory guidance.</p>	<p>5 Brief Scrutiny Chairs and Cabinet Members on the existing protocol for Cabinet Member attendance at Scrutiny Committees, including the Constitution's requirements regarding attendance and the presentation of called-in items.</p>	<p>No progress to report at the moment (01/02/21) however Scrutiny and Cabinet Roles and Responsibilities document prepared.</p>	<p>MS / KB</p>
		<p>KB confirmed that Scrutiny Chairmen could still have 1-2-1 meetings with their Cabinet Member in addition to the newly confirmed collective meetings if they wish and MS will coordinate the biannual meetings (17/02/20).</p>	
		<p>The Leader, Deputy Leader and Managing Director have agreed to biannual meetings between Cabinet Members and Scrutiny Committee Chairmen and Vice-Chairmen collectively to allow both the Cabinet and Scrutiny Forward Work Programmes to be developed and agreed prior to formal meetings taking place. The phasing of the meetings will be after the Annual Delivery Plan has been agreed by Council and before the first normal meeting in the Municipal Year of the Scrutiny Committees.</p>	

**Wales Audit Office Report: Overview & Scrutiny – Fit for the Future?**

Proposal for Improvement	Actions	Progress to Date	Responsible Officer
<p><b>P3 Function:</b> The Council should review the type of scrutiny support required to enable the scrutiny function to respond to current and future challenges.</p>	<p>6 Complete the recruitment exercise in Democratic Services to enable a full complement of staff to be in post and capacity within the team released to support Scrutiny and Elected Member development activity.</p>	<p>Action Complete (21/11/19). Recruitment exercise now complete for Democratic and Scrutiny Services Team as of 11th November 2019 (14/11/19).</p>	<p>Action Complete (20/01/20)</p>
	<p>7 Develop the approaches in P4 in light of the amount of resource available centrally within the Democratic Services team.</p>	<p>see P4</p>	
	<p>8 Insight Board to consider ways in which to engage the whole organisation in planning and delivering scrutiny activity for key developments.</p>	<p>DRAFT <b>ADP</b> presented to all Scrutiny Committees during the December '20 cycle. No significant comments were raised by Scrutiny. Consultation process still ongoing. ADP to be presented to the Committees further post adoption by Cabinet as part of rolling performance monitoring (01/02/21). <b>Long term performance reporting</b> Current reporting arrangements have been referred to Scrutiny Committee and the Council's current objectives have been reviewed as part of end of year performance work to produce the self assessment report in line with LG&amp;E Act 21. Consultation work has also taken place on the Wellbeing Objectives as part of the engagement work on developing the Annual Delivery Plan fo 2021/21. . <b>Local Government &amp; Elections Bill</b> was passed 20/01/21. An action plan in responce has been signed off by DM and KB to discuss with DSOs 10/02/21. AR to transfer any bill action points in to this plan as necessary (01/02/21).</p>	<p>KB/AR</p>
	<p>9 In developing actions 1-4, ensure we build and develop synergies with existing training and development provision with particular emphasis on the management development sessions/framework.</p>	<p>[See Actions 1 - 4].</p>	

**Wales Audit Office Report: Overview & Scrutiny – Fit for the Future?**

Proposal for Improvement	Actions	Progress to Date	Responsible Officer
<p><b>P6 Function:</b> The Council should be more innovative in how it engages the public in its scrutiny activity.</p>	<p>N/A The actions for this proposal for improvement are included in actions relating to P4.</p>	<p>[See P4].</p>	
<p><b>P4 Function:</b> The Council should explore different and more innovative methods for undertaking scrutiny activity. Incl. P6 also</p>	<p>10 Identify best practice in scrutiny innovation from across the UK and globally with the view to developing and deploying arrangements in this area, to include:                      - Engaging Scrutiny Members in taking forward specific areas of work;                      - Alternative/additional mechanisms for scrutiny in addition to formal meetings (for example, the introduction of fact finding site visits, site visits, summits);                      - Ways to engage with the public and other stakeholders.</p>	<p><b>Public Engagement Action Plan</b> - Separate Action Plan updated (01/02/21) and on agenda for SC&amp;VC 3rd March 2021.  <b>Updated Scrutiny Public Speaking Guide</b> - On agenda for SC&amp;VC 3rd March 2021.  <b>Democratic Meeting Recordings YouTube Channel</b> - Channel now operational and uploading process established amongst officers. Uploading instructions, including YouTube log-in details, created by PW and available under the Recordings folder on Democratic (01/02/21).</p> <p>Scrutiny Ideas paper produced and shared with SC&amp;VC Group in 2020                      It was agreed that all points included in the ideas paper produced by GD be agreed as tasks to take forward:                      1. Create a Public Engagement Protocol;                      2. Agendas for all Scrutiny Committees to be advertised on the front Council Webpage and through Social Media;                      3. Newsfeed/social media posts each time the Work Programmes are published (including the Cabinet Work Programme);                      4. Develop an online Scrutiny Comment/Question/Request form;                      5. Webcasting of all Scrutiny meetings;                      6. Develop a Scrutiny E-Petition facility;                      7. Establish and maintain a database of stakeholders for each Scrutiny Committee;                      8. Work Programmes to identify witnesses and public consultees;                      9. Scrutiny road shows and Open Days to promote Scrutiny;                      10. Scrutiny meetings to be held at alternative venues;                      11. Regular Scrutiny Newsletter publications (Monthly/Quarterly);                      12. Web-based Scrutiny Forum/Facebook posts/Twitter feeds;                      13. Scrutiny Blog page.</p>	<p>KB/AR/GD</p>

**Wales Audit Office Report: Overview & Scrutiny – Fit for the Future?**

Proposal for Improvement	Actions	Progress to Date	Responsible Officer
<p><b>P5 Function:</b> The Council should consider how its scrutiny activity can focus on those areas where it would have most value.</p>	<p>13 Deliver an annual scrutiny-driven issues planning process for each Committee. This would involve the inaugural meetings of each Scrutiny Committee following the Council's Annual Meeting considering the work programme for the coming year and identifying:</p> <ul style="list-style-type: none"> <li>- The specific areas of interest for the Committee;</li> <li>- How to engage stakeholders (including Ward Members and the public) and what subjects would be of interest to them;</li> <li>- The most appropriate forms of scrutiny for each (e.g. 'Task and Finish', expert witnesses, site visits, joint approaches to scrutiny etc.);</li> <li>- The issues where scrutiny can have the most impact and value to be gained from consideration.</li> </ul> <p>This process of identification would be informed by the Annual Report and Annual Delivery Plan associated with the Corporate Plan and the annual Cabinet Work Programme. Any Council wide issues identified would be progressed as part of the Expo process.</p>	<p>MT has created a Stakeholder database now available on Democratic. All DSOs to update based on their Scrutiny Committees (08/01/21).</p>	<p>All DSOs</p>
		<p>[See Action 2] (17/02/20)</p>	<p>KB</p>
	<p>14 Review the number and type of items on Scrutiny agendas, including:</p> <ul style="list-style-type: none"> <li>- Reducing 'to note' reports for use only where absolutely essential;</li> <li>- Reviewing the process and content of the Cabinet Work Programme to enable more effective agenda management of references to Scrutiny Committees from Cabinet (links with P2);</li> <li>- Re-briefing officers on the importance of ensuring active involvement of the Scrutiny Committee rather than noting reports.</li> </ul>	<p>The Council has already commenced the minimisation of its minutes and no decisions have been made regarding any further changes. It is a possibility that we simply note decisions and the decisions are supported by the meeting recording but any further reduction in minutes will need input from the Leader and will most likely be instigated by the Welsh Language commissioners office (16/11/20).</p>	
		<p>Progress has been delayed due to Covid-19. Already existing Tasks (08/10/20):</p>	
		<p>Internal discussions have been held with officers and reduction is evident. Reports for information are circulated to all Members via email and available on MemberNet (08/11/19)</p>	
	<p>15 Review the Scrutiny Forward Work Programme template and process (to include the rationale for items, the mechanism for scrutinising each item, number of items on each agenda, alignment with key self-evaluation, improvement and business planning activity and to be more outcome focused) and continue to engage with Chairs of Scrutiny Committees in developing the Work Programmes.</p>	<p>New Scrutiny FWP Template - Task Complete. Document as approved by the SC&amp;VC Group taken to all Committees in the September '20 cycle (first meeting of the municipal year due to Covid-19) and will be used going forward.</p>	
		<p>Scrutiny work programmes have been reviewed in September 2020 and reported to Committees.</p>	

16	Review the format and content of the Annual Scrutiny Report to improve the way in which the impact of Scrutiny Committees' activities have been evaluated and the impact they have had.	<p>CL has collated a DRAFT report and will forward to all DSOs for comment prior to sharing with CPR Chairman for his foreword content. Content to include progress up until April '21. All DSOs to update CL on any significant progress to be included (01/02/21).</p> <p>CL advised that now the next version of the annual report would cover an extended calendar, it would be possible to include more 20/21 content from DSOs. Progress was on track to provide a draft format to the SC&amp;VC Group on 2nd December '20. KB requested that the following recovery points also be included: Impact of Covid-19 and new governance arrangements as a result, maintained contact with Scrutiny Chairmen, maintained public engagement, and impact of Office 365 transition.</p> <p>Draft Scrutiny Committees Annual Report presented to SC&amp;VC Group for 3rd March, 2021 and to the forwarded to Corporate Performance and Resources and Cabinet in April 2021.</p>	All DSOs/CL
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**Wales Audit Office Report: Overview & Scrutiny – Fit for the Future?**

Proposal for Improvement	Actions	Progress to Date	Responsible Officer
<p><b>P7 Evaluation:</b> The Council should strengthen its evaluation of the impact and outcomes of its scrutiny activity and to learn from this in order to shape the future work of its scrutiny function.</p>	<p>17 Undertake an analysis of the outcomes from reports presented over the year on annual basis to each scrutiny committee including, the impact of Cabinet decisions and associated Scrutiny Committees' deliberations / recommendations. The information deduced from the exercise will be included in future Annual Scrutiny Report and feed in to the annual process for identifying areas of focus for each Committee.</p>	<p>[See Action 16] (08/10/20).</p> <p>CL to start collating statistical data relevant to the new Performance Indicators from May 2020 (16/03/20)</p> <p>KB confirmed that 3x new Performance Indicators had been added to the Democratic Service Plan of which currently held data could be generated to measure such as recommendations to Cabinet (decision tracking), Call-ins raised and requests for consideration raised (17/02/20).</p> <p>[See Action 16] (14/11/19).</p>	
	<p>18 Scrutiny Chairs and Vice-Chairs Group meet to review the Annual Scrutiny Report to discuss outcomes and scrutiny activity and share experience, learning and planning for the coming year, in conjunction with Democratic Services and other corporate colleagues.</p>	<p>Draft Annual Report prepared and to be sent to Corporate Performance and Resources Scrutiny Committee and Cabinet in Action Plan Update Report in April 2021.</p>	
	<p>19 Further develop the existing decision tracking process with the view to enhancing the data that is captured to support the actions above.</p>	<p>[See Action 17] Scrutiny Decision Tracking Records - No changes to tracking process (managed by PN) at this time. Quarterly reports to committee to be continued (08/10/20).</p>	
		<p>The May '18 to May '19 annual report is now finalised and published (20/01/20).</p>	
		<p>[See Action 3] (14/11/19).</p>	

## VoG Scrutiny: Public Engagement Action Plan

Idea for Public Engagement	Proposed Action	Responsible Officer	Timescale	Progress Update	Additional Notes
<p><b>Create a Public Engagement Protocol</b></p>	<p>1 When the Comms Team update their Framework document, ask for a reference to be added regarding our Public Speaking Guides.</p>	<p>GD</p>		<p>GD advised that Hannah Rapa was now liaising with Rob Jones about this action point. GD to maintain contact to keep up to date with progress and therefore reference to Public Speaking Guides (01/02/21).</p> <p>GD confirmed that the Council's Public Engagement Framework is due for renewal in early 2021 and further discussions with Hannah Rapa are scheduled to take place at that time regarding this action (01/12/20)</p> <p>Meeting scheduled with Comms to take place in April to progress</p> <p>Revised Public Participation Guide drafted and to be considered by Scrutiny Committee and Cabinet in April 2021.</p> <p>.AR identified additional Key VoG Documents which could be of use to developing this action, links to relevant Staffnet pages provided under Additional Notes (25/03/20)</p>	<p><b>VoG Public Engagement Framework:</b>  <a href="https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/consultation/The-Vale-of-Glamorgan-Council-Public-Engagement-Framework.pdf">https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/consultation/The-Vale-of-Glamorgan-Council-Public-Engagement-Framework.pdf</a></p> <p><b>VoG External Communications Framework:</b>  <a href="https://staffnet.valeofglamorgan.gov.uk/Documents/Directorates/Resources/Communications/External-Communications-Framework-2016-2020.pdf">https://staffnet.valeofglamorgan.gov.uk/Documents/Directorates/Resources/Communications/External-Communications-Framework-2016-2020.pdf</a></p> <p><b>VoG Public Engagement Hub:</b>  <a href="https://staffnet.valeofglamorgan.gov.uk/Directorates/Managing-Director-and-Resources/Performance-and-Development/Communications/Engagement/Engagement-Hub.aspx">https://staffnet.valeofglamorgan.gov.uk/Directorates/Managing-Director-and-Resources/Performance-and-Development/Communications/Engagement/Engagement-Hub.aspx</a></p>
<p><b>Agendas for all Scrutiny Committees to be advertised on the front Council Webpage and through Social Media</b></p>	<p>2 Add a hyperlink to our Scrutiny Homepage to the VoG Homepage and vice versa.</p>	<p>AR / PN / PW</p>		<p>To be progressed April 2021.</p> <p>.AR has requested discussion with PN/PW to action (15/10/20).</p>	<p>We have a live Twitter feed on our VoG Homepage but it's at the bottom of the page so a direct Scrutiny link somewhere higher up (perhaps as an additional blue button?) would better support any tweets we put out.</p>

3	Update our Scrutiny webpages generally with particular attention given to moving the 'Dates and Times of Meetings' box on our Scrutiny home page to a more obvious position.	AR / PN /PW		This meeting has taken place, all amendments have been made to the Scrutiny pages and will be uploaded as soon as possible.	
4	Tweet every agenda the day after send-out.	CL / AR		Progress meeting on the 4th Jan '21 took place. Take away was for KB to compile a Public Engagement report to present to CPR Scrutiny to seek Members ideas and to document progress made by the Democratic Services Section to date (01/02/21).	
				Rob Jones advised that using the Corporate Social Media Accounts may prove more productive than an independent Democratic Account. Twitter is the best platform for an audience with political interests. Other methods of communication such as Gov Delivery will be a more efficient targeted approach, in the first instance, until a level of interest warranting regular social media posts is built. Rob Jones and Hannah Sinclair sent invite to AW Action Plan progress meeting on 4th Jan 2021 to discuss Scrutiny webpage updates, social media post templates and Gov Delivery requirements (01/12/20)	
				AR emailed Sample Tweets and Cath Research to DSOs 17/11/20 ahead of 1st December Comms Meeting (17/11/20).	

				AR received sample tweets from RCT. Will share with officers for reference ahead of Democratic & Comms Team meeting scheduled for 24th November (13/11/20).	
				CL has looked at RCT's tweets and they're not what we need. Suggestion to draft our own templates, TBC (27/10/20)	
				. AR contacted Christian at RCT, awaiting response. (31/03/20)	
				. AR will follow up with Christian at RCT for template tweets they use for CL to adapt and begin using once access to VoG Twitter has been arranged (see Action 14) (25/03/20)	
<b>Newsfeed/social media posts each time the Work Programmes are published (including the Cabinet Work Programme)</b>	5	Add the Cabinet FWP to the Scrutiny FWPS on our Scrutiny Committee's web page to evidence the link between them.	AR / PN /PW	(See point 3 above).	
				Meeting to be held with Comms Team April 2021 to progress. Teams Meeting held. AR has provided an alterations list to PW/PN to create sample pages for KBs consideration prior to publication. All DSOs to be consulted in due course.	
				Teams meeting arranged between AR/PN/PW on 18/11/20 to discuss point (17/11/20).	
				AR still waiting on response from PN/PW. Will chase by way of teams meeting invite. All Officers to be consulted on any changes made. (12/11/20)	
				. AR to action this, liaising with PN nad PW, and updating MS of our intention to use the CFWP (25/03/20). .AR has requested discussion with PN/PW TO action. MS also Cc'd to inform. (15/10/20).	
<b>Develop an online Scrutiny Comment/Question/Request form</b>	6	Set up facility using our public speaking forms as a template and consider how this would work practically during the meeting itself.	CL	Scrutiny comments form drafted and prepared for uploading following consideration of the Action Plan update report to Scrutiny Committee and Cabinet April 2021	
<b>Webcasting of all Scrutiny meetings</b>	7	After AGM, plot Scrutiny Committees on the Civico System in preparation.	ALL DSOs / HB	. It is proposed, subject to KB's approval, that DSOs work with HB to plot each Committee on the Civico system (25/03/20)	Not Currently Applicable due to a change in recording platform. Obsolete for the near future (AR). Agreed by Team 12/11/20.

<p><b>Develop a Scrutiny E-Petition facility</b></p>	<p>8 Set-Up both a paper and electronic petition facility.</p>	<p>GD</p>		<p>Following GL&amp;E Bill Act 21 a draft e-Petition procedure has been prepared to be shared with Members prior to implementation April 2022.</p>	
				<p>GD emailed draft protocol to Team 05 November 2020 14:55. AR provided comments Fri 06/11/2020 14:15. KB, MT, CL &amp; MS to provide comments to GD so that GD can collate comments into final draft ready to present to Leader/SLT/SC&amp;VC.</p>	
				<p>. This will be looked at after the Local Government Elections Bill has been approved. (16/03/20)</p>	
<p><b>Establish and maintain a database of stakeholders for each Scrutiny Committee</b></p>	<p>9 At our inaugural Scrutiny meetings when we ask members to build their FWP's, we also attach the Cabinet FWP (for which the relevant Cabinet Member is present to present) and ask Scrutiny Members to identify items that they wish to focus on 'pre-scrutiny' for and which Stakeholders, witnesses or public consultees they wish to involve in the process.</p>	<p>MT</p>		<p>HLSC Entries added 17/11/20.</p>	
				<p>Stakeholder document now exists and saved on Democratic. All DSOs to populate based on their individual committee(s).</p>	
				<p>. MT has provided a tweaked draft database of stakeholders and consultees (01/04/20)</p>	
				<p>. GD has proposed that there should be a list of consultees to be used if needed. He has contacted Hnnah rapa in Comms as they have a 'Citizen Panel' already which they use for engagement, is hoping to meet and discuss wether Scrutiny could piggyback onto this. (31/03/20)</p>	
				<p>. MT has set up a 'dummy' stakeholder database for Scrutiny Committees which has been circulated to DSOs for comment (30/03/20)</p>	
<p><b>Work Programmes to identify witnesses and public consultees</b></p>				<p>. MT will set up a central Stakeholder, witness and public consultee database with DSOs providing relevant details to populate. Following the SC&amp;VC meeting held on 11/3/20, it was agreed that Scrutiny Members would be asked to identify T&amp;F topics during inaugural meetings - such a database will be useful to identify relevant witnesses and public consultees. (25/03/20)</p>	

Scrutiny road shows and Open Days to promote Scrutiny	10	Establish an Annual Scrutiny Road Show to promote the function generally.	AR	Scrutiny function and Public Speaking Process advert included within the 50+ Forum December Edition Newsletter (01/12/20) AR attended a virtual teams meeting of the 50+ Executive Forum on 03/12/20 to promote the function (03/12/20).	
				Reach out email shared with DSOs then sent to Council Event organisers 22/10/22 at 12:22. In response, AR attended a virtual teams meeting of the Council's Quality and Design Forum consisting of members of the public and public housing officers. AR has also been invited to present at the 50+ executive forum virtual meeting on the 2nd December as well as post an article in the forum newsletter. AR to continue to liaise with Jo Beynon. Sarah Jones in the Council's Events team is keeping us in mind for any future public events held virtually. None sheduled at the moment.	
				In person activities are not appropriate in the current climate however AR will touch base with established Council Event organisers to see if any virtual events are being planned and if there is any way of us engaging. Maybe combine this action with action 13 for now? (AR) (15/10/20)	
				. AR will work on the basis of including the Scrutiny team in one of the already established Council Events eg Beats, Eats and Treats, Pride, GVS AGM. (25/03/20) .Draft email and recipients list sent to team for discussion (16/10/20)	
	11	Approach Officers on a biannual basis for any completed 'good news' stories/work that a public networking event can be held at with TCC, Local Businesses, Public Groups and Public Services are invited to.	ALL DSOs	AR has approached HLSC officers 17/11/20. AR has raised biannual reminders in DSO diaries for officer reminders/requests.	Quarterly publication for Scrutiny newsletter via Scrutiny Chairmen and Vice-Chairmen Group
				All DSOs to liaise with their Committee Officers regarding any good news stories that can be included within the Scrutiny Newsletter (see point 13).	
				In person activities are not appropriate in the current climate but we could still approach officers in case they have any virtual publicity that we could share electronically via a remote meeting? E.g YouTube Videos, Press Releases Maybe combine this action with action 13 for now? (AR) (15/10/20)	
				.Draft email and recipients list sent to team for discussion (16/10/20)	

Scrutiny meetings to be held at alternative venues	12	Continue to promote off-site scrutiny meetings based on Chairman requests and relevant agenda items.	ALL DSOs			<b>Not Currently Applicable due to Covid-19 Government Social Restrictions (AR).</b>
Regular Scrutiny Newsletter publications (Monthly/Quarterly)	13	Establish a quarterly Newsletter template and build a recipient list with internal as well as external contacts.	CL		Scrutiny Newsletterfinalised by SC&VC meeting March 2021 to be reported to Corporate Performance and Resources Scrutiny and Cabinet April 2021. CL has collated a DRAFT edition and will forward to all DSOs for comment prior to sharing with SC&VC Members via email. All DSOs to provide any comments to CL asap to avoid delays in consulting members (01/02/21).	
					AR comments emailed to CL 17/11/20.	
					All DSOs to send comments to Cath on draft format (that includes feedback from Scrutiny member impact questionnaire) in preparation for the draft to be presented to the SC&VC Group on 2nd December for their input.	
					<p>. CL has made a rough draft template using MS Sway to be reviewed at next meeting. Circulated to team on 28/10/20. (28/10/20)</p> <p>. CL will investigate whether Microsoft Sway (part of the Office 365 package) could be a good tool to use for this. (25/03/20)</p>	
Web-based Scrutiny Forum/Facebook posts/Twitter feeds	14	Set officers in Democratic Services up with VoG Social Media access.	CL / HB		No longer applicable. See Point 4 above.	
					It is still the intension that CL to have access in the first instance and then HB for when CL is absent. KB has approached Rob Jones about this point. Meeting scheduled for 1st December to discuss.	
					<p>. AR already has certain social media rights from time working with Electoral Registration, will find out exactly what they are in comparison to what we need (25/03/20)</p> <p>. To be discussed when KB meets with Tom Bowring/Comms (16/03/20)</p>	

Scrutiny Blog page	15	Set up a blog template for Chairman to complete as and when required.	MT	<p>To be further discussed with Comms Team in April 2021</p> <p>KB, CL &amp; MS to provide comments to MT so that MT can collate comments into final draft ready to present to Leader/SLT/SC&amp;VC.</p> <p>Draft blog template produced - comments received from GD and AR and incorporated; awaiting reply from others (17/04/20).</p> <p>. MT will carry out some research and use this to begin work on a blog template (25/03/20).</p>	
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# SCRUTINY and CABINET

## Roles and Responsibilities

### Draft Protocol



April 2021 – DRAFT

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# 1 Principles of Effective Scrutiny

- 1.1 The **Centre for Governance and Scrutiny (previously known as the Centre for Public Scrutiny (CFPS))** has identified the following four principles which were **updated on 08th September, 2020** which underpin effective scrutiny:
- Provide a constructive ‘critical friend’ (challenge to the Executive (“Cabinet”)) ~~as well as outside agencies~~
  - ~~Reflect~~ **Amplify the voice and concerns of the public and its communities**
  - ~~Take the lead and own the scrutiny process on behalf of the public~~ **Be led by independent people who take responsibility for their role**
  - ~~Make an impact on the delivery of public services~~ **Drive improvement in public services.**

# 2 Purpose of the Protocol

- 2.1 This Protocol is designed to assist all Members of the Council’s 5 Scrutiny Committees any Member who may sit on a Scrutiny Task and Finish Group and all Members of the Cabinet (which comprises the Leader and 6 other Cabinet Members). It provides guidance on the various ways in which Members are required to interact to enable the Authority to carry out an effective Scrutiny function.
- 2.2 The Protocol also outlines the framework and procedures underpinning the operation of Scrutiny and provides guidance on the role of Officers who support this process.
- 2.3 The Protocol can be periodically updated in order to take into account recommendations from Audit Wales.
- 2.4 Audit Wales has recommended that Local Authorities should explore different and more innovative methods for undertaking scrutiny activity and should be more innovative in how it engages the public in its scrutiny activity.

## 3 Objectives

- 3.1 The objectives of this Protocol are:
- (i) to establish a positive framework and build upon the procedures laid out in the Council Constitution, which exist to enable the Scrutiny Committees to work effectively;
  - (ii) to maximise the personal effectiveness of Scrutiny Members, Cabinet Members and Officers by enabling them to fully understand their powers, roles and responsibilities in relation to the Scrutiny function;
  - (iii) to promote and maintain an ethos of mutual respect, trust and courtesy in the inter-relationships between Scrutiny Members, Cabinet Members and Officers and a climate of openness that leads to constructive, yet challenging, debate;
  - (iv) to create a culture of holding the Cabinet to account on behalf of the electorate, by monitoring the effectiveness of the Council's policies and through the regular review of its performance in relation to service delivery, with a view to ensuring service improvements;
  - (v) to define and clarify the role of the Cabinet as an integral component of the Scrutiny process; and
  - (vi) to achieve an appropriate level of alignment between the work of Scrutiny and the policies and priorities of the Cabinet and also to the work of the various Audit, Regulatory and Inspection bodies.

## 4 Role of the Scrutiny Committees

- 4.1 Detailed information on the Scrutiny process can be found in **Section 7 of the Council's Constitution**. In summary, within their terms of reference, Scrutiny Committees may:
- (i) review or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions, whether by the Executive or another part of the Council, but with the exception of any matter which is specifically identified in the terms of reference of any other Scrutiny Committee;
  - (ii) make reports or recommendations to the Council or the Cabinet in connection with the discharge of any functions;
  - (iii) Assist the Council and the Cabinet in the development of the policy framework and budget;
  - (iv) consider any matter which affects the Council's area or its inhabitants; and
  - (v) exercise the right to "Call-In", for reconsideration of decisions made, but not yet implemented, by the Executive and Officers.
- 4.2 In undertaking the above, Scrutiny Committees shall, in particular, have regard to:-
- compliance with Council policy;
  - consideration of the need for changes to policy and/or practice;
  - Continuous Improvement.

## 5 Holding the Cabinet to Account

### What does it mean and how does it work?

- 5.1 One of the fundamental principles of Scrutiny is the ability to hold the Executive (i.e. the “Cabinet”) to account. The principle of the “Cabinet” style of local government is that, by having a small Executive responsible for decision-making, the decision-making process will be quicker and more efficient. However, local people need to be assured that this small group of Members are making decisions effectively and acting in the best interests of the local community they serve.
- 5.2 Holding the Cabinet to account can involve scrutinising executive decisions at a number of different stages of the decision-making process:
- before decisions are made;
  - before they are implemented; and
  - after they are implemented.

Holding the Cabinet to account shouldn't be about confrontation – it is more about non-Executive Members providing a "critical friend" challenge to the Cabinet and individual Cabinet Portfolio Holders. It should be remembered that Scrutiny is not about challenging individuals or personalities but is about challenging decisions and securing improvement where possible. Neither should holding the Cabinet to account be about party political loyalties.

There are a number of ways in which the Scrutiny process can operate:

- using the “Call-in Procedure”, whereby any individual Member can, within 5 days of publication of a Cabinet decision, challenge or "call in" the decision. This usually leads to the relevant Scrutiny Committee meeting reviewing the decision and the Committee may make specific recommendations to the Cabinet.

The Call-In form can be found at:

<https://staffnet.valeofglamorgan.gov.uk/Documents/MemberNet/Democratic-Services/2017/Call-in-Proforma.doc>

- “Requests for Consideration” – any Member can request the inclusion of an item on any Scrutiny Committee by submitting a “Request for Consideration” form.

The Request for Consideration form can be found at;

<https://staffnet.valeofglamorgan.gov.uk/Documents/MemberNet/Democratic-Services/2017/Request-for-Consideration-of-Matter-by-Scrutiny-Committee.doc>

- All Members routinely receive an electronic link to all Cabinet agendas;

- Examining the Cabinet’s Forward Work Programme, which will be published annually and updated quarterly. The Work Programme will (as far as is possible to do so) give advance notice of issues to be considered by the Cabinet and the date upon which this will take place. This provides an early opportunity for Scrutiny Members to identify forthcoming issues and to review whether it is considered Scrutiny should play a part in the process. It is also essential that the Cabinet Work Programme is taken into account when Scrutiny committees are drawing up their own Work Programmes;
- Calling the Cabinet Portfolio Holder to give evidence – this may be in relation to an item being considered by the full Scrutiny Committee or the work of a single-issue Task and Finish Group;
- Specific meetings with Cabinet Portfolio Holders **to be held and on a bi-annual basis the Leader, Deputy Leader, Cabinet Members and Scrutiny Chairs’ and Vice Chairs’ to meet to allow both the Cabinet and Scrutiny Forward Work Programmes to be developed and agreed.**
- Receiving updates on Cabinet responses to Scrutiny Committee - recommendations (known as “decision-tracking”).

## 6 Relationship Between Cabinet and Scrutiny

- 6.1 The relationship between Cabinet and Scrutiny is governed in part by law and in part by the Council's Constitution. The purpose of this section of the Protocol is to set out the principles which will be followed by Cabinet and Scrutiny Members.
- 6.2 Cabinet and Scrutiny have very different functions and responsibilities. However, the aim of both should be to secure the best outcomes for the people who live and work in the Vale of Glamorgan.

The following five principles set out how the working relationship between Cabinet and Scrutiny should operate:

1. Cabinet and Scrutiny recognise that they each have different functions and responsibilities and the contribution that both can make to securing the best outcomes for the people who live and work in the Vale of Glamorgan.
2. Cabinet and Scrutiny will work alongside each other in a positive manner. Cabinet recognises that Scrutiny has a number of rights, such as "Call-In" and requiring Cabinet Members to attend its meetings and will respect those rights. Scrutiny Committees will exercise those rights responsibly.
3. All participants in the working relationship between Cabinet and Scrutiny will look to work within a spirit of mutual respect and constructive challenge.
4. The relationship between Cabinet and Scrutiny will be open and transparent.



## 7 Work Programmes and Agendas

- 7.1 Scrutiny is most effective when it is focused on a limited number of in-depth topics and priorities. When considering agenda items, Scrutiny Committees should have regard to the likely value and impact gained from any report or review. This will need to be carefully balanced against the time and resources required to undertake the activity.
- 7.2 Forward Work Programmes are a series of documents which list the subject matters of decisions that (a) the Council and (b) the Cabinet intend to take and (c) what business the Scrutiny Committees will be considering and when those matters will be discussed. This does not prevent urgent or unforeseen matters being considered. Each of these bodies will be responsible for their own Work Programmes. Annual Forward Work Programmes will be prepared from the beginning of the Municipal Year. They will be supplemented by quarterly updated Work Programmes. Regard should be paid by Scrutiny Committees to the need to take into account alignment with the Work Programmes of Audit, Regulatory and Inspection bodies (also see Section 7).
- 7.3 The Cabinet may also request a Scrutiny Committee to assist in undertaking a review to help policy development.
- 7.4 The Cabinet Forward Programme will include details (as far as is known) of those areas which it is intended will be subject to “Pre-Cabinet Scrutiny” prior to a formal decision being made. The Work Programme should, in turn, form a key element, when the Work Programmes of the Scrutiny Committees are being drawn up.
- 7.5 Consideration of what items are intended to be subject to “Pre-Cabinet Scrutiny” should be carefully undertaken by the Leader and Cabinet Members. A consistent approach should be adopted when deciding on such items.
- 7.6 Usually at the first meeting in the Municipal Year, each Scrutiny Committee will consider and determine its priorities for the coming year, which are to be included in the Work Programmes. Again, it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes.
- 7.7 The appropriate Cabinet Member(s) may be invited to attend to comment on the Committee’s proposed priorities within the Work Programme. This will inform the selection process and the Cabinet Member(s) may be invited to assist the Committee by providing advice on potential conflict between proposed Scrutiny topics and areas of planned policy development.
- 7.8 Scrutiny Committees’ Work Programmes will be monitored on a regular basis, with advice provided by Officers as to when reports will be presented. This will also allow the Members of the Committees to regularly review and update their work programmes.

- 7.9 The Work Programmes of Audit, Regulatory and Inspection bodies should be closely aligned to the Scrutiny Committees' Work Programmes, with relevant reports presented to Members in a timely and consistent manner.
- 7.10 Scrutiny Committee agendas will, at regular intervals, include any relevant performance management information available. The purpose of this item will be to assist Members with monitoring the performance of services within its remit against key targets and to make recommendations.
- 7.11 Agenda planning for individual meetings of Scrutiny Committees will revolve around a system of "agenda conferences". Agenda Conferences have been recognised as an invaluable mechanism in the Scrutiny process. In attendance will be the Chairman and the Vice-Chairman and the relevant Senior Officers.
- 7.12 Reports may be submitted to a Scrutiny Committee by one of the following routes:
- (i) Report referred to a Scrutiny Committee by Cabinet for consideration;
  - (ii) Report submitted directly to a Scrutiny Committee as part of its Work Programme;
  - (iii) As a result of the 'Call-In' procedure;
  - (iv) As a result of a "Request for Consideration" item submitted by a Member;
  - (v) In the form of a reference from another Scrutiny Committee or other Committee (e.g. Audit committee).
- 7.13 Reports which are "for information" should be disseminated to Members outside of the formal Cabinet and Scrutiny Committee agenda arrangements via the Democratic and Scrutiny Services Team.

## 8 Ethos of a Scrutiny Committee Meeting

- 8.1 Scrutiny Committees should seek to promote an atmosphere of openness and should strive to ensure that questioning and debate takes place within a climate of mutual respect and trust between Scrutiny Committee Members, the Cabinet Member(s), Officers and other participants.
- 8.2 Scrutiny Committee Members should normally be prepared to ask searching and challenging questions of Cabinet Members and Officers, who, in turn, should be willing to respond to any question put. However, Scrutiny Committee Members should be aware of, and show an understanding, of the fact that Cabinet Members and Officers may not always be in a position to answer every question immediately or in detail.
- 8.3 Cabinet Members should, in so far as possible, anticipate and be prepared to answer questions on decisions taken, or proposed to be taken, which fall within their remit. Cabinet Members should also value the contribution of Scrutiny Committee Members who raise questions and should respond in an appropriate and professional manner.
- 8.4 The Chairman of the meeting (**whether being held in person or remotely**) shall at all times ensure that the conduct of the meeting shall be fair and that all participants are treated courteously.
- 8.5 Officers will be asked questions by Committee Members in a dignified and respectful manner. Responses should be clear and concise with Officers mindful that members of the public, who may be present, may not have a full in-depth knowledge of the topic being discussed.
- 8.6 The Chairman, supported by the Officers, should provide leadership and guidance to the Committee on all Scrutiny matters and should promote the Committee's role to improve services and monitor the effectiveness of Council policies.
- 8.7 Meetings of Cabinet and Scrutiny Committees are subject to the relevant provisions in the Council's Constitution, including that they must normally be held in public, unless factors allowed for by law and the Council's Constitution are judged to require consideration of a matter with the public and press excluded.
- 8.8 Meetings should be carried out in a business-like, non-aggressive and non-confrontational manner, with courtesy extended to all participants. Members should have regard to the Members' Code of Conduct and the Protocol on Member/Officer Relations as set out in The Council's Constitution.
- 8.9 Scrutiny Committee meetings should be held using a room layout appropriate for the business to be conducted, **when not being held remotely**.
- 8.10 Scrutiny Committees should keep in mind the statutory guidance that Scrutiny work should be conducted in a non-party political manner.

## 9 Attendance by Cabinet Members at Scrutiny Committee Meetings

- 9.1 Each Scrutiny Committee Chairman will have discretion when deciding upon whether a Cabinet Member is required to attend a Committee meeting. However, Cabinet Members are routinely invited to attend Scrutiny Committee meetings as standard for the purpose of being held to account in relation to decisions taken.
- 9.2 Cabinet Members are encouraged to attend meetings to gauge the views of Scrutiny Members on any issues falling within their remit.
- 9.3 An open discussion and exchange of views will be of importance to the Cabinet Member(s) and Scrutiny Members, particularly where consideration is being given to the development of the Council's budget or policy framework.
- 9.4 Depending on the nature of the agenda item, either the Cabinet Member or Senior Officer will be asked to present the item. Members of the Committee should be aware that although Officers can reply to specific questions regarding the operational performance of a service, the reasoning behind why a decision was made should be directed to the Cabinet Member(s).
- 9.5 If a Cabinet Member is required to attend a Scrutiny Committee for a specific reason, then he / she should receive sufficient notification of why they are being invited to the meeting. This should be, if possible, notified to them in writing, and copied to the Committee Members so everyone understands the basis on which they are attending.
- 9.6 If there is confusion regarding the reasons why a Cabinet Member is attending a particular meeting, it would be useful for the Chairman to provide clarification to the Committee at the beginning of the meeting. This is in order to ensure that a meeting is effective and makes the best use of all Members' time.
- 9.7 It is accepted that, although the Cabinet Member may be invited to report on a particular agenda item, given the fact that he / she is at the meeting, questions may stray into other areas (subject to them remaining relevant to agenda items). It should be understood by all parties that the Cabinet Member will respond to the best of his / her ability and knowledge on particular questions. However, if the Cabinet Member has been invited for a specific topic, then he / she may need to undertake further research in order to provide answers to questions on other subjects.
- 9.8 No time limit shall apply to the questions put or responses given and there shall be no limit to the number of such questions which may be put by a Member in respect of any particular decision, save in so far as the Chairman shall be responsible for the effective conduct of the business of the meeting.

**9.9 If required, the Chairman / Vice-Chairman of the Scrutiny Committee may be requested to attend a Business Cabinet meeting to discuss any recommendations from the Committee relating in the main to any Task and Finish recommendations or proposed changes to Policy.**

## 10 Attendance by Officers at Scrutiny Committee Meetings

- 10.1 Meetings of Scrutiny Committees will normally be attended by Senior Officers with responsibility for any agenda item under discussion. The role of the Senior Officer will be to assist the Committee through the provision of professional advice and to ensure access to relevant information and personnel. However, where the agenda item relates to a “Call-In”, the relevant Cabinet Member will respond in the first instance.
- 10.2 Senior Officers will be expected to proactively contribute to a debate on an agenda item. Officers can be required to attend a Scrutiny Committee to present an agenda item report and to answer questions or provide advice regarding operational aspects of a particular service. This will allow Members to question Officers on the likely impact of any decisions made by the Cabinet and for Members to gather a greater appreciation of reasons why a course of action was agreed upon.
- 10.3 Members of a Scrutiny Committee will also regularly question Officers about issues affecting the performance of a specific service and to ask for more detail around the level resources available within a service area.
- 10.4 Officers in attendance at Scrutiny Committee meetings should also be prepared to assist the Cabinet Member in the provision of information to the Committee in response to any question raised.
- 10.5 The attendance of other relevant Officers at either Scrutiny Committee or Task and Finish Group meetings will generally be at the request of the Chairman, who will have regard to the appropriate level of seniority.
- 10.6 An Officer in receipt of a request to attend a Scrutiny Committee meeting should make reasonable efforts to do so. Where an Officer is unable to attend on a particular date, he / she should notify the Chairman (or relevant Officer within Democratic and Scrutiny Services) as soon as possible, in order to agree the most appropriate course of action, which may include the attendance of an alternative representative.
- 10.7 Relevant Senior Officers will normally be expected to attend any meeting of a Scrutiny Committee at which it is intended to consider a ‘Call-In’ request in relation to their service.
- 10.8 Officers will be permitted to leave a Scrutiny Committee meeting once discussion on the relevant item has ended. However, in certain circumstances, Officers may wish to remain for other agenda items, should they feel that they may be able answer any questions and if they can constructively contribute to the debate. This should only be from an operational service perspective and for a service area that the Officer has responsibility for.

## 11 Responses of Cabinet Members to Questions from Scrutiny Committee Meetings

- 11.1 Following a question raised during a Scrutiny Committee meeting, the Cabinet Member may respond in the following ways:-
- (i) by way of a direct oral answer;
  - (ii) where the desired information is in a publication of the Council or other published work, by reference to that publication;
  - (iii) where an Officer is in attendance at the meeting, who can reasonably be expected to be in a position to give a reply, by referring the matter to the officer concerned;
  - (iv) where the reply cannot conveniently be given orally, by way of a written answer circulated to all Members of the Committee within five working days; and
  - (v) where the reply cannot be given within the above timescale, a brief explanation for the delay and the likely timescale for response should be provided to all Members of the Committee.

## 12 “Call-In” of a Cabinet Decision

- 12.1 When a decision is made by the Cabinet, the decision shall be published normally within two working days of the date when the decision was made. The relevant ‘Call-In’ period will expire on the fifth working day after the publication of the decision.
- 12.2 If the “Call-In” is accepted by the relevant Scrutiny Committee Chairman, the relevant Scrutiny Committee will have the opportunity to discuss and evaluate the merits of the decision. This shall take place within twenty working days of receipt of the ‘Call-In’ request, not counting the month of August.
- 12.3 Unless there are extenuating circumstances, the relevant Cabinet Member would be expected to attend a Scrutiny Committee meeting when a ‘Call-In’ is being considered. It is accepted, however that Officers are often better placed to present greater detailed information that led up to the decision and this is deemed to be acceptable, although it should always be the decision-maker that is held to account.
- 12.4 The following procedure will be followed when a ‘Call-In’ is being considered:
- (i) The Chairman outlines the nature of the request;
  - (ii) The Member who “called-in” the decision will be invited to explain the reasons for the request;
  - (iii) The Chairman will then invite the Cabinet Member to respond;
  - (iv) The Committee can then ask questions of the Cabinet Member, who may ask a relevant officer to supply further information if necessary;
  - (v) The Committee debates the issue and may form recommendations for consideration by the Cabinet or to Full Council, who may, in turn, refer the matter back to Cabinet for further consideration.
- 12.5 In the event where the relevant Cabinet Member cannot attend a meeting when a ‘Call-In’ is being considered, another Cabinet Member will seek to attend and be accountable for the decision.



## **13 Recommendations made by Scrutiny Committee**

- 13.1 The minutes of each Scrutiny Committee will include any recommendations made during a Committee meeting and the reasons for those recommendations. On a quarterly basis, Scrutiny Committees will monitor progress of each recommendation, with updates provided by the relevant Officers.
- 13.2 Recommendations from the Scrutiny Committees will be referred to Cabinet at the earliest possible opportunity.
- 13.3 Where Cabinet has decided not to implement a specific recommendation made by a Scrutiny Committee, the reason for not doing so should be minuted. This will be reported back to the Committee on a quarterly basis when the Committee considers its “decision tracking”.

## **14 Meetings between Scrutiny Committee Chairmen and Cabinet Members**

- 14.1 Whilst the Scrutiny process is essentially a public one, it is recognised that the development of an informal dialogue between the Scrutiny Committee Chairmen and the relevant Cabinet Member(s) will enhance the interaction between the two functions. Informal dialogue will be encouraged in order to allow the Cabinet Member(s) to understand the Scrutiny Committee Chairmen’s viewpoints and vice versa.
- 14.2 Such dialogue will also allow the relevant Scrutiny Committee Chairman and the Cabinet Member(s) to discuss major policies and key decisions that are likely to be progressed over the forthcoming months and provide an opportunity for further input into the strategic elements of the work programme.
- 14.3 Such dialogue could also allow consideration of Audit, Regulatory and Inspection work programmes to take place to ensure that reporting arrangements are well-planned and fully “joined up” (particularly within the context of Forward Work Programming for both Cabinet and Scrutiny).

## 15 Public Speaking at Scrutiny Committee Meetings

- 15.1 The Council has published a Guide to Public Speaking at Scrutiny Committee Meetings, intended to enhance the ability of members of the public to speak at meetings of the Council's Scrutiny Committees. A copy of the Guide is available on the Council's website via the following link

**(INSERT LINK WHEN AVAILABLE) -**

# **Vale of Glamorgan Council Scrutiny Annual Report 2019 - 21**

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## Foreword from the Chairman of the Scrutiny Committee Chairmen and Vice-Chairmen Group.

As the Chairman of the Scrutiny Committee Chairmen and Vice-Chairmen Group, I am delighted to present the 2019 - 21 Scrutiny Annual Report. It provides an account of the progress made in the past two Municipal Years, including some of the key pieces of work undertaken by the Committees along with areas under consideration going forward.

The period of time covered by this report has been unprecedented in every regard and has been exceptionally busy and challenging for Scrutiny, and it is important to share with all Members and the wider community some of the issues that we have examined and the challenges we have faced over the past two years.

I would like to thank the Members of the Scrutiny Committees for their commitment and contributions to our work, as well as the Officers who have supported us so effectively. 2019 - 21 saw the Council face one of its most challenging periods yet in terms of its response to and recovery from the COVID-19 pandemic. Despite meetings having been temporarily cancelled at the very start of the pandemic, Scrutiny Committees have continued to monitor performance and consider ways for improvement in order to maintain, develop and improve services for people in the Vale of Glamorgan. The Committees have also grappled with some of the major issues affecting our communities and I hope you will agree with me that we have tried to make a real difference to the formal decision-making process. By producing this report we hope to give you a flavour of the level of work undertaken and an understanding of the role played by the Scrutiny Committees.

I have always stressed the importance for Scrutiny Committees to maintain an open and critical mind, to provide criticism in a constructive way and to offer genuine praise where appropriate. Going forward, Scrutiny Committees will continue to endeavour to be a “critical friend” in the delivery of the Council’s priorities.

I would like to take this opportunity to thank residents, local partners, key stakeholders and witnesses who have given their time to assist the Scrutiny process throughout the last two years.

### **Councillor Mark Wilson**

***Chairman - Scrutiny Committee Chairmen and Vice-Chairmen Group  
and Chairman - Corporate Performance and Resources Scrutiny Committee***

## A Note on COVID-19

On March 23<sup>rd</sup>, 2020 a National Lockdown was announced as a result of the Coronavirus pandemic. In light of the restrictions put in place by both UK and Welsh Governments, and in order to ensure the safety of Councillors, Council staff members and the public, all face to face meetings of Council Committees were cancelled until further notice.

While Committee meetings were suspended, Council governance regarding matters which required immediate action was undertaken via the Emergency Powers procedure. However, it was resolved that in exercising his use of Emergency Powers, the Managing Director should consult with relevant Scrutiny Committee Chairmen on matters relating to policy, thus ensuring that Scrutiny Activity continued until such a time that Committee meetings could recommence.

In unprecedented circumstances and following the efforts of both Democratic and ICT Services, the Council was able to resume its schedule of Scrutiny meetings remotely with the first meeting of the Corporate Performance and Resources Scrutiny Committee taking place in July 2020, and all Scrutiny Committees convening remotely on a monthly basis as of September 2020.

In order to achieve this, Democratic Services Officers identified appropriate videoconferencing platforms to meet the requirements of Scrutiny Committees, and in liaison with colleagues in ICT provided training and guidance to ensure both Councillors and members of the public were able to fully engage with the Scrutiny process, whether via a videoconferencing device or a telephone call.

Scrutiny meetings held remotely have been recorded and made available to view as soon as possible after the meeting on the Council's YouTube Channels. Democratic Services Officers have established a [dedicated YouTube channel](#) to house meeting recordings, making it easier for members of the public to access and view relevant meetings and safely keep up to date with the latest Scrutiny activity in the Vale.

**As a result of the cancelled meetings towards the end of 2019/20 and at the beginning 2020/21, this report will account for both municipal years.**

## What is Scrutiny?

Scrutiny Committees carry out important work for the Vale of Glamorgan Council and its partners. It offers reassurance to local people, helps to develop policy, challenging the performance of the Council and its services and holds the Cabinet to account for its decisions.

Scrutiny acts as a **'critical friend'**, standing back from the day to day decision-making to look at and review outcomes for local residents.

Scrutiny Committees can make recommendations and scrutinise the policies, decisions and performance of the Cabinet. The Cabinet, in turn, consults with Scrutiny Committees on issues, and responds to Scrutiny Committee recommendations. There are five Scrutiny Committees within the Vale of Glamorgan Council.

## How does Scrutiny work in the Vale?

2016/17 saw the introduction of a fresh and new approach to the way that Scrutiny operated within the Vale of Glamorgan. The Council agreed that the work of Scrutiny should be closely aligned to the Council's four new **Well-being Outcomes**.

Each Committee was therefore linked to one or more of the Wellbeing Outcomes; with its own individual **Objectives**, as shown below:

The <b>Corporate Performance and Resources Scrutiny Committee</b> is the overview Committee and deals with Corporate Health, the internal working of the Council, its finances and the Public Services Board.		
Well-being Outcomes	Scrutiny Committee	Scrutiny Committee Objectives
<i>An Environmentally Responsible and Prosperous Vale</i>	<b>Environment and Regeneration</b>	<ul style="list-style-type: none"> <li>• Promoting regeneration, economic growth and employment.</li> <li>• Promoting sustainable development and protecting our environment.</li> </ul>
<i>An Active and Healthy Vale</i>	<b>Healthy Living and Social Care</b>	<ul style="list-style-type: none"> <li>• Encouraging and promoting active and healthy lifestyles.</li> <li>• Safeguarding those who are vulnerable and promoting independent living.</li> </ul>
<i>An Inclusive and Safe Vale</i>	<b>Homes and Safe Communities</b>	<ul style="list-style-type: none"> <li>• Providing decent homes and safe communities.</li> <li>• Reducing poverty and social exclusion.</li> </ul>
<i>An Aspirational and Culturally Vibrant Vale</i>	<b>Learning and Culture</b>	<ul style="list-style-type: none"> <li>• Raising overall standards of achievement.</li> <li>• Valuing culture and diversity.</li> </ul>

These Objectives were tailored to the Committee's remit and areas of focus, with annual **Forward Work Programmes** being produced (and updated quarterly) to show the matters to be considered.

### Vale of Glamorgan Corporate Plan 2020-25

In February 2020 the Cabinet and Full Council endorsed a new [Corporate Plan](#), the Council's key strategic document which sets out how its vision of *Strong Communities with a Bright Future* will be delivered over a five-year period. All Scrutiny Committees were consulted regarding and contributed to the development of the new plan.

A new set of Well-being Objectives have been developed:

- **To work with and for our communities;**
- **To support learning, employment and sustainable economic growth;**
- **To support people at home and in their community; and**
- **To respect, enhance and enjoy our environment.**

These Well-being Objectives reflect a more integrated and cross-cutting approach to the Council's work and demonstrate how actions across the Council's Directorates will contribute to multiple objectives.

A detailed Annual Delivery Plan is published each spring detailing the key activities to be undertaken in order to deliver the commitments contained in the Corporate plan, with each Scrutiny contributing to the drafting process. This process in turn directly informs individual Service Plans which are also produced annually and contain annual performance measures and targets. These are also closely monitored by Scrutiny Committees.

At the first meeting of each Scrutiny Committee following the Annual Meeting a presentation is given on the Annual Delivery Plan in the context of the Corporate Plan and terms of reference of the Committee. This presentation enables Scrutiny Committee Members to identify any areas of particular focus for that Committee for the year and, as such, inform the **Work Programme** of the Committee.

Individually and collectively, each Scrutiny Committee approaches its work in the following ways:

- Striving to improve services to achieve better outcomes for residents;
- Hearing public concerns and voices;
- Adding value to the way decisions are reached;
- Acting positively as a 'critical friend'; and
- Learning from others.



## Wellbeing of Future Generations (Wales) Act 2015

The Act requires Public Bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change by considering five ways of working.

These Five Ways of Working give a framework through which public bodies must work to deliver the seven national Well-being Goals for Wales as set out by the Act.

Between May 2019 and April 2021 many of the Scrutiny Committees' Forward Work Programme Items have demonstrated their commitment to carrying out their work in accordance with the Act:

Five Ways of Working	Forward Work Programme Items
<p><b>Thinking for the <u>long-term</u></b></p> <p>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	<ul style="list-style-type: none"> <li>· <a href="#">Draft Empty Homes Strategy 2019-24</a> – Homes and Safe Communities</li> <li>· <a href="#">Support for Carers in the Vale of Glamorgan</a> – Healthy Living and Social Care</li> <li>· <a href="#">Draft Vale of Glamorgan Council Corporate Plan 2020-25</a> – All Scrutiny Committees</li> <li>· <a href="#">Vale of Glamorgan Public Services Board Annual Report 2019</a> – Corporate Performance and Resources</li> <li>· <a href="#">Coronavirus Recovery Strategy</a> – All Scrutiny Committees</li> <li>· <a href="#">Update on the proposal to increase the number of primary school places in Cowbridge to meet the increased demand as a result of recent and proposed housing developments</a> – Learning and Culture</li> <li>· <a href="#">National Development Framework (NDF) 2020-2040 Consultation Draft – Response to Welsh Government</a> – Environment and Regeneration</li> </ul>
<p><b>Taking an <u>integrated</u> approach</b></p> <p>Considering how the Council's well-being objectives may impact upon other objectives, or on the objectives of other public bodies.</p>	<ul style="list-style-type: none"> <li>· <a href="#">Housing (Wales) Act 2014 Commencement of Section 75(3) - Homeless Intentionality Decisions</a> – Homes and Safe Communities</li> <li>· <a href="#">Telecare Services (Supported Living Technology)</a> – Healthy Living and Social Care</li> <li>· <a href="#">Digital Strategy – Customer and Employee</a> – Corporate Performance and Resources</li> <li>· <a href="#">Welsh Government's Strategic Equality Objectives – Draft Consultation Response</a> – Learning and Culture</li> <li>· <a href="#">Withdrawal of Discretionary Funding for Fare Paying School Transport Services</a> – Environment and Regeneration</li> </ul>

<p><b>Taking a <u>preventative</u> approach</b></p> <p>How acting to prevent problems occurring or getting worse may help the Council to meet its objectives.</p>	<ul style="list-style-type: none"> <li>· <a href="#">Welfare Reform - Impacts on Council Housing Tenants</a> – Homes and Safe Communities</li> <li>· <a href="#">Cardiff and Vale Suicide and Self-Harm Prevention Strategy 2017-20</a> – Healthy Living and Social Care</li> <li>· <a href="#">Sickness Absence Report 2018/19</a> – Corporate Performance and Resources</li> <li>· <a href="#">Youth Engagement and Progression Update</a> – Learning and Culture</li> <li>· <a href="#">Penarth Cardiff Barrage Sustainable Transport Corridor WelTAG Stage One and Stage Two Update</a> – Environment and Regeneration</li> </ul>
<p><b><u>Collaborating</u></b></p> <p>Acting in collaboration with any other person (or different parts of the Council itself) that could help the Council to meet its well-being objectives.</p>	<ul style="list-style-type: none"> <li>· <a href="#">Youth Offending Service: Youth Justice Plan</a> – Homes and Safe Communities</li> <li>· <a href="#">Vale, Valleys and Cardiff Adoption Collaborative Annual Report 2018-19</a> – Healthy Living and Social Care</li> <li>· <a href="#">Vale of Glamorgan Public Services Board Annual Report 2019-20</a> – Corporate Performance and Resources</li> <li>· <a href="#">Adult Community Learning</a> – Learning and Culture</li> <li>· <a href="#">Section 106 Off-site Affordable Housing Contributions</a> – Environment and Regeneration / Homes and Safe Communities</li> </ul>
<p><b><u>Involvement</u></b></p> <p>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the Council serves.</p>	<ul style="list-style-type: none"> <li>· <a href="#">Domestic Abuse, Assessment and Referral Co-ordinator (DAARC) Progress Report</a> – Homes and Safe Communities</li> <li>· <a href="#">Corporate Safeguarding Summary Report</a> – Corporate Performance and Resources</li> <li>· <a href="#">Sports and Play Update Report</a> – Healthy Living and Social Care</li> <li>· <a href="#">Draft Vale of Glamorgan Council Strategic Equality Plan 2020-24</a> – Learning and Culture</li> <li>· <a href="#">Car Parking - Guiding Principles and Charges</a> - Environment and Regeneration</li> </ul>

## Measuring the Impact of Scrutiny

During the previous and current municipal years our Scrutiny Committees have placed greater focus on measuring the impact of the work they carry out. However, it has been important to acknowledge the challenges faced when trying to assess the impact of Scrutiny given that its positive outcomes are not always easily measured and often only become apparent over longer periods of time, and therefore cannot be easily captured via the Council's usual Quarterly Decision Tracking or Annual Reporting Procedures.

There are, however, some metrics that can be used to monitor the direct outcomes of Scrutiny, which in turn can give an indication of its impact on the decision-making processes of the Council. These have been summarised below:

<u>Vale of Glamorgan Scrutiny Scorecard 2019-21</u>		
○ Number of Scrutiny Committee Meetings	:	<i>TBC*</i>
○ Number of Scrutiny Committee Meetings which heard from Public Speakers	:	<i>TBC</i>
○ Members of the Public who have made verbal representations at Scrutiny Meetings	:	<i>TBC</i>
○ Number of Call-ins	:	<i>TBC</i>
○ % of Cabinet Items with Scrutiny input <i>Items which have been referred to Cabinet by a Scrutiny Committee.</i>	:	<i>TBC</i>
○ % of Scrutiny recommendations agreed by Cabinet	:	<i>TBC</i>

*\* Please note that due to the Governmental advice issued in relation to the COVID-19 outbreak in March 2020, Scrutiny meetings due to take place from March to July of 2020 were cancelled.*

## What Members Have to Say

In February 2020 all Members of Scrutiny Committees were asked to complete a Scrutiny Impact Questionnaire so that they could feed back on issues such as whether Scrutiny has a positive impact on the work of the Council, how their own contributions have impacted the debate and recommendations made, and how Scrutiny in the Vale could be improved. Here are some highlights from the responses received:

*Do you feel that the Scrutiny Committee has had a positive impact on the work of the Council following Scrutiny Involvement?*

**“...provided opportunities for public to be heard in the decision making process. Wide range of Councillors offers more global view of local discussions and their impact.”**

*Which section/topics of the Council's work do you feel the Committee has the greatest impact upon?*

**“Challenging and requiring answers to questions that may be evoked by decisions or suggestions from officers or Cabinet.”**

*Do you feel that the Scrutiny Committee has had a positive impact on the work of the Council following Scrutiny Involvement?*

**“There have been notable successes such as starting the monitoring of sand levels for which we previously had no data; discussions with officers regarding parking and parking charges have been very constructive and led to constructive solutions that were agreed by the full Council.”**

*Do you feel that the Scrutiny Committee has had a positive impact on the work of the Council following Scrutiny Involvement?*

**“The Committee was instrumental in promoting the topic of free sanitary products for school girls.”**

*How do you feel your contributions at Scrutiny have impacted the debate and any recommendations made?*

**“...The installation of beach huts at Barry Island and the imminent developments at the Knap happened as a result of my call for an audit of all coastal Council owned properties in the Vale.”**

## Meet the Committees

### Corporate Performance and Resources

Overview Committee that deals with Corporate Health, the internal working of the Council, its finances and the Public Services Board.

**Chairman:** Councillor Mark Wilson;

**Vice-Chairman:** Councillor Owen Griffiths;

**Councillors:** George Carroll, Geoff Cox, Robert Crowley, Vince Driscoll, Gwyn John, Ian Johnson, Ruba Sivagnanam and John Thomas

### Environment and Regeneration

Objectives:

- Promoting regeneration, economic growth and employment.
- Promoting sustainable development and protecting our environment.

Remit: Waste Management, Highway Maintenance, Planning (but not matters such as planning applications), Transportation and Economic Development.

**Chairman:** Councillor Bronwen Brooks;

**Vice-Chairman:** Councillor Ruba Sivagnanam;

**Councillors:** Vincent Bailey, Pamela Drake, Vince Driscoll, Gwyn John, Michael Morgan, Andrew Robertson, Leighton Rowlands and Steffan Wiliam

## Healthy Living and Social Care

### Objectives:

- Encouraging and promoting active and healthy lifestyles.
- Safeguarding those who are vulnerable and promoting independent living.

Remit: Adult Services (such as Care Homes), Children and Young People Services (such as the Adoption Service), Leisure, Parks, Sport and Play.

**Chairman:** Councillor Janice Charles (2020/21)

**Vice-Chairman:** Councillor Neil Thomas;

**Councillors:** Julie Aviet, Owen Griffiths, Stephen Griffiths, Hunter Jarvie, Kevin Mahoney (2019/20), Rachel Nugent-Finn (Chairperson for 2019/20), Bob Penrose (2019/20) and John Thomas.

## Homes and Safe Communities

### Objectives

- Providing decent homes and safe communities.
- Reducing poverty and social exclusion.

Remit: Council Housing and related maintenance, Private Sector Housing, Community Safety, Crime and Disorder (including Youth Offending Services) and Shared Regulatory Services functions.

**Chairman:** Councillor Sandra Perkes, Councillor Amelia Collins (from March 2021);

**Vice-Chairman:** Councillor Julie Aviet;

**Councillors:** Jonathan Bird, Bronwen Brooks, Christine Cave, Amelia Collins, Stephen Griffiths (2019/20), Sally Hanks, Rachel Nugent-Finn (2020/21) Andrew Parker and Leighton Rowlands

One representative, as a non-voting observer, from each of the following organisations:

- Citizens Advice Cardiff and Vale
- four representatives from Tenant Working Group / Panel

## Learning and Culture

### Objectives

- Raising overall standards of achievement.
- Valuing culture and diversity.

Remit: All School matters,(which includes School Improvement, Post-16 Education, Community Education), Youth Services, the Library Service, Equalities, Welsh Language and Arts Development.

**Chairman:** Councillor Stephen Griffiths (2020/21)

**Vice-Chairman:** Councillor Rhiannon Birch;

**Councillors:** Andrew Davies (2019/20), Nic Hodges, Hunter Jarvie, Gordon Kemp (Chairperson for 2019/20) Jayne Norman, Andrew Parker, Sandra Perkes, Leighton Rowlands (2020/21) and Neil Thomas

Also invited to attend as co-opted Members:

- Roman Catholic Church
- Church in Wales
- Parent Governor - Secondary Sector
- Parent Governor - Primary Sector

Also invited to attend as non-voting observers:

- Primary
- Welsh Medium Education
- Secondary
- Vale Youth Forum
- Vale Youth Forum
- Special
- Headteachers
- Free Churches

## Key Areas of Scrutiny Activity 2019-21

### **Re-use and Recycle Shop**

**Scrutiny Committee:** *Environment and Regeneration*

**Activity:** Members were advised by Officers that the idea of opening a re-use and recycle shop was being investigated as a social enterprise, and it was recommended by Committee that a site visit to a facility set up by another Local Authority be organised.

In February 2020, a site visit was arranged for Members and the Operational Manager for Neighbourhood Services to the 'Tip Treasure' re-use and recycle shop in Swansea. This proved to be very informative and gave Members and the Officer an opportunity to observe the running of the shop and speak with staff members in order to gain useful insights regarding the practicalities of setting up and running a similar operation in the Vale.

**Outcome:** It was confirmed at [the October 2020 Committee meeting](#) that, following the site visit, the Vale of Glamorgan had been successful in applying for a £358k bid from Welsh Government to set up a re-use shop on the Atlantic Trading Estate, providing numerous community benefits to residents of the Vale of Glamorgan and helping the Council to make further progress towards achieving its Well-being Objectives.





## **Car Parking in the Vale of Glamorgan**

**Scrutiny Committees:** *Corporate Performance and Resources + Environment and Regeneration*

**Activity:** [A report on this matter](#) was referred to both Scrutiny Committees by Cabinet in April 2019 and garnered a high amount of interest, with 10 public speakers and 9 Councillors requesting permission to address the Committees, which made a number of recommendations which were referred back to Cabinet. When the matter was considered again in July 2019, Cabinet resolved that the recommendations be fed into a comprehensive and in-depth review of the topic.

**Outcome:** In February of 2020 a set of [Guiding Principles and Charging for Car Parking in the Vale](#) were brought to Cabinet which had been formed with consideration given to the views fed back by both Scrutiny Committees. The revised proposals were considered at the next meetings of each Committee, and it was agreed that they were much improved upon.

The revised proposals departed considerably from those which had been put forward previously, demonstrating that the Scrutiny function affords Vale of Glamorgan residents the opportunity to directly address Members, make their views known and to shape local policies that matter to them.

## **Leisure Centre Changing Room Refurbishment Works**

**Scrutiny Committee:** *Healthy Living and Social Care*

**Activity:** The Committee had previously (July 2017) formed a Leisure Management Contract Members Working Group which was created to monitor the quality of service provided at Legacy Leisure Sites around the time that the Leisure Centres began a major refurbishment project of their changing room facilities. The aim was to ensure that services remained available to the public whilst the works took place to improve the facilities for residents.

**Outcome:** The works in Barry and Penarth wet and dry changing rooms came to a conclusion in February 2020 when the rooms reopened to the public. [The February 2020 meeting](#) of the Scrutiny Committee took place at Penarth Leisure Centre and was preceded by a tour of the facilities with the aim of demonstrating to Members in person the positive aims and impact of the service for inspiring cross-generational health benefits.

## **Domestic Abuse, Assessment and Referral Co-ordinator (DAARC) Service**

**Scrutiny Committee:** *Homes and Safe Communities*

**Activity:** The DAARC service launched in April 2018, with the aim of:

- Reducing the number of Domestic Abuse Public Protection Notices (DA PPNs) escalated from standard and medium risk to high risk;
- Decrease the number of repeat DA PPNs;
- Decrease the number of inappropriate referrals of DA PPNs to services within the pathway;
- Decrease the number of duplicate referrals from DA PPNs to services within the pathway;
- Improve the experience of the pathway for victims;
- Improve the safety and outcomes for victims; and
- Improve communication in the pathway where multiple agencies are involved with one client.

An update report was brought to the Committee in December 2019 which showed there had been a reduction in inappropriate referrals across the pathway, a reduction in duplicate referrals and, crucially, the provision of early intervention services for those victims of domestic abuse who are assessed as being standard or medium risk where previously they would have had to wait until their situation escalated to high risk before getting the support they needed.

**Outcome:** The Committee scrutinised the future of funding for the service, the need to focus on other areas of abuse and the pilot scheme's effectiveness. Through the efforts of the committee, the DAARC project was provided with details of Tenant groups that had been set up to offer help and support to families who had domestic abuse occur within their families, in order to liaise with them and coordinate their efforts. Moreover, during their consideration of the Initial Revenue Budget Proposals 2021/22 in December 2020, the Homes and Safe Communities Scrutiny Committee recommended to Cabinet (via the Corporate Performance and Resources Scrutiny Committee) that they consider the ongoing value and importance of the DAARC service when looking at cost pressures ahead of setting the revenue budget.

## **Proposal to Increase the Number of Primary School Places in Cowbridge**

**Scrutiny Committee:** *Learning and Culture*

**Activity:** The matter was initially considered by Committee [in December 2019](#) as part of the consultation process for a proposal which would see the establishment of a new 2,006 place 3 - 19 all through school from September 2022, through the amalgamation of Y Bont Faen Primary School and Cowbridge Comprehensive School. Eleven members of the public registered to speak on the issue, five representing the interests of Y Bont Faen who objected to the discontinuation of the school, and six representing the interests of Cowbridge Comprehensive who were in support of adopting an all-through school model. Three written representations were also been submitted by members of the public. The comments made by the public speakers sparked an in-depth discussion amongst Members and Officers, and comments made by all parties fed into a consultation report which was subsequently provided to Cabinet.

**Outcome:** On the basis of the strong opinions expressed by both sides during the consideration of the initial proposal, a [revised proposal](#) regarding a new preferred way forward was brought to the Committee in October 2020. The new proposal no longer saw the discontinuation of Y Bont Faen Primary School, but continued with the suggested all-through model for Cowbridge Comprehensive, and it was [noted during the meeting](#) that the strong response of the public during the Scrutiny Committee's consideration of the initial consultation had been taken on board and had informed the new proposal, demonstrating that Scrutiny arrangements in the Vale of Glamorgan enable residents to engage with and have a say on matters in a real way.

## Ongoing Task and Finish Work

### **The Cost of Schooling**

**Scrutiny Committee:** *Learning and Culture*

**Activity:** During their meeting in September 2019, the Committee agreed that a Task and Finish Group should be formed in order to review the affordability of education. In January 2020 the Group convened for the first time and agreed the topics which they wished to review which included: the cost of school uniform; costs incurred through lessons (e.g. stationary, cooking equipment, revision materials); the cost and accessibility of School Proms or Leavers' events; the impact of these issues on pupils' social wellbeing and mental health. In March 2020 the Group attended Pencoedre High School, where pupils who sat on the School Council kindly met with the Group Members in order to share their own experiences and views regarding the various costs associated with schooling, and the impact these had on them and their fellow pupils.

Following a hiatus due to the Coronavirus pandemic, the Group met again in March 2021 and agreed that in light of the impact of the pandemic on schooling arrangements, they wished to add some further topics to their remit as it would be remiss of them not to consider the costs or implications for parents relating to school closures and home schooling.

**Outcome:** The Group's work continues, with plans to hear reports from officers regarding Period Poverty and Digital Exclusion during the pandemic before the end of the Municipal Year 2020/21, and an invitation to be extended to parents affected by the affordability of education to attend a future meeting in order to share their experiences with Members. This work will inform a final report to be presented to the Scrutiny Committee which will contain recommendations regarding how schools can best mitigate the effects of schooling costs on families, with these recommendations forming a set of guidelines to be circulated to schools subject to approval by the Learning and Culture Scrutiny Committee and Cabinet thereafter.

## **Housing and Homelessness Provision within the Vale of Glamorgan**

**Scrutiny Committee:** *Homes and Safe Communities*

**Activity:** The Homes and Safe Communities Scrutiny Committee identified, on the 14th October 2020, that housing and homelessness provision as part of the recovery from COVID-19 should be reviewed by the Committee and consideration be given to setting up a Task and Finish Work Group in order to achieve this. A report on setting up this group, its membership, setting out its proposed scope and timescales was presented to the Committee at their meeting on the 10th February, 2021 and subsequently approved. As part of this, the Group would consider the key areas of current and future housing and homelessness provision and policies – allocation priorities, governance, resources, house building strategy, emerging legislative and funding challenges or developments – and to offer recommendations on how to approach, implement or to improve on these.

**Outcome:** The Task and Finish Group will be meeting early in the next Municipal Year in order to look at and assess the above areas of interest (including its scope) and will receive contributions from various external witnesses and Council Officers, for instance representatives from Shelter Cymru and Pobl as well as Officers from Housing, Legal, Finance and any other relevant service lines in order to produce report(s) to be referred back to the Scrutiny Committee for consideration and for any recommendations or comments approved to be referred on to Cabinet.

## Support for Scrutiny

Scrutiny is supported by officers from Democratic Services, who are tasked with looking after the democratic process within the Vale. The team ensures that all Councillors have all the necessary information and evidence they need in order to properly consider any topic or area of interest.

## Progress Report

### Audit Wales Update

In 2018/19, in response to the Audit Wales (formerly the Wales Audit Office/WAO) report [Overview and Scrutiny – Fit for the Future?](#), Democratic Services Officers developed an Action Plan to progress the proposals set out in the report.

Between May 2019 and April 2021 actions have been delegated to responsible Officers, who have been meeting monthly to discuss progress, which has subsequently been reported to the Scrutiny Committee Chairmen and Vice-Chairmen Group for their consideration, feedback and endorsement. Some key achievements relating to the proposals can be seen below:

Proposal	Achievement
<p><b>1. Skills and Development:</b> The Council should further consider the skills and training that Scrutiny Members may need to better prepare them for current and future challenges and develop and deliver an appropriate training programme.</p>	<p><i>Scrutiny Officers included questions relating to Members' training needs in the Scrutiny Impact Questionnaire and, on the basis of responses, have implemented an Action Plan which has been approved by the Scrutiny Committee Chairmen and Vice-Chairmen Group and will aim to address these needs.</i></p>
<p><b>2. Form and Governance:</b> The Council's Scrutiny Committees should ensure that where appropriate Cabinet Members rather than Council officers are held to account for the efficient exercise of Executive functions in accordance with statutory guidance.</p>	<p><i>The Leader, Deputy Leader and Managing Director of the Council have agreed to biannual meetings taking place between Cabinet Members and Scrutiny Committee Chairmen and Vice-Chairmen collectively, to facilitate discussion regarding the relationship and expectations between Cabinet Member and Scrutiny Chairmen, and to allow both the Cabinet and Scrutiny Forward Work Programmes to be developed and agreed prior to formal meetings taking place.</i></p>

3.	<b>Function:</b> The Council should review the type of scrutiny support required to enable the scrutiny function to respond to current and future challenges.	<i>Two additional Officers have joined Democratic Services: an Assistant Democratic Services Officer recruited in August 2019, and a Cabinet and Committee Services Officer recruited in November 2019. This recruitment exercise has enabled a full complement of staff to be in post and has released capacity within the team to support Scrutiny and Elected Member development activity.</i>
4.	<b>Function:</b> The Council should explore different and more innovative methods for undertaking scrutiny activity	<i>As of September 2020 all Scrutiny Committees have been meeting remotely, allowing Members and the public to engage in Scrutiny activity safely while the COVID pandemic is ongoing.</i>
5.	<b>Function:</b> The Council should consider how its scrutiny activity can focus on those areas where it would have most value.	<i>The format of Scrutiny Forward Work Programmes has been updated to better align with that of the Cabinet and to advise Members of each report's origin, purpose and actual impact. The new Work Programme template was approved by the Scrutiny Committee Chairmen and Vice-Chairmen Group in March 2020 and taken to all Committees in the first meeting of the following municipal year.</i>
6.	<b>Function:</b> The Council should be more innovative in how it engages the public in its scrutiny activity	<i>Officers have established a Scrutiny Public Engagement Action Plan and have begun to implement various actions, including the circulation of a Scrutiny newsletter to Councillors, stakeholders and the wider public in order to keep them up to date with the latest developments across all Scrutiny Committees, and continuing talks with the Council's Communications team regarding how public engagement with Scrutiny can be further promoted via Social Media channels.</i>
7.	<b>Evaluation:</b> The Council should strengthen its evaluation of the impact and outcomes of its scrutiny activity and to learn from this in order to shape the future work of its scrutiny function.	<i>As demonstrated by the Vale of Glamorgan Scrutiny Report Card contained within this report, Scrutiny Officers have undertaken analysis of the outcomes from reports presented during the current and previous municipal year. These outcomes are analysed per Scrutiny Committee and the information deduced from this exercise will feed in to the annual process for identifying areas of focus for each Committee.</i>

## Public Engagement

Arrangements for public speaking at meetings of the Council's Scrutiny Committees have been in place since February 2016. These are designed to enhance / increase opportunities for public participation in the Council's democratic processes. These arrangements have been updated to reflect the procedures in place while meetings are taking place remotely, with members of the public being able to participate via videoconferencing platforms or telephone calls.

It is also acknowledged that there is a need to increase the promotion of the process through publicity and Officers from Democratic Services have been working with the Communications Unit on this aspect. As part of Officers' response to the proposals made by Audit Wales, a Public Engagement Action Plan is being implemented and actions are being progressed to better engage the public in Scrutiny activity (see page 17, Function 6).

A Guide to Public Speaking at Scrutiny meetings has been made available to members of the public via the Council's website and can be found here: [https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx)

The above link can also be used to access forms which members of the public can complete and submit in order to register to speak at Scrutiny meetings regarding specific agenda items.

Vale of Glamorgan residents can also submit comments or questions regarding Scrutiny agenda items, or suggest topics for consideration by Scrutiny Committees by completing and submitting forms which can be accessed here: *Link to be included when ready*

*The Vale of Glamorgan has also developed a new protocol for public engagement which can be found here:*  
[LINK](#)



## Want to know more?

Should you wish to find out more about the work of Scrutiny, you can do so at:

[http://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny.aspx)

Please look at our website to see the dates, times and venues of forthcoming Scrutiny meetings:

[http://www.valeofglamorgan.gov.uk/en/our\\_council/council/minutes\\_agendas\\_and\\_reports/minutes\\_agendas\\_and\\_reports.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/council/minutes_agendas_and_reports/minutes_agendas_and_reports.aspx)

Alternatively you can contact Democratic and Scrutiny Services using the details below:

Telephone: **01446 709413/709856**

Email: [democratic@valeofglamorgan.gov.uk](mailto:democratic@valeofglamorgan.gov.uk)



# Vale of Glamorgan Scrutiny Newsletter

*Dunraven Bay, Southerndown*

**April, 2021**

**Issue No. 1**

## A Word from the Chairman

As the Chairman of the Scrutiny Committee Chairmen and Vice-Chairmen Group, I am delighted to present the first issue of the Vale of Glamorgan Council's biannual Scrutiny Newsletter.

The aim of establishing this Newsletter is to ensure that the wider community, along with our stakeholders and Elected Members, are kept up to date with the most recent news and developments arising from the work of the Vale's Scrutiny Committees.

We'll also keep readers up to date with upcoming meeting dates and reports of interest, along with all the information required for readers to get involved with the Scrutiny process and have their say on the issues that matter to them.

I'm excited to share with you some of the key work our Scrutiny Committee Members have been carrying out over the last year. Despite the significant challenges posed by COVID-19, Council governance arrangements included Scrutiny Chairmen from the onset of the pandemic, and thanks to the hard work and commitment of both Officers and Councillors, all Scrutiny Committees have been convening successfully remotely since September 2020.

The Scrutiny Committee Chairmen and Vice - Chairmen Group has also been meeting to discuss issues of common interest and areas of challenge and to help the Council shape its Scrutiny arrangements.

***Councillor Mark Wilson,***

*Chairman – Scrutiny Committee Chairmen and Vice-Chairmen Group*

## Upcoming Dates for your Diary

Scrutiny meetings occur on a monthly basis, however the dates listed below may be subject to change so please see the [Minutes, Agendas and Reports](#) page of our website for up to date information. Links to view recordings of meetings can be found on the same page.

### Corporate Performance and Resources

*Deals with the internal working of the Council and its finances and the Public Services Board.*

April 21 <sup>st</sup> , 2021	May 19 <sup>th</sup> , 2021	June 16 <sup>th</sup> , 2021
July 14 <sup>th</sup> , 2021	September 22 <sup>nd</sup> , 2021	October 22 <sup>nd</sup> , 2021

### Environment and Regeneration

*Deals with Waste Management, Highway Maintenance, Planning (but not matters such as planning applications), Transportation and Economic Development.*

April 20 <sup>th</sup> , 2021	May 18 <sup>th</sup> , 2021	June 15 <sup>th</sup> , 2021
July 13 <sup>th</sup> , 2021	September 21 <sup>st</sup> , 2021	October 19 <sup>th</sup> , 2021

### Healthy Living and Social Care

*Deals with Adult Services, such as Care Homes, Children and Young People Services (e.g. Adoption Service), Leisure, Parks, Sport and Play.*

April 13 <sup>th</sup> , 2021	May 11 <sup>th</sup> , 2021	June 8 <sup>th</sup> , 2021
July 6 <sup>th</sup> , 2021	September 14 <sup>th</sup> , 2021	October 12 <sup>th</sup> , 2021

### Homes and Safe Communities

*Deals with Council Housing and related maintenance, Private Sector Housing, Community Safety, Crime and Disorder (including Youth Offending Services) and Shared Regulatory Services functions.*

April 14 <sup>th</sup> , 2021	May 12 <sup>th</sup> , 2021	June 9 <sup>th</sup> , 2021
July 7 <sup>th</sup> , 2021	September 15 <sup>th</sup> , 2021	October 13 <sup>th</sup> , 2021

### Learning and Culture

*Deals with all School matters, (which includes School Improvement, Post-16 Education, Community Education), Youth Services, the Library Service, Equalities, Welsh Language and Arts Development.*

April 15 <sup>th</sup> , 2021	May 13 <sup>th</sup> , 2021	June 10 <sup>th</sup> , 2021
July 8 <sup>th</sup> , 2021	September 16 <sup>th</sup> , 2021	October 14 <sup>th</sup> , 2021

## Have your Say

**Register to speak** regarding a particular agenda item by completing the relevant form under 'How can I become involved in Scrutiny' or 'Getting involved in Scrutiny Meetings' on the following [webpage](#).

*Speakers who have registered to speak will be limited to 3 minutes in respect of an agenda item. More information is available in our [Scrutiny Public Participation Guide](#).*

**Submit a comment or question** regarding an agenda item by completing and submitting *this form*.

**Request or suggest a topic** for consideration by a Scrutiny Committee by completing and submitting *this form*.

## Scrutiny Committee News and Highlights

### Meeting Remotely

In March 2020, following the outbreak of COVID-19 and in line with government restrictions, all Council Committee meetings were put on hold to ensure the safety of Councillors, staff members and the general public.

While Scrutiny Chairmen were consulted as part of the Council's temporary governance arrangements, it was clear that a new way of working needed to be identified which would enable the Vale's Scrutiny Committees to reconvene and continue their vital work.

Through the co-ordinated efforts of Democratic Services, ICT and Committee Members, the **Corporate Performance and Resources Scrutiny Committee** convened remotely in July 2020, and all Scrutiny Committees have recommenced meeting on a monthly basis since September 2020, with meetings being recorded and uploaded to the Council's [dedicated YouTube Channel](#).

Remote meetings have even included input from the public, with the **Learning and Culture** and **Environment and Regeneration Scrutiny Committees** having heard from several registered speakers during meetings in October 2020 and February 2021.

See the information under '*Have Your Say*' to find out how you can register to speak and address Scrutiny Committee Members at a future meeting.



1 - Members of the Corporate Performance and Resources Scrutiny Committee and Officers participate remotely in their December 2020 meeting.

### Task and Finish Groups

#### **The Cost of Schooling** - Learning and Culture Scrutiny Committee

Following a recommendation made by the Committee in September 2019, Committee Members formed a Task and Finish Sub-Group in order to review the affordability of education. In January 2020 the group convened and agreed the topics they wished to review, which included:

- the cost of school uniform
- costs incurred through lessons (e.g. stationary, cooking equipment, revision materials)
- the cost and accessibility of extra-curricular activities and school trips

- the cost and accessibility of School Proms or leavers events
- the impact of the above on pupils' social wellbeing and mental health

The Group's next meeting took place at Pencoedre High School, where pupils who sat on the School Council kindly met with the Group Members in order to share their own experiences and views regarding the various costs associated with schooling, and the impact these had on them and their fellow pupils.

Following a hiatus due to COVID-19, the Group's work has continued, with plans to hear reports from officers regarding Period Poverty and Digital Exclusion during the pandemic before the end of the Municipal Year 2020/21, and Members look forward to speaking with parents affected by the affordability of education who will be invited to attend a future meeting in order to share their experiences.

### **Housing and Homeless Provision within the Vale of Glamorgan** - *Homes and Safe Communities Scrutiny Committee*

In October 2020 the Committee identified that housing and homelessness provision as part of the recovery from COVID-19 should be reviewed, and a Task and Finish Work Group was established in order to achieve this in February 2021. It has been agreed that the Group will consider the key areas of current and future housing and homelessness provision and policies – allocation priorities, governance, resources, house building strategy, emerging legislative and funding challenges or developments – and will offer recommendations on how to approach, implement or to improve on these.

The Group will be meeting early in the next Municipal Year in order to look at and assess the above areas of interest, and will receive contributions from various external witnesses and Council Officers, for instance representatives from Shelter Cymru and Pobl as well as Officers from Housing, Legal, Finance and any other relevant service lines in order to produce report(s) to be referred back to the Scrutiny Committee for consideration and for any recommendations or comments approved to be referred on to Cabinet.

### **Site Visits**

#### **Healthy Living and Social Care Scrutiny Committee**

Following a major refurbishment project of the changing room facilities at Barry and Penarth Leisure Centres, Committee held their February 2020 meeting on site at Penarth Leisure Centre.

The Committee had previously set up a working group to monitor the quality of service at Legacy Leisure sites and to ensure that services remained available to the public whilst the works took place to improve the facilities for residents. The Committee meeting was preceded by a tour of the facilities at the Leisure Centre, allowing Councillors to see first hand the positive impact of the Group's work and the positive aims of the service in inspiring cross-generational health benefits.





2 - The 'New Look' changing rooms at Penarth Leisure Centre

### Environment and Regeneration Scrutiny Committee

In February 2020, following a recommendation made by the Committee, Members and Officers attended a site visit to Swansea's 'Tip Treasure' re-use and recycle shop with a view to hopefully setting up a similar social enterprise in the Vale. Following the site visit, at the October 2020 Committee meeting, Officers advised that the Vale of Glamorgan had been successful in applying for a £358k bid from Welsh Government to set up a re-use shop on the Atlantic Trading Estate, a great result that will provide numerous community benefits to residents of the Vale of Glamorgan!



3 - Members of the Environment and Regeneration Scrutiny Committee and the Operational Manager for Neighbourhood Services at the Tip Treasure re-use and recycle shop in Swansea.

### Upcoming Points of Interest

Please see below upcoming points of interest on our Scrutiny Committees' Forward Work Programmes.

*The timeframes listed below are estimates, confirmed final Agendas will usually be published on our [Minutes, Agendas and Reports](#) webpage one week before the meeting date.*

### Corporate Performance and Resources Scrutiny Committee

- Project Zero - Draft Climate Change Action Plan - *April 2021*
- Council's Annual Self-Assessment - *Date TBC*

#### **Environment and Regeneration Scrutiny Committee**

- Flood Risk Management – Update on Future Plans from Natural Resources Wales - *July 2021*
- Vale of Glamorgan Local Development Plan 2011-2026: Annual Monitoring Report – 2020/21 – *November 2021*
- Progress report on the Council's Climate Change Action Plan – *December 2021*

#### **Healthy Living and Social Care Scrutiny Committee**

- Re-establishing the Leisure Management Contract Members Working Group - *May 2021 (COVID dependent)*
- Exploring the use of Mainstream Technology to Enhance Independent Living - *June 2021*
- Monitoring the re-establishment of the Council's Adult Day Services for persons with Dementia as part of the Council's national pandemic recovery strategy - *June 2021*

#### **Homes and Safe Communities Scrutiny Committee**

- Domestic Abuse Assessment and Referral Coordination (DAARC) update report - *April 2021*
- ASB & Social Cohesion – Joint working between Social Landlords and Community Safety - *April 2021*

#### **Learning and Culture Scrutiny Committee**

- Estyn Thematic Review of Support for Learning Communities in Schools and Pupil Referral Units - *April 2021*
- Welsh Public Library Standards report for 2019/20 - *April 2021*

### **Find Out More**

Visit our [website](#)

Email: [democratic@valeofglamorgan.gov.uk](mailto:democratic@valeofglamorgan.gov.uk)

Telephone: **01446 709856**

Agendas, reports and minutes for Scrutiny Committee meetings can be accessed [here](#).

DRAFT



## Report Recommendations Drafting Guide

### 1. Does the matter require immediate attention?

YES

NO

Consider the use of the Managing Director's Emergency Powers under Section 16.2.3 of the Council's Constitution and contact Democratic Services for advice regarding the process at [Democratic@valeofglamorgan.gov.uk](mailto:Democratic@valeofglamorgan.gov.uk). The Use of Managing Director's Emergency Powers form can be found under the Documents Forms and Policies section on the [Democratic Services Staffnet page](#)

Continue with the Council's Corporate Reporting Process as below

### 2. Is the matter time sensitive i.e. requiring a resolution within 6 weeks?

YES

NO

Contact Democratic Services to consider relevant deadlines alongside Committee meeting cycles.

If you don't know the specific Democratic Services Officer, then email [democratic@valeofglamorgan.gov.uk](mailto:democratic@valeofglamorgan.gov.uk)

Continue with the Council's Corporate Reporting Process as below

### 3. Is the matter/report being presented to Scrutiny prior to Cabinet?

YES

NO

### 4. Who is the final decision authority on the matter/report?

SCRUTINY

CABINET

Consider "What are you asking the Committee to do?" If there is no clear objective, should the matter be presented to the Scrutiny Committee?

Write recommendations for Scrutiny Committee's attention only, as Scrutiny can refer to Cabinet if it wishes.

Include recommendations in the Scrutiny version of the report that any Scrutiny recommendations be referred on to Cabinet for consideration.

Cabinet require clear and concise recommendations from Scrutiny so efficient progress/responses can be made.

### 5. Is the decision required under the Council's Urgent Decision Procedure?

(This is a Cabinet only function under Section 14.14 of the Constitution)

NO

YES

### 6. Will the matter/report be referred on to the relevant Scrutiny Committee by Cabinet?

YES

NO

### 7. Will the Scrutiny Committee be feeding in to the matter/report prior to Cabinet's final decision?

YES

NO

Write recommendations for Cabinet's attention only.  
Cabinet require clear and concise recommendations, so an efficient decision can be made or a referral to Full Council.

Add a recommendation to the Cabinet report that states that the report/matter be referred to the Scrutiny Committee for consideration.

To accommodate no recommendations being received from Scrutiny add a recommendation stating "subject to consideration by the \_\_\_\_\_ Scrutiny Committee, Cabinet..."

Consider if the matter/report should be referred to Scrutiny at all.  
If no, the answer to Question 6 should be no.

Please complete an Urgent Decision Procedure pro-forma that can be found under the Documents Forms and Policies section on the [Democratic Services Staffnet page](#) and contact the relevant Scrutiny Committee Chairman for approval/signature.

Add a recommendation to the report stating that all the recommendations above be agreed based on the Urgent Decision Procedure.

Forward both the report and pro-forma to Democratic Services. If you don't know the specific Democratic Services Officer, then email [democratic@valeofglamorgan.gov.uk](mailto:democratic@valeofglamorgan.gov.uk).

8. Forward the Report, Appendices and the relevant clearance sheet to your report co-ordinator. The list of co-ordinators can be found [here](#) under Committee Clearance Process Guidance. The Clearance Sheets can be found on Staffnet [here](#)) for completion.

9. Following the clearance process, the Report, Appendices and Clearance Sheet should be forwarded to the relevant Democratic Services Officer as the version ready for publication for inclusion on the next relevant meeting agenda.

## Report Recommendations Drafting Guide

Please use the questions below to help build the report content. Points to bear in mind:

- Officer Recommendations are simply that – a recommendation only. Members can adopt, tweak or discard recommendations if they wish.
- A progressive recommendation will be concise and clearly worded so Members are very clear on what is being recommended.
- Officer Recommendations should set out the options available to Members.
- What are you asking Members to do? Simply asking them to ‘consider’ the report is a moot point as they are already doing so if the report is included within an agenda.
- Is the report part of the Cabinet and/or Scrutiny Forward Work Programme? Have you informed the relevant Democratic Services and/or Cabinet Officer that a report is being drafted? They will be able to inform you how the report will sit in the relevant Committee’s Forward Work Programme.

This table can be used to support the wording for the report recommendations and to prepare for Member questions as part of the Scrutiny meeting process.

Topic:	What the Member might ask:	What a Member would expect to hear:
<b>Long-term</b> The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.	What considerations have been given to the long-term trends that could affect the report?	They’ve used data and evidence to explore the potential social, economic / political, environmental, cultural or technological trends from now until 2068 – they should be looking 25-50 years into the future.
	How sound is the analysis of the trends?	They’ve thought about the known trends (e.g. ageing population, depleting natural resources), and those with a higher level of uncertainty (e.g. jobs and skills needed in the future) to think about the need for this proposal.
	When will the changes / policy affect people? Will there still be a need for it in the long-term future?	
	How have these needs been identified with consideration beyond implementation?	They’ve thought beyond this subject and looked at other things that could impact on the proposal.
	How will this proposal / solution look in 10 years’ time? How will this evolve?	
What impact is this likely to have in a decade or across a generation?		
<b>Prevention</b> How acting to prevent problems occurring or getting worse may help us meet our objectives.	What is the objective (or the desired outcome) of this proposal? What is the proposal trying to prevent / achieve?	They can explain clearly what this proposal is aiming to achieve. They can talk about the risks of not doing their proposal, in terms of creating new problems or letting existing ones get worse.
	Is this proposal trying to prevent problems from occurring - if so are they and how will you know?	They have thought about whether they are aiming to do something to tackle the root cause of the problem (called ‘primary prevention’) or prevent something from getting worse (called ‘secondary prevention’).
	How does the proposal support the breaking of negative cycles and / or intergenerational challenges such as poverty, poor health, environmental damage and loss of biodiversity?	They have reasons and evidence as to why they’ve chosen primary or secondary prevention.  They have thought about the tensions and impacts of stopping doing some things to prevent others.
	How have the decisions, so far, come about? What alternatives were considered?	They have looked beyond their department, the organisation or their area of expertise to understand where the best preventative action could take place.
<b>Integration</b> Considering how public bodies’ wellbeing objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.	Should we be doing this? Is there somebody else better placed already doing this? Has there been any consultation with other public sector organisations?	They’ve involved different departments, organisations and sectors in understanding who’s doing what and where this proposal fits in.
	What practical steps are being proposed to integrate the project with existing plans and strategies of other public organisations?	They have used the seven national well-being goals as a guide to forming the proposal and considered the positive or negative impacts the proposal could have on achievement of the goals over time.
	What other duties and policies have relevance to this proposal?	Evidence that they have considered how this proposal could impact on other legislation, duties and policies – positively or negatively – for the organisation. This could be the Welsh Language Standards, Public Sector Equality Duty, the biodiversity duty etc.
<b>Collaboration</b> Acting in collaboration with any other person (or different parts of the organisation itself).	Who has the service been working with? Why?	They should have made an effort to find out across the organisation and beyond who else is trying to ‘solve this problem’. They should have an understanding of the problem and proposed solution from other perspectives.
	How has the service been using the knowledge / information / good practice of others to inform / influence the work?	They should have involved people who bring insight, constructive challenge, data and solutions – usual and unusual suspects. They should be planning to involve them in delivery too.
	What is the aim of collaboration? Is this partnership working? What has been achieved by working together? Are these the right organisations?	They should have thought critically about whether the partnership is working, what the aim of it is in the context of this proposal and whether the right people are involved.
	What are the risks if we don’t work together? How are we planning for the future?	They should have thought about what could happen to any of the organisations involved; the risks of not working together and made contingency plans.
<b>Involvement</b> The importance of involving people with an interest in achieving the well-being goals and ensuring that those people reflect the diversity of the area which the body serves.	Who has the service involved in this proposal in order to provide opinion on the project?	They have allocated time and resources to use a variety of different ways to speak to the people impacted by the proposal such as face-to-face discussions, surveys, online forums etc.
	How has the service involved the people who are being impacted by this proposal? Are these the ideas of people in the community or people in power? Does the report demonstrate how the service has involved those that represent the diversity of the communities?	That they have gone above and beyond to really understand the lives of the people affected and thought about how the proposal could be better with this in mind.
	How has the service demonstrated that involvement has influenced the proposal? What difference will this make?	
	How has the service used different / alternative methods to reach people and involve them?	They have been innovative in how they’ve reached people – going along to their meetings or opportunities within the community.
	How will the service communicate the outcome of the proposal?	They have planned (including time and resources) continuing the conversation with the people they have involved to date – feeding back, evaluating the proposal and learning all the time on an equal footing with the community.

# VALE OF GLAMORGAN COUNCIL

## SCRUTINY PUBLIC PARTICIPATION GUIDE

### **PUBLIC SPEAKING AT A SCRUTINY COMMITTEE MEETING**

The Vale of Glamorgan Council recognises that members of the public can make an important contribution and be a valuable source of information. The Council therefore encourages the active participation of all residents within the Scrutiny process in the Vale.

This Guide provides information on what members of the public can expect when participating in a Scrutiny Committee meeting.

Please note this Guide only covers general business items under consideration by the Scrutiny Committees, **and therefore items included within the published agenda.**

Where an issue of major public concern/interest arises, separate arrangements will apply. **Speaking time will be determined by the relevant Chairman of the Scrutiny Committee, based on the level of public interest.**

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## 1 What is Scrutiny?

- 1.1 The Council's Scrutiny process provides an opportunity for Elected Members ("Councillors") to examine the services that the Council provides and to ask questions on how decisions have been made. Scrutiny Committees must also make arrangements to listen to the views of the public and the community. One of the roles of the Scrutiny Committee is to take account of those views when considering the relevant issue and, if considered appropriate, to pass those views on to the Council's Cabinet for their consideration.
- 1.2 It is important to be aware that the Scrutiny Committees do not deal with individual queries, concerns or complaints. You should also bear in mind that a Scrutiny Committee meeting is a meeting held in public but it is not a Public Meeting.
- 1.3 The Council has five Scrutiny Committees:

### **Corporate Performance and Resources**

This Scrutiny Committee deals with the internal working of the Council and its finances.

### **Environment and Regeneration**

This Scrutiny Committee deals with Waste Management, Leisure Facilities (such as parks and play areas), Highway Maintenance, Planning (but not matters such as planning applications), Transportation and Economic Development.

### **Homes and Safe Communities**

This Scrutiny Committee deals with Council Housing and related maintenance, Private Sector Housing, Environmental Health and Community Safety and Crime and Disorder (including Youth Offending Services).

### **Learning and Culture**

This Scrutiny Committee deals with all School matters, (which includes School Improvement, Post-16 Education, and Community Education) Youth Services and the Library Service, **as well as matters relating to equalities.**

### **Healthy Living and Social Care**

**This Scrutiny Committee deals with Adult Services (e.g., such as Care Homes), Children and Young People Services (e.g. Adoption Service), and Healthy Living and**

Leisure to ensure that residents of the Vale of Glamorgan lead healthy lives and that vulnerable people are protected and supported.

## **2 Where and when do Scrutiny Committees meet?**

- 2.1 Each of the Council's five Scrutiny Committees meet approximately 10-12 times a year. Meetings usually commence at 6:00pm and are normally held in the Council Chamber of the Civic Offices in Barry. However, on occasions, an alternative venue may be used (e.g. the Learning and Culture Scrutiny Committee may meet at a school). A schedule of all the Scrutiny Committee meetings for the current Municipal Year (May to April) is available on the Council website at the following link: [http://www.valeofglamorgan.gov.uk/meetings and agendas](http://www.valeofglamorgan.gov.uk/meetings_and_agendas).
- 2.2 The provisions within this document will also apply to any Scrutiny Committees that are determined by the Council / Chairman to take place on a virtual only or hybrid ( i.e remote attendance) basis.

## **3 Webcasting of Meetings**

- 3.1 Subject to legislation and / or Council procedures a Scrutiny Committee meeting may be broadcast live over the internet (webcast) allowing members of the public to watch the meeting remotely. Members of the public who have registered to speak will be notified of this prior to the meeting.

## **4 How do I get my "voice" heard?**

- 4.1 Your "voice" at a Scrutiny Committee can be heard via two ways. If you choose, you can request to speak at a Scrutiny Committee or alternatively, you can send in written representations. The procedure for submitting written representations can be found in section 15 of this Guide.

## **5 Who can speak?**

- 5.1 Anyone who lives or works in the Vale of Glamorgan and who has registered, is entitled to speak at a scheduled meeting of one of the Council's Scrutiny Committees.
- 5.2 The meeting is not a question and answer session and speakers will be asked to make statements relevant to the topic and to avoid repetition.

- 5.3 The number of public speakers will be limited and this will be dependent on the number of ~~requests made~~ **registrations received**.
- 5.4 In the event that a person aged under 16 years of age wishes to speak at a Scrutiny Committee meeting, they must be accompanied by an adult.
- 5.5 **Expert Witnesses – Where appropriate, witnesses with a specific knowledge or experience can be asked to address the Scrutiny Committee on a particular matter. When a witness is requested to give evidence, then the amount of speaking time allocated will be determined by the Chairman. This will not affect the amount of public speaking time.**

## **6 How long do I have to speak?**

- 6.1 For each agenda item, there will be a maximum of 15 minutes speaking time in total for members of the public (provided they have registered to speak). In the event of multiple requests to speak, the Chairman will usually allow up to a maximum of 5 individual speakers per agenda item (i.e. 3 minutes per speaker). Individual speakers who have registered to speak will be limited to 3 minutes in respect of an agenda item.
- 6.2 **Where multiple requests to speak have been received, which is greater than the usually permitted maximum of 5 individual speakers, then the speaking arrangements will be based on the level of public interest and the amount of speaking time determined by the Chairman.**

This Guide does not apply to Vale of Glamorgan Elected Members, as they are subject to the procedures of the Council's Constitution, which entitles them to speak with the permission of the Committee.

## **7 What can I speak on at the meeting?**

A member of the public, speaking on an agenda item must address their speech to the item they have registered to speak upon on the agenda and cannot address other agenda items or unrelated business. You should ensure that:

- Your comments are clear and concise and are directly related to the agenda item on which you have requested to speak;
- You avoid repeating points made previously by any earlier public speakers; Your views are limited to the advantages or disadvantages of the ~~report~~ item and that you highlight how the item could affect the delivery of services to specific user groups of citizens in the Vale; and
- Your comments are not defamatory, discriminatory or contain offensive language.

## **8 What can't I speak on at the meeting?**

8.1 The right of the public to speak applies to all items on the agenda with the exception of the following:

- Apologies;
- Declarations of Interest and **Previous Meeting** Minutes;
- If an agenda item has been withdrawn;
- Any agenda item that is not accompanied by a written report or any agenda item for which the Chairman has exercised her or his discretion to withdraw the right of public speaking, e.g. a presentation; and
- When confidential items are under consideration by the Scrutiny Committee, the Chairman will ask all members of the public and the press to vacate the meeting room.

8.2 The right to speak does not include the right to ask any questions of any Elected Member, Officer of the Council, invited attendees or any other speaker.

8.3 The Chairman of the Committee will have the discretion to stop a speaker before their allotted time has concluded if, in the Chairman's view, the speaker is making any comments that are, or appear to be:

- defamatory;
- dis-criminatory;
- contain offensive language;
- are contrary to the procedures laid out in the public speaking protocol;
- are unrelated to the agenda item under consideration; and
- or constitute behaviour otherwise not appropriate for a Scrutiny Committee meeting.

## **9 Attendance at the meeting**

9.1 Members of the public who have registered to speak, are asked to arrive 15 minutes before the scheduled start time of the meeting and should inform the Democratic and Scrutiny Services Officer of their arrival.

## **10 Where do I sit?**

10.1 The Democratic and Scrutiny Services Officer will seat you accordingly and, at the appropriate time, the Chairman will ask you to move to a particular place within the Council Chamber where you can be clearly seen and heard.

## **11 When will I speak?**



11.1 Normally, agenda items with public speaking will usually be considered first and will take the following format:

- 1 Responsible Officer from the Council to present the report;
- 2 If applicable, the Cabinet Member portfolio holder to address the Scrutiny Committee;
- 3 **Expert Witness to provide evidence;**
- 4 Members of the public who have registered to speak;
- 5 Other Elected Members (i.e. not members of the Scrutiny Committee); and
- 6 Scrutiny Committee Members.

## **12 Can I hand out supporting documents or use visual aids?**

12.1 You cannot hand out any supporting documents at the meeting or use any form of visual aid, such as photographs or diagrams. The deadline for registering to speak or to make written representations is designed to provide information to the Scrutiny Committee in advance of the meeting in order to allow Members to give full consideration to the points raised.

## **13 Once I have spoken**

- 13.1 After you have finished speaking, please be aware that you may be asked questions by the Committee Chairman and /or Committee Members to clarify some of your comments. You must not enter into a debate with the Committee Members, as this is not a public inquiry; but rather a meeting of the Council. You will then be asked to return to your original seat.
- 13.2 The Committee will then discuss the issue further before making any recommendation(s) to the Cabinet (or Senior Officer with delegated responsibility) they deem appropriate.
- 13.3 If the Chairman advises that there are no further queries and if you wish, you are free to leave the meeting.

**N.B. While a Scrutiny Committee will consider the comments made by public speakers and other elected Members when considering matters and forming recommendations, it has a duty to form its own conclusion as it sees appropriate.**

## **14 How do I register to speak?**

- 14.1 The agendas for Scrutiny Committee meetings are published on the Council's website, 5 clear days before the date of the meeting. Hard copies are also available for public inspection at the Civic Offices, by contacting Democratic Services via the main reception desk.
- 14.2 The appropriate application form to register to speak will be available on the Council's website from 8:30am the ~~following day~~ **day after the agenda is published via the following link:**  
[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx) .
- 14.3 Members of the public who wish to register to speak at a meeting of one of the Council's Scrutiny Committees should apply by completing the appropriate application form by no later than 4.00pm on the working day preceding the meeting.
- (For example, if the meeting falls on a Tuesday, requests to speak should be received by 4.00pm on the preceding Monday. If the meeting falls on a Wednesday, requests to speak should be received by 4.00pm on the Tuesday.)
- 14.4 To register your interest you should complete the appropriate application form, which can be found at the following web link:  
[http://www.valeofglamorgan.gov.uk/en/our\\_council/council/scrutiny/more\\_about\\_scrutiny.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/council/scrutiny/more_about_scrutiny.aspx)
- However, should you not have access to the internet, you can telephone Democratic and Scrutiny Services on 01446 709413 to register your interest or ask to inspect the papers.
- 14.5 Requests must include details of the agenda item and the relevant Scrutiny Committee at which you would like to speak. **Members of the public must also indicate in the comments box, specific details of the issues they wish to raise.**
- 14.6 Accepted applications will normally be dealt with in the order that they have been received.
- 14.7 All those registered to speak will be advised prior to the meeting, either by e-mail or through their contact telephone number, if their request to speak has been accepted, **and be provided with a copy of this guide.**

## **15 Written Representations**

- 15.1 We appreciate that you may find it difficult to address the Committee in person. If this is the case, we welcome written submissions of your views/opinions and these can be sent to:

Via Email: [Democratic@valeofglamorgan.gov.uk](mailto:Democratic@valeofglamorgan.gov.uk)

Or to the following postal address:

Democratic and Scrutiny Services,  
The Vale of Glamorgan Council Civic Offices,  
Holton Road,  
BARRY,  
CF63 4RU.

- 15.2 Alternatively, members of the public can use the following electronic form to submit comments or make a request for a matter to be considered by the relevant Scrutiny Committee(s). [INSERT LINK](#)

- 15.3 Written Representations should be received by Democratic and Scrutiny Services by no later than 4.00pm on the working day prior to the Scrutiny Committee meeting.

(For example, if the meeting falls on a Tuesday, representations should be received by 4.00pm on the preceding Monday. If the meeting falls on a Wednesday, representations should be received by 4.00pm on the Tuesday).

## **16 Additional information**

- 16.1 Filming and recording of meetings will only be allowed if prior permission is sought in writing from, and granted by, the Managing Director in advance of the meeting.
- 16.2 Speakers should advise Democratic and Scrutiny Services in advance if they have any special needs or requirements.
- 16.3 If you have any questions concerning public speaking at a meeting of one of the Council's Scrutiny Committees, or the submission of written representations, please do not hesitate to contact a member of the Democratic and Scrutiny Services Team on the telephone number or e-mail address below.

Democratic Services telephone: 01446-709413

Email: [Democratic@valeofglamorgan.gov.uk](mailto:Democratic@valeofglamorgan.gov.uk)

Or postal address: Democratic and Scrutiny Services

The Vale of Glamorgan Council Civic Offices,

Holton Road,

BARRY,

CF63 4RU.

## Task & Finish Working Group Project Brief

Relevant Scrutiny Committee(s):	
Originating Scrutiny Committee Meeting(s):	<i>Please insert hyperlink to meeting agenda and minutes.</i>
Supporting Democratic Services Officer(s):	

Task & Finish Project Name:	
Working Group Chairman:	
Working Group Members:	
External Witnesses and Council Officers:	

Project Aim(s):	
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Project Objective(s):	
Project Timescales:	<i>Please also see separate Project Timetable document.</i>
Resources and Budget:	
Working Methods:	
Evidence Formats:	
Relevant Research Information:	<i>i.e Already existing policies, reports or general information available regarding the project aim(s).</i>

Desired Outcomes:	
Relevant Corporate Plan Well-being Objective(s):	
Relevant Corporate Plan Well-being Action(s):	
Corporate Reporting Outcomes:	<i>i.e Recommendations passed to Cabinet?</i>