Meeting of:	**Homes and Safe Communities Scrutiny Committee**
Date of Meeting:	**Wednesday, 18 September 2019**
Relevant Scrutiny Committee:	Homes and Safe Communities
Report Title:	1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2019/20
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Mark Thomas, Democratic and Scrutiny Services Officer, 01446 709279
Elected Member and Officer Consultation:	None
Policy Framework:	This report Is in accordance with the recommendations of the WAO Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function

Executive Summary:

- The report advises Members of progress in relation to the Scrutiny Committee's recommendations and confirms the updated Work Programme Schedule for 2019/20:
    - 1st Quarter April to June 2019 (Appendix A)
    - 2018/19 Uncompleted (Appendix B)
    - Updated Work Programme Schedule for 2019/20 (Appendix C).

Recommendations

1. That the views of the Committee on the status of the actions listed in Appendices A and B to the report be sought.

2. That the updated Work Programme Schedule attached at Appendix C be approved and uploaded to the Council's website.

Reasons for Recommendations

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

2. For information.

1. Background

1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.

1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

2. Key Issues for Consideration

2.1 Appendices A and B attached to this report set out the recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.

2.2 It is important that decision of Scrutiny Committees are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.

2.3 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix C, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.

2.4 The Work Programme has been aligned to the Cabinet Forward Work Programme. The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.

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

2.5 Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.

2.6 The Work Programme can also be found on the Council's website at the following link: https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx

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

3.1 The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes.

3.2 Scrutiny Committee forward work programmes are published by the Council which encourages engagement / involvement by the public in the decision making process.

3.3 The Scrutiny Public Participation Guide can be found at https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf

3.4 The Scrutiny work programme provides details of the reports / items proposed to be considered by the Committee over the coming year.

4. Resources and Legal Considerations

Financial

4.1 None as a direct result of this report.

Employment

4.2 None as a direct result of this report.

Legal (Including Equalities)

4.3 None as a direct result of this report.

5. Background Papers

Relevant Scrutiny Committee and Cabinet minutes.

Uncompleted Recommendations   1st Quarter 2019-20

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number	**Committee/Task and Finish**	**Lead Officer(s) to Take Action**	**Progress/Action Taken**	**Status**
03 April 2019				
Min. No. 903 – Customer Services Strategy (Housing) - Six Monthly Monitoring Report (DEH) – Recommended	Homes and Safe Communities			
(2) That a live demonstration of the digital Homes4U bidding portal be provided to Committee when the service is operational.				Ongoing
Min. No. 904 – Review of Services to Leaseholders Including the Potential for Introducing a New Leaseholder Sinking Fund (DEH) – Recommended	Homes and Safe Communities			
(2) That the views of the Committee as set out in the minute above, as well as the key points below, be incorporated into a report to Cabinet detailing options for the payment of major repair works by leaseholders should the matter be progressed: • An in-depth leaseholder consultation exercise be undertaken; and • An educational resource be produced and disseminated to all leaseholder individuals.				Ongoing
19 June 2019				
Min. No. 56 – Digital Inclusion Update (MD) – Recommended	Homes and Safe Communities			
(2) That the Committee receives six monthly updates regarding progress towards achieving the Council's Digital Inclusion Strategy.			Added to work programme schedule.	Completed
(3) That a formal thank you from the Committee to be passed on to all volunteers involved in the digital drop in sessions.			Progress being monitored by DSO	Ongoing

Uncompleted Recommendations   1st Quarter 2019-20   Apr - Jun 2019

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
Scrutiny Decision **(add Minute, Dates and any Ref Number**	**Committee/Task and Finish**	**Lead Officer(s) to Take Action**	**Progress/Action Taken**	**Status**
Min. No. 57 – 4th Quarter Scrutiny Decision Tracking of Recommendations and Proposed Work Programme Schedule 2019/20 (MD) – Recommended	Homes and Safe Communities			
(2) That the proposed Work Programme Schedule for 2019/20 attached at Appendix E to the report be approved and uploaded to the Council's website.			Uploaded to the Council's website.	Completed

SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number	**Committee/Task and Finish**	**Lead Officer(s) to Take Action**	**Progress/Action Taken**	**Status**
12 September 2018				
Min. No. 277 – Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2017/18 (DEH) – Recommended	Homes & Safe Communities			
(2) That a report regarding vacant properties within the private sector in the Vale of Glamorgan be added to the Committee's Forward Work Programme.			Added to the Committee's work programme schedule. At its meeting on 10th October the Committee recommended that for future scheduling of the Committee's Forward Work Programme and recommendation tracking, that the report be labelled as ongoing. (Min No 406 refers) Report scheduled for July 2019 on the Committee's forward work programme following notification from the Head of Regeneration and Planning.	Ongoing
Min. No. 278 – Environment and Neighbourhood Strategy (Housing) Six Monthly Report (DEH) – Recommended	Homes & Safe Communities			
(2) That a report regarding Social Enterprise be added to the Committee's Forward Work Programme.			Added to the Committee's work programme schedule. At its meeting on 10th October the Committee recommended that for future scheduling of the Committee's Forward Work Programme and recommendation tracking, that the report be labelled as ongoing. (Min No 406 refers) A report was withdrawn from a Committee agenda on 3rd April, 2019 (Min No 905 refers). Report re-added to the Committee's forward work programme.	Ongoing

Uncompleted Recommendations

Scrutiny Decision (add Minute, Dates and any Ref Number	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
09 January 2019				
Min. No. 648 – 3ʳᵈ Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2018/19 (MD) – Recommended	Homes & Safe Communities			
(3) That a request be passed to the Head of Democratic Services for the Chairmen and Vice-Chairmen Group to consider a change to the status terminology within internal Scrutiny tracking documents.			Following consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group at its meeting on 24ᵗʰ July, 2019, it was agreed that the current use of the terminology was acceptable as this ensured that actions were not held over unduly and by adding the action to the Forward Work Programme, this meant that the recommendation would not be lost. It was for the Committee to determine whether the action required further attention or whether the original request had been overtaken by events.	Completed
06 March 2019				
Min. No. 815 – Environment and Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report (DEH) – Recommended	Homes & Safe Communities			
That the Operational Delivery Plan as set out in Appendix 1 to the report be amended to reflect comments made by the Scrutiny Committee.			Subsequent report pending for Committee meeting on 16ᵗʰ October, 2019.	Ongoing
Min. No. 817 – Vale of Glamorgan Well-Being / Improvement Objectives and Improvement Plan Part 1 2019/20 (DEH) – Recommended				
That Cabinet be advised of the view of the Committee that greater consideration may be required in meeting Well-being Objective 1 and specifically in relation to social inclusion and tackling isolation and loneliness.			The Committee's views have been forwarded to the Improvement and Development Team for incorporation into an updated report to be presented to Cabinet. Cabinet, on 1ˢᵗ April, 2019, noted all the Scrutiny Committees' comments. (Min No C635 refers) This recommendation was considered completed at the meeting on 19 June 2019 but was accidentally left off the list of completed actions in the minutes.	Completed

HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME 2019/20

MONTH	REPORT TITLE
Wednesday 18 September 2019.	• The Civil Protection Unit Update • *CFWP - Housing Development Strategy. • Annual Corporate Safeguarding Report (Reference from Cabinet). • Support People Contracts - One Stop Shop (Reference from Cabinet). • Vale Timebanking Project - Six Monthly Monitoring Report • Homelessness Prevention Strategy 2018 – 2022 • Tenant Engagement Strategy. • 1st Quarter [Apr - Jun] Decision Tracking and Forward Work Programme.
Wednesday 16 October 2019.	• *CFWP - Revenue and Capital Monitoring. • CFWP – Review of S106 Affordable Housing Contribution Spend on House Build Programme. • *CFWP – Marcross Foul Waste • Youth Justice Plan • Youth Offending Service: End of Year Performance Report. • Scrutiny Committees' Draft Annual Report. • Customer Service Strategy (Housing) – Six Monthly Monitoring Report. • Environment & Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report. • Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress. • Quarter 1 2019/20 [Apr, May & June] Performance Report: An Inclusive and Safe Vale. • Council Housing Investment Update (*was* WHQS)
Wednesday 13 November 2019.	• 2nd Quarter [July & Sept] Decision Tracking and Forward Work Programme. • Community Investment Strategy (Housing) – Six Monthly Monitoring Report.

**CFWP = Cabinet Forward Work Programme

**Tuesday 10 December 2019.	• *CFWP - Initial Capital Programme Budget Proposals. • *CFWP - Initial Revenue Programme Budget Proposals. • *CFWP - Initial Housing Revenue Account (HRA) Budget Proposals. • Quarter 2 2019/20 [July & Sept] Performance Report: An Inclusive and Safe Vale. • Corporate Safeguarding Mid-Year Report. (Dec) (Reference from Cabinet). • Digital Inclusion six monthly update
Wednesday 15 January 2020.	• *CFWP – Revenue and Capital Monitoring. • 3rd Quarter [Oct, Nov & Dec] Decision Tracking and Forward Work Programme. • Community Investment Strategy (Housing) – Six Monthly Monitoring Report. • Vale Timebanking Project - Six Monthly Monitoring Report (Reference from Cabinet).
Wednesday 12 February 2020.	•
Wednesday 18 March 2020.	• *CFWP – Revenue and Capital Monitoring. • *CFWP – Council Annual Self-Assessment • *CFWP – Vale of Glamorgan Wellbeing Objectives/ Improvement Plan (Part 1) (including target setting and service plans 2020/21). • Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress. • Quarter 3 2019/20 [Oct, Nov & Dec] Performance Report: An Inclusive and Safe Vale. • Youth Offending Service: Mid-year Performance Report.
Wednesday 22 April 2020.	• Customer Service Strategy (Housing) – Six Monthly Monitoring Report. • Environment & Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report.

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

• *CFWP Vale Community Alarm System Update Report [M. Ingram] (19/20 Municipal).
• Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan (09 Jan 19: Min No 649) [M. Ingram].

**CFWP = Cabinet Forward Work Programme

- Prevention of Terrorism Action Plan Update Report [M. Ingram] (Point raised at March 2019 meeting).
- Reshaping Services - Update on Implementation for Outcome 1 (Cabinet: 18 Mar 19: Min No C617) [T. Bowring]
- *CFWP – CCTV Review [D.Gibbs]
- Digital Inclusion six monthly updates (19 Jun 19: Min No 56)

Annual
- Vale of Glamorgan Annual Report 20**/20**. (Sept).
- Youth Justice Plan. (Oct).
- Youth Offending Service: End of Year Performance Report. (Oct).
- Scrutiny Committees' Draft Annual Report. (Sept).
- Closure of Accounts. (July).
- Initial Capital Programme Budget Proposals. (Dec).
- Initial Revenue Programme Budget Proposals. (Dec).
- Initial Housing Revenue Account (HRA) Budget Proposals. (Dec).
- Vale of Glamorgan Wellbeing Objectives/Improvement Plan (Part One) (including target setting and service plans 2019/20). (Mar).
- Tenant Engagement Strategy. (Jun).
- Families First 2017/18 Annual Report. (July).
- The Civil Protection Unit – Responsibilities and Work Plan [Presentation]. (Sept).
- Corporate Safeguarding Annual Report (Jun) (Reference from Cabinet).

Biannual
- Youth Offending Service: Mid-year Performance Report. (Feb).
- Customer Service Strategy (Housing) – Six Monthly Monitoring Report. (Oct/Apr).
- Environment & Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report. (Oct/Apr).
- Community Investment Strategy (Housing) – Six Monthly Monitoring Report. (July/Jan).
- Vale Timebanking Project - Six Monthly Monitoring Report. (July/Jan).
- Corporate Safeguarding Mid-Year Report. (Dec) (Reference from Cabinet).

Quarterly
- Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress. (Jun/Oct/Mar).
- 1st Quarter [Apr, May & June] Decision Tracking and Forward Work Programme. (July).
- 2nd Quarter [July & Sept] Decision Tracking and Forward Work Programme. (Oct).
- 3rd Quarter [Oct, Nov & Dec] Decision Tracking and Forward Work Programme. (Jan).
- 4th Quarter [Jan, Feb & Mar] Decision Tracking and Forward Work Programme. (May).

**CFWP = Cabinet Forward Work Programme

- Quarter 1 [Apr, May & June] Performance Report: An Inclusive and Safe Vale. (Oct).
- Quarter 2 [July & Sept] Performance Report: An Inclusive and Safe Vale. (Dec).
- Quarter 3 [Oct, Nov & Dec] Performance Report: An Inclusive and Safe Vale. (Mar).

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

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

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