

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2015/16

**FINANCE & PERFORMANCE SCRUTINY
COMMITTEE**

16TH SEPTEMBER 2015

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| AGENDA ITEM 4 |
| PROPOSED SCRUTINY WORK PROGRAMME |

REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

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1. PURPOSE OF THE REPORT

To set out a proposed work programme for the Public Service Delivery, Communities and Prosperity Scrutiny Committee.

2. RECOMMENDATIONS

It is recommended that Members of the Finance & Performance Scrutiny Committee:

- 2.1 To agree the proposed shortlist of topic areas as shown at Appendix 1 for inclusion on its Work Programme; and
- 2.2 Subject to 2.1 above, to develop the draft 'scopes', outcomes and timescales to be determined at the next meeting of this Committee.

3. BACKGROUND INFORMATION

- 3.1 At the Public Service Delivery, Communities and Prosperity Scrutiny Committee held on 6th July 2015, a proposed approach to assist the Committee in drafting a work programme was set out and agreed¹ (albeit, it was recognised that the 'approach' would be an evolving one and may / will be subject to refinement moving forward).

¹ Agreed approach – the approach was also approved by the Council's other Scrutiny Committees as part of the July 2015 round of scrutiny meetings

3.2. At the same meeting Committee Members agreed a long list of possible topic areas and authorised the Director of Legal and Democratic Services to undertake a more detailed review to inform the Committee in producing a shortlist of topics at its September 2015 meeting. The long list of possible topic areas are set out below:

- Target Setting
- Medium Term Service Planning (MTSP) – supporting better use of resources – following the cuts – the need to evaluate the service changes:
 - Use of accommodation/ownership
 - Use of Vehicles
 - Mobile/agile working
- Phase 2 MTSP – Evaluate Service Change
 - Libraries
 - Meals on Wheels
 - Day Centres
 - Youth/e3

3.3 Using the above lists, Section 4 sets out the work undertaken in formulating a proposed shortlist of topic areas.

4. PROPOSED SHORTLIST OF TOPIC AREAS

4.1 Further to the meeting held on the 27th July 2015, Council officers have applied a series of questions, as set out in the 27th July 2015 report, to each of the possible long list of topic areas. The results of this process are set out at Appendix 1.

4.2. As Committee Members will note, although each topic area on the long list as shown at paragraphs 3.2 and 3.3 above, are worthy of review, by applying the series of questions it has been possible to prioritise and in doing so, produce a shortlist.

4.3 Since this time, Council officers have considered the shortlist of topics, in consultation with the Chair, the results of this work have been incorporated into Appendix 1.

4.4 Based on this, Members are requested to:

4.4.1 Consider the proposed shortlist of topic areas as shown at Appendix 1.

4.4.2 Set out a timetable for the delivery of the Work Programme and the method of scrutiny to be applied to each agreed topic area at the next meeting of this Committee.

5. CONCLUSIONS

- 5.1 The Finance & Performance Scrutiny Committee agreed a revised approach to work programming at its meeting on the 27th July 2015.
- 5.2 The revised approach has been used to formulate a work programme that aims to demonstrate the rationale for topic selection together with the intended outcome(s) from the Committee's work.
- 5.3 It is recognised that the revised approach is in its infancy and will need to be subject to Member and Officer reflection moving forward to ensure it is fit for purpose.

| Possible topic | | Is it line with a corporate priority? | How well is the service performing? | Does it represent a high financial risk? | Is it identified as a strategic risk? | Is scrutiny likely to impact in service improvements or other measurable benefits? | Will the outcome involve additional expenditure and is it likely that such resources will become available? | Is the scrutiny activity timely – will changes be possible at this stage? | Include as a shortlisted topic? |
|-----------------------|---|--|--|--|---|--|---|---|---------------------------------|
| Topic area(s) | High level scope | Yes / No | | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No |
| TARGET SETTING | <ul style="list-style-type: none"> - To review the extent of the Council's ambition in driving improved performance through the setting of stretching targets; - To establish the extent to which the Council explains the reason(s) for the targeted levels of performance it aims to meet | Yes – target setting is a key element of the Council's arrangements to manage its priorities | Not Applicable – as cuts across all areas of performance and represents a tool to help measure performance | Not Applicable | No – however, this is an area identified as in need of improvement by the WAO i.e. to ensure targets are set for all PIs within priority plans to clearly set out the scale of the Council's ambition | Possibly | Unknown | Yes | Yes |

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|--|---|--|--|--|---------------------------------------|--|---|---|--|
| Topic area(s) | High level scope | Yes / No | | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No |
| <u>MEDIUM TERM SERVICE PLANNING</u> | | | | | | | | | |
| - Use of accommodation | - Identify opportunities to make better use of the Council's asset portfolio (or office accommodation portfolio) | Yes – links to the Council's medium term service planning arrangements | No specific information included within the Council's Performance Report | No – however it does represent a significant area of expenditure | No | Possibly | Possibly | Yes | Yes – as potentially more substantial savings opportunities than vehicles / mobile – agile working |
| - Use of vehicles | - Identify opportunities to make better use of the Council's vehicles | As above | As above | As above | No | Possibly | Possibly | Yes | No |
| - Mobile / Agile working | - Opportunities currently being explored as part of each service area reviewing efficiency opportunities. Therefore, consideration for an update to be presented to the Committee on opportunities taken / available in this area | | | | | | | | To be determined |
| - | | | | | | | | | |

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|---|--|---------------------------------------|-------------------------------------|--|---------------------------------------|--|---|---|--|
| Topic area(s) | High level scope | Yes / No | | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No |
| <u>EVALUATION OF PHASE 1 SERVICE CHANGES</u> | <ul style="list-style-type: none"> - Libraries; - Day Centres; - Youth / E3; and - Meals on Wheels. <p>Evaluations to be undertaken to assess the impact on service users of the changes introduced in 2014.</p> <p>To be scrutinised by the Finance and Performance Scrutiny Committee or other specific scrutiny committees?</p> | | | | | | | | If an agreed topic area, requirement to determine the relevant scrutiny committee(s) to complete the review work |
