



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2019/20

FINANCE AND PERFORMANCE SCRUTINY COMMITTEE 23 rd of JULY 2019	Agenda Item 3
	FINANCE AND PERFORMANCE SCRUTINY WORK PROGRAMME

**REPORT OF:
THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES & COMMUNICATIONS**

1 PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide members of the Finance and Performance Scrutiny Committee with the opportunity to agree its Work Programme up until the end of December 2019 following its endorsement by members of the Overview & Scrutiny Committee on the 1st July 2019.

2 RECOMMENDATIONS

It is recommended that Members:-

- 2.1 Review and agree the Finance and Performance Scrutiny Committee Work Programme for the Municipal Year 2019/20 (up until December 2019 in the first instance) (attached as Appendix 1); and
- 2.2 Agree that the Work Programme be reviewed at quarterly intervals to ensure the items identified for inclusion are relevant and that any additional referrals are incorporated.

3 BACKGROUND INFORMATION

- 3.1 Members will recall that at the special meeting of the Overview & Scrutiny Committee, held on the 1st May 2019, a report was presented by the Service Director of Democratic Services & Communications which provided a response to the request from committee members to review the Council Scrutiny arrangements and to update Members on the progress to have arisen from the WAO report in respect of the Council's Scrutiny arrangements 'Fit for the Future'.
- 3.2 Members acknowledged that, although a number of positive changes have taken place since the revised scrutiny arrangements in 2015, they agreed that improvements to some current practices were needed and they welcomed the suggestions for improvements to the following specific areas:-
- Review the terms of reference of each scrutiny committee;
 - Streamline the Scrutiny work programmes and agendas;
 - Formalise the process for Scrutiny to facilitate Council motions; and
 - Further enhance the public engagement section of the website.
- 3.3 In terms of the Scrutiny Work Programmes, it was agreed at the meeting by Members of the Overview & Scrutiny Committee (and previously by the Scrutiny Chairs and Vice Chairs), that they were in need of review as in previous years they had become laden with reports that were often for information only where the impact of the work was likely to be minimal. This had detracted from the more valuable and targeted outcomes which is of value to the Council and to the local residents of RCT.

4. SCRUTINY WORK PROGRAMMES

- 4.1 Through research and consideration of the Council's Scrutiny priorities, a new and more streamlined work programme template has been developed with enough flexibility to account for additional items throughout the year. These additional items may be referred from Council, Audit Committee or other sources such as individual Councillors or residents of RCT.
- 4.2 The Scrutiny Work Programmes have been developed initially for six months (up until December 2019) so that each individual scrutiny committee will have the opportunity to review their respective programmes going forward, on a quarterly basis) to ensure that all items listed are still valid and are being brought forward as planned.
- 4.3 To support this process a scrutiny criteria form has been developed which considers issues such as impact, performance and the rationale behind the chosen topics (Appendix 2). This criteria has been critical in setting an informed work programme for each Scrutiny Committee and will ensure that when identifying topics for investigation, the scrutiny work is beneficial to the respective Scrutiny Committee and in the public interest.

4.4 The Forward Work Programmes have also aligned themselves with the Council's Corporate Performance themes and priorities as well as acknowledging the Well-being of Future Generations goals.

5 SCRUTINY ACTIVITY

5.1 Below is an overview of scrutiny activity since May 2019 so that Members can follow the sequence of events and understand the process for delivering the draft work programmes.

Month	Activity
May 2019	<ul style="list-style-type: none"> • Review - Overview & Scrutiny 'Fit For the Future' -Members receive a report on the proposals to review the Council's Scrutiny arrangements and an update on progress arising from the WAO report 'Fit for the Future' at its meeting on the 1st May 2019 (likewise the Scrutiny Chairs and Vice Chairs received the same information); • Research is undertaken to find the best fit for the Council's Scrutiny Work Programme template;
June 2019	<ul style="list-style-type: none"> • As agreed by the Overview & Scrutiny Committee, the Scrutiny Chairs and Vice Chairs meet to consider the draft terms of reference and draft Scrutiny Work Programme template; • Scrutiny Work programmes are drafted using a criteria, incorporating matters from 2018/19, notices of motions and in line with the Council's Corporate priorities to produce a draft proposal of topics (up until the end of December, as agreed, for further review to take place so as to measure the effectiveness of the work programmes for the following 6 months);
July 2019	<ul style="list-style-type: none"> • The draft Scrutiny Work programmes are presented to the Overview & Scrutiny Committee (1st July 2019) for:- <ul style="list-style-type: none"> • recommended sign off by the Overview and Scrutiny Committee (O&S) of its own work programme; • Endorsement of the four themed Scrutiny Committees to their respective meetings to follow (for determination of its own work programme and deciding on what evidence to seek to fulfil its scrutiny role);
July-December 2019	<ul style="list-style-type: none"> • Progress the Scrutiny Work Programmes and assess their suitability and effectiveness in October 2019.

6 EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 There are no Equality and Diversity implications arising from this report and no Equality Impact Assessment is deemed necessary for the purposes of this report.

7 CONSULTATION

- 7.1 The considerations and comments of Scrutiny Chairs and Vice-Chairs as well as members of the Overview & Scrutiny Committee have been sought in respect of the draft Scrutiny Work Programmes and it is for Members of the Finance and Performance Scrutiny Committee to agree these developments at its meeting to be held on the 23rd of July 2019.

8 FINANCIAL IMPLICATIONS

- 8.1 There are no financial implications as a result of the recommendations set out in the report.

9 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 9.1 There are no legal implications as a result of the recommendations set out in the report, although amendments to the Councils constitution will need to be taken forward as appropriate.

10 LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

- 10.1 The proposals to address the WAO report proposals includes arrangements to strengthen the Council's consideration and scrutiny of its work, through 'the lens of the requirements of the Well-being of Future Generations Act'. These arrangements will be embedded into the business of the Council as set out in the Policy Statement agreed by Cabinet on [2 November 2016](#).
- 10.2 The proposals outlined within the report will work to ensure a sustainable and robust scrutiny structure is in place, which will effectively challenge policy decisions taken forward.

11 CONCLUSION

- 11.1 The Council is continuing its work to strengthen its scrutiny arrangements and these enhancements support the council in responding to the findings arising from the recent WAO report and will further strengthen governance and accountability arrangements.

SCRUTINY WORK PROGRAMMES **FINANCE & PERFORMANCE**

'Holding the Executive to account in respect of all three priorities within the Council's Corporate Plan....Economy (Building a strong economy), People (Promoting independence and positive lives for everyone), Place (Creating neighbourhoods where people are proud to live and work) as well as its key principle Living within our Means'.'

Each of the Council's Scrutiny Committees is responsible for setting and agreeing its own work programme by identifying a list of themes and topics which fall under the remit of each individual Scrutiny Committee. Following discussion with the Chair, Vice Chair and Scrutiny Members a practical, realistic and timetabled programme can then be developed.

The scrutiny forward work programmes should provide a clear rationale as to why particular issues have been selected; be outcome focussed; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align scrutiny programmes with the council's performance management, self-evaluation and improvement arrangements.

Throughout the year, there are a number of ways in which additional issues can be considered for inclusion in the Scrutiny Work Programme and ideas for inclusion may come from a number of sources such as:-

- Individual Councillors;
- Performance or budget monitoring information;
- Inspection reports;
- Referrals from Council (such as Notices of Motion), Cabinet/Audit or other scrutiny committees;
- Service users; and
- Monitoring the implementation of recommendations previously made by the Committee.
- Local Residents

The Cabinet is also required to produce forward work programmes and the Overview & Scrutiny Committee keeps abreast of forthcoming items or topics which may enable scrutiny to be involved in the development of Council policy prior to its formal consideration by Cabinet. It is important to bear in mind that an element of flexibility is applied to each individual work programme that provides Committees with the capacity to scrutinise new / urgent issues that arise during the year. For this reason the Scrutiny Work Programmes will be published for a 6 month period and reviewed every quarter.

FINANCE AND PERFORMANCE SCRUTINY COMMITTEE

Date/Time	Overarching Item	Officer	Cabinet Member	Invited/ In attendance	Scrutiny Focus
<p>Monday, 8th of July 2019, Committee Room 1, Clydach Vale</p>	<p><u>Special Meeting:</u></p> <ul style="list-style-type: none"> ➤ Pre-scrutiny of the Corporate Performance Report 	<p>The Chief Executive</p> <p>Group Director of Community and Children Services.</p> <p>Group Director of Prosperity, Development and Frontline Services.</p> <p>Service Director – Finance & Improvement Services</p>			<p>Scrutiny & Challenge – Scrutiny will undertake pre scrutiny of the Corporate Performance Report.</p>
<p>Tuesday, 23rd of July 2019 Committee Room 1, Clydach Vale</p>	<ul style="list-style-type: none"> ➤ Qtr 4 Performance Report (2018/19) ➤ 2019/20 Work Programme 	<p>Service Director – Finance & Improvement Services</p> <p>Service Director- Democratic Services & Communications</p> <p>Service Director – Finance & Improvement Services</p>			<p>For Committee Members to consider the Council's Qtr 4 Performance Report (2018/19).</p> <p>Scrutiny & Challenge – For Members to consider the work programme for the 2019/2020 Municipal year.</p>

	<ul style="list-style-type: none"> ➤ 2019-20 target setting ➤ Pre-scrutiny Destination Management Plan Workshop. 	<p>Service Director – Finance & Improvement Services</p> <p>Director of Prosperity and Development.</p>			<p>To provide Committee Members with the opportunity to consider which performance indicator targets be reviewed in more detail during the 2019-20 Municipal year.</p> <p>Scrutiny & Challenge – Scrutiny will undertake pre scrutiny of the Destination Management Plan.</p>
<p>Thursday, 26th of September 2019 Committee Room 1, Clydach Vale</p>	<ul style="list-style-type: none"> ➤ Treasury Management Training Session ➤ Treasury Management Annual Report ➤ Food Register Working Group update ➤ How the Council consults 	<p>External Trainers</p> <p>Head of Finance: Education and Financial Reporting.</p> <p>Health Protection and Licencing Manager.</p> <p>Corporate Policy and Consultation Manager.</p>			<p>All Elected Members to have the opportunity to undergo training in respect of Treasury Management</p> <p>For Committee Members to consider the Council's Treasury Management Annual Report</p> <p>To provide Committee Members with an update in respect of the Food Register Working Group.</p> <p>To consider how the Council consults and receive an overview of the Council's approach to the Revenue Budget Consultation process.</p>

<p>Thursday, 24th of October 2019 Committee Room 1, Clydach Vale</p>	<ul style="list-style-type: none"> ➤ Understanding the Council's Budget ➤ Qtr 1 Performance Report (2019/20) ➤ Pre-scrutiny Employment and Skills Programmes 	<p>Service Director – Finance & Improvement Services</p> <p>Service Director – Finance & Improvement Services</p> <p>Head of Community Services.</p>			<p>To provide Members with the Council's medium term financial plan (and future consideration for Members).</p> <p>For Committee Members to consider the Council's Qtr 1 Performance Report (2019/20).</p> <p>Scrutiny & Challenge – Scrutiny will undertake pre scrutiny of the Employment and Skills Programme.</p>
<p>Wednesday, 11th of December 2019 Committee Room 1, Clydach Vale</p>	<ul style="list-style-type: none"> ➤ Qtr 2 Performance Report ➤ Budget Consultation ➤ Quarterly review of the 2019/20 Finance and Performance Scrutiny Work Programme. 	<p>Service Director – Finance & Improvement Services</p> <p>Service Director – Finance & Improvement Services</p> <p>Service Director- Democratic Services & Communication and Service Director – Finance & Improvement Services</p>			<p>For Committee Members to consider the Council's Qtr 2 Performance Report.</p> <p>For Committee Members to feedback their views as part of the 2020/21 Revenue Budget Consultation process.</p> <p>Scrutiny and Challenge.</p> <ul style="list-style-type: none"> • Is the Work Programme suitable and relevant to the Terms of Reference? • Does the Work Programme illustrate clear outcomes and objectives? <p>Members of the Finance and Performance Scrutiny Committee to provide</p>

					comment in relation to the Work Programme and to consider the remaining 2019/20 F&P Work Programme.
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Other Areas for exploration:-

Investment programme to re-generate industrial estates

Training Requirements:-

To be considered at the first Scrutiny Committee in July

Current Scrutiny Working Groups:- Food Register Working Group.