

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the meeting of the Overview and Scrutiny Committee held at the County Borough Council Offices, The Pavilions, Cambrian Park, Clydach Vale on Tuesday, 14th November, 2017 at 5 p.m.

PRESENT

County Borough Councillor L.M.Adams – in the Chair

County Borough Councillors

H.Boggis	D.Macey
J.Brencher	E.Stephens
J.Harries	G.P.Thomas
P.Jarman	

Non Committee Members in Attendance

County Borough Councillor S.Bradwick – Chair of Public Service Delivery, Prosperity & Communities Scrutiny Committee

County Borough Councillor G.R.Davies – Chair of Finance & Performance Scrutiny Committee

County Borough Councillors R.Yeo and J.Elliott – Chair and Vice Chair respectively of Health & WellBeing Scrutiny Committee

County Borough Councillor S.Rees-Owen – Chair of Children & Young People Scrutiny Committee

County Borough Councillor C.J.Willis – Scrutiny Performance & Management Co-ordinator

Co-opted Member(s) in Attendance

Mrs.S.Jones – Elected Parent/Governor Representative (Education)

Officers in Attendance

Mr.C.Lee – Group Director, Corporate & Frontline Services

Mr.G.Isingrini – Group Director, Community & Children's Services

Mr.A.Wilkins – Head of Corporate & Democratic Services

Mr.C.Hanagan – Service Director, Cabinet & Public Relations

Mr.P.Bond – Corporate Facilities Manager

Mrs.L.Evans – Principal Information Management & Data Protection Officer

Ms.L.Lawson – Performance Manager

Ms.K.May – Head of Democratic Services

22 **WELCOME**

The Chair welcomed everyone to the meeting and wished Lloyd Macey, son of County Borough Councillor D.Macey continued success on the TV show - X Factor.

23 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from –

Committee Members - County Borough Councillors J.Bonetto, E.George and J.James

Non Committee Members – County Borough Councillors G.Holmes and T.Williams and Mr.R.Hull (Independent Member and Chair of the Audit Committee)

24 **MINUTES**

The minutes of the meetings of the Overview and Scrutiny Committee held on the following dates, were approved as accurate records:-

- 13th September, 2017
- 2nd October, 2017 (at 4.15 p.m.)
- 2nd October, 2017 (at 5 p.m.) – subject to County Borough Councillor E.George being included on the list of those present.

25 **PUBLIC ENGAGEMENT IN SCRUTINY**

The Committee received Mr.C.Hanagan, Service Director, Cabinet & Public Relations, who with the aid of PowerPoint slides presented Members with a proposed website page for Scrutiny which would assist in engaging members of the public to participate in the Council's scrutiny functions.

He reported that following the review that was undertaken by the Wales Audit Office during 2016, two areas of concern were raised – one was the lack of engagement with the public in scrutiny and the second was the publication of the respective Scrutiny Committees work programmes. The development of a dedicated scrutiny presence on the Council's website would assist in addressing the concerns. raised.

The Service Director, Cabinet & Public Relations gave examples of how the website could look like and stated that a `scrutiny blog` could be developed whereby regular updates on the work of scrutiny and the latest matters of public interest could be uploaded and it was suggested that each of the Scrutiny Chairs could post blogs on a rotational basis.

He stated that the dedicated website would promote the Work Programmes of the Scrutiny Committees to make them more visible which would seek to improve participation and understanding; and also the development of a dedicated social media presence in the future thus ensuring that meetings are

promoted in the same way as reported for meetings of the full Council and Cabinet.

To aid in the development of a dedicated scrutiny website and a social media presence, the Service Director reported that appropriate resources within the Council's Corporate Communications functions could be identified to promote the work of scrutiny.

Work had already commenced in engaging citizens in scrutiny in that different accessible locations across the County Borough were now being used for meetings of the Scrutiny Committees and links had been further strengthened between Scrutiny and the corporate consultation process used to support key decisions taken by Council and the Executive.

In summing up, the Director of Cabinet & Public Relations reported that through the use of various digital communication channels there would be the opportunity for residents to feedback on matters considered by Scrutiny, which could inform the development of future work programmes and would also enhance the partner relations both of which would add value to the process.

In response to two queries raised by a Member in respect of:-

1. any proposals the Council may have to webcast meetings; and
2. had any consideration been given to a different mechanism being used for public engagement such as the establishment of a `Petitions Committee`.

The Service Director stated that the costs involved in webcasting were quite significant and that the layout of the Council Chamber also made the broadcasting of meetings very difficult as was experienced previously when meetings of the Cabinet and the Planning Committee were webcast following funding received from the Welsh Government, such funding was no longer available.

In respect of the formation of a Petitions Committee, the Service Director reported that this was something that the Welsh Government does and it was recognised that some kind of process needs to be put in place in the future.

Following a discussion, it was **RESOLVED** – that a progress report be presented to a future meeting of this Committee on the proposals as outlined by the Service Director, Cabinet & Public Relations.

REPORT OF THE HEAD OF ICT

26 INFORMATION MANAGEMENT (IM) FUNCTION/GOVERNANCE ARRANGEMENTS AS PART OF THE ANNUAL WORK AND PERFORMANCE UPDATE

In accordance with the Committee's Work Programme and as requested by the Chair of this Committee, Councillor Adams at the meeting of the Audit

Committee held on the 5th June, 2017 the following action for improvement was proposed:-

“The Council should report on a periodic basis, for example annually, its work and performance around Information Management and provide opportunity for review and scrutiny”.

Members received the Council’s Information Management & Data Protection Officer, Mrs. LEvans who presented the Committee with an overview report on the Council’s Information Management functions and governance arrangements and dealt specifically with the following key points:-

- Definition of Information Management
- Legal Drivers
- Enforcement Action
- Information Governance Structure/Arrangement
 - Senior Information Risk Owner (SIRO)
 - Information Asset Owners
 - Information Management Board
 - Information Management Working Group
- Information Management Priorities
 - Develop/communicate clear IM policies and procedures
 - Changing the culture through communication and training
 - Compliance, monitoring and reporting
- Information Monitoring Arrangements
 - Information security incidents and events (call volumes, call type, lessons learned/improvements etc)
 - Information security incidents reported to the Information Commissioner’s Office
 - Subject Access Requests (SAR) received and responded to within the statutory time period
- Wales Audit Office (WAO) Review

Following a discussion, it was **RESOLVED** –

1. To acknowledge the remit of the IM function and the potential risks of non compliance with associated legislation and standards, in particular the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR) ;
2. To acknowledge the Council’s Information Governance structure and reporting arrangements;
3. To acknowledge that Members were satisfied with the robust arrangements that are in place to monitor and review the Council’s work and performance for managing data;
4. To agree to receive an annual report from the Senior Information Risk Owner (SIRO) on the Council’s work and performance around Information Management;

27 CORPORATE SAFEGUARDING POLICY

In accordance with the Committee's Work Programme, Members received Ms.L.Lawson, Performance Manager who, with the aid of PowerPoint slides presented the Committee with an overview of the Corporate Safeguarding arrangements/policy that are in place following the approval of Cabinet at its meeting held in March, 2016.

Mr.C.Lee, Group Director, Corporate & Frontline Services and Mr.G.Isingrini who are the Joint Lead Officers of the Strategic Group that had been established to ensure that the governance and scrutiny arrangements that complements the arrangements for children and adults at risk were working were also in attendance to respond to the queries of Members.

Following a discussion, it was **RESOLVED –**

1. That further consideration and challenge by this Committee be made to the Annual Safeguarding Report which is to be published at the end of the financial year which will contain more detail in relation to keeping people safe;
2. That Safeguarding Awareness Sessions continue to be made available to elected Members and staff.

REPORT OF THE GROUP DIRECTOR, CORPORATE & FRONTLINE SERVICES

28 FIRE SAFETY ARRANGEMENTS FOR COUNCIL OWNED BUILDINGS

In accordance with Minute No.14 of the meeting of the Overview and Scrutiny Committee held on the 13th September, 2017, Members were provided with an update on the `Fire Safety Arrangements` for Council owned buildings.

Attached to the report at Appendices 1 and 2 were a schedule of the sites where cladding applications had been incorporated and a tabulation (to be concluded) of the findings which when completed will be presented to the Council's Senior Management Team.

A discussion ensued when concern was expressed by a Member on the information contained at tabulation 20 at Appendix 2 and it was **RESOLVED -** that this concern be brought to the appropriate Cabinet Member in order that an investigation can be undertaken and that the findings therefrom and a further update be reported to this Committee in due course.

29 THEMED SCRUTINY COMMITTEES WORK PROGRAMMES

Members received the Chairs of the four themed Scrutiny Committees who provided detailed updates on their respective Work Programmes on an individual basis. Each outlined the progress made to date with particular regard to outcomes achieved and matters which are to undergo pre scrutiny such as the Elective Home Education policy which is to be conducted by Members of the Children and Young People Scrutiny Committee.

The Chairs also made comment on the venues that had been used for meetings of the Scrutiny Committee, one such example was the Lido at Pontypridd which had been used by Members of the Public Service Delivery, Prosperity and Communities Scrutiny Committee and where a presentation was received on the Taff Vale redevelopment site which proved to be an appropriate setting for that particular topic.

The Chair of the Overview and Scrutiny Committee thanked the Chairs of the themed Scrutiny Committees for their updates and it was **RESOLVED** – to acknowledge the progress made by each of the Scrutiny Committees and for further updates to be provided at regular intervals.

30 TRAINING NEEDS

Members discussed the training that could be received to further assist them in carrying out their role as Members of the Overview and Scrutiny Committee when it was reiterated that Safeguarding Awareness Sessions as referred to earlier on in the meeting (Minute No.27(2) above, refers) should continue to be made available to all elected Members and staff. No further training needs were identified.

**L.M.ADAMS
CHAIR**

The meeting closed at 6.55 p.m.