

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**MUNICIPAL YEAR 2017 /18**

**FINANCE & PERFORMANCE SCRUTINY  
COMMITTEE**

**24<sup>th</sup> JULY 2017**

<b>AGENDA ITEM No. 4</b>
<b>FINANCE &amp; PERFORMANCE SCRUTINY WORK PROGRAMME FOR THE 2017/18 MUNICIPAL YEAR</b>

**REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES**

**1. PURPOSE OF THE REPORT**

The purpose of this report is to advise Members on issues for consideration when preparing a work programme for the Finance & Performance Scrutiny Committee for the municipal year 2017/18.

**2. RECOMMENDATION**

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

- 2.1 Agree on issues for inclusion on the Committee's Work Programme for the Municipal Year 2017/18 (as set out in **Appendix 1**);

**3. BACKGROUND INFORMATION**

- 3.1 There is a requirement to devise and publish a Work Programme for each of the Council's Scrutiny Committee as set out in Part 4 of the Constitution (Overview & Scrutiny Procedure Rules). Each Committee is responsible for setting and agreeing its own Work Programme.
- 3.2 It is important that all Members have the opportunity to put forward items for consideration and it should be noted that the draft work programme is only provided as a basis for discussion.
- 3.3 In consultation with the Chair and Vice Chair of the Finance & Performance Scrutiny Committee together with appropriate Council Officers an initial list of work topics for 2017/18 has been compiled for Members' consideration (as set out at Appendix 1).

#### **4. DEVISING A SCRUTINY WORK PROGRAMME FOR THE MUNICIPAL YEAR 2017/18**

4.1 To assist Members' thinking when agreeing their work programme, key sources of information that may be helpful are set out below:-

##### **Areas within the remit of the Committee**

4.2 The Terms of Reference for the Committee is to scrutinise financial and operational performance; treasury management arrangements; the annual revenue budget consultation process; statutory performance reporting requirements and monitoring the implementation of medium term financial planning decisions.

##### **Overview and Scrutiny 2016/17 Annual Report**

4.3 Through its work during 2016/17, the Finance and Performance Scrutiny Committee undertook work in the following areas, in addition to those listed under the Committee's terms of reference as outlined in paragraph 4.2 above:-

- Office Accommodation Strategy together with agile working and digitalisation in conjunction with the rationalisation strategy where it was acknowledged that they both play a part in helping reduce the requirements for fixed office space and should be progressed;
- Service Change Evaluation – Update reports received in respect of Meals on Wheels, Day Centres and Youth/e3 Services
- Consultation and Pre Scrutiny

#### **NOTICE OF MOTION – COUNCIL MEETING 30<sup>th</sup> November 2016 (Minute No.80)**

4.4 At the meeting of the Overview and Scrutiny Committee held on the 10<sup>th</sup> July, 2017, during consideration of the Committee's Work Programme, reference was made by a Member to the following Notice of Motion that was considered at the Council Meeting held on the 30<sup>th</sup> November, 2016:-

“As part of the Council's commitment to support the Armed Forces Community and as part of the review of fees and charges, this Council will **in principle**, adopt **after a further report outlining details for** the cessation of burial or cremation fees charged for the funerals of veterans and service men and women”.

4.5 It was agreed at the Council meeting (Minute No.80 (2016/17) refers) to adopt the Notice of Motion as amended (in bold) and that a Working Group be established to assist in drawing up the criteria to be used and the findings therefrom be reported to a future meeting of the Council.

4.6 In view of the time period that has lapsed, it was felt, by Members of the Overview and Scrutiny Committee that this matter be referred to the Finance

and Performance Scrutiny Committee as a matter of urgency, in order that the Notice of Motion can be dealt with by Members of this Committee and the findings be reported to a future meeting of the Council.

- 4.7 It is therefore suggested that this matter be included within the Committee's Work Programme.

### **Shortlisting Topics**

- 4.8 Members involved in Scrutiny must be selective and ask particular questions to identify only the very best topics for more in-depth consideration. It will be important for Scrutiny Committees to show why it has been decided to conduct a review into a particular topic and Members will need to consider the arguments both for and against including a topic on the Work Programme before making a decision.
- 4.9 As a result of the above, there will no doubt be the need for Members to balance the desire to examine a large number of topics with the likelihood of securing greater impact through focussing on a small number of items in more detail.
- 4.10 In addition to the information noted at Appendix 1, other principles to take account of when considering topics include:
- Public Interest: the concerns of local people should influence the issues chosen for scrutiny;
  - Extent: priority should be given to issues that are relevant to all or large parts of the County Borough;
  - Duplication: work programmes must take account of what else is happening in the areas being considered to avoid duplication or wasted effort; and
  - Balance: achieve a balance between pre-decision scrutiny, policy development and performance monitoring.

### **Flexible Work Programme**

- 4.11 In having regard to the above sources of information together with the local knowledge and insight of Members, the Committee may also wish to consider building some flexibility into the Work Programme to be able to accommodate specific referrals, for example, from Cabinet or the Audit Committee.

## **5. VENUES**

- 5.1 As part of the Council's proposals to improve its arrangements for public participation in its overview and scrutiny process, we are committed to identifying opportunities for receiving evidence outside the formal Council Headquarters, for example, in schools or other more informal settings.
- 5.2 However, Members will need to consider the practical requirements of taking a committee to an alternative location such as accessibility and/or available services and amenities. Therefore, suggestions can be agreed following a full assessment of the proposed venue.

## **6. KEY QUESTIONS FOR MEMBERS**

- 6.1 Attached at Appendix 1 for consideration is the draft work programme for the Finance & Performance Scrutiny Committee for 2017/18.
- 6.2 The Committee is asked to consider whether it is in agreement with the proposals and whether there are any issues Members would wish to see included.

## FINANCE AND PERFORMANCE SCRUTINY COMMITTEE –

## INFORMATION TO CONSIDER AS PART OF DRAFTING THE SCRUTINY WORK PROGRAMME FOR 2017/18

Service Area/theme	Date and Venue of Meeting	Possible topic	Is it line with a corporate priority?	How well is the service performing?	Is it identified as a strategic risk?	Is scrutiny likely to impact in service improvements or other measurable benefits?	Cabinet Member(s) to be invited	Include as a shortlisted topic?
			Yes/No		Yes/No	Yes/No	Yes/No	Yes/No
Quarterly Performance Reports / Exception Reports (financial and operational performance)  Treasury Management  Revenue Budget Consultation Process  Statutory performance reporting requirements e.g. the Corporate Performance Report	<b>24<sup>th</sup> July, 2017</b>  <b>To be held at the Council Headquarters, Clydach Vale</b>	<ul style="list-style-type: none"> <li>To assist Members in their role to receive an overview of Local Government Finance</li> <li>Quarter 4 Council Performance Report</li> <li>Work Programme</li> </ul>	Yes	N/A	N/A	Yes		Yes
			Yes			Yes		Yes
							Yes	
Monitoring the implementation of medium term service planning decisions approved by the Executive  To undertake any reviews as considered appropriate by Members  That the Chairs and Vice Chairs of the four themed Scrutiny Committees attend meetings of the Overview & Scrutiny Committee, as and	<b>25<sup>th</sup> September, 2017</b>  <b>Venue: to be agreed</b>	<ul style="list-style-type: none"> <li>Training – Treasury Management</li> <li>Treasury Management Report</li> <li>CIL Annual Report</li> <li>To receive feedback from the Notice of Motion that was considered by this Committee on the 24<sup>th</sup> July, 2017</li> </ul>	Yes	N/A	N/A	Yes		Yes
			Yes			Yes		Yes
								Yes
		<b>Training to be arranged for Members September/October – Understanding the Council's Budgets</b>						
	<b>23<sup>rd</sup> October, 2017</b>	<ul style="list-style-type: none"> <li>Quarter 1</li> </ul>	Yes			Yes		Yes

## FINANCE AND PERFORMANCE SCRUTINY COMMITTEE –

## INFORMATION TO CONSIDER AS PART OF DRAFTING THE SCRUTINY WORK PROGRAMME FOR 2017/18

when appropriate, when items such as the Cabinet Work Programme are being considered to ascertain items that could undergo pre-scrutiny by the respective Committees.	Venue: to be agreed	Council Performance Report						
	4 <sup>th</sup> December, 2017	<ul style="list-style-type: none"> <li>Target Setting</li> </ul>	Yes		Yes	Yes		Yes
	Venue: to be agreed	<ul style="list-style-type: none"> <li>Revenue Budget Consultation</li> <li>Quarter 2 Council Performance Report</li> </ul>	Yes			Yes		Yes
	29 <sup>th</sup> January, 2018	<ul style="list-style-type: none"> <li>Treasury Management Update – Mid Year Review</li> <li>Draft 2018/19 Revenue Strategy</li> </ul>	Yes			Yes		Yes
	Venue: to be agreed		Yes			Yes		Yes
	26 <sup>th</sup> February, 2018	<ul style="list-style-type: none"> <li>Update on Meals on Wheels Service (reported to Committee in November, 2016)</li> </ul>						
	Venue: to be agreed							
26 <sup>th</sup> March, 2018	<ul style="list-style-type: none"> <li>Quarter 3 Council Performance Report</li> <li>Draft Scrutiny Annual Report</li> </ul>	Yes			Yes		Yes	
Venue: to be agreed								
23 <sup>rd</sup> April, 2018	<ul style="list-style-type: none"> <li>Final Draft Scrutiny Annual Report</li> <li>Annual Compliance Report (non Social Services)</li> </ul>							
Venue: to be agreed								