

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL  
MUNICIPAL YEAR 2014-2015**

**OVERVIEW & SCRUTINY  
COMMITTEE**

**16<sup>TH</sup> JULY 2014**

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

**Agenda Item No 4**

**THE PREPARATION OF THE  
COMMITTEE'S WORK PROGRAMME  
FOR 2014/15**

**Author: Mrs A Edwards – Scrutiny Support Officer  
Tel No: 01443 424102**

**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 Committee.

**2. RECOMMENDATIONS**

It is recommended that: Members:

- (i) Note the information contained within the report;
- (ii) Agree on issues, for inclusion on the Committee's Work Programme for the Municipal Year 2014/15.

**3. BACKGROUND**

- 3.1 There is a requirement to devise and publish a Work Programme for each of the Council's Scrutiny Committees as set out in Part 4 of the Constitution, (Overview and Scrutiny Procedure Rules). Each Committee is responsible for setting and agreeing its own Work Programme. However, the Overview and Scrutiny Committee, also has a co-ordinating role and will ensure that there is no duplication of work across the service scrutiny committees and will deliberate if necessary on any cross cutting issues.
- 3.2 The terms of reference for the Committee is to co-ordinate the work of the four service scrutiny committees and to fulfil the overview & scrutiny role in relation to "all Council" cross cutting themes which cut across the terms of reference of the four service scrutiny committees.

- 3.3 Issues for consideration are set out in Section 4 below. However, it is important that all Members have the opportunity to consider and put forward items for consideration and it should be noted that the draft work programme is only provided as a basis for discussion.

#### **4. ISSUES FOR CONSIDERATION**

- 4.1 As well as specific issues, which the Committee may wish to identify for future scrutiny, Members will need to consider the inclusion of regular or on-going items such as

**Financial and Performance Management** – the Committee receives the feedback from the quarterly financial and performance management exception reports which have been presented to the four service scrutiny committees along with the performance of the Action Plan relating to the improvement priority scrutinised specifically by the Overview & Scrutiny Committee, namely, Medium Term Service Planning.

The Committee will also receive feedback from the four service scrutiny committees and review overall progress in respect of those areas which are included in the Council's Outcome Agreement with the Welsh Government.

**Budget Consultation Process** – The Committee is involved in the annual revenue budget setting consultation process.

**Corporate Plan and Annual Delivery Plan** – Working groups of each scrutiny committee will play a part in reviewing the Council's Annual Delivery Report which is an assessment of performance for the previous financial year. This will take place in the autumn. Members will be aware that the scrutiny working groups met in April to provide feedback on the draft improvement priority action plans which form the Corporate Plan and subject to review this process will take place once again in the spring of 2015 in preparation for the 2015/16 Corporate Plan. The Overview & Scrutiny Committee will receive feedback from this process and well as having its own working group in relation to the Medium Term Service Planning action plan.

**Annual Report** – The Procedure Rules for Overview and Scrutiny contained within the Council's Constitution requires that an annual report be submitted to Council on the work carried out during the year.

- 4.2 **Task & Finish Groups** – a scrutiny working group has recently been formed to consider the Wales Audit Office report 'Good Scrutiny? Good Question!'
- 4.3 **Local Service Board Scrutiny Working Group** – this is a continuous commitment for the Committee.

- 4.4 **Welfare Reform** – the Committee is yet to receive a response from the Executive to its Welfare Reform report. This will be reported to the Committee once available and updates as necessary will be provided to either the Corporate Services or Overview & Scrutiny Committee ( as appropriate) in relation to the introduction of Universal Credit and the impact of the welfare reforms.
- 4.5 The introduction of Councillor Calls for Action through the Local Government (Wales) Measure 2011 also has the potential to create additional work for the Committee. However, it should be noted that the Committee has not received any Councillor Calls for Action during the last two years.
- 4.6 The Constitution requires that there is a minimum of six meetings of the Committee each year and an outline work programme is attached at Appendix 1.
- 4.7 Attached as Appendices 2a through to 2d, are the draft work programmes presented to the four service scrutiny committee. However, it should be noted that these will be updated following this first cycle of scrutiny meetings.
- 4.8 In addition to the above considerations, the Committee could receive requests from the Executive or other committees eg Council or Audit Committee to consider a particular issue. The Cabinet Work Programme is attached for information at Appendix 3.

## **5. SCRUTINY OF CRIME & DISORDER**

- 5.1 When considering its work programme, Members will need to keep in mind the Committee's responsibilities under Sections 19 and 20 of the Police and Justice Act 2006 and the requirement to hold at least one meeting of the Crime & Disorder Committee during the year. Members are asked to consider whether there are any specific areas of work which they would like to undertake.

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

- 6.1 Attached at Appendix 1 for consideration is the draft work programme for the Committee for 2014/15.
- 6.2 The Committee is asked to consider whether it is in agreement with the proposals and whether there are any other issues Members would wish to see included.

**LOCAL GOVERNMENT ACT 1972**

**as amended by**

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**LIST OF BACKGROUND PAPERS**

**OVERVIEW AND SCRUTINY COMMITTEE**

**16 JULY 2014**

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

Item - Work programme

Freestanding Matter

(Officer to Contact: Ann Edwards, Committee Services Officer – Telephone No.  
01443 424102

**OVERVIEW AND SCRUTINY COMMITTEE  
WORK PROGRAMME 2014/15**

Wednesday 16 <sup>th</sup> July 2014 5.00 pm	<b>Crime &amp; Disorder TBA</b>	Wednesday 15th Oct 2014 5.00 pm	Wednesday 17th Dec 2014 5.00 pm	Wednesday 4 <sup>th</sup> Feb 2015 5.00 pm	Wednesday 29 <sup>th</sup> April 2015 5.00 pm
draft Work Programme  Scrutiny Update?	PCC Crime Plan  C&D Work Programme	Quarter 1 Budget & Performance Exception Report & Action Plans progress  Draft Annual Delivery Report – feedback from scrutiny working groups  Consultation Hub – update  Feedback Welfare Reform Update – under occupancy rules	Phase 1 Budget Consultation  Quarter 2 Budget & Performance Exception Report & Action Plans - progress	Phase 2 – Budget Consultation	Quarter 3 Budget & Performance Exception Report & Action Plans – progress

**Working Groups:** LSB Scrutiny WG  
WAO Scrutiny Improvement Study WG  
MTSP Action Plan Scrutiny Working Group



**Appendix &J**

**DRAFT  
COMMUNITY AND CHILDREN'S SERVICES SCRUTINY COMMITTEE  
WORK PROGRAMME 2014/15**

Weds 2nd July 14 5 pm	Weds 10 <sup>th</sup> Sept 14 5 pm	Weds 8 <sup>th</sup> Oct 14 5 pm	Nov 14 TBA	Mon 8 <sup>th</sup> Dec 14 5 pm	Tues 27 <sup>th</sup> Jan 15 5 pm	March 15 TBA	Weds 15 <sup>th</sup> April 15 5 pm
Carers Strategy  Fostering  Preparation of a Work Programme	SS & Health – Promoting Integrated Services  Fframwaith  Together for Mental Health update  Director of SS Annual Report  Confirm work programme	Q1 Budget & Performance Exception Report & Action Plans progress  Implementation of the Social Care & Wellbeing Act  Regional Adoption Collaborative  Workforce planning	Focus on Safeguarding	Part 1 - Budget Consultation  Q2 Budget & Performance Exception Report & Action Plans progress	Part 2 Budget  CSSIW Annual Council Reporting Framework – Inspection, Evaluation & Review 2013/14	Communities First  Review Community Housing Register	Q3 Budget & Performance Exception Report & Action Plans progress  Delayed Transfers of Care  Operation of the Joint Youth Offending Service

Improvement Priority Action Pan Scrutiny Working Groups  
Draft Annual Delivery Report – autumn 2014  
Draft Improvement Priority Plans for 2015/16 Corporate Plan – Spring 2015





**APPENDIX 2b**

**DRAFT**  
**CORPORATE SERVICES SCRUTINY COMMITTEE**  
**WORK PROGRAMME 2014/15**

Tuesday 8th July 14 4.00 pm	Thursday 11 <sup>th</sup> Sept 14 4.00 pm	Tuesday 7th Oct 14 4.00 pm	Nov TBA	Weds 3 <sup>rd</sup> Dec 14 4.00 pm	Thursday 29 <sup>th</sup> Jan 15 4.00 pm	March 2015 TBA	Thursday 9 <sup>th</sup> April 15 4.00 pm
Procurement – WG Fitness Check	Briefing Report - Council Tax Reduction Scheme	Q1 Budget & Performance Exception Report & Action Plans Progress	Electoral Administration (IER)	Part 1 Budget consultation	Part 2 Budget Consultation		Q3 Budget & Performance Exception Report & Action Plans Progress
Draft Work Programme	Complaints of Mal- administration	Corporate Estates		Q2 Budget & Performance Exception Report & Action Plans Progress			Treasury Management Strategy
	Treasury Management – annual review			Treasury Management – mid year Review			Report on 1 <sup>st</sup> year of operation new DC Committee
	Confirm Work Programme						

- Planning Working Group
- Annual Improvement Plan – (Regeneration Action Plan Working Group – autumn)



Education & lifelong Learning Scrutiny Committee

WORK PROGRAMME 2014/15.

Wed 11th June 2014	Wed 9th July 2014	Wed 3rd Sept 2014	Wed 1st Oct 2014	Nov-14	Wed 9th Dec 2014	Wed 28th Jan 2015	Mar-15	Wed 8th April 2015
Committee 5pm	Committee 5pm	Committee 5pm	Committee 5pm		Committee 5pm	Committee 5pm		Committee 5pm
<b>Fixed Penalty Notices - School Attendance</b>	<b>Draft Work Programme</b>	<b>Finalise Work Programme</b>	<b>Budget &amp; Performance Exception report</b>		<b>Budget &amp; Performance Exception report</b>	<b>Phase 2 Budget Consultation</b>		<b>Budget &amp; Performance Exception report</b>
	Education Outcomes for Looked After Children	More Able & Talented pupils in Secondary School	Draft School / Education Performance Report <b>(JES)</b>		<b>Phase 1 Budget Consultation</b>	Half Termly School Attendance performance		Half Termly School Attendance performance
	Half Termly School Attendance performance	<i>Additional Needs Funding</i>			Half Termly School Attendance performance	Fframwaith update		Estyn Inspection Update
	Estyn Feedback Letter	Fframwaith update			Library Standards Annual report	<i>FAST Project</i>		<i>Youth Support Service</i>
	Self Assessment				Estyn Inspection Update			
					<i>Sick Lit Update</i>			

**Suggested Areas**

Action Plan - Welsh in Education Strategic Plan  
 JES - School Improvement Service  
 Update on Sick Lit recommendations

Leadership / Quality Teachers - Teach First Scheme  
 Good Practice Initiatives  
 FAST project - Families and Schools Together

Youth Service  
 Additional Needs Funding



Environmental Services Scrutiny Work Programme 2014/15

Appendix 2d

Mon 14th July 2014	Mon 8th Sept 2014	Mon 6th Oct 2014	Nov-14	Mon 1st Dec 2014	Mon 26th Jan 2015	Mar-15	Mon 20th April 2015
Committee 5pm	Committee 5pm	Committee 5pm		Committee 5pm	Committee 5pm		Committee 5pm
	THEME: Housing'	THEME: HT&SP				THEME: CULTURAL SERVICES	THEME: HT& SP
<b>Draft Work Programme</b>	<b>Finalise Work Programme</b>	<b>Budget &amp; Performance Exception report (inc. Outcome Agreement)</b>	<i>Michael Sobell visit</i>	<b>Budget &amp; Performance Exception report (inc. Outcome Agreement)</b>	<b>Phase 2 Budget Consultation</b>	<i>Arts Connect</i>	<b>Budget &amp; Performance Exception report (inc. Outcome Agreement)</b>
<b>Land Reclamation</b>	<b>HMO update</b>	<i>Special Projects Unit</i>	<i>Creative &amp; Cultural Industry Initiative</i>	<b>Phase 1 Budget Consultation</b>	<i>Air quality management / noise nuisance</i>		<i>North West Cardiff Rail Extension</i>
<i>Energy Efficiency Measures</i>	<i>Housing Allocation Policy</i>	<i>Civil Parking Enforcement Updates</i>	Medium Term financial Planning		<i>Streetcare Update</i>		<i>Emergency Planning</i>
	<i>Empty Properties</i>						

**SUGGESTED SCRUTINY (added in italics within programme)**

Crematorium Visit

Michael Sobell

Arts Connect

Creative & Cultural Industry initiatives

North West Cardiff Rail Extension

Street Care

Housing - HMO /Housing Allocation policy / Empty properties

Civil / Residential Parking Enforcement

Air Quality Management

Work of the Special Projects Unit

Emergency Planning

Noise Nuisance Management

Energy Efficiency Measures

**\* ESG Updates to be delivered when appropriate**

**Theme: HT&SP = Highways, Transportation & Strategic projects**





**RHONDDA CYNON TAF**

**WORK PROGRAMME**

**FOR**

**MEETINGS OF THE CABINET**

**JULY - OCTOBER, 2014**





**CABINET WORK PROGRAMME**

**July, 2014**

<b><u>Report</u></b>	<b><u>Director</u></b>
Housing and Health Action Plan	Group Director, Environmental Services
Time to Change Wales – Mental Health Campaign	Director, Human Resources
Multi Agency Safeguarding Hub (MASH)	Group Director, Community & Children's Services

**SEPTEMBER, 2014**

<b><u>Report</u></b>	<b><u>Director</u></b>
Improving Primary Education Provision in Aberllechau	Director, Education & Lifelong Learning
Housing Allocation Policy	Group Director, Environmental Services

**OCTOBER, 2014**

<b><u>Report</u></b>	<b><u>Director</u></b>
Cabinet Work Programme	Chief Executive

