

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
MUNICIPAL YEAR 2017-2018**

**OVERVIEW & SCRUTINY
COMMITTEE**

10TH JULY 2017

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

Agenda Item No.3
THE PREPARATION OF THE COMMITTEE'S WORK PROGRAMME FOR 2017/18

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) Agree on issues, for inclusion on the Committee's Work Programme for the Municipal Year 2017/18; and,
- (ii) Ascertain if there are any topics that can undergo pre-scrutiny by this Committee or any of the four `themed` Scrutiny Committees from the Cabinet Work Programme 2017/18.

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 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 As well as specific issues, which the Committee may wish to identify for future scrutiny, Members will need to consider the role of the Overview &

Scrutiny Committee in relation to the coordination of the four thematic scrutiny committees. Its Terms of Reference is set out as follows:-

- 3.4 *'To co-ordinate the work of the four service scrutiny committees and ensure that the work of each of these committees is effective. The committee is responsible for approving the work programmes developed by the four themed scrutiny committees to ensure deliverable, co-ordinated and outcome focussed programmes of work. To fulfil the overview and scrutiny role in relation to "all Council" cross cutting themes which cut across the terms of reference of the four thematic scrutiny committees. The Committee is also responsible for dealing with all "Call-ins" (under the Council's Overview & Scrutiny Procedure Rules'.*
- 3.5 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.
- 3.6 The Overview and Scrutiny Committee will produce it own on-going Action Plan and produce and publish and Annual Scrutiny Report.
- 3.7 Opportunity will be given to the Overview and Scrutiny Committee and invited Chairs and Vice Chairs to consider the proposed list of matters requiring consideration by Cabinet over the 2017/18 municipal year to ascertain if there are any topics that can undergo pre-scrutiny by this committee or any of the four 'themed' Scrutiny Committees. (A copy of the Cabinet Work Programme is attached for information at Appendix 1).

4. **PROPOSED WORK PROGRAMME FOR 2017/18**

- 4.1 Following a meeting with the Chair and Vice Chair of the Overview and Scrutiny Committee and in consultation with Council Officers, a proposed work programme has been formulated (attached at Appendix 2) for Committee's discussion and consideration.
- 4.2 Members will note from the specific areas of this Committee as shown in paragraph 3.4 above, the responsibilities of the Overview and Scrutiny Committee are somewhat different to the other 'themed' Scrutiny Committees.
- 4.3 It is for Members of the Overview and Scrutiny Committee to agree the attached work programme.

5. **VENUES**

- 5.1 As part of our proposal to improve the Council's 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, at 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 suggested venue.

6. KEY QUESTIONS FOR MEMBERS

- 6.1 Attached at Appendix 2 for consideration is the draft work programme for the 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 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

10 JULY 2017

REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

Item - Work programme

Freestanding Matter



Cabinet Work Programme.

Forward plan of proposed Cabinet Business for the 2017/18 Municipal Year

Specific Period: -June – March 2018.

(Summary of proposed Key Decisions coming forward for Cabinet Members consideration.)

N.B – The work programme is subject to change to take account of any additional / deletion of reports, including any new consultative documents or legislative initiatives from the Welsh Government, which require urgent attention.

Contact: Hannah Williams - Cabinet Business Officer (Tel No. 01443 424062)

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Chief Executive

Cabinet Work Programme	In line with the Council's Constitution there is a need to advise and publish the Cabinet Work Programme.	Continuous	Cabinet	Every 3 months June 17 September 17 December 17 March 18	Leader of the Council, Councillor A Morgan. Secretary to the Cabinet – C Hanagan	Open	<ul style="list-style-type: none"> Cabinet Members SLT Overview & Scrutiny
Treforest Local Development Order Consultation Responses and Adoption	To submit the draft LDO to Welsh Government for consideration	Complete	Delegated Decision	June 2017	Councillor Robert Bevan / Jane Cook	Open	
Town Centre Maintenance Grant	To provide Members with details of the one year pilot of the Town Centre Maintenance Grant and seeking approval to commence delivery.		Cabinet	July 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook		
Regulation of Investigatory Powers Act 2000 (RIPA) - Use of RIPA in 2016-17 by RCTCBC	To enable Members to review the Council's use of the Regulation of Investigatory Powers Act 2000 ('RIPA')		Cabinet	July 2017	Deputy Leader, Councillor M Webber. Director, Legal Services – C Jones	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
Document Management Proposals - Committee Meetings – Update.	The need to advise Cabinet of the outcome of the pilot in respect of ‘paperless Cabinet’ and to agree a way forward		Cabinet	July 2017	Leader of the Council, Councillor A Morgan. Secretary to the Cabinet – C Hanagan	Open	
Social Media Policy	To provide Cabinet with an update in respect of the Council’s Social Media Policy		Cabinet	July 2017	Deputy Leader, Councillor M Webber. Secretary to the Cabinet – C Hanagan.	Open	
Arts and the Wellbeing Act	To consider arts and its impact in terms of the 7 wellbeing goals on the Wellbeing for Future Generations Act (2015).	Pre-Scrutiny in February 2017	Cabinet	July 2017	Councillor A Crimmings. Director, Cabinet & PR	Open	
Capita JV Partnership	To consider RCT’s involvement in the Capita JV partnership.		Cabinet	July 2017	Councillor M Norris & Director, Corporate Estates		
Development Plan	To consider the next steps to develop planning policy for the area/region.		Cabinet	September 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	

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Strategic Opportunity Sites Outline	To consider outline proposals for areas of economic opportunity.		Cabinet	September 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook		
Community Infrastructure Levy Annual Report	CIL regulations require a report to update Cabinet on the performance of CIL during the last year and make any amendments deemed necessary.		Cabinet	September 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	open	
Taff Vale Update and Business Plan	Taff Vale Update Report.		Cabinet	September 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	
Treforest Local Development Order Consultation Responses and Adoption	To consider adoption of the LDO following consideration by Welsh Government		Cabinet	September 2017	Councillor Robert Bevan / Jane Cook	Open	
Pontypridd Regeneration Framework	This report will introduce a new regeneration framework for Pontypridd and will require a decision to adopt it for future use.		Cabinet	September 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	

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LDP Annual Monitoring	To agree the LDP monitoring report for submission to Welsh Government.		Cabinet	October 2017	Councillor R Bevan Director, Regeneration & Planning – J Cook	Open	
Cardiff Capitol Region - City Deal	The need to advise of the progress being made in respect of the City Deal		Cabinet	When Applicable	Leader of the Council, Councillor A Morgan & Chief Executive, C Bradshaw	Open	
Staff Panel Report	To receive details of the proposals put forward by the Council's Staff Panel in respect of efficiency savings and smarter ways of working		Cabinet	When Applicable	Councillor M Webber & Secretary to the Cabinet – C Hanagan	Open	
Scrutiny Recommendations	To receive recommendations coming forward following a scrutiny review.		Cabinet	Continuous	Leader of the Council, Councillor A Morgan. Chief Executive - C Bradshaw	Open	

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Corporate & Frontline Services

Council's Performance & Resources Report	To provide Cabinet with an overview of the Council's performance, both from a financial and operational perspective		Cabinet	Quarter 4 – July 2017 Quarter 1 – September 2017 Quarter 2 – November 2017 Quarter 3 – March 2018	Councillor M Norris. Group Director, Corporate & Frontline Services	Open	<ul style="list-style-type: none"> Report is presented to Finance & Performance Scrutiny Committee following consideration by cabinet
Digital Strategy	To set out the Council's Digital Strategy ('Digital RCT – Our 2020 Digital Vision') for the period 2017-18 to 2019-20.	Complete	Cabinet	June 2017	Leader of the Council. Group Director Corporate & Frontline Services	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
Non Domestic Rates – Wales High Street Rate Relief Scheme 2017/18	To provide Members with information about a new scheme introduced by the Welsh Government (WG) to provide rate relief for certain types of businesses.	Complete	Cabinet	June 2017	Councillor M Norris. Group Director Corporate & Frontline Services		
Medium Term Financial Plan Update	To provide Members with an update on the Medium Term Financial Plan for 2017/18		Cabinet	July 2017	Councillor M Norris. Group Director Corporate & Frontline Services	Open	
Budget Report	The need to adopt a budget strategy to recommend to Council as the basis of the budget strategy for the financial year ending March 18, following consideration of the consultation feedback		Cabinet	February 2018	Leader of the Council, Councillor A Morgan. Group Director, Corporate & Frontline Services - C Lee	Open	<ul style="list-style-type: none"> Budget Consultation - Service Users, Road shows, School Budget Forum & Scrutiny.

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Council Fees & Charges	The need to advise Cabinet of the proposed Council Fees and Charges for the financial year 2017/18		Cabinet	February 2018	Leader of the Council, Councillor A Morgan. Group Director, Corporate & Frontline Services – C Lee	Open	
Capital Programme	To propose to Council the three year capital programme		Cabinet	February 2018	Leader of the Council, Councillor A Morgan. Group Director, Corporate & Frontline Services – C Lee	Open	
Supplementary Capital Programme - Highways, Transportation & Strategic projects	The need to seek approval for detailed investment within the service following Council's approval of the 3 year Capital Programme.		Cabinet	March 2018	Leader of the Council, Councillor A Morgan. Director, Highways & Streetcare Services – N Wheeler	Open	
Corporate Asset Management Plan 2013 – 2019 Biannual Update	Need to brief Members on the progress with implementation of the work plan of the Corporate Asset Management Plan.		Cabinet	Continuous / When Applicable	Councillor Mark Norris. Group Director, Corporate & Frontline Services – C Lee	Exempt	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
Write off of irrecoverable Debts	Need to provide Cabinet with a position statement on irrecoverable debts		Cabinet	Continuous / When Applicable	Leader of the Council, Councillor A Morgan & Councillor M Norris. Group Director, Corporate & Frontline Services – C Lee	Exempt	
Scrutiny Recommendations	To receive any recommendations coming forward following a scrutiny review.		Cabinet	Continuous / When Applicable	Specific to Scrutiny Review undertaken		<ul style="list-style-type: none"> Scrutiny

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Community & Children's Services

Public Spaces Protection Order (Dog Controls)	To inform Members of the outcomes of the consultation exercise and seek authority to make a Public Spaces Protection Order ('PSPO') to introduce dog controls in RCT	Complete	Cabinet	June 2017	Councillor A Crimmings & Director, Highways & Streetcare & Service Director, Public Health & Protection		
Residential Care Fees 16/17	To receive information on Residential Care Fees 16-17		Cabinet	July 2017	Councillor G Hopkins & Group Director Community & Children's Services - G Isingrini		
Guidance around non-residential charges	To receive information in respect of guidance around non-residential charges		Cabinet	July 2017	Councillor G Hopkins & Group Director Community & Children's Services - G Isingrini		

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
Director Social Services Annual Report (Draft)	Statutory required- Annual report on the delivery, performance, risks & planned improvements to the Social Services function of the Council		Cabinet	September 2017	Councillor G Hopkins & Councillor C Leyshon - Group Director Community & Children's Services - G Isingrini	Open	
Substance Misuse Service Review	To receive a review of the Substance Misuse Service		Cabinet	September 2017	Councillor R Lewis & Service Director, Public Health & Protection		To be presented to the Strategic Partnership Board & Cwm Taf Public Services Board
Ynysangharad park – HLF Bid	To receive information on the Ynysangharad Park HLF Bid		Cabinet	September 2017	Councillor A Crimmings & Service Director, Public Health & Protection		
Cwm Taf Safeguarding Board Annual Report	In accordance with the SSWB Act, the need to report the Cwm Taf Safeguarding Annual Report to the Cabinet, setting out their priorities for the coming year.		Cabinet	September 2017	Councillor G Hopkins & Councillor C Leyshon Group Director Community & Children's Services – G Isingrini	Open	<ul style="list-style-type: none"> Cwm Taf Adult Safeguarding Board Cwm Taf Children's Safeguarding Board

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
Social Services Annual Complaints Report	Provide Cabinet with an overview of the operation & effectiveness of the Council's Social Services complaints procedure		Cabinet	September 2017	Councillor G Hopkins Group Director Community & Children's Services – G Isingrini	Open	
Learning Disability Joint Statement of Strategic Intent	To receive an update on the Learning Disability Joint Statement of Strategic Intent		Cabinet	September 2017	Councillor G Hopkins & Councillor C Leyshon. Group Director Community & Children's Services – G Isingrini		
Local Housing Market Assessment	To receive information in respect of the Local Housing Market Assessment		Cabinet	October 2017	Councillor R Lewis & Service Director, Public Health & Protection		
Extra Care Strategy	To receive information in respect of the Extra Care Strategy		Cabinet	October 2017	Councillor G Hopkins. Group Director Community & Children's Services – G Isingrini		

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
Building Resilient Communities – Transitional Arrangements for Legacy Fund for Communities First and Employability Programmes	To receive information on the Building Resilient Communities – Transitional Arrangements for Legacy Fund for Communities First and Employability Programmes		Cabinet	October 2017	Councillor R Lewis & Service Director, Public Health & Protection		
Families First Commissioning Review	To receive the Families First Commissioning Review		Cabinet	October 2017	Councillor R Lewis & Service Director, Public Health & Protection		
Review of Housing Allocation Policy	To receive a review of Housing Allocation Policy		Cabinet	November 2017	Councillor R Lewis & Service Director, Public Health & Protection		
Social Services & Wellbeing Act	To provide updates as and when necessary on the Council's duties in respect of the Act		Cabinet	Continuous / When Applicable	Councillor G Hopkins. Group Director Community & Children's Services – G Isingrini	Open	
Scrutiny Recommendations	To receive any recommendations coming forward following a scrutiny review.		Cabinet	Continuous / When Applicable	Specific to Scrutiny Review undertaken	Open	<ul style="list-style-type: none"> Scrutiny

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Education & Lifelong Learning

Childcare Sufficiency Update	The need to provide details of the Childcare Sufficiency Audit undertaken, in line with Welsh Government Requirements		Cabinet	July 2017	Councillor J Rosser. Director, Education & Lifelong Learning - E Thomas; Childcare Officer - D Humphries	Open	
30 Hours Childcare Update	The need to update Members on the WG offer of 30 Hours Childcare		Cabinet	July, 2017	Councillor J Rosser. Director, Education & Lifelong Learning - E Thomas; Childcare Officer - D Humphries		
RCT Resilient Families Programme	To receive information on the RCT Resilient Families Programme		Cabinet	July 2017	Councillor J Rosser & Director, Education & Lifelong Learning - E Thomas	Open	
Code of Conduct re: FPN's for Non Attendance to Schools	To receive information on the Code of Conduct re: FPN's for Non Attendance to Schools		Delegated Decision	August 2017	Councillor J Rosser & Director, Education & Lifelong Learning - E Thomas		

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
CSA Draft Report	To provide Members with the draft Childcare Sufficiency Assessment Update (the 'CSA Update') for Rhondda Cynon Taf for consideration.		Cabinet	September 2017	Councillor J Rosser & Director, Education & Lifelong Learning - E Thomas		
Band B 21 st Century Schools Outline Programme	To receive an update on the 21 st Century Schools Outline Programme		Cabinet	September 2017	Councillor J Rosser & Director, Education & Lifelong Learning - E Thomas		
Key Stage 4/ Key Stage 5 Performance 2017	Report highlights pupil performance at Key Stage 4 and 5 and includes comparative data		Cabinet	January 2018	Councillor J Rosser. Director, Education & Lifelong Learning - E Thomas	Open	
Supplementary Capital Programme – Education & Lifelong Learning	The need to seek Cabinet approval for further detailed investment within the service following Council's approval of the 3 year Capital Programme.		Cabinet	March 2018	Councillor J Rosser. Director, Education & Lifelong Learning E Thomas	Open	

Key Decision	Brief Outline	Report Status	Decision Maker (Cabinet / Delegated Decision (DD))	Proposed Date	Cabinet Member / responsible Officer	Open / Exempt Report	Consultation to be undertaken prior to Decision being made?
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Scrutiny Recommendations	To receive any recommendations coming forward following a scrutiny review.		Cabinet	Continuous / When Applicable	Specific to Scrutiny Review undertaken	Open	<ul style="list-style-type: none"> Scrutiny
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WORK PROGRAMME 2017/18**OVERVIEW & SCRUTINY COMMITTEE**

Date of Meeting	Topic	Comments
11 th July, 2017	Cabinet Work Programme	Invitees: <ul style="list-style-type: none"> • Scrutiny Chairs/Vice Chairs • Chair/Vice Chair of the Audit Committee • Cabinet Member for Council Business and the Director of Cabinet & Public Relations.
	Overview & Scrutiny Work Programme	
18 th September, 2017	Scrutiny Work Programmes	To receive the Work Programmes from the four themed Scrutiny Committees.
	Wales Audit Office Reports:- <ul style="list-style-type: none"> • The Annual Improvement Report 2016/17 • WAO risk based assessment of corporate arrangements: improvement & performance • WAO risk based assessment of corporate arrangements: collaboration & partnerships • Savings Planning; and • WAO risk based assessment of corporate arrangements: financial & service planning 	Reported to Council on the 21 st June, 2017
12 th October, 2017	Review of Agile Working/Digitalisation in the Workplace <ul style="list-style-type: none"> - To assess the impact of agile working. 	Pre-scrutiny undertaken by O&S at its meeting held on the 13 th December, 2016. and recommendations considered by Cabinet on the 16 th February, 2017
	Cwm Taf Public Services Board	Update

	Joint Overview & Scrutiny Committee	
	Public Involvement	<p>To seek Members views on how to engage the public in scrutiny as O&S is the advocate for public engagement –</p> <ul style="list-style-type: none"> - Revisit the Citizens Panel - Website - Look at best practice from other authorities - Input by Members by speaking to their constituents
	Cabinet Work Programme	To Consider the latest Cabinet Work Programme
14 th November, 2017	Corporate Safeguarding – to receive an overview	<p>Governance – <i>the Council's democratic process for challenge is its scrutiny function. The Overview & Scrutiny Committee will receive an annual report of compliance with the corporate safeguarding policy.</i></p> <p><i>All elected members will be invited to attend training in respect of safeguarding children and adults, risk and additional safeguarding training needs e.g. in relation to their portfolios will be addressed as part of their ongoing PDRs</i></p>
	<p>Information Management</p> <ul style="list-style-type: none"> - To provide Members with an overview of the Council's Information Management arrangements (the Annual Report will not be ready until the end of the year, 	<p>Referenced in the report that was presented to the Audit Committee on the 5th June, 2017 – <i>“The Council should report on a periodic basis e.g., annually, its work and performance</i></p>

	hence the reason why it is not being reported to O&S until November even though it was referred by the Audit Committee in June)	<i>around Information Management and provide opportunity for scrutiny".</i> It was resolved by Members to refer the matter for consideration to the Overview & Scrutiny Committee
11 th December, 2017	Monitor Recommendations made by the four themed Scrutiny Committees and to receive the Chairs/Vice-Chairs	
22 nd January, 2018	Office Accommodation Strategy	Considered by Finance & Performance Scrutiny Committee in 2016/17 this ties in with Agile Working as reported by this Committee in
	Cabinet Work Programme	To consider the latest Cabinet Work Programme
14 th February, 2018		
14 th March, 2018	Scrutiny Annual Report	Review prior to presentation to the AGM – receive Scrutiny Chairs/Vice Chairs
	Information Management – to receive the year-end report	An overview report presented to the Committee in November
	Corporate Safeguarding – to receive the year-end report	An overview report presented to the Committee in November

To convene Special Meetings of the Overview & Scrutiny Committee, as and when appropriate to consider all Call-Ins.

