



## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **OVERVIEW & SCRUTINY COMMITTEE 12<sup>th</sup> November 2019**

#### **SCRUTINY FORWARD WORK PROGRAMMES**

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

### **1 PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is seek Members proposals to develop a forward work programme for the next six months. Members are asked to consider the draft forward work programme (attached as Appendix 1) and determine whether the items included (particularly from January 2020 –April 2020) are relevant and in line with the terms of reference of the Overview & Scrutiny Committee.

### **2 RECOMMENDATIONS**

It is recommended that the Overview & Scrutiny Committee:-

- 2.1 Review and agree the draft Overview & Scrutiny Committee Work Programme for the Municipal Year 2019/20 (which now includes work programme topics from January to April 2020);
- 2.2 Identify any additional items Members wish to consider including in the forward work programme; and
- 2.3 Consider any training requirements that will assist Members in their role.
- 2.4 Consider providing the necessary flexibility to accommodate pre-scrutiny opportunities and early engagement in policy development; Members should also consider providing the opportunity for consideration of items generated through future public engagement.

### **3 BACKGROUND INFORMATION**

- 3.1 Members will recall that at a previous meeting of the Overview & Scrutiny Committee, held on the [1<sup>st</sup> July 2019](#), a report was presented by the Service

Director of Democratic Services & Communications, which outlined a number of changes to the Scrutiny arrangements in Rhondda Cynon Taf.

- 3.2 One of the improvements included the development of a more streamlined forward work programme, which contained less items for consideration at each committee meeting to allow for more in depth review of topics and potential referrals from Council, Audit Committee and other sources.
- 3.3 Initially, the scrutiny work programmes were developed on a six monthly basis (up until December 2019) so as to give each individual scrutiny committee the opportunity to take stock and review their respective programmes going forward. The attached draft work programme contains items for consideration for the remaining Municipal Year, from January 2020 to April 2020.
- 3.4 The attached draft work programme has been compiled from current business identified and matters relating to the Council's Corporate Performance themes and priorities.
- 3.5 When setting their work programme members are asked to consider and acknowledge their role relating to the Well-being of Future Generations Act goals and the importance of ensuring that the decisions of the Council are progressed through the lenses of the Act.
- 3.6 The proposed work programme also incorporates matters previously identified by Scrutiny members such as:-
  - The Council's plastic waste policy;
  - The bi-annual report on the Councils Corporate Feedback Scheme (CFS);
  - A Scrutiny Working Group to consider the future rail development in the County (to include the wider County Borough footprint as amended) (Notice of Motion to Full Council [18<sup>th</sup> September 2019](#))
  - A meeting dedicated to the Crime & Disorder Committee March 2020 (under Sections 19 and 20 of the Police and Justice Act, 2006) – items previously identified from qualitative data produced at Committee's request.
- 3.7 A series of Cabinet/Scrutiny engagement sessions were held throughout October between the Scrutiny Chairs, Vice Chairs, respective Cabinet Members and Senior Leadership Officers, which supported the Scrutiny arrangements going forward and also informed the respective forward work programmes.

#### **4. TRAINING**

- 4.1 To assist Scrutiny Members in fulfilling their role a training session was arranged for all RCT scrutiny members and co-opted members on Friday, 25th October

2019 (9.30am-12.30pm). The session was facilitated by Dr Dave McKenna, a dedicated scrutiny practitioner with ten years' experience including as Manager of Swansea Council scrutiny team. He has presented at national conferences in Wales and hosted workshops at three Centre for Public Scrutiny annual conferences.

- 4.2 The scrutiny training session was solution focussed and asked Members to consider what works well in their own local authority and what Members are looking to improve by using good practice ideas. One of the key aims of the session was to explore how scrutiny in RCT can have more impact through improved questioning.
- 4.3 Further to the Scrutiny training session, ongoing training requirements are a key consideration and therefore Members are asked to identify any other gaps in their development particularly in relation to undertaking scrutiny of the items listed on the forward work programme.
- 4.4 It is important for all members of scrutiny to engage in the training opportunities provided to support their role.

## **5. PUBLIC ENGAGEMENT**

- 5.1 The Council continues to progress opportunities for the public to engage in the scrutiny process. Further enhancements are underway to provide better access to the business of scrutiny online. This includes providing more user-friendly information to support the public engaging in this important element of the Council's democratic processes and overall governance functions.
- 5.2 Members are asked to consider the Council's Scrutiny Public Engagement Protocol, agreed by the Overview & Scrutiny Committee on the [13<sup>th</sup> December 2018](#).
- 5.3 The Overview & Scrutiny Committee will shortly consider subject areas to be promoted through social media, for the public, to select as matters for scrutiny to explore and consider. Members are asked to provide flexibility in their work programmes to allow sufficient opportunity for scrutiny of these areas, where they fall within the remit of the committee.

## **6. CONCLUSION**

- 6.1 Determining its own work programme and deciding on what evidence to seek to fulfil its scrutiny role; asking relevant and timely questions at meetings and participating in activities that the Committee has agreed to pursue outside of its formal meetings are all key to effective scrutiny.
- 6.2 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.

## **7 EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 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.

## **8 CONSULTATION**

- 8.1 The considerations and comments of Scrutiny Chairs and Vice-Chairs have been sought in respect of the forward work programmes and it will be for the Members of the Overview & Scrutiny Committee to review and agree its own work programme at its meeting on the 12<sup>th</sup> November 2019.

## **9 FINANCIAL IMPLICATIONS**

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

## **10 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

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

## **11 LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT**

- 11.1 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](#).
- 11.2 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.



## **SCRUTINY WORK PROGRAMMES**

### **OVERVIEW & SCRUTINY**

***‘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;
- Monitoring the implementation of recommendations previously made by the Committee; and
- 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.

**OVERVIEW & SCRUTINY COMMITTEE**

<b>Date/Time</b>	<b>Overarching Item</b>	<b>Officer</b>	<b>Cabinet Member</b>	<b>Invited/ In attendance</b>	<b>Scrutiny Focus</b>
<p><b>1<sup>st</sup> July 2019, 5pm</b></p> <p><b>Council Chamber, Council Headquarters, Clydach Vale</b></p>	<ul style="list-style-type: none"> <li>• Cabinet Work Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> </ul>	<p>Cabinet Member for Council Business</p>	<p align="center">√</p>	<p>To ensure the scrutiny committee has the opportunity to determine if they wish to scrutinise any items on the Cabinet Work Programme with sufficient time to enable meaningful consideration of proposals</p>
	<ul style="list-style-type: none"> <li>• Overview &amp; Scrutiny Review update</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> </ul>			<p><b>Scrutiny &amp; Challenge –</b> To provide an update on the Overview &amp; Scrutiny review and demonstrate the outcomes to date (Revised Scrutiny Terms of Reference and draft Scrutiny Work Programmes)</p>
	<ul style="list-style-type: none"> <li>• Overview &amp; Scrutiny Work Programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> </ul>			<p><b>Scrutiny &amp; Challenge –</b> For O&amp;S to consider the work programmes developed by the four themed Scrutiny Committees following consultation.</p>

					To agree its own work programme for 2019/2020. <b>(Scrutiny Chairs and Vice Chairs to be invited to attend and contribute to this agenda item)</b>
	<ul style="list-style-type: none"> <li>• Training Needs</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> </ul>			To consider and develop a schedule of training requirements for members of the O&S Committee.
<b>Special O&amp;S Committee</b> <b>22nd July 2019, 5pm</b> <b>Council Chamber,</b> <b>Clydach Vale</b>	<ul style="list-style-type: none"> <li>• Pre Scrutiny -Modernisation of Residential Care</li> </ul> <ul style="list-style-type: none"> <li>• Electoral Arrangements by the Local Democracy and Boundary Commission for Wales</li> </ul>	<p>Group Director Community &amp; Children's Services</p> <p>Director of Adult Services</p> <p>Service Director Democratic Services &amp; Communications</p> <p>Director of Legal Services</p> <p>Service Director Democratic Services &amp; Communications</p>			<p><b>Scrutiny &amp; Challenge –</b>  Report to include the consultation results following the consultation process undertaken in respect of the strategic transformation of residential care in RCT</p> <p>Scrutiny will undertake pre-scrutiny of the consultation results prior to Cabinet's consideration.  <b>(Members of the Health &amp; Wellbeing Scrutiny Committee will be invited to attend and contribute to this process)</b></p> <p>To consider the Local Democracy and Boundary Commission for Wales' Draft Proposals concerning its review of the Electoral Arrangements of the Council</p>

<b>3<sup>rd</sup> September 2019, 5pm Council Chamber, Clydach Vale</b>					<b>Scrutiny &amp; Challenge –</b>
	<ul style="list-style-type: none"> <li>• Scrutiny Toolkit (Wellbeing of Future Generations (Wales) Act) Working Group recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> </ul>			To receive the recommendations of the Scrutiny Toolkit (Wellbeing of Future Generations (Wales) Act) Working Group.
	<ul style="list-style-type: none"> <li>• Councils Corporate Feedback Scheme (CFS)</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Feedback, Engagement &amp; Complaints Manager</li> </ul>			<b>Scrutiny &amp; Challenge –</b> To receive an overview of the Council's Corporate Feedback Scheme with a view to identifying themes, trends and improvements for future review.
<b>Crime &amp; Disorder Committee (Sitting in its role as the designated Crime &amp; Disorder Committee (Under Sections 19 &amp; 20 of the Police and Justice Act 2006))</b>	<ul style="list-style-type: none"> <li>• Cwm Taf Community Safety Partnership Delivery Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Service Director Public Protection</li> </ul>			<b>Scrutiny &amp; Challenge –</b> Evaluate and select appropriate underperforming) strands of the Cwm Taf Community Safety Partnership Delivery Plan to review in greater depth as part of its role as the Crime & Disorder Committee.
<b>Special O&amp;S Committee 23<sup>rd</sup> September 2019, 5pm Council Chamber, Clydach Vale</b>	<ul style="list-style-type: none"> <li>• Pre-Scrutiny of the Council's draft Corporate Plan 2020-2024</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Service Director Democratic Services &amp; Communications</li> </ul>			<b>Scrutiny &amp; Challenge –</b> Does the Corporate Plan drive improvement in the quality of information included and does it challenge the impact that the plan aims to have on residents?

		<ul style="list-style-type: none"> <li>• Group Director, Community &amp; Children's Services</li> <li>• Group Director, Prosperity, Development &amp; Frontline Services</li> </ul>			
<p><b>24<sup>th</sup> October 2019, 5pm</b>  <b>Council Chamber,</b>  <b>Clydach Vale</b></p> <p><b>CANCELLED</b></p>	<ul style="list-style-type: none"> <li>• Preparing for a No Deal Brexit</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Senior Leadership Team</li> </ul>			<p><b>Scrutiny &amp; Challenge –</b>  To receive a report which provides an update on the work that is taking place across the Council in the event that the UK leaves the EU on the 31st October 2019, in particular in the event of a No Deal Brexit.</p>
	<ul style="list-style-type: none"> <li>• Scrutiny Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> </ul>			<p><b>Scrutiny &amp; Challenge –</b>  To consider information in respect of matters scrutinised by this Committee - the Council's draft Corporate Plan 2020.</p>

<p><b>12<sup>th</sup> November 2019, 5pm Council Chamber, Clydach Vale</b></p>	<ul style="list-style-type: none"> <li>• Fire Risk Assessments – A review of procedures for Council owned/occupied buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Council's Health &amp; Safety Advisor</li> <li>• Service Director Democratic Services &amp; Communications</li> </ul>			<p><b>Scrutiny &amp; Challenge –</b> Consider if the recommendations of the O&amp;S Committee have been implemented and managed effectively.</p>
	<ul style="list-style-type: none"> <li>• Quarterly Review of the O&amp;S Scrutiny Work Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> </ul>			<p><b>Scrutiny &amp; Challenge –</b></p> <ul style="list-style-type: none"> <li>• Is the Work Programme suitable and relevant to the Terms of Reference?</li> <li>• Does the Work Programme illustrate clear outcomes and objectives?</li> <li>• Members of the O&amp;S Committee to provide comment in relation to the Work Programme.</li> </ul>
	<ul style="list-style-type: none"> <li>• Scrutiny Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> </ul>			<p><b>Scrutiny &amp; Challenge –</b> To consider information in respect of matters scrutinised by this Committee - the Council's draft Corporate Plan 2020.</p>
	<ul style="list-style-type: none"> <li>• Crime &amp; Disorder Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Service Director Public Protection</li> </ul>			<p><b>Scrutiny &amp; Challenge –</b></p> <ul style="list-style-type: none"> <li>• Follow up – O&amp;S to receive qualitative data in respect of the impact the actions within the six strategic priorities of the Cwm Taf Community Safety Partnership Delivery</li> </ul>

		<ul style="list-style-type: none"> <li>Community Safety And Strategic Partnerships Service Manager</li> </ul>			<p>Plan is having on our communities;</p> <ul style="list-style-type: none"> <li>Scrutiny to select appropriate strands of the Cwm Taf Community Safety Partnership Delivery Plan to review in greater depth at the Crime &amp; Disorder Committee in March 2020.</li> </ul>
	<ul style="list-style-type: none"> <li><b>INFORMATION REPORTS</b></li> </ul>				<p><b>Welsh Language Promotion Strategy Progress Report</b></p> <p><b>Cwm Taf Community Safety Strategic Assessment 2017/18 Final (Version 11)</b></p>
<p><b>2<sup>nd</sup> December 2019, 5pm</b> <b>Council Chamber,</b> <b>Clydach Vale</b></p>	<ul style="list-style-type: none"> <li>Cabinet Member/Scrutiny Engagement Session</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Democratic Services &amp; Communications</li> </ul>	<p>Cabinet Member for Council Business</p>	√	<p><b>Scrutiny &amp; Challenge –</b></p> <ul style="list-style-type: none"> <li>Consider the progress made in advancing the portfolio responsibilities of the Cabinet Member for Council Business.</li> </ul>
	<ul style="list-style-type: none"> <li>The Council's Plastic Waste Policy</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Democratic Services &amp; Communications</li> <li>Group Director, Prosperity,</li> </ul>			<p><b>Scrutiny &amp; Challenge –</b></p> <p>Referred to O&amp;S Committee for Scrutiny to advance the matter.</p> <ul style="list-style-type: none"> <li>How is the Council looking to adapt its current use of single use plastic (SUP) - Within Council Buildings;</li> </ul>

		Development & Frontline Services		<ul style="list-style-type: none"> <li>- At events hosted in RCT CBC owned buildings, both public and private;</li> <li>- How does it manage its plastic waste?</li> </ul>
<b>13<sup>th</sup> January 2020, 5pm Council Chamber, Clydach Vale</b>	<ul style="list-style-type: none"> <li>• Training Session – ‘Understanding the Council’s Budget’</li> <li>• Wales Audit Office - Annual Improvement Report</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Service Director - Finance &amp; Improvement Services</li> <li>• Service Director Finance &amp; Improvement Services</li> <li>• Service Director Democratic Services &amp; Communications</li> </ul>		<ul style="list-style-type: none"> <li>• To provide Members with the Council’s medium term financial plan (and future consideration for Members)</li> </ul> <p><b>Scrutiny &amp; Challenge –</b> That Scrutiny considers the proposals for improvement and the progress made against these actions to be reported to the respective Scrutiny Committees.</p>
<b>10<sup>th</sup> February 2020, 5pm Council Chamber, Clydach Vale</b>	<ul style="list-style-type: none"> <li>• Self-Evaluation of the Overview &amp; Scrutiny Committee</li> </ul>	Service Director Democratic Services & Communications		<b>Scrutiny &amp; Challenge –</b> Demonstrate the ongoing commitment by the Scrutiny function to continually improve through regular self-evaluation.

	<ul style="list-style-type: none"> <li>Local Development Plan (LDP)</li> </ul>	<ul style="list-style-type: none"> <li>Director of Prosperity &amp; Development</li> <li>Service Director Democratic Services &amp; Communications</li> </ul>			<p><b>Scrutiny &amp; Challenge</b> –To receive a report identifying the best approach for progressing a review of the Local Development Plan for RCT</p>
<p><b>16<sup>th</sup> March 2020, 5pm Council Chamber, Clydach Vale</b></p>	<ul style="list-style-type: none"> <li><b>Crime &amp; Disorder Committee</b> (Sitting in its role as the designated Crime &amp; Disorder Committee (Under Sections 19 &amp; 20 of the Police and Justice Act 2006))</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Democratic Services &amp; Communications</li> <li>Service Director Public Protection</li> <li>Community Safety And Strategic Partnerships Service Manager</li> </ul>			<p><b>Scrutiny &amp; Challenge</b> – Following evaluation of the qualitative data in respect of the impact the actions within the six strategic priorities of the Cwm Taf Community Safety Partnership Delivery Plan is having on our communities, Scrutiny will scrutinise and challenge the chosen strands of the Cwm Taf Community Safety Partnership Delivery Plan as part of its role as the Crime &amp; Disorder Committee.</p>
<p><b>20<sup>th</sup> April 2020, 5pm Council Chamber, Clydach Vale</b></p>	<ul style="list-style-type: none"> <li>Draft Annual Scrutiny Report 2019/2020</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Democratic Services &amp; Communications</li> </ul>			<p><b>Scrutiny &amp; Challenge</b> – For the O&amp;S Committee to challenge and comment on the draft Scrutiny Annual Report 2019/2020</p> <ul style="list-style-type: none"> <li>Does the Scrutiny Annual Report illustrate clear outcomes and objectives?</li> <li>Has it demonstrated clear evidence and impact of scrutiny outcomes?</li> <li>Do Members agree it is an accurate reflection of the</li> </ul>

					Scrutiny activity for 2019/20?
	<ul style="list-style-type: none"> <li>• Councils Corporate Feedback Scheme (CFS)</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Customer Feedback, Engagement &amp; Complaints Manager</li> </ul>			<b>Scrutiny &amp; Challenge –</b> To receive Council's Corporate Feedback Scheme Annual Report and to include an explanation of the two stage Complaints process enhanced by the inclusion of case studies as requested by Scrutiny.

**Other Areas for exploration:-**

- Quality Impact Assessment
- Self-Evaluation of the Overview & Scrutiny Committee

**Training Requirements:-**

Ongoing - To be considered by the Scrutiny Committee Members

**Current Scrutiny Working Groups:-**

Scrutiny Toolkit Future Generations Working Group (Low Carbon Vehicles)

Future Rail development in the County (to include the wider County Borough footprint, as amended)