

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

Date/Time	Overarching Item	Officer	Cabinet Member	Invited/ In attendance	Scrutiny Focus
<p>1st July 2019, 5pm</p> <p>Council Chamber, Council Headquarters, Clydach Vale</p>	<ul style="list-style-type: none"> • Cabinet Work Programme 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications 	<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"> • Overview & Scrutiny Review update 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications 			<p>Scrutiny & Challenge – To provide an update on the Overview & 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"> • Overview & Scrutiny Work Programmes 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications 			<p>Scrutiny & Challenge – For O&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. (Scrutiny Chairs and Vice Chairs to be invited to attend and contribute to this agenda item)
	<ul style="list-style-type: none"> • Training Needs 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications 			To consider and develop a schedule of training requirements for members of the O&S Committee.
Special O&S Committee 22nd July 2019, 5pm Council Chamber, Clydach Vale	<ul style="list-style-type: none"> • Pre Scrutiny -Modernisation of Residential Care • Electoral Arrangements by the Local Democracy and Boundary Commission for Wales 	<p>Group Director Community & Children’s Services</p> <p>Director of Adult Services</p> <p>Service Director Democratic Services & Communications</p> <p>Director of Legal Services</p> <p>Service Director Democratic Services & Communications</p>			<p>Scrutiny & Challenge – 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. (Members of the Health & Wellbeing Scrutiny Committee will be invited to attend and contribute to this process)</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>

3rd September 2019, 5pm Council Chamber, Clydach Vale					Scrutiny & Challenge –
	<ul style="list-style-type: none"> • Scrutiny Toolkit (Wellbeing of Future Generations (Wales) Act) Working Group recommendations 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications 			To receive the recommendations of the Scrutiny Toolkit (Wellbeing of Future Generations (Wales) Act) Working Group.
	<ul style="list-style-type: none"> • Councils Corporate Feedback Scheme (CFS) 	<ul style="list-style-type: none"> • Customer Feedback, Engagement & Complaints Manager 			Scrutiny & Challenge – To receive an overview of the Council's Corporate Feedback Scheme with a view to identifying themes, trends and improvements for future review.
Crime & Disorder Committee (Sitting in its role as the designated Crime & Disorder Committee (Under Sections 19 & 20 of the Police and Justice Act 2006))	<ul style="list-style-type: none"> • Cwm Taf Community Safety Partnership Delivery Plan 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications • Service Director Public Protection 			Scrutiny & Challenge – 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.
Special O&S Committee 23rd September 2019, 5pm Council Chamber, Clydach Vale	<ul style="list-style-type: none"> • Pre-Scrutiny of the Council's draft Corporate Plan 2020-2024 	<ul style="list-style-type: none"> • Chief Executive • Service Director Democratic Services & Communications 			Scrutiny & Challenge – 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"> • Group Director, Community & Children's Services • Group Director, Prosperity, Development & Frontline Services 			
<p>24th October 2019, 5pm Council Chamber, Clydach Vale</p> <p>CANCELLED</p>	<ul style="list-style-type: none"> • Preparing for a No Deal Brexit 	<ul style="list-style-type: none"> • Chief Executive • Service Director Democratic Services & Communications • Senior Leadership Team 			<p>Scrutiny & Challenge – 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"> • Scrutiny Feedback 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications 			<p>Scrutiny & Challenge – To consider information in respect of matters scrutinised by this Committee - the Council's draft Corporate Plan 2020.</p>

<p>12th November 2019, 5pm Council Chamber, Clydach Vale</p>	<ul style="list-style-type: none"> • Fire Risk Assessments – A review of procedures for Council owned/occupied buildings 	<ul style="list-style-type: none"> • Council's Health & Safety Advisor • Service Director Democratic Services & Communications 			<p>Scrutiny & Challenge – Consider if the recommendations of the O&S Committee have been implemented and managed effectively.</p>
	<ul style="list-style-type: none"> • Quarterly Review of the O&S Scrutiny Work Programme 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications 			<p>Scrutiny & Challenge –</p> <ul style="list-style-type: none"> • Is the Work Programme suitable and relevant to the Terms of Reference? • Does the Work Programme illustrate clear outcomes and objectives? • Members of the O&S Committee to provide comment in relation to the Work Programme.
	<ul style="list-style-type: none"> • Scrutiny Feedback 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications 			<p>Scrutiny & Challenge – 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"> • Crime & Disorder Committee 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications • Service Director Public Protection 			<p>Scrutiny & Challenge –</p> <ul style="list-style-type: none"> • Follow up – O&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

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

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

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

					Scrutiny activity for 2019/20?
	<ul style="list-style-type: none"> • Councils Corporate Feedback Scheme (CFS) 	<ul style="list-style-type: none"> • Service Director Democratic Services & Communications • Customer Feedback, Engagement & Complaints Manager 			Scrutiny & Challenge – 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)