

### 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.

<b>OVERVIEW &amp; SCRUTINY COMMITTEE</b>					
<b>Date/Time</b>	<b>Overarching Item</b>	<b>Officer</b>	<b>Cabinet Member</b>	<b>Invited/ In attendance</b>	<b>Scrutiny Focus</b>
<b>1<sup>st</sup> July 2019, 5pm</b>  <b>Council Chamber, Council Headquarters, Clydach Vale</b>	<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>	Cabinet Member for Council Business	√	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
	<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>			<b>Scrutiny &amp; Challenge –</b> 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)

	<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. 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></p>
	<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>		<p>To consider and develop a schedule of training requirements for members of the O&amp;S Committee.</p>
<p><b>Special O&amp;S Committee 22nd July 2019, 5pm Council Chamber, Clydach Vale</b></p>	<ul style="list-style-type: none"> <li>Pre Scrutiny -Modernisation of Residential Care</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><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</p>

	<ul style="list-style-type: none"> <li>Electoral Arrangements by the Local Democracy and Boundary Commission for Wales</li> </ul>	<p>Director of Legal Services</p> <p>Service Director Democratic Services &amp; Communications</p>			Commission for Wales' Draft Proposals concerning its review of the Electoral Arrangements of the Council
<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.

<p><b>Special O&amp;S Committee 23<sup>rd</sup> September 2019, 5pm Council Chamber, Clydach Vale</b></p>	<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> <li>• Group Director, Community &amp; Children's Services</li> <li>• Group Director, Prosperity, Development &amp; Frontline Services</li> </ul>			<p><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?</p>
<p><b>24<sup>th</sup> October 2019, 5pm Council Chamber, 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</b> <b>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</li> </ul>

					in relation to the Work Programme.
	<ul style="list-style-type: none"> <li>Scrutiny Feedback</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			<b>Scrutiny &amp; Challenge –</b> To consider information in respect of matters scrutinised by this Committee - the Council's draft Corporate Plan 2020.
	<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> <li>Community Safety And Strategic Partnerships Service Manager</li> </ul>			<b>Scrutiny &amp; Challenge –</b> <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 Plan is having on our communities;</li> <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>				<b>Welsh Language Promotion Strategy Progress Report</b>  <b>Cwm Taf Community Safety Strategic Assessment 2017/18 Final (Version 11)</b>
2 <sup>nd</sup> December 2019, 5pm	<ul style="list-style-type: none"> <li>Cabinet Member/Scrutiny Engagement Session</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Democratic</li> </ul>	Cabinet Member for	√	<b>Scrutiny &amp; Challenge –</b> <ul style="list-style-type: none"> <li>Consider the progress made</li> </ul>

<p><b>Council Chamber, Clydach Vale</b></p> <p><b>CANCELLED</b></p>		<p>Services &amp; Communications</p>	<p>Council Business</p>	<p>in advancing the portfolio responsibilities of the Cabinet Member for Council Business.</p>
	<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, Development &amp; Frontline Services</li> </ul>		<p><b>Scrutiny &amp; Challenge –</b> 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> <li>- At events hosted in RCT CBC owned buildings, both public and private;</li> <li>- How does it manage its plastic waste?</li> </ul>
<p><b>20<sup>th</sup> January 2020, 5pm Council Chamber, Clydach Vale</b></p>	<ul style="list-style-type: none"> <li>• Training Session – 'Understanding the Council's Budget'</li> <li>• Cabinet Work Programme</li> </ul>	<ul style="list-style-type: none"> <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> To receive the Cabinet Work Programme to identify any future opportunities for pre-scrutiny by</p>



	<ul style="list-style-type: none"> <li>• Scrutiny Work Programme</li> <li>• Involvement Strategy Report</li> <li>• Wales Audit Office – Rhondda Cynon Taf Annual Improvement Report</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Service Director Democratic Services &amp; Communications</li> </ul>		<p>the Overview &amp; Scrutiny Committee.</p> <p><b>Scrutiny &amp; Challenge –</b> To review the Scrutiny Work Programme for the remainder of the municipal year.</p> <p><b>Scrutiny &amp; Challenge –</b> How is scrutiny achieving has the Council met its requirements in respect of the Well-being of Future Generations (Wales) Act 2015.</p> <p><b>Scrutiny &amp; Challenge –</b> For Scrutiny to consider the proposals for improvement and the progress made against these actions to be reported to the respective Scrutiny Committees.</p>
<p><b>10<sup>th</sup> February 2020, 5pm Council Chamber, Clydach Vale</b></p>	<ul style="list-style-type: none"> <li>• Cabinet Member/Scrutiny Engagement Session</li> <li>• Local Development Plan (LDP)</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Director of Prosperity &amp; Development</li> <li>• Service Director Democratic Services &amp; Communications</li> </ul>	<p>Cabinet Member for Council Business</p>	<p><b>Scrutiny &amp; Challenge –</b> Consider the progress made in advancing the portfolio responsibilities of the Cabinet Member for Council Business.</p> <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>

	<ul style="list-style-type: none"> <li>• Scrutiny Working Group LCV Recommendations-Cabinet Response</li> <li>• GDPR Handbook for Members</li> <li>• Annual Equality Report 2018/19</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Data Protection &amp; Improvement Officer</li> <li>• Service Director Democratic Services &amp; Communications</li> <li>• Equality And Diversity Adviser/Armed Forces Covenant Lead Officer</li> </ul>		<p>Scrutiny feedback- To receive the Cabinet response to the Generations Scrutiny Toolkit in order to support the Council to meet its requirements in respect of the Well-being of Future Generations (Wales) Act 2015.</p> <p><b>Scrutiny &amp; Challenge –</b> In response to Members’ request for a handbook, it has been formulated and will be reported for final sign off by Members of the O&amp;S Committee.</p> <p><b>Scrutiny &amp; Challenge –</b> To undertake pre-scrutiny of the Annual Equality Report 2018/19.</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 ‘County Lines &amp; Protection of Vulnerable People’ and ‘Violence Against Women,</p>

	<ul style="list-style-type: none"> <li>Welsh Language Standards Compliance Report 2019/20</li> </ul>	<ul style="list-style-type: none"> <li>Service Manager - Welsh Language Services</li> <li>Service Director Democratic Services &amp; Communications</li> </ul>		<p>Domestic Abuse and Sexual Violence'</p> <p><b>Scrutiny &amp; Challenge</b> – To consider the Welsh Language Standards Compliance report 2019/20</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 Scrutiny activity for 2019/20?</li> </ul>
	<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;</li> </ul>		<p><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.</p>

		Complaints Manager			
	<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> Four Month follow-up as requested by Scrutiny. To consider if the recommendations of the O&amp;S Committee have been implemented and managed effectively.</p>

**Training Requirements:-**

Ongoing - To be considered by the Scrutiny Committee Members

**Current/Recent 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)