



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2018 /19

FINANCE & PERFORMANCE SCRUTINY COMMITTEE

WORK PROGRAMME FOR THE 2018/19 MUNICIPAL YEAR

23RD JULY 2018

REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

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 Finance & Performance Scrutiny Committee for the municipal year 2018/19.

2. RECOMMENDATION

It is recommended that Members of the Finance & Performance Scrutiny Committee:

- 2.1 Agree on issues for inclusion on the Committee's Work Programme for the Municipal Year 2018/19 (as set out in **Appendix 1**) as informed by the work of the Committee during 2017/18 and through the outcomes of the one-to-one engagement sessions between Cabinet Members and Scrutiny Chairs and Vice Chairs;

3. REASONS FOR RECOMMENDATIONS

- 3.1 There is a requirement to devise and publish a Work Programme for each of the Council's Scrutiny Committee as set out in Part 4 of the Constitution (Overview & Scrutiny Procedure Rules). Each Committee is responsible for setting and agreeing its own Work Programme.

3.2 In consultation with the Chair and Vice Chair of the Overview & Scrutiny Committee together with appropriate Council Officers and the relevant Cabinet Members, through the one-to-one engagement sessions, an initial list of work topics for 2018/19 has been produced and is attached at Appendix 1.

3.3 The Chair and Vice Chair of the Finance & Performance Scrutiny Committee have also had the opportunity to consider the proposed list of matters requiring consideration by Cabinet during the 2018/19 Municipal Year to establish whether there were any topics for pre-scrutiny by this Committee.

4. **BACKGROUND INFORMATION**

4.1 A well thought out and effective Work Programme will allow work to be timetabled and make the best use of the resources available to it. The work programme should reflect the committee's aims and objectives as well as add value to the work of the council. It is up to the committee to agree the items for inclusion in its work programme, but ideas are brought together from a number of sources to assist members in their choices.

4.2 The following guidance sets out some broad principles to help Members understand how the draft Work Programme has been developed as well as the key factors which have influenced the suggested topics. It is helpful for Members to consider the role of the Finance & Performance Scrutiny Committee therefore its terms of reference together with other key sources of information that may be helpful are set out below:-

4.3 **Terms of Reference**

The Terms of Reference for the Committee is to scrutinise financial and operation performance; treasury management arrangements; the annual revenue budget consultation process; statutory performance reporting requirements and monitoring the implementation of medium term financial planning decisions.

4.4 **Engagement Sessions**

Recently, 1-1 Engagement sessions have been introduced for Cabinet Members and Scrutiny Chairs/Vice-Chairs to meet on a quarterly basis. These sessions have and will continue to provide an opportunity for Members to discuss their respective work programmes and assist in identifying any key topics for inclusion in the respective Scrutiny Work Programmes. They will assist to further enhance dialogue and the flow of information in terms of the Work Programmes of both Cabinet and Scrutiny.

4.5 **Overview and Scrutiny 2017/18 Annual Report**

Through its work during 2017/18, the Finance & Performance Scrutiny Committee identified a number of areas which would be revisited in 2018/19, as set out in the Overview & Scrutiny Annual Report for 2017/18 (click [here](#) for the full Overview & Scrutiny 2017/18 Annual Report). These are:-

- Bereavement Fees and Charges for War Veterans & Service Men and Women (at the meeting of the Finance & Performance Scrutiny Committee held on the 24th July 2018, the Notice of Motion was included on the Work Programme following consideration by Council on the 30th November 2016;
- Update on Implementation of Community Meals Service (operational changes) Impact to date on numbers, customer feedback, delivery of savings etc. following the presentation to the Finance & Performance Scrutiny Committee in March, 2018; and
- Community Infrastructure Levy (CIL) Annual Monitoring Report.

4.6 **Criteria for Topic Selection**

Members involved in Scrutiny must be selective and ask particular questions to identify only the very best topics for more in-depth consideration. It will be important for Scrutiny Committees to show why it has been decided to conduct a review into a particular topic and Members will need to consider the arguments both for and against including a topic on the Work Programme before making a decision. Other principles to take into account when considering topics include:

- A balanced Work Programme – selecting some topics which of longer duration and some being suitable for shorter study;
- A mixed selection of topics;
- Consider timescales in respect of deadlines in relation to other Council meetings and deadlines of other external partners;
- Consider whether the topic duplicates review activity which is taking place elsewhere; and
- Review and update the programme to ensure that new topics can be factored in and changes accounted for.

4.7 **Flexible Work Programme**

The careful selection and prioritisation of work is essential if the scrutiny function is to be successful and achieve added value. In view of this Members need to consider the capacity of its Work Programme, if it is too onerous it may impact on their ability to contribute more effectively at some meetings. Therefore it is important to maintain a degree of flexibility to enable additional, topical issues to be scrutinised urgently. It

is important that to ensure a Committee can rigorously consider the reports submitted to its meetings and undertake this work at a reasonable and effective pace.

5. **VENUES**

5.1 As part of the Council's proposals to improve its 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, in 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 proposed venue.

6. **KEY QUESTIONS FOR MEMBERS**

6.1 Attached at Appendix 1 for consideration is the draft Work Programme for the Finance & Performance Scrutiny Committee for 2018/19. The Committee is asked to consider whether it is in agreement with the draft Work Programme and whether there are any issues Members would wish to see included.

7. **EQUALITY AND DIVERSITY IMPLICATIONS**

7.1 An Equality Impact Assessment is not needed because the contents of the report are for information purposes only and further analysis of each of the Work Programme will be needed if the recommendations are to be taken forward.

8. **CONSULTATION**

8.1 The draft Work Programme has been compiled in discussion with the Chair and Vice Chair of the Overview & Scrutiny Committee in consultation with Council Officers as well as the relevant portfolio holder(s).

9. **FINANCIAL IMPLICATIONS**

9.1 There are no financial implications aligned to this report.

10. **LEGAL IMPLICATIONS AND LEGISLATION CONSIDERED**

10.1 The report has been prepared in accordance with paragraph 12.1 (Part 4) of the Council's Constitution.

11. **CONCLUSION**

11.1 The development of a Scrutiny Work Programme for the 2018/19 Municipal Year will assist in transparency for both Members and for public engagement

LOCAL GOVERNMENT ACT 1972

as amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LIST OF BACKGROUND PAPERS

FINANCE & PERFORMANCE SCRUTINY COMMITTEE

23rd July 2018

REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

SCRUTINY WORK PROGRAMME: 2018/19 MUNICIPAL YEAR

FINANCE AND PERFORMANCE SCRUTINY COMMITTEE –

INFORMATION TO CONSIDER AS PART OF DRAFTING THE SCRUTINY WORK PROGRAMME FOR 2018/19

Date and Venue of Meeting	Possible topic	Is scrutiny likely to impact in service improvements or other measurable benefits? Yes/No	Cabinet Member(s) to be invited Yes/No	Include as a shortlisted topic? Yes/No
Wednesday 4th July, 2018	Pre scrutiny of Corporate Performance Report	Opportunity for Members of the Committee to consider any areas of performance/themes to include on this year's Work Programme		
Monday 23rd July, 2018	Finance & Performance Scrutiny Committee – Work Programme Council Performance Report (Quarter 4)			
Monday 24th September, 2018	Cabinet/Scrutiny Engagement Session Community Infrastructure Levy (CIL) Council Performance			

FINANCE AND PERFORMANCE SCRUTINY COMMITTEE –

INFORMATION TO CONSIDER AS PART OF DRAFTING THE SCRUTINY WORK PROGRAMME FOR 2018/19

	Report (Quarter 1)			
Wednesday 17th October, 2018	Corporate Asset Management Plan - Monitoring			
Monday 19th November, 2018	War Veterans (bereavement fees)	Follow up to reports presented to Committee in 2017/18 following consideration of the Notice of Motion		
Tuesday 11th December, 2018	Budget Consultation Council Performance Report (Quarter 2)			
Monday 28th January, 2019	Budget Consultation Update on Implementation of Community Meals Service (operational changes)	Impact to date on numbers, customer feedback, delivery of savings etc. following the presentation to Committee in March, 2018.		

FINANCE AND PERFORMANCE SCRUTINY COMMITTEE –

INFORMATION TO CONSIDER AS PART OF DRAFTING THE SCRUTINY WORK PROGRAMME FOR 2018/19

<p>Monday, 8th April, 2019</p>	<p>Draft Scrutiny Annual Report 2018/19</p> <p>Treasury Management</p> <p>Council Performance Report (Quarter 3)</p>			