

POLICY & RESOURCES SCRUTINY COMMITTEE

10TH OCTOBER 2019

FORTHCOMING ITEMS FOR NEXT MEETING TO BE HELD ON 2ND DECEMBER 2019

In order to ensure effective Scrutiny, Members need to be clear as to the purpose of requesting specific information and the outcome they are hoping to achieve as a consequence of examining a report. Limiting the number of agenda items may help to keep meetings focused and easier to manage.

Proposed Agenda Item	Background	Reason for report What is Scrutiny being asked to do? <i>e.g. undertake a full review of the subject? Investigate different policy options? Be consulted on final proposals before decision making? Monitor outcomes /implementation?</i> <i>If the item is for information or for noting, can the information be provided in an alternative format i.e, via email?</i>
Sickness Absence Monitoring Report - Half Year Q2 2019/20	This report provides the committee with sickness absence data for the 2019/20 financial year.	The Committee has requested that half yearly reports are provided to its members to allow them to fulfil their scrutiny role.
Chief Executive's Departmental Business Plan 2020/2023	This Departmental Plan is produced to give staff, customers, and elected members and partners a guide to the services provided by the department. It translates strategic objectives, to service objectives, to individual staff targets. It provides an open and transparent way of showing what is to be achieved and how the Department plans to do this.	To give members an opportunity to review the Department's business plan.
Corporate Services Departmental Business Plan 2020/2023	This Divisional Business Plan is produced to give staff, customers, and elected members and partners a guide to the services provided by the department. It translates strategic objectives, to service objectives, to individual staff targets. It provides an open and transparent way of showing what is to be achieved and how the Department plans to do this.	To give members an opportunity to review the Department's business plan alongside the budget.

Environment Departmental Business Plan 2020/2023	This Divisional Business Plan is produced to give staff, customers, and elected members and partners a guide to the services provided by the department. It translates strategic objectives, to service objectives, to individual staff targets. It provides an open and transparent way of showing what is to be achieved and how the Department plans to do this.	To give members an opportunity to review the Department's business plan alongside the budget.
Revenue & Capital Budget Monitoring Report 2019/20	This is a standard item which allows members to undertake their monitoring role of the departmental and corporate budgets.	The Committee is being requested to scrutinise the budget information.
Mid-Year Treasury Management and Prudential Indicator Report 1st April 2019 to 30th September 2019	This is a standard quarterly update in relation to Treasury Management	The Revised CIPFA Treasury Management Code of Practice 2017 stipulates that there should be regular reporting to Members and Member scrutiny of the treasury policies. The Policy and Resources Scrutiny Committee is responsible for ensuring this effective scrutiny of the treasury management strategy and policies.
Policy & Resources Scrutiny Committee Actions and Referrals Update	These quarterly updates provide details on progress made in relation to actions and requests which arose at previous meetings.	To enable the Committee to scrutinise progress made in relation to actions and requests arising from previous meetings.
TIC Annual Report 18/19	This Annual Report details the work of the TIC Programme over the last year and outcomes achieved thus far.	The 'Transform, Innovate and Change' programme was launched in response to the significant financial challenges being faced by the Council. A dedicated team was established to support a programme of radical and transformational change across the Council, and to seek opportunities to drive out waste and inefficiency by delivering more purposeful services.
Wellness Village update	The Policy and Resources Scrutiny Committee has requested update reports on the Llanelli Life Science and Well-being Village.	To provide effective scrutiny and comment and ensure transparency and accountability.

When choosing a topic a Scrutiny Committee should consider whether:-

- **scrutiny could have an impact and add value**
- **the topic is of high local importance and reflects the concerns of local people**
- **the resources are available that would be required to conduct the review, in terms of resources and budget**
- **it avoids work duplication elsewhere**

- the issue is one that the committee can realistically influence
- the issue is related to an area where the council, or one of its partners, is not performing well
- the issue is relevant to all or large parts of the local area
- the review would be in the council's interests.

Topics are not suitable for scrutiny when:

- the issue is already being addressed elsewhere and change is imminent
- the topic would be better addressed elsewhere (and will be referred there)
- scrutiny involvement would have limited or no impact upon outcomes
- the topic may be sub-judice or prejudicial to the council's interest
- the topic is too broad to make a review realistic
- new legislation or guidance relating to the topic is expected within the next year
- the topic area is currently subject to inspection or has recently undergone substantial change.