

Environmental & Public Protection Scrutiny Committee

Forward Work Programme 2016/17 Briefing Paper

13th May 2016

1. Purpose of the briefing paper

The purpose of this paper is to inform the development of the Environmental & Public Protection Scrutiny Committee forward work programme for 2016/17.

2. The purpose of the Forward Work Programme

Article 6.2 of the County Council's Constitution states that: "Each scrutiny committee is required to develop and publish an annual forward work programme, identifying issues and reports to be considered during the course of a municipal year".

The development of a work programme:

- Provides an opportunity for members to determine the priority issues to be considered by their scrutiny committee over the course of the next year.
- Provides a focus for both officers and members, and is a vehicle for communicating the work of the Committee to the public. The programme (see end of report) will be published on the council's website and will be updated on a quarterly basis – www.carmarthenshire.gov.uk/scrutiny – and sent to key stakeholders for information. It will also be updated on a quarterly basis.
- Ensures agreement of provisional agendas for scheduled scrutiny meetings within the council diary. The programme is a flexible document that can be amended to reflect additional meetings and agenda items during the course of the year.

This briefing paper makes reference to issues emerging from the Executive Board's Forward Work Programme, a review of key issues to emerge from the Committee's work over the past year, together with any uncompleted scrutiny business from the Committee. This information, together with standard scrutiny items (e.g. budget consultation reports and performance monitoring reports) has informed the development of the briefing paper which provides a broad outline of suggested areas for the Environmental & Public Protection Scrutiny Committee to consider.

Members will recall that the Committee held an informal planning session on the 20th April 2016 to consider the draft briefing paper and begin the process of formulating the forward work programme for 2016/17. The topics discussed and suggestions made at this meeting have been included in this briefing paper for formal approval.

3. Membership and remit of the Committee

The Environmental & Public Protection Scrutiny Committee has 14 members and has responsibility for the following services and issues:

- Visible front line services (e.g. highways, street cleaning, waste and recycling services, town-centre management, grounds maintenance, public conveniences, bus shelters and maintenance of car parks)
- Regional Waste Plan
- Transport
- Vehicle Maintenance
- Road Safety
- On/Off Street and Residents' Car Parking
- Conservation
- Shoreline Management & Coastal Protection
- Contaminated Land
- Public Protection (Air Pollution, Trading Standards, Pest control & Environmental Health)
- Community Safety
- Environmental Enforcement (e.g. litter, dog fouling)
- Planning Enforcement

4. Environmental & Public Protection Scrutiny Committee Forward Work Programme

4.1 Performance & Progress Monitoring

Items within this section have been included to reflect the monitoring role of scrutiny and particularly to enable the Environmental & Public Protection Scrutiny Committee to hold the Executive Board to account in key areas.

Included are standard scrutiny monitoring reports and monitoring of other key priority/risk areas that have been identified by the former scrutiny committees during last/previous years' work programmes.

Item	Rationale	Frequency / Date
Performance Monitoring Reports	This is a standard 6-monthly report which allows members to undertake their monitoring role in relation to the relevant departments' services. The report also includes details of the compliments and complaints received	Every 6 months – 24th June 2016, 26th September 2016 and 3rd March 2017

Item	Rationale	Frequency / Date
	<p>by the relevant departments.</p> <p>Following agreement by the Scrutiny Chairs & Vice-Chairs Forum, all the scrutiny committees will now receive performance monitoring reports for quarters 1 and 3 from 2016/17 onwards. The end of year position will be captured as part of the Council's Annual Report and Improvement Plan document.</p>	
Revenue / Capital Budget Monitoring Reports	Standard item which allows members to undertake their monitoring role.	Quarterly – 24th June 2016 onwards
Actions & Referrals Updates	These quarterly updates provide details on progress made in relation to actions and requests from previous meetings.	Quarterly – 24th June 2016 onwards
Area Planning Board Annual Report 2015/16	This is the Area Planning Board's annual report on the commissioning of substance misuse services. The report will provide the Committee with information on the strategic objectives regarding the provision of such services, the funding arrangements and services/projects commissioned within the region and county.	Annually – 26th September 2016
Community Safety Partnership Annual Report 2015/16	One of the key roles of the Environmental & Public Protection Scrutiny Committee in its capacity as the Council's Crime & Disorder Scrutiny Committee is to scrutinise the work of the County's Community Safety Partnership. This report provides details of the Partnership's work during 2015/16.	Annually – 26th September 2016
Monitoring of the implementation of E&PP Scrutiny Task and Finish Review recommendations	Scrutiny committees have a key role to play in the monitoring of the implementation of recommendations to emerge from previous task and finish groups and progress reports are presented to committees throughout the year. An update on the implementation of recommendations from the Committee task and finish review of	26th September 2016

Item	Rationale	Frequency / Date
	Substance Misuse Treatment Services will be included in the work programme for 2016/17.	
Environmental Health & Licensing Update	This report will provide the Committee with an update on the work of the service. The Committee has also requested a detailed overview of the work of the Air Quality Unit.	26th September 2016
AQMA Update	This update will provide the Committee with progress in relation to the Air Quality Management Areas within the county. At its meeting in April 2016, the Committee requested that an update on the Air Quality Management Area (AQMA) in Llandeilo be included in its work programme for 2016/17.	16th January 2017
Street Lighting – Progress Update	At its work programme planning session, the Committee requested that it be provided with an update on progress to install LED lighting and timers for part-night illumination across the county's network.	16th January 2017
Enforcement – Progress Update	This update will provide the Committee with progress following the introduction of Public Space Protection Orders as well as other environmental enforcement activities, including tackling fly-tipping, as requested by the Committee at its work programme planning session.	3rd March 2017
Carmarthenshire Road Safety Strategy (Investment Programme)	This report will provide the Committee with an update on the current investment programme in relation to road safety and progress against improvement objectives within the strategy.	Annually – 21st April 2017
E&PP Scrutiny Committee Forward Work Programme 2016/17	The County Council's Constitution requires scrutiny committees to develop and publish annual forward work programmes that identify issues and reports to be considered during the course of the municipal year. Following the planning session held on 30th	Annually – 13th May 2016

Item	Rationale	Frequency / Date
	March, this report will enable the Committee to confirm its Forward Work Programme for 2016/17.	
E&PP Annual Report 2015/16	In accordance with Article 6.5 of the Authority's Constitution, each Scrutiny committee: "must report annually to full Council on their workings and make recommendations for future work programmes taking account of resources available and amended working methods." This report will provide members with an overview of the Committee's work during 2015/16.	Annually – 24th June 2016

3.2 Policy Development / Policy Review

Scrutiny committees can play a key role in contributing to the development of new policies by having early input into the shaping of a policy and providing evidence based proposals for the Executive Board to consider. The Committee itself may also request to undertake a review of a particular policy or strategy.

The Committee can decide to undertake a review or develop a policy via a Task & Finish Group or as a Committee (over the course of 2-3 meetings).

Item	Rationale	Frequency / Date
Kerbside Green Waste Collection	This item will provide the Committee with an opportunity to comment on the Environment Department's proposals for the kerbside collection of green garden waste.	24th June 2016
Animal Establishment & Licensing Fees (Post-Consultation)	This item will provide the Committee with an opportunity to consider the comments received during the consultation on Animal Establishment and Licensing Fees.	24th June 2016
Waste Strategy	This outline report will provide an update on the current and proposed arrangements for the treatment and disposal of waste in the context of statutory targets and the Welsh	11th November 2016

Item	Rationale	Frequency / Date
	<p>Government policy framework.</p> <p>This will also include an update on the kitchen waste bin liner trial, as requested by the Committee at its work programme planning session.</p>	
Trading Standards Services	<p>The trading standards regulatory and structural landscape for local authorities is changing, both in Wales and across the UK.</p> <p>A UK Regulatory Services Conference was held in February 2016 where a number of key issues such as regionalisation and shared services were discussed. The result of the Welsh Government elections in May will also undoubtedly have a bearing on the future direction of services (e.g. regionalisation). Due to these on-going changes, it is proposed that a comprehensive report on the future of Trading Standards, be included in the Committee's new work programme for 2016/17.</p>	11th November 2016
Invasive Non-Native Plants	This item will provide the Committee with an opportunity to comment on proposals to tackle invasive non-native plants.	16th January 2016

3.3 Pre-Decision Scrutiny

This section provides an opportunity for members to contribute to future decisions of the Executive Board and / or Council.

Item	Rationale	Frequency / Date
CCC Annual Report 2015/16 and Draft Improvement Plan 2016/17	The Local Government (Wales) Measure 2009 requires the Authority to publish an annual plan of its key improvement objectives and an assessment of how it has performed in the previous year. This year the Welsh Government has allowed the Authority	Annually – 24th June 2016

Item	Rationale	Frequency / Date
	to publish them in a single report. The Committee will receive the elements of the plan and annual report that are relevant to its remit.	
Revenue Budget Setting 2017/18 to 2019/20	To provide members with an opportunity to consider and comment on the budget settlement, departmental service budgets and efficiency savings proposals.	Annually – 16th December 2016
Capital Programme Budget Setting 2017/18 to 2021/22	To provide members with an opportunity to consider and comment on the draft five-year capital programme.	Annually – 16th December 2016

3.4 Investigative Scrutiny

This section reflects scrutiny's role in undertaking 'light-touch' or 'in-depth' reviews of particular service areas or themes. There are a number of reasons why scrutiny committees may want to undertake a review of this nature. These include:

- Concerns about performance evidenced by previous scrutiny reports, or concerns expressed by members of the public about a particular issue.
- The need to explore opportunities for further development of a service offered by better and improved working with partners etc.
- To assist in assessing the impact of new legislation or guidance.

However, when selecting topics for review, the Committee may want to consider the following to facilitate the process of selection:

- The importance of the issue to the residents of the County
- The availability of resources
- Timeliness of the issue
- The expected value added to work of the Council by the review

Item	Rationale	Frequency / Date
Car Parking Charges	This report will outline the findings and recommendations of the Committee's Task & Finish review of car parking charges, undertaken during 2015/16.	13th May 2016

To date, no topics for a possible task and finish review in 2016/17 have been proposed by the relevant services or Committee members.

4. Development / Briefing Sessions and Site Visits

At its work programme planning session, the Committee suggested that it undertake site visits to view bridges that had recently been upgraded or replaced as well as relevant coastal locations to view work relating to coastal protection. If appropriate, reports on these matters can also be included in the work programme at a later date.

Any other development sessions or site visits will be arranged for scrutiny committees during 2016/17, as and when they are requested.

5. Committee Meeting Dates 2016/17

Date	Location	Time
Friday 13th May 2016	Spilman Street Chamber	10:00am
Friday 24th June 2016	County Hall Chamber	10:00am
Monday 26th September 2016	Spilman Street Chamber	10:00am
Friday 11th November 2016	Spilman Street Chamber	10:00am
Friday 16th December 2016	Spilman Street Chamber	10:00am
Monday 16th January 2017	Spilman Street Chamber	10:00am
Friday 3rd March 2017	Spilman Street Chamber	10:00am
Friday 21st April 2017	County Hall Chamber	10:00am

** Please note that dates and locations of meetings are subject to change.*

Environmental & Public Protection Scrutiny Committee – Draft Forward Work Programme 2016/17

13 May 16	24 June 16	26 Sept 16	11 Nov 16	16 Dec 16	16 Jan 17	03 March 17	21 April 17
T&F Group Final Report – Car Parking Charges	Animal Establishment & Licensing Fees (Post-Consultation)	Community Safety Partnership Annual Report 2015/16	Trading Standards Update	3-year Revenue Budget Consultation	AQMA Update	Enforcement – Progress Update	Road Safety Strategy
E&PP Annual Report 2015/16	Kerbside Green Waste Collection	APB Drug & Alcohol Misuse Strategy Annual Report 2015/16	Budget Monitoring 2016/17	5-year Capital Budget Consultation	Invasive Non-Native Plants	Q3 Performance Monitoring Report 2016/17	
E&PP Forward Work Programme 2016/17	Draft CCC Improvement Plan 16/17 and Annual Report 15/16	T&F Monitoring – Substance Misuse Services	Waste Strategy		Street Lighting – Progress Update	Budget Monitoring 2016/17	
	EoY Performance Monitoring 2015/16	Environmental Health & Licensing Annual Update	Actions & Referrals Update			Actions & Referrals Update	
	EoY Budget Monitoring 2015/16	Q1 Performance Monitoring Report 2016/17					
	Actions & Referrals Update	Budget Monitoring 2016/17					