

Policy & Resources Scrutiny Committee

Forward Work Programme 2016/17 Briefing Paper

9th June 2016

1. Purpose of the briefing paper

The purpose of this paper is to inform the development of the Policy & Resources 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 Policy & Resources Scrutiny Committee to consider.

Members will recall that the Committee held an informal planning session on the 3rd May 2016 to consider the draft briefing paper and begin the process of formulating the forward work programme for 2015/16. 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 Policy & Resources Scrutiny Committee has 13 members and has responsibility for the following services and issues:

- Monitoring authority wide policy and performance issues and scrutiny of the Local Service Board
- Cross-cutting issues
- Sustainable Development
- Finance
- Property
- Information Technology
- Communications
- Customer Services
- Audit
- Procurement
- Non-housing maintenance
- Organisational Development
- Human Resources
- Markets
- Emergency Planning

4. Policy & Resources 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 Policy & Resources 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	<p>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 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>	Every 6 months – 14th July 2016, 5th October 2016 and 22nd March 2017
Revenue / Capital Budget Monitoring Reports	This is a standard item which allows members to undertake their monitoring role of the service budgets within the Committee's remit.	5th October 2016 onwards

Item	Rationale	Frequency / Date
Quarterly Treasury Management / Prudential Indicator Updates	This is a standard quarterly update in relation to Treasury Management / Prudential Indicator.	14th July 2016 onwards
End of Year Budget Monitoring Report 2015/16	This report provides the Committee with the end of year or near actual position in relation to the service budgets within its remit.	Annually – 14th July 2016
Treasury Management Annual Report 2015/16	This annual report will outline the Treasury Management activities undertaken between 1st April 2015 and 31st March 2016.	Annually – 14th July 2016
Actions & Referrals Updates	These quarterly updates provide details on progress made in relation to actions and requests from previous meetings.	14th July 2016 onwards
Third Sector Spend Review	At previous meetings, the Committee has requested that the outcomes of this review be included in its work programme.	9th June 2016
Asset Transfer Annual Report 2015/16	At its meeting on the 30th April 2015, the Committee requested that an update on the progress being made be provided to the Committee.	9th June 2016
P&R 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 3rd May 2016, this report will enable the Committee to confirm its Forward Work Programme for 2016/17.	9th June 2016
TIC Team Annual Report 2015/16 and Business Plan 2016/17	The TIC Team was established to support a programme of transformational change across the Local Authority and to seek opportunities to drive out waste and inefficiency by delivering more purposeful services. This item will provide the Committee with an update of the Team's work during 2015/16 and its business plan for the forthcoming year.	14th July 2016
Tackling Poverty Action Plan	This is a key priority for the Welsh Government, Carmarthenshire's Local Service Board and Carmarthenshire County	14th July 2016

Item	Rationale	Frequency / Date
	Council. This update report will provide the Committee with an opportunity to monitor the progress being made by the Council in terms of tackling poverty.	
P&R Scrutiny Committee 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.	14th July 2016
Council's Engagement Mechanisms – Task & Finish Monitoring Report	During 2014/15, the Committee agreed the recommendations emanating from its Task and Finish Group review, which were subsequently endorsed by the Executive Board in January 2015 and referred to the Constitutional Review Working Group for further consideration. The Committee has a role in terms of monitoring the progress being made in implementing the recommendations.	5th October 2016
Spend on External Expertise and Legal Services 2015/16	The Committee has been monitoring spend in these areas for the last three years and has requested that an annual update be provided on an on-going basis.	30th November 2016
Welsh Language Standards Annual Report 2015/16	The Committee has responsibility for monitoring Authority's compliance with the Welsh Language Standards. This replaces the former Welsh Language Scheme Annual Report.	Annually – 30th November 2016
Strategic Equality Plan Annual Report 2015/16	Carmarthenshire County Council has published its Strategic Equality Plan which outlines how the Council will meet its responsibilities under the Equality Act 2010 and the Specific Duties for Wales in its role as an employer, a provider of services and as a community leader. Public bodies are required to have due regard to the need to: <ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act 	Annually – 30th November 2016

Item	Rationale	Frequency / Date
	<ul style="list-style-type: none"> • Advance equality of opportunity between people who share a relevant protected characteristic and those who do not • Foster good relations between people who share a protected characteristic and those who do not. <p>This is an opportunity for the Committee to monitor overall progress.</p>	
Public Service Board Annual Report 2016	The Committee has a key role to play in monitoring the work of the new Public Service Board (PSB) and outcomes achieved through the implementation of the Integrated Community Strategy.	Annually – 8th February 2017
Ageing Well Plan Update	At its meeting in October 2015, the Committee endorsed the draft Local Ageing Well Plan for Carmarthenshire. This item will provide the Committee with an update on its implementation since its adoption by County Council on 13th January 2016.	8th February 2017
ICT Strategy Monitoring	The Committee was consulted during 2014/15 on the development of this strategy and has a key role to play in monitoring the progress being made in terms of its implementation.	28th April 2017

3.2 Policy Development / Policy Review

Scrutiny committees can play a key role in contributing to the development of new policies/plans 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
Email Usage and Monitoring Policy	This item will provide the Committee with an opportunity to consider and comment on the amendments being proposed to strengthen the policy and enable the Authority to meet statutory obligations. At its meeting in February 2014, the Committee also	9th June 2016

Item	Rationale	Frequency / Date
	recommended that a revised policy clearly define email filtering and access authorisation to email.	
Mobile Device Usage Policy	This item will provide the Committee with an opportunity to consider and comment on this new proposed policy. The aim of the new policy is to provide strong and clear governance around the use of portable devices by Carmarthenshire County Council staff and Elected Members.	9th June 2016
Procurement Strategy	The Committee has requested that a focus group be established to assist with the review of the Council's Procurement Strategy. This item will provide the main Committee with an opportunity to comment on the revised strategy document.	14th July 2016
Asset Management Plan	Opportunity to consult the Committee during the formulation of the Council's Asset Management Plan.	5th October 2016
Welsh Language Promotion Strategy 2016-21	This item will enable the Committee to consider and comment on the development of this strategy.	5th October 2016
Treasury Management Policy & Strategy 2017/18	Scrutiny is a key element of the consultation process in terms of developing this annual policy / strategy.	8th February 2017

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 to publish them in a single report. The Committee will receive the elements of the	Annually – 9th June 2016

Item	Rationale	Frequency / Date
	plan and annual report that are relevant to its remit.	
Revenue Budget Setting 2017/18 to 2019/20	This item will provide members with an opportunity to consider and comment on the budget settlement, departmental service budgets and efficiency savings proposals.	Annually – 11th January 2017
Capital Programme Budget Setting 2017/18 to 2021/22	This item will provide members with an opportunity to consider and comment on the draft five-year capital programme.	Annually – 11th January 2017
Chief Executive's / Corporate Services / Environment Business Plans 2017/18	This report will provide members with detail of how the relevant Departments / Divisions within the Committee's remit will provide their services through the setting of objectives, actions and targets via the business planning process.	Annually – 11th January 2017
Carmarthenshire County Council's Well-Being Objectives 2017/18	This report will provide the Committee with an opportunity to comment on the Council's Well-Being Objectives for the forthcoming year.	Annually – 11th January 2017

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

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

4. Development / Briefing Sessions and Site Visits

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	Venue	Time
Thursday 9th June 2016	County Hall Chamber	10:00am
Thursday 14th July 2016	County Hall Chamber	10:00am
Wednesday 5th October 2016	County Hall Chamber	10:00am
Wednesday 30th November 2016	County Hall Chamber	10:00am
Wednesday 11th January 2017	Spilman Street Chamber	10:00am
Wednesday 8th February 2017	County Hall Chamber	10:00am
Wednesday 22nd March 2017	County Hall Chamber	10:00am
Friday 28th April 2017	County Hall Chamber	10:00am

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

Policy & Resources Scrutiny Committee – Draft Forward Work Programme 2016/17

09 June 16	14 July 16	05 October 16	30 November 16	11 January 17	8 February 17	22 March 17	28 April 17
Draft CCC Improvement Plan 16/17 and Annual Report 15/16	Procurement Strategy	Council's Engagement Mechanisms (T&F Monitoring)	Welsh Language Standards Annual Report 2015/16	3-year Revenue Budget Consultation 2017/18 to 2019/20	Treasury Management Policy & Strategy 2017/18	Budget Monitoring 2016/17	ICT Strategy Monitoring
Asset Transfer Annual Report 2015/16	TIC Annual Report 2015/16 and Business Plan 2016/17	Welsh Language Promotion Strategy 2016-2021	Strategic Equality Plan Annual Report 2015/16	5-year Capital Programme Consultation 2017/18 to 2021/22	Treasury Management 2016/17 (Q3)	Performance Monitoring 2016/17 (Q3)	
Third Sector Spend Review	Treasury Management Annual Report 2015/16	Performance Monitoring 2016/17 (Q1)	Spend on External Expertise and Legal Services 2015/16	CEX / Corporate Services Business Plans 2017/18	Public Service Board Annual Report 2016	Actions & Referrals Update	
Email Usage & Management Policy	EOY Performance Monitoring 2015/16	Asset Management Plan	Treasury Management 2016/17 (Q2)	Council's Well-Being Objectives 2017/18	Ageing Well Plan Update		
Portable Device Usage Policy	EOY Budget Monitoring 2015/16	Budget Monitoring 2016/17	Budget Monitoring 2016/17				
P&R Scrutiny Committee FWP 2016/17	Treasury Management 2016/17 (Q1)		Actions & Referrals Update				
	Tackling Poverty Action Plan						
	P&R Scrutiny Committee Annual Report 2015/16						
	Actions & Referrals Update						