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CommitteeName MeetingDate

## MINUTES OF A MEETING OF THE JOINT CHAIRS AND VICE-CHAIRS STEERING GROUP HELD AT COUNCIL CHAMBER - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON TUESDAY, 20 JUNE 2017

### PRESENT:

County Councillors JG Morris, Mr J Brautigam, P Roberts, G I S Williams and E Durrant

Officers: Louise Barry (Interim Chief Social Worker Officer/ Operations Director Social Care), Liz Patterson (Scrutiny Officer), Clive Pinney (Solicitor to the Council), David Powell (Strategic Director - Resources), Lisa Richards (Scrutiny Officer), Wyn Richards (Scrutiny Manager and Head of Democratic Services) and Emma Palmer (Strategic Business Manager)

### 1. CHAIR AND VICE-CHAIR OF THE STEERING GROUP

- (i) Mr John Brautigam was elected Chair of the Steering Group for the period June 2017 to the first meeting of the Steering Group following the Council AGM in May 2018.
- (i) County Councillor Emily Durrant was elected Vice-Chair of the Steering Group for the period June 2017 to the first meeting of the Steering Group following the Council AGM in May 2018.

### 2. APOLOGIES

Members: County Councillors Matthew Dorrance and David Jones  
Officers: Jeremy Patterson (Chief Executive), Paul Griffiths (Strategic Director – Place).

### 3. DRAFT NOTES - FOR CONSIDERATION

#### Documents Considered:

- Draft Notes – 28<sup>th</sup> February, 2017.

#### Issues Discussed:

- None.

#### Outcomes:

- Noted.

### 4. DISCUSSION WITH THE CHIEF EXECUTIVE, STRATEGIC DIRECTORS REGARDING POTENTIAL SCRUTINY ITEMS

#### Documents Considered:

- None

#### Issues Discussed:

- Strategic Overview Board (SOB) now has Chairs of Scrutiny present at meetings. Potential items for scrutiny can come from the SOB in terms of key performance and other issues.

- The SOB will act on a more strategic basis now with Heads of Service and Portfolio Holders looking at detailed performance. However where necessary the SOB can look at issues in depth.
- The other main link for scrutiny to generate its work programme is the Cabinet Forward Work Programme. The Steering Group asked whether the SOB had a forward work programme of its own. Members were advised that at present it did not and therefore the focus of scrutiny should be on the Cabinet Forward Work Programme.
- The Chair of the Steering Group asked if he could attend meetings of the SOB. He was advised that this would be possible but it would require an amendment to the Constitution. In the interim it could be agreed informally with the approval of the Chair of the SOB.
- Louise Barry, Interim Chief Social Worker Officer/ Operations Director Social Care commented that there were other avenues of work which it would be helpful to the service if scrutiny could consider such as key performance indicators for adults and children's services. The Steering Group supported this view as long as scrutiny did not get too involved in the operational running of the service areas.
- Members commented that at present there was no direction of travel for the Council from the Leader. However the Steering Group was advised that the Cabinet and Management Team are working to develop the proposed way forward for the Council.

**Outcomes:**

<b>Action</b>	<b>Completion Date</b>	<b>Action By</b>
<b>Chair of the SOB to be asked if the Chair of the Steering Group could attend meetings in addition to the Scrutiny Chairs and if approved that the Constitution be amended accordingly</b>	<b>11<sup>th</sup> July, 2017</b>	<b>WR / CP</b>
<b>Interim Chief Social Worker Officer/ Operations Director Social Care to provide detail of areas of work for scrutiny to be considered by Joint Chairs for addition to the Work Programme</b>	<b>11<sup>th</sup> July, 2017</b>	<b>LB / WR / LR</b>

<b>5.</b>	<b>WORK PROGRAMME</b>
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**Documents Considered:**

- Draft Cabinet Forward Work Programme
- Draft Scrutiny Forward Work Programme

**Issues Discussed:**

- Recycling – may be new proposals forthcoming from the Cabinet regarding HWRC's.
- Home to School Transport has been considered by scrutiny.
- School Asset Management Plan – already considered by scrutiny.
- Cedewain / Brynllwarch Special Schools – scrutiny had made some comment in the past. However this should be considered as part of a larger project looking at the financial viability of schools.
- Financial viability of schools is a major issue and risk to the Council. The schools funding formula is being considered by the Cabinet on 10<sup>th</sup> October, 2017. The annual report on school budgets is being considered by Cabinet on 11<sup>th</sup> July, 2017. The Steering Group considered that scrutiny should undertake a review of the financial viability of schools which should include such matters as the current deficit position, pupil numbers, trends etc. It was also suggested that it should be a joint review between the Audit Committee and Scrutiny Committee B.
- HTR Commissioning – a number of meetings were being planned for September, 2017 including briefing / training sessions for Members as well as the review of the final commissioning proposals. An external company who had undertaken some work on this subject previously was to be used to provide the training to Members and assist the Scrutiny Committee in undertaking the scrutiny of the proposals. The Head of Democratic Services indicated that he intended to invite the Chairs and Vice-Chairs of the Audit Committee and Scrutiny Committee B to the training so that knowledge of how to undertake the scrutiny of commissioning proposals could be spread across all scrutiny committees. It was confirmed that the final proposals would be ready by the end of August in preparation for the scrutiny meetings.
- PSB / Integration with Health – It was suggested that a review should be undertaken of an integration project that had worked well. With regard to PSB scrutiny guidance was awaited from Welsh Government in July. The Head of Democratic Services also reported that the Wales Audit Office was intending to undertake a review of PSB scrutiny arrangements in 2018. It had been the intention to undertake this earlier but the WLGA had successfully argued that the guidance should be provided first, followed by a period for Councils to sort out their scrutiny arrangements prior to the review by the WAO.
- Flood Risk Management Plan – is being considered by Cabinet on 5<sup>th</sup> December, 2017. It was suggested that scrutiny consider this prior to the Cabinet meeting.
- Commissioning and Procurement – a group had been established to look at this.

**Outcomes:**

<b>Action</b>	<b>Completion Date</b>	<b>Action By</b>
<b>That a joint Working Group to review the financial viability of schools be constituted between the Audit Committee and Scrutiny Committee B.</b>	<b>11<sup>th</sup> July, 2017</b>	<b>LR / LP</b>
<b>Chairs and Vice-Chairs</b>	<b>September, 2017</b>	<b>WR / LR</b>

of the Audit Committee and Scrutiny Committee B be invited to the training undertaken in respect of HTR Commissioning.		
Joint Chairs to consider including in the Forward Work Programme: (i) Review of positive integration project between the Council and Health; (ii) Review of Flood Risk Management Plan (prior to Cabinet on 5 <sup>th</sup> December)	July 11 <sup>th</sup> , 2017	WR

<b>6. OTHER MATTERS</b>
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## 6.1. Review of the Scrutiny Service

**Documents Considered:**

- None

**Issues Considered:**

- The Steering Group received an oral presentation by David Powell, Strategic Director – Resources regarding a review he was conducting of the Scrutiny Service. There are 10 aims in the review and it was hoped that the review would be completed by 21<sup>st</sup> July, 2017. The review would consider what scrutiny was being undertaken at present, what should be undertaken and identifying the gap in provision. In addition the review would look at the resource required to deliver scrutiny to identify whether any additional resources were required. The outcome of the review would be reported to the Management Team.
- The Steering Group asked if it could consider a draft version of the review prior to its completion. The Strategic Director – Resources agreed that this would be possible.

**Outcomes:**

Action	Completion Date	Action By
Draft Scrutiny Service review report to be considered at the next meeting of the Steering Group	11 <sup>th</sup> July, 2017	WR / DP

## 6.2. Membership of the Steering Group

**Documents Considered:**

- None

**Issues Considered:**

- The Head of Democratic Services reported that the Steering Group had over the last two years focussed purely on scrutiny matters and it was questioned whether the involvement of the Democratic Services Chair and Vice-Chair was now relevant.
- The previous purpose of inviting the Chair and Vice-Chair of the Democratic Services Committee was in preparation of any changes to the operation of scrutiny which needed to be considered by the Committee as a change to the Constitution. The Head of Democratic Services had consulted the new Chair of the Democratic Services Committee prior to bringing this issue to the Steering Group who had indicated that he would be content not to be involved in the Steering Group. The Chair of the Democratic Services Committee could be invited on an ad-hoc basis to future meetings of the Steering Group if there were any issues which would need to be considered by his committee.
- The Steering Group was advised that this would require an amendment to the Constitution for this change to occur.

**Outcomes:**

Action	Completion Date	Action By
That Democratic Services Committee be asked to reconsider the composition of the Steering Group's by the deletion of the Chair and Vice-Chair of the Democratic Services Committee with a view to the the Council's Constitution be amended accordingly.	December, 2017	WR / CP

<b>7.</b>	<b>PUBLIC SERVICE BOARD</b>
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7.1. PSB Dates - For Information

- 20 July, 2017
- 21 September, 2017
- 26 October, 2017
- 21 December, 2017

<b>8.</b>	<b>DATES OF FUTURE MEETINGS - FOR INFORMATION</b>
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The Steering Group was asked to consider whether it wished to consider amending the dates of meetings as the cabinet was now meeting in the mornings, or continue to meet on the same day.

The Steering Group agreed to continue to meet as currently scheduled but that all meetings would commence at 2.00 p.m.

The future meetings are as follows:

- 11 July, 2017
- 19 September, 2017
- 10 October, 2017
- 7 November, 2017
- 5 December, 2017

**Chair**