

**MINUTES OF A MEETING OF THE JOINT CHAIRS AND VICE-CHAIRS STEERING GROUP HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON TUESDAY, 7 NOVEMBER 2017**

PRESENT: Mr J Brautigam (Chair)

County Councillors D R Jones, P Roberts, G I S Williams and E Durrant

Officers: Liz Patterson, Clive Pinney, David Powell, Lisa Richards, Wyn Richards, Mark Evans and Dawn Richards (Capital and Financial Planning Accountant)

<b>1. APOLOGIES</b>
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Members: County Councillor John Morris

Officers: Jeremy Patterson (Chief Executive), Peter Jones (Professional Lead – Corporate Insight)

<b>2. DRAFT NOTES - FOR CONSIDERATION</b>
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**Documents Considered:**

- Draft Notes – 10<sup>th</sup> October, 2017

**Issues Discussed:**

- None

**Outcomes:**

- **Noted.**

<b>3. WORK PROGRAMME</b>
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**Documents Considered:**

- Response to County Councillor Gwilym Williams from Paul Griffiths, Strategic Director – Place regarding the purchase and hiring of vehicles.
- Cabinet Work Programme.
- Scrutiny Work Programme.

**Issues Discussed:**

- Implementation of the Change in the Age of Admission to Schools.
  - Members expressed concern that this was supposed to be a delivering a saving but in some areas it was costing more e.g. Golwg-y-Cwm, Ystradgynlais a new mobile classroom was to be installed for Year 6 whilst the pre-school pupils were moved into a classroom in the school. It was suggested that if the age of admission had been raised then there should have been a classroom free at the school rather than purchase a mobile at a cost of £80k.
  - Review of Change in Age of Admission to be added to the Scrutiny Work Programme as a low priority (Committee B).
- CSSIW Review of Children's Services.
  - Joint Chairs were briefed on the current position including the Improvement Board and WLGA Advisers. The Scrutiny Manager

advised that an initial meeting of the Children's Services Working Group had met to consider the action plan in response to the review. However a further more detailed version of the plan had been produced which would be considered at the November meeting together with a suite of performance indicators.

- The priority was to target those actions which should have been completed and those to be completed by the end of December.
- It was also suggested that Working Group meetings could vary from monitoring the implementation plan to focussing on individual themes / workstreams.
- Adults Services – an Improvement Conference is likely to be held before Christmas with an inspection by CSSIW early in the New Year. The Council will then be required to prepare an action plan. There will need to be an assessment of where scrutiny fits into the process as well, and it was suggested that scrutiny could undertake some work in advance of the final report from CSSIW whilst noting this would need existing priorities to be reassessed.
- As an initial step it was suggested that looking at data issues would be a good place to start, and it was agreed to add this to the work programme on 20 December 2017.
- Purchase and hiring of vehicles.
  - It was suggested that if this was to be reviewed it should be to consider fleet replacement generally rather than just look at vehicles for the Highways Service. Agreed to add this to the work programme as a low priority – January / February 2018.
- Cabinet Work Programme.
  - Concern was expressed that there were few items included in the Cabinet Work Programme for January 2018. It was agreed that a letter be sent to the Leader and Cabinet about the need to ensure that the Work Programme was more fully populated.
  - The Scrutiny Manager advised that he was attending Directorate Management Team Meetings with the aim of improving the detail in the Cabinet Work Programme as well as identifying those Cabinet items which should also be the subject of scrutiny.
  - Office Accommodation – North Powys (Cabinet January 2018) – add to Scrutiny Work Programme for 14 December 2017.
  - WHQS – it was noted that this was being deferred in the Cabinet Work programme to December 2018 and the scrutiny review date would need to be revised.
  - Absenteeism – the Acting Strategic Director Resources indicated that the figures that were considered by the Employment Committee needed to be checked. Then he intended to work with the Chair of the Employment Committee to seek to reduce the levels of absenteeism. It was requested that absenteeism figures for individual services should be available for scrutiny working groups to consider when they were reviewing services.
  - Rights of Way Improvement Plan – this has been delayed from December 2017 to late February / March 2018. Suggested date for scrutiny 1 March 2018
  - Integration Options Appraisal – this would now be a general approach to integration. However the Acting Chief Executive could advise on the position following a meeting later in the week. In the

interim it was suggested that a provisional scrutiny date of 30.11.17 be included in the scrutiny work programme.

- Revised Care Fee Setting Arrangement – move scrutiny review date forward to 23.11.17
- Scrutiny Work Programme
  - Add detail of workstreams for Children’s Services and the Joint Children / Adults Services Working Group to the work programme.

**Outcomes:**

<b>Action</b>	<b>Action By / Date</b>
<b>Review of Change in Age of Admission to be added to the Scrutiny Work Programme as a low priority (Committee B)</b>	<b>WR 5.12.17</b>
<b>Adult Social Care Group to consider data issues in relation to the CSSIW review of Adult Services (20/12/17).</b>	<b>LR</b>
<b>Review of fleet replacement – add to work programme as a low priority – January / February 2018.</b>	<b>WR / LR</b>
<b>Letter be sent to the Leader and Cabinet about the need to ensure that the Work Programme was more fully populated</b>	<b>WR</b>
<b>Office Accommodation – North Powys – add to Work Programme for scrutiny in December 2017</b>	<b>WR / LR</b>
<b>Revise scrutiny review date for WHQS Completion to November 2018.</b>	<b>WR /LR</b>
<b>Rights of Way Improvement Plan – revised scrutiny date 1.3.18</b>	<b>WR / LR</b>
<b>Integration Options Appraisal – provisional scrutiny date 30.11.17</b>	<b>WR / LR</b>
<b>Revised Care Fee Setting Arrangement – move scrutiny review date forward to 23.11.17</b>	<b>LR</b>
<b>Add detail of workstreams for Children’s Services and the Joint Children / Adults Services Working Group to the work programme</b>	<b>LP 5.12.17</b>
<b>When Scrutiny Programme was revised circulate a copy to Strategic Directors, Heads of Service and Portfolio Holders.</b>	<b>WR</b>

<b>4.</b>	<b>DISCUSSION WITH THE CHIEF EXECUTIVE, STRATEGIC DIRECTORS REGARDING POTENTIAL SCRUTINY ITEMS</b>
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**Documents Considered:**

- None

**Issues Discussed:**

- None

**Outcomes:**

- **Deferred to next meeting.**

## 5. CAPITAL PROGRAMME

### Documents Considered:

- Capital Strategy
- Capital Programme Update for September 2017

### Issues Discussed:

- The capital strategy covers any asset which will last over a year e.g. buildings, equipment, vehicles. The Council receives a capital grant of about £7m for some projects. The capital strategy will need to be updated to reflect the Cabinet's new vision.
- The group asked whether the Cabinet had taken the decision not to sell the county farms, which was confirmed. It was also asked whether the Cabinet would be revisiting this decision as it was suggested that the current decision did not fit in with the budget recovery plan and the ability for the Council to receive a capital receipt. It was noted that there was a hold on revisiting this decision at present subject to a full scale review.
- Some of the capital receipts had been earmarked for Education projects.
- With regard to the governance of the capital programme it was suggested that an area for scrutiny could be the monitoring of progress on projects.
- Project evaluation – this was about to be undertaken for the Gwernyfed Area Schools which were ahead of target and within budget.
- Project Boards – the new project boards have a senior officer as the project sponsor. The issue is around the sponsor driving the project and having the right stakeholders as part of the project at the outset.
- Grant funding to the Council is in addition to the funding received from Welsh Government. The Council is now looking at the improved planning of projects to take account of issues such as delays in planning permission.
- If the programme was working well then scrutiny would not need to get involved. Where things go wrong then perhaps scrutiny could look at issues by exception. It was suggested that projects such as the "Invest to Save" project could be one where the group could scrutinise. The Capital Accountant was asked to provide information on the "Invest to Save" project.
- It was suggested that the Audit Committee should receive a copy of the Capital Report to Cabinet on a regular basis to monitor the position.
- Key Performance measures should be made available to Members as a starting point.

### Outcomes:

Action	Action By / Date
That scrutiny undertake the monitoring of the progress of capital projects i.e. by exception.	WR / DR
That the group review the "Invest to Save" projects"	WR / DR
That the Audit Committee receive copies of the Capital programme report to Cabinet to monitor progress.	WR / LR

## 6. DRAFT WELL BEING PLAN

### Documents Considered:

- Draft Well-Being Plan

### Issues Discussed:

- It was suggested that the item be deferred to the next meeting. The consultation process for the Draft Plan was about to commence and it was suggested that the Joint Chairs' comments could be included as part of that process. In addition, the Joint Chairs could consider the consultation responses in February, 2018 when the consultation process had been completed.

### Outcomes:

Action	Action By / Date
Defer consideration of Draft Plan to next meeting in December	WR 5.12.17
That the plan be reconsidered at the February 2018 meeting once the consultation process had been completed.	WR 5.12.17

## 7. PUBLIC SERVICE BOARD

## 8. DRAFT NOTES OF PREVIOUS MEETING(S)

### Documents Considered:

- Draft Notes – 21 September, 2017
- Draft Notes – 26 October 2017

### Issues Discussed:

- Children's Services Review – No comments had been received from the police or other agencies at the PSB regarding Children's Services. Also no comment from the Regional Partnership Board. The group questioned the value of these groups.
- It was suggested that there had been insufficient challenge of Children's Services and it was noted that the place to raise issues was in the various scrutiny working groups.
- With regard to the issue of governance of the PSB, comments on its governance could be fed back to the PSB from the PSB Scrutiny Committee. There was concern that agencies had not used the PSB as a forum to raise concerns.
- The group suggested that the Chair send a letter to the Leader as Chair of the PSB asking that if the Police and Health Service were so concerned about Children's Services why these concerns were not raised at the PSB prior to the CSSIW report. The letter should be circulated to the Steering Group for comments prior to submission.

**Outcomes:**

Action	Action By / Date
Draft letter to leader to be circulated to Group for comments	WR / JB
Letter from the Chair to the Leader about the lack of comments made by agencies at the PSB regarding Children's Services.	WR / JB

**9. DATES OF FUTURE MEETINGS - FOR INFORMATION****10. JOINT CHAIRS AND VICE-CHAIRS STEERING GROUP**

- 5 December 2017
- 9 January 2018
- 20 February 2018
- 10 April 2018
- 5 June 2018
- 17 July 2018
- 11 September 2018
- 9 October 2018
- 13 November 2018
- 11 December 2018

**11. PUBLIC SERVICE BOARD**

- 21 December 2017
- 18 January 2018
- 8 February 2018
- 22 March 2018
- 26 April 2018
- 28 July 2018
- 13 September 2018
- 29 November 2018

**12. STRATEGIC OVERVIEW BOARD**

- 12 December 2017
- 20 March 2018
- 19 June 2018
- 4 September 2018
- 4 December 2018

Members commented that the Acting Chief Executive had indicated that meetings of the Strategic Overview Board would be held bi-monthly rather than quarterly.

**Outcomes:**

<b>Action</b>	<b>Action By / Date</b>
<b>Scrutiny Manager to check on frequency of meetings with the Acting Chief Executive</b>	<b>WR</b>

**13. COMMISSIONING AND PROCUREMENT BOARD**

- 17<sup>th</sup> July, 2015
- 18<sup>th</sup> September, 2015
- 20<sup>th</sup> November, 2015

The attendance of scrutiny chairs at meetings of the Commissioning and Procurement Board as observers was due to be considered at its next meeting.

**Outcomes:**

<b>Action</b>	<b>Action By / Date</b>
<b>Scrutiny Manager to check that the item was included on the agenda for the next meeting</b>	<b>WR</b>

**Mr J Brautigam (Chair)**