

Policy Review and Performance Scrutiny Committee

Correspondence update 2015 - 16

Committee date & topic	Recipient	Comments/ concerns/ information requested	Response received	Response	Future Action
8 March 2016					
Corporate Assessment Follow On Report 17 March 2016	Cllr Phil Bale, Leader	<p>Will factor the regulators view that corporate enablers, such as Performance, Human Resources, the Council's use of its Assets, and Scrutiny require further improvement into its future work programming.</p> <p>Would like clarification as to whether the WAO will be undertaking a further review.</p> <p>Will monitor engagement with middle management as the staff engagement programme is refreshed to improve consistency.</p>	12 April 2016	<p>Unclear whether WAO will undertake a further formal review visit or will monitor the Council's implementation of the Statement of Action during 2016/17.</p> <p>Welcome opportunity to bring ODP revised proposals in advance of formal consideration by Cabinet in June 2016</p>	

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		<p>Wish to undertake pre-decision scrutiny of the refreshed proposals for performance monitoring arrangements planned for Cabinet before the summer recess.</p> <p>Very concerned about the number of vacant seats on scrutiny committees and is keen to establish how the Council can improve commitment to scrutiny amongst elected Members to sustain a stable and consistent membership across all five scrutiny committees.</p> <p>Wish to stress that Members of all scrutiny committees have been involved in an increasing number of cross cutting scrutiny inquiries over recent years.</p> <p>Looks forward to considering the Council's response to the Corporate Assessment Follow On, and would be grateful for an indication of timescales.</p>		<p>Scope for Performance Management refresh to be considered alongside the Q4 Performance Report in May 2016</p> <p>Committee may wish to scrutinise progress in implementing the Statement of Action 6 months on in the autumn.</p>	
<p>Quarter 3 Performance 17 March 2016</p>	<p>Cllr Hinchey</p>	<p>Agree further progress is required in respect of asset management, and look forward to a report on this matter before the summer recess;</p> <p>Will continue encouraging the</p>	<p>No response requested</p>		

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		<p>presentation of information that would improve the illustration of trends in performance;</p> <p>Urge that in refreshing performance reporting arrangements the performance information needs of all five scrutiny committees are considered;</p> <p>Feel that for completeness, performance reports could more effectively close the loop by including a performance statement and a mitigating action;</p> <p>Consider there is an opportunity to improve the internal sharing of strategic expertise across Directorates;</p> <p>Point out that staff and agency costs are running ahead of budget at Quarter 3.</p>			
<p>Draft Strategic Equality Plan 18 March 2016</p>	<p>Cllr De'Ath</p>	<p>Urge the Council to start working more strategically with partners on equalities matters;</p> <p>Encourage the maintenance of strong links between the central equalities team and Directorates.</p>	<p>No response required</p>		

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		<p>Encourage that Directorates are required to report annually on equalities, to enable the central equalities team to provide Members with an annual collective view of progress that enables the Committee to test how effectively the Council is delivering its Strategic Equality Plan.</p> <p>Will factor into future work programming a fuller exploration of the challenge of ensuring the Council's workforce reflects its community.</p> <p>Feels it would be useful to produce a concise one side A4 document for staff, that summarises the 7 equalities objectives.</p>			
12 April 2016					
Resources Delivery Plan 27 April 2016	Cllr Hinchey	<p>Request an opportunity for pre-decision scrutiny of the temporary, casual and agency workforce strategy.</p> <p>Request previous three years data of the number of employees that have taken voluntary severance and subsequently been re-appointed to Cardiff Works.</p> <p>Request details of the gender and</p>	Awaited		

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		<p>ethnic origin balance amongst the Council's senior management grades.</p> <p>Suggest an action related to staff morale within the HRPS element of the 2016/17 Resources Directorate Delivery Plan.</p>			
<p>Economic Delivery Plan 27 April 2016</p>	<p>Cllr Bale</p>	<p>Request greater clarity on the split of property maintenance responsibilities, and the relationship between the Economic Development Directorate and the Resources Directorate;</p> <p>Consider that the Council's workforce needs to fairly reflect its community, and will therefore monitor and feed this into its work programming discussions for 2016/17;</p> <p>Will be pleased to have sight of the Corporate Asset Management Plan setting priorities in relation to supporting and investing in the Estate, for pre decision scrutiny;</p> <p>From a property perspective the Committee would like to see the Council drive value from cultural events, rather than take an ADM route;</p> <p>Considers that the informality of</p>	<p>Not requested</p>		

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		international policy and twinning arrangements should be an opportunity for more activity, particularly of an economic nature			
Communities, Housing & Customer Services Delivery Plan 27 April 2016	Cllr Hinchey	Wishes to re-visit C2C when it next considers customer service, prior to holding a full Scrutiny Committee at Wilcox House; Feel strongly that an improvement opportunity exists to notify Members when their outstanding enquiries have been closed.	No response requested		
Governance and Legal Services Delivery Plan 27 April 2016	Cllr De'Ath	Will monitor corporate ownership of the Welsh Language Standards; Will monitor benchmarking activity within the Governance & Legal Services Directorate; Suggest future re –consideration of the scrutiny Performance Indicator.	12May 2016	CIS will be main monitoring compliance tool; 174 standards will appear against Directorates; Specific standards allocated to relevant Manager; Welsh Language Co-ordinators and champions will update CIS; Bi-lingual Cardiff will oversee; Overdue actions will be discussed at management team meetings; Non-compliance reported quarterly to Bi-lingual Cardiff Member Working Group; Annual Monitoring report to Full Council in June. Directorate section heads asked to consider opportunities for benchmarking. Range of scrutiny evaluation activities to conclude 15/16 municipal year.	

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10 May 2016					
<p>Performance Management Refresh 16 May 2016</p>	<p>Cllr Hinchey</p>	<p>Wish to ensure that at the end of Quarter 1 2016/17 Scrutiny will be able to establish whether there are areas of concern for the Council ;</p> <p>Will be pleased to participate in the co-design of a balanced scorecard;</p> <p>Welcome representation on a members working group;</p> <p>Agree the Head of Performance would benefit from liaising with all scrutiny Chairs to explore the performance needs of the other Scrutiny Committees;</p> <p>Keen to ensure that where PI's are published by multiple partners/authorities the structure of PI's the Council settles on allows a read across;</p> <p>Wishes to highlight the need for the City Dashboard to assist us in our statutory role of holding the new Public Services Board to account.</p>	<p>Not requested</p>		

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<p>Local Authority Trading Company – Commissioning & Procurement 16 May 2016</p>	<p>Cllr Hinchey</p>	<p>The Committee is unclear what form staff recognition will take having heard that reward will be considered in the wider context of commercialisation;</p> <p>Re-iterates the need for those staff involved to be using a specialist commercial time recording programme, rather than a Council-designed spreadsheet;</p> <p>Re-iterates the importance of factoring all overheads into the financial projections;</p> <p>Re-iterates that appropriate accountancy arrangements must be put in place;</p> <p>Reserve the right to have sight of Cabinet reports and to request briefings on the company’s progress if appropriate.</p>	<p>Not requested</p>		
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