
WORK PROGRAMME 2017/18

Purpose of Report

1. The Council's Constitution states (Scrutiny Procedure Rule 7) that each Scrutiny Committee will set its own work programme. The Community & Adult Services Scrutiny Committee's terms of reference provide the Committee with the responsibility for the scrutiny of a number of specific service areas.
2. This report provides the Committee with the output from the Work Programming Forum, which took place on the 7 August 2017. The resulting list of items has, where possible, been populated into a calendar, attached at **Appendix A**, for the Committee's consideration and approval.
3. Members may also wish to approve the proposed Task & Finish Inquiries and commissioning of a Performance Panel, as listed in **paragraphs 13 and 15** of this report.

Background

4. Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council's decision-making process and the way in which it delivers services. The main roles of the Scrutiny Committees are:

- Holding the Cabinet and officers as decision-makers to account.
 - Being a 'critical friend', through questioning how decisions have been made to provide a 'check and balance' to decision makers, adding legitimacy to the decision making process.
 - Undertaking reviews of Council services and policy.
 - Undertaking reviews to develop Council services and policies.
5. The Committee at its meeting on 19 July 2017 considered a report to agree the way forward for constructing and agreeing the work programme for 2017/18. It was agreed that a Work Programming Forum be established to consider potential Items, with the Forum's proposals being presented to Committee for formal approval of the work programme.
6. The Work Programme Forum took place on the 7 August 2017. At this meeting, Members considered 33 Items from the following sources:
- Statutory commitments of the Committee under its terms of reference
 - Community & Adult Services Scrutiny Committee Annual Report 2016/17
 - Scrutiny Member suggestions
 - Cabinet & Director suggestions
 - Cabinet Forward Plan
 - Relevant extracts from:
 - Corporate Plan
 - Capital Ambition
 - Service Delivery Plans
 - External organisations' work streams that could be reported to the Scrutiny Committee.

7. At this meeting Members also agreed that, to aid in focussing the agendas more effectively and maximising the impact of the scrutiny of each item at Committee, Members would adapt the way that issues would be scrutinised in the future to include:
- Committee meetings would aim to last no more than 3 hours, which equates to approximately 2 substantial items and 1 smaller item, as recommended by the Wales Audit Office.
 - A system of briefs/updates/progress reports be established, to free up valuable Committee time, but also to keep Members informed of progress against these issues. Should any concerns or questions be raised these would then be brought onto the Committee's Agenda for formal consideration.
 - Performance monitoring reports and "Deep Dives" into performance be scrutinised by a Performance Panel. The Panel would regularly report back to Committee with their comments, concerns or requests for further investigation at full Committee.
8. To enable the work programme to reflect this more focused approach, Members identified those issues which they had jointly prioritised and further determined whether it would be most appropriate to scrutinise each item either by:
- i) Full Committee
 - ii) Inquiries/Task & Finish Investigation
 - iii) Briefings/updates/review reports; or via
 - iv) Performance Panel
9. Where possible, the resultant list of items was then inputted into a work programme calendar attached at **Appendix A** to form a work programme for the full year. Members are requested to approve the list of topics set out in the following section, and that these be inputted into the calendar for final approval at the next meeting.

Issues

10. The work programme for each Scrutiny Committee identifies various types of scrutiny investigations. Members of the Committee have consistently committed to regularly monitor and review corporate strategies, budget proposals and their delivery, performance and improvement reports, governance reports and reshaping services proposals.

11. The following sets out Items agreed under the headings set out in Paragraph 8 above:

12. Items to be considered by Full Committee:

Cross Portfolio

- Cardiff Public Services Board Well-Being Objectives (*TBA*)
- 2018/19 Corporate Plan (*February 2018*)
- 2018/19 Budget (*February 2018*)

Housing & Communities

- Disabled Adaptations – 12 month review (*proposed December 2017*)
- Vacant Properties/Voids - 12 month review (*proposed December 2017*)
- Homelessness & Housing Need Strategy - Pre-decision Item (*proposed January 2018*)
- Domestic Abuse Regional Strategy - Pre-Decision Item (*proposed January 2018*)
- Rough Sleeper Strategy (*proposed January 2018*)
- Sheltered Housing/Independent Living in High Rise Blocks/Older People's Accommodation (*TBA*)
- Lettings Policies in High Rise Blocks (*TBA*)

Social Services – Adult Services

- Director of Social Services Annual Report – joint CYP/CAS SC meeting (*July 2018*)
- Quality of Life in Care Homes, including training of care home staff which is supplied by the Council (*TBA*)

13. Inquiry/ Task & Finish Investigation

Following the Forum meeting, the Chair of this Committee received requests to undertake Inquiries for the coming year, all in relation to Community Safety and Crime & Disorder, which fall within the Terms of Reference of this Scrutiny Committee. Scoping of this work is currently underway and will be reported to Members in due course. A summary of these are as follows:

Drug Taking and its Impact on Communities and the lives of Young People *(proposed - September – December 2017)*

It has been proposed by the Chair of the Children & Young People Scrutiny Committee that a joint inquiry be undertaken with his Committee to:

- Appraise the current processes in place across all stakeholders, including the community safety partnership in tackling this issue.
- Review and appraise young people's involvement in drug dealing across the City, and the impact of the reduction in youth services may have had.

Safety in Parks (*TBA*)

The Chair of the Economy & Culture Scrutiny Committee requested that this Scrutiny Committee review and appraise the current processes in place across community safety partnership and other stakeholders in respect of safety in parks

Community Safety in New Communities (*TBA*)

In addition, Members of this Scrutiny Committee agreed to consider the issue of Community Safety in new communities. With major new housing developments

being built in the City, what factors are being put in place in relation to “factoring in” Community Safety. What can be learned from previous developments?

14. **Briefings/updates/review reports**

Members agreed at the Forum meeting that they would wish to trial a system of receiving a range of briefing reports/updates/reviews of issues, which could run in parallel to Committee business. This could take the form of a monthly or quarterly “digest” and would be sent electronically to Members for consideration. This would free up valuable Committee time and allow Members to reflect on the issues as appropriate. Should any concerns be raised, these would then be brought onto the Committee’s Agenda for formal consideration. These are yet to be timetabled.

Cross-Portfolio

- Asylum Seekers and Refugee Needs

Housing and Communities

- Independent Living, including First Point of Contact; Alarm Receiving Centre
- Locality Based Working
- Neighbourhood Partnerships
- Communities First Transition

Adult Social Care

- Delayed Transfer of Care Performance
- Social Services & Well-Being Act Implementation, including Care Pathways
- Domiciliary Care – update on current provision and future plans – bringing work in-house/the Monmouthshire model
- Engagement with Carers, particularly those in the B&ME community

15. Performance Panel

The aim of the Performance Panel is to undertake in-depth, performance-related work in an informal setting – reporting any concerns back to main Committee as appropriate. It is proposed that the Performance Panel consider the following:

- Quarterly Performance Reports (December, March, June)
- Adult Safeguarding – request from Audit Committee to look at current safeguarding arrangements/processes (*proposed January-March 2018*)
- Well-Being of Staff working in Social Care – recruitment/retention of staff; budget implications; sickness absence etc. (*TBA*)

At this meeting, Members are requested to seek nominations to the Performance Panel. Should this be unsuccessful, these issues would be considered by full Committee and timetabled accordingly.

16. At the Forum meeting, there were a number of issues that had been suggested for the Committee to consider. The following Items were referred or deferred:

Air Quality & its Impact on Health – Air Quality is a major work stream topic for the Environmental Scrutiny Committee during 2017/18. It was agreed that the Chair of this Scrutiny Committee write to the Chair of Environmental Scrutiny Committee requesting that it look into this issue as part of its work into Air Quality and report back to C&ASSC at the end of its investigation. This was sent on the 21 August 2017.

Private Rented Sector Housing - this issue was considered by this Scrutiny Committee in July 2017. It was agreed that further consideration be deferred until 2018/19.

Gypsy & Traveller Site Proposals – this issue will be considered in the near future by Planning Committee. It was agreed that this report will be sent to

Members of this Scrutiny Committee when available, and this issue monitored during 2017/18.

Way Forward

17. It is suggested that Members consider and agree the following:

- The list of Items discussed at the Forum meeting, as set out in this report;
- Any further suggestions to be considered by the Committee during 2017/18;
- The draft timetable of issues for the Committee as set out in **Appendix A**;
- Inquiry/Task & finish topics as proposed in **paragraph 13** of this report; and nominate Members to populate these Task & Finish Groups;
- Agree the issues to be reported via email, as set out in **Paragraph 14** in this report; and
- Agree to set up Performance Panel, as set out in **Paragraph 15** to monitor and review performance quarterly and undertake “deep dives” into performance, and seek nominations to sit on the Panel.

A fully populated calendar will be submitted to the next Committee meeting for final approval.

Legal Implications

18. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken

having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

19. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATIONS

The Committee is recommended:

- a) To consider the information set out in this report and agree the current Work Programme Calendar for 2017/18 as set out in **Appendix A**, with a view to signing off the final version at the October meeting of this Committee.
- b) To agree to undertake the Task & Finish Group Inquiries as set out in **Paragraph 13** of this report, and to seek nominations for these Inquiries.
- c) To agree to set up a Performance Panel, as set out in **Paragraph 15** of this report and seek nominations for the Panel.

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

31 August 2017