
WORK PROGRAMME 2018/19

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 2 August 2018. 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 Inquiry and other potential topics, as listed in **paragraphs 13 to 16** 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. A CASSC Work Programme Forum took place on the 2 August 2018. At this meeting, Members considered 48 Items from the following sources:

- CASSC Terms of Reference
- Community & Adult Services Scrutiny Committee Annual Report 2017/18
- 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 continue 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, budget monitoring and "Deep Dives" into performance continue to be scrutinised by the Performance Panel. The Panel would regularly report back to Committee with their comments, concerns or requests for further investigation at full Committee.

8. Members also agreed that they would also wish to focus on the following:

- Visits to community facilities throughout the year – ARC, Hubs, Sandown Court etc.
- Hold a number Committee meetings in the community – with targeted, public interest-related topics/agendas
- Increase input from external witnesses – public, stakeholders, service providers, service users etc.
- Improved cover reports – PSO to develop a template to link topics with Wellbeing of Future Generations Act; Social Services & Wellbeing Act etc. to enable Members to be able to link topics to the duties/requirements set out in legislation

9. 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
10. 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

11. 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.
12. The following sets out Items agreed under the headings set out in Paragraph 9 above:
13. **Items to be considered by Full Committee:**

Cross Portfolio

- 2019/22 Corporate Plan (*February 2019*)
- 2019/20 Budget (*February 2019*)

Communities & Housing

- HRA Business Plan (*March 2019*)
- Communities & Housing Directorate Delivery Plans 2019/20 (*March/April 2019*)
- Rough Sleepers Strategy (*December 2018*)
- Homelessness and Housing Need Strategy (*December 2018*)
- Community & Wellbeing Hubs Programme (*April/May 2019*)
- Older People's Accommodation Strategy (to include a briefing from CIW on Care Homes in Cardiff) (*early 2019*)
- Housing Associations – How does the Council work/engage/coordinate with HAs (*May/June 2019*)

Social Services – Adult Services

- Domiciliary Care Provision in Cardiff (*September 2018*)
- Cardiff & Vale Regional Partnership Board Annual Report 17/18 (*September 2018*)
- Corporate Safeguarding Annual Report (*joint with CYPSC – TBA*)
- Regulation & Inspection of Social Care (Wales) Act 2016 (*October 2018*)
- Equality & Human Rights Toolkit for Councillors on Accessible Housing – Tai Pawb Presentation (*October 2018*)
- Community Health Services Review – 12 month Update (*November 2018*)
- Social Services Directorate Delivery Plan 19/20 (*April 2019*)
- Local Authority Social Services Annual Report 2018/19 (*Joint with CYPSC – TBA – July 2019*)
- IA&A – User Views (TBA)
- Supported Living Strategy (TBA)
- Carers – Engagement & consultation (TBA)
- Issues Relating to Nursing Homes in Cardiff – joint piece of work linked with Older People's Accommodation Strategy (TBA)

14. Inquiry/ Task & Finish Investigation

At the Forum meeting, Members agreed that, due to the decreasing resources within the Scrutiny Team one Inquiry would be undertaken during 2018/19. This would be:

- Homelessness and Individual Supported Accommodation

The Inquiry will aim to establish:

- How the Cardiff hostels work together – is it effective?
- Individual Supported accommodation – how effective is it? What kinds of support is on offer? Do vulnerable people get the support they need?
- To include – staff ratios; mapping of facilities and support on offer in those facilities
- To understand the complexities of the service and the people that use the service
- What can be learned from Best Practice and applied in Cardiff

A Scope is currently being drafted to take this issue forward, and will be linked to the Committee's consideration of the Rough Sleepers Strategy and Homelessness and Housing Need Strategy, which will be considered in December 2018. Members are requested to consider whether they would wish to take part in this Inquiry and nominate themselves for the Task & Finish Group.

Members will also receive, in due course, the report arising from the 2017/18 **Inquiry on Drug Dealing**, which will be available for Members consideration during Autumn 2018.

15. Briefings/updates/review reports

Members agreed at the Forum meeting that they would wish to receive a range of briefing reports/updates/reviews of issues, which could run in parallel to Committee business. These would be timetabled as per Committee Items, and

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. Some of these are yet to be timetabled.

Communities & Housing

- Single Licensing Enforcement Policy/rent Smart Wales (*November 2018*)
- Safety Checks in High Rise Properties (*December 2018*)
- Locality Based Working & Community Inclusion (*April/May 2019*)
- Housing – New Build Contractor Procurement (TBA)
- Impact of new Purpose Built Student Accommodation in Cardiff (TBA)

Social Services – Adult Services

- Supported Living Services for People with a Learning Disability – Out of County Placements (TBA)
- Parliamentary Review of Health & Social Care in Wales (TBA)

16. 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)
- Budget Monitoring
- Council House Repairs – potential deep dive – Briefing to Members during September 2018.
- DToC – New Performance Measures

17. At the Forum meeting, there were a number of issues that had been suggested for the Committee to consider. The following Items were referred to other Scrutiny Committees for consideration:

- **Economy & Culture Scrutiny Committee** - Channel View Estate Regeneration
- **Children & Young People Scrutiny Committee** – Additional Learning Needs
- **Policy Review & Performance Scrutiny Committee** - Preventative Budgeting; PSB/ Governance

Wales Audit Office Work Reporting/Programming

18. In addition to the topics and issues set out in this report, the Wales Audit Office will also be undertaking a number of studies in the coming year. The PSO will report on these issues at an appropriate juncture:

Cardiff Specific:

- **Housing/WHQS Local Project** – report imminent, includes a **Service User Review** of Housing Tenants.

Wales-wide studies

- **Corporate Safeguarding** – planning stage
- **FPoC** – project set up. Cardiff will be part of this study
- **Tackling Violence against women, domestic abuse and sexual violence** – project set up. Cardiff Council will not be part of this study, but SW Police and SW Fire & Rescue Authority will be
- **Integrated Care Fund** – undertaking field work.

Way Forward

19. 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 2018/19;
- The draft timetable of issues for the Committee as set out in **Appendix A**;
- Inquiry/Task & finish topic as proposed in **paragraph 14** of this report; and nominate Members to populate this Task & Finish Groups; and
- Agree the issues to be reported via briefings, as set out in **Paragraph 15** in this report; and

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 2018/19 as set out in this report and **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 Inquiry as set out in **Paragraph 14** of this report, and to seek nominations for this Inquiry.

DAVINA FIORE

Director of Governance and Legal Services

30 August 2018