

Overview and Scrutiny - Fit for the Future?

WAO Improvement Proposals - Action Plan 2018

P1	The Council should build on its experience of using different ways of working to consider more innovative methods for undertaking scrutiny activity.				
Current position:	<p>This Authority has used a variety of methods for undertaking scrutiny in recent years including:</p> <ul style="list-style-type: none"> ▪ Short Scrutiny ▪ Listening event– an all-day activity facilitated by external providers for children who are looked after, aged under 11, to identify their concerns and views around the support and services they receive. ▪ Café style Workshops with stakeholders – An all-day event (speed dating format) to enable disabled young people to challenge and test senior officers of the Council on the services they provide. ▪ Calls for evidence across all stakeholders to provide evidence on the impact on children who are looked after leaving care ▪ Deep Dive – To undertake a detailed investigation into the reasons for referrals to Children’s services, analysis data and examine processes across all major stakeholders ▪ Family Friendly Cardiff – Members took life like dolls around Cardiff, to see how family friendly the city is. ▪ Young People at Committee – to provide feedback on the operation of the Youth Service following its reorganisation. ▪ Ward councillor holding special surgery to hear people’s view on the impact of FGM on their community. ▪ Round table discussion – evidence gathering from all major stakeholders dealing with Child Sexual exploitation ▪ Job Shadowing –Committee Members job shadowed a number of Council teams with the evidence gathered by Committee Members used to inform the inquiry. ▪ Surveys – A Litter & Fly Tipping Inquiry survey was widely circulated (in the press, social media, websites, hard copies to various Council sites, etc…) and generated 3,448 responses from members of the public ▪ Workshops: <ul style="list-style-type: none"> ▪ Volunteer – As a part of the Litter & Fly Tipping Inquiry the Committee Members set up a volunteer workshop to determine what active volunteers think about a number of key issues. ▪ Bus & Taxi Stakeholder – as part of the Improving Cardiff’s Air Quality Inquiry the Committee Members ran two short Bus & Taxi Stakeholder Workshops to find out how the two respective transport industries were looking to address the air quality challenges facing Cardiff. Participants discussed a planned series of questions and the feedback gathered during the workshop was used to inform the inquiry report. ▪ Collaborative Working & Co-option of Partner Agencies –the Environmental Scrutiny Committee co-opted six other partner agencies onto an inquiry with the aim of identifying how we can better work together with partner agencies to improve water quality in rivers and water courses across the South East Wales River Basin. 				
Serial	Action	Lead	Target date for completion	RAG Status	Remarks
1.	Review the methods of scrutiny previously undertaken to determine the feasibility of utilising them in delivery of innovative and effective scrutiny in the future.	HDS	31 Mar 19	Red	

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2.	Liaise with other LA's in the region to identify other activities which have proven beneficial for local scrutiny.	Scrutiny Team	31 Mar 19	Red	
3.	Utilise expertise gathered from the newly re-formed National Scrutiny Network to develop opportunities for innovative scrutiny across Wales and the wider scrutiny community.	HDS	31 Mar 20	Red	

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P2	The Council should consider the skills and training that scrutiny members may need to better prepare them for current and future challenges and develop and deliver an appropriate training programme, including providing additional training on the Well-Being of Future Generations (Wales) Act.				
Current arrangements:	<p>Following the 2017 Local Government Elections induction for all elected members was provided. The induction included a comprehensive range of topics which was intended to prepare Councillors for the array of roles and responsibilities they would be expected to undertake during their term of office.</p> <p>Some Scrutiny specific topics including “Using effective questioning” and “Effective scrutiny outcomes” were offered to ensure that Scrutiny committee members were provided with the appropriate knowledge and skills to undertake effective scrutiny. Positive feedback was received from these sessions.</p>				
Serial	Action	Lead	Target date for completion	RAG Status	Remarks
4.	Develop the member opportunities identified in the WAO report for consideration and inclusion on the Member Development Programme: <ul style="list-style-type: none"> • scrutinising regional, collaborative and commercial arrangements, • commercialisation, • financial analysis, • options appraisals, • engaging ward members and stakeholders in scrutiny work • Wellbeing of Future Generations Act (WFGA) • Questioning Skills • Performance scrutiny • Charing Skills • Budget Scrutiny 	HDS	31 Mar 19	Red	In collaboration with the Democratic Services Committee
5.	Identify additional Member Development topics which would support the development of Elected Members and enhance the effectiveness of Scrutiny at a local level.	HDS	31 Mar 19	Red	
6.	Enhance the collaboration between the Scrutiny and the Democratic Services Committees to develop a mutual	HDS	31 Mar 19	Red	

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	understanding of the training requirements for the support and services they provide.				
	a. A Scrutiny Chairperson to be invited to Democratic Services Committee as an invitee to assist in identifying and prioritising key topics for scrutiny as outlined in the WAO report.	HDS	01 Oct 18	Amber	
	b. The Chairperson of the Democratic Services Committee be invited to attend meetings of the Scrutiny Chairpersons to ensure that the appropriate Member development opportunities be provided which support the Scrutiny function	HDS	31 Dec 18	Amber	
7.	Identify appropriate topics in collaboration with the following bodies to enhance the knowledge and skills related to the delivery of effective scrutiny at a local, regional and national level: <ul style="list-style-type: none"> • The Democratic Services Committee, • The Welsh Local Government Association (WLGA), • Wellbeing of Future Generations Commissioners Office, • Scrutiny Officers/Members/Chairpersons • All Wales Scrutiny Network. 	HDS	31 Mar 19	Red	
	a. Provide refresher activities on the Wellbeing of Future Generations Act training provided as part of the Member Induction	HDS	31 Dec 18	Red	
	b. Provision of a member development session to provide all Elected Members with: <ul style="list-style-type: none"> ▪ An overview of the Act ▪ An explanation of how the WFGA is undertaken by this Authority. ▪ The role of members in supporting the delivery of the WFGA ▪ Addressing any queries that Elected Members have about the WFGA 	HDS	31 Mar 19	Red	

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P3		The Council should make scrutiny committees' forward work programmes (FWPs) more accessible to the public and consider how it can involve the public in its scrutiny activity more effectively.			
Current arrangements:		Each of the Overview and Scrutiny committees plan, produce and review their FWPs on a regular basis. These are published as part of the agenda pack published to the internet. They have not been published as stand-alone documents on the internet. The Councils Committee Administration system (Modern.gov) has a facility to publish FWPs for any committee which is identified as being able to "produce a FWP".			
Serial	Action	Lead	Target date for completion	RAG Status	Remarks
8.	Develop a pilot for the FWP template for use with Modern.gov which would enable each committee to publish its own FWP. The FWPs would cover a 4 month period and be reviewed every 3 months.	HDS	28 Sep 18	Green	Initial Templates and processes developed
9.	Publish all Scrutiny Committee FWPs	Scrutiny team with Democratic Services	01 Oct 18	Amber	
10.	Consider the development of a Scrutiny/Democratic Social media account to promote democratic activity including the publication and promotion of the FWP	HDS	31 Dec 18	Red	
11.	Develop distribution lists for each Scrutiny Committee FWP email notification. This will enable any interested party to be informed when the latest Scrutiny Committee FWP is published. These contacts may include Community Councils, Officers, Partner Organisations and the Youth Council etc. The distribution list will also act to promote the work of the committee and encourage greater engagement and participation.	Scrutiny Team	31 Mar 19	Red	
12.	Monitor webpage hits statistics every 3 months to provide an indication of the level of activity the FWP pages have generated.	Democratic Services with Scrutiny Team	30 Jun 19	Red	
13.	Review the content, accuracy and viewings of the FWPs and consider options to improve.	HDS with Scrutiny Team	30 Sep 19	Red	
14.	Identify options to assist Elected Members in actively promoting the benefits of Overview and Scrutiny in their communities.	HDS with Scrutiny Team	30 Sep 19	Red	

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P4	The Council should publish final versions of scrutiny committee meeting minutes on its website in a more timely manner.				
Current arrangements:	Detailed committee minutes are produced and a draft set of minutes is published as soon as possible. These draft minutes are submitted to the next meeting of the committee for approval. Currently these are then sent for Welsh translation. Once translated the approved minutes are simultaneously published on the Councils website.				
Serial	Action	Lead	Target date for completion	RAG Status	Remarks
15.	The plans being developed to enable: <ul style="list-style-type: none"> • Draft minutes published within 10 working days of the meeting. • Draft minutes to be approved at the next meeting of the committee. • Translated minutes to be published 5 working days after the approval of draft minutes. 	HDS	31 Mar 19	Red	
16.	Opportunities to improve the timescales for the production and would be investigated:	HDS	31 Mar 19	Red	
a.	Determine the level of detail required in committee minutes	HDS	31 Dec 18	Red	
b.	The internal processes for technical review of the minutes	HDS	31 Dec 18	Red	
c.	Consider the use of technology to provide or support minutes, i.e. Use of audio transcription of minutes, using webcast recordings to minimise the content of the written minutes.	HDS	31 Mar 19	Red	

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P5	The Council should review the type of scrutiny support required to enable the scrutiny function to respond to current and future challenges.				
Current arrangements:	<p>The WAO report identifies that: “scrutiny arrangements are well-developed and supported by a culture that makes them well-placed to respond to current and future challenges, but the Council could be more innovative in how it undertakes scrutiny activity”. (See P1)</p> <p>With the Council required to make significant savings in the next 3 years the resources available for the Scrutiny function is likely to diminish which will require prioritisation of initiatives.</p>				
Serial	Action	Lead	Target date for completion	RAG Status	Remarks
17.	Review the methods of scrutiny previously undertaken to determine the feasibility of utilising them in delivery of innovative and effective scrutiny in the future. (See Action 1)	HDS	31 Mar 19	Red	
18.	Facilitate a task group of the PRAP Scrutiny Committee, to examine the current impact of scrutiny and to explore methods of capturing the impact of scrutiny in the future. Review the outputs to support the future development of scrutiny.	Scrutiny Team with HDS	31 Mar 19	Red	
19.	To report to the Scrutiny Chair’s Liaison Forum challenges to effective scrutiny and determine appropriate actions to address the challenges and risks	HDS	31 Mar 19	Red	
20.	Explore and assess how the impact of scrutiny activity can be improved using the available resources.	HDS	31 Mar 19	Red	