

## Scrutiny Structures 2019

<b>Overview and Scrutiny Management Committee</b>	<b>Performance Scrutiny Committee - Partnerships</b>	<b>Performance Scrutiny Committee - People</b>	<b>Performance Scrutiny Committee - Place and Corporate</b>
			
<b>Chair – Councillor Laura Lacey</b>	<b>Chair – Councillor Majid Rahman</b>	<b>Chair – Councillor David Williams</b>	<b>Chair – Councillor Chris Evans</b>

# Scrutiny Structures 2019

## Schedule of Meetings

<b>Overview and Scrutiny Management Committee</b>	
Policy Review and Policy Development	<ul style="list-style-type: none"> <li>• Policy Reviews for all Council areas</li> <li>• Policy development for all Council areas</li> </ul>
Coordinate and manages all policy development and reviews.	<ul style="list-style-type: none"> <li>• Set up ad hoc Policy Review Groups for pre decision scrutiny;</li> <li>• Utilise the skills and interest of non-executive members when setting up PRG group's membership;</li> <li>• Set the terms of reference and ensure that the group work within the agreed parameters.</li> <li>• Receive and approve final reports of the Policy Review Groups.</li> </ul>
Consider the implementation of projects/ schemes/ legislation that impact upon the whole council.	<p>Such as:</p> <ul style="list-style-type: none"> <li>• City Deal;</li> <li>• Change Programme;</li> <li>• Fairness Equalities and Impact Assessments;</li> <li>• Welsh Language Scheme;</li> <li>• Wellbeing of Future Generations Act;</li> <li>• Corporate Assessment;</li> <li>• Public Engagement;</li> <li>• Risk Register</li> <li>• Performance Management Framework;</li> </ul>
Scrutiny of Corporate plans, strategies and frameworks	<ul style="list-style-type: none"> <li>• Consultation on Corporate strategies, plans and frameworks;</li> </ul> <p style="margin-left: 20px;">Such as</p> <ul style="list-style-type: none"> <li>- Corporate Plan;</li> <li>- Strategic Equalities Plan;</li> <li>- Director of Social Services Annual Report;</li> </ul>
Consider the Draft Budget Proposals and coordinate the response from Scrutiny on the draft	<ul style="list-style-type: none"> <li>• Consider the draft Budget Proposals from a strategic point of view.</li> <li>• Coordinate the comments from the Performance Scrutiny Committees on the budget proposals and ensure that there is no duplication within the comments;</li> </ul>

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<b>Overview and Scrutiny Management Committee</b>	
budget proposals.	<ul style="list-style-type: none"> <li>Consider the effectiveness of the budget process, and the public engagement process.</li> </ul>
Manages Scrutiny Member Training	<ul style="list-style-type: none"> <li>Ensure adequate training is available for scrutiny members;</li> <li>Identify any training needs of scrutiny members;</li> <li>Manage Scrutiny Seminar list.</li> </ul>
Approve and monitor the Scrutiny Annual Report	<ul style="list-style-type: none"> <li>Consider improvements that should be made within the scrutiny process;</li> <li>Approve the Scrutiny Annual Report;</li> <li>Monitor the implementation of the actions within the Annual Report.</li> </ul>
Recommendations monitoring on Scrutiny Recommendations resulting from reviews	<ul style="list-style-type: none"> <li>Undertake regular monitoring of recommendations made by Scrutiny;</li> <li>Ensure that recommendations have been implemented appropriately;</li> <li>Assess the extent to which the intended outcome has been achieved;</li> <li>Determine if further work/ investigation/review is required following the initial recommendation.</li> </ul>
Coordinate the programme for the Performance Scrutiny Committees	<ul style="list-style-type: none"> <li>Receive the meeting schedule, minutes from the Performance Scrutiny Committees and receive updates on the implementation of the work programmes.</li> </ul>

# Scrutiny Structures 2019

## Schedule of Meetings

### Performance Scrutiny Committee - People

#### **Holding the Executive to Account for its performance within the People Directorate.**

Three broad areas: *Performance , Budget and Risk*

#### **Monitoring of performance**, focusing on:

- Achievement of outcomes and actions within service plans;
- Scrutinising progress in improvements to areas of poor performance;
- Assessing the extent to which performance objectives are contributing to the overall objectives and priorities of the Council.
- Assessing the extent to which performance is in keeping with the performance management strategy;

#### **Budget Monitoring**

- Scrutinising variances in budget;
- Assessing the extent to which performance is being achieved within budget;
- Reviewing the outcomes and the delivery of agreed savings plans;

#### **Budget Proposals**

- Scrutinising of Service specific proposals a part of the budget consultation process;
- Assessing the anticipated impact of the budget proposals on services, performance, service users, partnerships and staffing levels;
- Considering the contribution of the budget proposals to the achievement of corporate priorities and objectives;
- Consideration the budget proposals within the context of the wellbeing of future generations, fairness and equalities impact, sustainability, partnership arrangements and the efficiency agenda;
- Consideration of the extent to which savings form part of a coherent strategy supported by appropriate evidence for decision making.

#### **Risk**

- Monitoring areas of high risk and assessing the effectiveness of actions to mitigate these risks.

To advise the Overview and Scrutiny Management Committee of its work programme and its on going implementation.

To undertake detailed examination or review of service area performance where necessary.

# Scrutiny Structures 2019

## Schedule of Meetings

Monitor the implementation of any recommendations made to the Cabinet in relation to the performance of the service area.

### **Performance Scrutiny Committee - Place and Corporate**

#### **Holding the Executive to Account for its performance within the Place and Corporate Directorates**

Three broad areas: *Performance* , *Budget and Risk*

##### **Monitoring of performance**, focusing on:

- Achievement of outcomes and actions within service plans;
- Scrutinising progress in improvements to areas of poor performance;
- Assessing the extent to which performance objectives are contributing to the overall objectives and priorities of the Council.
- Assessing the extent to which performance is in keeping with the performance management strategy;

##### **Budget Monitoring**

- Scrutinising variances in budget;
- Assessing the extent to which performance is being achieved within budget;
- Reviewing the outcomes and the delivery of agreed savings plans;

##### **Budget Proposals**

- Scrutinising of Service specific proposals a part of the budget consultation process;
- Assessing the anticipated impact of the budget proposals on services, performance, service users, partnerships and staffing levels;
- Considering the contribution of the budget proposals to the achievement of corporate priorities and objectives;
- Consideration the budget proposals within the context of the wellbeing of future generations, fairness and equalities impact, sustainability, partnership arrangements and the efficiency agenda;
- Consideration of the extent to which savings form part of a coherent strategy supported by appropriate evidence for decision making.

##### **Risk**

- Monitoring areas of high risk and assessing the effectiveness of actions to mitigate these risks.

To advise the Overview and Scrutiny Management Committee of its work programme and its ongoing implementation.

# Scrutiny Structures 2019

## Schedule of Meetings

To undertake detailed examination or review of service area performance where necessary.

Monitor the implementation of any recommendations made to the Cabinet in relation to the performance of the service area.

### **Performance Scrutiny Committee - Partnerships**

#### **Holding the Public Services Board to account for their performance.**

- As the designated Scrutiny Committee for the PSB:
  - a) review or scrutinise the decisions made or actions taken by the Board;
  - b) review or scrutinise the Board's governance arrangements;
  - c) make reports or recommendations to the Board regarding its functions or governance arrangements;
  - d) consider matters relating to the Board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly;
  - e) carry out other functions in relation to the Board that are imposed on it by the Act.
- Maintain a proactive and positive relationship with the PSB;
- Monitor the performance of the PSB against partnership plans and priorities as part of the performance cycle;
- To ensure democratic accountability and scrutinise the work of the Board;
- Use existing legislative powers as necessary to put in place joint arrangements, including 'co-opting' persons who are not members of the authority to sit on the committee as required.

#### **Key considerations:**

- Performance of the PSB against agreed objectives;
- Effectiveness of governance arrangements, including budget management, consultation arrangements, procurement procedures, risk management, performance management and accountability arrangements.
- Scrutinising the contribution of the Council to the partnership;
- Evaluating the overall effectiveness of the partnership;
- Ensuing public engagement and citizen focused partnerships and strategies.
- Undertake formal consultation on key documents as required.

Monitor the implementation of any recommendations made to the PSB in relation to the performance of the service area.

# Scrutiny Structures 2019

## Schedule of Meetings

Forward any recommendations made to the PSB to the Minister / Future Generations Commissioner

### **Holding partnerships to account for their performance.**

To include - EAS, Newport Live, Norse, SRS and Joint Commissioning arrangements

- Performance of the partners against agreed objectives;
- Effectiveness of governance structures;
- Undertake formal consultation on key documents as required.

### **Scrutiny of community safety issues and associated partnerships: Designated Committee for Crime and Disorder**

- To consider Councillor Calls for Action (CCfA) that arise through the council's agreed CCfA process;
- To consider actions undertaken by the responsible authorities on the CSP.

Monitor the implementation of any recommendations made to the any of the Partnerships.

To advise the Overview and Scrutiny Management Committee of its work programme and its on-going implementation