Document Pack

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FRIDAY, 8 JUNE 2018

TO: ALL MEMBERS OF THE **POLICY & RESOURCES SCRUTINY COMMITTEE**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **POLICY & RESOURCES SCRUTINY COMMITTEE** WHICH WILL BE HELD IN THE **CHAMBER, SPILMAN STREET, CARMARTHEN** AT **10.00 AM** ON **THURSDAY, 14TH JUNE, 2018** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

Mark James CBE

CHIEF EXECUTIVE

PLEASE RECYCLE

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Ref:	**AD016-001**

POLICY & RESOURCES SCRUTINY COMMITTEE
13 MEMBERS

PLAID CYMRU GROUP – 6 MEMBERS

1.	Councillor	Kim Broom
2.	Councillor	Handel Davies
3.	Councillor	Ken Howell (Vice-Chair)
4.	Councillor	Gareth John
5.	Councillor	Carys Jones
6.	Councillor	Elwyn Williams

LABOUR GROUP – 4 MEMBERS

1.	Councillor	Fozia Akhtar
2.	Councillor	Colin Evans
3.	Councillor	Kevin Madge
4.	Councillor	John Prosser

INDEPENDENT GROUP – 3 MEMBERS

1.	Councillor	Sue Allen
2.	Councillor	Arwel Davies
3.	Councillor	Giles Morgan (Chair)

AGENDA

1.	APOLOGIES FOR ABSENCE.	
2.	DECLARATIONS OF PERSONAL INTEREST.	
3.	DECLARATION OF PROHIBITED PARTY WHIPS.	
4.	PUBLIC QUESTIONS (NONE RECEIVED).	
5.	SICKNESS ABSENCE MONITORING REPORT - END OF YEAR 2017/18.	5 - 22
6.	CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - MARCH 2018.	23 - 34
7.	POLICY & RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME FOR 2018/19.	35 - 40
8.	EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT.	41 - 42
9.	FORTHCOMING ITEMS.	43 - 44
10.	TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 27TH APRIL 2018.	45 - 48

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SCRUTINY COMMITTEE: POLICY & RESOURCES

14TH JUNE 2018

SICKNESS ABSENCE MONITORING REPORT – END OF YEAR 2017/18

To consider and comment on the following issues:

This report provides the committee with sickness absence data for the 2017/18 financial year.

Reasons:

The Committee has requested that half yearly reports are provided to its members to allow them to fulfil their scrutiny role.

To be referred to the Executive Board / Council for decision: NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Directorate		
Name of Head of Service:	**Designations:**	**01267 246123**
Paul R Thomas	**Assistant Chief Executive – People Management**	**Prthomas@carmarthenshire.gov.uk**
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Heidi Font	**Employee Well Being Manager**	**01267 246060** hfont@carmarthenshire.gov.uk

SCRUTINY COMMITTEE: POLICY & RESOURCES

14TH JUNE 2018

SICKNESS ABSENCE MONITORING REPORT – END OF YEAR 2017/18

The attached report provides Elected Members with the 2017/18 end of year position in relation to sickness absence.

The data indicates that since 2016/17 there has been an overall reduction in the number of days lost per full time equivalent (FTE) - reducing from 10.76 days in 2016/17 to 10.15 days during 2017/18.

However, the overall target of 9.6 days per FTE, which was set by Corporate Management Team to support a reduction in absence, has not been met.

The report also provides information in relation to the initiatives introduced during the year to support attendance management within schools and council departments, these initiatives include:

1. Introduction of the Schools' Staff Absence Scheme to all primary schools
2. Positive Attendance Management Conference for all Carmarthenshire Head Teachers and Chairs of Governing Bodies
3. Ongoing delivery of the Attendance Management development programme to all Head Teachers and Chairs of Governing Bodies
4. Establishment of the Challenge & Review Attendance Forum, chaired by the Deputy Leader
5. Improved management information, benchmarking and ranking data
6. Signing of the TUC Charter "Dying to Work Campaign" aimed at supporting employees with a terminal illness
7. Maintaining the Council's accreditation as a Disability Confident Employer

The report also provides detailed information relating to:

1. Cost of absence
2. Employee Wellbeing data
3. Number of employees dismissed on the grounds of health capability
4. Main causes of absence
5. Sector comparisons
6. All Wales comparisons (2016/17)

DETAILED REPORT ATTACHED?	YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: PR THOMAS – ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	**YES**	**YES**	**NONE**	**NONE**	**YES**	**NONE**

1. **Policy, Crime & Disorder and Equalities**

Supports the strategic aim of making better use of resources.

2. **Legal**

Failure to follow the Council's Sickness Absence Policy and associated guidance e.g. Disability Information and Reasonable Adjustments, may lead to breaches of the Equality Act 2010 and associated risks of litigation at employment tribunal.

3. **Finance**

Services face the burden of additional costs for such as overtime, supply replacements, agency and occupational / statutory sickness pay.

6. **Staffing Implications**

Support and advice will continue to be provided by the People Management business partners and advisors as required i.e. HR Advice, Occupational Health, Health & Safety and Learning & Development

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: P R THOMAS - ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT)

1.Local Member(s) N/A

2.Community / Town Council N/A

3.Relevant Partners N/A

4.Staff Side Representatives and other Organisations N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THERE ARE NONE

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Policy & Resources Scrutiny Committee

People Management: Sickness Absence Monitoring Report – End of Year 2017/18

14th June 2018

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People Management

Sickness Absence Performance Monitoring Report

End of Year 2017/18

Introduction

The Authority Performance Indicator (PI) for sickness absence measures the number of working days lost due to sickness absence per full time equivalent (FTE) headcount per annum. The target set by Corporate Management Team for improvement for 2017/18 was 9.6 FTE.

In June 2017 departmental targets were also agreed to support a reduction in sickness absence. Both the corporate and departmental targets are monitored half yearly via Corporate Management Team (CMT) and quarterly via Departmental Management Teams (DMT). The targets were calculated by reference to the average Full Time Equivalent (FTE) headcount figure and End of Year (EOY) results over the preceding 3 years less 5%.

What has changed during 2017/18?

It is the responsibility of all DMTs to maintain a high profile on attendance management, monitor performance on a quarterly basis, to set clear expectations of all its managers to manage sickness absence proactively and to foster a working environment that encourages improved attendance from all employees.

From a corporate perspective People Management has focused its energies during 2017/18 on supporting in the following areas:

- Significant support to schools to support underperformance during 2016/17 in sickness absence management highlighted within Estyn's all Wales report 'Effective Management of School Workforce Attendance in primary schools' (January 2017) and reinforced by CCCs schools performance within all Wales benchmarking data;

- In collaboration with Corporate Services, launched the 'Schools' Staff Absence Scheme' (SSAS) to all primary schools on 1st April 2018 for a pilot period of 2 years. Most CCC schools purchased insurance policies through a range of insurance providers to cover the replacement costs of teaching, learning support and other staff absent from school.

  The SSAS is an alternative means of providing schools with a cover for replacement costs but operates on the principles of mutuality and not for profit. Its main purpose is to raise funds from its members, ie. Primary schools, which can then be used to provide shared benefits and safeguards to scheme members and the Authority.

Contributions are pooled into a central fund rather than purchasing insurance policies with any net surpluses to be refunded to schools in future years.

The scheme is designed to support proactive attendance management practices in line with CCCs Model Schools' Attendance policies. The reliance on insurance policies to cover the cost of replacement cover was counterproductive to proactive attendance management. There was a disincentive for schools to follow absence management procedures as in many instances once an employee returned to work the insurance did not cover subsequent absence by the same employee for the same pre-existing condition.

60 CCC primary schools joined the scheme during 2017/18 and the remaining primary schools invited to join during the 2nd year of the pilot period.

- During this year People management has rolled out My View self service to enable schools to manage sickness absence interactively dispensing with paper processes thereby enabling schools to manage absence in a timely and effective manner.

- In collaboration with the Department of Education & Children delivered a Positive Attendance Management Conference in the Autumn 2017 to all CCC Head teachers and Chairs of Governing Bodies;

- Continuing to deliver its ongoing programme of attendance management development activities to all people managers including Head Teachers and Chairs of Governing Bodies, so each understands his/her responsibilities and how to manage sickness absence in line with model policies and procedures;

  During 2017/18 the following have attended from schools:

Head teachers	42
Chairs of GBs	9
Other (Admin / Business Managers / Deputy Heads)	34
Total	**85**

- Providing clarity on roles, responsibilities and levels of accountability within the authority for the management of sickness absence and developing the 'Positive Attendance Management Framework' detailing all the corporate health and wellbeing initiatives and support available at a strategic, operational and individual level to improve attendance, as previously discussed with Policy & Resources Scrutiny Members at the two development sessions held 29th November 2017 and 26th January 2018;

- Establishment of the 'Challenge & Review (C&R) Attendance Forum', chaired by the Deputy Leader Cllr. Mair Stephens, to provide challenge and support to Heads of Service to maintain a high profile on attendance management and discuss performance in relation to sickness absence and what strategies the Head of Service has utilised to seek improvement. Cllr. Giles Morgan, as Chair of P&R Scrutiny

Committee has been invited to participate as a panel member during 2018/19 to develop stronger links with the committees work;

The following divisions whose performance was in the lowest quartile have attended the forum to discuss performance in relation to sickness absence:

- Waste and Environment, Environment
- Information Technology, Chief Executive
- Homes and Safer Communities, Community
- Property, Environment
- Strategic Development, Education & Children

- Provision of improved performance management information, benchmarking and ranking data, and summaries of main reasons for absence at an authority, departmental, divisional and team level, to inform CMT, DMTs and divisional Business Management Teams (BMTs) to enable improved performance monitoring;

- Encouraging DMTs/BMTs to utilise the 'Self Reflection Questions Model' to identify areas of concerns and develop action plans for improvement;

- On the 9th March 2018 the authority became one of the first Welsh Council's to sign the TUC charter aimed at supporting employees with a terminal illness. The key commitments of this charter are aimed at supporting employees that have received a terminal diagnosis:

    - We recognise that terminal illness requires support and understanding and not additional and unavoidable stress and worry;

    - Terminally ill workers will be secure in the knowledge that we will support them following their diagnosis and recognise that safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself;

    - We will provide our employees with the security of work, peace of mind and right to choose the best course of action for themselves and their families which helps them through this challenging period with dignity and without undue financial loss;

    - We support the TUC's Dying to Work Campaign so that all employees battling terminal illness have adequate employment protection and have their in service benefits protected for the loved ones they leave behind.

    The charter is mainly about providing employees with informed choice in decisions about continuing to work if they are able to do so, ensuring reasonable adjustments are considered, signposting to our internal employee wellbeing support services and/or supporting them through the ill-health

retirement process and helping individuals understand the financial impact of Occupational Sick Pay, pension benefits etc so they can make an informed choice of how to live the remaining period of their lives with dignity and security.

- Maintaining CCCs accreditation as a Disability Confident Employer which provides a commitment to support disabled applicants and employees in gaining and maintain employment.

Has this made a difference?

Performance indicates that Corporate Services is the only department to have met the 2017/18 EOY target. As the agreed targets have been set to support a reduction against previous 3 year average performance by 5%, 2017/18 result should ideally be lower across all departments.

However the EOY figure for the whole Authority of 10.15 is below the 2016/17 result of 10.76. There has been a significant decrease of 0.6 FTE days lost by average employee FTE headcount indicating a downward trend unlike that of the previous 2 end of year figures (see Table 1).

Table 1: Departmental/Divisional/Section/School performance ranking Q4 2017/18

Department	Average Employee FTE Headcount	Short Term Lost FTE Days	Long Term Lost FTE Days	Total Lost FTE Days	FTE Days Lost by Average Employee FTE Headcount	Ranking	2016-17 Q4 Performance		Target	On Target?
Corporate Services	214.5	674.80	630.19	1305.0	**6.1**	1	5.9	0.2	6.3	Yes
Regeneration & Policy	202.1	862.55	707.50	1570.0	**7.8**	2	8.8	-1.0	6.7	No
Chief Executives	190.2	875.8	661.3	1537.1	**8.1**	3	9.5	-1.4	7.0	No
Education & Children	3266.8	14055.85	15790.29	29846.1	**9.1**	4	10.1	-1.0	9.0	No
Environment	895.7	3983.49	6958.20	10941.7	**12.2**	5	11.8	0.4	11.2	No
Communities	1325.7	6723.56	9937.40	16661.0	**12.6**	6	13.1	-0.5	11.6	No
Authority Total	**6094.9**	**27176.1**	**34684.9**	**61860.9**	**10.15**		**10.76**	**-0.6**	**9.63**	**No**

Table 2: Average number of days lost per FTE – whole Authority

Following the launch of the revised Sickness Absence policy and targeted interventions funded via risk management there was a marked reduction in 2013/14. This increased slightly during 2015/16 and 2016/17 but it is encouraging that the Q4 2017/18 result is indicating a continuing downward trend since last reported in at half year Q2 2017/18.

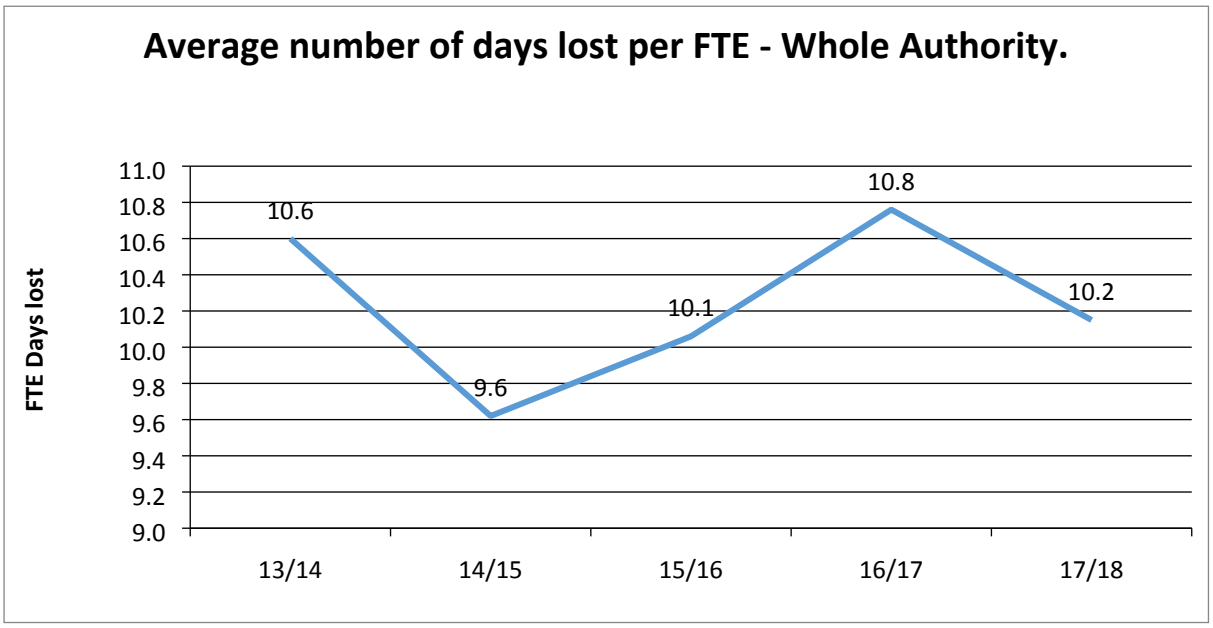

Table 3: Performance of Divisions that attended the C&R Attendance Forum

It is evident that where Heads of Service have been proactive and set clear expectations in relation to positive attendance management that improvements have been made. Whilst this forum has to date focused on those divisions where performance is in the lowest quartile, all Heads of Service need to ensure they maintain the profile of positive attendance management, set clear expectations with their managers and monitor consistency of application of the authority's Sickness Absence Policy and procedures. During 2018/19 the Chair of the C&R Attendance Forum will invite the remaining Heads of Service to attend to discuss divisional progress to ensure all services are contributing towards a reduction in the level of absence.

Department	Division	Average Employee FTE Headcount	Short Term Lost FTE Days	Long Term Lost FTE Days	Total Lost FTE Days	FTE Days Lost by Average Employee FTE Headcount	2016-17 Q4 FTE days lost by avg FTE Headcount	Difference
Chief Executives	Information Technology	65.2	326.11	317.00	643.1	**9.9**	17.5	-7.6
Environment	Property	291.2	1282.61	2180.00	3462.6	**11.9**	9.9	2.0
Education & Children	Strategic Development	206.1	882.54	1758.60	2641.1	**12.8**	12.4	0.4
Communities	Homes & Safer Communities	606.0	3274.21	5098.10	8372.3	**13.8**	14.9	-1.1
Environment	Waste & Environmental Services	185.0	1058.30	2036.70	3095.0	**16.7**	20.6	-3.9

Table 4: Impact of targeted interventions to support schools in managing sickness absence

The table below compares the performance of CCCs primary and secondary schools between 2016/17 and 2017/18. There is a reduction of 2 FTE days lost by average FTE headcount in the primary sector and 1.4 in the secondary sector which is a significant reduction. The People Management Division will continue to support schools during 2018/19 to secure continued improvement.

Division	Average Employee FTE Headcount	Short Term Lost FTE Days	Long Term Lost FTE Days	Total Lost FTE Days	FTE Days Lost by Average Employee FTE Headcount	2016-17 Q4 FTE days lost by avg FTE Headcount	Difference
Primary Schools	1317.2	4747.06	5819.70	10566.8	8.0	10	-2.0
Secondary Schools	1062.6	4972.54	4006.00	8978.5	8.4	9.8	-1.4

Since the launch of the Schools' Staff Absence Scheme and proactive interventions to support primary schools to manage sickness absence the following efficiencies have been evidenced within the primary sector:

- Reduction in the number of average Full Time Equivalent (FTE) days lost due to sickness absence from 13,962.9 in 2016/17 to 10,735.2 in 2017/18;
- Reduction in Occupational Sick Pay (OSP) costs from £1,405,505 in 2016/17 to £1,100,779 in 2017/18;
- Reduction in the average OSP paid per FTE from £1,064.25 in 2016/17 to £840.65 in 2017/18.
- Agency and supply costs have remained relatively static between the 2 years despite increasing employment costs

Table 5: Departmental Analysis

When departmental performance is compared to that of the previous year (Table 3) it can be seen that performance has improved the most within Chief Executive's Department where a reduction of 1.4 days has been achieved. In fact a significant reduction of at least a 1 day per FTE has been achieved in 3 departments. Year on year sickness absence rates have decreased in all but Environment and Corporate Services departments. (Corporate Services shows a year on year decline in performance despite achieving the target).

The divisions with the greatest variance (decrease - /increase +) compared to 2016/17 are:

- Information Technology, Chief Executive's (-7.6)
- Waste & Environmental Services, Environment (-3.9)
- Integrated Services, Communities (-2.6)
- Primary Schools, Education & Children's (-2.0)
- Secondary Schools, Education & Children's (-1.4)
- Business Support & Improvement, Communities (+5.5)
- Curriculum and Wellbeing, Education & Children's (+3.1)
- Special Schools, Education & Children (+3.0)
- Administration & Law (+2.7)
- Revenues and Financial Compliance (+2.6)

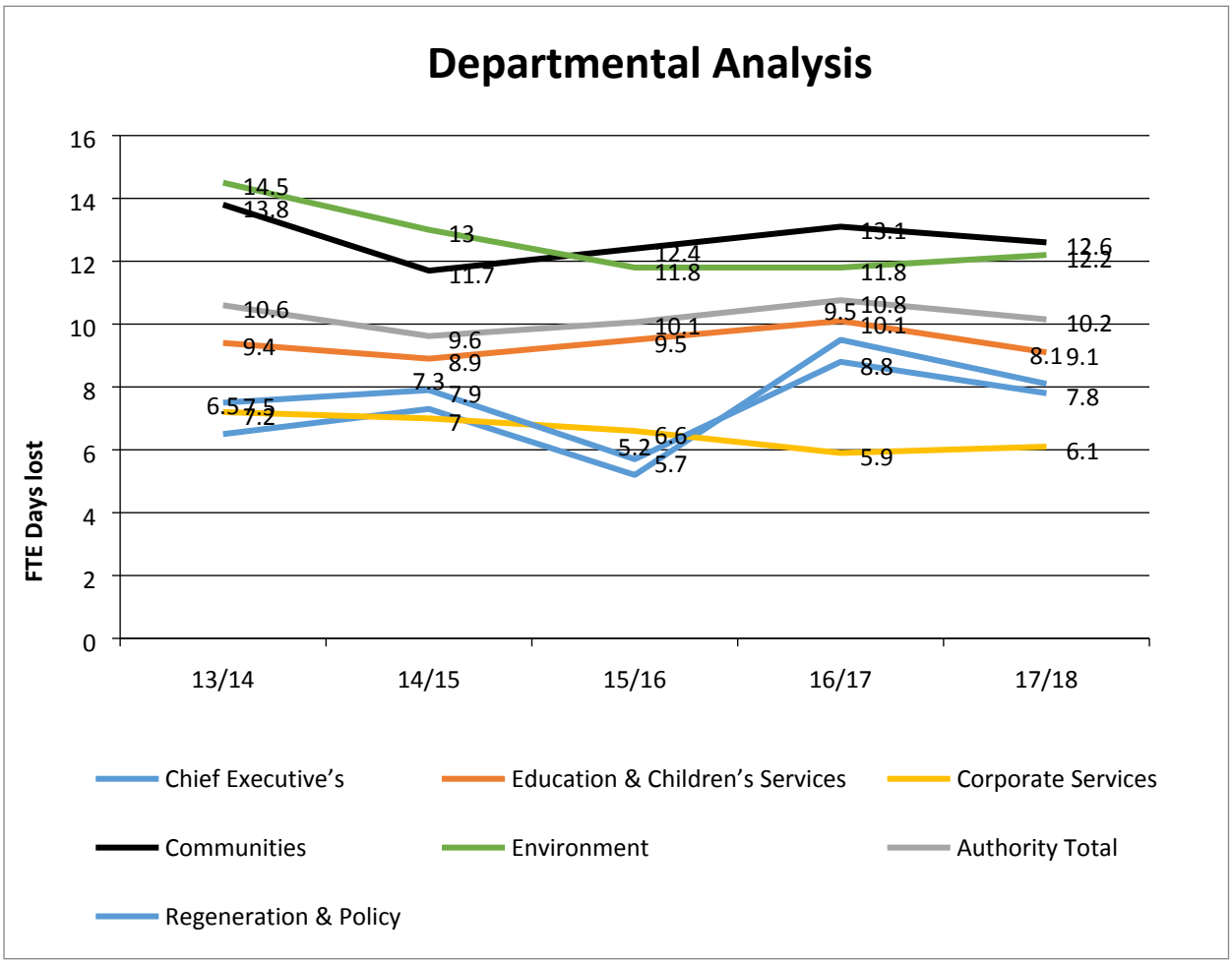

Table 6: Cost of Absence

The table below illustrates the cumulative cost of occupational sick pay for Q1 to Q4 since 2013/14. This excludes additional costs that may be incurred by divisions as a consequence in particular those delivering e.g. Overtime costs, agency costs; other replacement costs.

**** Including schools***

Occupational Sick Payments (OSP) Q4 cum			
Department	**2015/16**	**2016/17**	**2017/18**
Chief Executives	£108,456.24	£190,653.94	£166,562.56
Communities	£1,642,339.13	£1,613,819.38	£1,598,842.63
Corporate Services	£136,397.99	£117,062.49	£93,515.84
Education & Children	£3,357,268.50	£3,510,068.25	£3,144,098.50
Environment	£841,008.75	£830,328.38	£836,010.00
Regeneration & Policy	£127,323.83	£176,695.38	£147,354.73
Total	**£6,212,794.43**	**£6,438,627.80**	**£5,986,384.27**

Table 7: Employee Wellbeing appointment data

The table below indicates the number of employees being supported by the Employee Wellbeing Centre. Each employee will attend at least one appointment with either the Occupational Health Nurse or Clinician. Depending on the recommendations made, a proportion will be offered further wellbeing support services via the centre such as counselling, cognitive behaviour therapy or post-traumatic stress therapy.

As can be illustrated by the data below there has been a 20% increase in the number of referrals to the Employee wellbeing Centre.

Number of Employees Supported by Occupational Health Centre				
	Number of Employees Attended Q4 Cumulative			
Department	**2014/15**	**2015/16**	**2016/17**	**2017/18**
Chief Executives	47	69	85	91
Communities	686	711	654	653
Corporate Services	76	50	66	56
Environment	936	811	763	997
Education & Children	433	557	571	643
Regeneration & Policy	9	13	10	23
External	150	218	281	301
Total	**2339**	**2429**	**2430**	**2764**

Table 8: Number of employees dismissed on the grounds of capability (health)

Valuing our employees by supporting good health and wellbeing is one of the authority's core values. There is much research to demonstrate that attendance at work contributes to positive health and wellbeing. The authority aims to support its employees by providing a safe and healthy workplace and promoting a culture where regular attendance can be expected of all. Absence from work is unlikely to be a positive experience for the absent employee(s) or his / her colleagues, so the authority actively manages and supports those employees who experience ill health during their employment in line with its Sickness Absence Management policy.

However, there are occasions where an employee cannot be supported back to work to his/her substantive role or redeployed into suitable alternative employment due to the nature of the illness or condition and in such circumstances an employee will be dismissed on the grounds of capability (health). Table 4 below details the number of employees that have been dismissed on the grounds of capability (health) over the last three years:

	2015/16 **EOY**	**2016/17** **EOY**	**2017/18** **EOY**
Total	70	59	69

Table 9: Causes of absence – whole year cumulative Q4 2017/18

Stress, mental health & fatigue is the most common cause of absence within the authority (25%) followed by musculoskeletal problems (20%). Other reasons for absence are as detailed within the pie chart above and will vary from one reporting period due to seasonal variations, e.g. infections - including colds & flu (11%).

Whilst stress, mental health & fatigue is the main cause of absence within CCC and an area of significant concern, the level of absence for this reason is comparable with other public sector organisations including health, education and civil service.

This is the main corporate priority area that People Management will be supporting during 2018/19 by:

- Undertaking a 'heat map' of the organisation and identifying service areas/teams where levels of stress, mental health & fatigue is of most concern;
- Undertaking further analysis work within these service areas/teams to understand the main causes utilising the Health & Safety Executive's 'Management Standard Approach';
- Identifying actions and resources to address the current position and set milestones for improvement.

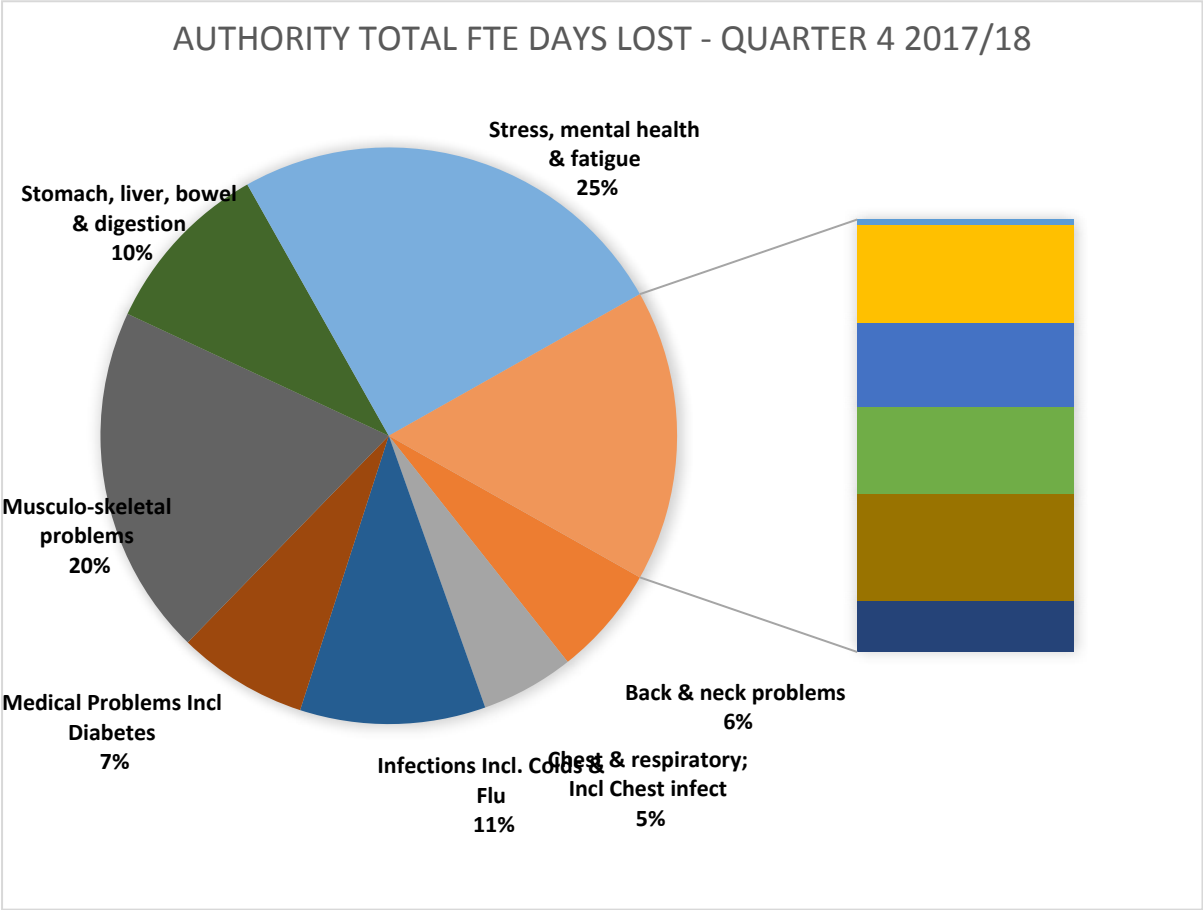

Table 10: Sector comparisons

The benchmarking figures below are derived from the results of a health and wellbeing survey conducted by the Chartered Institute of Personnel and Development (CIPD). The survey was completed by 1,021 respondents in November 2017 from manufacturing and production, private sector, public services and voluntary, community and not-for-profit organisations.

Public Sector Comparators	**No. of responses**	**Average days lost per employee per year 2017 (CIPD)**	**CCC 2017/18**
Public Services	231	8.5	10.15
Non-profit sector	131	7.3	10.15
Manufacturing and production	150	6.2	10.15
Private sector	509	5.6	10.15

Within the published data there are sector and occupational differences illustrated. The table below attempts to match similar occupational groups to similar divisions and service areas within the Authority.

Private, public and non-profit sector comparators	Average days lost per employee per year	Similar occupational group within CCC	End of Year 2017/18
Care services/ Housing association	11.3 7.9	Homes and Safer Communities (includes Care & Support)	13.8
IT services	4.0	Information Technology	9.9
Transport distribution & storage	7.8	Transport and Engineering	10.6
Hotels, catering and leisure	5.3	Strategic Development (includes Catering) Leisure	12.8 10.6
Professional Services (accountancy, advertising, consultancy)	5.9	Finance Revenues & Compliance People Management Admin & Law	5.0 7.2 7.6 6.5
Media (Broadcasting and Publishing)	4.4	Media and Marketing	13.2

Table 11: Comparative sickness absence performance indicator

Carmarthenshire directly employs approximately 7,990 employees in a range of occupations including catering, cleaning, residential / domiciliary care, refuse and leisure services. In many of the local authorities listed below these services are contracted outside of the authority and therefore not included in the respective calculations. It should be noted that, according to benchmarking figures, these occupations generally have higher sickness absence rates either due to the physical nature of the work or being more susceptible to illness due to interaction with service users/customers.

It should also be noted that the actual make up of local government reported sickness figures can also vary considerably i.e. first 3 days removed, long term sickness removed; Carmarthenshire County Council include both.

All Wales Comparative benchmarking data for 2017/18 is published once audited in September 2018. Comparisons of unaudited end of year results shared by Welsh Authorities indicate that Carmarthenshire has improved its ranking position from 14th to 12th and is now median in the table compared to 3rd quartile at end of year in 2016/17. CCC performance against 2017/18 comparisons will be reflected in the half year progress report to P&R Scrutiny committee later in the year.

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POLICY & RESOURCES SCRUTINY COMMITTEE

14 JUNE 2018

CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES MARCH 2018

To consider and comment on the following issues:

To consider and scrutinise the content of the PSB minutes from its meeting on 8 March 2018.

Reasons:

The Well-being of Future Generations (Wales) Act 2015 notes the requirement that a designated local government scrutiny committee is appointed to scrutinise the work of the PSB. In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee has been designated as the relevant scrutiny committee.

To be referred to the Executive Board / Council for decision: NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Emlyn Dole

Directorate		
Name of Head of Service:	**Designations:**	**Tel Nos.**
Wendy Walters	Director of Regeneration & Policy	01267 224659
Report Author:		**E Mail Addresses:**
Gwyneth Ayers	Corporate Policy & Partnership Manager	WSWalters@sirgar.gov.uk GAyers@sirgar.gov.uk

EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
14 JUNE 2018

CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES MARCH 2018

In order to ensure PSBs are democratically accountable, the Well-being of Future Generations (Wales) Act 2015 places a requirement on councils to designate an overview and scrutiny committee to scrutinise the work of the PSB. In the 'Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards' issued by Welsh Government in August 2017 it notes:

> '*Under the provisions contained in the Act, overview and scrutiny committees have extensive powers to review the PSB's governance arrangements as well as any decisions made or actions taken by the PSB. In addition, overview and scrutiny committees are provided with considerable reporting powers as they are required to share copies of any reports or recommendations made in connection with the board's function or governance arrangement with the Welsh Ministers, the Future Generations Commissioner for Wales and the Auditor General for Wales.*'

In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee has been designated as the relevant scrutiny.

The minutes of the March 2018 Carmarthenshire PSB meeting were approved by the PSB at its 2 May 2018 meeting. One amendment agreed to the published minutes was the need to add Geraint Thomas, Mid & West Wales Fire & Rescue Service to the list of attendees.

The minutes are presented to the Council's Policy & Resources Scrutiny for further consideration and scrutiny.

DETAILED REPORT ATTACHED?	YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Wendy Walters, Director of Regeneration & Policy

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	**NONE**	**NONE**	**NONE**	**NONE**	**NONE**	**NONE**

1. Policy, Crime & Disorder and Equalities

The presentation of PSB minutes to a designated overview and scrutiny committee is a requirement of the Well-being of Future Generations (Wales) Act 2015. Paragraph 181 of Statutory Guidance SPSF 3: Collective role notes:

> *'The (scrutiny) committee must send a copy of any report or recommendation it makes to the Welsh Ministers, the (Future Generations) Commissioner and the Auditor General for Wales.'*

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Wendy Walters, Director of Regeneration & Policy

1.Local Member(s) N/A

2.Community / Town Council N/A

3.Relevant Partners Through the Public Services Board meeting

4.Staff Side Representatives and other Organisations N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:
THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
SPSF 3 – Guidance on the collective role through public services boards		**Cymraeg** http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-cy.pdf **English** http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-en.pdf
Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards		**Cymraeg** http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-cy.pdf **English** http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-en.pdf

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Bwrdd Gwasanaethau Cyhoeddus
SIR GÂR • CARMARTHENSHIRE
Public Services Board

2.00pm, Thursday 8th March 2018
Caer Suite, MWWFRS Headquarters, Carmarthen

MINUTES

Present	
Name	**Organisation**
Barry Liles (Chair)	Coleg Sir Gâr
Cllr. Emlyn Dole (Vice-chair)	Carmarthenshire County Council
Huwel Manley	Natural Resources Wales
Rob Quin	Mid & West Wales Fire and Rescue Service
Geraint Thomas	Mid & West Wales Fire and Rescue Service
Supt Gary Mills	Dyfed Powys Police
Julian Atkins	Brecon Beacons National Park Authority
Deanne Martin	Wales Community Rehabilitation Company
Ros Jervis	Hywel Dda University Health Board
Prof Jean White	Welsh Government
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Jonathan Feild	Department for Work and Pensions
Anna Bird	Hywel Dda University Health Board

Observers from the Council's Policy and Resources Scrutiny Committee
Name
Cllr Giles Morgan, Chair
Cllr Elwyn Williams, Vice Chair
Cllr Carys Jones
Cllr Handel Davies
Cllr Kim Broom
Cllr John Prosser

In attendance	
Name	**Organisation**
Gwyneth Ayers	Carmarthenshire County Council
Kate Thomas	Carmarthenshire County Council
Amy Richmond	Mid and West Fire and Rescue Service

1. Welcome & Apologies

Apologies	
Name	**Organisation**
Mark James	Carmarthenshire County Council
Wendy Walters	Carmarthenshire County Council
Steve Moore	Hywel Dda University Health Board

Bernardine Rees	Hywel Dda University Health Board
Sarah Jennings	Hywel Dda University Health Board
Helen Matthews	Department for Work and Pensions
Jan Curtice	Mid and West Wales Fire and Rescue Authority
Jane Davidson	University of Wales Trinity St David
Carys Wynne-Morgan	Arts Council for Wales
Christine Harley	National Probation Service
Cllr Sue Allen	Policy and Resources Scrutiny Committee, CCC
Cllr Gareth John	Policy and Resources Scrutiny Committee, CCC
Cllr Kevin Madge	Policy and Resources Scrutiny Committee, CCC
Cllr Arwel Davies	Policy and Resources Scrutiny Committee, CCC

- Barry Liles welcomed everyone to the meeting, particularly the Scrutiny Committee members and Julian Atkins as a new member. Round table introductions were made.

2. Minutes and Matters arising: 18 January 2018

- Barry Liles emphasised the need for minutes to be accurate as they were publicly available. The minutes were accepted as a true and accurate record.
- Action 2 – Anna Bird confirmed that the Health Board had agreed to contribute towards Domestic Homicide Review costs on a case-by-case basis and a letter was being drafted to that effect.

ACTION:	**Steve Moore** to send written confirmation of Health Board agreement to contribute to cost of Domestic Homicide Reviews on a case-by-case basis to Kate Thomas.

- Dates when the draft Well-being Plan is to be considered by the statutory partners were confirmed – NRW (16 March), MWWFRS (19 March), HDdUHB (29 March) and CCC (18 April). It was agreed that it would be recommended by the PSB members to their organisations that any comments made during the statutory approval process should be referred as matters to consider in the development of the detailed Delivery Plan.
- Julian Atkins confirmed that the Brecon Beacons National Park Authority would also be considering all local draft Plans relating to their area.
- PSB members had no further comments on the draft Well-being Plan, agreeing that there had been sufficient opportunities for the organisations to raise any issues.
- Anna Bird confirmed that the Health Board would be considering the three local Well-being Plans and the West Wales Area Plan at the same meeting. Consistent themes were to be highlighted to the UHB.

ACTION:	**PSB Support Team** to circulate the West Wales Area Plan prepared by the West Wales Regional Partnership Board.

- Gwyneth Ayers confirmed that a provisional date for the launch of the Well-being Plan had been identified – 21st June.
- Actions 8 and 9 – to be considered by the PSB Communications Group.

ACTION:	**Gwyneth Ayers** to arrange a workshop in next two months for PSB Communications Group to progress discussions on future PSB communications proposal.

3. Transforming Mental Health Services Update

- Tom Alexander outlined the process the Health Board had undertaken in developing a proposed co-produced model for the service and the recent consultation engaging with staff, the public and other key stakeholders.
- The model had been agreed by the Health Board at its January 2018 meeting.

- Discussion followed with PSB members requesting further detail of the model and sight of the agreed implementation plan. It was important to be able to consider the impact on partners as collaborative working is essential in the delivery of this service.

ACTION:	**Tom Alexander** to circulate additional information on the proposed 'Transforming Mental Health Services' model including the implementation plan.

- It was confirmed that the service was for adults but that the principles would be taken forward in all mental health services.
- In response to a query concerning the alignment needed between this service and the 'Transforming Clinical Services' work, it was confirmed that, while 'Transforming Mental Health Services' was further ahead, there would be integration with a number of workstreams running in parallel. 'Transforming Mental Health Services' was informing the Clinical Services discussions.
- It was agreed that partners contributed to reducing the level of need and enhancing preventative work and that further discussion was needed.

ACTION:	**Anna Bird/PSB Support Team** to arrange a workshop to enable further PSB discussion of the proposed 'Transforming Mental Health Services' model and impact on partners.

4. Carmarthenshire County Council Local Development Plan (LDP)

- Ian Llewellyn and Rachel Bowen have a presentation on the preparations for a revised LDP, which needs to be in place by the end of 2021. The LDP is a statutory 15-year plan for land use, setting the structure for growth, guides location and the scale of that growth, including employment, housing and retail. It also protects and enhances environmental assets and informs investment and infrastructure.
- The LDP will need to demonstrate how it has regard to the goals of the Well-being of Future Generations Act.
- There is a new requirement for an annual monitoring report to be undertaken. This will enable a response to any significant changes, such as 'Transforming Clinical Services.'
- Projected scale of housing required locally has changed dramatically. It was projected that an additional 18,000 properties would be needed in Carmarthenshire in 2006 but current revised projections have identified the need for an additional 3,000 properties.
- Current consultations are underway relating to the draft delivery agreement (consultation period ends 23 March 2018) and an invitation for candidate sites (ends 29 May 2018).
- A Key Stakeholder Forum will inform the strategic process with members of the PSB to be invited to become members.

ACTION:	**Forward Planning Team and PSB Support Team** to send invitation to PSB members to become members of the Key Stakeholder Forum

5. PSB Proposed Structure

- Barry Liles thanked the PSB Support Team for their additional work following the PSB workshop in January 2018 and the development of the report. The report outlined a proposed way forward to deliver the Well-being Plan based on discussions at the workshop.
- The importance of all partners contributing to the Delivery Groups was discussed as the work should not just be undertaken by the three individual named officers.
- The role of the Community of Practice Group in ensuring the Delivery Groups do not work in silos was noted. It was intended that the Community of Practice group would be virtual but it was agreed that it would continue to meet formally if required.

ACTION:	**Kate Thomas** to add the importance of working together in a cross-cutting way to maximise outcomes to the role of the Community of Practice.

- The link between the Environmental Risk Assessment Delivery Group and the transport workstream was noted.
- Terms of reference for the Delivery Groups were further discussed and it was agreed that while the Groups should develop their own terms of reference, it would be helpful if this was based on a standard format. Once drafted by the Delivery Groups, these would then be for approval by the PSB.

ACTION:	**PSB Support Team** to develop a 'Terms of Reference' template for the Delivery Groups to ensure a standard format while allowing flexibility.

- Lead Officers for the six Delivery Groups were discussed and the proposed Council staff for the Prosperous People and Places short-term action and for Safer Communities were agreed. Partners considered appropriate organisations to provide the remaining lead officers and agreement was reached.

ACTION:	**PSB partners (RJ/HM/RQ/MM)** to nominate lead officers as follows: • Healthy Habits - Co-ordinated Campaigns = HDdUHB • Healthy Habits - Environmental Risk Assessment = NRW • Early Intervention - Changing the Model of Delivery = MWWFRS • Strong Connections - Innovative Community Assets = CAVS.

- The report and its recommendations were approved subject to the decisions noted above.

6. Cymru Well Wales First 1000 Days Collaborative

- Prof. Jean White gave an overview of the initiative which is one of the priorities for 'Cymru Well Wales' and is led by the Welsh Government, Public Health Wales, Welsh Local Government Association and the Future Generations Commissioner. This is a collaborative, whole system approach to ensuring children have the best start in life by improving outcomes in the first 1000 days.
- Products, ideas and initiatives can be shared by partners working together.
- PSBs are being asked to join the First 1000 Days Collaborative.
- It was agreed that this initiative embodies the prevention agenda and that the PSB was committed to joining.

ACTION:	**PSB Support Team** to confirm Carmarthenshire PSB commitment to joint First 1000 Days Collaborative

- It was felt appropriate that it would fit well into the Early Intervention Delivery Group rather than establishing a separate local group as referred to in the guidance.

ACTION:	**Early Intervention Delivery Group lead officer** to invite Dr Amy McNorton to a future meeting of that Group.

7. AOB

- Rob Quin informed partners that MAWWFRS has a trading arm company, Rescue 365, which is able to deliver specialist safety training and risk assessments. The request was made that PSB partners be contacted directly and this was agreed and the circulation of the company's brochure requested.

ACTION:	**Rob Quin** to arrange for MWWFRS Rescue 365 company to contact PSB partners to offer training services. Brochure of service to be circulated when available.

- Anna Bird stated that the Health Board wishes to engage everyone in the 'Big Conversation' relating to Clinical Services in April.

ACTION:	**Anna Bird/PSB Support Team** to include engagement in 'Big Conversation' in 'Transforming Mental Health Services' workshop

- Huwel Manley informed members of the assistance given by NRW to partners by the provision of 4x4 vehicles during the recent adverse weather. Demand is considered at the Local Resilience Forum, a few days' notice is required and the host organisation is responsible for the insurance of their staff in the vehicle. It was agreed that a central register of such vehicles would be beneficial.

ACTION:	**PSB Support Team** to link with the Local Resilience Forum to consider options for development of register of public sector 4x4 vehicles in Carmarthenshire

- Prof. Jean White suggested that the Dementia Strategy's Action Plan could be presented to a PSB meeting.

ACTION:	**Gwyneth Ayers/Jean White** to bring Welsh Government's Dementia Strategy and Action Plan to a future PSB meeting.

- Jonathan Feild thanked PSB partners for their assistance with the circulation of recruitment vacancies. He reported that although 157 people had been affected by the closure of the Llanelli Benefits Centre, there had been no compulsory redundancies.
- Barry Liles invited the Policy and Resources Scrutiny Committee members present to provide feedback on their observations of the meeting. Cllr Handel Davies suggested that Llandovery could be used as an area by the PSB to show how its collaborative work impacts at a local level. Cllr Giles Morgan thanked the PSB for the invite, saying that it had been interesting seeing how the PSB was working. The scrutiny committee would like to monitor how agenda items are progressed collaboratively.

The next meeting will be held on 2nd May, 9.30am in the Ystwyth building, Hafan Derwen, St David's Park, Carmarthen.

Summary of Actions – Public Services Board Meeting:

	Summary of Action Points	Who	Update
	Actions from 8 March 2018 meeting		
1	To send written confirmation of Health Board agreement to contribute to cost of Domestic Homicide Reviews on a case-by-case basis to Kate Thomas.	**Steve Moore**	Complete.
2	To circulate the West Wales Area Plan prepared by the West Wales Regional Partnership Board.	**PSB Support Team**	Complete. Circulated 25 April 2018.
3	To arrange a workshop in next two months for PSB Communications Group to progress discussions on future PSB communications proposal.	**Gwyneth Ayers**	Workshop held on the 25 April 2018. Discussions will feed into the Healthy Habits Delivery Group.
4	To circulate additional information on the proposed 'Transforming Mental Health Services' model including the implementation plan.	**Tom Alexander**	Complete. Circulated on 20 March 2018.
5	To arrange a workshop to enable further PSB discussion of the proposed 'Transforming Mental Health Services' model and impact on partners.	**Anna Bird/PSB Support Team**	Date to be confirmed.
6	To send invitation to PSB members to become members of the Key Stakeholder Forum	**Forward Planning Team and PSB Support Team**	Complete.
7	To add the importance of working together in a cross-cutting way to maximise outcomes to the role of the Community of Practice.	**Kate Thomas**	Complete.
8	To develop a 'Terms of Reference' template for the Delivery Groups to ensure a standard format while allowing flexibility.	**PSB Support Team**	On-going.
9	To nominate lead officers as follows: • Healthy Habits - Co-ordinated Campaigns = HDdUHB • Healthy Habits - Environmental Risk Assessment = NRW • Early Intervention - Changing the Model of Delivery = MWWFRS • Strong Connections - Innovative Community Assets = CAVS.	**PSB partners (RJ/HM/RQ/MM)**	Final confirmation at 2 May 2018 PSB meeting.
10	To confirm Carmarthenshire PSB commitment to joint First 1000 Days Collaborative	**PSB Support Team**	Complete.

	Summary of Action Points	Who	Update
11	To invite Dr Amy McNorton to a future meeting of that Group.	**Early Intervention Delivery Group lead officer**	To be confirmed.
12	To arrange for MWWFRS Rescue 365 company to contact PSB partners to offer training services. Brochure of service to be circulated when available.	**Rob Quin**	Complete. Circulated 25 April 2018.
13	To include engagement in 'Big Conversation' in 'Transforming Mental Health Services' workshop	**Anna Bird/PSB Support Team**	Date to be confirmed.
14	To link with the Local Resilience Forum to consider options for development of register of public sector 4x4 vehicles in Carmarthenshire	**PSB Support Team**	To be confirmed.
15	To bring Welsh Government's Dementia Strategy and Action Plan to a future PSB meeting.	**Gwyneth Ayers/Jean White**	To be confirmed.

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POLICY AND RESOURCES SCRUTINY COMMITTEE
14th JUNE 2018

POLICY & RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME FOR 2018/19

To consider and comment on the following issues:

- That the Committee confirm its Forward Work Programme for 2018/19.

Reasons:

- The County Council's Constitution requires scrutiny committees to develop and publish annual forward work programmes that identify issues and reports to be considered during the course of the municipal year.

To be referred to the Executive Board for decision: NO

Executive Board Member Portfolio Holder: *NOT APPLICABLE*

Directorate: Chief Executive's	**Designations:**	**Tel Nos. / E-Mail Addresses:**
Name of Head of Service: Linda Rees-Jones	Head of Administration & Law	01267 224010 lrjones@carmarthenshire.gov.uk
Report Author: Martin S. Davies	Democratic Services Officer	01267 224027 MSDavies@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 14th JUNE 2018

Policy & Resources Scrutiny Committee Forward Work Programme for 2018/19

Purpose of the Forward Work Programme

Article 6.2 of the County Council's Constitution states that: *"Each scrutiny committee is required to develop and publish an annual forward work programme, identifying issues and reports to be considered during the course of a municipal year".*

The development of a work programme:

- Provides an opportunity for members to determine the priority issues to be considered by their scrutiny committee over the course of the next year.
-
- Provides a focus for both officers and members, and is a vehicle for communicating the work of the Committee to the public. The programme (see attached report) will be published on the council's website and will be updated on a quarterly basis – www.carmarthenshire.gov.uk/scrutiny – and sent to key stakeholders for information. It will also be updated on a quarterly basis.

- Ensures agreement of provisional agendas for scheduled scrutiny meetings within the council diary. The Programme is a flexible document that can be amended to reflect additional meetings and agenda items during the course of the year.

Members will recall that the Committee held an informal planning session on the 10th May, 2018 to consider the draft briefing paper and begin the process of formulating the forward work programme for 2018/19. The outcome of this meeting is now presented to the Committee in this briefing paper for formal approval.

DETAILED REPORT ATTACHED?	**YES – Forward Work Programme 2018/19**

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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Linda Rees-Jones Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	**YES**	**NONE**	**NONE**	**NONE**	**NONE**	**NONE**

1. Policy, Crime & Disorder and Equalities – In line with requirements of the County Council's Constitution.

2. Legal – In line with requirements of the County Council's Constitution.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Linda Rees-Jones Head of Administration & Law

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Policy & Resources Scrutiny Committee Reports and Minutes	**Meetings held up to July 2015:** http://online.carmarthenshire.gov.uk/agendas/eng/POLI.asp **Meetings from September 2015 onwards:** **http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?CommitteeId=170**

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Policy & Resources Scrutiny Committee – Forward Work Programme 2018/19

19 July 2018	11th October 2018	5th December 2018	11th January 2019	6th February 2019	20th March 2019
2017/18 Annual Report on Well-being Objectives	P&R Scrutiny Committee Annual Report 2017/18	Corporate Strategy Performance Monitoring Report 2018/19	3-year Revenue Budget Strategy Consultation 2018/19 to 2020/21	Treasury Management Policy & Strategy 2019/20	Budget Monitoring 2018/19 (Q3) (Revenues & Capital)
Annual report 2017/18	Treasury Management 2018/19 (Q1)	2019/20 Departmental Business Plan	5-year Capital Programme Consultation 2019/2020 to 2023/24	Treasury Management 2018/19 (Q4)	Performance Monitoring 2018/19 (Q3)
Actions & Referrals Update	Budget Monitoring 2018/19 (Q1) (Revenue & Capital)	Treasury Management 2018/19 (Q2) (Half Yearly Report)	Chief Executives & Corporate Services Business Plans 2019/20	November 2018 PSB minutes	Actions & Referrals Update
Annual Progress Report – Digital Transformation Strategy 2017-2020	May & July 2018 PSB minutes	Budget monitoring 2018/19 (Q2) (Revenue & Capital)	Public Services Board Annual Report 2018 (Partners invited)		January 2019 PSB minutes
	Annual Report & Improvement Plan & How Carmarthenshire Results Compare to other Councils in Wales	Annual Report 2017/18 on the Welsh Language			
	Annual Compliments & Complaints Report	Attendance Management			
		Actions & Referrals Update			
		September 2018 PSB minutes			

Exec. Board Meetings: 4th June; 2nd July; 30th July; 24th September; 22nd October; 19th November; 17th December; 21st January 2019; 4th February [Budget]; 4th March; 1st April.

Council Meetings: 9th May; 16th May [AGM]; 13TH June; 11th July; 12th September; 10th October; 14th November; 12th December; 9th January 2019; 13th February; 20th February [Corp. Budget]; 6th March [Tax]; 10th April.

ITEMS CARRIED OVER FROM PREVIOUS WORK PROGRAMME: NONE

DEVELOPMENT SESSIONS: Sickness Management / Procurement / TIC Projects

TASK & FINISH REVIEW SUGGESTIONS

POLICY & RESOURCES SCRUTINY COMMITTEE
14th JUNE 2018

EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORTS

ITEM	RESPONSIBLE OFFICER(S)	EXPLANATION	REVISED SUBMISSION DATE
Annual Progress Report – Digital Transformation Strategy 2017-2020	Noelwyn Daniel	Work is still being undertaken on the report.	19TH July 2018.
Compliments and Complaints	Wendy Walters	The report is regrettably late being produced as officers within the unit have been heavily involved in work associated with the legislative changes to GPDR.	11TH October 2018

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POLICY & RESOURCES SCRUTINY COMMITTEE
14TH JUNE 2018

FORTHCOMING ITEMS FOR NEXT MEETING
19TH JULY, 2018

Discussion Topic	Background
2017/18 Annual Report on Well-being Objectives	This report will provide members with details of the Council's performance for 2017/18
Annual report 2017/18	In accordance with Article 6.2 of the County Council's Constitution, each scrutiny committee must "prepare an annual report giving an account of its activities over the previous year." This report will provide members with an overview of the Committee's work during the 2017/18 municipal year.
Annual Progress Report – Digital Transformation Strategy 2017-2020	The Digital Transformation Strategy sets out the Council's strategic digital priorities and aspirations. This report will outline progress to date to achieve our vision for a Digital Carmarthenshire.
Actions & Referrals Update	These quarterly updates provide details on progress made in relation to actions and requests which arose at previous meetings.

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POLICY & RESOURCES SCRUTINY COMMITTEE

Friday, 27 April 2018

PRESENT: Councillor A.G. Morgan (Chair)

Councillors:
S.M. Allen, T.A.J. Davies, H.L. Davies, D.C. Evans, J.K. Howell, G.H. John, C. Jones, J.G. Prosser, D.E. Williams, K.V. Broom and K. Lloyd (In place of K. Madge)

Also in attendance:
Councillor D.M. Jenkins, Executive Board Member for Resources
L.M. Stephens, Deputy Leader of the Council

The following Officers were in attendance:
R. Hemingway, Head of Financial Services
H. Pugh, Head of Revenues and Financial Compliance
J. Williams, Applications Development Manager
A. Wood, HR Strategic Manager
R. James, Performance Planning & Business Officer
C. Jones, Principal Procurement Officer
H. Morgan, Economic Development Manager
B. James, Welsh Language Development Officer
M.S. Davies, Democratic Services Officer

Chamber, Spilman Street, Carmarthen: 10.00 am - 11.45 am

1. APOLOGIES FOR ABSENCE
An apology for absence was received from Councillor K. Madge.

2. DECLARATIONS OF PERSONAL INTEREST
There were no declarations of personal interest.

3. DECLARATION OF PROHIBITED PARTY WHIPS
There were no declarations of prohibited party whips.

4. PUBLIC QUESTIONS
No public questions had been received.

5. DRAFT NEW CORPORATE STRATEGY 2018-23
Members considered sections of the draft new Corporate Strategy 2018-23 relevant to the remit of the Policy and Resources Scrutiny Committee. The draft new Corporate Strategy would replace the current one published in 2015 and would consolidate the following plans into one document:-

- the 2015-20 Corporate Strategy;
- the Improvement Objectives, as required by the Local Government Measure 2009;
- The Wellbeing Objectives as required by the Wellbeing of Future Generations (Wales) Act 2015 – these did not have to change every year, or be deliverable within one year and it was perfectly legitimate to set objectives which spanned more than one year;
- Carmarthenshire County Council's Executive Board key projects and

Programmes for the next 5 years, as set out in "Moving Forward in Carmarthenshire: the next 5 years".

The following questions/observations were raised on the report:-

- Concern was expressed that whilst 33% of households could be defined as living in poverty initiatives such as those within the Swansea Bay City Deal appeared to be geared towards urban rather than rural areas. In response members were advised that the Deal included projects such as 'Pembroke Dock Marine', 'Yr Egin' and 'Digital Infrastructure', significant investments which would benefit the rural areas;
- It was suggested that the statistic of 33% of 'households' living in poverty did not take into account individuals living in houses in multiple occupation [HMOs] who therefor remained 'hidden'. The Committee was advised that in Llanelli's Tyisha Ward, where there were a number of HMOs, officers from Communities First and the Wellness Village Team were working together to ensure that there was integration between the 'Village' and local people benefited;
- It was suggested that schools should include financial literacy within the curriculum as part of life skills or perhaps the Council could circulate packs to schools;
- In terms of Well Being Objective 14 ref. B4 and the targeting of specific areas to promote the welsh language it was pointed out that research based on the 2011 census had indicated areas where there had been a decline in the use of the Welsh Language and resources were being focussed accordingly. The Welsh Language Development Officer agreed to circulate more information in this regard;
- The Head of Financial Services agreed to follow up a query as to how well the Authority was meeting its target for the payment of invoices to small businesses;
- In response to a query as to how the development of a joint procurement service with Pembrokeshire County Council was progressing the Committee was advised that a joint team had been established which was working well but would be monitored;
- Officers advised that based on members comments a number of the 'Actions and Measures' would be strengthened prior to submission to the Executive Board.

RESOLVED to recommend to the Executive Board that the draft new Corporate Strategy 2018-23 be endorsed

6. CARMARTHENSHIRE COUNTY COUNCIL'S PROCUREMENT STRATEGY 2018/22

The Committee considered a draft of Carmarthenshire County Council's Procurement Strategy 2018-2022 the aim of which was to have a framework in place so that procurement and commissioning decisions played a key role in supporting the delivery of the aims of the Council's Corporate Strategy and Carmarthenshire's Well-Being Plan.

The following questions/observations were raised:-

- In response to a comment the Committee was advised that the Joint Procurement Shared Service with Pembrokeshire County Council was being monitored and held to account by the TIC Board. It was noted that the Mid and West Wales Fire Authority was now supported by the arrangement

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although much of the equipment it needed to procure would be unique to that service;

- In terms of the Swansea Bay City Deal it was noted that Mark Drakeford AM, Cabinet Secretary for Finance, had recently announced that each partner authority would be allowed to retain 50% of the business rates generated by the City Deal projects within their boundaries;
- Whilst the Authority worked closely, within legal restrictions, with small and medium sized local businesses who could provide specific services the Head of Revenues and Financial Compliance emphasised the importance of achieving the right balance in terms of value for money and compliance with procurement legislation;
- Reservations about the possible awarding of a further contract to a company that was already the subject of concern had to be supported by evidence such as whether the company had been given the opportunity to address those concerns and departments were encouraged to have in place robust systems to record such evidence;
- The delivery of efficiencies would be monitored via a Category Management approach and any cash savings would be transferred to Departments accordingly. It was agreed that the Policy and Resources Scrutiny Committee could be kept apprised of any efficiencies and savings identified;
- In response to a comment as to whether tender documents could be simplified for smaller tenders in particular members were advised that tender packs were now appropriate to the spend area.

UNANIMOUSLY RESOLVED

6.1 that the draft Strategy be endorsed;

6.2 the Committee be kept apprised of any efficiencies and savings identified;

6.3 that the Director of Corporate Services be requested to circulate details on the latest position with regard to the governance of the Swansea Bay City Deal.

7. WELSH GOVERNMENT CODE OF PRACTICE - ETHICAL EMPLOYMENT IN SUPPLY CHAINS

The Committee considered a proposal to sign up to the Welsh Government Code of Practice – Ethical Employment in Supply Chains. In signing up to the Code the County Council would agree to comply with 12 Commitments designed to eliminate modern slavery and support ethical employment practices. Other organisations operating in Wales from any sector are also to be encouraged to adopt the Code. The Committee was advised that Carmarthenshire County Council was leading on a Regional Civil Engineering Construction Framework (to include Swansea, Neath Port Talbot, Ceredigion & Pembrokeshire) which would be tendered for this September. This would be the first, and 'pilot', tender where consideration would be given to the Ethical Employment in Supply Chains Code of Practice and, where appropriate, relevant sustainable and ethical procurement requirements would be embedded as part of the specification.

Members welcomed the principles behind the Code but recognised that there would be practical difficulties in terms of its enforcement such as ensuring that it was also adhered by companies further down the supply chain. In response it was stated that the Authority was in the process of reviewing the terms and conditions of contracts to include more robust clauses but the onus was currently on main

contractors. The Committee was also advised that other enforcement agencies were also tasked with tackling anti-slavery issues.

UNANIMOUSLY RESOLVED
7.1 to endorse the proposal to sign up to the Code;
7.2 the outcome of the 'pilot' be reported to the Committee.

8. FORTHCOMING ITEMS

UNANIMOUSLY RESOLVED that the list of forthcoming items to be considered at the next scheduled meeting to be held on the 14th June 2018 be received.

9. EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT
The Committee received the Non-Submission report.

UNANIMOUSLY RESOLVED that the report be noted.

10. MINUTES - 21ST MARCH 2018

UNANIMOUSLY RESOLVED that the minutes of the meeting held on the 21st March 2018 be signed as a correct record.

CHAIR **DATE**

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