

# POLICY & RESOURCES SCRUTINY COMMITTEE

Wednesday, 21 March 2018

**PRESENT:** Councillor A.G. Morgan (Chair)

**Councillors:**

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

**Also in attendance:**

Councillor D.M. Jenkins, Executive Board Member for Resources

**The following Officers were in attendance:**

C. Moore, Director of Corporate Services  
L.R. Jones, Head of Administration and Law  
N. Daniel, Head of I.C.T.  
R. Hemingway, Head of Financial Services  
J. Morgan, Acting Head of Homes & Safer Communities  
H. Morgan, Economic Development Manager  
S.E. Watts, Environmental Protection Manager  
J. Williams, Applications Development Manager;  
G. Ayres, Corporate Policy and Partnership Manager  
C. Reynolds, Business and Projects Coordinator  
M.S. Davies, Democratic Services Officer  
E. Bryer, Member Support Officer.,

**Chamber, County Hall, Carmarthen - 10.00 am - 12.10 pm**

**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor T.A.J. Davies.

**2. DECLARATIONS OF PERSONAL INTEREST**

Councillor	Minute Number	Nature of Interest
K. Madge	7 - 2017/18 Well-Being Objectives Departmental Performance Monitoring Report Qtr.3	Daughter works in Social Services.

**3. DECLARATION OF PROHIBITED PARTY WHIPS**

There were no declarations of prohibited party whips.

**4. PUBLIC QUESTIONS**

No public questions had been received.

**5. REVENUE & CAPITAL BUDGET MONITORING REPORT 2017/18**

The Committee considered the Authority's Corporate Budget Monitoring Report and the Chief Executive's and Corporate Services departmental reports as at 31st December 2018 in respect of the 2017/18 financial year.

Amongst the issues raised during consideration of the report were the following:

- Concern was expressed that 'vacant posts' were being used to balance budgets. The Director of Corporate Services agreed to provide details as to how long vacant posts listed in the report had remained unfilled particularly as there could be an impact on frontline services and other staff who might have to provide cover.;
- A concern was expressed over the unachievable income target set in respect of Car Parks;
- In response to a query as to when the Corporate Savings Target within the Chief Executive's Department would be delivered the Director of Corporate Services advised that negotiations with the union over Standby were ongoing. He agreed to follow up the matter in regard to Health and Safety;
- The Director of Corporate Services advised the Committee on the restructuring of the Audit team.

**UNANIMOUSLY RESOLVED to receive the report.**

**6. 2017/18 WELL-BEING OBJECTIVES CORPORATE PERFORMANCE MONITORING REPORT QUARTER 3 - 1ST APRIL TO 31ST DECEMBER 2017**

The Committee considered a report which provided an overview of progress against the 2017/18 actions and measures in each of the 14 Well-being Objectives together with the Governance & Resources delivery plans, as at 31<sup>st</sup> December 2017 and broken down by Scrutiny.

**UNANIMOUSLY RESOLVED to note the report.**

**7. 2017/18 WELL-BEING OBJECTIVES DEPARTMENTAL PERFORMANCE MONITORING REPORT QUARTER 3 - 1ST APRIL TO 31ST DECEMBER 2017**

The Committee considered a report detailing progress against the actions and measures in the 2017/18 Well-being Objectives delivery plan relevant to the Committee's remit, as at 31<sup>st</sup> December, 2017.

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

- concern was expressed over the remedial action being taken to address the number of working days lost to sickness absence per employee as the performance status was off target. It was suggested that a report focussing on sickness absence be submitted to the next meeting;
- the Committee was advised that the Strategic Workforce Plan should be in place by July 2018;
- The Head of Corporate Services advised that the average time for processing new Housing / Council Tax Benefit Claims was partly affected by the high turnover of staff due which could be attributed to the nature of the work and the fact that staff sought opportunities elsewhere.

**UNANIMOUSLY RESOLVED**

**7.1 that the report be received;**

**7.2 that a report on sickness absence be submitted to the next meeting.**

**8. CORPORATE ENFORCEMENT POLICY**

Further to minute 6 of the Executive Board meeting held on the 26<sup>th</sup> June 2017 the Committee considered a revised Corporate Enforcement Policy document

incorporating amendments to reflect responses received during the consultation exercise. The amendments had been approved through the Corporate Multi-Disciplinary Enforcement Group and, if endorsed by the Executive Board at its meeting on the 26<sup>th</sup> March 2018, the revised Corporate Enforcement Policy would come into effect on the 1<sup>st</sup> April 2018.

The following issues were raised during consideration of the revised Policy:

- Members were advised, in response to questions, that issues such as staff protection and serial complainants were covered under separate procedures and policies;
- It was noted that all enforcement staff carried the necessary identification;
- A concern was expressed that the penalties in themselves were not high enough to be a deterrent. The Environmental Protection Manager stated that she could provide details of the number of fines issued. She agreed also to look into a suggestion that enforcement officers should be less visible and attired in plain clothes.

**UNANIMOUSLY RESOLVED to recommend to the Executive Board that the amended Corporate Enforcement Policy be adopted from the 1<sup>st</sup> April 2018.**

## **9. DIGITAL SCHOOLS STRATEGY 2018-2021**

The Committee considered the first ever Digital Schools Strategy for Carmarthenshire in which was set out the Authority's vision, underpinned by overarching principles and key priorities areas, for the provision of ICT Services to Schools.

It was noted that all Heads had been made aware of the need to manage their budgets in terms of the provision, maintenance and renewal of IT equipment. Work to ensure connectivity at all schools was ongoing.

**RESOLVED that the content of the Digital Schools Strategy 2018-2021 be approved.**

## **10. DIGITAL TECHNOLOGY STRATEGY 2018-2021**

The Committee considered a proposed Digital Technology Strategy 2018-2021 setting out the Authority's digital technology priorities and aspirations over the next 3 years. Its purpose was to identify the key technologies and initiatives that would facilitate and underpin the vision and delivery of the organisation's existing and overarching Digital Transformation Strategy. The Authority would make use of appropriate emerging and existing technologies to facilitate and underpin service transformation, improvement and efficiencies.

**RESOLVED that the Digital Technology Strategy 2018-2021 be approved.**

## **11. USAGE POLICY FOR PUBLIC ACCESS COMPUTERS**

The Committee considered a proposed policy to govern how the Council provided its computers with internet access to members of the public. The policy specified that acceptance of the Terms & Conditions and proof of ID must be provided before access was granted to use a public access computer. This was to ensure that the identity of the user could be tracked should a subject access request be received from the Police or there is a breach of the Terms & Conditions.

**RESOLVED to endorse the usage policy for public access computers.**

**12. CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - 18TH JANUARY 2018**

The Committee considered the minutes of the meeting of the Carmarthenshire Public Services Board held on the 18<sup>th</sup> January 2018. The Well-being of Future Generations (Wales) Act 2015 required that a designated local government scrutiny committee was appointed to scrutinise the work of the PSB. In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee had been designated as the relevant scrutiny committee.

**UNANIMOUSLY RESOLVED that the minutes of the PSB meeting held on the 18<sup>th</sup> January 2018 be received.**

**13. POLICY & RESOURCES SCRUTINY COMMITTEE ACTIONS AND REFERRALS UPDATE**

**UNANIMOUSLY RESOLVED that the report detailing progress in relation to actions, requests or referrals emerging from previous scrutiny meetings, be noted.**

**14. FORTHCOMING ITEMS**

**UNANIMOUSLY RESOLVED that the list of forthcoming items to be considered at the next scheduled meeting to be held on the 27<sup>th</sup> April 2018 be received subject to it being noted that the PSB Minutes would be deferred to the meeting scheduled for 14<sup>th</sup> June 2018.**

**15. MINUTES - 7TH FEBRUARY 2018**

**UNANIMOUSLY RESOLVED that the minutes of the meeting held on the 7<sup>th</sup> February 2018 be signed as a correct record.**

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**CHAIR**

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**DATE**