

Community Scrutiny Committee

Forward Work Programme 2016/17 Briefing Paper

20th June 2016

1. Purpose of the briefing paper

The purpose of this paper is to inform the development of the Community Scrutiny Committee forward work programme for 2016/17.

2. The 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 end of this 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.

This briefing paper makes reference to issues emerging from the Executive Board's Forward Work Programme, a review of key issues to emerge from the Committee's work over the past year, together with any uncompleted scrutiny business from the Committee. This information, together with standard scrutiny items (e.g. budget consultation reports and performance monitoring reports) has informed the development of the briefing paper which provides a broad outline of suggested areas for the Community Scrutiny Committee to consider.

Members will recall that the Committee held an informal planning session on the 8th April 2016 to consider the draft briefing paper and begin the process of formulating

the forward work programme for 2016/17. The outcome of this meeting is now presented to the Committee in this briefing paper for formal approval.

3. Membership and remit of the Committee

The Community Scrutiny Committee has 13 members. It has responsibility for the following services and issues:

- Public sector housing
- Private sector housing
- Regeneration
- Community regeneration / development
- Economic development
- European grants
- Other External funding
- Libraries
- Museums
- Archives
- Planning policy
- Recreation and leisure
- Sport

4. Community Scrutiny Committee Forward Work Programme

4.1 Performance & Progress Monitoring

Items within this section have been included to reflect the monitoring role of scrutiny and particularly to enable the Community Scrutiny Committee to hold the Executive Board to account in key areas.

Included are standard scrutiny monitoring reports and monitoring of other key priority/risk areas that have been identified by the former scrutiny committees during last/previous years' work programmes.

Item	Rationale	Frequency / Date
Performance Monitoring Reports	This is a standard 6-monthly report which allows members to undertake their monitoring role in relation to the department's services. The report also includes details of the compliments and complaints received by the department. Following agreement by the Scrutiny Chairs & Vice-Chairs Forum, the performance monitoring reports will now be presented for Quarter 1 and Quarter 3 with the standard Annual Report and Improvement Plan item now providing an end of year overview.	Every 6 months – 20th July 2016, 29th September 2016 and 17th February 2017
Revenue / Capital Budget Monitoring Reports	This is a standard item which allows members to undertake their monitoring role of the departmental budget.	Quarterly – 20th July 2016 onwards

Item	Rationale	Frequency / Date
Community Scrutiny Committee Action & Referral Updates	These quarterly update reports outline the progress being made in relation to any actions and referrals resulting from discussions at the Committee's meetings.	Quarterly – 20th July 2016 onwards
Community Scrutiny Committee Forward Work Programme 2016/17	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. Following the planning session held on the 8th April, this report will enable the Committee to confirm its Forward Work Programme for 2016/17.	Annually – 20th June 2016
Leisure Services – Archives Update	This item will provide the Committee with an update on recent developments relating to the Archive Service.	20th June 2016
Carmarthenshire's approach to the national Licensing Scheme for Private Landlords	The Housing (Wales) Act 2014 makes it a requirement that all landlords and agents who manage or let private sector homes in Wales obtain a licence. This report will provide the Committee with an update on progress in Carmarthenshire relating to national licensing of landlords and agents.	20th June 2016
Task and Finish Monitoring Report – Empty Properties	Scrutiny committees have a key role to play in the monitoring of the implementation of recommendations to emerge from previous task and finish groups. This report will provide the Committee with details of progress against the recommendations made by its Task & Finish Group, following the review of Empty Properties during 2014/15.	20th July 2016
Leisure Services – Gym Update	This item will provide the Committee with an update on the recent improvement works carried out in the Authority's leisure centre gyms.	20th July 2016
Community Scrutiny Committee Annual Report 2015/16	In accordance with Article 6.2 of the Authority's Constitution, each Scrutiny committee "must report annually to full	Annually – 20th July 2016

Item	Rationale	Frequency / Date
	Council on their workings and make recommendations for future work programmes taking account of resources available and amended working methods." This report will provide members with an overview of the Committee's work during 2015/16.	
Task and Finish Monitoring Report – Planning Enforcement	The Committee has regularly monitored progress in relation to the implementation of recommendations from its task and finish review of planning enforcement procedures and protocols. The Committee will hold a joint meeting with the Planning Committee to consider this monitoring report.	29th September 2016 (Jointly with the Planning Committee)
TIC Project Update	The TIC Team was established to support a programme of transformational change across the Local Authority and to seek opportunities to drive out waste and inefficiency by delivering more purposeful services. This item will provide the Committee with an update on the work of the Team and examples of projects that it has supported in services that are within the Committee's remit.	29th September 2016
Half-Yearly Economic Development Update	This report will provide details of progress made within Physical and Community Regeneration, Business Services, Regional Learning Plan, Marketing and Tourism as well as the Swansea Bay City Region.	3rd November 2016
Planning Services Annual Performance Report 2015/16	As part of the 'Positive Planning' consultation in December 2013, the Welsh Government consulted on a series of proposals for measuring the performance of key stakeholders in the planning service. The Planning Performance Framework table, which was adopted in November 2014, reports the performance of local planning authorities against indicators and targets	3rd November 2016

Item	Rationale	Frequency / Date
	<p>set by the Welsh Government.</p> <p>The Authority is required to submit this report to the Welsh Government in November of each year and this item will provide the Committee with an opportunity to consider and comment on this report.</p>	
<p>Leisure Services Division Annual Update and Input into the Business Plan 2017/18</p>	<p>This report will provide details of progress made by and performance of the Leisure Division during 2016/17 including:</p> <ul style="list-style-type: none"> • Countryside Services • Cultural Services • Sports and Leisure <p>It will also allow the Committee to comment on the Division's key priorities and aims for 2017/18.</p>	<p>30th March 2017</p>
<p>Garage Sites</p>	<p>At its meeting in February 2016, the Committee discussed the Authority's garage sites. It was agreed that a more detailed report be presented to the Committee at a future meeting.</p>	<p>To be confirmed</p>

4.2 Policy Development / Policy Review

Scrutiny committees can play a key role in contributing to the development of new policies by having early input into the shaping of a policy and providing evidence based proposals for the Executive Board to consider. The Committee itself may also request to undertake a review of a particular policy or strategy. The Committee can decide to undertake a review or develop a policy via a Task & Finish Group or as a Committee (over the course of 2-3 meetings).

Item	Rationale	Frequency / Date
<p>Access to Social Housing Policy</p>	<p>This Policy requires review as a result of The Housing (Wales) Act 2014 which places a new duty on local authorities to work with people who are at risk of losing their home within 56 days to help find a solution to their problems. The new provisions require greater joint</p>	<p>29th September 2016</p>

	working between the Government, local authorities and the housing industry – including the private rented sector and housing associations.	
Community Infrastructure Levy Update	At its meeting in January 2016, County Council agreed to progress a Community Infrastructure Levy (CIL) for Carmarthenshire and “authorise the production of a Preliminary Draft Charging Schedule, which would identify the amount of CIL sought from each qualifying development, and to conduct a formal consultation on its content along with the associated evidence base”. This report will provide the Committee with an update on progress to date.	29th September 2016

4.3 Pre-Decision Scrutiny

This section provides an opportunity for members to contribute to future decisions of the Executive Board and / or Council.

Item	Rationale	Frequency / Date
CCC Annual Report 2015/16 and Draft Improvement Plan 2016/17	The Local Government (Wales) Measure 2009 requires the Authority to publish an annual plan of its key improvement objectives and an assessment of how it has performed in the previous year. This year the Welsh Government has allowed the Authority to publish them in a single report. The Committee will receive the elements of the plan and annual report that are relevant to its remit.	Annually – 20th June 2016
Revenue Budget Setting 2017/18 to 2019/20 (Non-HRA)	To provide members with an opportunity to consider and comment on the budget settlement, the relevant departmental service budgets and efficiency savings proposals.	Annually – 5th December 2016
Capital Programme Budget Setting 2017/18 onwards (Non-HRA)	To provide members with an opportunity to consider and comment on the draft five-year capital programme.	Annually – 5th December 2016

Item	Rationale	Frequency / Date
Communities / Environment Business Plans 2017/18	This report will provide members with detail of how the relevant Divisions within the Committee's remit will provide their services through the setting of objectives, actions and targets via the business planning process.	Annually – 5th December 2016
Housing Revenue Account (HRA) Revenue & Capital Budget 2017/18	This report will provide members with an opportunity to consider and comment on the HRA budget and service and rent charges for 2017/18.	Annually – 20th January 2017
Carmarthenshire County Council's Well-Being Objectives 2017/18	The Well-being of Future Generations Act requires most public bodies in Wales to carry out sustainable development with the objective of improving the social, economic, environmental and cultural well-being of their area. It places a well-being duty on those public bodies to set and publish objectives designed to maximise their contribution to the seven national well-being goals. They are also required to take all reasonable steps to meet those objectives. This item will provide the Committee with an opportunity to consider and comment on the Council's proposed objectives for 2017/18.	Annually – 20th January 2017
Carmarthenshire Home Standards Plus Business Plan 2017-20	The Plan will explain the vision and detail of the Carmarthenshire Homes Standard Plus, and what it means for tenants. The Committee will have the opportunity to consider the CHS+ Business Plan, and the financial and delivery programme over the next three years, allowing submission to Welsh Government.	Annually – 17th February 2017

4.4 Investigative Scrutiny

This section reflects scrutiny's role in undertaking 'light-touch' or 'in-depth' reviews of particular service areas or themes. There are a number of reasons why scrutiny committees may want to undertake a review of this nature. These include:

- Concerns about performance evidenced by previous scrutiny reports, or concerns expressed by members of the public about a particular issue.

- The need to explore opportunities for further development of a service offered by better and improved working with partners etc.
- To assist in assessing the impact of new legislation or guidance.

Investigations may be carried out via Committee meetings or through an in-depth review conducted by a task and finish sub-group of the Committee.

5. Development / Briefing Sessions

The Committee has indicated that it wishes to undertake a series of site visits across the county in relation to museums and libraries. Suggestions include:

- Carmarthenshire Museum (Abergwili)
- Parc Howard Museum (Llanelli)
- Museum of Speed (Pendine)
- Bro Aman Heritage Room (part of Ammanford Library)
- Carmarthen Town Museum (part of Carmarthen Library)
- Kidwelly Industrial Museum (run by a Trust with Local Authority support)
- Libraries – Main libraries at Llanelli, Carmarthen and Ammanford

Development sessions will be arranged for the scrutiny committees during 2016/17, as and when they are requested.

6. Committee Meeting Dates 2016/17

Date	Venue	Time
Monday 20th June 2016	County Hall Chamber	2:00pm
Wednesday 20th July 2016	Spilman Street Chamber	10:00am
Monday 29th September 2016 <i>Joint meeting with the Planning Committee</i>	County Hall Chamber	10:00am
Thursday 29th September 2016	County Hall Chamber	10:30am
Thursday 3rd November 2016	Spilman Street Chamber	10:00am
Friday 20th January 2017	Spilman Street Chamber	10:00am
Friday 17th February 2017	County Hall Chamber	10:00am
Thursday 30th March 2017	Spilman Street Chamber	10:00am

** Please note that the dates, times and venues are subject to change during the year*

Community Scrutiny Committee – DRAFT Forward Work Programme 2016/17

20 June 16	20 July 16	29 September 16	03 November 16	05 December 16	20 January 17	17 February 17	30 March 17
Carmarthenshire's approach to the National Licensing Scheme for Private Landlords	T&F Monitoring Report – Empty Properties	T&F Monitoring – Planning Enforcement (Joint with Planning)	Half-Yearly Economic Development Update	Revenue Budget Consultation 2016/17 -2018/19	HRA Budget Service Charges and Rent Setting 2017/18	Carmarthenshire Home Standards Plus Business Plan 2017 – 2020	Leisure Services – End of Year Review
Leisure Services – Archives Update	Leisure Services – Gym Update	Review of Access to Social Housing Policy (Post-Consultation)	Planning Annual Performance Report 2015/16	Capital Budget Consultation 2016/17 – 2020/21	Council's Well-Being Objectives 2017/18	Budget Monitoring 2016/17	
Draft CCC Annual Report 15/16 and Improvement Plan 16/17	EOY Performance Monitoring 2015/16	Community Infrastructure Levy	Budget Monitoring 2016/17	Environment / Communities Business Plans 2017/18		Q3 Performance Monitoring 2016/17	
Community Scrutiny FWP 2016/17	EOY Budget Monitoring 2015/16	TIC Project Update	Actions & Referrals Update			Actions & Referrals Update	
	Community Scrutiny Annual Report 2015/16	Q1 Performance Monitoring 2016/17					
	Actions & Referrals Update	Budget Monitoring 2016/17					