

**Report to:** Partnerships Scrutiny Committee  
**Date of Meeting:** 14 March 2013  
**Report Author:** Scrutiny Coordinator  
**Title:** Scrutiny Work Programme

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**1. What is the report about?**

The report presents Partnerships Scrutiny Committee with its draft forward work programme for members' consideration.

**2. What is the reason for making this report?**

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

**3. What are the recommendations?**

That the Committee:

- 3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate; and
- 3.2 nominates representatives from amongst its membership to serve on the Service Challenge Groups for the 'Customers' and 'Strategic Human Resources' services.

**4. Report details.**

- 4.1 Article 6 of the Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, whilst the rules of procedure for scrutiny committees are laid out in Part 4 of the Constitution.
- 4.2 The Constitution of Denbighshire County Council requires scrutiny committees to prepare and keep under review a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The objective of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 The Committee is requested to consider its draft work programme for future meetings as detailed in appendix 1 and approve, revise or amend it as it deems appropriate. When deciding on the work

programme members are asked to take into consideration:

- issues raised by members of the Committee
- matters referred to it by the Scrutiny Chairs and Vice-Chairs Group
- relevance to the Committee's/Council's/community priorities
- the Council's Corporate Plan and the Director of Social Services' Annual Report
- meeting workload
- timeliness
- outcomes
- key issues and information to be included in reports
- officers and/or lead Cabinet members who should be invited (having regard to whether their attendance is necessary or would add value)
- questions to be put to officers/lead Cabinet members

4.5 When considering future items for inclusion on the forward work programme members may also find it helpful to have regard to the following questions when determining a subject's suitability for inclusion on the work programme:

- what is the issue?
- who are the stakeholders?
- what is being looked at elsewhere
- what does scrutiny need to know? and
- who may be able to assist?

4.6 As mentioned in paragraph 4.2 the Constitution of Denbighshire County Council requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested topics. One such proposal form has been received for consideration by the Committee. This request, which can be seen at appendix 2, relates to Deeside College/Coleg Llysfasi's role in delivering education within Denbighshire and in partnership with the Council. Members are asked to consider this request. If the item is accepted on to the Committee's forward work programme for July members are asked to determine whether they wish to reschedule any of the other items already listed for that meeting to a future meeting, or to receive them in an alternative format.

#### Changes to the Forward Work Programme

4.7 Two requests for the Committee to consider reports ahead of their presentation to Cabinet were received prior to the current meeting. The first request sought the Committee to consider the full business case for the proposed Regional Emergency Planning Service prior to its submission to Cabinet for a decision on 19 March. As the current meeting was the only meeting of this Committee at which pre-decision

scrutiny could take place the Chair and Vice-Chair permitted the item to be scheduled into the meeting's business agenda. Consequently, the report on Local Primary Mental Health Support Services, originally scheduled for the current meeting, has been rescheduled for the Committee's next meeting with representatives of the Betsi Cadwaladr University Health Board (BCUHB) on Monday, 10 June 2013. This will be a more appropriate meeting for a discussion on the topic as it is a meeting dedicated to discussing health service related matters.

4.8 The second request related to the Regional Passenger Transport Collaboration Project. As the outline business case for this proposed service required pre-decision scrutiny prior to Cabinet's consideration of the proposals in May, and as this Committee's next meeting in April has already been set-aside for flooding matters, the Chair and Vice-Chair agreed to permit its inclusion on the current meeting's business agenda. In order to accommodate this request the item on Regional Collaboration on Economic Development has been deferred until September, when it is anticipated more detailed information on this subject will be available.

4.9 Cabinet Forward Work Programme

When deciding on their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of future work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 3.

4.10 Progress on Committee Resolutions

A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 4 to this report.

4.11 Service Challenge Groups

The Committee has already appointed a number of members to serve as representatives on the Council's Service Challenge Groups. A complete list of all scrutiny representatives on these Groups can be seen at Appendix 5 to this report. When those appointments were made 'Customers' was included in the Education Services' Service Challenge Group and the Committee appointed Councillor Brian Blakeley as its representative. However, as 'Customers' now forms part of one of the Council's seven corporate priorities for the period 2012-17, for the purpose of the Service Challenge process 'Customers' has been separated from the Education Services. On that basis the Committee is asked to nominate a Member to serve as its representative on the 'Customers' Service Challenge Group.

4.12 Members will also see from the attached list that the Committee is yet to appoint a representative to serve on the Service Challenge Group for the Strategic Human Resources (HR) Services. In order that scrutiny has full representation on these Groups when the next set of Service Challenge meetings commence the Committee is asked to

nominate a representative to serve on the Strategic HR Service Challenge Group.

**5. Scrutiny Chairs and Vice-Chairs Group**

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. This Group is scheduled to meet again on 7 March 2013. Consequently, any recommendations or decisions taken by the Group at that meeting, which either directly or indirectly affect Partnerships Scrutiny Committee, will be reported verbally to the Committee on 14 March.

**6. How does the decision contribute to the Corporate Priorities?**

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council in monitoring and reviewing policy issues.

**7. What will it cost and how will it affect other services?**

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

**8. What consultations have been carried out?**

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

**9. What risks are there and is there anything we can do to reduce them?**

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

**10. Power to make the decision**

Article 6.3.7 of the Council's Constitution stipulates that the Council's scrutiny committees must prepare and keep under review a programme for their future work.

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