

Scrutiny Report



Overview and Scrutiny Management Committee

Part 1

Date: 26 July 2018

Subject Budget Process and Public Engagement – Recommendations Monitoring

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The following people have been invited to attend for this item:

Invitee:	Area / Role / Subject	Page Numbers
Meirion Rushworth	Head of Finance – Budget Process	33 – 34
Rhys Cornwall	Head of People and Business Change – Public Engagement	23 - 32

Section A – Committee Guidance and Recommendations

1 Recommendations to the Committee

The Committee is asked

1. Consider the implementation of the Recommendations (**Appendix 1**) made by the Committee regarding the Budget process (**Appendix 3**) and related Public Engagement (**Appendix 2**).
2. To decide if it wishes to make comment or further recommendations to the Cabinet.
3. Determine whether the Committee wish to receive further information related to Budget Process or Public Engagement.

2 Context

Background

- 2.1 In accordance with the constitution, the Cabinet is required to consult on the proposals before recommending an overall budget and required council tax to the Council for approval in March. Scrutiny Committees must be consulted as part of this process. The comments and recommendations made by the Performance Scrutiny Committee – Place and Corporate and People are then fed into the Overview and Scrutiny Management Committee.

- 2.2 The role of the Overview and Scrutiny Management Committee was to coordinate the comments from other Committees to ensure that there are no overlaps in what is being recommended and ensure that scrutiny as a whole provides a cohesive and consistent response to Cabinet. It also has overall responsibility for comments on the budget process, and public engagement, which it will be focusing on at its meeting.

Previous Consideration of this item

- 2.3 Appendix 1 contains the recommendations made to the Council during the meeting on the 1st February 2018 ([available here](#)).

3 Information Submitted to the Committee

- 3.1 The second appendix is the *Public Engagement* monitoring report. This report provides an update to the Committee on the current position regarding engagement. The report aims to inform the Committee on the plans to complete a review of the public engagement across the Council. This review will not just be limited to the Committee Recommendations relating to Budget process but the Recommendations the Committee made during the Review of the City Centre PSPO on the 26 April 2018 ([available here](#)).

The Review of Public Engagement report has a clearly identified scope, which encompasses; Reach, Communication/Feedback, New Methods, Our 'Offer and Good Practice. The report looks at setting out what the returning final review will contain.

- 3.2 The third appendix is the *Budget Process* monitoring report. This report aims to address the Recommendations made and inform the Committee about how the Recommendations have impacted on how the Finance department and future Budget setting processes.

The report is broken up into four sections; General, Strategic Approach, Information, and Contingency and Achievability. The General section introduces the key objectives of the Budget process and informs the Committee of the current situation facing the Council regarding budget setting and the requirements of the Future Generations Act.

Strategic development explained the approach taken by the Council in setting the Budget and the ties Budget setting has with the Corporate Plan. The report introduces four strategic groups that have been created to identify and deliver the four key themes of the Corporate Plan. These four groups will become instrumental in the identification of future budget saving opportunities.

The third section, Information, details how the Finance Department are reviewing how savings are depicted in business cases to the public. It also explained how Service Areas are responsible for the business cases and how the Business Improvement Team provided quality assurance and consistency. The report explained the Business Improvement Team's work had been refocused and would no longer provide the service. The Finance Department are looking for alternatives, like peer review.

The fourth and last, Contingency and Achievability, sets out the Councils current general contingency fund of £1.5 million and £2.2 million for out of county educational and children's placements. As well as reporting on how the Council has a good track record of delivering savings, which ultimately falls to the Heads of Service and is overseen by the Cabinet Members and senior staff.

4. Suggested Areas of Focus

Role of the Committee

The role of the Committee in considering the report is to:

Public Engagement

- Establish whether the report adequately addresses the Committees Recommendations;
 - What progress has been made towards the recommendations?
 - What actions are in place to continue progress over the next twelve months?
- Question the relevant Officers on any areas the Members feel requires additional explaining or information.
- Decide if the Committee wishes to comment or advise the Officers on specific areas and focal points for the overall review of Public Engagement.

Budget Process

- Establish whether the report adequately addresses the Committees Recommendations;
 - What progress has been made towards the recommendations?
 - What actions are in place to continue progress over the next twelve months?
- Question the relevant Officers on any areas the Members feel requires additional explaining or information.
- Analyse if the Budget process requires further scrutiny, and if so in what manner.
- Decide if the Committee wish to issue a comment or recommendation to the Cabinet Member on the implementation of the recommendations.

Section B – Supporting Information

5 Supporting Information

Outcomes Monitoring Process

- 5.1 Once a scrutiny review is completed, it is important for the Committee to ensure that the recommendations are followed up and the outcomes reported back. This report is being presented as part of this monitoring process.
- 5.2 The following process is in place for recommendations / outcomes monitoring activity:

- Recommendations made by Committee and presented to Cabinet / Cabinet Member.
- Recommendations monitoring report prepared and presented to next Chair's briefing after the Cabinet / CM decision.
- Chair considers the draft report and determines the next steps from the following options:
 - Satisfied with Response:**
 - Propose no further action / no action at present but request a report back (within a specified timescale).
 - Electronic copy of the report forwarded to the Committee for information.
 - If any Committee Member objects to the proposed action, they have 5 working days to raise this with the Chair.
 - Unsatisfied with Response:**
 - Propose the report is presented to Committee meeting / request attendance by CM to discuss.
 - RM report finalised and presented to the Committee in the normal way.
 - Committee determines any further monitoring, including the timescale.
- In either case, if a further report is requested the process starts again e.g. draft report to Chair's briefing to consider progress and determine next steps.

6 Links to Council Policies and Priorities

- Both the Public Engagement and Budget Process have intrinsic links to all of the Councils policies and priorities, these links should be highlighted by the Officers in the reports or through questioning at the Meeting:

Well-being Objectives	Promote economic growth and regeneration whilst protecting the environment	Improve skills, educational outcomes & employment opportunities	Enable people to be healthy, independent & resilient	Build cohesive & sustainable communities
Corporate Plan Commitments	Thriving City	Aspirational People		Resilient Communities
Supporting Function	Modernised Council			

7 Wellbeing of Future Generation (Wales) Act

7.1 General questions

- How is this area / policy affected by the new legislation?
- How will this decision / policy / proposal impact upon future generations? What is the long term impact?
- What evidence is provided to demonstrate WFGA has been / is being considered?

- Evidence from Community Profiles / other data?
- (When published:) Evidence of links to Wellbeing Assessment / Objectives / Plan?

7.2 Wellbeing Goals

- How are the Wellbeing goals reflected in the policy / proposal / action?
 - *A prosperous Wales*
 - *A resilient Wales*
 - *A healthier Wales*
 - *A more equal Wales*
 - *A Wales of cohesive communities*
 - *A Wales of vibrant culture and thriving Welsh language*
 - *A globally responsible Wales*

7.3 Sustainable Development Principles

- Does the report / proposal demonstrate how as an authority we are working in accordance with the sustainable development principles from the act when planning services?
 - **Long Term**
The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs
 - **Prevention**
How acting to prevent problems occurring or getting worse may help public bodies meet their objectives
 - **Integration**
Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies
 - **Collaboration**
Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives
 - **Involvement**
The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

8. Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan](#)
- [National Participation Standards for Wales](#)

Report Completed: July 2018