

Legal and Regulatory Services /
Gwasanaethau Cyfreithiol a Rheoleiddiol
Direct line / Deialu uniongyrchol: 01656 643387
Ask for / Gofynnwch am: Sarah Daniel

Our ref / Ein cyf:
Your ref / Eich cyf:

Date / Dyddiad: Thursday, 10 September 2015

Dear Councillor,

PARTNERSHIPS AND GOVERNANCE OVERVIEW AND SCRUTINY COMMITTEE

A meeting of the Partnerships and Governance Overview and Scrutiny Committee will be held in Committee Rooms 2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Wednesday, 16 September 2015 at 2.00 pm.**

AGENDA

1. Apologies for Absence
To receive for apologies for absence (to include reasons, where appropriate) from Members / Officers.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members Code of Conduct adopted by Council from 1 September 2008 (including Whipping Declarations)
3. Approval of Minutes 3 - 8
To receive for approval, the minutes of the meeting of the Partnerships and Governance Overview and Scrutiny Committee of 19th June 2015
4. Forward Work Programme Update 9 - 12
5. Regulatory Services Collaborative Project 13 - 18
Invitees:
Councillor C E Smith - Cabinet Member - Regeneration and Economic Development
Andrew Jolley - Assistant Chief Executive
Lee Jones - Head of Regulatory Services
David Holland – Head of the Joint Regulatory Service
6. Local Service Board Report 19 - 22

7. Urgent Items

To consider any items of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

P A Jolley

Assistant Chief Executive Legal and Regulatory Services

Distribution:

Councillors:

N Clarke
E Dodd
L Ellis
EM Hughes

Councillors

M Jones
JR McCarthy
HE Morgan
AD Owen

Councillors

M Thomas
RL Thomas
KJ Watts
C Westwood

MINUTES OF A MEETING OF THE PARTNERSHIPS AND GOVERNANCE OVERVIEW AND SCRUTINY COMMITTEE HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON FRIDAY, 19 JUNE 2015 AT 2.00 PM

Present

Councillor N Clarke – Chairperson

E Dodd
AD Owen

M Jones
RL Thomas

JR McCarthy
C Westwood

HE Morgan

Officers:

Kym Barker
Alex Carey
Andrew Rees

Scrutiny Support Officer
Scrutiny Support Officer
Senior Democratic Services Officer – Committees

Invitees:

Kelly Watson Group Manager Legal and Democratic Services

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members for the reasons so stated:

Councillor L Ellis - Family commitment
Councillor E M Hughes – Family commitment
Councillor M Thomas – Unwell
Councillor K J Watts – Holiday
Councillor C E Smith – Medical appointment.

2. DECLARATIONS OF INTEREST

None.

3. APPROVAL OF MINUTES

RESOLVED: That the minutes of the Community Safety & Governance Overview and Scrutiny Committee of 17 March 2015 were approved as a true and accurate record.

4. LEGAL SERVICES COLLABORATION

The Scrutiny Officer presented a report which provided information on the legal services collaboration, which is a collaboration as a result of Monitoring Officers from Bridgend, Ceredigion, Carmarthenshire, Swansea, Neath Port Talbot and Pembrokeshire Councils recognising the future resilience problems to be faced. Powys County Council had joined the collaboration since 2012.

The Committee questioned whether the underspend in Legal & Regulatory Services had been re-allocated. The Group Manager Legal & Democratic Services informed the Committee that a decision on the re-allocation of the underspend back to Legal & Regulatory Services had yet to be made by the Finance Department.

The Committee questioned whether the Council was getting its fair share of legal services from the collaboration and were there instances when the legal services collaboration was not available to the Council. The Group Manager Legal & Democratic Services informed the Committee that the Directorate relied on the joint legal services team to undertake work on its behalf from time to time. She stated that the Planning Lawyer engaged by the authority for 3 days per week is employed by the joint legal services team with the bulk of that officer's work being undertaken for this authority. The authority also used the joint legal services team to undertake property law work when the internal team were at capacity and the Group Manager Legal & Democratic Services believed the authority is getting an equal share from the joint legal services team. The Committee asked whether there were any instances whereby the joint legal services team was not available to the authority. The Group Manager Legal & Democratic Services was not aware of such instances of the joint legal services team not being available but there have been occasions when there has been a short delay in the work being carried out.

The Committee requested clarification regarding concerns that the framework agreement for externalising work to solicitors and barristers may not be as effective as the previous framework. The Group Manager Legal & Democratic Services informed the Committee that the previous framework agreement had come to an end on 31 March 2015. The previous framework agreement had resulted in very good rates being received from solicitors and barristers. She stated there was now a push to using the National Procurement Service (NPS), however the new framework agreement was not yet up and running. Under the new framework agreement, the NPS was asking individual barrister to submit a their quotes rather than Chambers as a collective which may make it less attractive for Barristers. She stated that the NPS would charge a levy and it was unlikely the rates charged would as competitive as the previous framework agreement.

The Committee questioned referred to the Directorate making budget cuts year on year and questioned how it was able to keep delivering services and whether an assessment has been made of the impact of those budget cuts on service users / other Directorates. The Group Manager Legal & Democratic Services informed the Committee that some Directorates require more advice from Legal & Regulatory Services than others. The joint legal services team would be contacted to ascertain whether they have capacity to provide advice if there was not internal capacity. However there would inevitably be delays in the service provided to the Directorates and work be would have to prioritised. The Committee questioned what would happen in the event of sickness cover being needed. The Group Manager Legal & Democratic Services informed the Committee that where there was sickness in the various legal teams, the use of the joint team would be considered to undertake some work although again some work would have to wait.

The Committee questioned the use of the Special interest groups (SIGs). The Group Manager Legal & Democratic Services informed the Committee that the SIGs work very well and provide a forum to share best practice and experience on dealing with difficult cases and also as support network. The use of SIGs had proven beneficial in barristers delivering training jointly. She stated that over the course of time many of the Chairs of SIGs had left their posts and the numbers of staff employed by the partner authorities had also diminished and therefore attendance at SIGs and training had also diminished.

The Committee expressed concern that Regional Trainee Solicitors may be lost to the private sector due to a lack of funding in future and asked whether training new solicitors was putting a pressure on staff. The Group Manager Legal & Democratic Services informed the Committee that there were no trainee solicitors employed at BCBC at present. She confirmed that it was disappointing to lose solicitors who had trained in

Local Government as it could be difficult to recruit suitably experienced local government lawyers.

The Committee questioned the impact on the joint legal services collaboration following the recent announcement by the Minister on the re-organisation of local government. The Group Manager Legal & Democratic Services informed the Committee that the authorities whom the Minister had proposed BCBC would merge with were not in the collaboration and it was difficult to predict whether the collaboration would get bigger or shrink.

The Committee questioned the inability to use the file sharing portal in the Cardiff Courts. The Group Manager Legal & Democratic Services informed the Committee that the Child Care Team uses the file sharing portal and there was reluctance by the Cardiff Courts to use the portal.

Conclusions

The Committee noted the report, which provided Information on the Legal Collaboration Services.

- The Committee notes the significant savings made by the Legal Services Collaboration and the reassurance that daily business is being maintained throughout the Authority. However, as part of its overview responsibility, the Committee welcomes views from other Overview and Scrutiny Committees on the current services provided by the Directorate.
- Members queried whether the underspend for the Legal and Regulatory Services Directorate would be reallocated and, if so, where. The Officer replied that the Assistant Chief Executive - Legal & Regulatory Services is currently waiting for advice from Finance and it is unknown at present where this money will be used if it becomes available.
- Members were concerned that Regional Trainee Solicitors may be lost to the private sector due to lack of funding in future and asked whether training new solicitors is putting a pressure on staff. The Officer replied that there are no trainee solicitors employed at BCBC at present.
- Members queried why BCBC is unable to use the system for file sharing in the Cardiff courts. The Officer explained that the issue is not with the ability of the Authority to use the system it is an issue with how the system is managed and utilised at Cardiff courts.
- Members raised concerns over the loss of the framework agreement in April 2015 and what is happening in the interim period until a new framework is in place. The Officer advised that in the interim period until August 2015, when the new framework is scheduled to be in place, the Authority will continue to use the old framework as much as possible.
- Members asked which aspects of the Special Interest Groups (SIG's) work well and how are they managed. The Officer felt that they provide a good support network and training is provided by barristers in specialist areas. Joint training is available at no cost to the Authority twice a year via this system. However, some Chairs of the SIG's have left recently and physical attendance is diminishing.

Further information requested

- The Committee has requested further information to show in more detail the amount and type of support the Authority contributes to the collaboration compared to that which it receives.
5. **FORWARD WORK PROGRAMME 2015-16**

The Scrutiny Officer presented a report outlining the suggested topics for consideration in the development of the Committee's Forward Work Programme for 2015-16. An outline Forward Work Programme had been developed utilising a list of suggested criteria such as Initial Reasons, Risk, Performance Measures, Community Perception, Budget and external factors for the identification of topics for investigation.

Conclusion

The Committee considered the suggested topics for inclusion in the Forward Work Programme for 2015-16 and to identify 12 primary topics for inclusion in the programme. It was acknowledged that some of the dates for the items on the Forward Work Programme may be subject to change following the meeting and Members were asked for their contribution to be received in time for inclusion in the Forward Work Programme Update to be reported at the next Partnerships and Governance Overview and Scrutiny Committee meeting on 16 September 2015.

6. **CORPORATE PARENTING CABINET COMMITTEE CHAMPION UPDATE**

The Committee received an update from Councillor J E Lewis, who was the former Community Safety and Governance Overview and Scrutiny Committee's Corporate Parenting Champion on the work being undertaken by the Corporate Parenting Cabinet - Committee.

Conclusions:

The Committee noted the Corporate Champion's update.

7. **CORPORATE PARENTING CHAMPION, BUDGET RESEARCH AND EVALUATION PANEL AND LOCAL SERVICE BOARD OVERVIEW AND SCRUTINY PANEL NOMINATION REPORT**

The Scrutiny Officer submitted a report seeking a nominee from the Committee as its Corporate Parenting Champion as an invitee on meetings of the Cabinet Committee Corporate Parenting; nominations for the Budget Research and Evaluation Panel in line with the recommendations of the Corporate Resources & Improvement Overview and Scrutiny Committee made as part of the 2015/16 budget setting process. The Scrutiny Officer also sought nominations from five members of the Committee to sit on the Local Service Board Overview and Scrutiny Panel.

- RESOLVED:**
- (1) That Councillor K J Watts be nominated as its Corporate Parenting Champion to represent the Committee at meetings of the Cabinet Committee Corporate Parenting.
 - (2) That the Chairperson of the partnerships & Governance Overview and Scrutiny Committee and Councillor A D Owen be nominated to represent the Committee on the standing Budget Research and Evaluation Panel.
 - (3) That Councillors N Clarke, A D Owen, C Westwood, H E Morgan and E Dodd be nominated as the five Members of the

Committee to serve on the Local Service Board Overview and Scrutiny Panel.

8. **FORWARD WORK PROGRAMME UPDATE**

The Scrutiny Officer presented a report which detailed the items to be considered at the next meeting of the Committee and sought confirmation of the information and invitees required.

Conclusion

The Committee noted the topics to be considered at the Committee meeting on 16 September, to determine the any specific information and research it would like the Overview and Scrutiny Team to undertake in relation to its meeting on 29 October and to consider and revise the list of future potential items for the Committee Forward Work Programme and reprioritise as the Committee feels appropriate.

9. **URGENT ITEMS**

There were no urgent items.

The meeting closed at 3.09 pm

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO PARTNERSHIPS AND GOVERNANCE OVERVIEW AND SCRUTINY COMMITTEE

16 SEPTEMBER 2015

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL AND REGULATORY SERVICES

FORWARD WORK PROGRAMME UPDATE

1. Purpose of Report

1.1 The purpose of this report is to:

- a) present the items due to be considered at the Committee’s meeting to be held on 29 October 2015 and seek confirmation of the information required for the subsequent scheduled meeting to be held on 2 December 2015;
- b) present a list of further potential items for prioritisation by Committee.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

2.1 The key improvement objectives identified in the Corporate Plan 2013-2017 have been embodied in the Overview & Scrutiny Forward Work Programmes. The amended Corporate Improvement Objectives adopted by Council on 25 February 2015 formally set out the improvement objectives that the Council will seek to implement between 2013 and 2017. The Overview and Scrutiny Committees engage in review and development of plans, policy or strategies that support the Corporate Themes.

3. Background

3.1 At its meeting on 19 June 2015, the Partnerships and Governance Overview and Scrutiny Committee determined its Annual Forward Work Programme for 2015-16.

4. Current Situation / Proposal

Meetings of the Partnership and Governance Overview and Scrutiny Committee

4.1 In relation to the Committee’s next scheduled meeting to be held on 29 October 2015, the table below lists the items to be considered and the invitees due to attend.

Topic	Invitees	Specific Information Requested	Research to be Undertaken by the Overview & Scrutiny Unit
Western Bay - time equivalent to 2 items	Susan Cooper Corporate Director – Social Services and Wellbeing, Cllr P White - Cabinet Member Adult	Report to include information and updates on: Regional Adoption Service. Youth Offending Service. Regional Safeguarding Childrens	To be confirmed

	Social Care Health and Wellbeing (other invitees?)	Board. Learning Disabilities. Mental Health Services. Community Services (Intermediate Care).	
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4.2 The table below lists the item to be considered and the invitees due to attend in respect of the subsequent meeting of the Committee to be held on 2 December 2015.

Topic	Invitees	Specific Information Requested	Research to be Undertaken by the Overview & Scrutiny Unit
Corporate Procurement Review Update	Andrew Jolley - Assistant Chief Executive Councillor C E Smith - Cabinet Member - Regeneration and Economic Development (other invitees?)	Members received an update on this item 20 January 2015. Committee have requested this topic be retained on FWP, to include information on the potential savings that will be made from the procurement and commissioning review.	To be confirmed.
Community Care Information Solution (CCIS) for Wales	Andrew Jolley - Assistant Chief Executive Councillor C E Smith - Cabinet Member - Regeneration and Economic Development Ness Young – Corporate Director – Resources and Section 151 Officer Susan Cooper Corporate Director – Social Services and Wellbeing, Cllr P White - Cabinet Member Adult Social Care Health and Wellbeing (other invitees?)	Report to include information on the following: The planning process behind implementation. How will it monitored in terms of its effectiveness. How the information will be transferred. Responses to the recommendation made by CYP. Evidence of outcomes.	To be confirmed.

4.3 The table below lists all potential items that the Committee received at their meeting on 19 April 2015, which are put to the Committees for reprioritisation as appropriate.

Topic	Proposed Date	Specific Information Requested	Research to be Undertaken by the Overview & Scrutiny Unit
Directorate Budget Consultation	14 January 2016	Presented annually - Consideration of Directorate	To be confirmed.

Process (accounts for time = 2 items)		Budget for 2016-17.	
Local Service Board Scrutiny Panel – Committee are to receive feedback reports annually	5 April 2016	The remit of the Committee includes the consideration of the performance of Bridgend’s Local Service Board (LSB), in accordance with guidance and to achieve this Local Service Board Scrutiny Panel has been set up in order to scrutinise the LSB’s performance. Committee are to receive feedback reports annually.	To be confirmed.
Public Engagement	5 April 2016	Progress on the development of an internal mechanism to better enable members of the public to engage in scrutiny activity.	To be confirmed.

Corporate Parenting

- 4.4 Corporate Parenting is the term used to describe the responsibility of a local authority towards looked after children and young people. This is a legal responsibility given to local authorities by the Children Act 1989 and the Children Act 2004. The role of the Corporate Parent is to seek for children in public care the outcomes every good parent would want for their own children. The Council as a whole is the ‘corporate parent’ therefore all Members have a level of responsibility for the children and young people looked after by Bridgend.¹
- 4.5 In this role, it is suggested that Members consider how the services within the remit of their Committee affects children in care and care leavers, and in what way can the Committee can therefore assist in these areas.
- 4.6 Scrutiny Champions can greatly support the Committee in this by advising them of the ongoing work of the Cabinet-Committee and particularly any decisions or changes which they should be aware of as Corporate Parents.

5. Effect upon Policy Framework and Procedure Rules

- 5.1 The work of the Partnerships and Governance Overview and Scrutiny Committee relates to the review and development of plans, policy or strategy that form part of the Policy Framework and consideration of plans, policy or strategy relating to the power to promote or improve economic, social or environmental wellbeing in the County Borough of Bridgend.

¹ Welsh Assembly Government and Welsh Local Government Association ‘*If this were my child... A councillor’s guide to being a good corporate parent to children in care and care leavers*’, June 2009

6. Equality Impact Assessment

6.1 None

7. Financial Implications

7.1 None.

8. Recommendations

The Committee is asked to:

- (i) Note the topics due to be considered at the meeting of the Committee for 29 October 2015 and confirm if it requires any additional specific information to be provided by the invitees listed or the Overview & Scrutiny Unit;
- (ii) Determine the invitees to be invited to attend, any specific information it would like the invitees to provide and any research that it would like the Overview & Scrutiny Unit to undertake in relation to its meeting for 2 December 2015;
- (iii) Revisit and consider the list of future potential items for the Committees Forward Work Programme and reprioritise as the Committees feels appropriate.

Andrew Jolley,
Assistant Chief Executive – Legal & Regulatory Services

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Background Documents: None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COMMUNITY SAFETY AND GOVERNANCE OVERVIEW AND SCRUTINY COMMITTEE

16th SEPTEMBER 2015

REPORT OF THE ASSISTANT CHIEF EXECUTIVE LEGAL AND REGULATORY SERVICES

Update Report on the Regulatory Services Collaborative Project

1. Purpose of Report

- 1.1 This report provides an update on the development of the shared regulatory service between Bridgend, Cardiff and the Vale of Glamorgan Councils.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 The Joint Regulatory Service contributes towards the aims of the Single Integrated Partnership Plan (SIPP), Bridgend County Together 2013-18, 'Bridgend County is a great place to live, work and visit' and in line with Bridgend's corporate objectives 'People in Bridgend are healthier' and 'Making best use of resources'.

3. Background

- 3.1 As part of the Welsh Government's Regional Collaboration Fund (RCF), the Bridgend, Cardiff and Vale of Glamorgan Councils considered and approved a shared service opportunity in relation to Regulatory Services.
- 3.2 Following a procurement exercise, using the RCF, external agents, Atkins, were commissioned in September 2013 to produce a business case, Target Operating Model and implementation plan for the creation of a shared regulatory service.
- 3.3 An officer project team reviewed the commissioned work and proposals with a view to ensuring these would fit the changing circumstances of the Councils. The information used in the creation of the commissioned report was the 2013/14 budget for the services.
- 3.4 The proposal was put forward as a way to address the dwindling resource base available to these services and envisaged an integrated service, operating under a single management structure for the Trading Standards, Environmental Health and Licensing functions, with a shared governance arrangement ensuring full Elected Member involvement.
- 3.5 The vision for the new service created a new operating model; there being three service areas complemented by a central administrative function as follows:

- Neighbourhood services - activities relating to domestic premises or which have an impact on local communities;
 - Commercial services - activities relating to business premises (generally where national standards apply);
 - Enterprise and Specialist services - existing or potential income generating services and/or discrete specialisms; and Administration - administration and support activities and services
- 3.6 On 22nd September 2014, the Vale of Glamorgan’s Cabinet approved the proposal to create a shared Regulatory service with approval also being gained from the Bridgend and Cardiff Cabinets on October 7th and 9th respectively. As some of the functions undertaken by the Regulatory Service are “non-executive” functions these proposals also needed to be considered and approved by the full Council at each Authority. The proposal was approved by Bridgend Council on 15th October, by Cardiff Council on 23rd October and by the Vale of Glamorgan on 12th November 2014.
- 3.7 The scope of the regional service is captured in a Joint Working Agreement between the local authorities plus a joint Business Plan and a Core Services document which sets out exactly what is in scope and what is not. Crucially, the model of delivery places the customer at the centre of all that the organisation does, and the key role of administration and support is clearly recognised as the vital interface between service users and the delivery of the services they require.
- 3.8 The Joint Working agreement provides the constitution for a Joint Committee to be formed and begin its role of overseeing the implementation, development and on-going operation of the Shared Regulatory Service. The first meeting of the Joint Committee took place on 20th April 2015.

4 Current Situation

- 4.1 The Head of the Shared Regulatory Service, Dave Holland, was appointed in April 2015.
- 4.2 Some 170 “in-scope” employees were successfully transferred to the Vale of Glamorgan Council (as host employer) on the 1st May 2015 and paid under their newly transferred contract on the 15th May 2015.
- 4.3 Post transfer induction/introduction sessions were completed for all “in-scope” employees during the first three weeks of May 2015 in order to ensure that pre-transfer assurances had been followed through.
- 4.4 The post transfer restructuring consultation process is underway following discussions about principles and protocols with the trade unions and will continue in accordance with the schedule as set out below:-

CONSULTATION/MANAGING CHANGE PROPOSED TIME-LINE		
Key Activities	Description	Time-scale

Transfer Date	Formal transfer of staff to host employer	1st May 2015
Management of post transfer restructuring consultation process	Commence consultation process <ul style="list-style-type: none"> - indicative structure - selection and assimilation process - approach to mitigating redundancies - meetings with trade unions - meetings with staff group - continuation of 1-1 sessions - consider outcomes from consultation - refine proposals as appropriate - respond to staff/unions - finalise prior to next stage 	June to September 2015
Populating the new organisational structure	To be managed on a “tier by tier” basis <ul style="list-style-type: none"> - dealing with matching issues - invitation for selection process - selection for new posts - processing voluntary redundancies 	September to November 2015
Implementation of new staffing structure	<ul style="list-style-type: none"> - implementation of new structure - processing redeployment - processing termination as appropriate 	November 2015

- 4.5 A key point of agreement with the trade unions and staff was the need to bring forward the appointment process for the second tier managers within the new structure (i.e. the three Operational Managers). This was completed and three Operational Manager appointments were made on the 10th July 2015, in line with the new Operating Model, of Neighbourhood Services, Commercial Services and Business and Enterprise Services.
- 4.6 A number of ICT related activities were carried out prior to 1st May 2015 to enable transferring staff to continue to carry out their duties without interruption through the transfer process. Cardiff, Bridgend and Vale networks were connected and other ICT infrastructure works were undertaken to allow Cardiff and Bridgend based staff (and any remote working staff) access to a number of Vale systems.
- 4.7 An ICT project manager has taken up his post and has been consulting with regulatory representatives from Bridgend and Cardiff Councils. Three key projects have been identified, two of which have gone through project scoping and initiation phases:

- Develop a new website for the Shared Regulatory Service. This will involve auditing and migrating existing Regulatory content from the partner LA websites and holding workshops with key service staff to capture functionality and service requirements. Then identify and prioritise website functionality and phase delivery of the new website.
 - Shared service software and systems audit, to identify the software and systems that are currently in place and in use in the shared service and report and make recommendations towards more joint systems.
- 4.8 The agreed gross 2015/16 budget for the Shared Service is £9.799M. This includes allocations for core service costs, implementation costs as well as several Authority-Specific costs which will be recharged to relevant Authorities at cost plus management fees.
- 4.9 Finance Officers from all 3 Authorities have met several times to discuss and clarify financial procedures for the Shared Service going forward. This process will continue in the short term.
- 4.10 Update reports have gone to the Joint Committee, along with the food law plans for the three authorities, which longer term will be merged into one plan and the WAO assessment of the Environmental Health services for each Council.

5 Effect upon Policy Framework & Procedure Rules

- 5.1 None directly arising from this report and its recommendations, details on how the new arrangements will operate are within the Joint Working Agreement signed by each authority.

6. Equality Impact Assessment

- 6.1 Initial equalities impact assessment work was conducted as part of the Cabinet and Council process undertaken to establish the joint service.

7. Financial Implications

- 7.1 As stated above the agreed gross 2015/16 budget for the Shared Service is £9.799M. This includes allocations for core service costs, implementation costs as well as several Authority-Specific costs which will be recharged to relevant Authorities at cost plus management fees.
- 7.2 The financial and human resource implications associated with the creation of the new service were contained in the relevant Cabinet and Council reports. These projections were refined further to take account of some minor changes to the scope of the services provided and a one month delay in implementation.
- 7.3 In terms of Bridgend Council these proposals will realise operational savings (i.e. excluding implementation costs) of approximately £285,000 for 2015-16, and a total cumulative on-going savings of approximately £350,000 by 2017-18. This is subject to the assumptions built into the business case on costs and income generation. Whilst these savings are based on the direct costs of the service, there may also be savings on indirect costs such as support

services (HR, finance etc.) and premises costs, but these cannot be quantified at the current time. It should be noted that further savings from the shared service are highly likely to be required in the coming years.

8. Recommendation

- 8.1 It is recommended that Community Safety and Governance Overview and Scrutiny Committee note the contents of the report.

P. A. JOLLEY
ASSISTANT CHIEF EXECUTIVE LEGAL & REGULATORY SERVICES

Contact Officer

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Background Documents:

Cabinet reports September/October 2014

Council reports October/November 2014

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO PARTNERSHIPS AND GOVERNANCE

16 SEPTEMBER 2015

**REPORT OF THE ASSISTANT CHIEF EXECUTIVE –
LEGAL & REGULATORY SERVICES**

LOCAL SERVICE BOARD OVERVIEW AND SCRUTINY PANEL TERMS OF REFERENCE

1. Purpose of Report.

- 1.1 To seek the Committee's approval of a revised Terms of Reference for the Local Service Board (LSB) Overview and Scrutiny Panel.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The key improvement objectives identified in the Corporate Plan 2013-2017 have been embodied in the Overview & Scrutiny Forward Work Programmes. The amended Corporate Improvement Objectives adopted by Council on 25 February 2015 formally set out the improvement objectives that the Council will seek to implement between 2013 and 2017. The Overview and Scrutiny Committees engage in review and development of plans, policy or strategies that support the Corporate Themes.

3. Background.

- 3.1 The LSB Overview and Scrutiny Panel was first established in February 2009 following the LSB approval. Terms of Reference were set and nominees were appointed from various organisations involved in the LSB. Several meetings have since been held and some reports have been sent from the Panel to the LSB.
- 3.2 At their last meeting, the Panel were presented with the new structure of the LSB and its Programme Boards following a review of the LSB. The Panel now plan to examine the revised priorities and projects of the Programme Boards at their next meeting and consider the monitoring processes surrounding these projects and the LSB.

4. Current situation / proposal.

- 4.1 In light of the review and the new revisions that are taking place within the LSB, it was felt that a review of the Scrutiny Panel would also be beneficial. As such Scrutiny Officers have carried out a review of the membership of the Panel, contacting all the representative organisations that sit on the LSB, asking for nominations from their respective Trustee Board or equivalent. This has been

relatively successful and will increase the membership of the Panel and improve its effectiveness in scrutinising the LSB.

4.2 Sessions are now planned for new members of the Panel to have briefings and an introduction to the LSB Scrutiny Panel as well as provide an opportunity for members to ask any questions and clarify any part of their role in preparation for the next meeting scheduled for 1 October.

4.3 Whilst preparing for these briefing sessions, it was felt that it was also time to refresh the Panel's Terms of Reference as the current ones still date back to April 2009. The new draft Terms of Reference are presented below:

- To provide a 'critical friend' challenge to the Local Service Board and its Programme Boards;
- To reflect the voice and concerns of the public and communities of Bridgend and support the LSB in its goal to improve the quality of life for people living and working in the County Borough;
- To scrutinise, evaluate and actively promote improvement in the work of the Local Service Board and its Programme Boards in developing and implementing projects to address the priorities set by the Local Service Board;
- To review the efficiency and effectiveness of the LSB and its Programme Boards in line with the 'Single Partnership Plan: 'Bridgend County Together';
- To develop and deliver a forward work programme which seeks to contribute to the performance management and governance arrangements of the Programme Boards and their projects;
- To submit reports to the Programme Boards or the LSB as appropriate and make recommendations on measures which may enhance the impact of the Local Service Board;
- To develop relationships with other scrutiny bodies and equivalent who have the responsibility of holding organisations to account and are active in Bridgend, in order to ensure that work programmes are co-ordinated, duplication of effort is avoided and opportunities for information-sharing are maximised;

4.4 To clarify, the role of a member of the LSB Overview and Scrutiny Panel, is to scrutinise, evaluate and actively promote improvement in work carried out in line with Local Service Board priorities and not that of those individual constituent organisations represented on the Local Service Board.

5. Effect upon Policy Framework& Procedure Rules.

5.1 The work of the Partnerships and Governance Overview and Scrutiny Committee relates to the review and development of plans, policy or strategy that form part of the Policy Framework and consideration of plans, policy or strategy relating to the

power to promote or improve economic, social or environmental wellbeing in the County Borough of Bridgend.

6. Equality Impact Assessment

None

7. Financial Implications.

None

8. Recommendation.

8.1 The Committee is asked to approve the redrafted Terms of Reference for the Local Service Board Overview and Scrutiny Panel.

Andrew Jolley,
Assistant Chief Executive – Legal & Regulatory Services

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Democratic Services Officer - Scrutiny

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Background documents

LSB Terms of Reference April 2009

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