

APPENDIX B

CORPORATE OVERVIEW AND SCRUTINY COMMITTEE - RECOMMENDATIONS MONITORING ACTION SHEET 2023-24

Date of Meeting	Agenda Item	Action	Responsibility	Outcome	Response
3 July 2023	Revenue Budget Outturn 2022-23	<u>Council Wide</u> The Committee recommended that all national legislative commitments and statutory services need to be fully funded by central Government and that the Committee fully support Cabinet in lobbying Westminster and Welsh Government to provide adequate funding to ensure a sustainable funding model in the future.	Scrutiny / Cabinet	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS_C3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<u>Council Wide</u> The Committee recommended that in order to manage the expectations of the public regarding future service provision, that there be a proactive corporate communications strategy setting out clearly the pressures within services, what can and cannot be achieved/maintained and what is funded by Council tax and what is funded by central UK funds through the Revenue Support Grant.	Scrutiny / Chief Officer – Finance, Performance and Change	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS_C3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<u>Council Wide</u>	Scrutiny / Chief Officer –	ACTIONED – response and	https://democratic.bridgend.gov.uk/

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		The Committee recommended that consideration be given to how the information in Recommendation 2, above, be effectively communicated to the public, including consideration of putting the information on the Council website and in a newsletter accompanying Council Tax Demand letters.	Finance, Performance and Change	information circulated 22 August 2023.	ov.uk/documents/s30936/COS-C3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<p><u>Recruitment</u> The Committee expressed concern regarding the Council-wide issue of recruitment and retention and acknowledged that whilst Directorates were working on this in isolation, felt that it required a corporate approach focussing on the 7 Principles contained in the Corporate Plan.</p> <p>The Committee therefore recommended that an overarching workforce plan is needed to address the reasons for the Council not being commercially competitive and its inability to successfully recruit and retain staff.</p>	Scrutiny / Chief Officer – Legal & Regulatory Services, HR & Corporate Policy	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS-C3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<p><u>Recruitment</u> The Committee recommended that consideration be given to more integrated working between Human Resources and Directorates to avoid Directorates trying</p>	Scrutiny / Chief Officer – Legal & Regulatory Services, HR &	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS-C3July2023ResponsestoRecommendations.pdf

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		to address the issue of recruitment in isolation/in silos and to holistically strengthen the HR functions and achieve the objectives of the overarching Corporate Plan.	Corporate Policy		onsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<p><u>Recruitment</u> The Committee recommended that the Council work with schools to inform students, before they choose their GCSE and A Level options, regarding the career prospects of working for the Local Authority, across a wide range of professions and specialisms and likewise work with Welsh-medium schools, given the shortage of Welsh speaking staff in the Authority. It was also recommended that the Council establish links with universities in order to secure graduate employees and to drive forward recruitment for the Authority.</p>	Scrutiny / Chief Officer – Legal & Regulatory Services, HR & Corporate Policy / Corporate Director – Education and Family Support	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS-C3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<p><u>Recruitment</u> The Committee recommended that there should be an agreed National level of salaries and terms and conditions for all positions in local government in order to ensure that the Council has an equal footing in terms of competitiveness with other local authorities and the private sector.</p>	Scrutiny / Chief Officer – Legal & Regulatory Services, HR & Corporate Policy / Cabinet	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS-C3July2023ResponsestoRecommendations.pdf

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3 July 2023	Revenue Budget Outturn 2022-23	<u>Recruitment</u> The Committee recommended that a review be undertaken regarding the need to advertise in national newspapers for jobs over a certain grade and whether these roles would attract more applicants if alternative and, possibly more local, advertising was pursued.	Scrutiny / Chief Officer – Legal & Regulatory Services, HR & Corporate Policy	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<u>Recruitment</u> The Committee expressed concern regarding the loss of successful candidates due to the delay in obtaining a Disclosure and Barring Service check and queried the reason for the delay and whether there was anything that could be done to reduce the waiting time to stop candidates finding work elsewhere.	Scrutiny / Chief Officer – Legal & Regulatory Services, HR & Corporate Policy	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<u>EFS</u> That the Committee recommended that they write to the Welsh Government expressing their concerns that any further cuts to the education budget would be unacceptable, given the 2% efficiency saving in 2023-24 and further annual 1% reductions predicted for forthcoming years.	Scrutiny / Chair of COSC	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<u>EFS</u> The Committee acknowledged the difficulties of recruitment within catering	Scrutiny / Corporate Director –	ACTIONED – response and information	https://democratic.bridgend.gov.uk/documents/s30936/COS3July2023ResponsestoRecommendations.pdf

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		services and the impact on the provision of breakfast clubs and requested an update on what was being done to ensure that vulnerable children were receiving breakfast before school.	Education and Family Support	circulated 22 August 2023.	C3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<u>EFS</u> The Committee requested an update on when the Welsh Government review regarding home to school transport would realistically be published, given that no changes would be considered until the conclusion of the review	Scrutiny / Corporate Director – Education and Family Support	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS_C3July2023ResponsestoRecommendations.pdf
3 July 2023	Revenue Budget Outturn 2022-23	<u>Communities</u> The Committee recommended that consideration be given to there being a dedicated resource to support the Communities Directorate in processing and responding to Member Referrals and that consideration be given to ways in which to make the Member’s Portal more effective and efficient in keeping Members updated with the status of referrals.	Scrutiny / Chief Officer – Finance, Performance and Change / Head of Partnership Services	ACTIONED – response and information circulated 22 August 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS_C3July2023ResponsestoRecommendations.pdf
3 July 2023	Corporate Plan Delivery Plan 2023-24 and Draft Performance Framework	The Committee recommended that consideration be given to how the roles as set out in the ‘I am a ...’ section of the draft Performance Framework may be effectively cascaded and communicated to all staff and the public.	Scrutiny / Chief Executive	ACTIONED – response and information circulated 31 July 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COS_C3July2023ResponsestoRecommendations.pdf

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3 July 2023	Corporate Plan Delivery Plan 2023-24 and Draft Performance Framework	The Committee recommended that future reports regarding performance be developed to include a holistic overview in the form of an executive summary to succinctly summarise performance as measured against the Corporate Plan. The Committee expressed concern regarding Officer time and effort required to present complex data and welcomed concise and proportionate information which could be more sustainable and influential.	Scrutiny / Chief Executive	ACTIONED – response and information circulated 31 July 2023.	https://democratic.bridgend.gov.uk/documents/s30936/COSC3July2023ResponsestoRecommendations.pdf
24 July 2023	Budget Monitoring 2023-24 – Quarter 1 Revenue Forecast	The Committee recommended that consideration be given to partnership working with local farmers to source fruit and vegetables for school catering potentially at a lower cost.	Scrutiny / Corporate Director – Education and Family Support	ACTIONED – response and information circulated 13 October 2023.	https://democratic.bridgend.gov.uk/documents/s31035/COSC24JulyResponsestoRecommendations.pdf
24 July 2023	Budget Monitoring 2023-24 – Quarter 1 Revenue Forecast	The Committee requested a graph demonstrating the exponential increase in the demand being experienced in children’s social care over a 3-year period.	Scrutiny / Chief Officer – Finance, Performance and Change / Head of Partnership Services	ACTIONED – response and information circulated 29 August 2023.	https://democratic.bridgend.gov.uk/documents/s31035/COSC24JulyResponsestoRecommendations.pdf
24 July 2023	Budget Monitoring 2023-	The Committee requested copies of the case studies demonstrating the	Scrutiny / Corporate	ACTIONED – response and	https://democratic.bridgend.gov.uk

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	24 – Quarter 1 Revenue Forecast	complexity being experienced in adult social care.	Director – Social Services and Wellbeing	information circulated 29 August 2023.	ov.uk/ecSDDisplayClassic.aspx?NAME=SD797&ID=797&RPID=6246293&sch=doc&cat=13495&path=13490%2c13491%2c13495
24 July 2023	Budget Monitoring 2023-24 – Quarter 1 Revenue Forecast	Whilst recognising that it was too early in the year to provide a realistic projection of council tax income for this financial year, the Committee requested whether a best case, worst case and predicted case scenario model could be provided to give an indication of the likely income from the collection of council tax.	Scrutiny / Chief Officer – Finance, Performance and Change	ACTIONED – response and information circulated 6 October 2023.	https://democratic.bridgend.gov.uk/documents/s31035/COSC24JulyResponseRecommendations.pdf
24 July 2023	Budget Monitoring 2023-24 – Quarter 1 Revenue Forecast	The Committee acknowledged that one of the most significant budget reduction proposals unlikely to be achieved in full in the Communities Directorate was charging Blue Badge Holders for parking (COM 2), due to the traffic management team currently being engaged in the introduction of the national speed limit in built up areas. The Committee requested that a message be circulated among Members advising of the timescale for the necessary consultation regarding the Blue Badge Scheme.	Scrutiny / Corporate Director - Communities	ACTIONED – response and information circulated 13 October 2023.	https://democratic.bridgend.gov.uk/documents/s31035/COSC24JulyResponseRecommendations.pdf

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24 July 2023	Quarter 4 Performance 2022-23	<p>The Committee requested a breakdown, by Directorate, of:</p> <ul style="list-style-type: none"> a. the cost of agency staff; and b. the cost differential between an agency worker and an equivalent full-time Member of staff. 	Scrutiny / Chief Officer – Legal & Regulatory Services, HR & Corporate Policy	ACTIONED – response and information circulated 13 October 2023.	https://democratic.bridgend.gov.uk/documents/s31035/COS_C24JulyResponseRecommendations.pdf
24 July 2023	Quarter 4 Performance 2022-23	The Committee requested with regard to the support provided to start-up business', a breakdown of the number which have benefitted from advice, start-up grants or other support.	Scrutiny / Corporate Director - Communities	Recommendations circulated requesting response. Chased.	Officer Response Awaited.
24 July 2023	Quarter 4 Performance 2022-23	<p>Concerns were expressed regarding the clawbacks for sickness absence in schools being based on pupil numbers rather than staff numbers and heard that the Schools Budget Forum (SBF) had asked that consideration be given to it being weighted differently. The Committee therefore requested an update when Education and Family Support Officers and Finance Officers had discussed the matter and prior to the next SBF.</p>	Scrutiny / Corporate Director – Education and Family Support	ACTIONED – response and information circulated 29 August 2023.	https://democratic.bridgend.gov.uk/documents/s31035/COS_C24JulyResponseRecommendations.pdf

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24 July 2023	Quarter 4 Performance 2022-23	The Committee requested details of the options being considered to enable the reuse shop at Maesteg Community Recycling Centre to reopen.	Scrutiny / Corporate Director - Communities	ACTIONED – response and information circulated 29 August 2023.	https://democratic.bridgend.gov.uk/documents/s31035/COS_C24JulyResponsetoRecommendations.pdf
24 July 2023	Corporate Self-Assessment 2022-23	The Committee requested an update report detailing the outcome of the Council's partnership with Valleys to Coast and £500,000 contribution towards bringing 35 long term empty properties back into use.	Scrutiny / Chief Officer – Finance, Performance and Change / Head of Partnership Services	ACTIONED – response and information circulated 6 October 2023.	https://democratic.bridgend.gov.uk/documents/s31035/COS_C24JulyResponsetoRecommendations.pdf
4 Sept 2023	Strategic Workforce Plan	The Committee recommended that the circular graphics at the top of page 13 of the <i>Delivering together, Our Strategic Workforce Plan 2023-2028</i> (page 175 of the Committee's public Agenda pack) showing the percentages of staff working in each of the five areas of the authority, also reflect the level of vacancy or completeness of workforce in each Directorate. In relation to the turnover rate of staff the Committee also recommended that the same page also reflect the general turnover rate of staff not just new starters leaving within their 1 st year (up to 31 March 2023).	Scrutiny / Chief Officer – Legal & Regulatory Services, HR & Corporate Policy	ACTIONED – response and information circulated 13 October 2023.	https://democratic.bridgend.gov.uk/documents/s31037/COS_C4Sept23ResponsetoRecommendations.pdf

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4 Sept 2023	Strategic Workforce Plan	The Committee expressed concern regarding the corporate oversight responsibility and the possibility of a fragmented process towards monitoring and delivery of the Plan. The Committee therefore recommended that consideration be given to establishing a HR strategic group to include Officers from across the authority and Trade Union representatives to monitor and drive forward the delivery of the plan and that they report to CCMB	Scrutiny / Chief Executive / Chief Officer – Legal & Regulatory Services, HR & Corporate Policy	ACTIONED – response and information circulated 13 October 2023.	https://democratic.bridgend.gov.uk/documents/s31037/COS4Sept23ResponsestoRecommendations.pdf
4 Sept 2023	Strategic Workforce Plan	The Committee expressed concern regarding the lack of citizen focus within the Plan and recommended that the Portal analytical tool be developed/progressed as soon as possible in order to evaluate the areas of dissatisfaction and themes arising from Member referrals and customer queries regarding repeat matters, in order to inform the Workforce Plan. Once completed, the Committee recommended that they receive a Members Briefing regarding the analytical capabilities of the Portal.	Scrutiny / Chief Officer – Finance, Performance and Change / Head of Partnership Services	ACTIONED – response and information circulated 13 October 2023.	https://democratic.bridgend.gov.uk/documents/s31037/COS4Sept23ResponsestoRecommendations.pdf
4 Sept 2023	Strategic Workforce Plan	The Committee requested information on how the workforce structure in Bridgend compares to other Welsh local authorities	Scrutiny / Chief Officer – Legal & Regulatory Services, HR &	ACTIONED – response and information	https://democratic.bridgend.gov.uk/documents/s31037/COS

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		and whether its levels of management are typical of other local authorities in Wales.	Corporate Policy	circulated 13 October 2023.	C4Sept23ResponsestoRecommendations.pdf
4 Sept 2023	Strategic Workforce Plan	The Committee requested whether the Venture Graduate Scheme overseen by the Cardiff Capital Region could be accessed by students by other higher education establishments, especially Bridgend College.	Scrutiny / Leader of the Council	ACTIONED – response and information circulated 22 September 2023.	https://democratic.bridgend.gov.uk/documents/s31037/COS_C4Sept23ResponsestoRecommendations.pdf
4 Sept 23	Corporate Plan Delivery Plan Targets	The Committee requested that the narratives in the Rationale for Targets be revisited to ensure consistency, to better reflect the reasons why a target has substantially increased or decreased and to include brief information regarding the circumstances surrounding the change.	Scrutiny / Chief Executive	ACTIONED – response and information circulated 22 September 2023.	https://democratic.bridgend.gov.uk/documents/s31037/COS_C4Sept23ResponsestoRecommendations.pdf
4 Sept 23	Corporate Plan Delivery Plan Targets	The Committee requested that consideration be given to a gradual move away from static Key Performance Indicators in favour of Objective and Key Results which drive ambitious, realistic and proportionate targets.	Scrutiny / Chief Executive	ACTIONED – response and information circulated 22 September 2023.	https://democratic.bridgend.gov.uk/documents/s31037/COS_C4Sept23ResponsestoRecommendations.pdf

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4 Sept 23	ICT Resilience	The Committee requested copies of the Service specific and overall ICT Business Continuity Plans, for information purposes.	Scrutiny / Head of Partnership Services	ACTIONED – response and information circulated 13 October 2023.	https://democratic.bridgend.gov.uk/documents/s31037/COSC4Sept23ResponsestoRecommendations.pdf
23 Oct 23	Budget Monitoring 2023-24 – Quarter 2 Revenue Forecast	The Committee recommended that they write a letter, to the Welsh Ministers for Climate Change and Education and Welsh Language expressing their concern regarding the delay in publishing the outcome of the review into Home to School Transport and requesting that it be expedited, which would enable the Council to consider difficult but necessary options regarding the challenging Education and Schools budget positions.	Scrutiny / Chair of COSC	Letter sent to the Ministers – Response awaited by 11 Dec 2023.	https://democratic.bridgend.gov.uk/documents/s31406/AppendixALettertoDeputyMinisterforClimateChange.pdf
23 Oct 23	Budget Monitoring 2023-24 – Quarter 2 Revenue Forecast	The Committee recommended that a communication be shared publicly, clearly demonstrating the complex issues contributing to the cost pressures in the Social Services and Wellbeing Directorate and showing, for example, the cost of services per head.	Scrutiny / Corporate Director – Social Services and Wellbeing / Chief Officer – Finance, Performance and Change	ACTIONED – response and information circulated 1 December 2023.	https://democratic.bridgend.gov.uk/documents/s31405/COSC23Oct23ResponsestoRecommendations.pdf

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23 Oct 23	Budget Monitoring 2023-24 – Quarter 2 Revenue Forecast	The Committee requested a written update regarding the aim and purpose of the 5-Point Action Plan to target in-year spend and details of the progress made against it.	Scrutiny / Chief Executive	ACTIONED – response and information circulated 1 December 2023.	https://democratic.bridgend.gov.uk/documents/s31405/COS C23Oct23ResponsestoRecommendations.pdf
23 Oct 23	Budget Monitoring 2023-24 – Quarter 2 Revenue Forecast	The Committee requested detail regarding the costs associated with pursuing payment of outstanding Council Tax and the triggers and costs of Court action due to persistent non-payment.	Scrutiny / Chief Officer – Finance, Performance and Change	ACTIONED – response and information circulated 1 December 2023.	https://democratic.bridgend.gov.uk/documents/s31405/COS C23Oct23ResponsestoRecommendations.pdf
23 Oct 23	Budget Monitoring 2023-24 – Quarter 2 Revenue Forecast	The Committee requested the best case, worst case and predicted case scenario modelling of further efficiency savings to Schools Delegated Budgets to provide Members with an indication of the number of schools likely to fall into a deficit position and requiring development of recovery plans.	Scrutiny / Corporate Director – Education and Family Support / Chief Officer – Finance, Performance and Change	ACTIONED – response and information circulated 1 December 2023.	https://democratic.bridgend.gov.uk/documents/s31405/COS C23Oct23ResponsestoRecommendations.pdf

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23 Oct 23	Budget Monitoring 2023-24 – Quarter 2 Revenue Forecast	<p>The Committee requested, in relation to school meals and catering services:</p> <p>a) An indication of figures and possible outcomes of the ongoing formal review of prices of school meals; and</p> <p>b) That the review considers, as far as the Welsh Government Guidelines regarding waste management allow, a review of portion sizes to ensure food sufficiency for older pupils and less wastage for younger pupils.</p>	Scrutiny / Corporate Director – Education and Family Support	ACTIONED – response and information circulated 1 December 2023.	https://democratic.bridgend.gov.uk/documents/s31405/COSC23Oct23ResponsestoRecommendations.pdf
23 Oct 23	Performance Monitoring Improvement Plan	The Committee recommended that they write a letter, to the Auditor General for Wales expressing their disappointment that a representative from Audit Wales was unable to attend the Committee meeting, due to budgetary constraints, to help the Committee better understand Audit Wales’ perspective.	Scrutiny / Chair of COSC	Letter sent to the Audit Wales – Response awaited.	https://democratic.bridgend.gov.uk/documents/s31407/AppendixCLettertoAuditWales.pdf
23 Oct 23	Performance Monitoring Improvement Plan	<p>The Committee expressed concern regarding their restricted ability to scrutinise public spending on capital projects due to commercial sensitivity.</p> <p>The Committee referred to examples including the School Improvement Group, chaired by the Leader and the Children’s Social Care Improving Outcomes Strategic Board, chaired by the Chief</p>	Scrutiny / Chief Officer – Legal and Regulatory Services, HR and Corporate Policy / Chief Executive	ACTIONED – response and information circulated 1 December 2023.	https://democratic.bridgend.gov.uk/documents/s31405/COSC23Oct23ResponsestoRecommendations.pdf

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		<p>Executive, which consider sensitive Schools and Children's Services matters respectively.</p> <p>The Committee requested whether a similar Group or Board could be established to consider sensitive and commercially sensitive information regarding the Communities Directorate/Capital Projects and that a Member of the Scrutiny Committee be invited to sit on the Group or Board to provide assurance that public spend on capital projects is scrutinised.</p>			