Cardiff Integrated Partnership Board Scrutiny Panel - Progress Report
18th January 2011

Purpose of report

1. To advise members of the Cardiff Integrated Partnership Board (“The Board”) of progress in developing a Scrutiny Panel (“The Panel”) to support the Board’s governance, and to outline some of the key steps to be taken in convening the first Panel meeting.

Background

2. Cardiff’s Local Service Board ran a pilot multi-agency LSB Scrutiny Panel project from September 2008 – March 2010, led by Cardiff Council Scrutiny Services. The Council provided project management support and seconded an existing scrutiny officer to act as the LSB Scrutiny Officer, resourced via Welsh Assembly Government’s (WAG) Scrutiny Development Fund and in-house match-funding.

3. The Panel was the first in the UK to comprise a mix of scrutiny councillors (the Council’s five Scrutiny Chairs) and members from non-executive parts of LSB partner organisations, such as Cardiff & Vale UHB and the South Wales Police Authority. As Councillor Bill Kelloway was a member of the South Wales Fire Authority as well as chair of the Council’s Children and Young People’s Scrutiny Committee, he also acted as the Fire Authority’s representative. The Panel was independently-chaired by Paul Warren, Director of Cardiff and Vale Coalition of Disabled People who also acted as Equalities representative on the Panel.

4. Whilst an internal evaluation identified opportunities for improvement, the piloted Panel arrangements were considered to be successful, winning a national award from the Centre for Public Scrutiny; and cited as good practice by the National Assembly for Wales and WAG. The LSB Executive identified the following as positives:

   • The value of the pilot as the only environment which held partnership working to account from a wider perspective than just individual organisations/ sectors
   • LSB scrutiny had challenged the LSB Executive and this in turn had added to shaping the LSB, enabling different discussions to take place
   • The LSB Scrutiny Panel had consistently acted to remind the LSB Executive of the need to focus on the citizen.

5. In recognition of the above, and the national landscape of partnership scrutiny being strengthened, the LSB Executive agreed in 2010 to continue the LSB Scrutiny Panel and to extend its scope.

6. LSB partner organisations agreed to provide the following resources for any new Panel:

   a. A 0.5 FTE Scrutiny Officer as a secondment - Cardiff and Vale University Health Board
   b. Office accommodation & equipment and support & mentoring for the LSB Scrutiny Officer to ensure they deliver high quality scrutiny - Cardiff Council Scrutiny Services
   c. Premises & refreshments for meetings - South Wales Fire Authority
d. Clerking of meetings - to be rotated between Cardiff Council, South Wales Fire Authority and South Wales Police Authority

7. During 2011, the difficulties of identifying a suitably skilled and experienced officer from within the University Health Board’s workforce led to some delay in recruiting a Scrutiny Officer to facilitate the Panel.

8. Additionally in 2011, the ESTYN Inspection Report for Cardiff Council identified concerns regarding the Council’s capacity to scrutinise its partner organisations on issues relating to children and young people. In response to this report, the Council re-affirmed its intention to urgently convene a scrutiny panel for the newly designated Integrated Partnership Board as an action in the Post Inspection Action Plan (PIAP). The Council’s PIAP Implementation Board agreed on 26 October 2011 to recruit a 0.5 FTE Scrutiny Officer from within its own workforce in recognition of the difficulties set out in paragraph 7, above. The UHB have subsequently agreed to backfill the capacity of the officer appointed.

Current Position

9. Interviews for the Principal Scrutiny officer (Partnerships) post will be held later this month (January) and it is envisaged that the officer should be in post by mid-February, with the first Panel meeting being convened as soon as possible.

10. As with the arrangements for the former LSB Scrutiny Panel, each IPB member organisation is asked to nominate a representative to sit on the Panel. IPB members are requested to respond to the IPB Secretariat by the end of February 2012, and an initial meeting of the Panel will be arranged to take place before 31 March 2012. Invitation are extended to:

- Cardiff Council – to nominate the five Chairs of its Scrutiny Committees
- Cardiff University Health Board – to nominate a non-executive Board Member
- Cardiff Community Health Council - to nominate a representative
- South Wales Police – to seek a representative from the South Wales Police Authority
- Wales Probation Trust – to nominate a representative
- Cardiff Third Sector Council – to seek a representative from a Cardiff-based voluntary organisation
- South Wales Fire and Rescue – to seek a representative from the South Wales Fire Authority. It should be noted that for the LSB’s pilot Scrutiny Panel in 2008 this had previously been achieved by asking Cllr Bill Kelloway to represent the Fire Authority as well as the Council’s Children and Young People Scrutiny Committee.
- An Equalities Representative – to be sought from a local equalities-based voluntary organisation

Issues to Consider

11. Terms of Reference and Governance Arrangements: The former LSB Scrutiny Panel was a task and finish group of the Cardiff Council Community and Adult Social Services Scrutiny Committee. It is recommended that a similar arrangement is put in place for this new Panel, with the precise arrangements to be confirmed in due course. Draft terms of reference for the Panel, largely based on the former LSB Panel’s Terms of Reference but updated to reflect the IPB’s responsibilities, are attached as Appendix 1 for the Board’s consideration.
12. **Scope and Interfaces:** The Board may wish to consider whether the Panel’s terms of reference should specify how much time it will put into scrutinising the specific work streams of the 2010 – 2020 “What Matters” Strategy, and how much it invests in scrutinising the more holistic aspects of the health and effectiveness of partnership working in Cardiff. It will be equally important to ensure appropriate boundaries and protocols to identify which issues can be best scrutinised in partnership, and which issues should be best scrutinised separately by individual IPB member organisations (or handed on for consideration by non-IPB organisations).

13. **Capacity of Panel:** The former Scrutiny Panel enjoyed the support of a full time Principal Scrutiny Officer, whereas the new Panel is only resourced with a 0.5 full time equivalent officer for 12 months from date of appointment. This will inevitably limit the capacity of the Panel to achieve the same level of scrutiny as that enjoyed by its predecessor. It is recommended that IPB members manage their expectations of the level of scrutiny they can enjoy with this level of resources. It is furthermore recommended that IPB members agree to share the Panel’s other resource needs in a manner similar to that outlined in paragraph 6 above.

14. **Membership and Chairing:** The draft terms of reference attached as Appendix 1 set out arrangements for the Panel’s membership, and for the Panel to elect a chair at its first meeting.

15. **Work Programming Priorities:** It is recommended that the newly recruited Principal Scrutiny officer (Partnerships) liaise with IPB member organisations and the IPB Secretariat prior to the convening of the first Panel meeting to identify provisional work programming ideas and a Project Plan for the Panel. Members of the Panel will consider these at their first and second meetings, and agree a definitive work programme for the first 12 months.

16. **Panel Member Induction:** Once members had been recruited onto the former LSB Scrutiny panel, they underwent an extensive and useful induction, learning both about the practice of Scrutiny and about a range of partnership issues, as well as increasing their awareness of the work of each IPB partner organisation. This learning culture extended to carrying out regular self-evaluation during the process of scrutiny to ensure that the Panel was delivering value to its members and the citizens of Cardiff, and it is recommended that this approach be retained in the new Panel.

**Recommendation**

17. This report recommends that the Cardiff Integrated Partnership Board notes the contents of this report, and agrees to the specific recommendations contained in paragraphs 11 to 16.

**APPENDIX 1 – draft Terms of Reference for the Scrutiny Panel**

Paul Keeping  
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11 January 2011