

**COMMITTEE BUSINESS REPORT**

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**Background**

1. At the Committee meeting on 16 September 2015 Members discussed how they wished to deal with future reports concerning committee business, such as correspondence reports and work programme reports. Members decided to combine these within an overarching Committee Business report.
  
2. This report includes the correspondence schedule, this Committee's draft Annual Report 2015/16 and an update on the Committee's work programme. It seeks Members' endorsement of the Annual Report 2015/16 subject to any agreed amendments and seeks Members' views on forthcoming items for scrutiny.

**Correspondence update**

3. Following most Committee meetings the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments, observations and recommendations regarding the issues considered during that meeting. At the Committee meeting on 2 March 2016 Members received a report detailing the Committee-related correspondence sent and received by the Committee relating to Committee meetings held on 8 July 2015, 7 October 2015, 2 December 2015, 6 January 2016 and 15 February 2016.
  
4. The correspondence schedule attached as **Appendix A** provides an update since 2 March 2016 Committee meeting, with the following information:
  - i. Date the letters were sent;
  - ii. To whom the letter was addressed;

- iii. The key recommendations set out in the Chair's letters;
  - iv. Date the response was received; and
  - v. The response of the Cabinet Member(s) to those recommendations.
5. The schedule attached at **Appendix A** shows:
- i. *Response Awaited* – from Councillor Derbyshire to the Chair's letter regarding Rent Smart Wales, following Committee on 2 March 2016.
  - ii. *Response Awaited* – from Councillor Elsmore to the Chair's letter regarding progress on implementing the Housing (Wales) Act 2014, Supporting People Local Commissioning Plan 2016/17 and Quarter Three performance, following Committee on 2 March 2016.
  - iii. *Response Awaited* – from Councillor De'Ath to the Chair's letter regarding domestic violence recommissioning, following Committee on 2 March 2016.
  - iv. *Response Awaited* – from Councillor Hinchey to the Chair's letter regarding research practices, following Committee on 2 March 2016.
  - v. *Response Awaited* – from Councillor De'Ath to the Chair's letter regarding Shared Regulatory Services, following joint Committee on 3 March 2016.
6. Copies of the Chair's letters and any responses received can be found on the Council's website page for the relevant Committee meeting, with a hyperlink provided at the top of the page, entitled '*correspondence following the committee meeting*'.

### **Draft Annual Report 2015 - 16**

7. The Cardiff Council Constitution requires all Scrutiny Committees to '*report annually to the Council on their workings and make recommendations for future work programmes and amended working methods if appropriate*'.
8. A copy of the Community & Adult Services Scrutiny Committee's draft Annual Report 2015-16 is attached at **Appendix B**. This report outlines the Committee's activities from June 2015 through to April 2016, and provides examples of the various types of scrutiny undertaken. Where possible the

report identifies the impact that the Committee has had, in terms of the Cabinet's responses to the Committee's comments and recommendations.

9. The report concludes by setting out topics that the Committee has indicated that it may like to include in its 2016-17 work programme as suitable priorities for future scrutiny examination. The Committee will be agreeing its work programme in the coming weeks and these items will be discussed as part of this process.

### **Work Programme – Update 2015/16**

10. The Constitution states that each Scrutiny Committee will set its own work programme. Committee members attended two fora to develop recommendations for the work programme in the early summer of 2015, and the Committee agreed the work programme for 2015/16 at its meeting on 16<sup>th</sup> September 2015.
11. The draft Annual Report 2015-16, attached at **Appendix B**, provides an overview of all the items scrutinised to date. Attached at **Appendix C** is a schedule detailing the items from the agreed work programme 2015/6 and whether scrutiny has been undertaken or is outstanding.
12. Members are asked to consider the outstanding items from the work programme in order to:
  - i. Prioritise those for consideration at Committee in May 2016 and June 2016;
  - ii. Decide the timing to undertake the planned Inquiry into Anti-Social Behaviour<sup>1</sup>;
  - iii. Decide the timing of progress reports on the implementation of agreed recommendations from previous inquiries;
  - iv. Decide the timing of briefings outside Committee.

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<sup>1</sup> The scope for this Inquiry was agreed at Committee in September 2016. The following Members were nominated to undertake the Inquiry: Councillors McGarry, Ahmed and Carter.

## **Way Forward**

13. During their meeting, Members may wish to:

- i. reflect on the correspondence schedule, attached at **Appendix A**;
- ii. consider the draft Annual Report 2015/16, attached at **Appendix B**; and
- iii. consider the work programme update, attached at **Appendix C**.

## **Legal Implications**

14. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

15. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **RECOMMENDATIONS**

The Committee is recommended to:

- I. Note the content of the consultation schedule attached at **Appendix A** and consider any further correspondence required;
- II. Consider the draft Annual Report 2015/16, attached at **Appendix B**, and if necessary amend, and approve the report, subject to any amendments the Committee wish to make, to be laid before Council;
- III. Consider the work programming update, attached at **Appendix C**, and agree which items to prioritise for scrutiny in May and June 2016 and the timing of the Anti Social Behaviour Inquiry, progress reports on previous inquiries and briefings outside Committee.

**David Marr**

**Interim Monitoring Officer**

**7 April 2016**