

CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD

POLICY REVIEW & PERFORMANCE
SCRUTINY COMMITTEE

7 June 2016

CORRESPONDENCE – INFORMATION REPORT

Background

1. Following Scrutiny Committee meetings, the Chair writes a letter to the relevant Cabinet Member or senior officer, summing up the Committee's comments, concerns and recommendations regarding the issues considered during that meeting. The Committee are routinely offered an opportunity to comment on a draft of the letter before it is forwarded to the Cabinet Member. Depending on the issues highlighted, the letter usually asks for a response from the Cabinet Member to any recommendations made, and sometimes requests further information.

Issues

2. A copy of the **Correspondence Monitoring Sheet** detailing the Committee's correspondence, and analysing responses received since the March meeting, is attached at **Appendix 1**. Also attached to this report are copies of all relevant correspondence referred to in the monitoring sheet. For ease of reference, this is summarised in the table below.

Committee	Scrutiny	Appendix
8 March 2016	Corporate Assessment Follow On Report	Letter : 2a <i>Response: 2b</i>
8 March 2016	Quarter 3 Performance	Letter: 2c <i>Response: Not requested</i>
8 March 2016	Draft Strategic Equality Plan	Letter: 2d <i>Response: Not requested</i>

12 April 2016	Resources Directorate Delivery Plan	Letter: 3a <i>Response: Awaited</i>
12 April 2016	Economic Directorate Delivery Plan	Letter: 3b <i>Response: Not requested</i>
12 April 2016	Communities, Housing & Customer Services	Letter: 3c <i>Response: Not requested</i>
12 April 2016	Governance & Legal Services Delivery Plan	Letter: 3d <i>Response: 3e</i>
10 May 2016	Performance Management Refresh	Letter: 4a <i>Response: Not requested</i>
10 May 2016	Local Authority Trading Company - Commissioning & Procurement	Letter: 4b <i>Response: Not requested</i>

Legal Implications

3. 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

4. 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.

Recommendation

The Committee is recommended to note the content of this report and appendices, and decide whether it wishes to take any further actions, or request any further information.

DAVID MARR
Interim Monitoring Officer
1 June 2016