

COMMITTEE BUSINESS REPORT

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, at **Appendix A**.

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 8 June 2016 Members received a report detailing the Committee-related correspondence sent and received by the Committee relating to Committee meetings held on 2 March 2016 and 11 May 2016.

4. The correspondence schedule attached as **Appendix A** provides an update since 8 June 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 Received* – from Councillor Elsmore to the Chair’s letter regarding Directorate Delivery Plans and the Syrian & Afghan resettlement schemes, following Committee on 11 May 2016.
 - ii. *Response Received*– from Councillor Hinchey to the Chair’s letter regarding Directorate Delivery Plan template, following Committee on 11 May 2016.
 - iii. *Response Received*– from Councillor De’Ath to the Chair’s letter regarding Directorate Delivery Plans community safety content, following Committee on 11 May 2016.
 - iv. *Response Awaited* - from Councillor Elsmore to the Chair’s letter regarding Quarter Four performance, following Committee on 8 June 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*’.

Way Forward

7. During their meeting, Members may wish to reflect on the correspondence schedule, attached at **Appendix A**.

Legal Implications

8. 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

9. 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.

David Marr
Interim Monitoring Officer
29 June 2016