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**COMMITTEE'S 2016-17 WORK PROGRAMME**

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**Purpose of Report**

1. To present information that will enable Members to discuss and agree priorities for Committee's 2016/17 Work Programme.

**Background**

1. Scrutiny Procedure Rule 7 in the City of Cardiff Council's Constitution states that each Scrutiny Committee will set its own work programme. This would normally be undertaken at the beginning of a municipal year, and updated as the work progressed. The work programme needs to be carefully constructed, so that the time available to the Committee is used most effectively, and to explore topics within Committee's terms of reference, which include:

- Cardiff City Region City Deal
- Inward Investment & the Marketing of Cardiff
- Economic Strategy & Employment
- European Funding & Investment
- Small to Medium Enterprises
- Cardiff Harbour Authority
- Lifelong Learning
- Leisure Centres
- Sports Development
- Parks & Green Spaces
- Libraries, Arts & Culture
- Civic Buildings
- Events & Tourism
- Strategic Projects
- Innovation & Technology Centres
- Local Training & Enterprise.

2. This Committee is responsible for developing and managing its work programme to enable it to discharge its responsibilities under the Council's Constitution. Attached at **Appendix A** is a short guidance document setting out the process for developing a scrutiny work programme. This includes:
  - a **range of factors to balance** in establishing a work programme;
  - some **principles** to consider when setting a work programme;
  - an outline of the **P.I.C.K methodology** used to ensure that items suggested for scrutiny are likely to create impact, be important and relevant to the Council and its citizens, and avoid duplicating work undertaken in other arenas;
  - the range of **sources for work programme suggestions**.
3. Throughout the past municipal year, this Committee has scrutinised the Council's 2016/17 Cabinet Budget Proposals, the Corporate Plan 2016/17, quarterly performance reports and the relevant 2016/17 Directorate Delivery Plans. Through this Scrutiny, Members will have gained familiarity with the key challenges and opportunities facing the Council and City that are associated with the delivery of outcomes connected with these three sets of documents.
4. On 4 June 2015 this Committee also agreed its *draft Annual Report for 2015/16*, which set out the achievements of the Committee during the past year, the areas of work that the Committee had wished to undertake but had not been able to conclude, and some indicative work programming priorities for the year ahead.

### **Issues to Consider**

5. The document attached at **Appendix B** seeks to consolidate all of the information referred to in paragraphs three and four above into a catalogue of potential items, which Members may find of use in advance of their work programming forum. The Principal Scrutiny Officer sought to explore all of the sources of information referred to in the guidance on work programming, and the appendix includes:

- i) Items Members had hoped to explore in 2015/16, but were not able to prioritise due to other items assuming a higher priority;
  - ii) Items identified for future scrutiny during meetings held in 2015/16;
  - iii) Items suggested by Cabinet Members as being of potential benefit to their policy development agenda;
  - iv) Topics suggested by elected Members who were not in the Committee as being of potential benefit to communities in Cardiff;
  - v) Key commitments and targets from the Council's Corporate Plan and Directorate Delivery Plans;
6. A range of stakeholders, organisations and voluntary groups have been contacted and asked if there are any items they wish to have considered for inclusion in the 2016/17 work programme. Members will be informed of any suggestions prior to formal sign off of the work programme in September 2016.
7. **Appendix C** is included as an illustrative overview of the work programme for 2016/17, prior to items being agreed. Members will note that there is scope for approximately 15 items to be considered through the year, plus quarterly budget and performance monitoring, and committee business items – however it should be stressed that this document is not prescriptive, and that the number of items considered at each meeting will vary depending on their scale.
8. It is important to note that Committee meetings will not take place in April and May due to the pre election period. Welsh Local Government Elections are scheduled for Thursday 4 May 2017. Meeting dates for the 2016/17 work programme were confirmed at Full Council on Thursday 30 June 2016. The dates for Economy and Culture are:

Thursday 21 July

Thursday 8 September

Thursday 6 October

Thursday 3 November

Thursday 8 December

Thursday 12 January

Tuesday 14 February

Thursday 9 March

9. Members may wish to note **Appendix D** which shows the Committee work programme completed for 2015/16. This also identifies a number of items that were postponed through the year and will be included for consideration in setting the 2016/17 work programme.
  
10. Members may wish to consider advice contained in the September 2014 Corporate Assessment of Cardiff Council undertaken by Wales Audit Office, which suggested that scrutiny committees should aim to achieve committee meetings that last no longer than three hours, whilst maintaining robust and appropriate levels of scrutiny across the terms of reference, by ensuring agendas are of a manageable size and that work occurs outside committee meetings.
  
11. An effective work programme should aim to fulfil the 'four cornerstones of public scrutiny' identified by the Centre for Public Scrutiny<sup>1</sup>. These are that the practice of scrutiny:
  - Is led by 'independent minded governors' who own the scrutiny role;
  - Presents a 'critical friend challenge' to the Executive;
  - Represents the views and concerns of the citizen; and
  - Leads to the improvement of public services.
  
12. This framework was built upon in 2013, when the Welsh National Scrutiny Officers' Network published "The 15 Characteristics of Effective Scrutiny in Wales<sup>2</sup>" (subsequently endorsed by Wales Audit Office, the Older Person's Commissioner for Wales and others), which were designed to ensure that scrutiny led to:
  - Better Outcomes for the area;
  - Better Decisions for the organisation; and
  - Better Engagement with citizens.

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<sup>1</sup> [www.cfps.org.uk](http://www.cfps.org.uk)

<sup>2</sup> <https://www.cardiff.gov.uk/ENG/Your-Council/Councillors-and-meetings/Scrutiny/Documents/Guidelines%20for%20effective%20Scrutiny%20in%20Wales.pdf>

## **Way Forward**

13. At their meeting on 9 July, Members will have the opportunity to consider the list of items identified within Appendix B and discuss which topics should be prioritised for the 2016/17 work programme. Members of the Committee will also have the opportunity to suggest additional items they consider important to consider in the 2016/17 work programme.
  
14. Having agreed broad priorities at this meeting, the Committee may wish to task the Principal Scrutiny Officer to incorporate their suggestions and agreements into an updated draft work programme grid, and to bring this back to Committee's September 2016 meeting for formal agreement and adoption. This may involve the Principal Scrutiny Officer meeting with the relevant Directors to discuss the timing of items and ensure that key services, policies and initiatives have been captured.

## **Legal 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 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**

16. 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:

- i. Discuss and agree priorities and items to be considered within the Economy and Culture Scrutiny Work Programme for 2016/17.
- ii. Task the Principal Scrutiny Officer to update the draft work programme document and bring this back to Committee's September 2016 meeting for final agreement and adoption.

**David Marr**

**Interim Monitoring Officer**

**15 July 2016**