

COMMITTEE BUSINESS REPORT

Background

1. At the Committee meeting on 16 September 2015 Members agreed to combine committee business items, such as correspondence reports and work programme reports, into an overarching Committee Business report.
2. This report includes the correspondence schedule, at **Appendix A**, and draft work programme for amendment and approval at **Appendix B**. Notes for each proposed item for the work programme are in **Appendix C**.

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 6 July 2016 Members received a report detailing the Committee-related correspondence sent and received by the Committee relating to Committee meetings held on 11 May 2016 and 8 June 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 Quarter Four performance, following Committee on 8 June 2016;
 - ii. *Response Received* – from Councillor Hinchey to the Chair's letter regarding Corporate Safeguarding Report, following Committee on 6 July 2016;
 - iii. *Response Received* – from Councillor Elsmore to the Chair's letter regarding draft Cardiff Housing Strategy, following Committee on 6 July 2016;
 - iv. *No Response Required* – from Councillor Bradbury to the Chair's letter regarding Communities First, following Committee on 6 July 2016;
 - v. *Response Awaited* - from Councillor Elsmore and Councillor Lent to the Chair's letter regarding Director of Social Services Annual Report, following Joint Committee with Children and Young People Scrutiny Committee on 11 July 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*'.

Work Programme

7. The Constitution states each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). This Committee's terms of reference give the Committee responsibility for scrutinising, measuring and actively promoting improvement in the Council's

performance in the provision of services and compliance with Council policies, aims and objectives in the area of community and adult services, including:

- Public and Private Housing
- Disabled Facilities Grants
- Community Safety
- Neighbourhood Renewal and Communities First
- Advice and Benefits
- Consumer Protection
- Older Persons Strategy
- Adult Social Care
- Community Care Services
- Mental Health and Physical Impairment
- Commissioning Strategy
- Health Partnership.

8. The Committee is responsible for the scrutiny of a number of policies and strategies that affect communities and adults in Cardiff, plus it can undertake investigations into any matters relating to the communities and adults of Cardiff. In addition, this Committee is the designated Crime & Disorder Scrutiny Committee for the Council and as such has responsibility for scrutinising the Community Safety Partnership.

9. On 28 June 2016, the Committee met in forum mode to consider items and issues for inclusion on the potential work programme for the forthcoming municipal year. At the meeting, Members considered a wide range of possible items, including suggestions from Members and officers, performance reports, pre-decision items, policy review & development work and monitoring reports, which could be included in the Committee 2016-17 work programme.

10. Suggestions were received from the following:

- a. Councillors Joseph Carter, Ralph Cook, Julia Magill, Mary McGarry and Eleanor Sanders; and
- b. Officers from Communities, Housing and Customer Services, Social Services and Regulatory Services.

11. In prioritising the possible items for inclusion in the draft work programme, Committee Members considered factors such as:

- a. The potential impact of scrutiny;
- b. Importance to the citizens of Cardiff;
- c. Importance for Cardiff Council; and
- d. Whether the possible item would be dealt with in other arenas; and
- e. The resources available from Scrutiny Services and the capacity of Members to undertake the scrutiny.

12. Committee Members considered the most appropriate type of scrutiny tool to use for each of the prioritised items, bearing in mind the WAO advice¹ to aim to achieve committee meetings that last no longer than three hours, whilst maintaining robust, appropriate scrutiny across the terms of reference.

Proposed Items

13. Committee Members at the work programming forum decided to propose to this Committee to continue with a Performance Panel that would meet to triage the Community Safety and corporate quarterly performance reports and undertake deep dives into areas of concern, as appropriate. Members found that, in 2015/16, this helped to free up committee time, with the caveat that supporting the Panel has required more officer and Member support than initially anticipated. In light of this, Members are minded at this stage not to plan to undertake any long term task and finish inquiries this year.

14. It is proposed that the Performance Panel work will have a particular focus on the following items: homelessness target setting; voids; disabled adaptations; Delayed Transfer of Care; and repairs performance, as well as any performance issues that emerge during the year.

15. Several of the items proposed for inclusion in the work programme relate to the same themes, for example Adult Safeguarding, and Members at the work programming forum therefore decided to propose to this Committee that

¹ Advice received following WAO Corporate Assessment (September 2014)

there be several thematic items at Committee to enable Members to scrutinise various aspects of the theme. Draft scopes for these items will be circulated to Committee Members for comment and amendment prior to the item coming to Committee. This applies to the following:

- Assessment process (Social Services and Well Being Act) item
- Domiciliary Care item
- Community Safety item
- Private Rented Sector Housing item
- Adult Safeguarding item.

16. Committee Members at the work programming forum made the following decisions with regard to Forward Plan items for consideration at this meeting:
- a. Recommissioning of Advice Services, Floating Support Services and Domestic Abuse gender specific services – *schedule for September 2016*
 - b. HRA Business Plan – *schedule for December 2016*
 - c. Corporate Plan and Budgetary Proposals – *schedule for February 2017.*

17. Committee Members at the work programming forum made the following decisions with regard to Crime and Disorder items for consideration at this meeting:
- a. Domestic Violence –pre-decision scrutiny regarding recommissioning of services – *schedule for September 2016*
 - b. Night Time Economy – receive Cabinet Response to Committee Inquiry – *schedule for September 2016*
 - c. Community Safety item – *schedule for November 2016*
 - d. Adult Safeguarding item – *schedule for January 2017*
 - e. Briefing on Hate Crime trends and how being dealt with – *schedule for September 2016*
 - f. Performance Reports – to be dealt with as detailed at point 13 above.

18. At the work programming forum, Committee Members also agreed to the following:
- a. Cabinet Responses to Inquiries – schedule as available.
 - b. Inquiry impact monitoring – scrutiny officer to prepare a ‘review paper’ that takes stock of work to date and the impact of this. The Review paper will include progress made on agreed recommendations from previous Inquiries undertaken during this administration, as well as other work undertaken, such as deep dives and work from committee meetings. The review paper will be circulated by email to all Committee Members for comment and will be used to feed into the final annual report, due in March 2017.
 - c. Joint scrutiny committee meetings with Children and Young People Scrutiny Committee – schedule for scrutiny of Director of Social Services Annual Report 11 July 2016 and Care and Social Services Inspectorate Wales annual evaluation 1 December 2016.
 - d. Regional Regulatory Collaboration – schedule for scrutiny with Environmental Scrutiny Committee at separate committee meeting.
19. Having considered the above, the Committee Members at the work programming forum meeting tasked the Principal Scrutiny Officer to collate the above and prepare a draft work programme for consideration at this meeting. The draft work programme is attached at **Appendix B**, with the notes for each item attached at **Appendix C**.

Final prioritisation and rationalisation

20. Having received the first stage prioritisation and rationalisation completed by the work programming forum, Members now need to decide whether further amendments are required to the draft work programme attached at **Appendix B**. Members are reminded of the need to retain some flexibility in the work programme to enable new items to be added to the work programme during the year as necessary.

Way Forward

21. During their meeting, Members may wish to reflect on the correspondence schedule, attached at **Appendix A**. Members will have the opportunity to discuss the information provided in **Appendices B and C** and whether any amendments are required.

Legal Implications

22. 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

23. 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 contents of **Appendix B** and **Appendix C**, agree any amendments required and approve the proposed work programme as amended.

David Marr
Interim Monitoring Officer
01 September 2016