

COMMITTEE BUSINESS

Purpose of the Report

1. To provide Members of the Committee with an update on Committee related business, including the Work Programme and Correspondence.

Committee's Work Programme

2. A draft Work Programme has been developed for consideration and approval, as was discussed at the 7 July 2016 Committee Meeting. The resulting calendar of items can be found at **Appendix A**.
3. Scrutiny Procedure Rule 7 in the City of Cardiff Council's Constitution states that each Scrutiny Committee will set its own work programme. This is undertaken at the beginning of a municipal year, and updated as the work progressed. A Committee work programme is 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.

4. Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council's decision making process and the way in which it delivers services. The main roles of the Scrutiny Committees are:

- Holding the Cabinet and officers as decision-makers to account.
- Being a 'critical friend', through questioning how decisions have been made to provide a 'check and balance' to decision makers, adding legitimacy to the decision making process.
- Undertaking reviews of Council services and policy.
- Undertaking reviews to develop Council services and policies.

5. In prioritising the work programme, a range of potential items have been considered, as outlined in **Appendix B**. Following meetings between the Chair of the Committee, the Principal Scrutiny Officer and Directors potential items have been colour coded with a traffic light system – green items identified to be undertaken, yellow items to be considered, red items not to be included in the 2016/17 work programme

6. The items included within this list were identified from a number of relevant sources, including;

- 2014/15 Committee agendas
- Requests from previous Committee meetings' letters
- Directorate Delivery Plans
- Cabinet Forward Plan
- Suggestions from Committee Members
- Suggestions from Directors
- Suggestions from Stakeholders (eg Federation of Small Businesses, Cardiff Civic Society)

- Items carried forward from last year's work programme.
7. In setting their work programme, Members have been mindful of Wales Audit Office advice for scrutiny committees to 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. Members agreed in principle with this approach and agreed to aim to achieve this, with the option to adjourn a committee meeting if more time is required than originally anticipated.
 8. In 2015/16 the Committee agreed to adapt the way in which Performance and Budget monitoring reports are to be scrutinised, in order to allow the Committee to focus on key areas and maximising the impact of the scrutiny. It was agreed that the Chair of the Committee would review the performance reports for the relevant Directorates with the Committee Principal Scrutiny Officer, identifying areas for focus at Committee and inviting the appropriate Cabinet Members and Directors to the relevant Committee meeting. For the areas not chosen to come to the full Committee meeting, Members have the opportunity to request a written overview on any particular projects or areas of performance that are of interest. This approach was trialled in the 2015/16 work programme and is proposed to be undertaken again for 2016/17.
 9. A provisional draft work programme has been developed for Members consideration (attached at **Appendix A**). The schedule of items detailed below includes the task identified under the four work areas of the Committee, namely:
 - **Pre-decision Scrutiny** - Where the Committee evaluates and comments on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to receive and consider Scrutiny Member's views prior to making their decision.
 - **Policy Development / Review** - Where the Committee contributes to the Council's policy development processes by considering green papers or draft

policy documents, and reviews the progress made in implementing agreed Council policies.

- **Corporate and Performance Items** - These reports enable the Committee to receive inspection reports, regularly review service area performance information, identify areas for further investigation and appraise the effectiveness of improvement actions and their implementation.
- **Committee Improvement Inquiries** - Where the Committee undertakes an examination of a topic over a period of time, resulting in a formal report to the Cabinet. These can be short inquiries, such as deep dives, or longer inquiries, as required.
- **Committee Business Items** – enabling Members to consider items of Committee business, such as correspondence reports, the Annual Report and work programming.

10. The work programme for each Scrutiny Committee identifies various types of scrutiny investigations. Members of the Committee have consistently committed to regularly monitor and review corporate strategies, budget proposals and their delivery, performance and improvement reports, governance reports and reshaping services proposals. The Members agreed to continue this approach as detailed below:

Pre Decision Scrutiny

- Cardiff Multipurpose Arena
- Integrated Transport Hub
- Library Stock Management
- Arts Venues Management Procurement

Policy Development/Review

- Cardiff Castle
- Flat Holm Island Partnership
- Summer Reading Challenge

- Welsh Public Library Standards 5th Framework
- Civic Centre Heritage Quarter
- Mount Stuart Square Heritage Quarter
- Parc Cefn Onn Project
- Sport and Leisure Strategic Framework – Phase 2
- Tourism Strategy Action Plan
- Innovation and Entrepreneurial Support
- Bay Creative Industries Cluster
- Into Work Services
- Leisure Management Procurement
- Events Strategy
- Parks Friends Groups and Volunteering
- Volunteering (Libraries / Digital agenda)
- Asset Transfer Reviews (Insole Court / Maes y Coed Rd / Cardiff International Sport Stadium)
- Adult Community Learning (Cost Recovery Model)
- Cardiff Contemporary Arts Festival

Corporate, Performance and Budget Monitoring

- Quarterly Performance and Budget Monitoring
- 2017/18 Budget and Corporate Plan

Committee Improvement Inquiries

- Cardiff's allocation of Non-Domestic Rates

Committee Business Items

- Correspondence
- Annual Report
- Work Programme Updates

11. It is important to note that the work programme of a Scrutiny Committee is a live document and will be subject to changes as the year progresses, as the Committee responds the needs and priorities of the organisation.

12. The Committee Principal Scrutiny Officer Nathan Swain will introduce this report to Members at the meeting. It is suggested that the Committee considers and agrees the topics proposed, and agrees the draft timetable of issues for the Committee, as set out in set out in **paragraph 10** above and summarised in **Appendix A**.

Committee Meeting Correspondence

13. Following 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 letter usually asks for a response from the Cabinet Member to any recommendations made and sometimes requests further information.

7 April 2016

14. A reply has been received to the letter written to the Cllr De'Ath following Members' consideration of the Communities, Housing and Customer Services Directorate Delivery Plan. The reply was received on 9 June 2016 and can be viewed via the following link - <http://goo.gl/RAUWpU>.

12 May 2016

15. Replies have been received from Cllr Bale (16 June 2016) and Cllr Hinchey (20 June 2016) to letters written following the May meeting of the Economy and Culture Scrutiny Committee. The letters written and the replies received are published on the Council's website and can be accessed via the following link - <http://goo.gl/UTghH5>.

9 June 2016

16. At this meeting the Committee considered an item on the Coal Exchange and proposed developments. A letter was written to Councillor Bale following this meeting and a reply was received on 4 August 2016.

These letters are published on the Council's website and can be accessed via the following link - <https://goo.gl/OZ9SSK>.

7 July 2016

17. At this meeting the Committee considered items on Cardiff Business Improvement District and the Leisure Centre Management Alternative Delivery Model. The following letters were written:

- Leisure Centre Management Procurement Exercise – Cllr Bradbury.
- Leisure Centre Management Procurement Exercise – Cllr Hinchey.
- Cardiff Business Improvement District – Cllr Bale.

The following replies have been received to the letters listed above:

Cllr Bradbury & Cllr Hinchey – reply received 27 July 2016.

Cllr Bale – reply received 5 August 2016.

These letters are published on the Council's website and can be accessed via the following link - <https://goo.gl/VMZz9l>

Task and Finish Correspondence

18. On 22 September 2016, Members of the Economy and Culture Scrutiny Committee undertook a joint task and finish inquiry meeting with Members of the Environmental Scrutiny Committee. This scope of this meeting was to undertake pre-decision scrutiny of a Transport Interchange report to be taken to Cabinet on 28 September 2016. Following this meeting a letter was written to Cllr Patel – Cabinet Member: Transport, Planning and Sustainability. This letter can be found attached at **Appendix C**.

November Meeting

19. The next meeting of the Economy and Culture Scrutiny Committee is scheduled to take place on Thursday 3 November. This is the same date that a by-election for Grangetown has been called. Members may wish to discuss their availability for the Scrutiny meeting and whether to seek to rearrange it.

Legal Implications

20. 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

21. 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 consider the information set out in **paragraph 10** of the report and agree the proposed Work Plan Timetable for 2015/16 as set out in **Appendix A**.
- To review the chosen approach to scrutiny of performance reports and budget monitoring following the scrutiny of figures for Quarter 1 (as set out in **paragraph 8**).
- To review the responses received to the recent letters sent by the Committee and refer any questions or concerns to the relevant Cabinet Member or Director.

Davina Fiore
Director of Governance and Legal Services
30 September 2016