

**CORRESPONDENCE UPDATE – INFORMATION REPORT**

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**Background**

1. Following most Committee meetings the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments and recommendations regarding the issues considered during that meeting. At the Committee meeting on 4 March 2015 Members received a report detailing the Committee-related correspondence sent by, and received by, the Committee relating to committee meetings held on 5 November 2014, 3<sup>rd</sup> December 2014, 18<sup>th</sup> December 2014, 7<sup>th</sup> January 2015 and 4<sup>th</sup> February 2015. This report provides an update since then.
  
2. Members will find copies of the following letters attached in full in **Appendix A**:
  - i. Letter from Councillor Groves, Chair, to Sarah McGill, regarding Communities items at Committee on 3 December 2014 – response received and attached.
  - ii. Letter from Councillor Groves, Chair, to Councillor Bale, regarding the draft Corporate Plan and draft Budgetary Proposals considered at Committee on 4 February 2015 – responses received and attached, from Councillor Bradbury and Councillor Elsmore regarding queries that fall within their portfolios and from Councillor Bale on the recommendations made re Corporate Plan.
  
3. Following Committee on 4 March 2015, Councillor Groves, Chair, wrote to Councillor Derbyshire regarding the pre-decision scrutiny of the proposed delegation of Cardiff Council as the Single Licensing Authority with regards

to private landlords across Wales. A copy of this letter is attached at Agenda Item 3 of this meeting, as part of the minutes. A response has been received and is attached at **Appendix A**.

### **Way Forward**

4. During their meeting, Members may wish to reflect on the letters sent and received by the Chair. In particular, they may wish to consider how far the recipients have responded to the Committee's letters.

### **Legal Implications**

5. 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**

6. 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 note the content of the letters contained in the appendices.

**Marie Rosenthal**

**County Clerk and Monitoring Officer**

**19 March 2015**