

CORRESPONDENCE – INFORMATION REPORT

Background

1. 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.

Issues

2. A copy of the Correspondence Monitoring Sheet detailing the Committee's correspondence and those responses received is attached at **Appendix A**. This document outlines the key points raised within recent Chair's letters and a summary of any replies submitted to the Committee. Also attached to this report are full copies of recent correspondence.

Committee Meeting Correspondence

6 November 2014 meeting

3. A response to the letter sent following the November Committee meeting was received from Cllr Derbyshire on 6 January 2015. This is attached at **Appendix B1**. The response addressed the issues raised surrounding the Parks and Green Spaces Strategic Framework and supplementary information on the Quality Value Assessment Methodology used as a means of assessing open space for comparative purposes is included as **Appendix B2**.

4 December 2014 meeting

4. A response to the letter sent following the December Committee meeting was received from Cllr Bradbury on 2 March 2015. This is attached at **Appendix C1**. The Committee had written to Cllr Bradbury regarding the Welsh Public Library Standards Annual Report, the Future Provision of Library Services in Cardiff – Options paper and a petition from Community Action for Rumney Library. The reply also included the good practice research paper mentioned during the meeting – Attached at **Appendix C2**.

8 January 2015 meeting

5. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members:
 - Tourism Strategy & Action Plan – Leader, Cllr Bale (**Appendix D1**)
 - Budget Proposals for Consultation (Libraries and Community Halls) – Cllr Bradbury (**Appendix E1**)
6. Replies to these two letters have been received on 18 February 2015 (Cllr Bale - **Appendix D2**) and 26 February 2015 (Cllr Bradbury - **Appendix E2**) respectively.

5 February 2015 meeting

7. At this meeting Members considered the Draft Corporate Plan 2015-17 and Budget Proposals 2015/16 for the Directorates relevant to this Committee's terms of reference. Letters were written to:
 - Cllr Hinchey - Cabinet Member: Corporate Services and Performance (**Appendix F**)
 - Cllr Bale – Leader, Economic Development & Partnerships (**Appendix G**)
 - Cllr Bradbury - Cabinet Member, Community Development, Co-operatives & Social Enterprise (**Appendix H1**)
 - Cllr Derbyshire - Cabinet Member for the Environment (**Appendix I1**)

8. To date, replies have been received from Cllr Bradbury on 19 February 2015 (**Appendix H2**) and Cllr Derbyshire on 18 February 2015 (**Appendix I2**).
9. The Committee also wrote to Cllr Holden in recognition of his contribution to the Allotment Strategy – **Appendix J**.

5 March 2015 meeting

10. At this meeting Members considered the Quarter 3 Performance for the Directorates relevant to this Committee's terms of reference, , with letters written to the relevant Cabinet Members:
 - Economic Development Q3 Performance - Cllr Bale, Leader, Economic Development & Partnerships (**Appendix K**)
 - Communities, Housing and Customer Services Q3 Performance - Cllr Bradbury - Cabinet Member, Community Development, Co-operatives & Social Enterprise (**Appendix L**)
 - Sport Leisure & Culture Q3 Performance - Cllr Bradbury - Cabinet Member, Community Development, Co-operatives & Social Enterprise (**Appendix M**)
 - Sport Leisure & Culture Q3 Performance - Cllr Derbyshire - Cabinet Member for the Environment (**Appendix N**)
11. Additional letters were also written to raise issues that arose in the meeting with relevant officers and partners:
 - Mansion House Income Target – Section 151 Officer (**Appendix O**)
 - Cardiff Business Council Support – Nigel Roberts (**Appendix P**)

Task & Finish Inquiry Letters

12. The nature of recent task and finish activity by this Committee has meant that recommendations and comments have been submitted in a letter to the relevant Cabinet member, rather than via a formal report as is standard practice with more comprehensive task and finish inquiries.

13. A response has been received from Cllr Patel, Cabinet Member, Transport, Planning and Sustainability following the Cardiff Central Transport Hub Task and Finish meeting held on 12 December 2014. This can be found at **Appendix Q**.

Legal Implications

14. 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

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 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

16. The Committee is recommended to note the content of the letters attached to this report and decide whether it wishes to take any further actions, or request any further information.

MARIE ROSENTHAL

County Clerk and Monitoring Officer

27 March 2015