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**ENVIRONMENTAL SCRUTINY COMMITTEE – FORWARD WORK  
PROGRAMME 2018/19**

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**Background**

1. The Constitution states that each Scrutiny Committee will set their own work programme. This is undertaken at the beginning of a municipal year and updated as the work progresses. The work programme needs to be carefully constructed so that the time available to the Committee is used most effectively.
2. The Environmental Scrutiny Committee's Terms of Reference provide the Committee with the responsibility for the scrutiny of a number of specific service areas. A copy of the terms of reference has been attached to this document as **Appendix 1**. This will remind Members of the scope of ideas that could be considered.
3. The Committee is responsible for the scrutiny of a number of policies and strategies that affect the sustainability and environment of Cardiff. It can also undertake investigations into any of these areas.
4. The construction of a work programme involves obtaining information from a range of sources, these include:
  - Information from the relevant Directorate;
  - Relevant extracts from the current Corporate Plan;
  - Suggestions and ideas put forward by the previous Environmental Scrutiny Committee;
  - Member suggestions and observations;

- Citizen and third party comments and observations;
  - Performance information.
5. The initial 'Environmental Scrutiny Committee – Forward Work Programme' was agreed on the 4<sup>th</sup> September 2018 and set out the items for scrutiny for the period September 2018 to December 2018.
  6. The 'Environmental Scrutiny Committee – Forward Work Programme' was created from a list of potential topics that were identified during the 2018/19 work programming process. These were recorded in a document titled 'Environmental Scrutiny Committee – Potential Work Programme Items 2018/19' (attached to this report as **Appendix 2**).
  7. The period of the initial 'Environmental Scrutiny Committee – Forward Work Programme' has ended. This means that the Environmental Scrutiny Committee now has to revisit the work programme and agree a new 'Environmental Scrutiny Committee Forward Work Programme' for the period January 2019 to April 2019.
  8. Since the November meeting members of the Environmental Scrutiny Committee have been asked to make suggestions for the new 'Environmental Scrutiny Committee – Forward Work Programme'. Based on the information provided a new 'Environmental Scrutiny Committee – Draft Forward Work Programme 2018/19' has been created and is attached to this report as **Appendix 3**.
  9. 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 to aim to achieve this, with the option to adjourn a committee meeting if more time is required than originally anticipated.

### **Way Forward**

10. Members should consider the 'Environmental Scrutiny Committee – Draft Forward Work Programme 2018/19' (**Appendix 3**) and decide if they are happy to formally

adopt it as the Environmental Scrutiny Committee - Forward Work Programme 2018/19.

### **Legal Implications**

11. 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**

12. 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. Consider the contents of this report; and,
- ii. Agree a way forward for the work programme.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**28 November 2018**