
FORWARD WORK PROGRAMME – January–April 2018/19

Purpose of the Report

1. To seek the Committee's approval for publication of its proposed Forward Work Programme, spanning January to April 2019.

Background

2. In line with the requirements of the Council's Constitution and good scrutiny practice, each Scrutiny Committee sets its own work programme for the forthcoming year (Scrutiny Procedure Rule 7).

Role of the Committee

3. The Committee's Terms of Reference confer upon it two distinct scrutiny roles.
 - an overarching responsibility to scrutinise, monitor and review the overall corporate performance and improvement of the Council.
 - to scrutinise, monitor and review the effectiveness of specific functions, such as the Corporate Planning and Improvement framework, the Capital Ambition Delivery Programme, Finance, ICT, Human Resources, Governance, Legal Services, Property, Procurement, Customer Services and the Public Services Board.
4. Within the new organisational structure the Committee's responsibilities fall within three of the Council's Directorates; as follows

- The Corporate **Resources Directorate** falls within the Committee’s remit in its entirety and comprises; Commissioning and Procurement; Finance; Human Resources; Digitalisation and Customer Services (including Corporate Complaints and Connect to Cardiff (C2C); Performance & Partnerships (including Bilingual Cardiff).
- The **Economic Development Directorate** includes Corporate Landlord, Strategic Estates (including both the operational and non-operational portfolios), Facilities Management and International Policy.
- The **Governance and Legal Services Directorate** falls within the Committee’s remit in its entirety and comprises; Committee & Members’ Services; Electoral Services; Equalities, Glamorgan Archives; Legal Services; and Scrutiny Services.

5. The Committee will meet on the following dates, which fall on a Wednesday, starting at 4.30pm.

16 January 2019
20 February 2019 (Budget proposals)
13 March 2019
10 April 2019
8 May 2019
12 June 2019
3 July 2019

Publication of Forward Work Programme

6. The work programme, whilst constructed at the beginning of the municipal year, is updated and amended during the year in order to respond to urgent priorities, policy developments, and unplanned pre-decision opportunities. It also has to remain flexible and responsive in order to cover any urgent issues occurring throughout the year.

7. In response to a Wales Audit Office Proposal for Improvement in public engagement all Scrutiny Committee Forward Work Programmes are now routinely published on the Council's website quarterly, and look ahead for a four month period.
8. Attached at **Appendix 1** is the Committee's programme for January – April 2019.
9. To ensure effective scrutiny a maximum of three items are routinely programmed for each meeting.
10. Where the scrutiny requires a more in depth approach it takes place in the form of a task and finish group informally outside of Committee. The Committee is currently undertaking such an inquiry into the impact of Scrutiny.
11. In January 2019 the Committee's Performance Panel will once again have an opportunity to work closely with the Cabinet giving more in depth consideration to the Councils approach to target setting within the Corporate Plan.

Legal 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 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

13. 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 agree publication of its work programme for January to April 2019.

DAVINA FIORE

Director Governance & Legal

6 December 2018