

**CORRESPONDENCE – INFORMATION REPORT**

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**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**

**5 March 2015 meeting**

3. Replies have been received to a number of letters written by the Committee following the March meeting.
  - Cllr Bradbury – reply received 31 March 2015 (**Appendix B**). The response addresses Roath Library and plans for neighbourhood librarians
  - Cllr Bradbury & Cllr Derbyshire – reply received 14 April 2015 (**Appendix C**). The response addresses the points Committee raised

around sickness absence, PPDR compliance and community asset transfers.

- Section 151 officer – reply received 1 April 2015 (**Appendix D**). The response addresses the Committee concerns around the income target for the Mansion House.
- Leader – reply received 28 April 2015 with additional supporting information (**Appendix E1 and E2**). The response addresses Cardiff Business Council, the Coal Exchange and the Business Improvement District.

## **2 April 2015**

4. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members and stakeholders:
  - Cardiff Tourism Strategy and Action Plan – The Leader, Cllr Bale (**Appendix F**)
  - Cardiff Contemporary Festival – Cllr Bradbury (**Appendix G**)
  - Cardiff International Sports Stadium – Cllr Bradbury (**Appendix G**) and Mark Roberts – Cardiff and Vale College (**Appendix H**)
  - Improving Scrutiny Project – Cllr De’ath (**Appendix I**)

## **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.

### **Recommendation**

7. 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

29 May 2015