

COMMITTEE BUSINESS REPORT

Background

1. At the Committee meeting on 7 September 2016 Members agreed to continue to receive an overarching Committee Business report, which combines items such as correspondence reports and work programme reports where appropriate.
2. This report includes the correspondence schedule attached at **Appendix A**; an update from Committee's Performance & Budget Monitoring Panel including notes and the recent Wales Audit Office report on Delayed Transfers of Care attached at **Appendix B**; and an overview of the work programme 2016/17.

Correspondence Update

3. Following most Committee meetings the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments, observations and recommendations regarding the issues considered during that meeting. At the Committee meeting on 2 November 2016 Members received a report detailing the Committee-related correspondence sent and received by the Committee following Committee meetings held on 7 September 2016 and 5 October 2016.

4. The correspondence schedule attached as **Appendix A** provides an update since 2 November 2016 Committee meeting, with the following information:
 - i. Date the letters were sent;
 - ii. To whom the letter was addressed;
 - iii. The key recommendations set out in the Chair's letters;
 - iv. Date the response was received; and
 - v. The response of the Cabinet Member(s) to those recommendations.

5. The schedule attached at **Appendix A** shows:
 - i. *Response Received* – from Councillor De'Ath and Councillor Elsmore to the Chair's follow on letter, sent 27 October 2016, regarding scrutiny of the Recommissioning Advice and Support Services, following scrutiny at the Committee meeting on 7 September 2016;
 - ii. *Response Received* – from Councillor Elsmore to the Chair's letter regarding scrutiny of progress in implementing the Dementia Three Year Plan 2014-2017, sent 12 October 2016, following scrutiny at the Committee meeting on 5 October 2016;
 - iii. *No response required* – from Councillor Elsmore to the Chair's letter, sent 3 November 2016, regarding pre-decision scrutiny of the draft Cabinet Report re Recommissioning of the Building Maintenance Framework at the Committee meeting on 2 November 2016;
 - iv. *Response Received* – from Councillor De'Ath to the Chair's letter regarding Community Safety, sent 7 November 2016, following scrutiny at the Committee meeting on 2 November 2016;
 - v. *Response Awaited* – from Councillor Elsmore to the Chair's letter, sent 9 November 2016, following scrutiny of Domiciliary Care in Cardiff at the Committee meeting on 2 November 2016.

6. Copies of the Chair's letters and any responses received can be found on the Council's website page for the relevant Committee meeting, with a hyperlink provided at the top of the page, entitled '*correspondence following the committee meeting*'.

Update from Committee's Performance Panel

7. The Committee's Performance Panel met on 8 November 2016 to consider: answers to queries raised following scrutiny of the Quarter 1 Corporate Performance Report; the response to their recommendations regarding council housing voids management; the Quarter 2 Corporate Performance Report; the Wales Audit Office (WAO) report on Delayed Transfer of Care; and to commence the deep dive into Disabled Adaptations. The notes from this meeting are attached at **Appendix B** as well as a copy of the WAO report and the management response to this.

8. The key points the Panel wished to highlight to the whole of the Committee are:
 - i. The recommendations made following the deep dive council housing voids management update meeting on 18 October 2016, (regarding re-running the voids survey and ensuring information and reports provide key data), have been accepted;

 - ii. Rent Smart Wales indicators and actions are marked as Amber/Green in the Quarter 2 Corporate Performance Report; Members may wish to explore this during the planned Private Rented Housing Sector scrutiny, at this committee meeting;

 - iii. The Panel has requested that a briefing note on the planned changes to the approach to be taken re Rough Sleepers be provided, for circulation to all Members of this Committee;

 - iv. The Panel is meeting with the Director of Social Services and Assistant Director of Social Services to go through the Month 6 Budget Monitoring Report and to enable them to explain the approach being taken to budget planning as detailed in the Quarter 2 Corporate Performance Report;

- v. An email has been sent to Councillor Hinchey, Cabinet Member Resources & Performance, and the Head of Performance and Partnerships that details the Panel's concerns that the corporate performance report does not provide sufficient information to meet the needs of this Committee; and
 - vi. The WAO report on Delayed Transfer of Care is positive and reinforces the messages given to this Committee regarding the whole system approach being taken by the Regional Partnership Board. The management response to the WAO recommendations addresses Recommendations 1 and 3; an email has been sent to the Director of Social Services requesting an explanation as to why there is no response to Recommendation 2 and to seek a response to this.
9. The Disabled Adaptations Deep Dive has commenced, with the next meeting of the Panel scheduled for 5 December 2016, to hear from officers. The Panel is then meeting on 12 December 2016 to hear from the Director of Social Services and Assistant Director of Adults Social Services regarding Adult Services Month 6 Budget Monitoring report and their approach to budget planning, referenced in the Quarter 2 Corporate Performance Report.

Work Programme

10. Members agreed their 2016-17 work programme at the Committee meeting on 7 September 2016. As part of this, Members recognised the need to retain flexibility to move items if required, for example if there is a need to accommodate emerging items or as circumstances alter.
11. As part of the preparations for this Committee meeting, officers advised that the draft Housing Revenue Account Business Plan could no longer be available for scrutiny in December as guidance from the Welsh Government was awaited on rent setting, a key element in determining the overall Business Plan. The Welsh Government is, in turn, awaiting decisions by the

U.K. Government. It is anticipated that guidance will be available by January and officers suggest scheduling scrutiny of the draft Housing Revenue Account Business Plan for March 2017.

12. Members may wish to consider whether they wish to make any other amendments to the current work programme, which is attached at **Appendix C**.

Way Forward

13. During their meeting, Members may wish to reflect on the correspondence schedule, attached at **Appendix A**. Members will also have the opportunity to consider the information provided regarding the recent performance panel meeting and to discuss any changes they wish to suggest to the current work programme.

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.

RECOMMENDATIONS

The Committee is recommended to:

- I. Note the content of the correspondence schedule attached at **Appendix A** and consider any further correspondence required;
- II. Note the feedback from the Performance Panel and the Wales Audit Office report on Delayed Transfers of Care; and
- III. Discuss and agree any amendments to the current work programme, attached at **Appendix C**.

Davina Fiore
Director of Governance and Legal Services
01 December 2016