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**COMMITTEE'S WORK PROGRAMME 2015 -16**

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**Purpose of the Report**

1. To provide Members of the Committee with a Work Programme for consideration and approval, as was discussed and prioritised at the 9 July 2015 Committee Meeting. The resulting calendar of items can be found at **Appendix A**.

**Background**

2. Scrutiny Procedure Rule 7 in the City of Cardiff Council's Constitution states that each Scrutiny Committee will set its own work programme. This is undertaken at the beginning of a municipal year, and updated as the work progressed. A Committee work programme is carefully constructed, so that the time available to the Committee is used most effectively, and to explore topics within Committee's terms of reference, which include:

- Cardiff Business Council
- Inward Investment & the Marketing of Cardiff
- SE Wales Economic Forum
- Economic Strategy & Employment
- European Funding & Investment
- Small to Medium Enterprises
- Cardiff Harbour Authority
- Lifelong Learning
- Leisure Centres
- Sports Development
- Parks & Green Spaces
- Libraries, Arts & Culture
- Civic Buildings
- Events & Tourism
- Strategic Projects
- Innovation & Technology Centres
- Local Training & Enterprise.

3. Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council's decision making process and the way in which it delivers services. The main roles of the Scrutiny Committees are:
  - Holding the Cabinet and officers as decision-makers to account.
  - Being a 'critical friend', through questioning how decisions have been made to provide a 'check and balance' to decision makers, adding legitimacy to the decision making process.
  - Undertaking reviews of Council services and policy.
  - Undertaking reviews to develop Council services and policies.
  
4. At their meeting on 9 July, Members of the Committee received presentations from each of the three Council Directorates that fall under the terms of reference of this Committee (Economic Development; City Operations; and Communities, Housing and Customer Services) allowing them to consider items and areas of focus for their 2015-16 Work Programme. At the close of this meeting Members discussed and prioritised the items they wished to consider as Committee items and as topics for in-depth inquiry.
  
5. In prioritising the work programme, Members considered a range of potential items, as outlined in **Appendix B**. Items chosen for the 2015-16 work programme are shown, colour coded to show the Directorate they fall within. Items that require further work to determine their inclusion, or items held in reserve have been given an 'amber' status.
  
6. The items included within this list were identified from a number of relevant sources, including;
  - 2014/15 Committee agendas
  - Requests from previous Committee meetings' letters
  - Directorate Delivery Plans
  - Cabinet Forward Plan
  - Suggestions from Committee Members
  - Suggestions from Directors

- Suggestions from Stakeholders (eg Federation of Small Businesses, Cardiff Civic Society)
  - Items carried forward from last year's work programme.
7. 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 agreed to aim to achieve this, with the option to adjourn a committee meeting if more time is required than originally anticipated.
8. The Committee agree to adapt the way in which Performance and Budget monitoring reports are to be scrutinised, in order to allow the Committee to focus on key areas and maximising the impact of the scrutiny. It was agreed that the Chair of the Committee would review the performance reports for the relevant Directorates with the Committee Principal Scrutiny Officer, identifying areas for focus at Committee and inviting the appropriate Cabinet Members and Directors to the relevant Committee meeting. For the areas not chosen to come to the full Committee meeting, Members would request a written overview to be provided for Committee papers. This approach will be subject to review following the scrutiny of Quarter 1 Performance and Budget Monitoring.
9. The resultant collection of items were then programmed into the work programme calendar (attached at **Appendix A**) to form work programme for the full year. The schedule of items detailed below includes the task identified under the four work areas of the Committee, namely:
- **Pre-decision Scrutiny** - Where the Committee evaluates and comments on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to receive and consider Scrutiny Member's views prior to making their decision.
  - **Policy Development / Review** - Where the Committee contributes to the Council's policy development processes by considering green papers or draft

policy documents, and reviews the progress made in implementing agreed Council policies.

- **Corporate and Performance Items** - These reports enable the Committee to receive inspection reports, regularly review service area performance information, identify areas for further investigation and appraise the effectiveness of improvement actions and their implementation.
- **Committee Improvement Inquiries** - Where the Committee undertakes an examination of a topic over a period of time, resulting in a formal report to the Cabinet. These can be short inquiries, such as deep dives, or longer inquiries, as required.
- **Committee Business Items** – enabling Members to consider items of Committee business, such as correspondence reports, the Annual Report and work programming.

## **Issues**

10. The work programme for each Scrutiny Committee identifies various types of scrutiny investigations. Members of the Committee have consistently committed to regularly monitor and review corporate strategies, budget proposals and their delivery, performance and improvement reports, governance reports and reshaping services proposals. The Members agreed to continue this approach as detailed below:

### **Pre Decision Scrutiny**

- Cardiff Multipurpose Arena
- Integrated Transport Hub
- Digital Advertising Strategy
- Cardiff Asset Transfer Strategy

### **Policy Development/Review**

- Cardiff Business Council
- Sport and Leisure Strategic Framework – Phase 1
- Flatholm Island Partnership
- Arts Venues Management Procurement

- Leisure Management Procurement
- Business Improvement District
- Welsh Public Library Standards 5<sup>th</sup> Framework
- Parks Friends Groups
- City Deal
- Volunteering / Time Banking
- Cardiff Central Market
- Cardiff International Sport Stadium
- Tourism Strategy Action Plan
- Library Strategy Implementation
- Adult Community Learning (Cost Recovery Model)
- Into Work Services

#### **Corporate, Performance and Budget Monitoring**

- Quarterly Performance and Budget Monitoring
- 2016/17 Budget and Corporate Plan
- Directorate Delivery Plans

#### **Committee Improvement Inquiries**

- Cardiff Maritime Heritage
- Council spend with Local Businesses
- Cardiff's Non-Domestic Rates allocation (tbc)

#### **Committee Business Items**

- Correspondence
- Annual Report
- Third Sector Questions (Trial)

11. It is important to note that the work programme of a Scrutiny Committee is a live document and will be subject to changes as the year progresses, as the Committee responds the needs and priorities of the organisation.

## **Way Forward**

12. The Committee Principal Scrutiny Officer Nathan Swain will introduce this report to Members at the meeting. It is suggested that the Committee considers and agrees the topics proposed, and agrees the draft timetable of issues for the Committee, as set out in set out in **paragraph 10** above and summarised in **Appendix A**.

## **Legal 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 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**

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 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 consider the information set out in **paragraph 10** of the report and agree the proposed Work Plan Timetable for 2015/16 as set out in **Appendix A**.
- To agree to undertake the Task & Finish Group Inquiries as set out in **paragraph 10**.
- To review the chosen approach to scrutiny of performance reports and budget monitoring following the scrutiny of figures for Quarter 1 (as set out in **paragraph 8**).

**MARIE ROSENTHAL**

**Director of Governance and Legal Services**

**3 September 2015**