

## CORRESPONDENCE UPDATE – INFORMATION REPORT

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### Background

1. Following most Committee meetings, the Chair writes a letter to the relevant Cabinet Member or Officer, summing up the Committee's comments and recommendations regarding the issues considered during that meeting.

### Issues

2. The key points raised in the Committee's letter are taken from the way forward discussion at the end of each meeting and captured in the minutes of the meetings. Responses are evidenced in future reports or copied to Members if specifically requested. A summary of all letters sent and responses received is attached at **Appendix A** together with an indication of whether the consideration of the issues resulted in any further action being required. Also attached at **Appendix B** is a copy of all correspondence sent and all responses received since the Committee's meeting in July 2015.

### Legal Implications

3. 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**

4. 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 note the content of the letters contained in the appendices.

**MARIE ROSENTHAL**

**Director Governance and Legal Services**

**7 October 2015**