

CORRESPONDENCE – INFORMATION REPORT

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 February 2015

3. A reply has been received to the letter written to the Leader following the scrutiny of the 2015/16 budget proposals in February 2015. The reply was received on 17 April 2015 (**Appendix B**)

2 April 2015

4. The following replies have also been received in response to the letters written following the April Committee meeting:

- The Leader – in relation to the Cardiff Tourism Strategy and Action Plan: 2015 - 2020. The reply was received on 29 June 2015 (**Appendix C**)
- Cllr Bradbury – in relation to Cardiff Contemporary Festival and Cardiff International Sports Stadium. The reply was received on 10 June 2015 (**Appendix D**).

14 May 2015

5. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members and stakeholders:

- European Capital of Sport 2014, Sports Development Joint Venture and Sport Leisure and Culture Q4 Performance – Cllr Bradbury (**Appendix E**)
- Summer Reading Challenge and Communities, Housing and Customer Services Q4 Performance – Cllr Bradbury (**Appendix F1**)
- Cardiff and Vale Community Learning Partnership and Learning for Life Cost Recovery Model – Cllr Merry (**Appendix G**)
- Economic Development Q4 Performance – The Leader, Cllr Bale (**Appendix H1**)

6. The following replies have also been received in response to the letters written following the May Committee meeting:

- Cllr Bradbury – in relation to Communities, Housing and Customer Services Q4 Performance and the Summer Reading Challenge. Reply received 9 July 2015 (**Appendix F2**)
- The Leader – reply received on 30 July 2015 (**Appendix H2**)
- Cllr Bradbury – in relation to the Sports Development Joint Venture and Sport Leisure and Culture Q4 Performance. Reply received 9 October 2015 (**Appendix T**)

4 June 2015

7. At this meeting the Committee considered the following items, with letters

written to the relevant Cabinet Members and stakeholders:

- City Operations Directorate Delivery Plan and Communities, Housing and Customer Services Directorate Delivery Plan - Cllr Bradbury (**Appendix I1**)
- Communities, Housing and Customer Services Directorate Delivery Plan – Cllr Merry (**Appendix J**)
- City Operations Directorate Delivery Plan – Cllr Derbyshire (**Appendix K1**)
- Economic Development Directorate Delivery Plan and Cabinet Response – Cardiff Central Market and Historic Arcades Inquiry – The Leader, Cllr Bale (**Appendix L1**)

The following replies have been received to the letters listed above:

- Cllr Derbyshire – reply received 9 July 2015 (**Appendix K2**)
- Cllr Bale – reply received 5 August 2015 (**Appendix L2**)
- Cllr Bradbury – reply received 9 October 2015 (**Appendix I2**)

9 July 2015

At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members and stakeholders:

- Roath Library – Cllr Bradbury (**Appendix M1**)
- Allotment Strategy Interim Review – Cllr Derbyshire (**Appendix N**)
- Allotment Strategy Interim Review – Cllr Holden (**Appendix O**)

The following reply has been received to the letters listed above:

- Cllr Bradbury – reply received 15 July 2015 (**Appendix M2**)

10 September 2015

8. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members and stakeholders:

- Economic Development Q1 Performance – The Leader, Cllr Bale
(**Appendix P**)
- Business Improvement District, City Operations Q1 Performance (ADM)
and Strategic Sports Framework Strand 1 – Cllr Bradbury (**Appendix Q**)

Responses are awaited for these letters.

Task and Finish Inquiries

9. The nature of recent task and finish activity by this Committee has meant that recommendations and comments have been submitted in a letter to the relevant Cabinet Member, rather than via the production of a formal report. The following correspondence has been exchanged as an output of the Cardiff Central Transport Hub Inquiry:

- Meeting 3 – 22 May 2015 – interim arrangements, communications and high level specifications – Cllr Patel (**Appendix R**)
- Meeting 4 – 23 June 2015 – preferred design and future engagement
(**Appendix S1**)
- Reply – Cllr Patel – received 5 August 2015 (**Appendix S2**)

Legal Implications

10. 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

11. 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

12. 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

Director of Governance and Legal Services

9 October 2015