

## COMMITTEE BUSINESS AND CORRESPONDENCE – INFORMATION REPORT

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### Background

1. This report provides an overarching Committee Business Report , and includes the correspondence update schedule. 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

#### 15 October 2015

3. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members and stakeholders:
  - Arts Council of Wales – Sian Tomos, Director – Enterprise and Regeneration, Arts Council of Wales (**Appendix B**)

- Arts Council of Wales – Cllr Bale (**Appendix C**)
- Cardiff Business Council Review – Cllr Bale (**Appendix D**)

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

- Cllr Bale – reply received 12 November 2015 (**Appendix E**).

## **5 November 2015**

4. At this meeting the Committee considered the following items, with a letter written to the relevant Cabinet Member regarding them

- Welsh Public Library Standards 5<sup>th</sup> Framework, Cardiff Central Library Hub, Library Stock Management and Local Studies Service – Cllr Bradbury (**Appendix F**).

A reply to this letter was received on 23 November 2015 (**Appendix G**).

## **Budget Scrutiny 2016/17**

5. As part of work programming discussions, Members have decided to scrutinise the Corporate Plan 2016-17 and Budgetary Proposals 2016-17. These are scheduled to take place in February 2016. At the recent Scrutiny Chairs Liaison Forum, Chairs highlighted that the proposed dates for Committee in February would need to be altered to ensure that Committees were able to receive the Budgetary Proposals 2016-17 which would be taken to Cabinet later on in February, rather than the proposals issued for consultation in December 2015. Chairs were keen to highlight that many Scrutiny Committee Members were not content last year when they were only provided with the consultation proposals. Currently, it is anticipated that Scrutiny Committees would need to be held on 15 -17 February 2016.

## **Legal 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 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**

7. 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:

- Review the responses received to the recent letters sent by the Committee.
- Approve the way forward for the scrutiny of the 2016/17 Budget proposals

**MARIE ROSENTHAL**

Director of Governance and Legal Services

27 November 2015