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**CORRESPONDENCE – INFORMATION REPORT**

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**Background**

1. Following Scrutiny 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 Committee are offered an opportunity to comment on a draft of the letter before it is forwarded to the Cabinet Member. 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 analysing responses received since the December meeting, is attached at **Appendix 1**. Also attached to this report are copies of all relevant correspondence referred to in the monitoring sheet.

***1 December 2015 Meeting Correspondence:***

**ADM Infrastructure Services - Governance**

3. The Committee considered options available for governance of the proposed ADM to ensure appropriate arrangements are put in place to provide effective governance to preserve and enhance Council services. The Chair's letter to the Cabinet Member Environment is attached at **Appendix 2a**. An acknowledgement was received from the Cabinet Member on 9 December 2015. A response is outstanding.

### **Cardiff Liveable City.**

4. The Committee had an opportunity to consider the recently published Cardiff Liveable City Report. Following the scrutiny the letter attached at **Appendix 2b** was sent to the Council Leader.

### **Well-being of Future Generations (Wales) Act 2015**

5. The Committee considered the Well-being of Future Generations Act 2015, specifically in relation to the implications for scrutiny, welcoming external representation from the Welsh Government and Cynnal Cymru/Sustain Wales. A copy of the Chair's letter to the Welsh Government is attached at **Appendix 2c**.

### ***3 November 2015 Meeting Correspondence:***

#### **Review of Disciplinary Policy**

6. The Committee considered the Disciplinary Policy Review, and the new Resolution Policy, contributing to pre-decision policy development prior to Cabinet's consideration of the proposed recommended changes. A copy of the Chair's letter to the Cabinet Member Corporate Service & Performance following the scrutiny is attached at **Appendix 3a**. The Cabinet Members response is attached at **Appendix 3b**.

#### **Legal 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 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**

8. 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 note the content of this report and appendices, and decide whether it wishes to take any further actions, or request any further information.

**MARIE ROSENTHAL**  
**Director of Governance and Legal Services**  
**6 January 2016**