

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

2 October 2014 meeting

3. A response to the letter sent following the October Committee meeting was received from the Leader on 26 November 2014. This is attached at **Appendix B**. The response addressed the issues raised following items on Cardiff Business Council, Economic Development Q1 Performance, and an Economic Development Team update. The minutes of the Public

Meeting on the Coal Exchange referenced in this letter can be found at **Appendix B2**.

6 November 2014 meeting

4. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members:
 - Cardiff Film Unit – Leader, Cllr Bale (**Appendix C1**)
 - Chaper Art Centre – Cllr Bradbury, Cabinet Member xyz (**Appendix D1**)
 - Parks and Green Spaces Strategic Framework – Cllr Derbyshire, Cabinet Member – Environment (**Appendix E**)

5. Replies have been received from Cllr Bale (**Appendix C2**), Cllr Bradbury (**Appendix D2**).

4 December 2014 meeting

6. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members:
 - Welsh Public Library Standards Annual Report 2013/14 – Cllr Bradbury, Cabinet Member: Community Development, Co-operatives & Social Enterprise (**Appendix F**)
 - Future Provision of Libraries Services in Cardiff – Cllr Bradbury, Cabinet Member: Community Development, Co-operatives & Social Enterprise (**see Appendix F**)
 - Q2 Performance, Sport, Leisure & Culture – Cllr Bradbury, Cabinet Member: Community Development, Co-operatives & Social Enterprise (**Appendix G**)
 - Q2 Performance, Economic Development – Leader, Cllr Bale (**Appendix H**).

7. A letter was also written to the Chair of the Policy Review and Performance Scrutiny Committee, Cllr Howells, in relation to Facilities

Management issues raised during the Q2 Performance, Sport, Leisure & Culture item. This is attached at **Appendix I**.

Task & Finish Inquiry Letters

8. 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 a formal report as is standard practice with more comprehensive task and finish inquiries.
9. On 19 November 2014 a meeting of the Alternative Delivery Models for Leisure & Cultural Venues was held. The letter written to Cllr Bradbury, Cabinet Member: Community Development, Co-operatives & Social Enterprise is attached at **Appendix J1**, and the subsequent response at **Appendix J2**.
10. Two meetings of a joint task and finish inquiry undertaken with Members of the Environmental Scrutiny Committee have taken place, looking at Cardiff Central Transport Hub. The letter written to Cllr Ramesh Patel, Cabinet Member: Transport, Planning and Sustainability following a meeting on 28 November 2014 is attached at **Appendix K1**, with the subsequent response at **Appendix K2**. A letter was also written following a meeting on 12 December 2014, which is attached at **Appendix L**.

Legal 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 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

12. 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

13. 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

County Clerk and Monitoring Officer

2 January 2014