

**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. A reply has been received to the letter written to the Leader following the scrutiny item held with the Arts Council of Wales. The reply was received on 6 January 2016. (**Appendix B**)

### 3 December 2015

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

- City Operations Quarter 2 Performance: ADM Leisure Procurement– Cllr Bradbury (**Appendix C1**)
- Cardiff Capital Region City Deal: Update and Economic Development Quarter 2 Performance – Cllr Bale (**Appendix D1**)

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

- Cllr Bradbury – reply received 4 January 2016 (**Appendix C2**)
- Cllr Bale – reply received 18 February 2016 (**Appendix D2**)

### 14 January 2016

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

- Summer Reading Challenge, and *Budget Proposals for Consultation 2016/17*: stakeholder engagement – Cllr Bradbury (**Appendix E**)
- Adult Community Learning:14/15 Performance – Cllr De’Ath (**Appendix F1**)

A reply has been received to the following letter:

- Cllr De’Ath – reply received 15 February 2016 (**Appendix F2**)

### 15 February 2016

6. At this meeting the Committee considered the Draft Corporate Plan 2016 – 2018 and Budget Proposals 2016/17. The following letters were written to the relevant Cabinet Member:

- Economic Development Directorate, City Operations Directorate and

Communities, Housing and Customer Services Directorate – Cllr Bradbury  
**(Appendix G)**

- Environment Portfolio – Cllr Derbyshire **(Appendix H)**
- Draft Corporate Plan 2016 – 2018 and Budget Proposals 2016/17 – Cllr Hinchey **(Appendix I)**

## **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:

- Review the responses received to the recent letters sent by the Committee and refer any questions or concerns to the relevant Cabinet Member or Director.

**David Marr**

**Interim Monitoring Officer**

**11 March 2016**