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**ENVIRONMENTAL SCRUTINY COMMITTEE – WORK PROGRAMME  
REVIEW**

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**Background**

1. The Constitution states that each Scrutiny Committee will set their own work programme. This is undertaken at the beginning of a municipal year and updated as the work progresses. The work programme needs to be carefully constructed so that the time available to the Committee is used most effectively.
2. The Environmental Scrutiny Committee's Terms of Reference provide the Committee with the responsibility for the scrutiny of a number of specific service areas. A copy of the terms of reference has been attached to this document as **Appendix 1**. This will remind Members of the scope of ideas that could be considered.
3. The Committee is responsible for the scrutiny of a number of policies and strategies that affect the sustainability and environment of Cardiff. It can also undertake investigations into any of these areas.
4. The construction of a work programme involves obtaining information from a range of sources, these include:
  - Information from the relevant Directorate;
  - Relevant extracts from the current Corporate Plan;
  - Suggestions and ideas put forward by the previous Environmental Scrutiny Committee;
  - Member suggestions and observations;

- Citizen and third party comments and observations;
  - Performance Information.
5. The topics gathered from the sources identified above were recorded in a document titled 'Environmental Scrutiny Committee Work Programme – Potential Work Programme Items 2017/18'; this document was first considered at a meeting on the 18<sup>th</sup> July 2017 and then used to create the version of the 'Environmental Scrutiny Committee Work Programme 2017/18' that was approved at the meeting on the 5<sup>th</sup> September 2017.
  6. The Environmental Scrutiny Committee Work Programme 2017/18 document reviewed at the October meeting (**Appendix 2**) only nominated items for September, October and November 2017 – this is a contrast to work programmes published in previous years which set out a schedule of work for a 12 month period. In an effort to create a more relevant and reactive work programme the Chair of the Committee has decided to review and publish a three month rolling programme by updating this document on a monthly basis using an 'Environmental Scrutiny Committee – Work Programme Review'.
  7. At the meeting on the 3<sup>rd</sup> October Members discussed and suggested a number of future scrutiny items during the 'Environmental Scrutiny Committee – Work Programme Update'. These were noted and added to a list of existing and potential future items (for example, from the Cabinet Forward Plan) before being reviewed by the Chair and then placed onto a Draft Environmental Scrutiny Work Programme 2017/18 document which has been attached to this document as **Appendix 3**.

### **Way Forward**

8. Members should consider the 'Draft Environmental Scrutiny Committee Work Programme 2017/18' (**Appendix 3**) and decide if they are happy to accept the updated proposals.

### **Legal Implications**

9. 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**

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 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:

- i. Consider the contents of this report; and
- ii. Agree a way forward for the work programme.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**1 November 2017**