

CORRESPONDENCE REPORT

Background

1. This report provides Members with a correspondence update report.

Correspondence update

2. Following most Committee meetings, the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments and recommendations regarding the issues considered.
3. At the Committee meeting on 12 April 2018, Members received a report detailing the correspondence sent and received this municipal year. Also at this meeting, Members requested that scrutiny officers seek an update regarding the awaited response from GLL Leisure Centre Partnership to the queries raised by service users, following scrutiny at Committee on 7 December 2017. A verbal update on this will be provided at the Committee meeting.
4. Attached as **Appendix A** is a correspondence schedule which provides an update since 12 April 2018, containing the following information:
 - i. Date the letters were sent;
 - ii. To whom the letter was addressed;
 - iii. The key recommendations set out in the Chair's letters;
 - iv. Date the response was received; and
 - v. The response of the Cabinet Member(s) to those recommendations.
5. The schedule attached at **Appendix A** shows:

- i. *Response Awaited* – from Councillor Thomas to the Chair’s letter following scrutiny of Cardiff Central Bus Station, considered at a special Committee meeting on 27 March 2018.
 - ii. *Response Received* – from Councillor Goodway and Councillor Thorne, to the Chair’s letter following scrutiny of the Targeted Regeneration Initiative Programme, considered at Committee on 12 April 2018.
 - iii. *No Response Required* – from Councillor Bradbury to the Chair’s letter following scrutiny of the Local Sport Plan 2018-19, considered at Committee on 12 April 2018.
6. Copies of the Chair’s letters and any responses received can be found on the Council’s website page for the relevant Committee meeting, with a hyperlink provided at the top of the page, entitled ‘*correspondence following the committee meeting*’.

Way Forward

7. During their meeting, Members may wish to reflect on the responses received to the Chair’s letter, at **Appendix A**.

Legal 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 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

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 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.

RECOMMENDATIONS

The Committee is recommended to note the content of the consultation schedule attached at **Appendix A**.

Davina Fiore

Director - Governance and Legal Services

3 May 2018