
**ENVIRONMENTAL SCRUTINY COMMITTEE – DRAFT WORK PROGRAMME
2018/19**

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 – Potential Work Programme Items 2018/19'. This document was provided to Members who were then asked to provide a list of their scrutiny priorities for the 2018/19 municipal year. A copy of the document titled 'Environmental Scrutiny Committee – Potential Work Programme Items 2018/19' is attached to this report as **Appendix 2**.
 6. Once the Member priorities were submitted the Principal Scrutiny Officer then met with the Chair of the Committee to review the requests and then place them into a draft work programme structure; a copy of the 'Environmental Scrutiny Committee – Draft Work Programme 2018/19' has been attached to this report as **Appendix 3**.
 7. It is important to note at this point that the 'Environmental Scrutiny Committee – Draft Work Programme 2018/19' only nominates items for September, October, November and December 2018 – 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 publish a four month rolling programme and update the document on a monthly basis using an 'Environmental Scrutiny Committee – Work Programme Review'.
 8. In setting their work programme, Members have been mindful of Wales Audit Office advice for scrutiny committees to aim to achieve committee meetings that last no longer than three hours, whilst maintaining robust and appropriate levels of scrutiny across the terms of reference, by ensuring agendas are of a manageable size and that work occurs outside committee meetings. Members agreed in principle with this approach and agreed to aim to achieve this, with the option to adjourn a committee meeting if more time is required than originally anticipated.

Way Forward

9. Members should consider the 'Environmental Scrutiny Committee – Draft Work Programme 2018/19' (**Appendix 3**) and decide if they are happy to formally adopt it as the Environmental Scrutiny Committee Work Programme for 2018/19.

Legal 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 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

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 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

29 August 2018