

**POLICY REVIEW & PERFORMANCE
SCRUTINY COMMITTEE**

5 June 2013

WORK PROGRAMME 2013/14

Purpose of the Report

1. To brief Members on potential approaches to developing the Committee's work programme for 2013/14.

Background

2. The Council's Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). The Committee is tasked with constructing a work programme for the year ahead that ensures the time available to the Committee is used most effectively by considering items in a timely fashion that maximise the impact of scrutiny.
3. This Committee's terms of reference are founded on a corporate policy and performance overview responsibility as well as having responsibility for scrutinising a number of specific service areas. The full terms of reference are:
 - To scrutinise, monitor and review the overall operation of the Cardiff Programme for Improvement and the effectiveness of the general implementation of the Council's policies, aims and objectives, including:
 - Council Business Management and Constitutional Issues
 - Cardiff Council Corporate Plan
 - Strategic Policy Development
 - Cardiff Local Development Plan
 - Equalities
 - Finance and Corporate
 - Grants
 - Organisational Development

- Strategic Programmes
- Community Planning & Vision Forum
- Voluntary Sector Relations
- Citizen Engagement & Consultation
- Corporate Communications
- Contact Centre Services and Service Access
- International Policy
- Cardiff Efficiencies Programme
- E-Government
- Information and Communication Technology
- Council Property
- Commissioning and Procurement
- Carbon Management
- Legal Services

- To scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources.
- To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non governmental bodies on the effectiveness of Council service delivery.
- To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures, which may enhance Council performance and service delivery in this area.

4. Under the current Council structure, this means that its responsibilities fall largely within two strands of the organisational structure, the 'Corporate' and 'Shared' service areas, as below:

- **Corporate** - *Finance; Estates & Land Strategy; Legal & Democratic Services; Scrutiny, Performance & Improvement; Commissioning & Procurement.*
- **Shared** - *HR People Services; Internal Services; Customer Services; Central Transport Services and Communications.*

5. Under the new senior management structure, this will largely encompass the remit of the Corporate Director: Resources (including Finance, Legal Services and HR); the County Clerk and Monitoring Officer (Democratic Services and Scrutiny)

and the Head of the Cabinet Office (including Communications, Policy and Performance).

6. In addition the Committee has responsibility for equalities, which currently falls within the Partnerships & Citizen Focus team of the 'Communities' service area; and for monitoring the progress of the overall Transformation portfolio of programmes and its successor.
7. Committee meetings are held in June and July, then once a month from September to May. The dates of the June and July meetings were confirmed at Full Council on 23 May as being on Wednesday 5 June 2013 and Tuesday 9 July 2013. Both of these meetings will start at 4.30pm. The committee meeting calendar for the rest of the year will be set by Full Council in the near future.

Developing a Work Programme

8. Members are reminded that there are many scrutiny approaches open to the Committee when constructing its work programme:
 - a. **Policy Review & Development** – where the Committee contributes to the development of policy by scrutinising and making recommendations on proposals.
 - b. **Pre-decision** - where the Committee has evaluated and commented on proposals before they go to the Cabinet, giving the Cabinet the opportunity to know Scrutiny Members' views prior to making their decision.
 - c. **Inquiries** – where the Committee examines a clearly defined topic using a planned approach over a longer, set period of time, resulting in a clear set of key findings and recommendations.
 - d. **Performance Review** – where the Committee regularly analyses key performance data from the service areas within its remit in order to: highlight good performance; identify poor performance; examine trends over time; benchmark against other authorities; and examine the impact that initiatives and changes in resources have on performance and service delivery.
 - e. **Monitoring Reports** - Where the Committee undertakes monitoring of the Council's performance and progress in implementing actions previously agreed.

- f. **Call-Ins** – the Council’s constitution allows for any Member to call-in a Cabinet decision prior to implementation. The Call-In period is set at seven working days after the publication of the decision on the Council’s intranet site. For a decision to be valid for Call-In, it has to comply with criteria and parameters set out in the constitution. A Scrutiny Committee may recommend that a decision be reconsidered.
9. These activities enable Scrutiny Committees to have a clear input into the development of the main policies and strategies that form the Council’s policy framework; comment on operational and service delivery issues; identify potential improvements and savings; highlight good practice and reflect the voice and concerns of the public.
10. The Committee’s 2012/13 Annual Report set out a number of items which could be included in the work programme. These were either identified in the course of the Committee’s work last year, or the Committee was unable to fit them into its work programme for 2012/13 as originally planned. These include:
- Capital Times and its advertising revenue
 - Attendance & Wellbeing Policy Implementation
 - Wales Audit Office Annual Improvement Report
 - The successor to the Transformation Portfolio and a monitoring report on the achievement of 2012/13 Transformation savings
 - Contract Management.
11. In addition, the Committee identified two areas into which the Committee may like to consider holding a Task and Finish Inquiry:
- Information Management
 - Development of 2014/15 budget proposals.

The Committee will also complete the next stage of its joint Inquiry into the Cardiff Local Development Plan, considering the Deposit LDP in July 2013, in order to report to Committee in September 2013. The item is covered in more detail at Agenda Item 9.

Developing a work programme

12. The work programme is normally constructed at the beginning of the municipal year but is updated and amended during the year in order to respond to urgent priorities or policy developments. Given the range of service areas and subjects covered by the Committee, the work programme needs to be carefully constructed to ensure that the time available to the Committee is most effectively used and to balance time invested against the potential impact of Committee's work.

13. Scrutiny Services have developed various tools to assist Committees with developing a work programme. These include:

- A mechanism to consistently prioritise topics suggested for scrutiny known as **PICK**:
 - Public Interest
 - Impact
 - Council Performance and
 - Keeping in context.
- **Scoping reports** to define the terms of reference for each agreed scrutiny inquiry, proposed timescales, involvement of other agencies, major constraints and resource issues and the critical success factors that can be used to judge the success of the scrutiny exercise.

14. In order to develop its work programme for the last municipal year the Committee held a closed forum to discuss options for Committee's work programme. Members' expressions of interest at that forum were then subject to further scoping and prioritisation, prior to formal approval at the Committee's September 2012 meeting.

Legal Implications

15. 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 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 of 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

16. 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. Discuss and agree its preferred approach to developing the Committee's work programme for 2013/14.

MIKE DAVIES

Head of Service

Scrutiny, Performance and Improvement

30 May 2013