# CARDIFF COUNCIL CYNGOR CAERDYDD

**AGENDA ITEM 7** 

# POLICY REVIEW & PERFORMANCE SCRUTINY COMMITTEE

12 September 2013

#### **WORK PROGRAMME 2013/14**

## **Purpose of the Report**

To obtain the Committee's approval of a work programme for the 2013/14
municipal year and to establish membership of the Committee's chosen Task and
Finish inquiries.

## **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:
    - Voluntary Sector Relations
    - Citizen Engagement & Consultation
    - Corporate Communications
- Cardiff Council Corporate Plan
- Strategic Policy Development
- Strategic Programmes
- Community Planning & vision

- Contact Centre Services and Service Access
- International Policy
- Cardiff Local Development Plan
- Equalities
- Finance and Corporate Grants
   Council Property
- Council Business Management and Constitutional Issues

- Forum
- Organisational Development
- Cardiff Efficiencies Programme
- E-Government
- Information and Communication Technology
- 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. On 3 September 2013, the Committee met in informal 'forum' mode to discuss items it would like to consider as part of this year's work programme. Following this, a draft work programme has been drawn up, and is attached at **Appendix A.** A measure of flexibility may be needed over the course of the year in order to accommodate other items as they develop, so regular work programme updates will be reported to the Committee as necessary.

### **Legal Implications**

5. 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 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**

6. 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. Agree its work programme for the 2013/14 municipal year;
- ii. Nominate Members to sit on the Committee's agreed Task and Finish inquiries.

### MARIE ROSENTHAL

County Clerk and Monitoring Officer (Democratic Services) 6 September 2013

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