
WORK PROGRAMME 2013/14

Purpose of the Report

1. 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 Business Management and Constitutional Issues
- Forum
- Organisational Development
- 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. 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

Policy Review & Performance Scrutiny Committee: Draft Work Programme 2013-14																
	05-Jun	18-Jun	09-Jul	Joint with E&C and CASSC 10-Sep	12-Sep	01-Oct	29-Oct	26-Nov	07-Jan	Feb TBC	04-Mar	01-Apr	06-May	03-Jun	01-Jul	DATE TBC
Corporate																
	WAO Corporate Assessment & Peer Review arrangements				Budget Strategy 2014/15		Budget preparation 2014/15 - Directorate briefings	Peer Review		Budget Proposals 2014/15				Directorate Business Plans		
					Improvement framework		WAO Improvement report	WAO Corporate Assessment		Corporate Plan 2014-17						
Policy Review & Development																
	Cardiff Council Website	Review of the Post of Chief Executive							Central Transport Services		Social Inclusion	Commissioning & Procurement - Contract Monitoring/ Compliance	Strategic Technology Partnership/Digigov implementation			Alternative Delivery Methods
									Facilities Management			Service Improvement programme	Enterprise Architecture/Business Process Improvement			Office Rationalisation
Pre-decision Scrutiny																
				Citizen Hubs		2013/14 Corporate Asset Management Plan		Commissioning & Procurement - Living Wage								Non Operational Property Review
						Budget Strategy 2014/15 - Grants Review										
Monitoring																
			Performance Report 2012/13 Outturn			Budget Monitoring Month 3	Cabinet response - Public Engagement with Scrutiny	Performance Report Qtr 2	Budget Monitoring Month 6	Budget Month 8	Performance Report Qtr 3				Performance Report Outturn 2013/14	
			2012/13 Budget outturn			Performance Report Qtr 1			Council Tax Single Person Discount inquiry - progress report		Attendance & Wellbeing policy implementation - 6 month review				Budget Outturn	
Briefing Report																
	Work Programme		Correspondence		Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	
			Work Programme		Work Programme	Annual Complaints report	Audit Committee minutes	Corporate Risk Register 6 month report	Work Programme			Audit Committee minutes	Annual Governance Statement		Work Programme	
					Audit Committee minutes		Improving Scrutiny Study		Audit Committee minutes				Annual Report 2013/14			
Inquiries																
Information Management							Scope									
Public Engagement									Scope							
Joint Scrutinies																
LDP Deposit Plan T&F							Report									