
CORRESPONDENCE – INFORMATION REPORT

Background

1. Following Committee meetings, the Chair writes a letter to the relevant Cabinet Member or senior officer, summing up the Committee's comments, concerns and recommendations regarding the issues considered during that meeting. The letter usually asks for a response from the Cabinet Member to any recommendations made and sometimes requests further information.

Issues

2. A copy of the Correspondence Monitoring sheet detailing the Committee's correspondence and those responses received is attached at **Appendix A**. For ease of reference, the lines of those letters to which the Committee has received a full response have now been removed from the document where no actions are left outstanding. Where new information has been added since the Committee last considered a correspondence report, this information is highlighted in **bold**. Attached to this report are copies of recent correspondence, as follows:

9 July 2013 meeting

3. In July 2013, the Committee considered the Council's budget outturn for the last financial year. A copy of the Chair's letter is attached at **Appendix B**. The response of the Cabinet Member for Finance & Economic Development is attached at **Appendix C**.

12 September 2013 meeting

4. In its September 2013 meeting, the Committee considered the Budget Strategy 2014/15. A copy of the Chair's letter following the meeting is attached at **Appendix D**. A response is awaited.

1 October 2013 meeting

5. At its 1 October 2013 meeting, the Committee considered the Proposals for a Review of Council Grants. A copy of the Chair's letter following the meeting is attached at **Appendix E**. A response is awaited, but a copy of the letter was included with Cabinet papers when the Proposals were presented to the Cabinet's 10 October 2013 meeting.

Legal 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 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

7. 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 note the content of the letters attached to this report and decide whether it wishes to take any further actions, or request any further information.

MARIE ROSENTHAL

County Clerk and Monitoring Officer (Democratic Services)

9 October 2013

**Policy Review Performance Scrutiny Committee
Correspondence**

Committee date	Committee item	Recipient	Comments/Information requested	Response	Further Action
06/03/2013	Information Management	Leader	<p>Committee:</p> <ul style="list-style-type: none"> - Noted that a Scrutiny Inquiry into Information Management would be welcomed and will aim to include in 2013/14 work programme - Requested a breakdown of source of information requests, types of request received, number of info requests which are in and outside timescales and average cost of fulfilling info requests 	<p>Response:</p> <ul style="list-style-type: none"> - An inquiry would very much be welcomed - Information was provided regarding sources and types of requests (the latter at a high level); the number outside the timescales and compliance rates - Average cost of dealing with a request is not yet available 	<p>Include average cost of fulfilling info request as part of Inquiry briefing material. The information will be available as part of national study by the Ministry of Justice, but has not yet been released to participants.</p>
17/04/2013	Non-Operational Property	Cllr Russell Goodway	<p>Committee:</p> <ul style="list-style-type: none"> - Made clear its disappointment that Cllr Goodway did not attend and that Committee did not have access to the full draft Cabinet report - Commented that there seems to be a lack of vision around the use of non-operational property - Recommended that the social and community benefits of the estate should be considered, as well as the financial benefits - Commented that the Review has featured on the Cabinet Forward Plan for months without being considered, making planning effective scrutiny difficult - Welcomed moves to monitor performance of the estate and to compare this to other cities - Stated that it wishes to consider the Draft Cabinet report in pre-decision. Prior to this, a strategic vision for the use of Non-Operational Property should be developed, as well as comparative performance indicators, a communications strategy for existing tenants, details of the asset management process and a statement regarding the non-financial value/benefits of the estate. 	<p>Response:</p> <ul style="list-style-type: none"> - The Cabinet report will cover many of points raised, but officers have been asked to develop a specific section to set out the vision for the development of the estate. - A review of workshops is being undertaken and the two issues will be dealt with in one report. Timescale to be determined. - Cllr Goodway will reflect on the Committee's request to consider the report in pre-decision at the appropriate time 	<p>UPDATE 09/07/2013 Officers have stated that the report may go to September Cabinet in conjunction with a review of the Council's workshop estate</p> <p>UPDATE 12/08/2013 Officers have confirmed that the report will not be ready for September Cabinet. Date has yet to be confirmed.</p> <p>UPDATE 20/09/2013 This may be ready for 29th October Committee meeting.</p> <p>UPDATE 09/10/2013 Asset management has been raised as a pressing issue which the Council must address, by both the WLGA Peer Review and the WAO Improvement Report.</p>
05/06/2013	Engagement with Scrutiny	Cllr Russell Goodway	<p>Committee:</p> <ul style="list-style-type: none"> - Expressed concern over the speed and paucity of Councillor Goodway's responses over the course of the year and urged him to investigate why some letters seemed to have gone missing and to ensure that all points and recommendations were addressed in future - Requested an update on the WG Callaghan Square letter - Expressed their concern about Cabinet attendance at Committee meetings 	Not yet received	<p>UPDATE 09/10/2013 The Scrutiny Chairs and the Cabinet met on 7 October to discuss future relations</p>

Policy Review Performance Scrutiny Committee
Correspondence

Committee date	Committee item	Recipient	Comments/Information requested	Response	Further Action
09/07/2013	Budget Outturn 2012/13	Cllr Russell Goodway	<p>Committee:</p> <ul style="list-style-type: none"> - Was concerned by capital slippage and urge Finance to work with service areas to profile spend more effectively - Noted the cost of SAP licenses and that this is not expected to increase - Requested a subjective breakdown be included in future monitoring reports - Requested information regarding payments to Northampton Council regarding Penalty Charge Notices - Requested the spend profile in relation to the Section 106 payments in Parks - Requested a breakdown of the Corporate Initiatives spend - Requested further information on the '5 year plan' to transform Council services'. 	<ul style="list-style-type: none"> - No comment regarding capital slippage, SAP licenses or the subjective breakdown - The 'payments to Northampton Council' should have referred to Northampton 'Court'. No further information given - Breakdown of the spend profile for S106 Parks monies attached - Breakdown of Corporate Initiatives spend in 2012/13 attached - Regarding the five year plan referred to information included in the Budget Strategy 2014/15 report 	Subjective breakdown has not been included with Month 3 report, although a breakdown of specific savings projections is. Committee may like to query this when it considers monitoring reports.
12/09/2013	Budget Strategy 2014/15	Cllr Goodway	<p>Committee:</p> <ul style="list-style-type: none"> - Requested to be kept informed regarding plans for policy-led and business-process led savings as plans develop - Discussed 'nice to have' versus necessary services and wish to continue to engage with the Cabinet as these ideas develop - Will consider Grants proposals at its next meeting - Raised the issue of affordability of borrowing. <p>Committee also made a number of comments about the budget process. Members:</p> <ul style="list-style-type: none"> - Welcomed the offer of directorate briefings - Requested to know when the Budget Proposals would be released into the public domain - Hope that the proposals' narrative will reflect the needs of various audiences - Asked that all options presented for consultation are pursued, but asked that thought is given to those who prefer not to access web-based surveys - Request that the full results of consultation are available to scrutiny committees and that a full review is carried out afterwards to judge the effectiveness of consultation. 	Not yet received	

Policy Review Performance Scrutiny Committee
Correspondence

Committee date	Committee item	Recipient	Comments/Information requested	Response	Further Action
01/10/2013	Budget Strategy 2013/14 Proposals for a review of Council Grant Funding	Cllr Thorne	<p>Committee:</p> <ul style="list-style-type: none"> - Welcomed the longer time allowed for consultation - Requested full scrutiny engagement with the commissioning approach for the three proposed packages - Wishes to understand the implementation costs of the new approach - Recommends that the neighbourhood fund is as transparent as possible. Members wish to consider the allocation process/criteria for applications, and recommends regular Scrutiny monitoring of grants made under the fund. Committee also wants details of the support which will be given to organisations in applying for the grant - Requested details of the consultation results prior to consideration of the final budget proposals - Recommended that the use of the word 'reserve' (with reference to the Advice package) should make clear that this is not funding which is easily accessible and is very much a contingency - Wishes to understand the rationale for the full transfer of the Advice to Industry grant and the Audience Wales grant without their being subject to a 10% cut. 	Not yet received	

My Ref: T: Scrutiny/PRAP/Comm.Papers/Correspondence

Date: 31 July 2013



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Councillor Russell Goodway
Cabinet Member - Finance, Business & the Local Economy
Cardiff Council, County Hall
Cardiff
CF10 4UW

Dear Councillor Goodway,

POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE 9 JULY 2013 Budget Outturn 2012-13

Thank you for attending the Policy Review and Performance Committee on 9 July 2013 to aid the Committee's consideration of the Budget Outturn report for the last financial year. The Committee would also like its appreciation passed on to the Finance team for the huge task of producing the outturn position within the allotted timescales.

While the Committee was glad to see that the Council kept its spending within its net budget, achieving a small surplus, there were a number of points Members have asked me to highlight:

- The Committee noted the ongoing level of Capital slippage, albeit that the level of slippage has decreased since 2011/12. We hope that service areas will be strongly urged to ensure the timely delivery of capital schemes going forward. The Committee is currently discussing its work programme for the rest of the year and may look to schedule a deeper consideration of the Council's Capital programmes;
- Members queried the cost of SAP licenses and noted that these will cost £1.6 million with a further revenue cost of £400,000 per annum. They further noted that although these are named-user licenses it is not anticipated that this cost will rise and that the Council should be future-proofed in this area;
- The Committee would be interested to see a functional/subjective breakdown of spend included within the future budget monitoring reports to highlight, for example, spend on agency staff or consultants across directorates;
- Members noted the potential liability with regards to Junction 30 of the M4 and that, at the moment, officers are not aware of any other liabilities in the pipeline.

There were a number of points about which the Committee requests further information:

- The payments to Northampton Council regarding the transfer of unpaid Penalty Charge Notices to the bailiff service;
- The spend profile in relation to Section 106 payments in the Parks service, as Members are concerned that community benefits are not being realised quickly enough;



- A breakdown of the Corporate Initiatives spend, given that it was necessary to draw down from the relevant reserve in order to fund initiatives undertaken during the year.

Finally the Committee discussed the Corporate objective to 'Produce a five year plan to transform the Council's services and provide the resources to meet our targets' when it considered the Performance outturn at this meeting. We noted your comments regarding further information appearing in the 2014/15 Budget Strategy and the desire to budget plan over multiple years. However we would like further details of activity under this objective. Its wording would seem to indicate a deeper service-level change than was discussed at the meeting, despite your comments that 'transformational' activity does not achieve the required levels of savings and that there is a need to rely on more traditional types of savings.

I would be grateful if you would ensure that the Committee's comments and requests for further information are responded to, and I look forward to seeing you at Committee in September for the Committee's consideration of the Budget Strategy for 2014/15.

Yours sincerely,



COUNCILLOR NIGEL HOWELLS
CHAIR, POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE

cc Joanne Watkins, Cabinet Office Manager
Members of the Policy Review & Performance Scrutiny Committee
Marcia Sinfield, Interim Section 151 Officer
Allan Evans, Operational Manager, Service Accountancy
Mike Davies, Head of Service, Scrutiny, Performance and Improvement

**From : County Councillor Russell Goodway
Cabinet Member for Finance & Economic Development**



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My Ref: CM25159
Your Ref: T: Scrutiny/PRAP/Comm Papers/Correspondence

9 September 2013

Councillor Nigel Howells
Chair, Policy Review & Performance Scrutiny Committee
Cardiff County Council
CARDIFF
CF10 4UW

Dear Nigel

**POLICY REVIEW & PERFORMANCE SCRUTINY COMMITTEE 9 JULY 2013
BUDGET OUTTURN 2012/13**

I refer to your letter dated 31 July 2013 in the above connection and I apologise for the delay in replying to you.

In connection with the specific matters included in your letter I would respond as follows: to your points raised:

- *The spend profile in relation to Section 106 payments in the Parks Service, as Members are concerned that community benefits are not being realised quickly enough*

The attached worksheet provides detail of Parks S106 monies and profiled expenditure following recent meetings with Parks. The worksheet is updated regularly so the information provided is at 8 August. The attached document provides a summary of this information. You should be aware that I have asked for the schedule to be reviewed to ensure that the spending proposals are in line with local members priorities which, I think, is especially important in these difficult times financially.

- *A breakdown of the Corporate Initiatives spend, given that it was necessary to draw down from the relevant reserve in order to fund initiatives undertaken during the year.*

A breakdown of expenditure on Corporate Initiatives in 2012/13 is attached for information.

/cont...

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Please reply to:
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T: 029 2087 2479

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Councillor Nigel Howells
Chair, Policy Review & Performance Scrutiny Committee

With regard to your request for further details of activity regarding the 2014/15 Budget Strategy, please see information below:

1. The bleak financial outlook for Local Government over the medium term has been confirmed via recent messages from the Minister for Local Government and Government Business who recently warned that:

“Authorities need to engage immediately in decisive and radical short-term financial and service planning so as to align public services quickly to the lower levels of resources available in the future. In the longer term, the significantly lower levels of resource must drive deep transformational change which crosses geographical and organizational boundaries”.

Further correspondence from the Minister has warned Welsh Local Government that indicative Welsh Government funding figures for 2014/15 are no longer a basis on which to plan and that Authorities should be prepared for English style funding settlements in the future. To put this into context, the Local Government Association estimates English Authorities have experienced funding reductions of 4% per annum for the past few years. The Chancellor’s recent Spending Review announced a cut of 2% for devolved administrations in 2015/16. However, this will not necessarily translate into a 2% cut for Local Government as WG may choose to protect other elements of the public sector which will mean deeper cuts for Local Authorities. If English style funding reductions of 4% per annum do become the reality, Cardiff could need to find £125 million over the next three years.

2. In bridging this funding gap, it is envisaged that there will be three pre-dominant areas of savings. Given the longer lead in times associated with the first two types of saving, it is likely that the £33 million requirement for 2014/15 will comprise a large element of the more traditional directorate led savings.

a) Policy Led Savings

This will involve exploring new models of service delivery as signalled by the October 2012 Cabinet Report. This type of savings is likely to have a longer lead in time and may need to be factored into later years of the Medium Term Plan. Areas for consideration include:-

- Establishing new organisations
- Setting up or exploiting existing partnership contracts with other organisations

/cont...

Councillor Nigel Howells
Chair, Policy Review & Performance Scrutiny Committee

- Identifying collaboration opportunities
- Exploiting opportunities to sell services or trade services
- Consideration of whether to make or buy services as part of the wider consideration of commissioning and procurement
- Lastly the scale of the financial challenge may result in consideration being given to either significant service reductions or closures of service provision. The impact of these changes will be key as will the confirmation that the saving proposal still ensures that the Council meets its statutory duties.

b) Business Process Led Corporate Efficiency Savings

These are essentially efficiency savings which can be considered under the three broad programme headings of Resources, Customer and Operations. These will be delivered from business as usual settings with accountability resting with the relevant directors. Key ongoing projects include commissioning & procurement and customer management.

c) Discrete directorate led savings

This refers to the more traditional savings which, in the first year of the Medium Term Financial Plan (2014/15) are likely to form a substantial part of the savings target given that the types of savings referred to above are likely to take time to identify and deliver. Directors will work with their directorate and Cabinet Member to develop these proposals which are likely to include:-

- Cutting budgets on supplies and services spend
- Reducing staff establishment posts and managing agency spend
- Re-organising and restructuring parts of the directorate
- Flattening the directorate by reducing management and supervisory posts
- Increasing discretionary fees and charges
- Maximising opportunities for grant funding where available

/cont...

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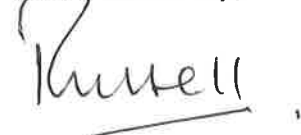
Councillor Nigel Howells
Chair, Policy Review & Performance Scrutiny Committee

- *The payment to Northampton Council regarding the transfer of unpaid Penalty Charge Notices to the bailiff service*

Please note that the payments were in fact made to Northampton Court, please accept my apologies for this typographical error.

I trust this clarifies the issues raised.

Yours sincerely,

A handwritten signature in black ink that reads "Russell". The signature is written in a cursive style and is positioned above a horizontal line.

COUNCILLOR RUSSELL GOODWAY
CABINET MEMBER FOR FINANCE & ECONOMIC DEVELOPMENT

EncS. Worksheet detailing Parks S106 monies and profiled expenditure
Breakdown of expenditure on Corporate Initiatives

My Ref: T: Scrutiny/PRAP/Comm Papers/Correspondence

Date: 18 September 2013



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Councillor Russell Goodway
Cabinet Member Finance & Economic Development
Cardiff Council, County Hall
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CF10 4UW

Dear Councillor Goodway,

**POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE
12 SEPTEMBER 2013 – Budget Strategy 2014/15**

Thank you for attending the meeting of the Policy Review and Performance Scrutiny Committee which considered the Council's Budget Strategy for 2014/15. Committee Members had a number of comments which they have asked me to relay.

The Committee was grateful for the briefing provided by you and the Interim Section 151 Officer. It is clear that the Council faces a considerable challenge to meet the anticipated gap in funding over the medium term. The Committee noted the savings drivers set out in the report, including those which are policy-led, business process-led, and the more traditional directorate-led savings. The Committee has a long-standing interest in the former Transformation Portfolio and has queried with you on previous occasions the detail of your portfolio objective to develop a five year plan to look at how service delivery can be maintained and improved given reduced resources. The Committee therefore wishes to be kept informed as these plans are developed and asks that we continue to work together to strengthen the Committee's working relationship with you as Cabinet Member.

In terms of developing savings proposals, Members discussed at the meeting the difference between those services which the Council must or should deliver for the citizens of Cardiff and those which are 'nice to have'. The budget process is inevitably portfolio- and directorate- focussed, but there is a need to take a more holistic view point. The potential impact of cuts to one 'nice to have' service on other essential services must be considered. We noted that you are developing relationships with partners in order to find a way forward for some non-essential services currently delivered by the Council and your statement that you are interested in Scrutiny Members' views in this area. We hope to engage fully with you in the development of these ideas.

The Committee noted that proposals are under development to put before Cabinet in terms of the Council's grants to external bodies and are aiming to give pre-decision scrutiny to this at our next meeting. It is encouraging that these discussions are commencing earlier in the year; as you will recall, the Committee were concerned



last year that third sector organisations had been given very little time to put in place mitigating actions before their funding was cut.

The Committee raised the issue of the ongoing affordability of the Council's level of borrowing at the meeting. This remains of some concern and is something which we will continue to bear in mind in future meetings.

Budget process

As you will recall from the Committee's scrutiny of the 2013/14 budget proposals, Members had concerns around the process for their development and have asked me to relay some comments in relation to these:

Information – Members had previously commented that the information available to them as Scrutiny Members was insufficient, that it was difficult for Members to understand the totality of the Council's budget and the selection of particular savings proposals as opposed to others. Members welcomed the development of directorate-level budget briefing packs and will schedule a consideration of these for our November meeting. We hope that this will give us the necessary preparatory information to enable an effective scrutiny of the budget proposals.

The Committee welcomed the offer of further training in the Risk and Equality Impact Assessment of the proposals for those Members who wish to take it up. Given the importance of the latter in mitigating the effects of savings on citizens, we will also wish to ensure that Scrutiny Members have access to all Equality Impact Assessments as background information to the scrutiny budget papers.

Timescales – Members have previously requested earlier access to the Budget Proposals. We note that you did not confirm at the meeting at what point the Proposals would be released into the public domain and whether they would be published at January Council. We would be grateful for your clarification so that we can schedule our Budget Scrutiny as appropriate.

Proposals narrative – Members have previously commented that the descriptions of the proposed savings was often unsuitable for the intended audience. We were glad to hear that Finance officers are working with directorates to ensure that the 2014/15 proposals contain an improved narrative. We urge you to take into account the multiple audiences, professional and public, who will need to understand the proposals and their implications. We will bear this in mind when considering the draft Budget Proposals.

Consultation – Last year the Committee noted several areas that needed to be improved in both the content and structure of the budget consultation. We are pleased that you appear to have taken these comments into account in developing options for this year's process. Officers set out consultation opportunities such as the ongoing use of the Ask Cardiff survey to establish citizens' service priorities; a wide-scale electronic survey on the detail of the proposals themselves; and an in-depth focus group via the Citizens Panel to discuss the future shape of the Council. We urge you to ensure that these options are put into practice. We also recommend that you take into consideration the views of those citizens who prefer not to or are unable to access web-based surveys. Members therefore recommend that surveys are distributed in Council

buildings (libraries, Hubs, leisure facilities etc) and that efforts are also made to contact service users who often may not be as vocal: those who use Housing Advice and social services, for example.

The Committee requests that the full results of this consultation activity is made available to all Scrutiny Committees to aid their consideration of the draft Proposals, and that the timing of the consultation is arranged in order to ensure this is feasible and that papers are not tabled at Committee meetings. We would also like to see a comprehensive review of the effectiveness of this consultation and the extent to which comments were taken into account after the Budget has been finalised.

Finally we urge you to continue to ensure that the budget process is as transparent as possible and that Members are engaged to the extent that they have a full understanding of the decisions being made and their implications.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nigel Howells', with a stylized flourish at the end.

COUNCILLOR NIGEL HOWELLS
CHAIR, POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE

cc Marcia Sinfield, Interim Section 151 Officer
Allan Evans, Operational Manager, Service Accountancy
Cabinet Office
Members of the Policy Review & Performance Scrutiny Committee



Date: 3 October 2013



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Neuadd y Sir
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Councillor Lynda Thorne,
Cabinet Member Community & Neighbourhood Regeneration and Social Justice
Cardiff Council, County Hall
Cardiff
CF10 4UW

Dear Councillor Thorne,

POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE
1 October 2013 – Proposals for a Review of Council Grant Funding

Thank you for attending the Policy Review and Performance Scrutiny Committee to present the draft proposals for a review of Council Grant Funding. The Committee had a number of comments and requests for further engagement with Scrutiny, as set out below.

- As you will be aware, Members were concerned during the 2013/14 budget setting process that reductions in voluntary sector grant funding had been communicated to recipient organisations at too late a stage to allow time to develop suitable contingency plans. While the level of the proposed cuts in 2014/15 is of grave concern, the Committee welcomed the longer period allowed for the consultation and the impact assessment process which is being put in place.
- We noted the shift towards the use of grant funding to ensure delivery of outcomes and away from historic allocations where there is no clear support for strategic priorities. This is not a new issue; the Committee's own 2011 report regarding the Council's Grant Allocation System noted the variable use of grants to support the corporate priorities. The report recommended a more strategic approach and a move away from duplication and overlap of grant funding, which these proposals appear to support.
- However, the Committee wishes to be assured that the proposed commissioning approach will deliver as intended and therefore requests full engagement in the development of the commissioning approach for the three proposed packages, prior to final approval and implementation.
- While understanding that these changes are proposed in order support outcomes, and not simply savings targets, the Committee also raised the possibility that the additional administration on the Council's part may make the savings negligible. We therefore wish to better understand the costs involved in implementing this new approach.



- The Committee recommends that the operation of the proposed neighbourhood fund should be as transparent as possible. If the fund is intended to better support outcomes, Members must be assured that the allocation process is suitable. Members therefore wish to have sight of the criteria against which applications to the fund will be made, and asks that the relevant Scrutiny Committee is regularly briefed regarding future expenditure under this fund. We would also like you to confirm how organisations will be supported to apply for this funding without the process being overly burdensome.
- Members were very much concerned of the effect the cuts could have on smaller voluntary sector organisations in particular, so would like an update on the results of the consultation with the organisations affected at the appropriate point, and prior to presentation of the final budget proposals.
- Given the importance of the equality impact assessment process, Members request further information regarding its operation in the Council generally and in this case specifically, with a view to scheduling a more in-depth scrutiny if the Committee's work programme allows.
- On the specific point of the 'reserve' referenced under the proposed Advice Package, as discussed at the meeting, it needs to be clearly communicated that this is very much intended as a contingency, rather than additional funding which can be easily accessed. The current wording seems to provide little incentive for organisations to remain within the funding envelope set out.
- Members were not satisfied with the explanation regarding the full transfer of the Audience Wales grant and the Assistance to Industry grant, without being subject to a 10% reduction prior to transfer. We would like to understand the rationale for a full transfer of these funds to directorate budgets as opposed to others.

I hope that you will ensure that the Committee's comments are relayed to the Cabinet to aid its consideration of these proposals.

Yours sincerely,



COUNCILLOR NIGEL HOWELLS
CHAIR, POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE

cc Sheila Hendrickson Brown, Chief Officer, Cardiff Third Sector Council

Sarah McGill, Director – Communities, Housing and Customer Service
Luke Burton, Principal Citizen Focus Officer
Natalie Southgate, Housing Strategy Manager
Cabinet Office
Members of the Policy Review & Performance Scrutiny Committee

