

POLICY REVIEW & PERFORMANCE
SCRUTINY COMMITTEE

7 January 2014

WORK PROGRAMME 2013/14 - UPDATE

Reason for the Report

1. To present an updated work programme to the Committee; to seek Members agreement for a way forward for some of the items it contains; and to establish membership of the Committee's chosen Task and Finish inquiry into Public Engagement.

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. A measure of flexibility must be retained in order to accommodate additional or substitute other items as they develop.
3. This Committee agreed its 2013/14 work programme at its meeting on 12 September 2013. A copy of the work programme as agreed at that meeting is attached at **Appendix A**.

Issues

4. Members will find an updated draft Work Programme attached to this report at **Appendix B**. The Principal Scrutiny Officer will present the draft Work Programme at the meeting, highlighting any issues.

Way Forward

5. Members may like to consider and discuss the draft Work Programme, and decide whether they are content to approve it. Members also need to agree nominees to sit on the Committee's proposed Inquiry into Public Engagement in order to allow time for it to be scoped and planned in detail.

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:

- i. Agree its work programme for the remainder of the 2013/14 municipal year;
- ii. Nominate Members to sit on the Committee's agreed Public Engagement Task and Finish inquiry.

MARIE ROSENTHAL

County Clerk and Monitoring Officer
30 December 2013

Policy Review & Performance Scrutiny Committee: Approved 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		Peer Review	Budget preparation 2014/15 - Directorate briefings		Budget Proposals 2014/15	WAO Corporate Assessment			Directorate Business Plans		
					Improvement framework		WAO Improvement report			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/Dig/gov 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	Performance Report Qtr 1		Budget Monitoring Month 6	Budget Month 8	Attendance & Wellbeing policy implementation - 6 month review	Performance Report Qtr 3			Performance Report Outturn 2013/14	
			2012/13 Budget outturn				TBC - Cabinet response - Public Engagement with Scrutiny		Council Tax Single Person Discount inquiry - progress report						Budget Outturn	
									Performance Report Qtr 2							
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									

Policy Review & Performance Scrutiny Committee: Work Programme 2013-14								
	07-Jan	Feb TBC	04-Mar	01-Apr	06-May	03-Jun	01-Jul	OTHER ITEMS DATE TBC
Corporate								
	Peer Review Cabinet response	Budget Proposals 2014/15		WAO Corporate Assessment		Directorate Business Plans		Peer Review Delivery Plan
		Corporate Plan 2014-17			WAO Improvement Report			
Policy Review & Development								
	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			
Pre-decision Scrutiny								
			Asset Management report					Commissioning & Procurement - Living Wage
Monitoring								
	Budget Monitoring Month 6 - info report	Budget Month 8	Attendance & Wellbeing policy implementation - 6 month review				Performance Report Outturn 2013/14	Public Engagement with Scrutiny inquiry response
	Council Tax Single Person Discount Inquiry update - Info report		Performance Report Qtr 3				Budget Outturn	
	Performance Report Qtr 2							
Briefing Report								
	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	
	Work Programme		Performance Comparators/ Benchmarking - Scrutiny Research report	Audit Committee minutes	PRAP Annual Report 2013/14	Annual Governance Statement	Work Programme	
	Audit Committee minutes					Work Programme		
	Corporate Risk Register 6 month report							
	Corporate Complaints Annual report							
	Cardiff Partnership Board Scrutiny Panel - Public Sector Asset Management report							
Inquiries								
Information Governance				Report?				
Public Engagement			Scope					
Joint Scrutinies								
Community Infrastructure Levy/section 106 implications				Report?				