

**POLICY REVIEW & PERFORMANCE  
SCRUTINY COMMITTEE**

**3 June 2014**

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**WORK PROGRAMME 2014/15**

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**Purpose of the Report**

1. To brief Members on potential approaches to developing the Committee's work programme for 2014/15.

**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 Local Development Plan

Cardiff Council Corporate Plan  
Strategic Policy Development  
Strategic Programmes

Equalities  
Finance and Corporate Grants  
Organisational Development

Community Planning & Vision Forum	E-Government
Voluntary Sector Relations	Information and Communication Technology
Citizen Engagement & Consultation	Council Property
Corporate Communications	Commissioning and Procurement
Contact Centre Services and Service Access	Carbon Management
International Policy	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 service 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. Full Council on 29 May 2014 will be asked to approve the following meeting dates for this Committee, which all fall on Tuesdays, starting at 4.30pm.

- 1 July 2014
- 2 September 2014
- 30 September 2014
- 4 November 2014
- 2 December 2014
- 6 January 2015
- 3 February 2015
- 3 March 2015
- 31 March 2015
- 13 May 2015
- 2 June 2015

- 7 July 2015.

### **Developing a Work Programme**

5. 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 detailed 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.
6. 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.

7. The Committee's draft 2013/14 Annual Report sets 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 2013/14 as originally planned. These include:
- Wales Audit Office Corporate Assessment
  - Organisational Development programme and Change Challenge Forum
  - Property Strategy
  - Communications Review
  - County Clerk and Monitoring Officer Directorate Delivery Plan
  - Public Engagement with Scrutiny Inquiry response
  - Strategic Technology Partnership
  - Enterprise Architecture
  - SAP Customer Relationship Management
  - Welsh Language Standards
  - Community Infrastructure Levy
  - Public Engagement
  - Corporate Performance Monitoring
  - Budget Monitoring.
8. 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.
9. 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.

10. 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 Committee. The Committee may wish to repeat this exercise this year.

### **Legal Implications**

11. 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 on 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**

12. 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 2014/15;
- ii. Subject to agreement to hold an informal meeting to discuss items, agree a convenient date on which this can take place.

**MARIE ROSENTHAL**

County Clerk and Monitoring Officer  
28 May 2014