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## AGENDA

Committee	POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE
Date and Time of Meeting	WEDNESDAY, 9 JUNE 2021, 4.30 PM
Venue	REMOTE MEETING
Membership	Councillor Walker (Chair) Councillors Ahmed, Berman, Bowen-Thomson, Cowan, Henshaw, Lister and Mackie

*Time  
approx.*

### 1 Appointment of Chairperson & Committee Membership

The Council at its Annual Meeting held on 27 May 2021 appointed Councillor David Walker as the Chair and the following Members to this Committee:

Councillors Ahmed, Berman, Bowen-Thompson, Cowan, Henshaw, Lister, Mackie, and Walker. (One vacancy)

### 2 Terms of Reference *(Pages 5 - 6)*

To note the Committee's Terms of Reference.

### 3 Apologies for Absence

To receive apologies for absence.

### 4 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

### 5 Minutes *(Pages 7 - 12)*

To approve as a correct record the minutes of the previous meeting.

*This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg*

- |           |   |         |
|-----------|---|---------|
| <b>6</b>  | <b>Outturn 2020/2021 - to follow</b>  | 4.30 pm |
|           | Pre-decision scrutiny of the Cabinet report outlining the final budget outturn of the Council in respect of both the revenue and capital accounts 2020/21.  |         |
| <b>7</b>  | <b>Monmouthshire County Council Procurement Function- to follow</b>   | 5.15 pm |
|           | Pre-decision scrutiny of the proposal to take on the management of the Monmouthshire County Council Procurement Function through an Executive Delegation prior to Cabinet consideration and determination of recommendation to Council. |         |
| <b>8</b>  | <b>Re-Procurement of the Collaborative South East Wales Highways and Civils Construction Framework- to follow</b>   | 5.45 pm |
|           | Pre-decision scrutiny of the proposal to re-procure the Collaborative South East Wales Highways and Civils Construction Framework.  |         |
| <b>9</b>  | <b>Scrutiny Annual Report 2020/21</b> <i>(Pages 13 - 32)</i>  | 6.15 pm |
| <b>10</b> | <b>Committee Work Programming 2021/22</b> <i>(Pages 33 - 36)</i>  | 6.25 pm |
| <b>11</b> | <b>Urgent Items (if any)</b>  | 6.30 pm |
| <b>12</b> | <b>Way Forward</b>  |         |
| <b>13</b> | <b>Date of next meeting</b>   |         |
|           | 14 <sup>th</sup> July 2021 at 4.30pm.   |         |

**Davina Fiore**

**Director Governance & Legal Services**

Date: Thursday, 3 June 2021

Contact: Andrea Redmond, 029 2087 2434, a.redmond@cardiff.gov.uk

## **WEBCASTING**

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The role of this Committee is 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 Council Corporate Plan
- Strategic Policy Development
- Strategic Programmes
- Community Planning & Vision Forum
- Voluntary Sector Relations
- Citizen Engagement & Consultation
- Corporate Communications
- International Policy
- Cardiff Local Development Plan
- Equalities
- Finance and Corporate Grants
- Organisational Development
- Cardiff Efficiencies Programme
- E-Government
- Information and Communication Technology
- Council Property
- Commissioning and Procurement
- Carbon Management
- Contact Centre Services and Service Access
- Legal Services
- Public Services Board

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-government 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.

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POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE

18 MAY 2021

Present: Councillor Walker(Chairperson)  
Councillors Ahmed, Berman, Cowan, Henshaw, Lister and Mackie

17 : APOLOGIES FOR ABSENCE

Apologies had been received from Sarah McGill.

18 : DECLARATIONS OF INTEREST

None received.

19 : MINUTES

The minutes of the meetings held on 20 January 2021 and 24 February 2021 were agreed as a correct record.

20 : CAPITAL AMBITION: ORGANISATIONAL RECOVERY AND RENEWAL - TO FOLLOW

The Chairperson welcomed Cllr Huw Thomas, Leader of Cardiff Council; Cllr Chris Weaver, Cabinet Member, Finance, Modernisation & Performance; Paul Orders, Chief Executive; Chris Lee, Corporate Director, Resource and Gareth Newell, Head of Performance & Partnerships to the meeting.

Members were advised that this week the Cabinet would consider how the Council aims to adapt to the challenges and opportunities of the new operating environment as the city emerges from the current phase of the Covid-19 pandemic. The reports set out the steps proposed to deliver a *Recovery and Renewal Programme* and this was therefore an opportunity for pre-decision scrutiny as Cabinet approval was sought for the establishment of a Capital Ambition: Recovery and Renewal Programme.

The Chairperson invited the Leader, Cabinet Member and Chief Executive to make statements in which they explained the Council's role in responding to the pandemic; the importance of working with both private and public sector partners going forward; looking at what worked well during the pandemic to underpin business as usual going forward; listed the principals in set out in the report that will inform the effective transformation of services and that a report would be brought back to Cabinet in September for the final strategy after a period of consultation. Members were also advised of the limited return to County Hall while social distancing remains in place; the longer term changes such as hybrid working, a review of staff accommodation and locality working; the assessment of staff roles into four categories and the multi-pronged programme drawn together with various work strands, which was visible to Members and that there would be a review in 12 months' time.

The Chairperson invited questions and comments from Members;

Discussing the Hybrid model of working, Members sought reassurances that employees will have a choice and that their personal circumstances will be taken into consideration when deciding how they work in the future. The Leader and Chief Executive explained that they are alert to employees circumstances and will spend the next 2/3 months working on the model; consideration will be given to personal circumstances and their physical and mental wellbeing; the issues are central to the discussion with Trade Unions going forward and this has been how the initial phase of return to County Hall had been prioritised. Members considered that the wording in the report could reflect this more clearly.

Members discussed homeworking and that while welcoming the reduction in staff sickness levels, they had noticed that there have been some issues around contacting staff and timescales for responses. Members considered that there should be befriending groups for new employees. Officers explained that new employees have been into County Hall socially distanced as well as participating in online training sessions. The young people apprenticeship trainee cohort have been socialising on various social media platforms and doing lots of things together. The Chief Executive added this was an important consideration in the longer term with regards to organisational ethos and that the right balance of virtual and face to face was needed in the hybrid model of working; it was hoped that improved sickness levels would be maintained in the hybrid model but it was important to support managers to ensure a consistency of approach. When asked how productivity is being measured, the Chief Executive explained it was on a service by service basis against the outcomes of the organisation. The Leader considered that contact and timescale issues could also reflect the pressure the Council has been under for the past 15 months. Members appreciated the pressures on staff but could see the need for a report on employee performance and accountability for those working from home. . They pointed out that If there were going to be time delays in service responses then members should be kept in the loop.

With regard to culture, Members asked about who would drive the changes, know what needs to be done and how it would fit into what is required. The Chief Executive explained it would be his responsibility and it would be a case of services reflecting on what has been done well over the pandemic and how this can be locked in and driven forward; it would not be a fast process but sustained work with middle and senior managers, focussing on outcomes and set tasks and checking in with individuals and teams; there needs to be reinforcement of organisational culture. There may need to be realignments in the longer term and structures may change, as well as employee's terms and conditions which will require the updating of employee contracts. Officers stressed the importance of employee engagement during culture change.

Members asked when it was likely that they could return to the Council Chamber and what the timescales were for introducing hybrid working. The Leader advised that the Head of Democratic Services had been asked to undertake work on the hybrid model and he was best placed to provide this information.

Discussing partnership working, Members asked how committed other members of the Public Services Board were to partnership/locality working. The Leader explained there was an appetite to work differently; partnership working in Cardiff has



always been strong and has been strengthened further during the pandemic. The Chief Executive added that there has been a positive shift; UHB are planning for the future, building up community infrastructure, taking joint/hub opportunities, location sharing etc. There was a good level of multi-agency working.

With regards to multi-agency working, Members asked how this would work in practice. The Leader explained it would be a combination of agencies sharing physical spaces and also teams made up of people from different agencies.

Members asked if there were any areas of partnership working that had not gone well and needed improvement and also what the Council and private sector experiences had been. The Leader stated that he has had very positive feedback; business groups and stakeholders have acknowledged the role of the Council in delivering financial support and as a conduit to Welsh Government when they felt they were not represented, e.g. the hospitality sector. The Leader was not aware of areas where partnership working had not worked well operationally, strategically he considered it had worked well and the Council had been supported by the private sector. The Chief Executive added that there has been a huge increase in the level of integration between Health professionals and Council services and this would influence the shaping of future services over and above regional partnerships; the Leader considered there was a role for local government in public health going forward.

Members asked for more information on locality working. The Chief Executive explained that this would be co-ordinated working such as, discharge teams in hospitals, and the very integrated relationship between the NHS and care homes. Also between schools and Into Work Services, with advice and benefits services going into schools, recognising the centrality of secondary schools to the local community. Services would be looked at holistically, there would also be opportunities for staff touch down points throughout the City. When asked how many localities there would be, the Chief Executive stated that there would be no rigidity, they would be based on the broader community and how they are supported; there was still work to be done on this. The Leader explained he would lead on this work as Chair of the PSB.

Discussing the digital aspect of the proposals, Members asked about budgeting and back office support. Officers explained that there would be a significant amount of technical spend in-year. Welsh Government has supported some of this through the Covid hardship fund. Also there was a lot of technical infrastructure already in place such as Office 365 and this same hardware enabled the Council to switch quickly to remote working. The digital transformation; end to end process for customers etc. is contained in the existing budget, this includes back office support however some roles will shift and ICT will be at the forefront of the transformation agenda.

With regard to the Digital First approach, Members asked how it could be ensured that people are not left behind and digitally excluded and that important information is not lost in the myriad of digital information that people get on a daily basis. Officers agreed this was a challenge when carrying out consultations, going forward it would be digital for most then looking at where responses are not coming in and targeting with a different approach and using the community to help; this hybrid approach would be part of the new Citizen Engagement Strategy.

Discussing the Overall Programme – management and monitoring, Members noted it was a huge project and would like to see a 12 month action plan with a timeline so that there is accountability and Committee can review it. The Chief Executive explained that Chris Lee was the Senior Responsible Officer, with himself, and the programme plan was being developed; this would be broken down into component parts with timescales which Committee can then monitor. It was noted that accountability and management of outcomes would be built into it.

Members considered there could be action plans and timescales in place for partnerships going forward too and the Leader thought this was a fair point and hopefully could be picked up. It was important that where there was multidisciplinary working, some staff may work together but report to different managers, so there has to be accountability; there was also accountability to elected Members.

Discussing Performance Management, Members asked what the performance management framework would look like. Officers explained there was new national legislation with regard to this with a big emphasis on self-assessment. The Council has put several systems in place, such as involving scrutiny, examining how performance talks to the Corporate Plan; an emphasis on whether services are being delivered effectively and peer assessment once per electoral cycle.

Discussing general points, Members considered there was a lack of detail/content on business relationships in the document. The Leader explained there were other reports as part of this report suite with more information, such as the City Recovery Report; the Leader explained that there was in depth engagement with businesses and the private sector were letting the Council know what they need going forward, and the Council has the convening powers to bring things together. The Leader gave the example of Central Square with the BBC and now Legal and General where the Council sets the context and takes leadership and the private sector take up the opportunities.

Members considered that Education, Universities and Higher Education could feature more strongly in the document. Members discussed the strengthening of partnerships with Higher Education and Universities and them potentially becoming part of the PSB.

RESOLVED: The Committee AGREED that the Chairperson writes to the Cabinet Members on behalf of the Committee to convey their comments and observations.

## 21 : COMMITTEE BUSINESS

Members were asked to note the briefing on '*Capturing and Reporting the Impact of Scrutiny*'; Members were aware of the work the committee has done in this area previously and this is simply confirmation that a system is now in place to capture and record the data. Members were reminded that they can now make recommendations following scrutiny of issues at committee, not just through task and finish work. The Chair has to make any recommendations clear at the end of letters then they will be responded to formally, monitored for progress, and reported back on 6 monthly.

An update on correspondence arising from recent scrutiny meetings was provided to Members.

Members were asked to note the Committee's Forward Work Programme for June and July 2021, and that since publishing the Programme there have been some adjustments to the Cabinet Forward Plan and therefore Committee's plan will be adjusted accordingly. Corporate Property Strategy has moved to July and Homeworking policy has moved to September.

22 : URGENT ITEMS (IF ANY)

None received.

23 : DATE OF NEXT MEETING - 9 JUNE 2021

The meeting terminated at 6.55 pm

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**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**POLICY REVIEW & PERFORMANCE  
SCRUTINY COMMITTEE**

**9 June 2021**

**Scrutiny Annual Report 2020/21**

**Purpose of Report**

1. This report seeks Committee's approval for the first combined Scrutiny Annual Report 2020/21, attached at **Appendix A**, prior to consideration by Full Council on 24 June 2021.

**Background**

2. Cardiff Council's Constitution requires all Scrutiny Committees to report annually to the Council on their work during the past year and make recommendations for future work programmes.
3. The Committee's task and finish inquiry on Scrutiny Impact proposed that a model to capture the impact of the work of the scrutiny function over the year be adopted by Cabinet.
4. The recommendation was accepted and the organisation has a new performance monitoring process in place that both:
  - Captures the impact of Scrutiny by monitoring recommendations from Committees, Task Groups and Panels; and
  - Supports the Council in complying with the self-assessment requirements of the new Local Government & Elections (Wales) Act 2021.
5. This new process has provided an evidence base for the construction of the first combined Scrutiny Annual Report 2020/21 to Council.

## **Draft Scrutiny Annual Report 2020/21**

6. The key drivers for a change in approach to reporting the activity of the Council's 5 scrutiny committees have been:
  - a recommendation following an Internal Audit report of Scrutiny Services
  - The Local Government and Elections (Wales) Act 2021 emphasis on participation and engagement;
  - recognition of the need to target a wider audience with a faster, more appealing, read;
  - integration with improvements to the scrutiny pages of the Council's website.
7. The report attached at **Appendix A** captures the work of all 5 Scrutiny Committees, highlighting key areas of achievement in 2020/21. It focuses on the difference made to residents, visitors, staff and businesses within the context of a Covid-19 operational environment. The report aims to highlight how Scrutiny has influenced the way Council services are delivered; improve stakeholder understanding and interest in Scrutiny; explain how Scrutiny facilitates engagement and encourages public participation; and highlight the value of Member-led/ stakeholder informed decision making.
8. If agreed by Council the report will be available for download bi-lingually from the Council's website, in standard or large print version.
9. The report will also offer a translation in other minority languages if requested.

## **Way Forward**

10. During the meeting, Members may wish to consider the first combined Scrutiny Annual Report 2020/21, attached at **Appendix A**, and suggest any amendments required to the draft document prior to its consideration by Council on 24 June 2021.

## **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 consider, if necessary amend, and approve the draft Scrutiny Annual Report 2020/21, attached at **Appendix A**, to be laid before Council.

**Davina Fiore**

**Director of Governance & Legal Services**

**3 June 2021**

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# Scrutiny Annual Report 2020/21

Scrutiny ... engaging today ... shaping tomorrow







## Welcome to Cardiff's Scrutiny Annual Report 2020/21

With a fresh approach to reporting the difference Scrutiny has made this year, we hope that a little reading time will deliver a lot of insight into the work of the Council's Scrutiny function. In a year like no other the five scrutiny committees have been working on behalf of Cardiff citizens, seeking reassurance that frontline Council services defining our pandemic response are delivered effectively and where they are most needed.

This year, like many Council services, Scrutiny has delivered against the odds. Our mission? To adapt and seize the opportunity to add value to the Council's decision-making in challenging times. In reality, the pandemic has impacted heavily on normal scrutiny output. To deliver our role we have conducted scrutiny by holding remote online meetings, enabling all scrutiny members to contribute to key policy decisions. With the organisation in essential services mode for most of the year, our usual task and finish inquiry work has taken a back seat, as frontline services were a priority. We particularly look forward to resuming those inquiries as the organisation adapts to the new world, embracing all it has learned in a time of crisis.

### Scrutiny is the challenging voice of the resident, visitor, commuter and employee at the decision making table to ensure full accountability

The pandemic fully upon us, by June 2020 it became clear that temporary scrutiny arrangements should be put in place and the five scrutiny committees were quickly consolidated into a Covid-19 Scrutiny Panel. Membership was restricted to the five scrutiny chairs, whilst maintaining close communication with their respective committees ensured all scrutiny member influence. Such improvements in cross committee working delivered a slick solution until the Council decided that a

full scrutiny service could restart in September 2020, with a restricted remit to focus only on pre-decision and priority matters with reputational or time-critical implications.

Scrutiny is the challenging voice of the resident, visitor, commuter and employee at the decision making table to ensure full accountability. Our work continues whatever the external environment. The next municipal year will bring more challenges, remote working will continue to be important. Within Cardiff Council our critical friend work, expressing your voice to test the delivery of key Council commitments, is very much valued. We hope this report captures how we have done this year. We want to encourage you to add your voice to our work and later in the report we explain how you can get involved.





## Scrutiny Chairs - Our Perspective



“One of the things I’m most proud of this year is the Community and Adult Services Scrutiny Committee’s focus on the salient issues impacting Cardiff residents in the current climate. We provide opportunity to bring together a whole range of stakeholders, from those impacted by the issue to those who are directly involved in delivering services.”

**Cllr Shaun Jenkins, Chair, Community & Adult Services Scrutiny Committee**

[To hear more on scrutiny from me click here](#)



“We’ve had to make adjustments during the past year, but everyone has come to the fore and delivered. One of our key issues has been scrutinising the Youth Justice Service following the HMIP Report and Inspectors highlighted our role as a key factor in improvements, which was a really proud moment for me as Chair during this year. My Committee has also been critical in scrutinising decisions made in relation to the return to education for our young people throughout this year.”

**Cllr Lee Bridgeman, Chair, Children & Young People Scrutiny Committee**

[To hear more on scrutiny from me click here](#)



“...this has been an incredibly challenging year but we’ve coped very well, which is testament to how well Members, external stakeholders and the Cabinet have engaged, wanting to be there to help the Council through what is a very, very difficult time. We’ve provided some robust questioning, helping to shape major developments and explored how the Council and partners are working to recover from the impact of the Covid pandemic, in the leisure and music sector and more generally across the economy...”

**Cllr Nigel Howells, Chair, Economy & Culture Scrutiny Committee**

[To hear more on scrutiny from me click here](#)



“All 5 Scrutiny Committees work together to deliver the best for Cardiff, and we are constantly listening to the public and what they want.

One of our biggest achievements during the pandemic was “One Planet Cardiff”. We had a large number of external and internal witnesses taking part, who shared their knowledge on what the future of Cardiff should look like. I was really pleased with the support from everyone who gave evidence.”

**Cllr Ramesh Patel, Chair, Environmental Scrutiny Committee**

[To hear more on scrutiny from me click here](#)



“...a Scrutiny Covid-19 Panel of all chairs was formed and I was asked to chair it. We came together as a team. Previously committees have tended to operate in isolation, but this time we had to work collectively and I think we did that exceptionally well, resulting in certain recommendations that were accepted.

We also have a Performance Panel involving all chairs that looks at the Corporate Plan before it’s finalised and a number of recommendations we made turned into changes to the Corporate Plan.”

**Cllr David Walker, Chair, Policy Review & Performance Committee**

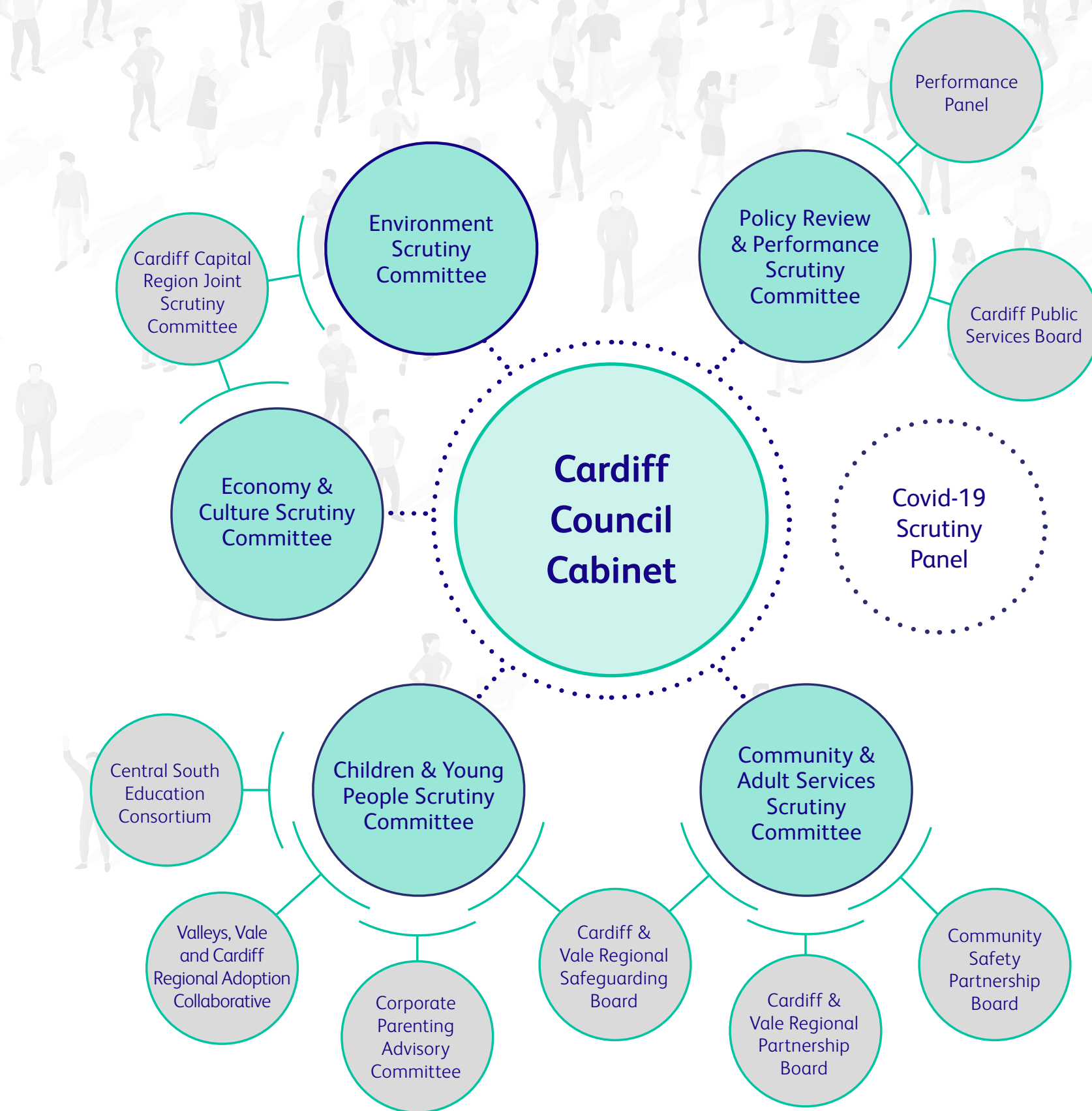
[To hear more on scrutiny from me click here](#)

## Our governance role

Cardiff Council's five Scrutiny Committees fulfil a statutory responsibility placed on local authorities by UK and Welsh Governments to review and scrutinise decisions and actions taken by the Cabinet in relation to the delivery of services, to improve the wellbeing of residents. We also have various statutory responsibilities for the scrutiny of important partnerships established under Welsh Government legislation. In short we shine a light on the effectiveness of local partnership working in which the Council plays a leading role.

The Policy Review and Performance Scrutiny Committee has statutory responsibility for scrutiny of Cardiff's Public Services Board. The Community and Adult Services Scrutiny Committee has responsibility for scrutiny of both the Cardiff & Vale Regional Partnership Board and a statutory duty to scrutinise decisions made, or other action taken, on Crime and Disorder matters by engaging with the Community Safety Partnership Board. The Economy and Culture and Environment Scrutiny Committees monitor progress of the City Deal delivery programme, whilst the Children and Young People Scrutiny Committee has a governance role in the Central South Education Consortium, the Valleys Vale and Cardiff Regional Adoption Panel and the Council's Corporate Parenting Advisory Committee.

Each Scrutiny Committee is made up of 9 elected Members. However the Children and Young People Scrutiny Committee additionally has four co-opted members comprising two parent governor representatives, a Roman Catholic representative and a Church-in-Wales representative. Both the Economy and Culture and the Children and Young People Scrutiny Committees offer a seat to a representative of the Cardiff Youth Council, enabling young voices to challenge decision-making.





## A year of socially distanced scrutiny

On screen, focussed and representing Cardiff voices. Scrutiny has been working hard to deliver better engagement, better outcomes, and better decision-making in 2020/21. Often underpinned by valuable primary research, here are just some of our achievements this year:

### ■ Covid-19 Scrutiny Panel - responding quickly to support essential service delivery mode

A challenging backdrop gave birth to the Covid-19 scrutiny panel. The suspension of all scrutiny committees at first lockdown led swiftly to establishing the Covid-19 Scrutiny Panel. The Panel explored how the Council was responding to the pandemic and planning for recovery, as well as testing time-critical decisions, providing appropriate scrutiny until the 5 scrutiny committees recommenced remotely. The Panel:

- Examined work undertaken during the lockdown to tackle homelessness and housing supply, as well as work to ensure the Council's finances were secure.
- Scrutinised proposals to help Cardiff restart after lockdown and recover from the pandemic, as well as work underway to establish a Race Equality Task Force.
- Tested time-critical proposed recommendations for schools in Cardiff, including in Plasdŵr.
- Considered the Council's final report on its finances for 2019/20 and checked proposals for the re-procurement of construction and civils consultancy frameworks.



### ■ Performance Panel - co-production and independent scrutiny of the Corporate Plan 2021-24.

Cardiff Council has a history of investing in robust internal challenge, and this year has seen stronger links forged between Cabinet & Scrutiny, stepping up the work of the PRAP Performance Panel. In a spirit of open engagement the family of five scrutiny committees, represented by its chairs, joined the Leader and Cabinet Member for Finance, Modernisation and Performance in two important round table discussions centred on the Council's highest strategic document, the Corporate Plan. In December 2020 the Panel reviewed the Council's mid-year performance against Corporate Plan targets and informed early Cabinet conversations around

2021-24 target setting. Then, in February 2021, we reviewed the draft Corporate Plan at its policy development stage, and focussed on the detail of target setting. Such a collaborative approach ensures that the Corporate Plan is subject to co-production as well as independent scrutiny and acknowledges the benefit of progressive interaction between Cabinet policy development and Scrutiny. Importantly, through such informal discussion, Scrutiny is afforded an impact on the Corporate Plan for the benefit of Cardiff citizens, evidenced by the changes made to the Corporate Plan by the Cabinet following these Panel Meetings.

“I’d like to put on record my thanks to the Chairs of the Scrutiny Committees who have served on the Covid-19 Scrutiny Panel”

**Cllr Huw Thomas – Council 23 June 2020**

“

“Cabinet are grateful to the Chairs of the Scrutiny Committees who have been able to take part in the Covid-19 Scrutiny Panel – it’s been essential during this very strange time for running Council business”

**Cllr Weaver – Council 23 June 2020**

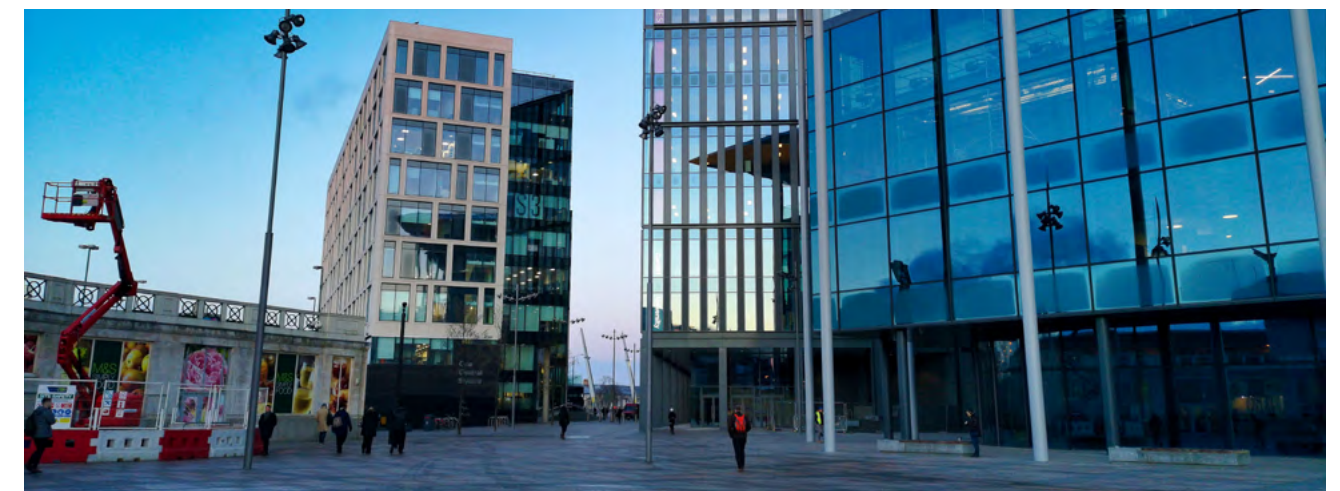




### ■ Strengthening Decisions

We brought strong voices to the decision-making table across all five scrutiny committees by undertaking policy development and pre-decision scrutiny of significant strategic topics such as the Council's 21<sup>st</sup> Century Schools Programme and One Planet Cardiff. All committees have extensively

scrutinised the Council's proposed spending plans for 2021/22, especially important as our schools, local economy and care services recover from the pandemic.



### ■ Testing the Pandemic Recovery

Scrutiny's essential role this year has been providing a check and balance on the Council's immediate response to the pandemic, ensuring that it met the needs of residents, businesses and visitors. Our work continues, monitoring how the Education Service and Schools have responded to the Covid-19 Pandemic, and its plans for Recovery; hearing from

external witnesses about the impact on Leisure, Youth Sports and Music Sectors and exploring the role of the Council and its partners in how best to tackle this; scrutinising Major Projects to test their contribution to green recovery and to tackling inequalities; and engaging with service users to ensure their voice is heard during recovery planning.

### ■ Challenging Service Provision

Though socially distanced our challenge of critical frontline Council services has continued.

- The **Environmental Scrutiny Committee** has focussed on the Waste Management service as the Council introduced changes to collection arrangements; the Household Waste Recycling Centre in North Cardiff; and how the service responded to Covid-19. Transportation matters were also a priority, including 20mph Zones and the Waungron Road Transport Hub.
- The **Community & Adult Services Scrutiny Committee** assessed how the council is addressing social isolation and loneliness following the outbreak of Covid-19, monitored the council's commitment to deliver 1,000 new council homes by 2022 and analysed the extent of drug dealing and drug related crime in Cardiff following the outbreak of Covid-19.
- The **Economy & Culture Scrutiny Committee** investigated the approach to playground provision and maintenance, advocating for children with additional needs, adventure playgrounds and highlighting the role of Ward Members in consultation process. For some time the Committee has lobbied for improved provision of park rangers. Our work has resulted in 2 new posts in this year's budget.
- The **Children and Young People Scrutiny Committee** has monitored progress in relation to the Youth Justice Service, following the inspection of the service in 2020, including the implementation of the "All Our Futures" Strategy and Action Plan.
- The **Policy Review & Performance Scrutiny Committee** has closely monitored the 2020/21 budget and sought greater integration with the work of Cabinet initiatives such as the new Race Equality Task Group.



# Strong voices - your role in our work

Scrutiny is the voice of the people of Cardiff inside the Council. We work to ensure that the Council and its partners are delivering the right policies and services to benefit Cardiff’s citizens. We do this by:

- Seeking to understand the views and experiences of customers, service users and carers, using workshops, focus groups and survey results to gather feedback.
- Inviting partners, representatives and external experts to contribute evidence to broaden our understanding and inform our discussions.
- Having an independent, dedicated research service to collect robust stakeholder and/ or document based evidence to inform our work.
- Having co-optees on our Children & Young People Scrutiny Committee, representing parent governors, Catholic Dioceses, Church in Wales and Cardiff Youth Council co-optees on this Committee and the Economy & Culture Scrutiny Committee.
- Questioning the decision makers, managers and experts.
- Ensuring transparency, by webcasting our committee meetings – [click here](#).

Some examples of our work involving stakeholders are:

- » Holding focus groups and face to face interviews with parents of children with learning disabilities who may, or have, undergone a transition from an out of county provision.
- » Stakeholders attending committee to contribute to discussions on Social Isolation and Loneliness, One Planet Cardiff, Youth Justice Service, leisure services and the music sector in Cardiff

In the last year, we have worked with the following stakeholders:

- Age Connects – Cardiff & Vale
- British Red Cross
- Bus and Coach Companies and Bus User representatives
- Cardiff Council Cabinet Members and Officers
- Cardiff Metropolitan University
- Cardiff Music Board Members
- Cardiff University
- Cardiff Youth Council
- Cardiff & Vale University Health Board
- Dŵr Cymru
- FOR Cardiff BID
- Greenwich Leisure Ltd (GLL)
- Natural Resources Wales
- Representatives for religious communities
- Representatives for young adults
- Sport Cardiff
- Sport Wales
- South Wales Police
- Sustrans
- Vale, Valleys and Cardiff Regional Adoption Collaborative
- Wales & West Utilities
- Welsh Government

We work to ensure that the Council and its partners are delivering the right policies and services to benefit Cardiff’s citizens



## How to get involved..

Now, more than ever, we want to make sure our work in the coming year is reflective of the needs and wants of Cardiff residents and we welcome any suggestions, big or small, on areas which you would like us to investigate.

As a Cardiff resident, you can:

- Identify issues for scrutiny to look at
- Provide evidence to inform scrutiny – either in writing or in person
- Contribute to consultations, surveys, workshops and/ or focus groups
- Be invited to be a co-opted member of a Scrutiny Committee. In this role, you would work alongside elected Scrutiny Committee Members in supporting the development and review of Council policies.

We ask that you direct your suggestions to our dedicated support team at: [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk)

We are currently in the process of updating the Scrutiny Services webpages to make it easier for you to become involved in scrutiny. Please check the Council’s website for updates before the end of this year. [click here](#).

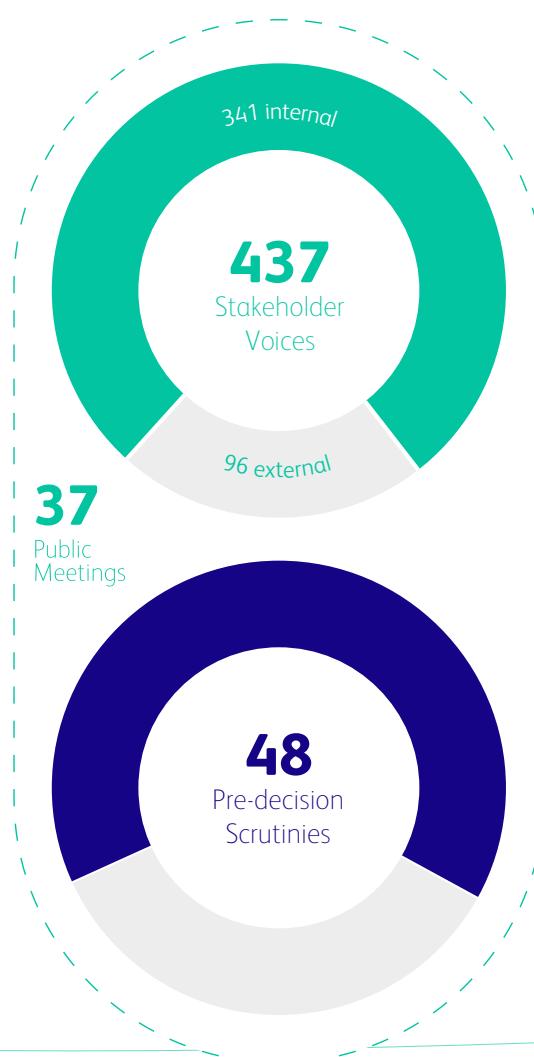
# Scrutiny in Numbers



There are currently **75 councillors** elected to Cardiff Council to represent the residents of Cardiff. Of those, **45 are nominated to sit on 5 scrutiny committees** and provide critical friend challenge to the Cabinet.

Successful scrutiny means asking questions of the right people, those that have a stake in the decision to be taken or the policy under review. Often referred to as witnesses, stakeholders can be cabinet members, senior managers and council officers. Importantly they often include service users and external organisations or groups with a stake in the issue being discussed. **In 2020/21 of the 437 voices that informed our scrutiny work, 341 were internal to the Council and 96 were external.**

In 2020/21 Cardiff's Cabinet made 74 decisions. Scrutiny committees considered 48 of those, which means **65% of decisions were taken with the benefit of full challenge and accountability.**



Cardiff Council is committed to allowing stakeholders full insight into its decision making. All our scrutiny committees are **publically broadcast and can be found on the Council's website**, where they are available to view for up to 6 months.

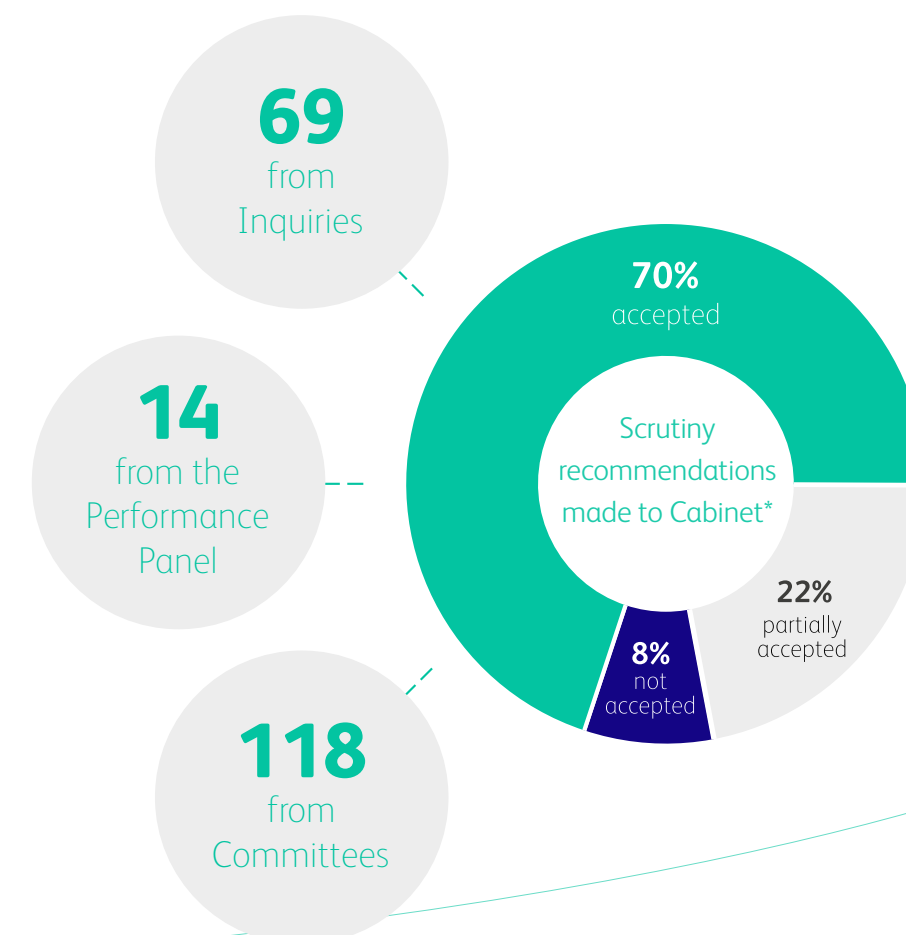
[Click here](#)



Cardiff's Covid-19 Scrutiny Panel in action.



In 2020/21 Scrutiny Committees made a **total of 201 recommendations to Cabinet from 3 different routes**, Task & Finish Inquiries, Committee, and the Performance Panel. Of the responses received Cabinet accepted 92, partially accepted 29 and did not accept 10.



\*Not including pending responses.



# Community & Adult Services Scrutiny Committee

## Our Membership



Councillor Shaun Jenkins (Chair)



Councillors Ali Ahmed; Joe Carter; Andrea Gibson;  
Ashley Lister; Philippa Hill-John; Sue Lent;  
Norma Mackie and Mary McGary.

## Our Purpose

- We work to improve the Council's services and policies in the areas of community and adult services. This includes matters which relate to housing, neighbourhood renewal, community safety, mental health, community services and adult social care.
- The Committee also serves as the Council's Crime and Disorder Scrutiny Committee, reviewing actions taken by the Community Safety Partnership to address local issues of crime and disorder.
- We monitor the effectiveness of who the Council works with, its performance levels, how resources are spent, the effectiveness of measures in place and look to identify possible areas for improvement.

## Our Achievements

- Throughout the year we have assessed how services supporting adults with care and support needs have responded to the pandemic along with their plans for recovery. We have strived to ensure that the long-term health and well-being impacts of Covid-19 on Cardiff's adult population are adequately recognised and resourced. We have done this by continually seeking assurance and information from Council officials in order to assess the plans in place.
- Given the significant well-being ramification of the Covid-19 pandemic, we undertook in-depth scrutiny of social isolation and loneliness faced by the adult population of Cardiff. Assessing the measures put in place by the Council to address this significant issue. Our work included input from a range of external witnesses and led to a recommendation for the Council to review its communication on key public health messages and support opportunities to ensure Cardiff residents, and key partners, are better aware of available services and initiatives.

- We have continued to monitor the Council's target to deliver 1,000 new Council homes by 2022 and have been involved in influencing the update of the Council's Design Standards document. Helping to ensure that each property developed by the Council, is of a high quality and adds a real, and lasting positive impact for future residents and communities.
- We submitted 30 recommendations to the Council's Cabinet designed to improve transition arrangements for adults with a learning disability who live in out of county provision and may undergo a transition back into county. Our recommendations included measures to help ensure clear, transparent communication at every stage of the process, procedures to help identify gaps in local service provision and processes to monitor the quality and skills of an individual post transition.



“

“Thank you for one of the best scrutiny sessions I have come across because of the targeted nature of your questions”

**Police & Crime Commissioner, Alun Michael & Cllr Lynda Thorne, Co-Chairs of the Community Safety Leadership Board**

“We welcome Cardiff Council's decision to investigate the issue of social isolation and are grateful for the opportunity to present our findings”

**British Red Cross**

“Thank you for the opportunity to present to Committee and for the useful feedback that you have provided.”

**Cllr Susan Elsmore, Cabinet Member for Social Care, Health & Well-being.**

“Thank you for your positive response to the ambitious plans for the Council House Build Programme. I am very grateful to the Committee for considering this programme and for providing feedback”

**Cllr Lynda Thorne, Cabinet Member for Housing & Communities.**

# Children & Young People Scrutiny Committee

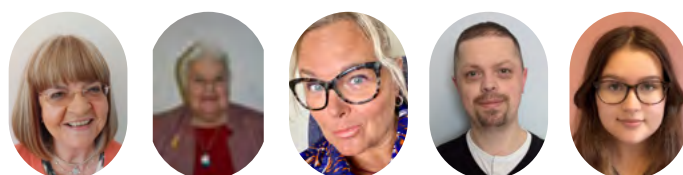
## Our Membership



*Councillor Lee Bridgeman (Chair)*



*Councillors Stephen Cunnah; Robert Hopkins; Heather Joyce;  
Sian-Elin Melbourne; Bablin Molik; Mike Phillips;  
Mia Rees; Kanaya Singh*



*Co-optees: Patricia Arlotte (Roman Catholic representative);  
Carol Colbert (Church in Wales Rep); Karen Dell'Armi (Parent  
Governor Rep); Matthew Richards (Parent Governor Rep); Mia  
John (Cardiff Youth Council Rep)*

## Our Purpose

- We work to improve the Council's services and policies in the area of children and young people, which includes Schools; Children's Social Services; Youth Services and Justice; and relevant support services (Education and Schools support services etc.)
- We monitor the effectiveness of who the Council works with in this area, including how resources are spent;
- We ensure that key Council Policies in this area such as Cardiff 2030 Vision for Education & Learning; 21<sup>st</sup> Century Schools Programme; Social Care Commissioning Strategy; and Corporate Parenting Strategy are developed and put in place; and
- We make recommendations to the Council's decision-makers to enhance performance and service delivery.

## Our Achievements

- Youth Justice Service - the Committee monitored progress in relation to the Youth Justice Service, following the inspection of the service in 2020. This included the implementation of the "All Our Futures" Strategy and Action Plan. The Committee received bi-monthly reports on progress relating to governance; performance of the Youth Justice Board; Performance measures; Service Improvements; Consultation and Engagement; and improved joined up working within and outside the Service. Improvements to the Youth Justice Service is a long-term issue, and the Committee is an integral part of monitoring and reviewing improvements to the Service, and more importantly, improving outcomes for young people within the Service. The Committee's work to date has been acknowledged by HMIP. The Committee will hold an informal session with young people in the YJS in May 2021 to gauge their thoughts and views.

- Education & Schools Pandemic Response and Recovery - since July 2020, the Committee has been monitoring how the Education Service and Schools have responded to the Covid-19 Pandemic, and its plans for Recovery. This has included school safety; ensuring learning and attainment for all; learning from experience and good practice; planning and preparing; funding and budget implications; examinations and assessments; consultation; Post 16 education; and mental health and well-being. During 2021/22, the Committee will continue to monitor pandemic recovery, particularly in ensuring that there is sustainable capacity in mental health, wellbeing and counselling services for young people.
- 21<sup>st</sup> Century Schools Programme - the Committee undertook a range of policy development and pre-decision scrutiny in relation to the 21<sup>st</sup> Century Schools Programme, including progress in relation to Band B Schools. We have made a number of observations in relation to developments in Cathays High School; Ysgol Mynydd Bychan and Willows High School. The Committee will take a proactive role in developing the Band C schools, and it has called for a Catchment Area Review, to ensure long-term future proofing of proposals.

“

“The Board is committed to open and effective governance, and the Children and Young People Scrutiny Committee are an important constituent of the governance landscape.....I am clear of the Board's commitment to working closely with the Scrutiny Committee as part of the governance commitments the Public Services Board made in 'All our futures'.”

**Graham Robb, Independent Chair of the Youth Justice Board**

“I welcome the Committee's contribution and recognise its role as a key partner in ensuring that all young people in Cardiff have an outstanding service which they can rely on to improve their life chances..... and am committed to an open and transparent working relationships going forward.”

**CLlr Graham Hinchey, Cabinet Member for Children & Families**





# Economy & Culture Scrutiny Committee

## Our Membership



Councillor Nigel Howells (Chair)



Councillors Jane Henshaw; Iona Gordon; Gavin Hill-John;  
Chris Lay; Thomas Parkhill; Adrian Robson;  
Abdul Sattar; Ed Stubbs.



Youth Council  
Representative –  
Eshaan Rajesh

## Our Purpose

- We drive improvement across economic development, regeneration, parks, leisure, sports, libraries, hubs, culture, events and tourism.
- We hold to account those in charge, to make sure decisions are transparent and right for Cardiff.
- We listen to people who live and work in Cardiff, using their views and experiences to inform our scrutiny to help ensure the Council and partners deliver the right services for citizens.
- We make recommendations to enhance performance and service delivery.

## Our Achievements

- Leisure & Youth Sports – the Committee explored how partners are responding to the impact of the pandemic on leisure and youth sports in Cardiff, hearing from Cardiff Metropolitan University, Sport Cardiff, Sport Wales and GLL, as well as considering research by scrutiny officers. Following a recommendation by committee, officers raised the issue of consistent access to schools, to support delivery during the pandemic, with Welsh Government and other key forums.
- Music Sector – the Committee gave Cardiff Music Board Members a platform to discuss what needs to happen to help their sector recover from the pandemic. Following recommendations by the Committee, the Council's Leader wrote to the Welsh Government requesting a recovery strategy be established with the sector and raising the need to lobby UK Government for music industry-specific help. The Leader also confirmed the Council would work with the Cardiff Music Board to address additional points raised by Members.

- Corporate Plan & Budgetary Proposals – following recommendations by the Committee, the Corporate Plan was strengthened by including a section on Brexit and amending a key performance indicator. Members were pleased to note budgetary proposals included 2 new Park Ranger posts, something they have been lobbying for since 2017.
- Playground Maintenance – Playgrounds are vital for children's health and development. The Committee looked at how the Council maintains playgrounds, including drainage. We highlighted the need for accessible playgrounds, which meet the needs of children with disabilities, and for adventure playgrounds. Following our recommendations, officers contacted other local authorities to understand how they had developed adventure playgrounds and committed to consulting ward Members re playground drainage costs and solutions.



“

“Thank you for the opportunity to attend scrutiny committee to discuss the impact that Covid is having on the Sport, Leisure and Physical Activity sector in Cardiff. I appreciated the interest shown by the members of the committee”

**CIlr Peter Bradbury, Cabinet Member for Culture & Leisure**

“Please extend my thanks to the Chair and the panel for the opportunity to discuss these important issues.”

**Rhys Jones, GLL, Head of Service - Cardiff**

“It was really welcome to be able to discuss a controversial subject in a diligent and pragmatic manner.” - Castle Street Scrutiny

**CIlr Caro Wild, Cabinet Member for Strategic Planning & Transport**

“The opportunity to present to the Committee the wider challenges facing the live music sector in Cardiff and Wales throughout this pandemic was very much welcomed, as I know that this sector in particular has been hit hard.” ‘Thank you again for inviting me and colleagues to attend the Scrutiny Committee meeting.”

**CIlr Huw Thomas, Council Leader**

“Thank you for your letter dated 23 February 2021 and the useful comments raised..(and) for your support in the budget process”

**CIlr Chris Weaver, Cabinet Member Finance, Modernisation and Performance**

“I continue to be grateful for the time that your Committee dedicates to the important projects that my portfolio is bringing forward. I remain grateful for the support that the Committee continues to provide.” - Indoor Arena Scrutiny

**CIlr Russell Goodway, Cabinet Member for Investment & Development**

# Environmental Scrutiny Committee

## Our Membership



Councillor Ramesh Patel (Chair)



Councillors Bob Derbyshire; Owen Jones; John Lancaster;  
Jacqueline Parry; Thomas Parkhill; Oliver Owen;  
Emma Sandrey; Peter Wong.

## Our Purpose

- We work to improve the Council's services and policies in the area of environmental sustainability, which includes Waste Management, Planning, Environmental Health and Transportation;
- We monitor the effectiveness of who the Council works with in this area, including how resources are spent;
- We ensure that key Council Policies in this area such as One Planet Cardiff, Clean Air Strategy, Recycling Services Strategy, Green Infrastructure Plan and Local Development Plan are developed and put in place; and
- We make recommendations to the Council's decision-makers to enhance performance and service delivery.

## Our Achievements

- One Planet Cardiff – the Committee considered the “One Planet Cardiff” Strategy, which is the Council's strategic response to the declared Climate Emergency. This in-depth scrutiny investigation included input from a wide range of stakeholder groups and resulted in a number of recommendations including those in relation to Partnership and Governance; Behaviour Change; Covid Resilience; Local Development Plan; Food; Water; Education; Resources; Transport; Future Energy Solutions; Procurement; and Regulation & Policy .
- Waste Management Service – during 2020/21, the Committee undertook a range of scrutiny investigations in this area, including waste collection changes; Household Waste Recycling Centre in North Cardiff; and monitoring the Covid-response in relation to this Service.
- Transportation – during 2020/21, the Committee looked at a number of transportation issues including 20mph Zones; and Waungron Road Transport Hub

“

“The response from Scrutiny regarding 20mph zones in Cardiff is very welcome in that more speed enforcement is required for completeness...we propose to continue our dialogue with the Police/GoSafe and Welsh Government to identify a solution acceptable to all for 20mph speed limits”

**Cllr Caro Wild, Cabinet Member Strategic Planning & Transport**

“The Environmental Scrutiny Committee's examination of the (One Planet Cardiff ) work, which included very informative input from third party commentators, formed a significant part of our overall public consultation exercise for the strategy.”

**Cllr Michael Michael, Cabinet Member Clean Streets, Recycling & Environment**

“I know that Cabinet see great merit in the early involvement of Scrutiny in shaping policy and budget commitments. However, there are some practical challenges to consider such as the timing of any budget settlements from the Welsh Government. Steps were taken this year to broaden the Performance Panel to include policy / performance and budgetary issues. Looking forward, this may inform individual scrutiny committees to consider which budgetary issues warrant further early consideration in order to contribute to the revenue and capital budget proposals which will deliver a balanced budget for 2022/23 and beyond.”

**Cllr Chris Weaver, Cabinet Member Finance, Modernisation & Performance**





# Policy Review & Performance Scrutiny Committee

## Our Membership



Councillor David Walker (Chair)



Councillors Ali Ahmed, Rodney Berman;  
Bernie Bowen-Thompson, Jayne Cowan, Elizabeth Henshaw,  
Ashley Lister and Norma Mackie.

## Our Purpose

- We assist the Council in creating solid foundations to deliver its services successfully. With the customer in mind we act as a critical friend on the inside, challenging the back office support services on which frontline services depend, seeking assurance that the Council is using its money, property and staff resources to deliver the best services.
- Our aim is to maximise customer experience by scrutinising policies, plans and programmes. We are looking for good performance against the aims and objectives set out in the Council's Corporate Plan.
- We report our findings to the Cabinet by making recommendations we consider would enhance Council performance and the effectiveness of its policies.

## Our Achievements

- Following substantial primary research, this year we submitted the findings of our inquiry on Scrutiny Impact to the Cabinet, making recommendations for capturing the value of scrutiny through monitoring its impact. We have developed a practical model that will collect data and evidence of scrutiny activity throughout the year and link with the Council's performance framework. Our model supports the Council in its response to the self-assessment requirements of the new Local Government & Elections (Wales) Act 2021 by introducing service area self-assessment of the implementation of accepted scrutiny recommendations. We hope it will reveal the value of a Scrutiny function that brings critical friend challenge with the customer at its core to the heart of the Council's decision-making.

- We have reviewed the organisation's performance and response to the demands of the pandemic in maintaining frontline services. We are looking for evidence that more agile decision making is maintained and that the Council becomes more innovative as it looks to establish flexibility between home and office working. In support we have commenced a task and finish inquiry into Homeworking and the implications for staff and managers on well-being and productivity.
- The Committee has engaged with the Council's Race Equality Taskforce, affording members a consultative voice on membership, workforce representativeness, and in translating the educational success of BAME communities into employment. It is vital that the Council leads on such topical issues.
- In a year that called for Cabinet and Scrutiny to work together, much has been achieved. The quotes from the Leader and Cabinet are testament to the breadth and value that scrutiny can add.



“

“I welcome the Committee's positive feedback regarding the Equality & Inclusion Strategy 2020-2024. I can confirm that the recommendation in relation to the production of an Executive Summary of the Strategy is accepted...”

**CIlr Weaver, Cabinet Member, Finance, Modernisation & Performance**

“I particularly welcome the Committee's support for the programme of work to establish Cardiff as a Dementia Friendly City..... in response to the Committee's specific request, I have agreed with Democratic Services that Dementia Friendly Training will be added to the Member's Development Programme for the year ahead.”

**CIlr Huw Thomas, Council Leader**

“I would like to put on record my appreciation for your continued involvement in, and contribution to, the work of the Performance Panel. Similarly, the introduction of the half-year assessment – an evaluative strategic assessment of performance to compliment the statutory year-end review – is a further example of how we have strengthened and improved our collaborative approach to performance management”

**CIlr Huw Thomas, Council Leader**

“I would like to take the opportunity to thank the Committee for their work in supporting the development of the Corporate Plan and the members who participated in the Performance Panel. I believe that this has strengthened policy development and performance monitoring in the Council and further enhanced the role of scrutiny. I am pleased to note that a number of the proposals made by the Performance Panel, and this Committee, have been included in the Corporate Plan.”

**CIlr Huw Thomas, Council Leader**



## Our ongoing role in Cardiff's recovery and renewal

Scrutiny Committees are responsible for setting their own work programmes each year. We use a variety of recognised approaches to examine the topics we agree for our work programme. Approaches such as task and finish inquiries, monitoring performance, policy development and scrutiny of statutory partnerships, progress briefings and updates populate a typical scrutiny agenda each month. We adopt an approach that's right for the topic in question and within a timescale that will make a difference. We often join with other scrutiny committees where a broader scrutiny perspective would produce a better outcome.

Now is the time we start developing our work programmes and already ideas are forming. See the next page for priorities on our radar so far. This is a good time to get in touch if you have an issue you would like scrutiny to explore.

Simply e-mail us at [ScrutinyViewpoints@cardiff.gov.uk](mailto:ScrutinyViewpoints@cardiff.gov.uk)





Scrutiny Priorities 2021/22

Community & Adult Services  
Scrutiny Committee

- In keeping with the priority identified by Cardiff residents in Cardiff Council’s 2021 Budget Consultation, continue to assess how the Council is keeping **communities safe** and **tackling anti-social behaviour**.
- Ensure that the **long term well-being impacts of Covid-19** are adequately recognised and resourced.
- Monitor the Council’s **new vision for homelessness services** to ensure it continues to progress.
- Continue to evaluate the quality and delivery of the **Council House Build Programme**

Environment Scrutiny  
Committee

- Supporting the Council on its **One Planet Cardiff** journey.
- Holding to account the **Waste Management Service** to ensure recent changes to collection services have improved service provision.
- Focussing on Council initiatives to achieve the Welsh Government’s statutory **recycling** target of 70% by 2025.
- Evaluating how the **Shared Regulatory Service** is performing post pandemic
- Engaging with the Council’s review of the **Local Development Plan**

Children & Young People  
Scrutiny Committee

- Continuing to monitor the **Youth Justice Service** and **Children Looked After** including ensuring the recommendations in the Out of County Inquiry are implemented;
- Monitoring **Children’s Services service redesign**; resources; sickness absence; performance and demand for services
- Scrutinising Schools/**Education response** to the Pandemic Recovery
- Focussing on **School Catchment Areas** and Band B developments
- Prioritising **Mental Health and Well-being** across both Services and beyond

Economy & Culture Scrutiny  
Committee

- Checking **Employment Services** are accessible and helping people get back into work, given the increase in unemployment caused by the pandemic
- **Cardiff’s Economy** – examining recovery plans for areas such as events, tourism, culture and sports as well as major projects and regeneration
- **Community Services** – monitoring parks, leisure, libraries and hubs, which the pandemic highlighted are critically important to people living, working and visiting Cardiff.

Policy Review & Performance  
Scrutiny Committee

- Scrutinising organisational improvements evolving out of delivering Council services in the pandemic – particularly **digital progress, partnership working, financial strategy**
- Focussing on post pandemic working arrangements and support for employees – **homeworking, office accommodation, sickness absence, post-Covid safety & well-being** of employees.
- Asking how well the Council is engaging with its citizens. **Citizen Engagement Strategy, Budget Consultation** & generic approach to **Communications**.

This report is available in other languages.

Mae'r adroddiad hwn ar gael mewn ieithoedd eraill.

ی.رخأ تاغلب رفوتم ریرقتلا اذه.

Ten raport jest dostępny w innych językach.

এই প্রতিবেদনটি অন্যান্য ভাষায় উপলভ্য।

该报告可以其他语言提供。

Scrutiny ... engaging today ... shaping tomorrow



CARDIFF  
CAERDYDD



**CYNGOR CAERDYDD****CARDIFF COUNCIL****POLICY REVIEW AND PERFORMANCE****SCRUTINY COMMITTEE****9 June 2021****Forward Work Programming 2021/22****Purpose of the Report**

1. To advise Members of the proposed schedule of Policy Review & Performance (PRAP) Scrutiny Committee meeting dates for 2021/22.
2. To agree the way forward for developing and agreeing the 2021/22 work programme.

**Proposed Dates of Committee Meetings**

3. At the Annual General Meeting (AGM) of Council on 27 May 2021, Members considered provisional dates for all committee meetings, subject to further consultation with Chairs and Committees. There are eight scheduled meetings for this Committee between July 2021 and April 2022, as follows:

<b>Wednesday 14 July 2021</b>
<b>August 2021</b> No scheduled meeting
<b>Wednesday 15 September 2021</b>
<b>Thursday 7 October 2021</b> - tbc
<b>Wednesday 10 November 2021</b>
<b>Tuesday 14 December 2021</b>
<b>Wednesday 12 January 2021</b>
<b>Wednesday 16 February 2022</b> Budget proposals 2022/23
<b>Wednesday 16 March 2022</b>
<b>April 2022- Pre-election period</b> No scheduled meeting

4. Members are asked to note the following:
  - a. Committee meetings are generally scheduled on a Wednesday commencing at 4.30pm, apart from the October 2021 meeting on a Thursday and the December meeting on a Tuesday.
  - b. The February 2022 Committee meeting, which is dedicated to scrutiny of budgetary proposals is programmed to commence at 10am, rather than at 4.30pm
  - c. The dates proposed for July 2021 and March 2022 schedule Committee for the day before Cabinet.
  - d. There is no meeting scheduled for April as the Local Government Elections take place in May 2022.

### **Developing an Annual Work Programme**

5. The forward work programme, whilst constructed at the beginning of the municipal year, is updated and amended during the year in order to respond to urgent priorities, policy developments, and unplanned pre-decision opportunities. It also has to remain flexible and responsive in order to cover any urgent issues occurring throughout the year.
6. The first stage is to identify potential work programme items for consideration and prioritisation by Committee Members by:
  - seeking suggestions from all Members and officers;
  - reviewing the items recommended by the previous Committee;
  - reviewing corporate documents, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators and partnership, consortia and regional documents; and
  - checking other relevant documentation to identify areas within the terms of reference for the Committee
  - encouraging public engagement/ suggestions to explore
7. Following the preparation of a list of potential items, Committee Members

will need to prioritise the items, given the range of subject areas covered by the Committee, the limitations of support available and meetings programmed.

8. Traditionally, Members prioritise items where scrutiny can have most impact, that are of importance to the public, that will help to deliver improved performance and that are not being investigated by other routes. This ensures that the time and resources available to the Committee are most effectively used.
9. Members have previously used a variety of approaches to work programming, such as holding an informal work programming forum to consider and prioritise items, or using online communication through the Chair and Principal Scrutiny Officer. Proposals, whether developed by forum or online, are presented to the full committee in September for formal approval of the work programme.

### **Way Forward**

10. During the meeting, Members may wish to:
  - a. note the proposed dates for PRAP scrutiny committee July 2021 – March 2022;
  - b. agree the approach to developing the Committee's work programme for 2021-22, so that a draft of the programme is brought back to the Committee in September 2021 for formal approval;
  - c. put forward particular issues of interest for inclusion in the Committee's work programme development.

### **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. Note the proposed dates for PRAP scrutiny committee
- II. Agree the approach to developing the Committee's work programme for 2021-22.

**DAVINA FIORE**

**Director of Governance and Legal Services**

**3 June 2021**