

**COMMITTEE BUSINESS REPORT**

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**Background**

1. At the Committee meeting on 7 September 2016 Members agreed to continue to receive an overarching Committee Business report, which combines items such as correspondence reports and work programme reports where appropriate.
2. This report includes the correspondence schedule attached at **Appendix A**; an update from the Committee's Performance & Budget Monitoring Panel; and this Committee's draft Annual Report 2016/17, which includes a review of the impact of this Committee during the period 2012-2017. It seeks Members' endorsement of the Annual Report 2016/17 subject to any agreed amendments.

**Correspondence Update**

3. Following most Committee meetings, the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments, observations and recommendations regarding the issues considered during that meeting. At the Committee meeting on 18 January 2017 Members received a report detailing the Committee-related correspondence sent and received by the Committee following Committee meetings held on 2 November 2016 and 7 December 2016.

4. The correspondence schedule attached as **Appendix A** provides an update since 18 January 2017 Committee meeting, with the following information:
  - Date the letters were sent;
  - To whom the letter was addressed;
  - The key recommendations set out in the Chair's letters;
  - Date the response was received; and
  - The response of the Cabinet Member(s) to those recommendations.
  
5. The schedule attached at **Appendix A** shows:
  - *Response Received* – from Councillor Elsmore to the Chair's letter, sent 19 January 2017, following pre-decision scrutiny of Direct Payments Scheme for Vulnerable People at the Committee meeting on 18 January 2017.
  - *Response Awaited* – from Councillor Elsmore to the Chair's letter, sent 24 January 2017, following scrutiny of Adult Safeguarding at the Committee meeting on 18 January 2017.
  - *Response Received* - from Councillor Bale to the Chair's letter, sent 14 February 2017, following scrutiny of draft Corporate Plan 2017-19 and Budgetary Proposals at the Committee meeting on 13 February 2017.
  
6. Copies of the Chair's letters and any responses received can be found on the Council's website page for the relevant Committee meeting, with a hyperlink provided at the top of the page, entitled '*correspondence following the committee meeting*'.

### **Update from Committee's Performance and Budget Monitoring Panel**

7. The Committee's Performance and Budget Monitoring Panel met on 6 February 2017, to consider the following:
  - Answers to queries following Quarter 2 performance scrutiny.
  - Corporate Quarter 3 performance report for Communities and Housing, and Adult Social Services.

- Additional Quarter 3 performance reports for Council Housing Repairs and Homelessness.
8. Members also carried out a review of the rationale underpinning proposed homelessness indicators and targets. To inform their discussion, Panel Members received a flowchart illustrating homelessness processes as well as performance information for 2015/16 and 2016/17. At the meeting, officers answered Members' queries relating to identified trends in homelessness and drivers for these as well as proposed actions to tackle homelessness. Officers also discussed the rationale for each indicator and proposed target and, in some cases, the reasons why targets had not been set.
  9. Having considered all the information provided, Members concluded that they felt reassured by the approach adopted to determine appropriate targets for those indicators where this is possible. Members agreed that it is difficult to set targets for some of the homelessness indicators at this stage, given the fluctuations in numbers for no clear reasons.
  10. The Committee's Performance and Budget Monitoring Panel is meeting on 6 March 2017 to scrutinise Quarter 3 performance reports for Adult Social Services.

### **Draft Annual Report 2016-17**

11. The Cardiff Council Constitution requires all Scrutiny Committees to '*report annually to the Council on their workings and make recommendations for future work programmes and amended working methods if appropriate*'.
12. A copy of the Community & Adult Services Scrutiny Committee's draft Annual Report 2016-17 is attached at **Appendix B**. This report outlines the Committee's activities from June 2016 through to March 2017, and provides examples of the various types of scrutiny undertaken. The report includes a review of the impact the Committee has had, in terms of the Cabinet's

responses to the Committee's comments and recommendations, over the period 2012-2017.

13. The report concludes by setting out topics that the Committee has indicated a future scrutiny committee may like to include in its 2017-18 work.

## **Way Forward**

14. During their meeting, Members may wish to reflect on the correspondence schedule, attached at **Appendix A**. Members will also have the opportunity to consider the information provided regarding the recent Performance Panel meeting. Members will also have the opportunity to comment on and agree amendments to the Annual Report 2016-17, prior to submission to Full Council on 23 March 2017.

## **Legal Implications**

15. 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**

16. 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.

## **RECOMMENDATIONS**

The Committee is recommended to:

- I. Note the content of the correspondence schedule attached at **Appendix A** and consider any further correspondence required;
- II. Note the feedback from the Performance and Budget Monitoring Panel; and
- III. Consider the draft Annual Report 2016/17, attached at **Appendix B**, and if necessary amend, and approve the report, subject to any amendments the Committee wish to make, to be laid before Council;

**Davina Fiore**  
**Director of Governance and Legal Services**  
**2 March 2017**