

**WORK PROGRAMME 2017 – 18**

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**Purpose of the Report**

1. To present information that will enable Members to discuss and agree priorities for Committee's 2017/18 Work Programme.

**Background**

2. The Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). The Committee constructs a work programme for the year ahead that ensures Committee uses the time available to most effectively, by considering items that maximise the impact of scrutiny.
3. This Committee's terms of reference give the Committee responsibility for scrutinising, measuring and actively promoting improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the following areas:
  - Cardiff City Region City Deal
  - Inward Investment & the Marketing of Cardiff
  - Economic Strategy & Employment
  - European Funding & Investment
  - Small to Medium Enterprises
  - Cardiff Harbour Authority
  - Lifelong Learning
  - Leisure Centres
  - Sports Development
  - Parks & Green Spaces
  - Libraries, Arts & Culture
  - Civic Buildings
  - Events & Tourism
  - Strategic Projects
  - Innovation & Technology Centres
  - Local Training & Enterprise.

4. Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council's decision-making process and the way in which it delivers services. The main roles of the Scrutiny Committees are:
  - i) Holding to account the Cabinet and officers as decision-makers.
  - ii) Being a 'critical friend', through questioning how decisions have been made, thus providing a 'check and balance' to decision makers, adding legitimacy to the decision making process.
  - iii) Enabling the voice and concerns of the public to be heard.
  - iv) Undertaking reviews to improve Council policies and services.

### **Developing a work programme**

5. Attached at **Appendix A** is a list of potential work programme items drawn from:
  - i) Suggestions received from Members<sup>1</sup> and officers;
  - ii) Items recommended by the previous Committee<sup>2</sup>;
  - iii) A desk-based review of high level partnership and corporate documents.
6. At this meeting, Members will hear from most of the Cabinet Members and Directors whose work falls within the terms of reference of this Committee. The Chair has requested they highlight their key issues and challenges and any areas where they believe scrutiny can assist them in driving improvement. This may identify potential items not already been listed. The Chair is meeting those Cabinet Members and senior officers who are not attending this committee meeting and will feed their comments into the work programming process.
7. To assist Members, attached at **Appendix B** is a table that shows the areas within each relevant Cabinet Member portfolio which falls within this Committee's terms of reference and which Director has responsibility for each area.

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<sup>1</sup> All Members were emailed on 26 June 2017 seeking suggestions for scrutiny work programmes

<sup>2</sup> Taken from the Economy & Culture Scrutiny Committee Annual Report 2016/17

## Prioritising items

8. Committee Members will need to prioritise items for inclusion in the work programme, given the limited resources available. Attached at **Appendix C** is a short guidance document, which includes:
  - a range of factors to balance in establishing a work programme;
  - some principles to consider when setting a work programme; and
  - an outline of the P.I.C.K methodology used to ensure that items suggested for scrutiny are likely to deliver useful outcomes.
9. Members can choose to hear items at Committee, either as a one-off item or as a series of items over time. Where resources allow, Members can also choose to consider items outside Committee, via task group inquiries and panels.
10. In setting their work programme, Members are advised to be mindful of Wales Audit Office advice for scrutiny committees to aim to achieve committee meetings that last no longer than three hours, whilst maintaining robust and appropriate levels of scrutiny across the terms of reference, by ensuring agendas are of a manageable size and that work occurs outside committee meetings. On average, this equates to agendas consisting of no more than two substantial items.
11. At Council on 29 June 2017, Members agreed the schedule of committee meetings for the year ahead. There are nine scheduled meetings for this Committee, from September 2017 – May 2018. This means there is scope to scrutinise approximately eighteen substantial items at Committee during the remainder of this year.
12. With regard to potential task and finish group inquiries, the Committee has received some initial suggestions from Cabinet Members, which are detailed in **Appendix A**. These are shown below, with the line number referring to the relevant line in Appendix A:
  - i) Multi-purpose Indoor Arena (Line 13)
  - ii) Economic Development Green Paper (Line 21)
  - iii) Sport & Physical Activity Strategy – the role of schools (Line 29)

- iv) Sport & Physical Activity Strategy – the role of developer contributions (Line 29)
- v) Parks – good practice in developing self-sustaining (cost neutral) parks (Line 34)
- vi) Parks – access for disabled children (Line 34).
- vii) Culture & Events – maximising programming potential (Line 39)
- viii) Culture & Events – strengths and weaknesses (Line 44).

## **Way Forward**

13. At this meeting, Members will have the opportunity to hear from the following witnesses:

- i) Councillor Russell Goodway (Cabinet Member Investment and Development)
- ii) Councillor Peter Bradbury (Cabinet Member Culture and Leisure)
- iii) Councillor Sarah Merry (Cabinet Member Education, Employment and Skills)
- iv) Councillor Lynda Thorne (Cabinet Member Housing and Communities)
- v) Neil Hanratty, Director of Economic Development
- vi) Andrew Gregory, Director of City Operations
- vii) Sarah McGill, Director of Communities, Housing and Customer Services.

14. Witnesses will detail their key challenges and issues and where scrutiny can best assist them in driving improvement. Members will be able to explore these areas with them and seek their views on the Committee's work programme.

15. Members will then be able to discuss and agree the following:

- i) Items to definitely include in the work programme;
- ii) Items where more information is needed prior to deciding whether to include in the work programme; and
- iii) Items not to include in the work programme.

16. Members will also be able to discuss and agree whether items are to be considered at Committee, in a panel meeting or scoped for consideration as an Inquiry.

17. Members may wish to consider agreeing to continued discussion via email, with a view to finalising a proposed work programme for sign off at their committee meeting on 14<sup>th</sup> September 2017.

### **Legal Implications**

18. 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**

19. 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 priorities and items to be considered within the Economy and Culture Scrutiny Work Programme for 2017/18
- ii. Discuss and agree whether items will be considered at a committee meeting, via a panel or be scoped for consideration as a task and finish inquiry; and
- iii. Discuss and agree the way forward in constructing the work programme.

**Davina Fiore**

**Director of Governance & Legal Services and Monitoring Officer**

**12 July 2017**