
WORK PROGRAMME 2017/18

Purpose of Report

1. The purpose of this report is to invite Members to consider the approach they would like to take to setting the work programme for the municipal year 2017/18.

Background

2. The Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). With the establishment of a new administration the Committee is now 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 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 area of Education and Children's Services, copy attached at **Appendix A**:
4. There will be ten Committee meetings between July 2017 and May 2018. The dates, times and locations were confirmed at Full Council on 29 June 2017 as:

19 July 2017 at 4.30pm in Committee room 4

12 September 2017 at 4.30pm in Committee room 4

10 October 2017 at 4.30pm in Committee room 4

14 November 2017 at 4.30pm in Committee room 4

12 December 2017 at 4.30pm in Committee room 4
9 January 2018 at 4.30pm in Committee room 4
13 February 2018 at 10.00am in Committee room 3
13 March 2018 at 4.30pm in Committee room 4
10 April 2018 at 4.30pm in Committee room 4
8 May 2018 at 4.30pm in Committee room 4

Policy Context

5. Cabinet at its meeting on 6 July 2017 approved a report “Capital Ambitions” setting out the administrations ambitions for Cardiff as well as establishing the Cabinet’s key priorities for the coming municipal year, together with how the Council’s corporate and partnership planning framework will be reshaped to deliver the new vision. A copy of the main elements relevant to this Committee are attached at **Appendix B**.
6. . The ‘Capital Ambition’ document will initiate the process of developing the Corporate Plan 2018-19 by providing a clear signal to the organisation of the administration’s direction of travel. This enables the development of a budget strategy that is led by the administration’s policy position, and a refresh of the Council’s organisation development programme. The Corporate Plan and Budget will then be developed in tandem and approved by Council in early 2018. Progress against the existing objectives set out in the Corporate Plan 2017-19 will continue to be monitored and reported throughout 2017/18.
7. 12-week statutory public consultation is required on the draft Wellbeing Plan. In order to meet the statutory publication date, it is proposed that this public consultation run from October to December 2017. To ensure clarity for the public, avoid consultation fatigue and to make the most of available resources, it is proposed that the Council’s Corporate Plan and Budget are also released for consultation during this period as part of a co-ordinated programme of public engagement on the future development of Cardiff and its public services.

Developing a work programme

8. The work programme is normally constructed at the beginning of the municipal year but can be updated during the year. Given the range of Directorates and subjects covered by each Committee and the limited resources available to support the Committee, the work programme needs to be carefully constructed to ensure that the time available to the Committee is most effectively used.
9. There are many scrutiny approaches open to the Committee when constructing its work programme, including:
 - 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 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 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.

10. 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. Thereby ensuring that its recommendations help to improve the quality of services offered to the people of Cardiff.

11. Scrutiny Services have developed various tools to assist Committees with developing a work programme. These include:

a. A mechanism to consistently prioritise topics suggested for scrutiny (known as **PICK**):

- Public Interest
- Impact
- Council Performance and
- Keeping in context.

b. **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.

12. The Chairman and scrutiny officer have met with the relevant Directors and Cabinet Members to gain an understanding of the key issue that they consider should be included in the work programme along with issues that could be reviewed through a task & finish inquiry. In addition a list of regular, performance, monitoring, and pre-decision, issues has also been provided to provide an overview of the depth and breadth of the work of this committee.

13. All Members of this Committee have been provide with the opportunity to raise any issues for the work programme and all Councillor have been contacted to provide them with an opportunity to raise any issues that they consider could be scrutinised. In addition the Youth Council and the Looked After Children

advocacy service have also been contacted to enable their issues to be included in the work programme discussions. The resultant list of issues is attached at **Appendix C**.

14. In addition to the comments listed in **Appendix C**, a number of issues were highlighted by the previous Committee during their scrutiny of last year's reports. These issues are also available for Members to include in their analysis and prioritisation of work programme items covering:

- Issues included in Committee letters;
- Performance concerns;
- Budget monitoring concerns;
- Inspection reports and;
- Delivery Plans.
- Risk register issues

Way Forward

15. Members may wish to review the information attached at **Appendix C** and identify any areas, highlighted as potential Inquiries, that they would like the Scrutiny Officers to scope out and identify the potential outcomes and impact from the inquiry.

16. Members may also wish to explore the best approach to developing the 2017/18 work programme. In previous years Members have held a work programming forum to consider options for the work programme, assess the inquiry scopes and prioritise topics for consideration.

17. The forum's proposals and calendar of items are then agreed with the relevant Directorates and presented to Committee at the 12 September 2017 meeting.

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 the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers of behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

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. Consider the information contained in the report and attached appendices.
- ii. Discuss and agree the approach to developing the Committee's work programme for 2017/18, so that a final version of the programme can be brought back to the Committee's September meeting for formal approval.

Davina Fiore

Director of Governance and Legal Services

13 July 2017