

**WORK PROGRAMME 2017 – 18**

---

**Purpose of the Report**

1. To provide Members of the Committee with a Work Programme for consideration and approval, as was discussed at the 18 July 2017 Committee Meeting. The resulting calendar of items is attached at **Appendix A**.

**Background**

2. The Council's Constitution (*Scrutiny Procedure Rule 7*) states that each Scrutiny Committee will set its own work programme. Members construct a work programme that most effectively uses the Committee's time, by considering items within the Committee's terms of reference where scrutiny can make a difference.

3. This Committee's terms of reference include:

- 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*', questioning how decisions have been made, providing a '*check and balance*' to decision makers and undertaking reviews of services and policy.
- iii) Providing a voice for citizens.

5. Full Council, on 29 June 2017, approved the following meeting dates for this Committee, with meetings due to start at 4.30pm.

- 14 September 2017
- 5 October 2017
- 9 November 2017
- 7 December 2017
- 11 January 2018
- 12 February 2018 (budget scrutiny)<sup>1</sup>
- 8 March 2018
- 12 April 2018
- 10 May 2018

### **Initial prioritisation of items**

6. At its meeting on 18 July 2017 the Committee heard from several Cabinet Members and Directors about the key challenges they faced for 2017/18; and how they felt the Committee could best constructively assist in addressing these and driving improvement. The Chair met separately with relevant Cabinet Members and officers not able to attend the meeting.

---

<sup>1</sup> Please note that this is a Monday, unlike the other dates, which are Thursdays.

7. Suggestions were received from the following:
  - i) Councillor Goodway, Neil Hanratty
  - ii) Councillor Bradbury, Andrew Gregory, Neil Hanratty
  - iii) Councillor Merry, Sarah McGill and Isabelle Bignall
  - iv) Councillor Thorne, Sarah McGill and Jane Thomas
  - v) Councillor Michael
  - vi) Councillor Thomas.
  
8. Committee Members discussed which of these suggestions to prioritise for inclusion in the draft work programme, considering factors such as:
  - i) The potential impact of scrutiny;
  - ii) Importance to the citizens of Cardiff;
  - iii) Importance for Cardiff Council;
  - iv) Whether the possible item would be dealt with in other arenas; and
  - v) The resources available from Scrutiny Services and the capacity of Members to undertake the scrutiny.
  
9. Committee Members considered the most appropriate type of scrutiny tool to use for each of the prioritised items, bearing in mind the WAO advice<sup>2</sup> to aim to achieve committee meetings that last no longer than three hours, whilst maintaining robust, appropriate scrutiny across the terms of reference.
  
10. Committee Members decided to receive the relevant Corporate and Directorate Performance and Budget monitoring reports outside of Committee. Committee Members would then review these and raise any concerns with the Chair of Committee and Principal Scrutiny Officer. The Principal Scrutiny Officer would seek explanations from the relevant Directorate and feed these back to Committee Members. Where concerns still existed, the Chair would invite the appropriate Cabinet Member and Director to attend Committee to discuss the situation and any mitigating actions. This approach allows Committee Members to use their time at Committee to best effect.

---

<sup>2</sup> Advice received following WAO Corporate Assessment (September 2014)

11. Committee Members tasked the Principal Scrutiny Officer to prepare a draft work programme based on their decisions, for consideration at this meeting. The draft work programme is attached at **Appendix A**, with a summary for each item attached at **Appendix B**.

12. The schedule of items detailed at **Appendix A** is split into the following work areas:

Committee Meeting Items:

- **Pre-decision Scrutiny** - Where the Committee evaluates and comments on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to receive and consider Scrutiny Members views prior to making their decision.
- **Policy Development / Review** - Where the Committee contributes to the Council's policy development processes by considering green papers or draft policy documents, and reviews the progress made in implementing agreed Council policies.
- **Committee Business Items** – enabling Members to consider items of Committee business, such as work programming, task group reports, correspondence reports and the Committee's Annual Report.

Items dealt with outside Committee Meetings:

- **Committee Improvement Inquiries** - Where the Committee establishes a Task Group to examine a topic, resulting in a formal report to the Cabinet. These can be short inquiries, such as deep dives, or longer inquiries, as required.
- **Information Reports** – Where the Committee receives reports for information in order to guide future scrutiny and/ or determine if further scrutiny is required. This includes corporate and directorate performance and budget monitoring reports.

## Final prioritisation and rationalisation

13. Having received the first stage prioritisation and rationalisation, Members are invited to discuss and agree whether further amendments are required to the draft work programme attached at **Appendix A**. Members are reminded of the need to retain some flexibility in the work programme to enable new items to be added to the work programme during the year as necessary.
14. At the meeting on 18 July 2017, Members discussed the following potential ideas for task groups:
- i) Sports in Cardiff
  - ii) Safety in Parks
  - iii) Sustainable Funding for Parks
  - iv) Access to Parks.
15. Members tasked the Principal Scrutiny Officer to discuss the potential ideas for task groups with relevant officers. This resulted in items providing an update on Sports in Cardiff being scheduled as committee items in the first instance, rather than an Inquiry. Discussions on safety in parks highlighted that this is not the sole responsibility of the Council and requires input from a range of community safety partners. As such, this idea for a task group has been referred to the Community & Adult Services Scrutiny Committee, which has responsibility for scrutinising both the community safety partnership in terms of tackling crime and disorder and the Council's specific work regarding community safety.
16. With regard to sustainable funding for parks and access to parks, both of these ideas fall within the remit of this Committee. The relevant Cabinet Member, Councillor Peter Bradbury, brought these areas to the attention of the Committee and stated he would welcome scrutiny of them. Councillors Nigel Howells, Iona Gordon and Gavin Hill-John have indicated that they wish to participate in this Inquiry and an initial scoping meeting with officers from Parks has been arranged for 19<sup>th</sup> September 2017.

## **Way Forward**

17. Members will have the opportunity to discuss the information provided in **Appendices A and B**, and agree whether any amendments to the work programme are required.

## **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:

1. consider the contents of **Appendix A** and **Appendix B**, agree any amendments required and approve the proposed work programme as amended; and
2. approve the nominations of Councillor Nigel Howells, Councillor Iona Gordon and Councillor Gavin Hill-John to sit on the Parks Inquiry.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**8 September 2017**