
WORK PROGRAMME 2017/18

Purpose of the Report

1. To seek Members' approval for the Committee's 2016/17 planned programme of work.

Context

2. At its meeting on 18 July 2017 the Committee heard from four Directorates relevant to its Terms of Reference, the key challenges they faced for 2017/18; and how Directors felt the Committee's work programme for 2017/18 could constructively assist in the improvement of services.
3. The Council's Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (*Scrutiny Procedure Rule 7*). The Committee is tasked with constructing a work programme 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.
4. Members are reminded that the Committee's terms of reference is corporate policy and performance overview focussed, with responsibility for scrutinising, measuring and actively promoting improvement in the Council's overarching performance. It is also responsible for scrutinising the performance of a number of specific services that fall within the following four Directorates: **Resources**: (Finance; Commissioning & Procurement; Performance; Partnerships; Organisational Development Programme; ICT; HR; Communications); **Governance & Legal** (Legal; Scrutiny; Equalities; Governance & Member

Support; Bilingual Cardiff; Glamorgan Archives); **Economic Development:** (Strategic Estates); and **Communities, Housing & Customer Services.** (Customer Services).

5. Full Council, on 29 June 2017, approved the following meeting dates for this Committee, which fall on a Wednesday, starting at 4.30pm.

20 September 2017	14 March 2018
4 October 2017	18 April 2018
15 November 2017	16 May 2018
6 December 2017	20 June 2018
17 January 2018	4 July 2018
14 February 2018 (budget scrutiny)	

Work Programming

6. The work programme is constructed at the beginning of the municipal year, and is updated and amended during the year in order to respond to urgent priorities or policy developments. It also has to remain flexible and responsive in order to cover any urgent issues occurring throughout the year.
7. At its 18 July meeting the Committee agreed to the Chair in liaison with the Principal Scrutiny Officer completing the list of possibilities identified by stakeholders and circulating a list of options for Member's prioritisation during the summer. Members agreed the final Work Programme would be discussed at an informal work-programming forum to be held prior to committee on 20 September 2017, and agreed at the formal meeting.
8. In August 2017 **Appendix 1**, titled 'Work Programming Prioritisation' was circulated to Members, requesting input to PRAP Scrutiny Committee's 2017/18 Work Programming, inviting Members to prioritise items, setting the tone and influencing the content of the Committee's work focus.

9. The document lists around 40 possible items potentially available to the Committee. To maximise the impact of the Committee's work Members were invited to RAG rate each item. An item rated RED would be programmed; rated AMBER we would aim to programme; and rated GREEN was unlikely to be programmed, due to a lack of available Committee time.
10. Discounting September and February meetings, the Committee can consider around 27 items over the remaining nine meetings.

Way Forward

11. Committee Members will have the opportunity to discuss priorities emerging from responses received at the informal work programme forum prior to the committee. At the formal meeting, Members are invited to agree priorities, and agree whether any amendments are required, prior to circulation of the final programme.

Legal 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 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

13. 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 agree its work programme for 2017/18, including that:

- i. The Work Programme list at Appendix A be updated to include priorities agreed at the forum prior to committee;
- ii. The Chair will circulate the final Work Programme for 2017/18 to all Committee members.

DAVINA FIORE

Director Governance & Legal

14 September 2017