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**ENVIRONMENTAL SCRUTINY COMMITTEE – WORK PROGRAMME  
PLANNING 2018/19**

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**Background**

1. The Constitution states that each Scrutiny Committee will set their own work programme. This is undertaken at the beginning of a municipal year and updated as the work progresses. The work programme needs to be carefully constructed so that the time available to the Committee is used most effectively.
2. The Environmental Scrutiny Committee's Terms of Reference provide the Committee with the responsibility for the scrutiny of a number of specific service areas. A copy of the terms of reference has been attached to this document as **Appendix 1**. This will remind Members of the scope of ideas that can be considered.
3. The Committee is responsible for the scrutiny of a number of policies and strategies that affect the sustainability and environment of Cardiff. It can also undertake investigations into any of these areas.
4. The construction of a work programme involves obtaining information from a range of sources, these include:
  - Information from the relevant Directorate;
  - Relevant extracts from the current Corporate Plan;
  - Suggestions and ideas put forward by the previous Environmental Scrutiny Committee;
  - Member suggestions and observations;
  - Citizen and third party comments and observations;

- Performance Information.
5. In previous years the topics gathered from the sources identified above were recorded in an 'Environmental Scrutiny Committee Work Programme Potential Work Programme Items' document. This document was then used as the basis of a work programming meeting and discussion.
  6. A work programme meeting normally involves discussion with relevant Cabinet Members, officers and stakeholders. At this meeting a list of items is considered and discussed before Members agree on their scrutiny priorities for the new municipal year. The priority items are then added to a draft work programme document which is then shared with the Committee and taken to the next meeting for approval.
  7. The Environmental Scrutiny Committee Work Programme 2017/18 document that was agreed after the May 2018 meeting is attached to this report as **Appendix 2** and sets out the items for the period February 2018 to July 2018. In an effort to create a more relevant and reactive work programme the Committee reviewed potential items on a monthly basis during 2017/18 using the 'Environmental Scrutiny Committee – Work Programme Review'.
  8. At this meeting Members will have an opportunity to discuss the items for the Environmental Scrutiny Committee meeting due to take place on the 3<sup>rd</sup> July. They will also need to discuss the approach that they would like to take to develop the Environmental Scrutiny Committee Work Programme for the municipal year 2018/19.

### **Way Forward**

9. Members should consider the items due to be received at the meeting on the 3<sup>rd</sup> July and discuss approach to be taken in developing the Environmental Scrutiny Committee Work Programme for the municipal year 2018/19.

### **Legal Implications**

10. 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**

11. 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 contents of this report; and,
- ii. Agree a way forward for the work programme.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**30 May 2018**