

COMMITTEE BUSINESS REPORT

Background

1. This report provides a correspondence schedule, at **Appendix A**, seeks Committee's approval for the Committee's draft Annual Report 2017/18, at **Appendix B**, prior to its presentation at Council, and seeks the views of Members with regard to the approach they wish to take to discuss and agree priorities for Committee's 2018/19 Work Programme.

Correspondence update

2. Following most Committee meetings the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments and recommendations regarding the issues considered. At the Committee meeting on 10 May 2018 Members received a report detailing the correspondence sent and received this year.
3. The correspondence schedule attached as **Appendix A** provides an update since 10 May 2018, with the following information:
 - i. Date the letters were sent;
 - ii. To whom the letter was addressed;
 - iii. The key recommendations set out in the Chair's letters;
 - iv. Date the response was received; and
 - v. The response of the Cabinet Member(s) to those recommendations.

4. The schedule attached at **Appendix A** shows:
 - i. *Response Received*– from Councillor Thomas to the Chair’s letter following scrutiny of Cardiff Central Bus Station, considered at a special Committee meeting on 27 March 2018.
 - ii. *Response Received* – from Councillor Thorne to the Chair’s letter following pre-decision scrutiny of the report to Cabinet on Community & Wellbeing Hubs and proposed changes to library services, considered at Committee on 10 May 2018
 - iii. *Response Received* – from Councillor Merry and Councillor Thorne to the Chair’s letter following scrutiny of the People & Communities: Communities & Housing Directorate Delivery Plan, considered at Committee on 10 May 2018.

5. Copies of the Chair’s letters and any responses received can be found on the Council’s website page for the relevant Committee meeting, with a hyperlink provided at the top of the page, entitled ‘*correspondence following the committee meeting*’.

Annual Report

6. The Cardiff Council Constitution requires all Scrutiny Committees to ‘*report annually to the Council on their workings and make recommendations for future work programmes and amended working methods if appropriate*’.

7. A copy of the Economy and Culture Scrutiny Committee’s draft Annual Report 2017/18 is attached at **Appendix B**. This report lists all items considered from July 2017 – May 2018, and provides examples of the various types of scrutiny undertaken.

8. The report concludes by setting out topics that the Committee has indicated a future scrutiny committee may like to include in its 2018-19 work programme.

Work Programming

9. The Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). 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

10. This Committee's terms of reference also include the ability to '*assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery*'.

11. It is up to Committee Members how they wish to approach developing a work programme. Regardless of which approach is used, the proposed work programme will be brought to Committee for discussion, amendment and formal approval. In previous years, Members have used the following approaches:

- i. Work programming forum before or after July committee meeting
- ii. Work programming forum held on a different day from July committee meeting
- iii. Item at July committee meeting.

12. In order to inform the work programming process, Committee Members need to identify potential items for consideration and prioritisation. This is usually done by tasking the scrutiny officer to:
- i. seek suggestions from Members;
 - ii. review the items recommended by the previous Committee;
 - iii. review corporate documents, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators, partnership, consortia and regional documents; and
 - iv. check other relevant documentation to identify areas within the terms of reference for the Committee.
13. Given the range of areas covered by the Committee, and the amount of time and resource available to Committee, Committee Members prioritise items. Normally, Members prioritise items by using the PICK mechanism¹ to choose items that: can have most impact; are of importance to the public; will help to deliver improved performance; and are not being investigated by other routes.
14. 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.
15. 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.

¹ PICK stands for Public Interest, Impact, Council Performance and Keeping in Context.

16. At Council on 24 May 2018, Members agreed the schedule of committee meetings for the year ahead. There are eleven scheduled meetings for this Committee, for the municipal year, June 2018 - May 2019; the February 2019 Committee meeting is dedicated to scrutiny of budgetary proposals. This means there is scope to scrutinise approximately 20 substantial items at Committee during the remainder of this year. The dates of these meetings are:
- i. 5 July 2018
 - ii. 13 September 2018
 - iii. 4 October 2018
 - iv. 8 November 2018
 - v. 6 December 2018
 - vi. 17 January 2019
 - vii. 19 February 2019
 - viii. 14 March 2019
 - ix. 4 April 2019
 - x. 9 May 2019.

Way Forward

17. During their meeting, Members may wish to:
- i. reflect on the correspondence schedule, attached at **Appendix A**;
 - ii. consider the draft Annual Report, attached at **Appendix B** and suggest any amendments required;
 - iii. explore the best approach to developing the 2018/19 work programme, including agreeing the approach to take to generate the initial list of items and to prioritise items; and
 - iv. raise particular issues of interest for inclusion in the Committee's work programming forum discussions.

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.

RECOMMENDATIONS

The Committee is recommended to:

- I. Note the content of the consultation schedule attached at **Appendix A** and consider any further correspondence required;
- II. Consider, if necessary amend, and approve the Economy & Culture Scrutiny Committee draft Annual Report 2017/18, attached at **Appendix B**, for presentation to Council; and
- III. Discuss and agree the approach to developing the Committee's work programme for 2018-19, so that a final version of the programme can be brought back to the Committee for formal approval.

Davina Fiore
Director of Governance & Legal Services
8 June 2018