
WORK PROGRAMME 2018/19

Purpose of Report

1. The purpose of this report is to invite Members to start the process of constructing a work programme for the municipal year 2018/19.

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 nine Committee meetings between September 2018 and May 2019. The dates, times and locations were confirmed at Full Council on 21 June 2018 as:

11 September 2018 at 4.30pm in Committee room 4

9 October 2018 at 4.30pm in Committee room 4

13 November 2018 at 4.30pm in Committee room 4

11 December 2018 at 4.30pm in Committee room 4
15 January 2019 at 4.30pm in Committee room 4
19 February 2019 at 1.00pm in Committee room 3
12 March 2019 at 4.30pm in Committee room 4
9 April 2019 at 4.30pm in Committee room 4
14 May 2019 at 4.30pm in Committee room 4

Developing a work programme

5. The work programme is normally constructed at the beginning of the municipal year and updated during the year. Given the range of 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.
6. 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 In** – 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.
7. 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. This then ensures that its recommendations help to improve the quality of services offered to the people of Cardiff.
8. 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.
9. 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- three substantial items.

Possible Items for inclusion in the work programme

10. In the Committee's Annual Report 2017/18, the previous Committee recommended further scrutiny of a number of items. These items are listed in **Appendix B**. In addition, all Members have been provided with the opportunity to raise any issues that they consider could be scrutinised; the resultant suggestions are also listed in **Appendix B**.
11. The Chair has also 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 and will be able to report back on these discussions at this Committee meeting.

Way Forward

12. Members may wish to review the information attached at **Appendix B**. Members may also wish to suggest additional areas that they believe require further scrutiny. Following this, Members may:
 - a. Identify items for definite inclusion in the work programme; and
 - b. Identify items for further scoping as possible task and finish group inquiries.
13. Following the above, scrutiny officers will work to develop a calendar of items and to scope possible task and finish group inquiries, which will then be presented to Committee at the 11 September 2018 meeting for discussion, amendment and approval.

Legal Implications

14. 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

15. 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 items for inclusion in the Committee's work programme for 2018/19 and the items requiring further scoping as possible inquiries, so that a work programme can be brought back to the Committee's September meeting for formal approval.

Davina Fiore

Director of Governance and Legal Services

4 July 2018