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**WORK PROGRAMME 2018/19**

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**Purpose of the Report**

1. To seek Members' approval for the Committee's 2018/19 planned programme of work.

**Background**

2. In line with the requirements of the Council's Constitution and good scrutiny practice, each Scrutiny Committee sets its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). The Committee is therefore 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.

**Role of the Committee**

3. Members are reminded that the Committee's Terms of Reference confer upon it two distinct scrutiny roles. Firstly, an overarching responsibility to scrutinise, monitor and review the overall corporate performance and improvement of the Council. Secondly, to scrutinise, monitor and review the effectiveness of specific functions, such as the Corporate Planning and Improvement framework, the Capital Ambition Delivery Programme, Finance, ICT, Human Resources, Governance, Legal Services, Property, Procurement, Customer Services and the Public Services Board.

4. Within the new organisational structure the Committee's responsibilities fall within three of the Council's Directorates; as follows

- The Corporate **Resources Directorate** falls within the Committee's remit in its entirety and comprises; Commissioning and Procurement; Finance; Human Resources; Digitalisation and Customer Services (including Corporate Complaints and Connect to Cardiff (C2C); Performance & Partnerships (including Bilingual Cardiff).
- The **Economic Development Directorate** includes Corporate Landlord, Strategic Estates (including both the operational and non-operational portfolios), Facilities Management and International Policy.
- The **Governance and Legal Services Directorate** falls within the Committee's remit in its entirety and comprises; Committee & Members' Services; Electoral Services; Equalities, Glamorgan Archives; Legal Services; and Scrutiny Services.

5. Full Council, on 21 June 2018, approved the following meeting dates for this Committee, which fall on a Wednesday, starting at 4.30pm.

<b>12 September 2018</b>	<b>13 March 2019</b>
<b>3 October 2018</b>	<b>10 April 2019</b>
<b>14 November 2018</b>	<b>8 May 2019</b>
<b>12 December 2018</b>	<b>12 June 2019</b>
<b>16 January 2019</b>	<b>3 July 2019</b>
<b>20 February 2019 (Budget proposals 2019/20)</b>	

The Committee will therefore meet a minimum of eleven times between September 2018 and July 2019, and must look ahead at possibilities for its forward work programme.

## Work Programming

6. The work programme, whilst constructed at the beginning of the municipal year, is updated and amended during the year in order to respond to urgent priorities, policy developments, and unplanned pre-decision opportunities. It also has to remain flexible and responsive in order to cover any urgent issues occurring throughout the year.
7. In June 2018, Members agreed to hold an informal work-programming forum of the Committee. This informal forum discussion took place following formal Committee on 11 July 2018.
8. Prior to the informal work programme forum all Council Members were invited to put forward suggested topics and issues they wished to be considered for the Committee's forthcoming work programme. These were collated and circulated to Committee Members in advance of the forum.
9. During the informal forum discussion, Members had a further opportunity to put forward ideas, and requested to submit final suggestions by 20 July 2018. The Committee agreed that the Scrutiny Officer, in liaison with the Chair, capture Members views expressed during the informal work-programming forum, continue research and discussions with senior officers, complete the list of possibilities, and circulate for Members to prioritise during the summer.
10. Therefore, the list attached at **Appendix 1**, including the Chair's indicative RAG assessment of priorities, was circulated on 24 July, titled 'PRAP Work Programming 2018/19', inviting Members to comment on the initial RAG assessment, and indicate in the last column if they considered the assessment should change, thus influencing the content of the Committee's work focus.
11. Members will recall that an item rated RED would be prioritised for committee time; rated AMBER the Committee would *aim* to programme; and rated GREEN was *unlikely* to be programmed, due to a lack of available Committee time.

12. To ensure effective scrutiny a maximum of three items are routinely programmed for each meeting. Discounting September and February meetings, the Committee can therefore consider a maximum of 27 items over the remaining nine meetings.
13. Where the scrutiny requires a more in depth approach then it will take place in the form of a task and finish group informally outside of Committee. The Committee has identified three possibilities, Facilities Management, Scrutiny Impact and Savings Resilience.
14. In previous years, the Committee has established a Performance Panel with a remit to monitor performance, consider specific performance reporting developments and issues. For example, in 2018 the Panel sat to give more in depth consideration to the Councils approach to target setting within the Corporate Plan.
15. The prioritised topic list has been developed into a draft of how the Committee's work programme might look should Members decide to go ahead with topics as identified and prioritised. This draft programme, attached at **Appendix 2**, will need to allow flexibility for inevitable additional items over the year and revisions to the Cabinet Forward Plan. It will therefore be updated throughout the year to ensure that scrutiny focus remains in line with the ambitions of the Council and thereby adds value to the Council's service improvement agenda.
16. In the interests of better public engagement, going forward the Committee's Forward Plan will be published on the Council website. It will be refreshed on a quarterly basis and look ahead a minimum of 4 months.

## **Way Forward**

17. Members are invited to discuss and agree priorities, and whether any amendments are required, prior to circulation of the final programme.
18. Members will have the opportunity to reflect on possibilities identified for task and finish work, steer an appropriate scrutiny approach, and express an interest in topics identified.
19. In addition, Members may wish to consider whether to continue with the Committee's Performance Panel for 2018/19.

### **Legal Implications**

20. 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**

21. 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 2018/19, including:

- i. The Draft Work Programme at Appendix 2 becomes the outline work programme for the Committee, notwithstanding matters that arise throughout the year that are unknown to the Committee at this point in time.
- ii. Note that the work programme will be updated on a quarterly basis
- iii. The continuation of a Performance Panel and membership.
- iv. The Chair circulates the final Work Programme for 2018/19 to all Committee members and stakeholders.

**DAVINA FIORE**

Director Governance & Legal

6 September 2018