
WORK PROGRAMME AND WEBCASTING 2018 – 19

Purpose of the Report

1. To provide Members of the Committee with a Work Programme for consideration and approval based on discussions held at the work-programming forum meeting on 5 July 2018 and subsequently with officers and Members.
2. To enable Members to identify which items they feel would merit webcasting in order to support public engagement with scrutiny.

Background

3. The Council's Constitution (*Scrutiny Procedure Rule 7*) states that each Scrutiny Committee will set its own work programme. Members construct a work programme that most effectively uses the Committee's time, by considering items within the Committee's terms of reference where scrutiny can make a difference.
4. This Committee's terms of reference include:
 - 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.

5. 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*'.
6. Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council's decision-making process and the way in which it delivers services. The main roles of the Scrutiny Committees are:
 - i) Holding to account the Cabinet and officers, as decision-makers.
 - ii) Being a '*critical friend*', questioning how decisions have been made, providing a '*check and balance*' to decision makers and undertaking reviews of services and policy.
 - iii) Providing a voice for citizens.

Identification of potential items

7. At their Committee Meeting on 14 June 2018, Members decided to hold a work-programming forum to consider and prioritise potential items. Members tasked the scrutiny officer to prepare a schedule of potential items in advance of this meeting, by:
 - i) seeking suggestions from all Members;
 - ii) reviewing the items recommended by the previous Committee;
 - iii) reviewing corporate documents, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators, partnership, consortia and regional documents; and
 - iv) checking other relevant documentation to identify areas within the terms of reference for the Committee.
8. The Chair, Councillor Nigel Howells, also offered to meet with Cabinet Members whose portfolios cover areas within the Committee terms of reference, in order to hear their suggestions for scrutiny; the key challenges they faced for 2018/19; and

how they felt the Committee could best constructively assist in addressing these and driving improvement.

9. Suggestions were received from the following Members and officers:

- i) Cabinet Members: Councillors Bradbury, Goodway, Merry and Thorne;
- ii) Other Members: Councillors Bale, Robson and Stubbs;
- iii) Directors: Neil Hanratty, Sarah McGill.

Initial prioritisation of items

10. Members considered the schedule of potential items at their work programming forum meeting on 5 July 2018. Committee Members discussed which of these suggestions to prioritise for inclusion in the draft work programme, considering factors such as:

- i) The potential impact of scrutiny;
- ii) Importance to the citizens of Cardiff;
- iii) Importance for Cardiff Council;
- iv) Whether the possible item would be dealt with in other arenas; and
- v) The resources available from Scrutiny Services and the capacity of Members to undertake the scrutiny.

11. Committee Members considered the most appropriate type of scrutiny tool to use for each of the prioritised items, bearing in mind the WAO advice¹ to aim to achieve committee meetings that last no longer than three hours, whilst maintaining robust, appropriate scrutiny across the terms of reference by undertaking scrutiny outside of committee meetings.

12. Members discussed potential ideas for task groups and prioritised the following:

- i) Council Provision of Innovation and Workshop Premises – *July–September 2018 – Cllrs Howells, G Hill-John and Robson*
- ii) Events – *October–December 2018 – Cllrs Gordon, Henshaw and Parkhill*

¹ Advice received following WAO Corporate Assessment (September 2014)

- iii) Sports – Use of Schools and Condition of Grounds and Facilities – *January–March 2019 – Cllrs Howells and Stubbs, with invitation to be offered to Children & Young People Scrutiny Committee Members to sit on the task group if they wish to.*

13. Committee Members tasked the Principal Scrutiny Officer to prepare a draft work programme based on their decisions, for agreement at this meeting and to scope the first two inquiries with Committee Members.

14. The draft work programme is attached at **Appendix A**, with items split into the following work areas:

Committee Meeting Items:

- **Policy Development / Policy Review/ Pre-decision Scrutiny** - Where the Committee contributes to the Council's policy development processes by considering green papers or draft policy documents, reviews the progress made in implementing agreed Council policies, or evaluates and comments on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to receive and consider Scrutiny Members views prior to making their decision.
- **Committee Business Items** – enabling Members to consider items of Committee business, such as work programming, task group reports, correspondence reports and the Committee's Annual Report.

Items dealt with outside Committee Meetings:

- **Committee Improvement Inquiries** - Where the Committee establishes a Task Group to examine a topic, resulting in a formal report to the Cabinet. These can be short inquiries, such as deep dives, or longer inquiries, as required.
- **Briefings/ Information Reports** – Where the Committee receives reports for information in order to guide future scrutiny and/ or determine if further scrutiny is required. This includes corporate and directorate performance and budget monitoring reports.

15. A schedule listing the items considered by the work-programming forum and summarising the decisions taken is attached at **Appendix B**.

Final prioritisation and rationalisation

16. The initial prioritisation identified a number of items that could be included in the work programme; these are marked as '*Maybe*' in **Appendix B**. Members are invited to consider whether any of these items warrant inclusion in the final work programme. These items are:

- i) Possible Committee items:
 - i. Flatholm
 - ii. Parks
 - iii. Sports
 - iv. Business Forum
- ii) Items outside Committee meetings:
 - i. Cardiff Castle – Joint Venture
 - ii. Impact of M4 tolls removal on Cardiff
 - iii. Cardiff Commitment.

17. Members are invited to consider whether any further amendments are required to the draft work programme attached at **Appendix A**. Members are reminded of the need to retain some flexibility in the work programme to enable new items to be added to the work programme during the year as necessary.

Identifying Items for Webcasting

18. The Welsh Government has identified webcasting as a useful tool in encouraging and supporting public engagement with scrutiny. At a recent Scrutiny Chairs Liaison Forum, the Head of Democratic Services identified that there are twenty-four hours of webcast available for scrutiny in the remainder of this financial year. Scrutiny Chairs agreed that they would seek Committee Members views on which items they felt would be of most interest to the public and therefore warrant webcasting.

19. Should the number of items identified by the Scrutiny Committees to be webcast exceed the hours available, the Scrutiny Chairs, the Head of Communications and the Head of Democratic Services will prioritise those items that will be webcast.
20. Therefore, Members are invited to identify and agree which items from their work programme they would like to submit for consideration for webcasting.

Scoping Inquiries

21. As agreed at the work programme forum, Councillor Howells, Councillor G Hill-John and Councillor Robson have met to scope the Innovation & Workshop Inquiry. Given the tight timescales for undertaking and completing the Inquiry, Members agreed at the work programme forum that the scope and terms of reference would be finalised via email; these have been sent to all Committee Members and are attached at **Appendix C**.
22. Councillor Gordon, Councillor Henshaw and Councillor Parkhill met on 4 September to discuss the scope for the Events inquiry. The terms of reference and high-level project plan for this Inquiry are being finalised and will be brought to the October committee meeting for formal sign-off.

Way Forward

23. Members will have the opportunity to discuss the information provided in **Appendices A and B**, and agree whether any amendments to the work programme are required. Members will also have the opportunity to identify which items they feel would merit webcasting in order to support public engagement with scrutiny.

Legal Implications

24. 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

25. 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:

- a) consider the contents of **Appendix A and Appendix B**, agree any amendments required and approve a final work programme;
- b) approve the nominations of Councillor Nigel Howells, Councillor Gavin Hill-John and Councillor Robson to sit on the '*Council Provision of Innovation and Workshop Premises*' Inquiry;
- c) approve the nominations of Councillor Iona Gordon, Councillor Jane Henshaw and Councillor Thomas Parkhill to sit on the '*Events*' Inquiry; and
- d) identify and agree which items to put forward for possible webcasting.

DAVINA FIORE

Director of Governance & Legal Services

7 September 2018