
WORK PROGRAMME 2019/20

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 2019/20.

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, a copy of those and further information is attached at **Appendix A**.
4. There will be nine Committee meetings between June 2019 and May 2020. The dates, times and locations were confirmed at Full Council on 23 May 2019 as:

11 June 2019 at 4.30pm in Committee room 4

9 July 2019 at 4.30pm in Committee room 4

24 September 2019 in Committee room 4

8 October 2019 in Committee Room 4

12 November 2019 at 4.30pm in Committee room 4
10 December 2019 at 4.30pm in Committee room 4
14 January 2020 at 4.30pm in Committee room 4
11 - 18 February 2020 Budget Scrutiny, room to be advised
10 March 2020 at 4.30pm in Committee room 4
April 2020 no meeting
12 May 2020 at 4.30pm in Committee room 4

In addition to the above, the Committee is requested to hold a joint meeting with the Community and Adult Services Scrutiny Committee in order to receive and scrutinise the Director of Social Services' Annual Report

5. Members may wish to consider the above dates and times and agree the calendar for this committee for the forthcoming year as set out in Appendix B.

Developing a work programme

6. 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.
7. 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.
8. 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.
9. 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.

10. 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

11. In the Committee's Annual Report 2018/19, the previous Committee recommended further scrutiny of a number of items.

- The previous Committee recommended that the following task group item to be considered for inclusion in its work programme:
 - ❖ Issues around admission numbers, catchment area, segregation and school capacity.
 - ❖ The provision of in-house fostering placements for Cardiff's Children being looked after.

- The Committee's future work programme could include:
 - ❖ Cardiff 2030 Strategy
 - ❖ Corporate Plan and Budget
 - ❖ Integrated Family Support Team
 - ❖ Ty Storrie -update
 - ❖ Cardiff Child Friendly City – update
 - ❖ Corporate Safeguarding Board – progress briefing

- That the Committee continues to receive the regular progress and performance reports on:
 - ❖ Children's Services performance
 - ❖ School performance
 - ❖ Budget proposals and monitoring
 - ❖ Out of County report recommendation monitoring

Way Forward

12. Members may wish to discuss and agree the calendar of meeting for the forthcoming year.
13. Members may wish to explore the best approach to developing the 2019/20 work programme. In previous years Members have held a work programming forum to consider options for the work programme and prioritise topics for consideration. The forum's proposals are then presented to Committee for formal approval of the work programme.
14. 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 9 July 2019 meeting for discussion, amendment and approval.

Legal 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 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

16. 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 appendix.
- ii. Discuss and agree the calendar of meetings for the forthcoming year.
- iii. Discuss and agree the items for inclusion in the Committee's work programme for 2019/20 and the items requiring further scoping as possible inquiries, so that a work programme can be brought back to the Committee's July meeting for formal approval.

Davina Fiore

Director of Governance and Legal Services

4 June 2019