

CYNGOR CAERDYDD

CARDIFF COUNCIL

POLICY REVIEW AND PERFORMANCE

SCRUTINY COMMITTEE

12 June 2019

Forward Work Programme 2018/19

Purpose of the Report

1. To advise Members of the proposed schedule of Policy Review & Performance (PRAP) Scrutiny Committee meeting dates for 2019/20.
2. To advise Committee of the provisional agenda for 10 July 2019, attached at **Appendix 1**.
3. To seek Members preferences on the way forward for developing and agreeing the 2019/20 work programme.

Proposed Dates of Committee Meetings

4. At the Annual General Meeting (AGM) of Council on 23 May 2019, Members considered provisional dates for all committee meetings, subject to further consultation with Chairs and Committee. There are ten scheduled meetings for this Committee July 2019 – July 2020, as follows:

25 September 2019	11 March 2020
16 October 2019	No meeting currently scheduled in April 2020
13 November 2019	13 May 2020
11 December 2019	10 June 2020
15 January 2020	15 July 2020
Between 11 -18 February (Budget proposals 2020/21)	

5. Members are asked to note the following:
 - a. Committee meetings are scheduled on a Wednesday commencing at 4.30pm, apart from the February 2020 Committee meeting, which is dedicated to scrutiny of budgetary proposals and is likely to take place during the day, rather than at 4.30pm
 - b. The dates proposed for September 2019, December 2019, May 2020, and July 2020 schedule Committee for the day before Cabinet.
 - c. There is no meeting currently scheduled for April 2020.

6. Attached at **Appendix 2** is the forward plan for the July meeting of the Committee. The Core Office item originally planned for June will also be taken forward to the July agenda.

Developing a Work Programme

7. 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.

8. The first stage is to identify potential work programme items for consideration and prioritisation by Committee Members by:
 - seeking suggestions from all Members and officers;
 - reviewing the items recommended by the previous Committee;
 - reviewing corporate documents, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators and partnership, consortia and regional documents; and
 - checking other relevant documentation to identify areas within the terms of reference for the Committee

9. Following the preparation of a list of potential items, Committee Members will need to prioritise the items, given the range of subject areas covered by the Committee and the limited resources available. Traditionally, Members prioritise items where scrutiny can have most impact, that are of importance to the public, that will help to deliver improved performance and that are not being investigated by other routes. This ensures that the time and resources available to the Committee are most effectively used.

10. Members have used a variety of approaches to work programming, such as holding an informal work programming forum to consider and prioritise items, or using online communication through the Chair and Principal Scrutiny Officer. Proposals, whether developed by forum or online, are presented to the full committee in September for formal approval of the work programme.

Way Forward

11. During the meeting, Members may wish to:
 - a. note the proposed dates for PRAP scrutiny committee September 2019 – July 2020.
 - b. note the provisional agenda items for July 2019.
 - c. discuss and agree the approach to developing the Committee's work programme for 2019-20, so that a final version of the programme is brought back to the Committee in September 2019 for formal approval. Members may also wish to raise particular issues of interest for inclusion in the Committee's work programming forum discussions.

Legal Implications

12. 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

13. 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. agree the proposed dates for PRAP scrutiny committee September 2019 – July 2020.
- II. agree the provisional agenda items for July 2019.
- III. agree the approach to developing the Committee's work programme for 2019-20.

DAVINA FIORE

Director of Governance and Legal Services

6 June 2019