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**CORRESPONDENCE – INFORMATION REPORT**

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**Background**

1. Following Committee meetings, the Chair writes a letter to the relevant Cabinet Member or senior officer, summing up the Committee's comments, concerns and recommendations regarding the issues considered during that meeting. The letter usually asks for a response from the Cabinet Member to any recommendations made, and sometimes requests further information.

**Issues**

2. A copy of the Correspondence Monitoring Sheet detailing the Committee's correspondence and responses received following Committee's last two meetings is attached at **Appendix A**. Attached to this report are copies of all correspondence.

**31 March 2015**

3. The Committee received a progress report on the Organisational Development Programme; considered the Council's response to the Welsh Government White Paper 'Reforming Local Government: Power to Local People'; and considered the Improving Scrutiny Project. Copies of the two Chair's letters following the scrutiny are attached at **Appendix B**. A response (**Appendix C**) has been received to the White Paper letter, along with the Council's actual consultation response submitted to Welsh Government, which is appended to the response as **Appendix 1**. The response to the Organisational Development Programme letter is outstanding.

### **3 March 2015**

4. The Committee considered the Quarter 3 Corporate Performance Report 2014/15; the Organisational Development Improved Governance project; and the Month 9 Budget Monitoring Report at this meeting. Copies of the two Chair's letters following the scrutiny are attached at **Appendix D**. Responses have been received to both letters and are attached at **Appendix E**.
  
5. The Committee has also received a letter from the Leader, Councillor Bale regarding the recorded minutes of this meeting, which he felt did not accurately reflect the discussion on matters relating to Cardiff Business Council. This letter is attached at **Appendix F**

### **Legal Implications**

6. 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**

7. 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 note the content of this report and appendices, and decide whether it wishes to take any further actions, or request any further information.

**MARIE ROSENTHAL**

County Clerk and Monitoring Officer

1 May 2015