

**WORK PROGRAMME 2019 – 2020**

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**Purpose of the Report**

1. To provide Members of the Committee with the additional information they requested at their work-programming forum, held on 4 July 2019, to enable Members to undertake final prioritisation and rationalisation of potential items and agree an approved Work Programme 2019/2020.

**Background**

2. 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.
3. 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.
4. 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’.*

5. 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**

6. At their Committee Meeting on 6 June 2019, 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.
7. The Chair, Councillor Nigel Howells, also met with Cabinet Members Councillor Peter Bradbury and Councillor Russell Goodway, whose portfolios cover the majority of the areas within the Committee terms of reference, in order to hear:
  - Their suggestions for scrutiny;
  - The key challenges they faced for 2019/20; and

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

8. Suggestions for this Committee's work programme were received from the following Members:

- i) Cabinet Members: Councillors Bradbury and Goodway;
- ii) Other Members: Councillor McGarry.

### **Initial prioritisation of items**

9. Members considered the schedule of potential items at their work programming forum meeting on 4 July 2019. 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.

10. Committee Members considered the most appropriate type of scrutiny tool to use for each of the prioritised items, bearing in mind the WAO advice<sup>1</sup> 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.

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

12. Members tasked the Principal Scrutiny Officer to prepare a draft work programme calendar, illustrating likely availability and timing of items. The draft work

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<sup>1</sup> Advice received following WAO Corporate Assessment (September 2014)

programme calendar is attached at **Appendix B**, 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 as well as update reports on the work of the Cardiff Capital Region City Deal Joint Overview & Scrutiny Committee.

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.

13. Committee Members also tasked the Principal Scrutiny Officer to discuss prioritised items with officers and to carry out further investigations on the following items and bring information to this committee meeting to enable Members to further discuss how best to scrutinise these areas:

- i) Lisvane & Llanishen Reservoirs
- ii) Allotments Strategy
- iii) Playing Pitch Strategy

- iv) Culture
- v) Council Payment Policy to SME contractors.
- vi) Tourism – potential task & finish inquiry
- vii) Encouraging Community- Based Sports in Deprived Areas – potential task & finish inquiry

### **Final prioritisation and rationalisation**

14. The initial prioritisation identified a number of items where Members requested further information prior to finalising the work programme, as listed above. The additional information is provided in **Appendix C**, with a draft scope for the proposed Culture committee item attached at **Appendix D**. In addition, at the work-programming forum, Members agreed to discuss with the whole Committee how best to scrutinise issues pertaining to Parks. Members are invited to discuss and agree the way forward for scrutiny of these items.
15. Members are invited to consider whether any further amendments are required to the draft work programme calendar attached at **Appendix B**. 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.
16. Members are further invited to discuss a suggestion from Councillor Peter Bradbury that, as part of this Committee's stated wish to scrutinise the Council's implementation of the Climate Emergency Council Motion<sup>2</sup>, the Committee scrutinise the steps being taken across his portfolio to tackle the Climate Emergency.

### **Way Forward**

17. Members will have the opportunity to discuss the information provided in **Appendices A, B, C and D**, and agree whether any amendments to the work programme are required.

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<sup>2</sup> The Climate Emergency Council Motion was carried at Full Council in March 2019.

## **Legal Implications**

18. 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**

19. 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, Appendix B, Appendix C** and **Appendix D** and agree any amendments required to these and to the draft work programme and thus approve a final work programme;

- b) Discuss and agree whether any of the proposed topics for task group inquiry be scoped for further consideration; and
- c) Approve nominations to sit on the task and finish groups for any agreed Inquiries.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**13 September 2019**