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**ANNUAL WORK PROGRAMME 2019/20**

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**Purpose of the Report**

1. To consider options and seek Members' approval for the Committee's 2019/20 planned programme of work.

**Background**

2. Good scrutiny practice and the Council's Constitution empowers each Scrutiny Committee to set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). The Committee is therefore tasked with constructing a work programme 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.

**Role of the Committee**

3. Members are reminded that the Committee's Terms of Reference confer upon it two distinct scrutiny roles. Firstly, an overarching responsibility to scrutinise, monitor and review the overall corporate performance and improvement of the Council. Secondly, to scrutinise, monitor and review the effectiveness of specific functions, such as the Corporate Planning and Improvement framework, the Capital Ambition Delivery Programme, Finance, Digital Strategy/ICT, Human Resources, Governance, Legal Services, Property, Procurement, Customer Services and Cardiff's Public Services Board.

4. The current organisational structure means the Committee’s responsibilities fall within four of the Council’s Directorates. The list below is a good indication of the Council business within each Directorate that falls within the Committee’s Terms of Reference;

- The Corporate **Resources Directorate** falls within the Committee’s remit in its entirety and comprises; the Capital Ambition Delivery Programme; Commissioning and Procurement; Finance and Revenue Services; Human Resources People Services; Health & Safety; Digitalisation/ICT and Customer Services (including 24/7 services and C2C); and Information Governance.
- The **People and Communities Directorate** includes Partnerships and Community Engagement; Communications; Corporate Performance and Improvement; Bi-lingual Cardiff.
- The **Economic Development Directorate** includes Corporate Landlord, Strategic Estates (including both the operational and non-operational portfolios), Facilities and Operational Management.
- The **Governance and Legal Services Directorate** falls within the Committee’s remit in its entirety and comprises; Committee & Members’ Services; Electoral Services; Equalities, Glamorgan Archives; Legal Services; and Scrutiny Services.

5. Full Council has approved the following meeting dates for this Committee, which fall on a **Wednesday**, starting at **4.30pm**.

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

The Committee will therefore meet a minimum of ten times between September 2019 and July 2020, and must look ahead at possibilities for its forward work programme.

## **Work Programming**

6. The Committee work programme is routinely developed throughout the summer in preparation for approval at its September meeting. It can be updated and amended during the year in order to respond to urgent priorities, policy developments, and unplanned pre-decision opportunities as a consequence of revisions to the Cabinet Forward Plan. It also has to remain flexible and responsive in order to cover any urgent issues occurring throughout the year.
7. At the June 2019 meeting Members agreed that the Scrutiny officer in liaison with the Chair would research and consult with stakeholders to draft a list of possibilities for the Committee's work programme, to be discussed and agreed by Members.
8. All Council Members and relevant senior managers were invited to put forward topics and issues they wished to be considered. Desk research has encompassed national policy, inspectorate work programmes, corporate strategic planning documents and directorate delivery plans. This was followed by consultations with senior managers and the Cabinet Member Finance, Modernisation and Performance, to explore key issues and ensure timely programming over the year.
9. The list of options attached at **Appendix 1**, includes all suggestions gathered from Members, Senior Managers and Strategic Plans, together with work the Committee has earmarked to be carried over for further monitoring in its Annual Report 2018/19.

8. To ensure effective scrutiny a maximum of three items are routinely programmed for each meeting. Discounting September and February meetings, the Committee can therefore consider a maximum of 24 items over the remaining eight meetings.
9. Where Members consider the scrutiny requires a more in depth approach then it may either take the form of a *Short Scrutiny* using a whole formal meeting, with extended recommendations to Cabinet in the form of a letter, or may take the form of a task and finish group informally outside of Committee.
10. In recent years, the Committee has established a Performance Panel with a remit to monitor performance, and consider specific performance reporting developments and issues. For example, in 2019 the Panel sat to give more in depth consideration to the Councils approach to target setting within the Corporate Plan.
11. Each month a *Forward Work Programme* item will be a standard agenda item, looking ahead to the next meeting and providing Members with an opportunity to influence the agenda. There will also be a standard *Correspondence* agenda item.
12. In the interests of good public engagement, the Committee's Forward Plan will be published on the Council website. It will be refreshed on a quarterly basis and look ahead a minimum of 4 months.

## **Way Forward**

13. Members are invited to discuss the options listed at **Appendix 1**, agree priorities, and whether any further scoping is required. The final programme will then be drafted and circulated.

14. A simplified assessment is proposed. Members are invited to indicate a topic is either **RED** - topic will be prioritised for committee time; or **AMBER** - the Committee will aim to programme.

15. In addition, Members are invited to consider whether to continue with the Committee's Performance Panel for 2019/20, and to agree the extent of the Panel's work. For example, in addition to developmental work, whether standard quarterly performance reports are monitored at formal full committee or at informal performance panel meetings, or indeed a combination of both.

### **Legal 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 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**

14. 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.

## **RECOMMENDATIONS**

The Committee is recommended to:

- i. Agree its work programme for 2019/20, having prioritised its work from topics listed at **Appendix 1**. This will become the outline work programme for the Committee, notwithstanding matters that arise throughout the year that are unknown to the Committee at this point in time.
- ii. Identify any topics listed that may require a task and finish approach and further scoping.
- iii. Note that the published work programme will be updated on a quarterly basis.
- iv. Agree the continuation of a Performance Panel, and seek volunteers for its membership.
- v. Agree that the Scrutiny Officer with the approval of the Chair circulates the final Work Programme for 2019/20, incorporating priorities as discussed at the meeting, to all Committee members and stakeholders.

**DAVINA FIORE**

Director Governance & Legal

19 September 2019