
WORK PROGRAMME 2020/21

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 2020/21.

Background

2. The Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). 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 is attached at **Appendix A**.
4. At Council on the 23rd July 2020, a report was approved to restart the five standing scrutiny committees, as part of the Covid-19 restart period. It was agreed that Scrutiny Committees would undertake the following:
 - Pre-decision scrutiny of all Cabinet decisions, where appropriate and proportionate to do so;
 - Scrutinise any issues which are time critical and/or may have a significant adverse reputational impact on the Council; and

- Develop priorities for potential scrutiny consideration during 2020/21, in consultation with the relevant Cabinet member/s and Directors.
5. Meeting dates for the Children & Young People Scrutiny Committee are currently being finalised and will be approved at Council on the 24th September 2020.

Developing a work programme

6. The work programme is normally constructed at the beginning of the municipal year and updated during the year. Following the agreement at Council (as outlined in paragraph 4 above) this year, the Committee's Work Programme will initially be led by the Cabinet's Forward Plan in mapping out the Committee's work.
7. In addition, the Scrutiny Officer will contact Cabinet Members and Senior Officers on behalf of the Chair and this Committee, requesting items for the Work Programme, and these be reported to the next meeting of this Scrutiny Committee in October 2020.
8. The Committee's Annual Report 2019/20 outlines a number of issues that could be included on the Committee's Work Programme, including:
- ❖ Capital Ambition
 - ❖ Cardiff 2030 Strategy
 - ❖ Corporate Plan and Budget
 - ❖ Directorate Delivery Plans
 - ❖ Cardiff Child Friendly City – update
 - ❖ Corporate Safeguarding Board – progress briefing
- Regular progress and performance reports on;
- ❖ Children's Services performance
 - ❖ School performance
 - ❖ Budget proposals and monitoring
 - ❖ Out of County report recommendation monitoring
 - ❖ Youth Justice Service Inspection
 - ❖ Fostering

9. In setting the 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.

Way Forward

10. Members may wish to discuss a way forward to agree a calendar of meetings for the forthcoming year.
11. Members may wish to explore the best approach to developing the 2020/21 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.
12. Following the above, scrutiny officers will work to develop a calendar of items, which will then be presented to Committee at the October 2020 meeting for discussion, amendment and approval.

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 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

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.

RECOMMENDATION

The Committee is recommended to:

- i. Consider the information contained in the report and attached appendix; and
- ii. Discuss and agree a way forward for the Committee's work programme for 2020/21 so that a work programme can be brought back to the Committee's October 2020 meeting for formal approval.

DAVINA FIORE

Director of Governance and Legal Services

8 September 2020