
WORK PROGRAMME 2020/21

Purpose of the Report

1. To seek Members' approval for the Committee's 2020/21 planned programme of work.

Background

2. In line with the requirements of the Council's Constitution and good scrutiny practice, each Scrutiny Committee sets 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 maximises the impact of scrutiny.

Background & Role of the Committee

3. During the Covid-19 lockdown, standing scrutiny committees were suspended, with Council agreeing to enable measured and proportionate scrutiny via a Covid-19 Scrutiny Panel, consisting of the Scrutiny Chairs. To ensure all previous scrutiny informed the internal challenge of the Panel, all scrutiny committee members were offered the opportunity to pass their comments and enquiries on to Panel Members on reports relevant to their scrutiny committee.

4. In July 2020, Full Council agreed to restart standing scrutiny committees, with a specific remit, within their area of responsibility, to:
- i. Undertake pre-decision scrutiny of all Cabinet decisions, where appropriate and proportionate to do so;
 - ii. Scrutinise any issues which are time critical and/ or may have a significant adverse reputational impact on the Council; and
 - iii. Develop priorities for potential scrutiny consideration during 2020/21, in consultation with the relevant Cabinet Member/s and Director/s.
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.
6. At September's Council meeting 2020, and in line with the current health pandemic, a calendar of remote Committee meetings were agreed by Members for the period 01 Oct 2020 – 31 March 2021. The collectively agreed meeting dates for the Community & Adult Services Scrutiny Committee which fall on a Wednesday at 4:30pm (discounting February's Budget meeting) are:

Day	Date	Start	Estimated Duration (Hours)	Est End	Committee	Venue
Wed	07-Oct-20	16:30	2.5	19:00	CASSC Scrutiny Committee	Remote
Wed	04-Nov-20	16:30	2.5	19:00	CASSC Scrutiny Committee	Remote
Wed	02-Dec-20	16:30	2.5	19:00	CASSC Scrutiny Committee	Remote
Wed	13-Jan-21	16:30	2.5	19:00	CASSC Scrutiny Committee	Remote
Mon	15-Feb-21	13:30	2.5	15:30	CASSC Scrutiny Committee	Remote
Wed	10-Mar-21	16:30	2.5	19:00	CASSC Scrutiny Committee	Remote

Work Programming

7. The Committee's Work Programme, 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. In September 2020, during its first standing committee following the outbreak of Covid-19, Members agreed to hold an informal work-programming forum of the Committee to initiate work programming discussions. This informal forum took place on 28 Sep 2020 where Members considered the current remit of scrutiny under the restart period, the current landscape, any currently known priorities and upcoming areas of work for the directorates and deliberated three key areas of work for Committee consideration in the upcoming year.
9. The three key areas for Committee consideration during their 2020/21 Work Programme were agreed by the Members present as:
 - Drug related crime (including ASB) in Cardiff during and following the initial outbreak of Covid-19
 - Social Isolation
 - Access to Mental Health Services
10. The exact focus and objective of each area is yet to be confirmed. As such, during the next few weeks these areas are to be researched in order to ensure the work is both effective and relevant and to also ascertain potential contributors.
11. In addition, Members present at the forum also agreed that, in order to aid in focussing the agendas more effectively, the work programme would also include:
 - A system of briefs/updates/progress reports on any urgent items or items which may have an adverse reputation impact on the Council be established outside of Committee, to free up valuable Committee time, but also to keep Members informed of progress against such issues. Should

any concerns or questions be raised these may then be brought onto the Committee's Agenda for formal consideration.

- Given the current remote working arrangements, seek to increase input from external witnesses – public, stakeholders, service providers, service users where appropriate and viable.

12. Following the Forum the resultant list of potential committee items were then inputted into a work programme calendar (attached at **Appendix A**) to form a work programme for the year.
13. The prioritised topic list has been developed into a draft of how the Committee's work programme might look should Members decide to go ahead with topics as identified and prioritised. This draft programme, attached at **Appendix A**, will need to allow flexibility for inevitable additional items over the year and revisions to the Cabinet Forward Plan. It will therefore be updated throughout the year to ensure that scrutiny focus remains in line with the ambitions of the Council and thereby adds value to the Council's agenda.
14. In the interests of better 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

15. Members are invited to discuss and agree priorities, and whether any amendments are required, prior to circulation of the final programme.

Legal Implications

16. 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

17. 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 consider its work programme for 2020/21, including:

- i. The Draft Work Programme at **Appendix A**, becomes 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. Note that the work programme published on the Council's website will be updated on a quarterly basis

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1 October 2020