

**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**POLICY REVIEW AND PERFORMANCE  
SCRUTINY COMMITTEE**

**9 June 2021**

**Forward Work Programming 2021/22**

**Purpose of the Report**

1. To advise Members of the proposed schedule of Policy Review & Performance (PRAP) Scrutiny Committee meeting dates for 2021/22.
2. To agree the way forward for developing and agreeing the 2021/22 work programme.

**Proposed Dates of Committee Meetings**

3. At the Annual General Meeting (AGM) of Council on 27 May 2021, Members considered provisional dates for all committee meetings, subject to further consultation with Chairs and Committees. There are eight scheduled meetings for this Committee between July 2021 and April 2022, as follows:

<b>Wednesday 14 July 2021</b>
<b>August 2021</b> No scheduled meeting
<b>Wednesday 15 September 2021</b>
<b>Thursday 7 October 2021</b> - tbc
<b>Wednesday 10 November 2021</b>
<b>Tuesday 14 December 2021</b>
<b>Wednesday 12 January 2021</b>
<b>Wednesday 16 February 2022</b> Budget proposals 2022/23
<b>Wednesday 16 March 2022</b>
<b>April 2022- Pre-election period</b> No scheduled meeting

4. Members are asked to note the following:
  - a. Committee meetings are generally scheduled on a Wednesday commencing at 4.30pm, apart from the October 2021 meeting on a Thursday and the December meeting on a Tuesday.
  - b. The February 2022 Committee meeting, which is dedicated to scrutiny of budgetary proposals is programmed to commence at 10am, rather than at 4.30pm
  - c. The dates proposed for July 2021 and March 2022 schedule Committee for the day before Cabinet.
  - d. There is no meeting scheduled for April as the Local Government Elections take place in May 2022.

### **Developing an Annual Work Programme**

5. The forward work programme, whilst constructed at the beginning of the municipal year, 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.
6. The first stage is to identify potential work programme items for consideration and prioritisation by Committee Members by:
  - seeking suggestions from all Members and officers;
  - reviewing the items recommended by the previous Committee;
  - reviewing corporate documents, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators and partnership, consortia and regional documents; and
  - checking other relevant documentation to identify areas within the terms of reference for the Committee
  - encouraging public engagement/ suggestions to explore
7. Following the preparation of a list of potential items, Committee Members

will need to prioritise the items, given the range of subject areas covered by the Committee, the limitations of support available and meetings programmed.

8. Traditionally, Members prioritise items where scrutiny can have most impact, that are of importance to the public, that will help to deliver improved performance and that are not being investigated by other routes. This ensures that the time and resources available to the Committee are most effectively used.
9. Members have previously used a variety of approaches to work programming, such as holding an informal work programming forum to consider and prioritise items, or using online communication through the Chair and Principal Scrutiny Officer. Proposals, whether developed by forum or online, are presented to the full committee in September for formal approval of the work programme.

### **Way Forward**

10. During the meeting, Members may wish to:
  - a. note the proposed dates for PRAP scrutiny committee July 2021 – March 2022;
  - b. agree the approach to developing the Committee's work programme for 2021-22, so that a draft of the programme is brought back to the Committee in September 2021 for formal approval;
  - c. put forward particular issues of interest for inclusion in the Committee's work programme development.

### **Legal Implications**

11. 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**

12. 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. Note the proposed dates for PRAP scrutiny committee
- II. Agree the approach to developing the Committee's work programme for 2021-22.

**DAVINA FIORE**

**Director of Governance and Legal Services**

**3 June 2021**