

DEVELOPING A WORK PROGRAMME 2021-2022

Purpose of Report

1. This report seeks the views of Members with regard to:
 - i. the approach they wish to take to discuss and agree priorities for Committee's Work Programme for 2021/22; and
 - ii. the proposed calendar of meetings for this committee.

Background

2. The Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). 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 following areas:

- 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

3. 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’.

4. 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.

Developing a work programme

5. It is suggested Committee Members hold a remote forum meeting to discuss their work programme. Ahead of the meeting, the Chair and Principal Scrutiny Officer will liaise with relevant Cabinet Members and Directors to ensure they are offered the opportunity to identify priority areas. Scrutiny officers will also review the following:
 - i. Corporate documents - including Cabinet Forward Plan, Capital Ambition, Corporate Plan, Recovery & Renewal Plans, Directorate Delivery Plans, budgetary information, performance information, risk register and audit reports
 - ii. Partnership workstreams - including Cardiff Capital Region City Deal and Cardiff Partnership Board
 - iii. Audit, Inspectorate and Regulatory reports
 - iv. Forthcoming UK and Welsh Government legislation and policy changes
 - v. Recommendations from previous Committee regarding items to include in the work programme
 - vi. Relevant public consultation responses, such as Ask Cardiff and Cardiff Research Centre consultations.

6. Information arising from these discussions and document reviews will be shared with Committee Members prior to the forum meeting. The forum meeting will need to prioritise suggested items for inclusion in the draft work programme, considering factors such as:
 - i. The fit with the parameters set out in the report to July Council for the restart of scrutiny;
 - ii. The potential impact of scrutiny;
 - iii. Importance to the citizens of Cardiff;
 - iv. Importance for Cardiff Council;
 - v. Whether the possible item would be dealt with in other arenas; and
 - vi. The resources available from Scrutiny Services and the capacity of Members to undertake the scrutiny.
7. Following discussions at the forum meeting, the proposed work programme will be brought to Committee for amendment and formal approval.
8. In setting their 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 or three substantial items.
9. This timeframe takes on added significance with meetings held remotely, given advice to keep remote meetings as short as possible. Scrutiny Chairs have discussed the length of meetings and decided to aim to keep meetings to 2.5 hours, where possible.

Proposed Dates of Committee Meetings

10. A report is being taken to Full Council on 24 June 2021 to enable Members to consider and agree the calendar of committee meetings, including remote monthly committee meetings for this Committee.

11. To inform the development of the calendar, Members views are sought on the following proposed dates:

- Thursday 8 July 2021 4.30pm
- Thursday 16 September 2021 4.30pm
- Thursday 7 October 2021 4.30pm or Monday 11 October 2021 4.30pm
- Thursday 11 November 2021 4.30pm
- Thursday 9 December 2021 4.30pm
- Thursday 13 January 2022 4.30pm
- Monday 14 February 2022 4.30pm – *Budget Scrutiny*
- Thursday 10 March 2022 4.30pm
- No April meetings – *pre-election period*.

Way Forward

12. During their meeting, Members are asked to explore the best approach to developing the work programme for 2021-22 and comment on the proposed dates for scheduled committee meetings.

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. Discuss and agree the approach to developing the Committee's work programme for 2021-22, so that a final version of the programme can be brought back to the Committee for formal approval.
- II. Comment on the proposed dates for scheduled committee meetings in 2021-22.

Davina Fiore
Director of Governance & Legal Services
8 June 2021