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**COMMITTEE BUSINESS AND CORRESPONDENCE – INFORMATION REPORT**

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**Background**

1. This report provides an overarching Committee Business Report, and includes the correspondence update schedule. Following Committee meetings, the Chair writes a letter to the relevant Cabinet Member or senior officer, summing up the Committee's comments, concerns and recommendations regarding the issues considered during that meeting. The letter usually asks for a response from the Cabinet Member to any recommendations made and sometimes requests further information.

**Committee Meeting Correspondence**

**14 January 2016**

2. A reply has been received to the letter written to the Cllr Bradbury following Members consideration of the Summer Reading Challenge, Adult Community Learning and Stakeholder views on the Budget Proposals. The reply was received on 23 March 2016 and can be viewed via the following link - <http://goo.gl/6d40iW> (pages 11 – 13)

**15 February 2016**

3. At this meeting the Committee considered the areas of Draft Corporate Plan 2016-18 and Budget Proposals 2016/17 that fall under the Committee Terms of Reference. Letters were written to the following Cabinet Members:

- Economic Development, City Operations and Communities, Housing and Customer Services – Cllr Bradbury.
- City Operations – Cllr Derbyshire.
- Corporate Overview – Cllr Hinchey.

The following replies have been received to the letters listed above:

- Cllr Bradbury – reply received 25 February 2016.
- Cllr Derbyshire – reply received 25 February 2016.

These letters are published on the Council's website and can be accessed via the following link - <http://goo.gl/O5mMr6>

### **17 March 2016**

4. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members and stakeholders:

- Tourism Strategy, Cardiff Capital Region City Deal – Cllr Bale.
- Quarter 3 Performance – Cllr Bradbury.

The following replies have been received to the letters listed above:

- Cllr Bale – reply received 31 May 2016.

These letters are published on the Council's website and can be accessed via the following link - <http://goo.gl/v2XScs>

### **7 April 2016**

5. At this meeting the Committee considered the following items, with a letter written to the relevant Cabinet Member regarding them:

- Directorate Delivery Plans of Economic Development, City Operations and Communities, Housing and Customer Services – Cllr Bradbury.

- Communities, Housing and Customer Services Directorate Delivery Plan – Cllr De’Ath.
- Economic Development Directorate Delivery Plan – Cllr Bale.

The following replies have been received to the letters listed above:

- Cllr Bale – reply received 19 May 2016.
- Cllr Bradbury – reply received 31 May 2016.

These letters are published on the Council’s website and can be accessed via the following link - <http://goo.gl/RAUWpU>

## **12 May 2016**

6. At this meeting the Committee considered the following items, with a letter written to the relevant Cabinet Member regarding them:

- Business Improvement District, Economic Development Q4 Performance – Cllr Bale.
- Business Improvement District, Economic Development Q4 Performance – Cllr Bradbury.
- Cardiff Central Market – Cllr Hinchey.

These letters are published on the Council’s website and can be accessed via the following link - <http://goo.gl/UTghH5>

## **Legal Implications**

7. 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**

8. 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:

- Review the responses received to the recent letters sent by the Committee and refer any questions or concerns to the relevant Cabinet Member or Director.

**David Marr**

**Interim Monitoring Officer**

**3 June 2016**