

CORRESPONDENCE REPORT

Background

1. This report provides Committee Members with an update on Committee correspondence, since the start of this municipal year. Following most Committee meetings, the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments, observations and recommendations regarding the issues considered during that meeting.
2. The correspondence schedule attached as **Appendix A** provides an update since the start of this municipal year, with the following information:
 - Date the letters were sent;
 - To whom the letter was addressed;
 - The key recommendations set out in the Chair's letters;
 - Date the response was received; and
 - The response of the Cabinet Member(s) to those recommendations.
3. The schedule attached at **Appendix A** shows:
 - *Response Received* – from Councillor Goodway to the Chair's letter, sent 19 July 2017, following pre-decision scrutiny of Funding of the Bus Station Interchange at the Committee meeting on 18 July 2017.
 - *Response not required* – to Chair's letter, sent 14 September 2017, following Call-In of the Cabinet Decision re Funding of the Bus Station Interchange, held on 13 September 2017

- *Response Awaited* – from Councillor Thorne to the Chair’s letter, sent 15 September 2017, following scrutiny of Employment Services at the Committee meeting on 14 September 2017.
4. Copies of the Chair’s letters and any responses received can be found on the Council’s website page for the relevant Committee meeting, with a hyperlink provided at the top of the page, entitled ‘*correspondence following the committee meeting*’.

Way Forward

5. Members may wish to reflect on the correspondence schedule, attached at **Appendix A**.

Legal Implications

6. 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

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 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 note the content of the correspondence schedule attached at **Appendix A** and consider any further correspondence required.

Davina Fiore
Director of Governance and Legal Services
29 September 2017