
DEVELOPING A WORK PROGRAMME 2019-2020

Purpose of Report

1. This report seeks the views of Members with regard to the approach they wish to take to discuss and agree priorities for Committee's 2019/20 Work Programme and seeks Members views on the proposed dates for committee meetings in 2019/20.

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 up to Committee Members how they wish to approach developing a work programme. Whichever approach is used, the proposed work programme will be brought to Committee for discussion, amendment and formal approval. In previous years, Members have used the following approaches:
 - i. Work programming forum held directly before or after July committee meeting;
 - ii. Work programming forum held on a different day from July committee meeting;
 - iii. Item at July committee meeting.

6. In order to inform the work programming process, Committee Members identify potential items for consideration and prioritisation. This is usually done by tasking the scrutiny officer to:
 - i. seek suggestions from Members;
 - ii. review the items recommended by the previous Committee;
 - iii. review corporate documents, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators, partnership, consortia and regional documents;

- iv. check other relevant documentation to identify areas within the terms of reference for the Committee; and
 - v. discuss potential items with senior officers.
7. Given the range of areas covered by the Committee, and the amount of time and resource available to Committee, Committee Members prioritise items. Normally, Members prioritise items by using the PICK mechanism¹ to choose items that: can have most impact; are of importance to the public; will help to deliver improved performance; and are not being investigated by other routes.
8. Members can choose to hear items at Committee, either as a one-off item or as a series of items over time. Where resources allow, Members can also choose to consider items outside Committee, via task group inquiries and panels.
9. 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 substantial items.

Proposed Dates of Committee Meetings

10. At the Annual General Meeting of Council on 23 May 2019, Members considered the calendar of committee meetings September 2019 - August 2020 and agreed these as provisional dates, subject to further consultation with Chairs and Committee following the Annual General Meeting. There are eleven scheduled meetings for this Committee July 2019 – July 2020. The dates of these meetings are:
- i. 4 July 2019
 - ii. 19 September 2019

¹ PICK stands for Public Interest, Impact, Council Performance and Keeping in Context.

- iii. 3 October 2019
- iv. 7 November 2019
- v. 5 December 2019
- vi. 16 January 2020
- vii. Between 11 February 2020 – 18 February 2020
- viii. 5 March 2020
- ix. *No meeting currently scheduled in April 2020*
- x. 7 May 2020
- xi. 11 June 2020
- xii. 9 July 2020.

11. Members are asked to note the following:
- a. Committee meetings are scheduled to start at 4.30pm apart from the February 2020 Committee meeting, which is dedicated to scrutiny of budgetary proposals and may take place during the day, rather than at 4.30pm
 - b. There is no meeting currently scheduled in April 2020.
12. Members are requested to consider the proposed dates outlined above and discuss whether any amendments to these dates are required. To assist Members, the full calendar of council meetings is attached at **Appendix A**.

Way Forward

13. During their meeting, Members may wish to explore the best approach to developing the 2019/20 work programme, including agreeing the approach to take to generate the initial list of items and to prioritise items. Members may also wish to raise particular issues of interest for inclusion in the Committee's work programming forum discussions. Members are also requested to consider the proposed dates of committee members and discuss whether any amendments are required.

Legal 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 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

15. 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 2019-20, so that a final version of the programme can be brought back to the Committee for formal approval.

Davina Fiore
Director of Governance & Legal Services
31 May 2019