
**COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE WORK
PROGRAMME 2021/22**

Purpose of the Report

1. To seek Members' approval for the Committee's 2021/22 planned programme of work.

Background

2. In line with the requirements of the Council's Constitution and good scrutiny practice, each Scrutiny Committee sets its own work programme for the forthcoming year (*Scrutiny Procedure, Rule 7*). The Committee is therefore tasked with constructing a work programme that ensures the time available to the Committee is used most effectively by considering items in a timely fashion that maximises the impact of scrutiny.
3. 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.
4. At July's Council meeting 2021 a calendar of Committee meetings were agreed by Members. The dates agreed for the Community & Adult Services Scrutiny Committee are:

Day	Date	Start	Estimated Duration (Hours)	Est End	Committee
Wed	15-Sep-21	16:30	2.5	19:00	CASSC Scrutiny Committee
Wed	13-Oct-21	16:30	2.5	19:00	CASSC Scrutiny Committee
Wed	10-Nov-21	16:30	2.5	19:00	CASSC Scrutiny Committee
Wed	8-Dec-21	16:30	2.5	19:00	CASSC Scrutiny Committee
Wed	12-Jan-21	16:30	2.5	19:00	CASSC Scrutiny Committee
Mon	14-Feb-22	13:30	2.5	15:30	CASSC Scrutiny Committee
Mon	28-Feb-22	16:30	2.5	19:00	CASSC Scrutiny Committee

Work Programming

5. The Committee's Work Programme, 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. During July 2021, Committee Members held an informal work-programming forum of the Committee to initiate work programming discussions. This informal forum took place on 27 July 2021 where Members considered known priorities and upcoming areas of work for the directorates to inform their deliberations.

7. The key areas for Committee consideration during their 2021/22 Work Programme were agreed by the Members present as:
 - Cardiff Council House Repair Process
 - Serious Violent Crime in Cardiff
 - Access to Community Mental Health Services

8. The exact focus and objective of each key area is yet to be confirmed. As such, during the next few weeks these areas are to be researched in order to ensure the work is both effective and relevant, and to also ascertain potential contributors.

9. In addition, Members present at the forum also agreed that, to focus the agendas more effectively, the work programme would also include:
 - A system of briefs/updates/progress reports be established outside of Committee, to free up valuable Committee time, but also to keep Members informed of progress. Should any concerns or questions be raised following receipt of these

briefings they may then be brought onto the Committee's Agenda for formal consideration.

- In line with the Local Government and Election (Wales) Act, seek to increase input from the public, stakeholders, service providers and service users where appropriate and viable.

10. Following the forum the resultant list of potential committee items were then inputted into a work programme calendar (attached at **Appendix A**) to form a work programme for the year.
11. The prioritised topic list has been developed into a draft of how the Committee's work programme might look should Members decide to go ahead with topics as identified and prioritised. This draft programme, attached at **Appendix A**, will need to allow flexibility for inevitable additional items over the year and revisions to the Cabinet Forward Plan. It will therefore be updated throughout the year to ensure that scrutiny focus remains in line with the ambitions of the Council and thereby adds value to the Council's agenda.
12. Members are to note, in the interests of better public engagement, the Committee's Forward Plan will be published on the Council website. It will be refreshed on a quarterly basis and look ahead a minimum of 4 months.

Way Forward

13. Members are invited to discuss and agree priorities, and whether any amendments are required, prior to circulation of the final programme.

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 consider its work programme for 2021/22, including:

- i. The draft Work Programme at **Appendix A**, becomes the outline work programme for the Committee, notwithstanding matters that arise throughout the year that are unknown to the Committee at this point in time.
- ii. Note that the work programme be published on the Council's website and updated on a quarterly basis.

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9 September 2021