

WORK PROGRAMME 2021-2022

Purpose of the Report

1. To enable Members of the Committee to agree an approved Work Programme 2021/2022.

Background

2. The Council's Constitution (*Scrutiny Procedure Rule 7*) states that each Scrutiny Committee will set its own work programme. Members construct a work programme that most effectively uses the Committee's time, by considering items within the Committee's terms of reference where scrutiny can make a difference.
3. This Committee's terms of reference include:
 - 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.
4. 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*'.

5. In July 2020, Full Council agreed to restart standing scrutiny committees following their suspension during the first Covid-19 lockdown, with a specific remit, within their area of responsibility, to:
 - i) Undertake pre-decision scrutiny of all Cabinet decisions, where appropriate and proportionate to do so
 - ii) Scrutinise any issues which are time critical and/ or may have a significant adverse reputational impact on the Council, and
 - iii) Develop priorities for potential scrutiny consideration during 2020/21, in consultation with the relevant Cabinet Member/s and Director/s.

6. In July 2021, Full Council agreed the Calendar of Meetings including the following meetings for this Committee, all at 4.30pm:

○ 20 September 2021	○ 19 January 2022
○ 12 October 2021	○ 14 February 2022
○ 16 November 2021	○ 09 March 2022
○ 13 December 2021	

7. 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.

Identification of potential items

8. At their Committee Meeting on 14 June 2021, Members decided to hold a work-programming forum to consider and prioritise potential items. Members tasked the scrutiny officer to prepare a schedule of potential items in advance of this meeting based on the remit for the restart of Scrutiny Committees set out in the report to Council in July and a review of 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, and
- vi. Relevant public consultation responses, such as Ask Cardiff and Cardiff Research Centre consultations.

9. Ahead of the forum meeting, the Chair and Principal Scrutiny Officer liaised with relevant Cabinet Members and Directors to offer them the opportunity to identify priority areas. Information arising from these discussions was shared with Committee Members prior to the forum meeting. The Chair, Councillor Nigel Howells, met with Councillor Peter Bradbury, Cabinet Member – Culture & Leisure to discuss his priorities for scrutiny, within the Committee terms of reference.

10. Therefore, the schedule of items considered at the work programming forum included the following:

- i) pre-decision scrutiny
- ii) issues that are time critical
- iii) items that may have a significant adverse reputational impact on the Council
- iv) priorities identified following consultation with relevant Cabinet Members and Directors, and
- v) items previously identified by Members as priority areas for scrutiny.

Initial prioritisation of items

11. Members considered the schedule of potential items at their work programming forum meeting on 26 July 2021. Committee Members discussed

which of these suggestions to prioritise 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.

12. Committee Members considered the most appropriate type of scrutiny tool to use for each of the prioritised items, bearing in mind the WAO advice¹ to aim to achieve committee meetings that last no longer than three hours, whilst maintaining robust, appropriate scrutiny across the terms of reference by undertaking scrutiny outside of committee meetings. Members also bore in mind the Governance report to Council in September 2020, advising that remote committee meetings aim to last 2.5 hours, with comfort breaks at an appropriate time.

13. A schedule listing the items considered by the work-programming forum and summarising the decisions taken is attached at **Appendix A**.

Draft Work Programme

14. Members tasked the Principal Scrutiny Officer to prepare a draft work programme calendar, illustrating likely availability and timing of items. The draft work programme calendar is attached at **Appendix B**, with items split into the following work areas:

Committee Meeting Items:

- **Policy Development / Policy Review/ Pre-decision Scrutiny** - Where the Committee contributes to the Council's policy development processes by

¹ Advice received following WAO Corporate Assessment (September 2014)

considering green papers or draft policy documents, reviews the progress made in implementing agreed Council policies, or evaluates and comments on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to receive and consider Scrutiny Members views prior to making their decision.

- **Committee Business Items** – enabling Members to consider items of Committee business, such as work programming, task group reports, correspondence reports and the Committee’s Annual Report as well as update reports on the work of the Cardiff Capital Region City Deal Joint Overview & Scrutiny Committee.

Items dealt with outside Committee Meetings:

- **Committee Improvement Inquiries** - Where the Committee establishes a Task Group to examine a topic, resulting in a formal report to the Cabinet. These can be short inquiries, such as deep dives, or longer inquiries, as required.
- **Briefings/ Information Reports** – Where the Committee receives reports for information to guide future scrutiny and/ or determine if further scrutiny is required. This includes corporate and directorate performance and budget monitoring reports.

Final prioritisation and rationalisation

15. Members are invited to consider whether any further amendments are required to the draft work programme calendar attached at **Appendix B**. Members are reminded of the need to retain some flexibility in the work programme to enable new items to be added to the work programme during the year as necessary.

16. Members are advised that the Regional Employability Framework item has emerged since the work programming forum, with the Assistant Director Housing & Communities advising this is likely to go to Cabinet in November 2021.

Scoping Inquiries

17. At the forum meeting, Members discussed potential ideas for task groups and prioritised the following:

- i) Sport Wales Re-Organisation – *September- October 2021*
- ii) Events Recovery – *October–December 2021*
- iii) Venues Recovery – if required - *November 2021 – January 2022 –*

18. At the forum meeting, Committee Members tasked the Principal Scrutiny Officer to scope the first inquiry. The proposed scope and terms of reference have been shared by email and are attached at **Appendix C**. Nominations have also been sought by email, resulting in the following proposed membership:

- i) Councillor Howells
- ii) Councillor Gordon.

19. Committee Members are invited to consider whether any further amendments are required to the scope and terms of reference for the Sport Wales Re-organisation Inquiry, attached at **Appendix C**, and to confirm the membership of the task group that will undertake this Inquiry.

20. Committee Members are also invited to agree nominations for the other Inquiries and for these members to work with the Principal Scrutiny Officer to scope and draft terms of reference for these inquiries, which will be brought back to Committee for consideration, amendment, and agreement.

Forward Work Plan September – December 2021

21. As part of the Council's response to the Wales Audit Office report '*Overview and Scrutiny - Fit for the Future?*' (July 2018), the Head of Democratic Services has introduced publication of the Committee's "Forward Work Plan" (FWP) on the Council's internet site.²

22. The next published FWP will cover the period September 2021 – December 2021. At this meeting, Members are asked to consider the information set out in **Appendix D** and agree for this to be published, subject to any amendments agreed at this meeting.

² Available at: <http://cardiff.moderngov.co.uk/mgListPlans.aspx?RPId=142&RD=0&LLL=0>

Way Forward

23. Members will have the opportunity to discuss the information provided in **Appendices A, B, C and D** and agree whether any amendments are required.

Legal Implications

24. 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

25. 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:

1. Consider the contents of **Appendix A and Appendix B** and agree any amendments required to these and to the draft work programme and thus approve a final work programme
2. Consider the scope for Sport Wales Re-organisation Inquiry, set out in **Appendix C**, and agree any amendments required
3. Seek and approve nominations to sit on the task and finish groups for any agreed inquiries, and
4. Consider the Committee Forward Work Plan attached at **Appendix D**, agree any amendments required and approve for publication on the Council's internet.

DAVINA FIORE

Director of Governance & Legal Services

14 September 2021