

---

**ANNUAL WORK PROGRAMME 2021/22**

---

**Purpose of the Report**

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

**Background**

2. Good scrutiny practice and the Council's Constitution empowers each Scrutiny Committee to set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). At this time each year the Committee is 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 maximise the impact of scrutiny.

**Role of the Committee**

3. Members are reminded that the Committee's Terms of Reference confer upon it two distinct scrutiny roles.
  - Firstly, an overarching responsibility to scrutinise, monitor and review the overall corporate performance and improvement of the Council.
  - Secondly, to scrutinise, monitor and review the effectiveness of specific functions, such as Corporate Planning, Improvement and Performance, Finance, Digital Strategy/ICT, Human Resources, Governance, Legal Services, Property, Procurement, Customer Services and Cardiff's Public Services Board.

4. The Council's organisational structure means the Committee's responsibilities fall within four of its Directorates. The list below is a good indication of the Council business within each Directorate that falls within the Committee's Terms of Reference.

- The Corporate **Resources Directorate** falls within the Committee's remit in its entirety and comprises; the Recovery and Renewal Programme; Commissioning and Procurement; Finance and Revenue Services; Human Resources People Services; Digitalisation/ICT and Customer Services (including 24/7 services and C2C); and Information Governance.
- The **People and Communities Directorate** includes Partnerships and Community Engagement; Communications; Corporate Performance. Policy and Improvement; Bi-lingual Cardiff.
- The **Economic Development Directorate** includes County Estates (including both the operational and non-operational portfolios), Corporate Health & Safety, Facilities Management and Operations.
- The **Governance and Legal Services Directorate** falls within the Committee's remit in its entirety and comprises; Committee & Members' Services; Electoral Services; Glamorgan Archives; Legal Services; and Scrutiny Services.

5. Full Council has approved the following meeting dates for this Committee, all programmed to start at **4.30pm** apart from February, which will start at **10am**.

<b>21 September 2021</b>	<b>18 January 2022</b>
<b>11 October 2021</b>	<b>16 February 2022</b> (Budget Scrutiny)
<b>17 November 2021</b>	<b>8 March 2022</b>
<b>14 December 2021</b>	

This year as Local Government Elections take place in May 2022 there will be no meeting in April 2022. The Committee will therefore meet a minimum of seven times between September 2021 and March 2022 and must programme possible topics for its forward work programme accordingly.

6. 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.

## **Work Programming**

7. The Committee work programme is routinely developed throughout the summer in preparation for approval at its September meeting. It can be updated and amended continually during the year in order to respond to urgent priorities, policy developments, and unplanned pre-decision opportunities as a consequence of revisions to the Cabinet Forward Plan. It also has to remain flexible and responsive in order to cover any urgent issues occurring throughout the year.
8. The list of options is attached at **Appendix 1**. It includes suggestions gathered from Members, Senior Managers and Strategic Plans, together with work the Committee has earmarked to be carried over for further monitoring as possibilities for the Committee's work programme. It is to be discussed and agreed by Members.

7. This list at Appendix 1, with provisional indications of priority assigned by the Chair, was circulated in August. Members were invited to suggest any changes, both to the proposed approach and to the priority assigned. Where items are marked **red** they will definitely be programmed, **amber** the committee will aim to scrutinise, and **green** will only be scrutinised if several red and amber items slip.
8. There are more items listed than can be programmed. As a guide, particularly where meetings are held remotely, to ensure effective scrutiny two-three substantive items can be programmed per meeting. All Scrutiny Chairs have agreed that meetings will be less than 2.5 hours, where possible.
9. The list of topics has been grouped by the themes that sit within the Committee's Terms of Reference - *Strategic Overview, Financial, Performance, Recovery, Property, Participation & Engagement and Partnership Scrutiny*. Where dates are provided, they are as indicated by the Cabinet Forward Plan, Corporate Plan or by the lead officer. At the bottom of the list, as a reminder, are the key sections of the current Corporate Plan for which the Committee has substantive responsibility, notwithstanding its overarching responsibility for the Council's key strategic and financial planning documents.
8. Where Members consider the scrutiny of a topic requires a more in-depth approach then it may either take the form of a *Short Scrutiny* using a whole formal meeting, with extended recommendations to Cabinet in the form of a letter or may take the form of a task and finish group informally outside of Committee.
9. The Committee has an established Performance Panel with a growing remit to monitor performance, particularly at the mid and end points of the year. In 2021 the Panel also sat to allow greater scrutiny collaboration on the targets set within the Corporate Plan 2021-24. This Panel extends an invitation to all Chairs of Scrutiny to strengthen the breadth of performance scrutiny.
10. In the interests of good public engagement, the Committee's Forward Plan is published on the Council website, refreshed on a quarterly basis.

## Way Forward

11. The Table at **Appendix 2** is a draft of how the committees work programme might look if the prioritisation of topics remains as indicated in **Appendix 1**, reflecting the current Cabinet Forward Plan.
12. Members are invited to discuss the options listed at **Appendix 1**, agree priorities, and whether any further scoping of work is required. The final programme will then be drafted and circulated.
13. In addition, Members are invited to agree that the Committee's Performance Panel will continue in 2021/22 and consider whether they wish to put their name forward for membership.

## 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. Agree its work programme for 2021/22, having prioritised its work from topics listed at **Appendix 1**. This will become 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 will be updated on a quarterly basis and published on the Council's website.
- iii. Agree the continuation of a Performance Panel and seek nominations for its membership.
- iv. Agree that the Principal Scrutiny Officer, with the approval of the Chair, circulates the final Work Programme for 2021/22, incorporating priorities as discussed at the meeting, to all Committee members and stakeholders.

**DAVINA FIORE**

Director Governance & Legal

15 September 2021