

**Work Programming 2022-23**

**Purpose of the Report**

1. To agree the way forward for developing and agreeing the Committee's 2022/23 work programme.

**Background**

2. Each Scrutiny Committee sets its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). This Committee's terms of reference give the Committee responsibility to scrutinise, monitor and review the overall operation of the Cardiff programme for improvement and the effectiveness of the general implementation of the Council's policies, aims and objectives for the following:

<ul style="list-style-type: none"><li>• Budget Oversight &amp; Monitoring</li><li>• Commissioning &amp; Procurement</li><li>• Communications</li><li>• Consultation, engagement &amp; participation</li><li>• Corporate Performance Management Framework</li><li>• Corporate Planning</li><li>• Council Property &amp; Estates</li><li>• Digital, ICT &amp; Customer Services</li></ul>	<ul style="list-style-type: none"><li>• Equalities</li><li>• Financial Strategy</li><li>• Human Resources</li><li>• Legal &amp; Governance Services</li><li>• Local Development Plan</li><li>• Organisational Recovery &amp; Renewal</li><li>• Public Service Board</li><li>• Strategic Policy Development</li></ul>
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3. The Committee's Terms of Reference also confer responsibility to scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources; 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-government bodies on the effectiveness of Council service delivery; and to report to an appropriate Cabinet or Council meeting on its findings and make recommendations on measures which may enhance Council performance in this area.
  
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:
  - Holding to account the Cabinet and officers, as decision-makers.
  - 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.
  - Providing a voice for citizens.

### **Developing an Annual Work Programme**

5. The forward work programme, whilst constructed at the beginning of the municipal year, 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. Given the range of service areas and subjects covered by the Committee, the work programme needs to be carefully constructed to ensure that the time and resources available to the Committee are most effectively used.
  
6. The first stage is to identify potential work programme items for consideration and prioritisation by Committee Members by:
  - seeking suggestions from all Members and officers.

- reviewing the items recommended by the previous Committee.
  - reviewing corporate documents, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators and partnership, consortia, and regional documents; and
  - checking other relevant documentation to identify areas within the terms of reference for the Committee
7. Following the preparation of a list of potential items, Committee Members will need to prioritise the items, given the range of subject areas covered by the Committee, the limitations of support available and meetings programmed. Members are encouraged to prioritise items where scrutiny can have most impact, that will help to deliver improved performance and that are not being investigated by other routes. This ensures that the time and resources available to the Committee are most effectively used.
8. The Committee's Principal Scrutiny Officer will draft a list of possible items following research and consultation with sources as set out above and taking into account the challenges outlined by lead officers at the Committee's informal induction meeting. Members views conveyed at all induction meetings will also be explored and included where practical. Members will be invited to prioritise items in communication online through the Chair and Principal Scrutiny Officer. Proposals will then be presented to the full committee in September for formal approval of the work programme.

### **Way Forward**

9. During the meeting, Members may wish to:
- a. agree the approach to developing the Committee's work programme for 2022-23, so that a draft of the programme is brought back to the Committee in September 2022 for formal approval.
  - b. offer particular issues of interest for inclusion in the Committee's work programme development.

## **Legal Implications**

10. 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**

11. 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 agree the approach to developing the Committee's work programme for 2022-23.

**DAVINA FIORE**

**Director of Governance and Legal Services**

**7 July 2022**