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**WORK PROGRAMME 2015/16**

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**Purpose of the Report**

1. To seek Members' approval for the Committee's 2015/16 draft work programme.

**Context**

2. The Council's Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (*Scrutiny Procedure Rule 7*). The Committee is tasked with constructing a work programme for the year ahead 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.
3. This Committee's terms of reference are founded on a corporate policy and performance overview responsibility, giving the Committee responsibility for scrutinising, measuring and actively promoting improvement in the Council's overall performance, as well as responsibility for scrutinising a number of specific service areas.
4. The Committee's terms of reference determine that its responsibilities fall within four Directorates of the current organisational structure as follows:
  - Resources:** (Finance; Commissioning & Procurement; Change & Improvement; ICT; HR)
  - Democratic Services:** (Legal; Scrutiny; Governance & Member Support)
  - Economic Development:** (Strategic Property & Estates)
  - Communities, Housing & Customer Services.** (Customer Services; Partnerships & Community Engagement).

The Committee's Terms of Reference are:

- 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, including:

|   |                                      |
|---|--------------------------------------|
| Council Business Management and Constitutional Issues | Equalities                           |
| Council Corporate Plan                                | Finance and Corporate Grants         |
| Strategic Policy Development                          | Organisational Development           |
| Strategic Programmes                                  | E-Government                         |
| Community Planning & Vision Forum                     | Information Communication Technology |
| Voluntary Sector Relations                            | Council Property                     |
| Citizen Engagement & Consultation                     | Commissioning & Procurement          |
| Corporate Communications                              | Legal Services                       |
| Contact Centre Services and Service Access            | Carbon Management                    |
| International Policy                                  | Cardiff Local Development Plan       |

- To scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources.
- To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures, which may enhance Council performance and service delivery in this area.

5. Full Council, on 21 May 2015, approved the following meeting dates for this Committee, which all fall on a Tuesday, starting at 4.30pm.

|                                   |               |
|-----------------------------------|---------------|
| 8 September 2015                  | 8 March 2016  |
| 6 October 2015                    | 12 April 2016 |
| 3 November 2015                   | 10 May 2016   |
| 1 December 2015                   | 7 June 2016   |
| 12 January 2016                   | 5 July 2016.  |
| 3 February 2016 ( <i>budget</i> ) |               |

## Work Programming

6. The work programme is constructed at the beginning of the municipal year but is updated and amended during the year in order to respond to urgent priorities or policy developments. 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 available to the Committee is most effectively used, and to balance time invested against the potential impact of Committee's work. It also has to remain flexible in order to cover any urgent issues occurring throughout the year.
7. At its 7 July 2015 meeting the Committee agreed to hold a work programming forum on 28 July 2015, Member availability having been requested prior to the meeting. Members asked that Directors with responsibility for delivering services that fell within the Committees terms of reference be invited to address the work programming forum highlighting areas that the Committee might potentially make an impact.
8. On 28 July 2015, Committee Members met to discuss potential work programme items and issues. The forum was addressed by Christine Salter, Corporate Director Resources, and Marie Rosenthal, Director of Governance & Legal Services.
9. At the meeting, Members considered a wide range of possible items, including suggestions from Members and senior officers, performance reports, pre-decision reports, policy review & development work, monitoring reports, briefing reports and scrutiny inquiries which could be included in the Committee's 2015-16 work programme. A list of possible items (**Appendix A**) was circulated to Members prior to the work programming forum, drafted by the Committee's Principal Scrutiny Officer following discussions with senior managers, and reference to key Council plans, strategies, and programmes, directorate delivery plans, and the Council's Risk Register.
10. In prioritising the possible items for inclusion in the draft work programme, at the forum Members were invited to collectively determine each item 'Red' 'Amber' or 'Green', where Red items *would* be programmed for scrutiny; Amber items the

Committee would *aim to* programme for scrutiny; and Green items the Committee was *unlikely* to programme time for formal scrutiny. When determining priorities Members considered factors such as:

- a. the potential impact of scrutiny;
- b. the importance for Cardiff Council
- c. the importance to the citizens of Cardiff; and
- d. whether the possible item would be more appropriately considered by other Council Committees, such as Audit, Democratic Services, or other Scrutiny Committees.

11. At the work programming forum Committee Members considered the WAO Corporate Assessment (September 2014), and the subsequent advice to 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.

12. Addressing this, Members agreed how best to ensure the Committee remains fully informed in undertaking its duties whilst simultaneously managing agendas effectively, and therefore determined to deal with items in one of the following ways:

- FC: for consideration by Full Committee;
- BF: Briefing Formal - for information circulated with formal Committee papers;
- BI: Briefing Informal – for information circulated/verbally briefed outside of formal Committee papers / meetings;
- T&F/panel – a time limited in-depth inquiry by 3-4 Members of the Committee

13. A full listing of the determinations made at the forum can be found at **Appendix A**, the highlights of which are as follows:

- a. Corporate Plan and Budgetary Proposals – scrutiny scheduled for 3 February 2016.
- b. Quarterly performance reports – to consider at this committee how best to approach the scrutiny of corporate-wide performance, and performance scrutiny of the directorate functions that fall within its terms of reference. Members in attendance at the Forum agreed there may be merit in creating a performance panel of the Committee to scrutinise performance reports ahead of Committee Meetings, with the aim of reporting back to the full Committee.
- c. Budget monitoring – consider at this committee whether there is merit in a sub-group/panel approach as above, or agree that the full Committee will monitor the budget at Month 6 and Month 9.
- d. Organisational Development Programme – progress will be monitored in December 2015 and June/July 2016. The Committee will take a *fluid but responsive* approach to scrutiny of programme projects causing concern.
- e. Partnerships - that the Committee accept responsibility for scrutiny of Partnerships, and will programme scrutiny of the Cardiff Partnership Board (CPB) for the November meeting. Members have requested support in preparing for this additional responsibility, and wish to factor in a pre meeting and briefing paper on the CPB prior to 3 November.2015. Members agreed that the Chair and Principal Scrutiny Officer would request an opportunity to observe a meeting of the CPB.
- f. To refer *Developing the Cardiff Brand, Welsh Language Matters, and International Links/ City networks* to the Economy & Culture Scrutiny Committee.
- g. To refer *Corporate Complaints and Fraud* matters (highlighted in the Corporate Risk Register) to the Audit Committee.
- h. To scope opportunities for the Committee to add value to the Council's commercialism work with an inquiry on commercialisation of Council services.
- i. To pause scoping suggestions of inquiries on demand management, collaborative delivery lessons, and promoting community benefits through Council contracts until Member and officer resource to support the potential inquiries is clearer.

- j. To review Committee's previous work on information governance.
- k. CIL (Community Infrastructure Levy). The Council is approaching a point of placing its CIL proposals on inspection. Members may wish to engage with Members of other Scrutiny committees in assessing and informing the draft CIL proposals prior to Cabinet sign off.
- l. Community Hubs. During 2014-15 the Committee was involved in joint scrutiny of Community Hubs with other scrutiny committees, and may be called upon to consider the draft proposals for community hubs coming forward during 2015/16.

14. As a result of the forum a draft work programme has been developed and is 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.

15. Given the need to consider the resources available to scrutiny services and the capacity of Members to undertake scrutiny inquiry and sub-group/panel work, Members will need to confirm whether they are willing and able to sit on a task and finish group, performance or budget panel, if agreed at this committee. The usual number of Members on a task and finish group is three or four, with the aim of ensuring political balance.

16. Committee Members who express an interest in sitting on a task group will be invited to shape the terms of reference and scope for the Inquiry; including proposals for the structure of the Inquiry, the number of meetings, site visits and witnesses.

### **Way Forward**

17. Committee Members will have the opportunity to discuss the information provided in this report and appendices, namely the proposals made by the work programming forum, and whether or not to re-prioritise any items listed in **Appendix A**. Members will then need to agree to the amendments required.

## **Legal Implications**

18. 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**

19. 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 discuss and agree its work programme for 2014/15, including:

- i. Agree the approach to scrutinising budget monitoring;
- ii. Agree the approach to scrutinising performance;
- iii. Agree the approach to scrutinising the Organisational Development Programme.

- iv. Agree any amendments to the proposed work programme in terms of scheduled committee items;
- v. Agree to scoping an inquiry on commercialisation;
- vi. Agree nominations for the task group/panels, including a potential CIL joint task group and potential community hub joint scrutiny;
- vii. Approve the work programme as amended by the decisions above.

**MARIE ROSENTHAL**

Director of Governance & Legal Services  
2 September 2015