

Committee Business Report

Correspondence – Forward Work Programme

Purpose of the Report

1. To update Members on:
 - a. Correspondence arising from recent Policy Review & Performance (PRAP) scrutiny meetings.
 - b. The Forward Work Programme January-March 2023

Correspondence

2. Following each Scrutiny Committee meeting, the Chair writes on behalf of all Members, to the relevant Cabinet Member and senior officer, summing up the Committee's comments, concerns and recommendations regarding the issues considered during that meeting. All Members are routinely copied into the letters when they are forwarded to the Cabinet Member. Depending on the issues highlighted, the letter may request a response from the Cabinet Member to any recommendations made, and sometimes requests further information.
3. All letters that follow the public scrutiny of substantive items are published on the PRAP scrutiny pages of the Council's website; except for those items deemed necessary to be considered in closed session due to their confidential nature.
4. For Members information, the table below includes links to all copies of correspondence following PRAP committees since July 2022. The Cabinet responses received to date are attached to this report as appendices.

5. Where responses are *outstanding* the support officer continues to follow up on the Committee's behalf, particularly where the Committee has made a formal recommendation for monitoring as part of the new database in place to capture the impact of scrutiny and support the Council's new performance framework. There are occasions, however, that the Committee does not formally request a response.

Committee	Scrutiny	Link
13 July 2022	Stronger Fairer Greener	Link to Correspondence following July PRAP
	<i>Response not requested</i>	
13 July 2022	Budget Strategy 2023/24	Link to Correspondence following July PRAP
	Response attached at Appendix 1	
26 September 2022	Budget Monitoring month 4 2022/23	Link to correspondence following September PRAP
	Response attached at Appendix 1	
26 September 2022	Annual Property Plan 2022/23	Link to correspondence following September PRAP
	<i>Response not requested</i>	
26 September 2022	Maindy Park Trust	Confidential
	<i>Response outstanding</i>	Confidential
18 October 2022	Cardiff Public Services Board Annual Well-being Plan 2021/22 & Well-being Plan 2023/28	Link to correspondence following October PRAP
	<i>Response outstanding</i>	
18 October 2022	Annual Well-being Report 2021/22	Link to correspondence following October PRAP
	<i>Response outstanding</i>	
18 October 2022	Budget Update 2023/24	Link to correspondence following October PRAP
	Response attached at Appendix 2	

18 October 2022	Socially Responsible Procurement Strategy	Link to correspondence following October PRAP
	<i>Response outstanding</i>	
15 November 2022	Budget Monitoring month 6 2022/23	Link to correspondence following November PRAP
	<i>Response outstanding</i>	
15 November 2022	Capital Programme month 6 2022/23	Link to correspondence following November PRAP
	<i>Response outstanding</i>	
15 November 2022	Communications & External Relations	Link to correspondence following November PRAP
	<i>Response outstanding</i>	

Forward Work Programme

6. As part of Scrutiny’s work to improve public engagement and accessibility to the service, the Head of Democratic Services has introduced publication of the Committee’s “Forward Work Plan” (FWP) on the Council’s internet site. The FWP for each scrutiny committee is updated quarterly.
7. The next published FWP will cover the period January 2023 – March 2023. At this meeting, Members are asked to consider the information set out in **Appendix A** and agree for this to be published, subject to any amendments agreed at this meeting.

Way Forward

8. Members will have the opportunity to discuss the information provided in **Appendix A** and agree whether any amendments are required.

Legal Implications

9. 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 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

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 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

Members are recommended to:

- a. note correspondence between the Committee and the Cabinet between July and November 2022.
- b. consider the Committee's Forward Work Plan attached at **Appendix A**, agree any amendments required and approve for publication on the Council's internet.

Davina Fiore

Director Governance & Legal

8 December 2022