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CORRESPONDENCE – INFORMATION REPORT

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**Background**

1. Following Scrutiny Committee meetings, the Chair writes a letter to the relevant Cabinet Member or senior officer, summing up the Committee's comments, concerns and recommendations regarding the issues considered during that meeting. The Committee are offered an opportunity to comment on a draft of the letter before it is forwarded to the Cabinet Member. The letter usually asks for a response from the Cabinet Member to any recommendations made, and sometimes requests further information.

**Issues**

2. A copy of the ***Correspondence Monitoring Sheet*** detailing the Committee's correspondence, and analysing responses received since the July meeting, is attached at **Appendix 1**. Also attached to this report are copies of all relevant correspondence.

**8 September 2015 Meeting Correspondence**

**Wales Audit Office Improvement Report 2014/15**

3. The Committee considered the Wales Audit Office Annual Improvement Report 2014-15, and the Auditor General for Wales' judgement in respect of Cardiff Council. A copy of the Chair's letter to the Cabinet Member Corporate Service & Performance following the scrutiny is attached at **Appendix 2a**. A response was received on 23 September and is attached at **Appendix 2b**.

## **Statutory Annual Improvement Report 2014/15**

4. The Committee considered the Council's draft Annual Improvement Report prior to submission to Full Council on 24 September. The Committee agreed that the Chair would write to the Cabinet Member on its behalf. A copy of the Chair's letter is attached at **Appendix 3a**. A response was received on 23 September and is attached at **Appendix 3b**

## **Quarter 1 Performance 2015/16.**

5. The Committee considered the Council's performance report for Quarter 1 (April to June) of 2015/16 prior to its consideration by the Cabinet. A copy of the Chair's letter to the Cabinet Member Corporate Service & Performance following the scrutiny is attached at **Appendix 4a**. A response was received on 23 September and is attached at **Appendix 4b**.

## **Legal Implications**

7. 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**

8. 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 note the content of this report and appendices, and decide whether it wishes to take any further actions, or request any further information.

**MARIE ROSENTHAL**  
**Director of Governance and Legal Services**  
**30 September 2015**