
DEVELOPING A WORK PROGRAMME 2023-2024

Purpose of Report

1. This report provides Members with an overview of the scrutiny work programming process, ahead of Committee's work programming forum meeting on 22 June 2023, and reminds Members of the schedule of committee meetings July 2023 - May 2014.

Background

2. The Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). This Committee's terms of reference give the Committee responsibility for scrutinising, measuring and actively promoting improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the following areas:

- Cardiff City Region City Deal
- Inward Investment & the Marketing of Cardiff
- Economic Strategy & Employment
- European Funding & Investment
- Small to Medium Enterprises
- Cardiff Harbour Authority
- Lifelong Learning
- Leisure Centres
- Sports Development
- Parks & Green Spaces
- Libraries, Arts & Culture
- Civic Buildings
- Events & Tourism
- Strategic Projects
- Innovation & Technology Centres
- Local Training & Enterprise

3. This Committee's terms of reference also include the ability 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-governmental bodies on the effectiveness of Council service delivery’.

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:
 - 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.

Developing a work programme

5. The Committee constructs the work programme at the beginning of the municipal year, and it is updated periodically during the year. Given the range of service areas and subjects covered by each 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:
 - i. seeking suggestions from Members and officers
 - ii. reviewing the items recommended by the previous Committee
 - iii. reviewing corporate documents, consultation reports, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators and partnership, consortia and regional documents, and
 - iv. 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 and the limited resources available. To ensure that the time and

resources available to the Committee are most effectively used, Members normally prioritise items using the following criteria, known by the acronym PICK:

- i. that are of importance to the public
- ii. where scrutiny can have most impact
- iii. that will help to deliver improved council performance, and
- iv. where scrutiny is kept in context.

8. The aim is to balance the work programme to enable Scrutiny Committees to have a clear input into the development of the main policies and strategies that form the Council's policy framework, comment on operational and service delivery issues, identify potential improvements and savings, highlight good practice and reflect the voice and concerns of the public.

9. Further information will be shared with Committee Members ahead of the work programming forum meeting on 22 June 2023.

Proposed Dates of Committee Meetings

10. At the Annual General Meeting (AGM) of Council on 25 May 2023, Members considered provisional dates for all committee meetings, subject to further consultation with Chairs and Committees. There are ten scheduled meetings for this Committee between July 2023 and May 2024, as follows:

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|---------------------|--------------------|
| • 11 July 2023 | • 16 January 2024 |
| • 19 September 2023 | • 27 February 2024 |
| • 17 October 2023 | • 19 March 2024 |
| • 21 November 2023 | • 23 April 2024 |
| • 12 December 2023 | • 14 May 2024 |

11. Members are asked to note the following:

- a. Committee meetings are scheduled on a Tuesday, generally commencing at 4.30pm.
- b. The July 2023 Committee meeting is scheduled to commence at 5.00pm, due to Governance and Audit Committee being held beforehand

- c. The February 2024 Committee meeting, which is dedicated to scrutiny of budgetary proposals, is currently programmed to commence at 3.00pm; this may vary and will be determined by the volume of budgetary proposals that fall within the Committee's remit.

Way Forward

12. Members are due to hold a work programming forum on 22 June 2023 to consider options for the work programme and prioritise topics for consideration. The forum's proposals will be presented to Committee at their meeting on 11 July 2023 for formal approval of the work programme.

Legal Implications

13. 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

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 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:

- i. to note the approach to developing the Committee's work programme for 2023-24, and that a final version of the programme will be brought back to the Committee for formal approval
- ii. to note the schedule of committee dates, detailed in points 9 and 10 of this report.

Davina Fiore
Director of Governance & Legal Services
14 June 2023