

**WORK PROGRAMME 2023-2024**

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**Purpose of the Report**

1. To enable Members of the Committee to agree an approved Work Programme 2023/2024.

**Background**

2. The Council's Constitution (*Scrutiny Procedure Rule 7*) states that each Scrutiny Committee will set its own work programme. Members construct a work programme for the forthcoming municipal year that most effectively uses the Committee's time, by considering items within the Committee's terms of reference where scrutiny can make a difference.
3. This Committee's terms of reference include:
  - 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.
4. 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.*'

5. 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.

### **Identification of potential items**

6. At their Committee Meeting on 31 May 2023, Members agreed to hold a work-programming forum to consider and prioritise potential items. Members tasked the scrutiny officer to prepare a schedule of potential items in advance of this meeting, including a review of the following:
  - i. Corporate documents - including '*Stronger, Fairer, Greener*' – the Administration's Statement, Cabinet Forward Plan, Corporate Plan, Recovery & Renewal Plans, Directorate Delivery Plans, Cabinet Response - Race Equality Taskforce, budget & performance information, risk register and audit reports
  - ii. Partnership workstreams - including Cardiff Capital Region City Deal and Cardiff Partnership Board
  - iii. Audit, Inspectorate and Regulatory reports
  - iv. Forthcoming UK and Welsh Government legislation and policy changes
  - v. Recommendations from the previous Committee regarding items to include in the work programme, and
  - vi. Relevant public consultation responses, such as Ask Cardiff and Cardiff Research Centre consultations.
7. Ahead of the forum meeting, on behalf of the Chair, the scrutiny officer liaised with relevant Cabinet Members and Directors to offer them the opportunity to identify priority areas. All Members were also invited to submit suggested areas requiring scrutiny. All suggestions received were included in the information pack shared with Committee Members prior to the forum meeting.

8. Therefore, the schedule of items considered at the work programming forum included the following:

- i) areas identified by Members as requiring scrutiny
- ii) items identified by the previous Committee as priorities for scrutiny
- iii) priorities identified following consultation with relevant Cabinet Members and Directors
- iv) pre-decision scrutiny
- v) areas identified from review of sources listed in point 6.

### **Initial prioritisation of items**

9. Members considered the schedule of potential items at their work programming forum meeting on 22 June 2023. Committee Members discussed which of these suggestions to prioritise for inclusion in the draft work programme, considering factors such as:

- i) The potential impact of scrutiny
- ii) Importance to the citizens of Cardiff
- iii) Importance for Cardiff Council
- iv) Whether the possible item would be dealt with in other arenas, and
- v) The resources available from Scrutiny Services and the capacity of Members to undertake the scrutiny.

10. Committee Members considered the most appropriate type of scrutiny tool to use for each of the prioritised items, bearing in mind the WAO advice<sup>1</sup> to aim to achieve committee meetings that last no longer than three hours, whilst maintaining robust, appropriate scrutiny across the terms of reference by undertaking scrutiny outside of committee meetings. In addition, Committee Members noted that the Council's multi-location meeting policy recommends a comfort break after 2 hours to enable remote attendees to have a break from being onscreen.

11. A schedule listing the items considered by the work-programming forum and summarising the decisions taken is attached at **Appendix A**.

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<sup>1</sup> Advice received following WAO Corporate Assessment (September 2014)

## **Draft Work Programme**

12. Members tasked the Principal Scrutiny Officer to prepare a draft work programme calendar, illustrating likely availability and timing of items. The draft work programme calendar is attached at **Appendix B**, with items split into the following work areas:

### Committee Meeting Items:

- **Policy Development / Policy Review/ Pre-decision Scrutiny** - Where the Committee contributes to the Council's policy development processes by considering green papers or draft policy documents, reviews the progress made in implementing agreed Council policies, or evaluates and comments on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to receive and consider Scrutiny Members views prior to making their decision.
- **Committee Business Items** – enabling Members to consider items of Committee business, such as work programming, task group reports, correspondence reports and Scrutiny's Annual Report as well as update reports on the work of the Cardiff Capital Region City Deal Joint Overview & Scrutiny Committee.

### Items dealt with outside Committee Meetings:

- **Committee Improvement Inquiries** - Where the Committee establishes a Task Group to examine a topic, resulting in a formal report to the Cabinet. These can be short inquiries, such as deep dives, or longer inquiries, as required.
- **Briefings/ Information Reports** – Where the Committee receives reports for information to guide future scrutiny and/ or determine if further scrutiny is required. This includes corporate and directorate performance and budget monitoring reports.

## **Final prioritisation and rationalisation**

13. Members are invited to consider whether any further amendments are required to the draft work programme calendar 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.

14. Members are advised that two pre-decision items have emerged since the work programming forum; these are shown with red font in the draft calendar and include:

- i) September – Shared Prosperity Fund
- ii) Timing TBC - Roath Park Dam.

15. Members are reminded 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.

### **Scoping Inquiries**

16. At the forum meeting, Members discussed potential ideas for task groups in addition to the already agreed RLDP Preferred Strategy Inquiry and prioritised the following:

- i) Cardiff Riding School – a short Inquiry.

17. It is now necessary to scope this Inquiry, to bring terms of reference back to Committee for discussion, amendment and agreement. Members interested in being on the Task Group for this Inquiry are invited to express their interest at this meeting, with Committee requested to approve nominations.

### **Forward Work Plan September – December 2023**

18. As part of the Council's response to the Wales Audit Office report '*Overview and Scrutiny - Fit for the Future?*' (July 2018), the Head of Democratic Services has introduced publication of the Committee's "Forward Work Plan" (FWP) on the Council's internet site.<sup>2</sup>

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<sup>2</sup> Available at: <http://cardiff.moderngov.co.uk/mgListPlans.aspx?RPId=142&RD=0&LLL=0>

19. The next published FWP will cover the period September 2023 – December 2023. At this meeting, Members are asked to agree for this to be published, to be based on the work programme as agreed at this meeting.

### **Way Forward**

20. Members will have the opportunity to discuss the information provided in **Appendices A and B** and agree whether any amendments are required to the proposed work programme 2023-24.

### **Legal Implications**

21. 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**

22. 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:

1. Consider the contents of **Appendix A and Appendix B** and agree any amendments required to these and thus approve a final work programme
2. Seek and approve nominations to sit on the task and finish group for the Cardiff Riding School Inquiry, and
3. Agree a Committee Forward Work Plan, based on the work programme as agreed at this meeting, is approved for publication on the Council's internet.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**05 July 2023**