

**COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE**

**18 SEPTEMBER 2022**

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**COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE WORK  
PROGRAMME 2023/24**

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**Purpose of Cover Report**

1. The Council's Constitution (Scrutiny Procedure Rule 7) states that each Scrutiny Committee will set their own work programme. The Community & Adult Services Scrutiny Committee's terms of reference, provide the Committee with the responsibility for the scrutiny of a number of specific service areas.
2. This report provides the Committee with the output from the Work Programming Forum, which took place on the 10 July 2023. The list of items suggested at the forum has been populated into a calendar, attached at **Appendix 1**, for the Committee's consideration and approval.

**Background**

3. 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:
  - Holding the Cabinet and officers as decision-makers to account.
  - Being a 'critical friend', through questioning how decisions have been made to provide a 'check and balance' to decision makers and adding legitimacy to the decision making process.
  - Undertaking reviews of Council services and policy.

- Undertaking reviews to develop Council services and policies.
- Amplifying the voice for citizens.

4. The committee's Work Programme Forum took place on the 10 July 2023. At this meeting, Members considered 32 items from the following sources:

- I. Committee Member Suggestions
- II. The previous Committee's recommendations for future scrutiny (*Scrutiny Annual Report 2022/23*)
- III. Executive Suggestions (*Cabinet Member & Directors*)
- IV. Corporate documents - including Cabinet Forward Plan, Corporate Plan, Directorate Delivery Plans, Annual Well-being Plan, budgetary information, performance information, risk register and audit reports
- V. Relevant partnership workstreams:
  - PSB
  - Community Safety Partnership
  - RPB
  - Cardiff & Vale Safeguarding Board
- VI. Audit, Inspectorate and Regulatory reports.
- VII. Relevant public consultation responses, such as Ask Cardiff and Cardiff Research Centre consultations.
- VIII. Forthcoming and recent work of the Welsh Government.

5. At the meeting, Committee Members present also discussed that, to aid in focussing the agendas' more effectively and maximising the impact of the scrutiny:

- Committee meetings would remain mindful of Wales Audit advice for scrutiny committees to achieve formal committee meetings within reasonable timeframes, whilst maintaining robust and appropriate levels of scrutiny across the terms of reference. Ensuring agendas are of a manageable size and that work occurs outside committee meetings. On average, this equates to agendas of formal meetings, consisting of no more than two substantial item, with a third smaller item if required.

- Items considered by the Committee will be based on issues that impact on Cardiff citizens and, enhance the work of the council in delivering services to Cardiff citizens.
- Items will be prioritised to ensure quality over quantity, remaining mindful of achievability, deliverability and impact.
- In line with the Local Government and Election (Wales) Act, seek to increase input from the public, stakeholders, service providers and service users where appropriate and viable.
- The work programme will demonstrate flexibility to reflect changing priorities and provide space for emerging items over the year.

6. The resultant list of items from the Work Programme Forum, have been inputted into a Work Programme Calendar attached at **Appendix 1**. Since the Work Programme Forum, an additional suggestion was made for committee to receive a progress update on the Adult Services Workforce Strategy and Action Plan, this has also been inputted into the attached calendar. Members are requested at this meeting to consider the items listed in **Appendix 1** for final approval.
7. Members are to note, in the interests of better public engagement, the Committee's Forward Plan will be published on the Council website. It will be refreshed on a quarterly basis and look ahead a minimum of 4 months.

### **Issues**

8. During their deliberations, Members concurred on the need to focus on ongoing service area work in its policy development stage; thereby ensuring the work of this committee has the greatest impact and assists the service area with any resource capacity issues they may face. The key areas of work agreed by the Members present at the 2023/24 Work Programme Forum were:
  - A visit to family homeless provisions – including pre-planned sites, and emergency provision.

- An update on the recommendations made by this committee in its April 2023 meeting regarding street homelessness: including an update on arrangements for winter.
  - Contribute to the development of the Adults, Housing & Communities Equality Action Plan
  - Direct Payments Update
  - Assess access to Mental Health Services
  - Review Cardiff Council's ASB support services.
9. The exact focus and objective of each key area will be discussed and agreed by Committee Members during the year to ensure the work is both effective and relevant, and to also ascertain potential contributors.

### **Legal Implications**

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**

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 consider and agree:

- a) The draft timetable of issues for the Committee as set out in **Appendix 1**;
- b) Provide any further suggestions to be considered by the Committee during 2023/24;

**DAVINA FIORE**

**Director of Governance and Legal Services and Monitoring Officer**

**12 September 2023**