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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 October meeting, is attached at **Appendix 1**. Also attached to this report are copies of all relevant correspondence.

**6 October 2015 Meeting Correspondence**

**Employee Survey**

3. The Committee considered the results of the 2015 Employee Survey; including an outline of what measures will follow as a direct consequence of the Survey findings; and an opportunity to question Staff Ambassadors involved in frontline delivery of services. A copy of the Chair's letter to the Cabinet Member Corporate Service & Performance following the scrutiny is attached at **Appendix 2**. A response is outstanding.

## **Statutory Equalities Plan**

4. The Committee had an early opportunity to inform consultation on the Council's draft Strategic Equality Plan for 2016/20, at the start of a two month consultation programme to shape the final Scheme, which will be presented to Cabinet in March 2016. The item also included a Third Sector Question on the topic of equality impact assessment, asked by the Cardiff Third Sector Council. A copy of the Chair's letter to the Cabinet Member for Safety, Skills, Democracy and Engagement following the scrutiny is attached at **Appendix 3**. A response is outstanding.

## **Legal Implications**

5. 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**

6. 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**  
**28 October 2015**