

COMMITTEE BUSINESS REPORT

Background

1. At the Committee meeting on 16 September 2015 Members discussed how they wished to deal with future reports concerning committee business, such as correspondence reports and work programme reports. Members decided to combine these within an overarching Committee Business report. This would include a correspondence update schedule, detailing the areas of the Chair's letters that required response and detailing the response received.

Correspondence update

2. Following most Committee meetings the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments and recommendations regarding the issues considered during that meeting. At the Committee meeting on 7 October 2015 Members received a report detailing the Committee-related correspondence sent and received by the Committee relating to committee meetings held on 8 July 2015, jointly with Children & Young People's Scrutiny Committee on 29 July 2015, and on 16 September 2015.
3. The correspondence schedule attached as **Appendix A** provides an update since 7 October 2015 committee meeting, with the following information:
 - i. Date the letters were sent;
 - ii. To whom the letter was addressed;
 - iii. The key recommendations set out in the Chair's letters;
 - iv. Date the response was received; and
 - v. The response of the Cabinet Member(s) to those recommendations.

4. The schedule attached at **Appendix A** shows:
- i. *Awaiting Response* - from Christine Salter to the Chair's Letter regarding evaluation process for proposed savings, considered at Committee on 8 July 2015.
 - ii. *Response Received* – from Councillors Elsmore and Lent to the letter from Councillor Richard Cook, Chair Joint Committee of Children & Young People Scrutiny Committee and Community & Adult Services Scrutiny Committee, following scrutiny of the draft Director of Social Services Annual Report, considered at Committee on 29 July 2015 – attached at **Appendix B**.
 - iii. *Awaiting Response* - from Councillors Elsmore and De'Ath to the Chair's letter regarding the scrutiny of progress in implementing policy commitments re Older People and pre-decision scrutiny of the Local Ageing Well Plan, considered at Committee on 16 September 2015.
 - iv. *Response received* - from Councillor Elsmore to the Chair's letter containing recommendations to improve performance monitoring , considered at Committee on 16 September 2015 – attached at **Appendix B**.
 - v. *Awaiting Response* – from Councillor Elsmore to the Chair's letter containing requests for information in relation to the item on Street Homelessness considered at Committee on 7 October 2015.
 - vi. *Awaiting Response* – from Councillor De'Ath to the Chair's letter containing recommendations pertaining to the Call-In of the Re-declaration of the Additional Licensing Scheme in Cathays Ward considered at Committee on 7 October 2015.

Work Programme Update

5. At the Committee Meeting on 16 September 2015, Members agreed their work programme for 2015-16. Since then, there have been several amendments made to the agreed work programme for the following reasons: several pre-decision scrutiny items have moved date due to changes in the timeline of reports being taken to Cabinet; following publication of the Month 4 Budget Monitoring report, Members decided to add in an Adult Services budget

monitoring report to the 7 October 2015 Committee Meeting; and delays in information from U.K. Government regarding Welfare Benefit changes and the impact of the U.K. Government budget has meant the item covering these has needed to be deferred.

6. A revised work programme has been prepared to reflect these changes and is attached at **Appendix C**. This shows the following changes, going forward:
- i. Pre-Decision scrutiny of Supported Living Services for Adults with Learning Disabilities - moved to Committee Meeting on 2 December 2015;
 - ii. Pre-Decision scrutiny of the Housing Allocations Review, and associated items - moved to Committee Meeting on 2 December 2015;
 - iii. Possible item – on Welfare Reform and consequences of U.K. government budget on housing – moved to Committee Meeting on 2 December 2015;
 - iv. Pre-Decision scrutiny of the Housing Revenue Account Business Plan - moved to Committee Meeting on 6 January 2016 as awaiting Welsh Government confirmation of HRA parameters;
 - v. Policy Development scrutiny of the Domestic Violence Recommissioning update - moved to Committee Meeting on 6 January 2016 and linked to an update on Supporting People;
 - vi. Inclusion of new item – Gypsy & Traveller Housing Needs Assessment and Site Selection Criteria – scheduled for Committee Meeting on 6 January 2016 at request of officers, to fit with LDP timeline;
 - vii. Progress Report on implementation of agreed recommendations from Gypsy & Traveller Accommodation Inquiry – moved to January 2016 to fit in with above item;
 - viii. Inclusion of new item - Budgetary Proposals 2016-17 – scheduled for Committee Meeting on 6 January 2016 to fit in with Council Consultation Period; and
 - ix. Pre-Decision scrutiny of the Supporting People Local Commissioning Plan - moved to Committee Meeting on 2 March 2016 as awaiting Welsh Government confirmation of grant funding allocation.

Way Forward

7. During their meeting, Members may wish to reflect on the responses received to the Chair's letters. Members may also wish to discuss and agree any amendments required to the work programme attached at **Appendix C**.

Legal 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 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

9. 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:

- I. note the content of the consultation schedule attached at **Appendix A** and decide if any further comments are required; and
- II. discuss, amend and agree the work programme attached at **Appendix C**.

Marie Rosenthal

Director of Governance and Legal Services

29 October 2015