

**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 4 November 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, 16 September 2015 and 7 October 2015.
3. The correspondence schedule attached as **Appendix A** provides an update since 4 November 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. *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.
  - iii. *Response received* - 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 - attached in full at **Appendix B**.
  - iv. *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.
  - v. *Response Received* – from Councillor Elsmore to the Chair's letter regarding the scrutiny of changes to Adult Social Care considered at Committee on 4 November 2015 - attached in full at **Appendix B**.

### **Performance Panel Quarter 2 Report**

5. Attached at **Appendix C** is an update on the work of the Committee's Performance Panel, including a review of the Quarter Two performance report, an update on the Voids Deep Dive, and a request to seek agreement to the prioritisation of areas for more detailed performance scrutiny.
6. Members' attention is drawn to the comments on the Corporate Quarter Two performance report, for discussion at this meeting, which are listed at **point 3, Appendix C**. The relevant sections of the Corporate Quarter Two performance report are provided for information at the end of Appendix C.
7. Members' attention is drawn to **point 4 of Appendix C**, which summarises the possible areas for more detailed scrutiny.

## **‘Information, Advice and Assistance Services for mental health service users in Cardiff’ Inquiry report**

8. At its meeting of 3<sup>rd</sup> September 2014, the Community and Adult Services Scrutiny Committee agreed a Task & Finish group to investigate ‘Information, Advice and Assistance (IAA) Services for mental health service users in Cardiff’, in light of the new requirement of the Social Services and Well Being (Wales) Act 2014 for local authorities to ensure provision of IAA services.
9. The task group, consisting of Cllrs McGarry, Lomax and Sanders<sup>1</sup>, have met with a number of internal and external witnesses to discuss the requirements of the Social Services and Well Being (Wales) Act 2014 with regards to IAA services and to gather the views of local stakeholders on how best to meet these requirements. Members also commissioned Scrutiny Research to undertake a survey and two focus groups to gather evidence of the current experiences of mental health service users and carers of mental health service users with regards to IAA services.
10. The task group has prepared a draft report, which is attached at **Appendix D**. Members’ attention is particularly drawn to the Key Findings section (pages 5-11) and the Recommendations section (pages 12-15). These are based on the evidence heard throughout the Task & Finish Group Inquiry.

### **Budget Scrutiny**

11. As part of work programming discussions, Members have decided to scrutinise the Corporate Plan 2016-17 and Budgetary Proposals 2016-17. These are scheduled to take place in February 2016. At the recent Scrutiny Chairs Liaison Forum, Chairs highlighted that the proposed dates for Committee in February would need to be altered to ensure that Committees were able to receive the Budgetary Proposals 2016-17 which would be taken to Cabinet later on in February, rather than the proposals issued for

---

<sup>1</sup> Cllr David Groves was part of the Task Group from its inception until his departure from the Committee in May 2015.

consultation in December 2015. Chairs were keen to highlight that many Scrutiny Committee Members were not content last year when they were only provided with the consultation proposals. Currently, it is anticipated that Scrutiny Committees would need to be held on 15 -17 February 2016.

### **Way Forward**

12. During their meeting, Members may wish to reflect on the responses received to the Chair's letters, at **Appendix B**, and on the Performance Panel's report, at **Appendix C**. Members may also wish to discuss and agree any amendments required to the 'Information, Advice and Assistance for mental health service users in Cardiff' Inquiry report attached at **Appendix D**.

### **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 to:

- I. Note the content of the consultation schedule attached at **Appendix A** and decide if any further comments are required;
- II. Agree the approach to take with regards to the Corporate Quarter Two performance report;
- III. Agree which areas to prioritise for further in-depth scrutiny;
- IV. Agree any further nominations to sit on the performance panel to undertake the prioritised areas for in-depth scrutiny;
- V. Consider the report of the Task and Finish Group and endorse the report, subject to any comments the Committee wish to make, for submission to the Cabinet.

**Marie Rosenthal**

**Director of Governance and Legal Services**

**26 November 2015**