

**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 2 December 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, 16 September 2015, 7 October 2015 and 4 November 2015.
3. The correspondence schedule attached as **Appendix A** provides an update since 2 December 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 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 – full response attached at **Appendix B**.
  - iii. *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.
  - iv. *Awaiting Response* – from Councillor Elsmore to the Chair's letter regarding performance issues, considered at Committee on 2 December 2015.

### **Performance Panel Report**

5. Attached at **Appendix C** is a draft report which details the conclusions and recommendations reached by the Committee's Performance Panel following their Deep Dive into the management of voids in council housing. These are based on the evidence heard throughout the Deep Dive.

### **Way Forward**

6. During their meeting, Members may wish to reflect on the response received to the Chair's letter, at **Appendix B**. Members may also wish to discuss and agree any amendments required to the Performance Panel's report 'Council Housing Void Management', attached at **Appendix C**.

### **Legal Implications**

7. 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**

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 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 consider the response attached at **Appendix B**;
- II. Consider the 'Council Housing Void Management' report of the Performance Panel, attached at **Appendix C**, and endorse the report, subject to any comments the Committee wish to make, for submission to the Cabinet Member.

**Marie Rosenthal**

**Director of Governance and Legal Services**

**29 December 2015**