

CORRESPONDENCE REPORT

Background

1. 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.
2. At the Committee meeting on 16 January 2020, Members received a report detailing the correspondence sent and received up to that meeting. Correspondence was sent following that meeting and the Committee meeting on 18 February 2020 and the current position is set out below:
 - i. *No Response Required* – from Councillor Goodway and Councillor Merry to the Chair's letter regarding Cardiff Commitment update received at Committee on 16 January 2020;
 - ii. *Response Received* – from Councillor Bradbury to the Chair's letter regarding the Cardiff Harbour Authority Review, considered at Committee on 16 January 2020;
 - iii. *Confidential Response Received* – from Councillor Goodway to the Chair's confidential letter regarding the report to Cabinet on the Town Centre Loan re Coal Exchange, considered at Committee on 16 January 2020;
 - iv. *No Response Required* – from Councillor Thorne to the Chair's letter regarding the report to Cabinet on Hub & Library Strategy, considered at Committee on 18 February 2020;
 - v. *Response Received* – from Councillor Weaver to the Chair's letter regarding the reports to Cabinet on Corporate Plan and Budgetary Proposals, considered at Committee on 18 February 2020.

3. Copies of the public Chair's letters and responses received can be found on the Council's website page for the relevant Committee meeting, with a hyperlink provided at the top of the page, entitled '*correspondence following the committee meeting*'. Copies of confidential letters have been shared with Committee Members, on a confidential basis.

Way Forward

4. During their meeting, Members will have the opportunity to reflect on the correspondence update.

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. 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 reflect on the update on committee correspondence.

Davina Fiore

Director - Governance and Legal Services

6 March 2020