

**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**COMMUNITY AND ADULT SERVICES SCRUTINY COMMITTEE**

**5 June 2019**

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**WORK PROGRAMMING**

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**Purpose of the Report**

1. For Members' to consider the proposed schedule of Community and Adult Services Scrutiny Committee's meeting dates attached at **Appendix A**.
2. To consider the provisional agenda items for July & September Committee and decide which items they would like prioritised. The Committee's 2018/19 Work Programme detailing the provisional items is attached at **Appendix B**.
3. To present information that will enable Members to discuss and agree the way forward for constructing and agreeing the work programme for 2019/20.

**Proposed Dates of Committee Meetings**

4. At the Annual General Meeting (AGM) of Council on 23 May 2019, Members considered the calendar of Committee Meetings, September 2019 - August 2020 and agreed these as provisional dates subject to further consultation with Chairs and Committee following the AGM. There are ten scheduled meetings for this Committee July 2019 – July 2020. The dates of these meetings are:

- i. 3 July 2019
- ii. 11 September 2019
- iii. 9 October 2019
- iv. 6 November 2019
- v. 4 December 2019
- vi. *No meeting currently scheduled in January 2020*
- vii. Between 11 February 2020 – 18 February 2020
- viii. 4 March 2020
- ix. *No meeting currently scheduled in April 2020*
- x. 6 May 2020
- xi. 3 June 2020
- xii. 8 July 2020.

5. Members are asked to note the following:

- I. Committee meetings are scheduled to start at 4.30pm apart from the February 2020 Committee meeting, which is dedicated to scrutiny of budgetary proposals and is likely to take place during the day, rather than at 4.30pm
- II. The date for October 2019 Committee is currently scheduled for the day before Cabinet.
- III. There is no meeting currently scheduled for the months of January or April 2020.
- IV. The Joint Committee meeting with Children and Young People Scrutiny Committee to consider the Local Authority Social Services Annual Report 2018/19 is provisionally scheduled for 26 June 2019.

6. Members are requested to consider the proposed dates outlined above and discuss whether any amendments to these dates are required. To assist Members, the full calendar of council meetings is attached at **Appendix A.**

7. Attached at **Appendix B** is the draft CASSC work programme which provides provisional agenda items for the July & September Committee Meetings. Members are requested to consider which items they would like prioritised.

### **Work Programme 2019/20**

8. The Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). The Committee is tasked with constructing a work programme for the year ahead that ensures the time available to the Committee is used most effectively, by considering items that maximise the impact of scrutiny in a timely fashion.

9. This Committee's terms of reference give the Committee responsibility for scrutinising, measuring and actively promoting improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of community and adult services, including:

- Public and Private Housing
- Disabled Facilities Grants
- Community Safety
- Neighbourhood Renewal and Communities First
- Advice and Benefits
- Consumer Protection
- Older Persons Strategy
- Adult Social Care
- Community Care Services
- Mental Health and Physical Impairment
- Commissioning Strategy
- Health Partnership

10. In addition, this Committee is the designated Crime & Disorder Scrutiny Committee for the Council and as such has responsibility for scrutinising the Community Safety Partnership.

## Developing a Work Programme

11. The Committee constructs the work programme at the beginning of the municipal year and it is updated periodically during the year. Over the years, Scrutiny Services has developed various tools that Members can use to assist them to develop and prioritise a work programme.
12. The first stage is to identify potential work programme items for consideration and prioritisation by Committee Members by:
  - I. seeking suggestions from Members and officers;
  - II. reviewing the items recommended by the previous Committee;
  - III. making contact with external stakeholders offering the possibility for them to put forward their proposals into the programme;
  - IV. reviewing corporate documents, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators and partnership, consortia and regional documents; and
  - V. checking other relevant documentation to identify areas within the terms of reference for the Committee.
13. Following the preparation of a list of potential items, Committee Members will need to prioritise the items, given the range of subject areas covered by the Committee and the limited resources available. Normally, Members prioritise items where scrutiny can have most impact, that are of importance to the public, that will help to deliver improved performance and that are not being investigated by other routes. This ensures that the time and resources available to the Committee are most effectively used.
14. In previous years, Members have held a work-programming forum to consider and prioritise items. The forum's proposals are then presented to a full Committee meeting for formal approval of the work programme.

## **Way Forward**

15. During their meeting, Members may wish to:
- I. Consider the proposed dates for Community and Adult Service Scrutiny Committee during the period July 2019 – July 2020 and discuss whether any amendments to these dates are required;
  - II. consider the provisional agenda items for July & September and decide which items they would like prioritised.
  - III. discuss and agree the approach to developing the Committee's work programme for 2019-20, so that a final version of the programme is brought back to the Committee in September 2019 for formal approval. Members may also wish to raise particular issues of interest for inclusion in the Committee's work programming forum discussions.

## **Legal Implications**

16. 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**

17. 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. consider the proposed dates for Community and Adult Service Scrutiny Committee during the period July 2019 – July 2020 and discuss whether any amendments to these dates are required;
- II. consider the provisional agenda items for July & September and decide which items they would like prioritised;
- III. discuss and agree the approach to developing the Committee's work programme for 2019-20, so that a final version of the programme can be brought back to the Committee in September 2019 for formal approval.

**Davina Fiore**

**Director of Governance & Legal Services and Monitoring Officer**

**30 May 2019**