

**COMMITTEE BUSINESS REPORT**

Correspondence – Committee dates 2024

**Purpose of this Report**

1. This report advises Members of:
  - a. Correspondence arising from Policy Review & Performance (PRAP) Scrutiny Committee meetings May-November 2023.
  - b. Committee dates in January and February 2024

**Correspondence**

2. Following each Scrutiny Committee meeting, the Chair writes on behalf of all Members, to the relevant Cabinet Member and senior officer, summing up the Committee's comments, concerns and recommendations regarding the issues considered during that meeting. All Committee Members are routinely copied into the letters when they are forwarded to the Cabinet Member. Depending on the issues highlighted, the letter may request a response from the Cabinet Member to any recommendations made, and sometimes requests further information.
3. All letters that follow the public scrutiny of substantive items are published on the PRAP scrutiny pages of the Council's website; except for those items deemed necessary to be considered in closed session due to their confidential nature.
4. For Members information, the table below includes links to all copies of correspondence following PRAP committees since May 2023. The Cabinet responses received to date are attached to this report as appendices.

5. Where responses are marked *outstanding* the support officer continues to follow up on the Committee's behalf, particularly where the Committee has made a formal recommendation for monitoring as part of the new database in place to capture the impact of scrutiny and support the Council's new performance framework. There are occasions, however, that the Committee does not formally request a response, and these are marked *response not required*.

<b>Committee</b>	<b>Scrutiny</b>	<b>Link to Letter</b>	<b>Response</b>
22 Nov 2023	Public Services Board Partnership Scrutiny	<a href="#">2023-22-11 CPSB Scrutiny</a>	<i>Outstanding</i>
	Budget Monitoring month 6	<a href="#">2023-22-11 Budget Monitoring month 6.</a>	<i>Outstanding</i>
18 Oct 2023	Annual Complaints Report	<a href="#">2023-18-10 Annual Complaints Report 2022- 23.</a>	<i>Outstanding</i>
	C2C - Customer Services	<a href="#">2023-18-10 C2C- Customer Service.</a>	<a href="#">Response 18 Oct 2023</a>
20 Sept 2023	Organisational Resilience	<a href="#">2023-09-20 Organisational Resilience.</a>	<i>Outstanding</i>
	Budget Monitoring month 4 2023/24	<a href="#">2023-20-09 Budget Monitoring month 4.</a>	<i>Outstanding</i>
12 July 2023	Annual Well-being Report	<a href="#">2023-12-07 Annual Well- being Report 2022-23.</a>	<a href="#">Response 12 July 2023</a>
	Annual Property Plan	<a href="#">2023-12-07 Annual Property Plan 2023-24.</a>	<i>Response not required</i>
	Agency provision	<a href="#">2023-12-07 Agency Provision.</a>	<i>Response not required</i>
20 June 2023	Legal Services	<a href="#">2023-06-20 Legal Services.</a>	<a href="#">Response 20 June 2023</a>
	Core Office Strategy	<a href="#">2023-20-07 Core Office Strategy.</a>	<i>Response not required</i>
16 May 2023	Workforce Strategy	<a href="#">2022-16-05 Workforce Strategy.pdf</a>	<a href="#">Response 16 May 2023</a>

	Hybrid working	<a href="#">2022-16-05 Hybrid Working Policy.pdf</a>	<a href="#">Response 16 May 2023</a>
	Customer Services	<a href="#">2022-16-05 Customer &amp; Digital Services.pdf</a>	<a href="#">Response 16 May 2023</a>

## Committee Dates 2024

6. Members will note there are no confirmed dates for PRAP meetings in the Council calendar. The following dates can now be confirmed, with dates for March-May 2024 to be confirmed early in the new year.
- Wednesday 10 January 2024 4pm
  - Wednesday 28 February 2024 10am
7. Members are asked to note that the January meeting will commence at the earlier time of 4pm due to a full agenda, and the February meeting will focus solely on the budget for 2024/25, and is the only meeting during the year to commence at 10am.

## 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 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**

Members are recommended to:

- a. note correspondence between the Committee and the Cabinet between May and November 2023.
- b. note the dates of the January and February 2024 meetings of PRAP.

**LEANNE WESTON**

**Interim Deputy Monitoring Officer**

**7 December 2023**