



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Scrutiny Programme Committee

At: Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams

On: Tuesday, 16 August 2022

Time: 4.00 pm

Chair: Councillor Peter Black CBE

Membership:

Councillors: E W Fitzgerald, R Fogarty, T J Hennegan, V A Holland, M Jones, H Lawson, W G Lewis, P N May, F D O'Brien, S Pritchard, M S Tribe and T M White

Statutory Co-opted Members: Beth Allender and Dr Elizabeth Lee

Councillor Co-opted Members: C A Holley, P R Hood-Williams, S M Jones and L R Jones

Watch Online: <https://bit.ly/3P1apb4>

Webcasting: This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and / or training purposes.

Agenda

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1 Apologies for Absence.

2 Disclosures of Personal & Prejudicial Interest.

www.swansea.gov.uk/disclosuresofinterests

3 Prohibition of Whipped Votes and Declaration of Party Whips.

4 Minutes.

To approve and sign the Minutes of the previous meeting(s) as a correct record.

1 - 5

5 Public Question Time.

Questions can be submitted in writing to Democratic Services democracy@swansea.gov.uk up until noon on the working day prior to the meeting. Written questions take precedence. Public may attend and ask questions in person if time allows. Questions must relate to items on the open part of the agenda and will be dealt within a 10 minute period.

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Next Meeting: Tuesday, 13 September 2022 at 4.00 pm



Huw Evans
Head of Democratic Services
Tuesday, 9 August 2022

Contact: Democratic Services - Tel (01792) 636923

Agenda Item 4



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Tuesday, 19 July 2022 at 4.00 pm

Present: Councillor P M Black (Chair) Presided

Councillor(s)

E W Fitzgerald
V A Holland
W G Lewis
S Pritchard

Councillor(s)

R Fogarty
M Jones
P N May
M S Tribe

Councillor(s)

T J Hennegan
H Lawson
F D O'Brien
T M White

Statutory Co-opted Member(s)

Beth Allender Dr Elizabeth Lee

Officer(s)

Brij Madahar Scrutiny Team Leader
Debbie Smith Deputy Chief Legal Officer
Samantha Woon Democratic Services Officer

Apologies for Absence

Councillor(s): None.

4 Disclosures of Personal & Prejudicial Interest.

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

5 Prohibition of Whipped Votes and Declaration of Party Whips.

In accordance with the Local Government (Wales) Measure 2011, no declarations of Whipped Votes or Party Whips were declared.

6 Minutes.

Resolved that the Minutes of the Scrutiny Programme Committees held on 15 March 2022 and 24 May 2022 be approved and signed correct records.

The Chair referred to the Minutes of the Scrutiny Programme Committee held on 15 March, 2022. In relation to the Annual Complaints Report, there was one query which was raised that the Head of Digital & Customer Services undertook to respond to: Whether the Council is seeing a rise in the proportion of complaints being made

coming via legal firms, acting on behalf of residents, given the proliferation of companies advertising 'no win, no fee'. He reported that Sarah Lackenby has responded that there has not been a rise in complaints made by legal firms and numbers continue to be very low. To give further context, should a complainant explicitly state in writing that they intend taking legal action then the complaint would effectively be suspended until the legal action has been dealt with. Once the legal proceedings have concluded the complainant can resubmit the complaint within six months.

7 Public Question Time.

There were no public questions.

8 Role of the Scrutiny Programme Committee.

The Scrutiny Team Leader presented the report on the 'Role of the Scrutiny Programme Committee'. The report also invited the Committee to renew the appointment of Committee co-optees.

He stated that the Committee is responsible for managing all scrutiny activity, through a single work plan.

Work is either carried out by the Committee or delegated elsewhere. So, the Committee itself will have a plan of work, but it will establish Panels and Working Groups to examine specific topics or issues to enable the engagement of all non-executive councillors in the scrutiny process, regardless of committee membership, and participation in topics which match their areas of interest.

The membership of Panels / Working Groups, as well as the appointment of a lead Councillor (known as Convener) was a matter for the Committee to determine. The role of a Convener was also explained in the report.

The Committee would monitor agreed activities and outcomes to ensure that the work programme is being delivered effectively, and in accordance with the Committee's wishes.

The Terms of Reference of the Committee were included in the papers for information.

In relation to Membership, the Committee noted that there is a place for up to 4 Education Statutory Co-optees. 2 Parent Governor reps and 2 faith representatives. Beth Allender is the new primary parent governor rep, and Dr. Elizabeth Lee, the new secondary parent governor rep, and both were welcomed by the Committee. Seats for the 2 faith representatives were currently vacant. These co-optees have voting rights in relation to any education matters discussed by the Committee, and will also be entitled to sit on any Panels / Working Groups related to Education.

He stated that previously the Committee has also found it beneficial to co-opt (in a non-voting capacity) those councillors appointed as Performance Panel conveners not already on the Committee. As the Committee with responsibility for Scrutiny of

the multi-agency Public Services Board, it has also involved representatives from partner agencies in assisting with that scrutiny.

In conclusion, he highlighted the importance of teamwork to the Committee's success. The report detailed some practical considerations that could help to achieve this, and some examples around effective working. As it meets, whether long-serving or new, he recommended that Members should reflect on the way they work together as a group, plan work, and plan for meetings; and evaluate how well they have gone and consider any room for improvement to be more effective in the way the Committee works.

Resolved that: -

- 1) The co-option of Scrutiny Performance Panels conveners to the Committee be renewed.
- 2) The co-option of partnership organisations to enable representatives to participate in the Committee's scrutiny of the Public Services Board be renewed.

9 Scrutiny Work Programme 2022/23.

The Chair stated that following consultation with Members the report contained the emerging draft programme for the year ahead.

The draft work programme takes into account last years' programme, work already committed and feedback from the recent Work Planning Conference which included input on Council priorities and strategic challenges, and public issues.

He highlighted the key considerations for the Committee to think about before agreeing the programme, and took Members through the detail.

Firstly, he presented the Committee's own draft work plan which included specific issues of concern for focussed discussion at Committee meetings. He mentioned that the Committee would also coordinate any pre-decision scrutiny activity. There was some discussion around Committee activity on Crime & Disorder / Safer Swansea Partnership scrutiny. The desire of the Committee to do more than the single Committee session on the work and performance of the Safer Swansea Community Safety Partnership (SSP) was noted. The Chair stated that the inquiry into Anti-Social Behaviour would touch on the work of the SSP, and that the Partnership also reports to the Public Services Board (PSB), and therefore relevant for any PSB Scrutiny Session, for example the Strong Communities PSB well-being objective encompasses the work / contribution of the SSP to achieving this objective and is covered in the PSB Annual Report, which would be discussed at October's Committee meeting. He emphasised that any additional Committee session should have a clear and specific purpose / focus, for example, any aspect the Committee wants to drill down into. Looking back at the February 2022 session (letter included in the Committee agenda), he pointed out that Committee members were keen to engage with the development of new SSP Strategy and pick up progress in relation to improvements following the Mayhill riot. The Chair also reminded the Committee

that scrutiny was about the partnership, and that there were other arrangements for specifically holding the Police to account.

He referred to the proposal to set up an Inquiry Panel to look at Anti-Social Behaviour. Whilst there were some ideas about the work the Panel could examine, the Panel itself would develop terms of reference and identify the key question for the Inquiry following an initial briefing session on the topic.

He stated that Performance Panels make up the majority of scrutiny activity, as these represented ongoing monitoring and challenge of key services, holding cabinet members to account, with ongoing conversation to share their views and recommendations. It was proposed that the previously established Performance Panels continue but with a renaming of the Natural Environment Panel to 'Climate Change & Nature', reflecting recent change in corporate priorities.

In order to provide continuity for this first year of the new Council term, it was proposed that the Councillors previously acting as conveners, who wish to continue, be re-appointed in that role, namely:

- Councillor Chris Holley as Service Improvement & Finance convener
- Councillor Lyndon Jones as Education convener
- Councillor Sue Jones as Adult Services convener; and
- Councillor Paxton Hood-Williams as Child & Family Services convener

With regard to the Development & Regeneration and Climate Change & Nature Panels, expressions of interest were invited, initially from Councillors that have been previously involved in this work. Based on feedback the Committee was asked to agree:

- Councillor Chris Holley as Development & Regeneration convener; and
- Councillor Hannah Lawson as Climate Change & Nature convener

He reported that for a more light-touch approach, a small number of Working Group topics have been identified with a focus on the Road Safety, Co-production, Swansea as a Healthy City, and Customer Contact.

Members also noted the arrangements for regional scrutiny, as referred to in para. 4.7 of the report.

He reiterated that the work programme will be subject to requests for scrutiny throughout the year. Furthermore, the work programme would be kept under constant review by the Committee, with changes made as necessary. The Committee would always retain the flexibility to adapt and re-prioritise the work of scrutiny, to ensure the continued relevance of the programme.

He referred to the next Committee meeting scheduled for 16 August. He stated that the Cabinet Member for Equalities & Culture, Cllr Elliott King, will attend to report on, and take questions on, his responsibilities relating to the Archives Service and developments around the new Community Hub, which will house the Service. The Committee will need to consider questions for that session.

Resolved that:

- 1) the Scrutiny Work Programme for 2022/23 (shown in appendix 3), including Inquiry topics, Performance Panel and Working Group topic priorities be agreed.
- 2) the appointment of the Performance Panel Convenors (shown in 4.5) be agreed.
- 3) the proposed Committee work plan (shown in appendix 4) be agreed.

10 Scrutiny Letters.

The Chair referred to the following letters:

- 1) Workforce Working Group – Letter to / from Cabinet Member.
- 2) Bus Services Working Group – Letter to / from Cabinet Member.
- 3) Committee Letter to Joint Chairs of Safer Swansea Community Safety Partnership.

The meeting ended at 4.20 pm

Chair

Agenda Item 6



Report of the Chair

Scrutiny Programme Committee – 16 August 2022

Scrutiny of Cabinet Member Portfolio Responsibilities

Purpose:	To enable the Committee to question Cabinet Members on their work. The Committee's questions will broadly explore Cabinet Members' priorities, actions, achievements and impact in relation to specific areas of responsibility.
Content:	<p>The following Cabinet Member will appear before the Committee:</p> <p>a) Councillor Elliott King, Cabinet Member for Equalities & Culture</p> <p>The specific areas of responsibility being discussed are:</p> <p>a) Archives b) Community Hubs</p>
Councillors are being asked to:	<ul style="list-style-type: none">• Question the relevant Cabinet Member on the specific portfolio responsibilities• Make comments and recommendations as necessary
Lead Councillor:	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead Officer:	Tracey Meredith, Chief Legal Officer
Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Amanda Thomas
Access to Services Officer	Catherine Window

1. Introduction

- 1.1 One of the most important roles that scrutiny carries out is holding the Council's Cabinet to account. The Cabinet (also known as the Executive) is made up of the Leader and other councillors, appointed by the Leader, who are allocated specific portfolio responsibilities.

1.2 There are 10 Cabinet portfolios:

	Cabinet Portfolio	Cabinet Member
1	Economy, Finance & Strategy (Leader of the Council)	Cllr Rob Stewart
2	Service Transformation (Deputy Leader)	Cllr Andrea Lewis
3	Corporate Services & Performance (Deputy Leader)	Cllr David Hopkins
4	Education & Learning	Cllr Robert Smith
5	Care Services	Cllr Louise Gibbard
6	Wellbeing	Cllr Alyson Pugh
7	Environment & Infrastructure	Cllr Andrew Stevens
8	Investment, Regeneration & Tourism	Cllr Robert Francis-Davies
9	Equalities & Culture	Cllr Elliott King
10	Community (Services) Community (Support)	Cllr Cyril Anderson Cllr Hayley Gwilliam

NOTE:

- The Community Portfolio operates under a job-sharing arrangement
- Detailed breakdown of Cabinet Portfolio Responsibilities are **attached** to this report.

1.3 By acting as a 'critical friend' scrutiny has the opportunity to challenge the Cabinet and individual cabinet members on their actions and performance in relation to their areas of responsibilities.

1.4 Rather than a look at overall responsibilities, the Committee has agreed to focus on specific areas of interest / concern, taking into account any gaps in the overall scrutiny work programme and ensuring good coverage of scrutiny across all cabinet portfolios.

1.5 The Committee should be mindful to avoid duplication of any issue(s) which are being examined elsewhere in the scrutiny work programme e.g., within Performance Panels.

2. Discussion on Cabinet Member Portfolio Responsibilities

2.1 The following Cabinet Member will appear before the Committee:

- a) Councillor Elliott King, Cabinet Member for Equalities & Culture

2.2 The Cabinet portfolio responsibilities that the Committee will focus on are:

- a) Archives
b) Community Hubs

- 2.3 The Cabinet Member, will attend, along with lead officers who can assist the Committee, to report on aims / objectives, plans, and the delivery of work related to these portfolio responsibilities and objectives. Cabinet Members will be invited to make introductory remarks before taking questions from the Committee.
- 2.4 The Cabinet Member has provided a report on the portfolio responsibilities under discussion to help the Committee focus the discussion and questions - see **Appendix 1**.

3. Approach to Questions

- 3.1 The session should provide Committee members with a greater understanding of what the specific responsibilities entail, resources, priorities/objectives/commitments, key activities & headlines/achievements, performance measures, and overall assessment of service health (including, for example, how we compare with others, challenges / risks) and improvement/impact/difference made. This will give the Committee the chance to ask focused questions and provide challenge on actions and performance in relation to these areas of responsibility, as well as future thinking.
- 3.2 Links to Policy Commitments:
- Regeneration: We shall introduce new public and local services hubs in communities.
- 3.3 In terms of themes that cut across all cabinet portfolios, the Committee can ask Cabinet Members about:
- Well-being of Future Generations Act – impact on their work / decisions e.g., what they are doing to achieve the well-being goals and ways of working, e.g., focus on long-term thinking, collaboration / involvement etc. (including regional / collaborative working, service user / public engagement)
 - Links to poverty reduction, reducing inequalities, including socio-economic disadvantage
 - Links to the Council's Recovery and Transformation Plan, 'Swansea Achieving Better Together'
 - Links to the Public Services Board (PSB)
- 3.4 The Committee has also invited members of the public and other scrutiny councillors (not on the Committee) to suggest questions that the Committee should ask. It is up to the Committee how to deal with any suggested questions within the session.
- 3.5 Following each session the Chair will write to Cabinet Members in order to capture the main issues discussed, views expressed by the Committee, and any actions for them to consider.

- 3.6 If the Committee wishes to conduct more detailed scrutiny of any of the issues raised during the session, then this should be agreed through the normal work planning process and planned for a future meeting. This will also allow proper time for preparation.
- 3.7 The Committee should note that Councillor Elliott King has already been engaged in scrutiny, or is planned, of the following other matters:
- Libraries (Service Improvement & Finance Performance Panel)
 - Healthy City (Working Group)
 - Customer Contact (Working Group)

4. Next Session

- 4.1 The next scheduled Scrutiny of Cabinet Member Portfolio Responsibilities, will be a session with the Cabinet Member for Community (Services), Councillor Cyril Anderson, on Fly Tipping. This is being arranged for the Committee meeting on 13 September. The Committee should identify in advance any key issues that it may wish to explore so that these can be reported on and responded to.

5. Integrated Assessment Implications

- 5.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage.
 - Consider opportunities for people to use the Welsh language.
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

- 5.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

5.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

5.2 An IIA screening has been undertaken noting there are minimal impact assessment implications associated with this report (IIA can be viewed in **Appendix 1**). The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The public were invited to contribute to the session. The work of Scrutiny will involve examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). Scrutiny activities have the potential for engagement to ensure public views can feed into the Scrutiny process.

6. Legal Implications

6.1 There are no specific legal implications raised by this report.

7. Financial Implications

7.1 There are no specific financial implications raised by this report.

Background Papers: None

Appendices:

Appendix 1: IIA Screening

Appendix 2: Cabinet Member Report – Archives / Community Hub

Appendix 3: Cabinet Portfolio Responsibility Listing

Appendix 1 - Integrated Impact Assessment Screening Form

Which service area and directorate are you from?

Service Area: Legal, Democratic Services & Business Intelligence

Directorate: Resources

Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b) Please name and fully describe initiative here:

Information report on the Scrutiny of Cabinet Member Portfolio Responsibilities to guide the Committee.

Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 1 - Integrated Impact Assessment Screening Form

**Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?
Please provide details below – either of your activities or your reasons for not undertaking involvement**

The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The public were invited to contribute to the session.

Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:

- a) Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?
Yes No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?
Yes No
- c) Does the initiative apply each of the five ways of working?
Yes No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?
Yes No

Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)

High risk

Medium risk

Low risk

Q6 Will this initiative have an impact (however minor) on any other Council service?

Yes

No

If yes, please provide details below

The work of Scrutiny will involve examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers).

Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

Low impact because there are no decisions within the information report which will directly affect service users, people and/or communities, but scrutiny activities have the potential for engagement to ensure public views can feed into the Scrutiny process.

Outcome of Screening

Q8 Please describe the outcome of your screening below:

- Summary of impacts identified and mitigation needed (Q2)
- Summary of involvement (Q3)
- WFG considerations (Q4)
- Any risks identified (Q5)

Appendix 1 - Integrated Impact Assessment Screening Form

- **Cumulative impact (Q7)**

There are minimal impact assessment implications associated with this report. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The public were invited to contribute to the session. The work of Scrutiny will involve examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). Scrutiny activities have the potential for engagement to ensure public views can feed into the Scrutiny process.

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

Screening completed by:
Name: Brij Madahar
Job title: Scrutiny Team Leader
Date: 27 July 2022
Approval for Head of Service:
Name: Debbie Smith
Position: Deputy Chief Legal Officer
Date: 9 August 2022

West Glamorgan Archive Service and the Community Hub Project Progress Report

Scrutiny Programme Committee – 16 August 2022

Community Hub Background

- Following the Council's Cabinet report 'City Centre Marketing of Strategic Site Joint Venture Opportunity and FPR7' and the subsequent approval from Cabinet to include the Civic Centre as a Strategic Development site, the Council have continued to develop proposals for the relocation of Council Services which will be required as a result of the regeneration of the site.
- Whilst the majority of services that provide predominantly back office functions are proposed to relocate to a new Public Sector Hub in the city centre, there are a number of services that are unsuitable for this type of accommodation and alternative options were developed, namely the concept of the Community Hub.
- The remainder of this report will provide an update on the progress of the Community Hub project to date with the ambition to develop a Community Hub that is an exemplar across Wales.

Project Objectives

- The aspirations and vision for the Community Hub used to aid development of the brief are highlighted below:
 - To create an innovative, flexible Community Hub in the heart of the city centre that will promote; community cohesion, opportunities for self-development and growth, support digital inclusion, improve well-being and unite and strengthen our diverse community.
 - Achieve access to all and provide a range of services in a welcoming environment where people can meet and participate in social activities, learning and support groups.
 - Encourage a coordinated approach in supporting the community in finding and delivering solutions to improve quality of life.
- In addition, a specification was provided to the Multi Disciplinary Team ("MDT") to create innovative solutions for a public front facing flexible space that incorporates the following services but is not limited to:
 - To create an inspiring building that reflects the aspirations of the project and the community in which it is located.
 - A modern Library provision, adhering to Welsh public library standards and best practice outlined in the quality framework for libraries.
 - Archive Storage space to accommodate 4,500 linear meters, aiming to work to BS EN 16893:2018 Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections. Also take into account the requirements of the Archive Service Accreditation Standard, and BS 4971: 2017 Conservation and care of archive and library collections, to ensure the Archive Service remains a Place of Deposit for Public Records, under the Public Records Act 1958.
 - Create a co-working space that is publicly accessible.
 - To provide accommodation format options to deliver the functions of all services proposed for the Community Hub for Swansea Council and other potential partners

- To achieve planning consent with all aspects approved.
- To provide support and guidance in working to the Councils aim of net carbon neutrality sustainability accreditation and Smart building concepts.
- To deliver a scheme that goes beyond the minimum requirements in terms of social sustainability and accessibility.
- Follow the main principles of circular economy in design for the building and raise public awareness of the strategy.
- To achieve high quality in design, place making and sustainability that is consistent with Swansea Councils aspirations for the scheme and compliments other Council projects within the city centre.

Stakeholders

- To date the discussions with stakeholders in the main have been very positive and it's been determined the services they provide would enhance the offering to the public as well as benefiting wider service provision by being in close proximity to partner organisations. The proposed internal Council services have been engaged throughout this process and have had approval via Cabinet to relocate to the Community Hub.
- External stakeholder engagement has also been extremely positive, and partners recognise the benefits of co-locating with Council citizen-led services as well as other external partners. External partners have been included in the design process to date and are interested in having a presence in the Community Hub.
- Discussions are also ongoing with other external partners who although aren't able to commit to a full-time presence in the Community Hub but do want to be involved and see the benefit in collaborating with other services in the building. This membership style involvement will allow external partners use of various elements of the building to meet with the public.

Consultation to Date

- Initial public consultation was conducted in March 2021 which received a positive response of over 500 Submissions.
- Social media has been posted at strategic points in the project to date in order to keep the public updated and determine ongoing public opinion. A video regarding the plans for the community hub was also released on social media in June 2021 which received favourable feedback.
- Throughout the process the project team have also met with a number of other Stakeholders outside of those services proposed for the building to keep them updated on the project and to gauge feedback on progress to date. These stakeholders include but are not limited to; Cabinet, Regeneration Members Steering Group, Neath Port Talbot Archive partnership, West Glamorgan Archive Committee, and Local Property Board.
- In addition the design team has met with the disability liaison group twice to discuss ideas, layout plans and to discuss any accessibility issues that may have been overlooked.

Works Completed

- Following Cabinet approval in December 2020, the Council proceeded with the acquisition of the leasehold interest of 277-278 Oxford Street and completed the purchase in May 2021. A subsequent Cabinet report was approved in December 2021 to acquire the leasehold interest of 279 Oxford Street and this completed in May 2022.

- The MDT were appointed in April 2021, RIBA Stage 1 commenced with the MDT meeting each of the Stakeholders to listen and understand feedback on existing accommodation, operational process, spatial requirements, adjacencies and aspirations for the Community Hub. The RIBA stage 1 report was issued to the Council and signed off in June 2021.
- Following the completion of RIBA 1, RIBA Stage 2 commenced, working with stakeholders to discuss design progress and the development of individual requirements, as well as initial design layouts specific to each service area. The RIBA Stage 2 report was completed and signed off in August 2021.
- As a result of a flooding incident in 277-278 Oxford Street, enabling works to the ground floor were expedited, due to Health and Safety risks. Removal and disposal of all asbestos material on the entire ground floor started in November 2021 and completed in February 2022.
- A pre planning application was submitted in December 2020 for the Community Hub scheme. Since then, the MDT has been in regular discussions with Swansea Council Planning services to ensure refurbishment works are compliant. A change of use application was submitted in late November 21 and was approved by the planning committee January 2022.
- In the latter part of 2022, following continued discussions with Welsh Government on a funding application to the Transforming Towns grant, the question was raised as to what Swansea Archives services would be in scope and proposed to feature within the hub. From the very outset the West Glamorgan Archive Service has been included within the scope of the scheme, however at the request of Welsh Government other collections have also been explored, Following further work to look at the appropriateness of relocating these collections, it was deemed the incorporation of the Miner's Library would be beneficial for all parties.
- Following the outcome of incorporating a Regional Archive within the Community Hub, Welsh Government's Transforming Towns grant was approved by the First Minister in March 2022, however this unforeseen addition to the programme has extended completion date to late autumn 2023.

Work in progress

- RIBA Stage 3 restarted following Welsh Government grant approval in March 2023. Layout plans were frozen in May 2022 and detailed M&E design was undertaken. The RIBA Stage 3 report has been issued to the Council for approval via the project board.
- Creating a Community Hub which will house a range of frontline services, delivering an efficient, effective front of house service is vital. In order to maximise the potential of the building for customers and service teams the Council aims to create a fresh approach to front of house service delivery, this will maximise the new spaces created through the re-purposing of the building. To assist in creating this new approach the Council procured a consultant as part of the design team to assist with this new operational model to ensure the design of the building works to achieve the delivery of the community hub. Following the Consultant's report the Council will set up an Operational Delivery working group to take this work forward.
- Phase 2 of enabling works is ongoing. Work is progressing well and on schedule to complete in mid-August.
- Main contractor procurement was tendered via Sell2Wales and was open for 6 weeks, the evaluation of the tenders have been completed and are being finalised via the Councils internal procedures. The appointment of the Main Contractor should start in August and as a

consequence the development of RIBA Stage 4 design, our current MDT will continue to work with the Council's project team as technical advisors.

West Glamorgan Archive Service Background

- West Glamorgan Archive Service (WGAS) collects documents and related material (photographs, sound recordings etc) relating to the history of the former county of West Glamorgan. In April 1996, following the abolition of West Glamorgan County Council, WGAS became a joint service between Swansea and Neath Port Talbot Councils.
- The formal governance of WGAS is through a joint archives committee consisting of equal numbers of elected representatives from each of its two parent authorities. A number of non-voting representatives of various bodies with an interest in archives and local history also attend the quarterly committee. The role of the Archives Committee is advisory and, to take effect, any of its recommendations have to be taken back to the respective parent authorities for approval by each full Council.
- In 2016, the Archive Service was awarded the Archives Accreditation Standard. Overseen in Wales by Welsh Government, the standard is based on good governance, proper care of the collections and viable models for customer and public engagement. The award lasts for six years and therefore is on the point of expiry. However, given the current situation of the impending move, Welsh Government has agreed to provisionally extend our Accreditation until the new archive facility is opened, at which point a completely fresh application will have to be made.

Scope of the archive collections

- About one quarter of the material WGAS holds is derived from the two councils and includes material mostly of their older predecessor authorities. A second quarter of the whole consists of public records as mentioned above. The remaining half is purchased, donated or deposited by outside bodies such as landed estates, solicitors, churches and chapels, individuals and local businesses. These are historic records that WGAS is empowered to collect under the Local Government (Records) Act 1962.
- The archive collections occupy a total of roughly 2.5 miles of shelving. They contain a number of 'high value' items - medieval borough and abbey charters, finely-drawn and painted estate maps from the eighteenth and nineteenth centuries and ancient parish registers from across Swansea and Gower. Particularly worthy of note is the Neath Abbey Ironworks collection, which was enrolled on the UK register of the UNESCO Memory of the World programme in 2014 because it is a unique record from the early Industrial Revolution. This accolade is awarded to only five archive pieces in Wales, and this is the only one held in a local authority archive, the rest being in the National Library of Wales.

Service performance 2021/22 and outreach work

- The nature of archives and how they are used means that an archive facility does not have as large a footfall as comparable cultural venues. In contrast the 'dwell time' of visitors to an archive is usually considerably longer than that of visitors to these other venues, visits lasting a full day being a common occurrence. Viewed over the period since the last refurbishment of the facility in 2008, we can see that our user visits peaked in 2010/11 at around 10,000 and then entered a period of decline to just over half that figure in 2019/20. Since the pandemic, the service has struggled to regain its former customer base and had only 679 visitors in 2021/22 with a restricted 'socially-distanced' service for pre-booked customers only.

- Since Covid restrictions were lifted, in particular family historians have been slow to return to the Family History Centre. Family historians are now able to view online on the Ancestry website nearly all the parts of the archive collections that are name-rich, for which the Service receives a royalty payment. It is likely that many of our previous and potential customers have taken out a subscription to Ancestry during lockdown, although with the impending economic situation this may be one of the subscriptions that they choose to give up.
- In 2010, the service introduced a service to schools, initially for primary schools at KS2 level but soon extending to secondary schools at KS3. The service offered includes visits for a class to see and use the archives or else tailored sessions delivered onsite at the school. This work has also been affected by the pandemic, with no school visits taking place since early 2020 and all sessions delivered remotely via Microsoft Teams.
- Further information about the service's activities over the last year is contained in an annual report which is published bilingually online at

<https://www.swansea.gov.uk/article/6226/Annual-Report-of-the-County-Archivist>

<https://www.abertawe.gov.uk/article/6227/Adroddiad-Blynyddol-Archifydd-y-Sir>

West Glamorgan Archive Service progress

- Since November 2021, there have been regular fortnightly consultations with Kim Collis, the County Archivist, supplemented with comments and queries from key members of MALD, The National Archives and the National Conservation Service. Much of the focus from recent discussions has been on the detailed design and spatial planning of the Archive Searchroom.
- In December 2021, MALD wrote "*We are content that the proposals for meeting the requirements of BS EN 16893:2018 Conservation of Cultural Heritage - Specification for location, construction and modification of buildings or rooms intended for storage or use of heritage collections in respect of environmental modelling and fire risk assessment are broadly appropriate, but have a number of remaining queries and concerns.*" These remaining concerns have been addressed through RIBA Stage 3 and will continue throughout RIBA Stage 4 to ensure accreditation of the WGAS.
- During RIBA Stage 3 two further visits have been made by the Design Team to the Archive facilities within the Civic Centre to review existing storage systems and the current arrangement of Reception to Searchroom as experienced by the visitor and in terms of the daily operation and security by staff.
- The storage capacity of the Archive Strongroom, including expansion space, has been checked against the totals provided by West Glamorgan Archives Service, and an updated layout has been provided by a storage specialist.
- The Archive Strongroom will be located within a buffered space with an 'airlock' between doors. Thermal modelling has been carried out during RIBA Stages 2 and 3 to aid the Archive Strongroom design, helping to understand the environmental conditions of the constructed strongroom. The thermal modelling process suggests that no HVAC control is required to maintain environmental conditions within the BS4971 tolerances.
- The design will be further developed during RIBA Stage 4 by the appointed Main Contractor team who are to explore conditioning options for the buffer zone surrounding the archive to provide assurance that stable environmental conditions during unforeseen periods of excess heat can readily be achieved.

- A Fire Engineer was appointed to help advise the design team regarding the fire strategy for both the WGAS and the Community Hub building as a whole. The RIBA Stage 3 Fire Strategy has been developed but still includes the key elements that have been throughout the project in relation to the Archives, namely:
 - Structure to the Community Hub is to be upgraded to 2 hour fire resistance.
 - To ensure fire spread will be minimised, in the low probability of a fire starting it has been proposed to include an automatic fire suppression system in accordance with BS EN 12845 throughout the building (but not within the Archive Store itself).
 - The Archive Strongroom will be an independent fire compartment allowing for 2 hours Fire resistance that has the capability of electrical supply isolation and the capability to prevent water ingress in the event of a sprinkler system activating in close proximity.
 - The whole building will be covered with a fire alarm system designed in accordance with BS 5839: 1.
 - Early intervention from the Fire Service has been determined based on the proximity of the local Fire Service stations and response time directives set out by the Welsh Government.
- Similarly the security strategy retains the key elements that were discussed previously, namely:
 - New intruder alarm system and CCTV provision to be installed.
 - Security staff will be present within the building during hours of operation
 - Movement sensors to be installed to the Archive Strongroom approach.
 - Door activated sensor contacts with a pin code panel or similar to be included for staff to use when disabling the alarm when the Archive Strongroom door is unlocked.
 - Archive Strongroom is located within its own compartment with no external walls
 - Doors, frames, mountings and hardware to the Archive Strongroom are to be constructed to resist unauthorised entry.
 - Only Archive staff to have access rights to the Archive Strongroom.
- The Design Team are now coming to the completion of Stage 3 and the production of Archive requirements, and believe that the Archive design is in a good place for the appointed Main Contractor and their Design Team to inherit the Technical Design work required of RIBA Stage 4.

Next Steps

- The Main Contractor will be appointed in early August. Development of RIBA stage 4 design will start in earnest in August 2022, with the current MDT as technical advisors to the Council. The indicative completion date for this project in late October 2023, but this will be established once the Main Contractor is appointed.

APPENDIX 3 - CABINET PORTFOLIOS (May 2022)

Economy, Finance & Strategy (Leader) (Cllr Rob Stewart)	Service Transformation (Cllr Andrea Lewis (Deputy Leader)	Corporate Services & Performance (Cllr David Hopkins) (Deputy Leader)	Education & Learning (Cllr Robert Smith)	Care Services (Cllr Louise Gibbard)
<ul style="list-style-type: none"> • Recovery Plan • Capital Programme • City Centre Strategic Redevelopment • City Deal • Communications • Community Leadership • Constitutional Changes • Finance Strategy, Budget & Saving Delivery • Financial Services • Legal Services • Local and Regional Investment Strategy • Planning Policy (Regional) • Poverty Reduction corporate lead • Public Service Board (PSB) • Major Projects • Regional Working Lead (All Bodies) • Strategic Partnerships • Risk & Resilience Management • Corporate Joint Committee (CJC) - Chair • Swansea Bay City Region Joint Committee - Chair • Welsh Local Government Association (WLGA) – Deputy Leader • WLGA Lead on Economy & Inward investment, Europe & Energy • WLGA representative to Local Government Association 	<p>Strategic Transformation</p> <ul style="list-style-type: none"> • Post Covid Service Stabilisation & Transformation • Corporate ICT & Digital Transformation Lead • Members IT • Contact Centre • Public Services Board (PSB) Leader’s Representative • Homes as Power Stations (City Deal) • APSE lead • Climate Change lead • Safer Swansea Partnership lead <p>Housing</p> <ul style="list-style-type: none"> • Welsh Housing Quality Standard (WHQS) Programme Lead • Building Services • Housing Adaptations & Renewal Schemes • Housing Policy, Affordable Housing and Housing Options • More Homes Delivery • Sheltered Housing • Co-operative Housing • Homelessness • Council House Management & Repairs • Lettings Policy & Tenancy Enforcement <p>Transport</p> <ul style="list-style-type: none"> • Future Transport Services (Regional) • Fleet Renewal & Maintenance inc Green fleet strategy • CJC representative for Regional Transport • Green Vehicle Adoption 	<ul style="list-style-type: none"> • Corporate Delivery of Priorities • Performance Monitoring • Commercial Services, Procurement & Frameworks • Human Resources • Mayoral & Civic Functions • Member Development • Outside Bodies participation oversight • Council Champions • Petitions • Scrutiny liaison • Democratic Services • Health & Safety • Planning Policy • Landlord Licensing • Houses of Multiple Occupation (HMO) • Licensing Policy • Building Control • Public Protection • Environmental Health • Trading Standards • Strategic Estates & Property Management • Trade Union Engagement and JCC Lead Member • Agile Rollout Programme Lead • Western Gateway Leader’s Representative • Audit • Recovery Plan – Policy Change lead 	<ul style="list-style-type: none"> • 21st Century Schools Programme inc. School Building Upgrade • Apprenticeships • Catchment Review • Education Services from 3 to 19 • Further Education • Inclusion & Learner Support • NEETS Prevention & reduction (Not in Education, Employment or Training) • Quality in Education (QEd) Programme • Readiness for Work • UNCRC (United Nations Convention on the Rights of the Child) • Regional Workforce Planning & Skills Development • School Improvement • Schools Estate Planning & Resources Planning • Schools’ Organisation & Performance • Best Start in Life • Flying start • Partneriaith (regional working) Leaders Representative • City of Learning - Member of UNESCO COL Steering Group • CYP Board member • Skills & Talent Project (City Deal) 	<ul style="list-style-type: none"> • Adult Social Services Modernisation • Strategic Health & Social Care Collaboration Opportunities • Mental Health including CAMHS • Assessment / Care Management • Elderly Care • Supporting People • Joint Equipment • Learning Disability • Local Area Coordination Lead • Physical & Sensory Impairments • Safeguarding lead • Wellbeing lead • Preventing Violence against Women, Domestic Abuse & Sexual Violence • Child & Family Services • Continuum of Care • Families First • Regional Adoption Service • Safe Looking After Children (LAC) Reduction Strategy • YOS (Youth Offending Service) • Leaders Representative on West Glamorgan RPB • Children & Young People (CYP) Chair • Corporate Parenting Lead • Human Rights city accreditation

APPENDIX 3 - CABINET PORTFOLIOS (May 2022)

Wellbeing (Cllr Alyson Pugh)	Environment & Infrastructure (Cllr Andrew Stevens)	Investment Regeneration & Tourism (Cllr Robert Francis-Davies)	Equalities & Culture (Cllr Elliott King)	Community (Services: Cllr Cyril Anderson & Support: Cllr Hayley Gwilliam)
<ul style="list-style-type: none"> • Poverty Reduction • 3rd Sector Services • Drugs and Substance Misuse Reduction • Sexual Exploitation Reduction • Preventing Violence against Women, Domestic Abuse & Sexual Violence • Refugees & Asylum • Community Cohesion • Life long Learning Support • Vulnerable People Support • Community Safety • Employability • Financial Inclusion • Prevention and Intervention Initiatives • Swansea Working Well • Welfare Reform • Welfare Rights • Public Space Protection Orders • Safer Swansea Partnership Leaders Representative • Public Services Board Representative • Regional Partnership Board (RPB) representative 	<ul style="list-style-type: none"> • Highways Maintenance & Improvements • Infrastructure Repairs & Maintenance • Pothole Task Force • Patch Services • Parking Policy, Control and Enforcement • Road Safety • Operational Public Transport Services • Coastal Defences • Flood Prevention • Marina, Foreshore & Beach Maintenance • Active Travel & Cycleways • Estates Maintenance Management (Non HRA) • Members Community Budget Scheme delivery • Play Upgrade Programme Delivery (in collaboration with IRT) • Biodiversity • Green infrastructure • Corporate & Community Digital Connectivity (inc hybrid facilities, free community WiFi & next gen CCTV) • Rural Development lead • Leaders representative for Regional Collaborations for Transport, Highways & Waste 	<ul style="list-style-type: none"> • Business & City Promotion • City Centre Management • City Projects delivery • Future Development Opportunities • Inward Investment Opportunities • Suburban Centres & Community Regeneration Initiatives • New Local & Regional Business Opportunities • Economic Recovery Local Business Grant Delivery lead • River Corridor Development • Events and Attractions • Tourism • Purple Flag • Destination Management • Marketing • Parks (all) • Play Investment & Sufficiency • Economic Resilience Fund (ERF) Grants for Play Enhancement lead • Sports Facilities Development and Maintenance • Universities Collaboration (Development) • Business Engagement • Western Gateway Leader's Representative 	<ul style="list-style-type: none"> • Equalities • Access to Services • Diversity • Age Friendly City • Inclusion • Recognition • Creative City • The Arts • Galleries & Museums • Floating Exhibits • Street Art • Healthy City Partnership • Healthy Night Life • Heritage Protection and Restoration • Libraries • Archives • Community Centres • Community Hubs • Veterans Support Fund • Science City 	<p>Services (Cllr Cyril Anderson):</p> <ul style="list-style-type: none"> • Community Caretakers (Non HRA) • Grass Cutting Services • Tree Services • Wildflower Planting • Fly Tipping • Litter & Community Cleansing • Streetscene improvements • Waste Management • Recycling • Community Operatives (new) • Regreening in Communities • Bin Services • Public Toilets • Community Growing (inc. Allotments) <p>Support (Cllr Hayley Gwilliam):</p> <ul style="list-style-type: none"> • Activities to Promote Independence & Ageing Well • Mental Health awareness • Community Groups, Engagement & Development • Community Support Services • LAC Services in Communities • Co-production Champion • Neighbourhood Working • Promoting Youth Inclusion & Youth Citizenships • Youth Services • Opportunities for Play • Community based Events • Community Safety • Community Wellbeing • Digital Inclusion • Local Policing

Agenda Item 7



Report of the Chair

Scrutiny Programme Committee – 16 August 2022

Membership of Scrutiny Panels and Working Groups

Purpose:	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various Scrutiny Panels / Working Groups that are established. This report advises of relevant matters that need to be considered.
Content:	This report is provided to facilitate any changes that need to be made.
Councillors are being asked to:	<ul style="list-style-type: none">• agree the membership of Panels and Working Groups reported, and any other changes necessary.
Lead Councillor:	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Amanda Thomas

1. Introduction

1.1 In accordance with Council report 18 October 2012, when current scrutiny arrangements were agreed, the Scrutiny Programme Committee is responsible for appointing members and conveners to the various Scrutiny Panels / Working Groups that are established.

1.2 Following agreement of a new work programme at July's Committee expressions of interest were sought from all non-executive councillors to lead and/or participate in the following Panels and Working Groups:

- Inquiry Panel
 - Anti-Social Behaviour
- Performance Panels
 - Service Improvement & Finance
 - Education

- Adult Services
- Child & Family Services
- Development & Regeneration
- Climate Change & Nature

- Working Groups
 - Road Safety
 - Co-production
 - Healthy City
 - Customer Contact

1.3 The interest from Councillors on these Panels and Working Groups is reported for agreement (see **Appendix 1**).

1.4 This includes appointing the following Councillors as conveners of new activities:

- Cllr Terry Hennegan – Anti-Social Behaviour Inquiry Panel
- Cllr Hazel Morris – Road Safety Working Group
- Cllr Lyndon Jones – Co-production Working Group
- Cllr Mary Jones – Healthy City Working Group
- Cllr Rebecca Fogarty – Customer Contact Working Group

1.5 The membership of other existing scrutiny activities shown in the appendix is provided for information and completeness.

2. Guiding Principles

2.1 When determining membership / conveners or agreeing any changes there are some key considerations for the Committee:

- It is necessary for more than one political group to be represented on each Panel / Working Group.
- These bodies also need to be of a manageable size in terms of team working and effective questioning.
- To ensure that all political groups have opportunities and are engaged.
- Good scrutiny practice places emphasis on respect for minority party wishes around both chairing of such bodies and the work programme.
- Being fair and balanced in the appointment of conveners, when there is interest from more than one councillor, e.g. giving opportunity to those who have not acted as convener previously.
- The Committee should reflect on the existing 'balance' of conveners to help inform future appointments.
- A minimum of three members should be present at all Panel / Working Group meetings.

3. Legal Implications

3.1 There are no specific legal implications raised by this report.

4. Financial Implications

4.1 There are no specific financial implications raised by this report.

Background Papers: None

Appendices:

Appendix 1 – Scrutiny Panel / Working Group Membership List

**PROPOSED SCRUTINY PANEL / WORKING GROUP
MEMBERSHIP LIST (as at 9 Aug 2022)**

1. Current Inquiries:

Anti-Social Behaviour Scrutiny Inquiry Panel (14)

Labour Councillors: 7

Adam Davis	Yvonne Jardine
Terry Hennegan (CONVENER)	Matthew Jones
Rebecca Fogarty	Hazel Morris
Victoria Holland	

Liberal Democrat/Independent Councillors: 5

Sam Bennett	Cheryl Philpott
Mike Day	Mark Tribe
Mary Jones	

Conservative Councillor: 1

Brigitte Rowlands	
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Uplands Councillor: 1

Allan Jeffery	
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2. Follow Up of Completed Inquiries:

Procurement Scrutiny Inquiry Panel* (6)

Labour Councillors: 6

Hazel Morris	Mike White
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Liberal Democrat/Independent Councillors: 2

*Chris Holley (CONVENER)	Jeff Jones
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Conservative Councillors: 2

Lyndon Jones	Brigitte Rowlands
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*members already appointed

3. Performance Panels:

Service Improvement & Finance Scrutiny Performance Panel (8)

Councillors:

Labour Councillors: 1

Hazel Morris	
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Liberal Democrat/Independent Councillors: 5

Peter Black	Jeff Jones
*Chris Holley (CONVENER)	Michael Locke
Lynda James	

Conservative Councillor: 2

Paxton Hood-Williams	Brigitte Rowlands
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*convener already appointed 19 July

Education Scrutiny Performance Panel (14)

Councillors:

Labour Councillors: 5

Adam Davis	Sara Keeton
Beverley Hopkins	Hazel Morris
Yvonne Jardine	

Liberal Democrat/Independent Councillor: 3

Mike Day	James McGettrick
Susan Jones	

Conservative Councillor: 3

*Lyndon Jones (CONVENER)	Angela O'Connor
Francesca O'Brien	

Uplands Councillor: 1

Sandra Joy	
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Other:

Statutory Co-opted Members: 2

Beth Allender	Parent Governor Representative
Dr. Elizabeth Lee	Parent Governor Representative
Vacancy	Church in Wales Representative
Vacancy	Catholic Church Representative

*convener appointed 19 July

Child & Family Services Scrutiny Performance Panel (8)

Councillors:

Labour Councillors: 4

Yvonne Jardine	Wendy Lewis
Erika Kirchner	Hazel Morris

Liberal Democrat/Independent Councillors: 3

Mike Day	Susan Jones
Kevin Griffiths	

Conservative Councillor: 1

*Paxton Hood-Williams (CONVENER)	
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*convener already appointed 19 July

Adult Services Scrutiny Performance Panel (7)

Councillors:

Labour Councillors: 3

Yvonne Jardine	Hazel Morris
Erika Kirchner	

Liberal Democrat/Independent Councillors: 3

Chris Holley	*Susan Jones (CONVENER)
Jeff Jones	

Conservative Councillor: 1

Paxton Hood-Williams	
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*convener already appointed 19 July

Development & Regeneration Scrutiny Performance Panel (16)

Councillors:

Labour Councillors: 4

Terry Hennegan	Hazel Morris
Dai Jenkins	Mike White

Liberal Democrat/Independent Councillors: 9

Peter Black	Mary Jones
Wendy Fitzgerald	Susan Jones
*Chris Holley (CONVENER)	Michael Locke
Lynda James	Mark Tribe
Jeff Jones	

Conservative Councillor: 2

Paxton Hood-Williams	Will Thomas
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Green Councillor: 1

Chris Evans	
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*convener already appointed 19 July

Climate Change & Nature Scrutiny Performance Panel (11)

Councillors:

Labour Councillors: 5

Joe Hale	Sara Keeton
Oliver James	Hazel Morris
*Hannah Lawson (CONVENER)	

Liberal Democrat/Independent Councillors: 3

Wendy Fitzgerald	Michael Locke
Mary Jones	

Conservative Councillor: 2

Brigitte Rowlands	Will Thomas
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Green Councillor: 1

Chris Evans	
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*convener already appointed 19 July

4. Working Groups:

Road Safety Scrutiny Working Group (14)

Labour Councillors: 5

Dai Jenkins	Hazel Morris (CONVENER)
Joe Hale	Mike White
Terry Hennegan	

Liberal Democrat/Independent Councillors: 6

Mike Day	Chris Holley
Wendy Fitzgerald	Lynda James
Kevin Griffiths	Susan Jones

Conservative Councillors: 3

Lyndon Jones	Will Thomas
Angela O'Connor	

Co-production Scrutiny Working Group (9)

Labour Councillors: 4

Rebecca Fogarty	Hazel Morris
Dai Jenkins	Lesley Walton

Liberal Democrat/Independent Councillors: 4

Peter Black	Graham Thomas
Mary Jones	Mark Tribe

Conservative Councillor: 1

Lyndon Jones (CONVENER)	
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Healthy City Scrutiny Working Group (15)

Labour Councillors: 8

Ryland Doyle	Sara Keeton
Joe Hale	Hannah Lawson
Terry Hennegan	Wendy Lewis
Yvonne Jardine	Hazel Morris

Liberal Democrat/Independent Councillors: 5

Mike Day	Sue Jones
Kevin Griffiths	Cheryl Philpott
Mary Jones (CONVENER)	

Conservative Councillors: 2

Angela O'Connor	Will Thomas
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Customer Contact Scrutiny Working Group (11)

Labour Councillors: 6

Rebecca Fogarty (CONVENER)	Yvonne Jardine
Joe Hale	Hazel Morris
Terry Hennegan	Lesley Walton

Liberal Democrat/Independent Councillors: 3

Chris Holley	Mark Tribe
Michael Locke	

Conservative Councillors: 1

Lyndon Jones	
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Green Councillor: 1

Chris Evans	
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5. Regional Scrutiny:

Swansea Bay City Region City Joint Scrutiny Committee (3 of 12 Members)

Appointed by Council:

Labour Councillors: 2

Jan Curtice	Victoria Holland
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Liberal Democrat/Independent Councillors: 1

Chris Holley	
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South West Wales Corporate Joint Committee - Overview & Scrutiny Sub-Committee (3 of 12 Members)

Appointed by Council:

Labour Councillors: 2

Wendy Lewis	Mike White
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Liberal Democrat/Independent Councillors: 1

Peter Black	
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Partneriaeth Scrutiny Councillor Group (2 of 6 Members)

For relevant lead 'education' scrutiny councillors across the Councils involved in Partneriaeth (2 per authority)

Currently involves:

- Chair of Scrutiny Programme Committee (Peter Black)
- Convener of Education Scrutiny Performance Panel (Lyndon Jones)

Agenda Item 8



Report of the Chair

Scrutiny Programme Committee – 16 August 2022

Scrutiny Work Programme

Purpose	This report presents the agreed Scrutiny Work Programme for 2022/23, which the Committee is responsible for monitoring.
Content	The agreed work programme is attached, which shows the topics that will be examined by scrutiny through various Panels and Working Groups. A plan for future Committee meetings is also attached.
Councillors are being asked to	<ul style="list-style-type: none">• plan for the Committee meetings ahead• consider opportunities for pre-decision scrutiny• review the scrutiny work programme (including progress of current Panels and Working Groups)
Lead Councillor	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead Officer	Tracey Meredith, Chief Legal Officer
Report Author	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Amanda Thomas
Access to Services Officer:	Catherine Window

1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for developing the Council's Scrutiny Work Programme and managing the overall work of scrutiny to ensure that it is as effective as possible.
- 1.2 A report is provided to each meeting to enable the Committee to maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.
- 1.3 The broad aim of the scrutiny function is to engage non-executive councillors in activities to:

- provide an effective challenge to the executive
 - help improve services, policies, and performance
 - engage the public in its work
- 1.4 The Scrutiny Work Programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

It also needs to be:

- manageable, realistic and achievable given resources available to support activities
 - relevant to council priorities
 - adding value and having maximum impact
 - coordinated and avoids duplication
- 1.5 The work of scrutiny is undertaken primarily in three ways – through the Committee itself, by establishing informal Panels (for in-depth activities) or via one-off Working Groups. Panels and Working Groups would be open to all non-executive councillors - the Committee will determine membership and conveners following expressions of interest.
- 1.6 Scrutiny will regularly send letters to Cabinet Members communicating findings, views and recommendations for improvement and, where appropriate, by producing reports. Inquiry panels will always produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered. Inquiry panels will reconvene to follow up on the implementation of agreed recommendations and the impact of their work – usually 6-12 months following cabinet decision.
- 1.7 Although much of the work of scrutiny is carried out by informal Panels and Working Groups these meetings are accessible to the public. Agendas, reports and letters relating to all such scrutiny activities are published, in the same manner as the committee, on the Council's modern.gov online platform:

<https://democracy.swansea.gov.uk/ieDocHome.aspx?bcr=1&LLL=0>

2. Scrutiny Work Programme 2022/23

- 2.1.1 Following discussion at the Committee meeting on 19 July the agreed scrutiny work programme for 2022/23 is set out in **Appendix 1**.
- 2.1.2. The following paragraphs break down the work programme by specific ways of working to provide a brief overview.

2.2 Scrutiny Programme Committee:

2.2.1 The Committee work plan for the year ahead is attached as **Appendix 2**. This should be kept under constant review to ensure it represents a robust, manageable, and effective plan.

2.2.2 Committee members should always review and confirm items for the next and future meetings considering who should attend and confirm expectations so that meetings are always well planned and prepared for, e.g., information required and key questions that the Committee wishes to ask.

2.2.3 The main item(s) scheduled for the next Committee meeting on 13 September are:

- Scrutiny of Cabinet Member Portfolio Responsibilities: Fly Tipping – Councillor Cyril Anderson, Cabinet Member for Community (Services) will attend along with relevant officer(s) to report on this matter and answer Committee questions.

2.2.4 The Committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g., pre-decision scrutiny or call-in which may require extra meetings.

2.2.5 Pre-decision scrutiny – this is carried out by the Committee unless delegated elsewhere. The Committee is invited to consider the available information on future Cabinet business and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications (see Cabinet Forward Plan attached as **Appendix 3**). Any requests will require discussion with relevant Cabinet Member(s) to confirm timescales and window of opportunity for scrutiny involvement. Pre-decision scrutiny enables scrutiny to develop understanding about and ask questions on proposed Cabinet reports to provide ‘critical friend’ challenge and influence decision-making.

2.3 Inquiry Panels:

2.3.1 Once membership and a convener have been appointed the first task of an Inquiry Panel will be to have a briefing on the issue and then determine the key question and terms of reference for the inquiry. Once the planning stage is complete, the inquiry will be evidence gathering, with the last stage being to develop the final report.

In Progress / Planned	Completed (follow up stage)
1. Anti-Social Behaviour (initial meeting to be arranged)	1. Procurement (tba)

2.4 Performance Panels:

2.4.1 The following Performance Panels, which will enable regular and structured monitoring of performance within these key areas, have been agreed and will meet on an ongoing basis until otherwise agreed by the Committee (frequency of meetings in brackets):

Performance Panel	Convener
1. Service Improvement & Finance (monthly)	Cllr. Chris Holley
2. Education (monthly)	Cllr. Lyndon Jones
3. Adult Services (every six weeks)	Cllr. Susan Jones
4. Child & Family Services (every six weeks)	Cllr. Paxton Hood-Williams
5. Development & Regeneration (every two months)	Cllr. Chris Holley
6. Climate Change & Nature (every two months)	Cllr. Hannah Lawson

2.4.2 Performance Panel conveners are scheduled to provide a regular update to the Committee to enable discussion on key activities and impact.

2.5 Working Groups:

2.5.1 The following Working Groups will be convened during the year ahead, in the order shown:

1. Road Safety	3. Healthy City
2. Co-production	4. Customer Contact

Reserve List:

- Active Travel
- Racism in Schools

2.6 Joint / Regional Scrutiny:

2.6.1 **Partneriaeth** -. A Joint Scrutiny Councillor Group, comprising of Education Scrutiny Chairs and Vice Chairs, or equivalent, across Swansea Council, Carmarthenshire Council and Pembrokeshire Councils will scrutinise the work of the new regional Partnership which will support the delivery of school improvement, and ensure greater public accountability over decisions made. Scrutiny will seek reassurance and consider if the Partnership is operating according to the Joint Committee Agreement, and its Business Plan, and is being managed effectively. The Partneriaeth Joint Committee, comprises the Leaders of the three Councils, as the strategic decision-making body. The Swansea Scrutiny Team will support the Scrutiny of Partneriaeth.

2.6.2 **Swansea Bay City Region City Deal** – Swansea scrutiny is also involved in the Swansea Bay City Region Joint Scrutiny Committee, approved by Council in July 2018. This arrangement involves three councillor representatives from each of the four Councils involved in the City Region, meeting to scrutinise the work of the Joint Committee responsible for delivering the City Deal programme. As per the Joint Committee Agreement, the Scrutiny Committee is serviced by Neath Port Talbot Council. Swansea Scrutiny Councillor representatives are currently: Jan Curtice, Victoria Holland & Chris Holley.

2.6.3 **South West Wales Corporate Joint Committee** – Following establishment of the Corporate Joint Committee (CJC), which involves Swansea, Neath Port Talbot, Carmarthenshire and Pembrokeshire Councils, as well as Brecon Beacons and the Pembrokeshire Coast National Park Authorities, the CJC has agreed to set up a CJC Overview & Scrutiny Sub-Committee which will consist of three elected members from each Council which will meet at least quarterly. The Joint Overview & Scrutiny Committee, to be serviced by Neath Port Talbot Council, will scrutinise the decisions / actions of the CJC as it discharges its functions and performance in relation to policy objectives and targets. The CJC will exercise functions relating to strategic land use planning, regional transport planning and the exercise of economic well-being powers. Swansea Scrutiny Councillor representatives are currently: Peter Black, Wendy Lewis & Mike White.

2.6.4 The Scrutiny Programme Committee will need to ensure that there is no duplication between local and regional scrutiny. A regular update on regional scrutiny activity will be provided to Committee members to ensure awareness. Regional scrutiny arrangements will not, however, preclude Councillors within constituent Councils discussing the impact of the regional body on their Council and locality, and holding Cabinet Members to account for their involvement / Council's involvement and engagement in regional bodies, and relevant local decision-making.

3. Monitoring the Work Programme

3.1 The Committee is responsible for monitoring progress against the agreed work programme and this includes work undertaken by the informal Panels and Working Groups and findings, to ensure that this work is effective and has the required visibility.

3.2 Once underway, a snapshot of progress with all Panels and Working Groups established by the Committee and their current position, will also be provided to each Committee meeting. A timetable of all scrutiny activities (projected or actual where dates are known) will also be included.

3.3 The work plans of the individual Performance Panels, once agreed, will also follow to improve Committee oversight of topics being examined, check coverage across cabinet portfolios, and help avoid duplication of effort between the Committee and Panels and between Panels etc.

- 3.4 The Scrutiny Work Programme will be kept under constant review by the Committee, with changes made as necessary. The Committee will always retain the flexibility to adapt and re-prioritise the work of scrutiny in response to changing circumstances and/or urgent issues which may arise in-year, to ensure the continued relevance of the programme.
- 3.5 To ensure awareness and avoidance of any issue of duplication it is beneficial for the Committee to receive information about the work plans of relevant Council bodies. The work plans of the Council's Corporate Delivery Committees will also be reported when these are available. Any issues regarding possible overlap / duplication will be discussed between the Chair of the Scrutiny Programme Committee and relevant Chairs.

4. Public Requests for Scrutiny / Councillor Calls for Action

- 4.1 Members of the public are able to make requests for scrutiny by contacting the Chair or Scrutiny Team in writing detailing the issue of concern, its impact, and suggested action. This can be via the Council's website: www.swansea.gov.uk/raiseanissuetoscrutiny or email to scrutiny@swansea.gov.uk. In accordance with agreed protocol the Chair of the Scrutiny Programme Committee will consider any requests received and bring about proposals to deal with these to the Committee for consideration. Taking into account relevant advice, any such issues may merit inclusion in the work programme, referral elsewhere, or no action.
- 4.2 No public requests for scrutiny have been received.

5. Integrated Assessment Implications

- 5.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage.
 - Consider opportunities for people to use the Welsh language.
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

- 5.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the ‘well-being goals’.
- 5.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 5.2 An IIA screening has been undertaken noting there are minimal impact assessment implications associated with this report (IIA can be viewed in **Appendix 4**). The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The Work Programme takes into account a range of factors, including Council priorities and community concerns. The public were invited to input scrutiny topic suggestions. The work of Scrutiny will involve examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). Scrutiny activities have the potential for engagement to ensure public views can feed into the Scrutiny process. Each Scrutiny Inquiry and report will be subject to its own IIA process.

6. Financial Implications

- 6.1 Any costs that arise out of work plan activities, for example expenses for witnesses or transport costs, are not envisaged to be significant and will be contained within the existing Scrutiny Budget.

7. Legal Implications

- 7.1 There are no specific legal implications raised by this report.

Background papers: None

Appendices:

Appendix 1: Agreed Scrutiny Work Programme 2022/23

Appendix 2: Scrutiny Programme Committee Work Plan 2022/23

Appendix 3: Cabinet Forward Plan

Appendix 4: IIA Screening Form

Appendix 1 - AGREED Scrutiny Work Programme 2022/23

New Inquiry Panel (time-limited in-depth scrutiny – six months)	New Working Groups (light-touch scrutiny / one-off meetings)	Performance Panels (ongoing in-depth performance / financial monitoring & challenge)	Issues for Scrutiny Programme Committee (overall work programme management; discussion of broad range of policy and service issues)
<p>1. Anti-Social Behaviour (Terms of Reference / Key Question to be agreed by Panel, but could focus on the effectiveness of partnership working in tackling anti-social behaviour in our communities; look at factors behind rising anti-social behaviour; powers & resources; reporting and response; current approaches; good practice elsewhere; the role of elected members, etc.)</p> <p>Reserve / Alternate Topic:</p> <p>2. Domestic Abuse (Terms of Reference / Key Question to be agreed – but would concern the quality of support for victims and what could be done better, taking internal & external evidence)</p>	<p>1. Road Safety (enabling focussed questioning & discussion on hot spots; work to improve safety; preventative measures; speed controls – use of signs / humps / cameras; proposed new 20mph limits; condition of roads; safety of cyclists & pedestrians; partnership working, etc.)</p> <p>2. Co-production (enabling focussed questioning & discussion on the development of Co-production in the Council and progress, helping to improve involvement and engagement with service users, partners and the public in the design & delivery of services & decision-making, etc.)</p> <p>3. Healthy City (enabling focussed questioning & discussion exploration of the Healthy City Partnership, key activities and achievements, work in relation to health promotion, particularly physical activities, including provision of outdoor sport and activities and opportunities for young people, etc.)</p> <p>4. Customer Contact (enabling focussed questioning & discussion on user experience when contacting the Council /</p>	<p>1. Service Improvement & Finance (monthly)</p> <p>2. Education (monthly)</p> <p>3. Adult Services (every six weeks)</p> <p>4. Child & Family Services (every six weeks)</p> <p>5. Development & Regeneration (every two months)</p> <p>6. Climate Change & Nature (every two months)</p> <p>Specific issues to consider including within wider Panel work plans:</p> <ul style="list-style-type: none"> • Service Improvement & Finance: <ul style="list-style-type: none"> - Corporate Plan - Scrutiny of Budget Proposals - Overall Performance Management - Welsh Housing Quality Standard - Planning Services - Waste & Street Cleansing - Recycling of Business Waste • Education: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - Follow up post Education Estyn LEA inspection - Quality in Education (QEd) / Sustainable Communities for Learning - Additional Learning Needs (ALN) - School New Curriculum - Outdoor Learning in Primary Schools - Music Provision in Schools 	<ul style="list-style-type: none"> • Specific annual reports: <ul style="list-style-type: none"> - Children & Young People’s Rights Scheme - Corporate Safeguarding - Delivery of Corporate Priority – Tackling Poverty • Leader Q & A Session(s): <ul style="list-style-type: none"> - ‘Achieving Better Together’ Recovery / Transformation Plan - Policy Commitments / Council Priorities • Other Cabinet Member Q & As (issues to pick up): <ul style="list-style-type: none"> - Archives / Community Hub - Fly Tipping - Homelessness - Houses of Multiple Occupation - Parks - Community Growing - Community Groups, Engagement & Development • Public Services Board • Crime & Disorder (Community Safety) • Follow Up on Previous Working Groups: <ul style="list-style-type: none"> - Bus Services - Workforce (including discussion on Workforce Development Strategy)

Appendix 1 - AGREED Scrutiny Work Programme 2022/23

<p>Follow Up of Previous Inquiries:</p> <p>1. Procurement</p>	<p>accessing services whether by telephone or on-line / though digital means; provision for off line and on-line contact; effectiveness of Council Contact Centre; on-going actions to improve digital inclusion / access; quality of website, etc.)</p> <p>Reserve List:</p> <ul style="list-style-type: none"> • Active Travel (enabling focussed questioning & discussion on the Council's Active Travel Plans and outcomes; current & future developments; improvements to community consultation; how well we are meeting obligations of Welsh Government Active Travel Act; usage - impact on numbers cycling / walking; and relevant issues) • Racism in Schools (enabling focussed questioning & discussion on the extent of the issue; how schools deal with suspected racist incidents; reporting arrangements, rates etc.) 	<ul style="list-style-type: none"> • Adult Services: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - Relationship between Health & Social Care • Child & Family Services: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - Supported Living for Young People - Quality Assurance Framework • Development & Regeneration: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - City Deal 'Swansea specific' Projects - City Centre Retail / Development - New Build Housing Towers (e.g., student accommodation) - Historic / Listed Buildings - SA1 development & supporting infrastructure / services • Climate Change & Nature: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - Progress against Net Zero 2030 - Use of Glyphosate - Air Pollution - Green Vehicle Adoption & Provision for public / residential EV Charging - Flooding / Local Flood Risk Management 	
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Joint / Regional Scrutiny

- **Partneriaeth** (Education / School Improvement – Joint Scrutiny Councillor Group)
- **City Deal** (Development / Regeneration - Swansea Bay City Region Joint Scrutiny Committee)
- **South West Wales Corporate Joint Committee** (Land Use Planning; Regional Transport; Economic Well-being – Joint Overview & Scrutiny Sub-Committee)

Appendix 2

Scrutiny Programme Committee – Work Plan 2022/23

ACTIVITY	19 Jul 2022	16 Aug 2022	13 Sep 2022	18 Oct 2022	15 Nov 2022	13 Dec 2022
Scrutiny Work Programme	Agreement of Scrutiny Work Programme				Audit / Scrutiny Relationship – Discussion w/ Chair of Governance & Audit Committee	
Cabinet Member Portfolio Responsibility Q & A Sessions		Archives / Community Hub (CM for Equalities & Culture)	Fly Tipping (CM for Community Services)	Scrutiny of Swansea Public Services Board		Homelessness (CM for Service Transformation)
Other Cabinet Member / Officer Reports					Annual Corporate Safeguarding Report (CM for Care Services / Director of Social Services)	Delivery of Corporate Priority – Tackling Poverty (annual item) (CM for Wellbeing)
Scrutiny Performance Panel Progress Reports						Service Improvement & Finance
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.					Follow Up on Workforce Working Group recommendations (CM for Corporate Services & Performance)	
Scrutiny Reports to Council		Draft Scrutiny Annual Report 2021/22				Scrutiny Dispatches Impact Report

ACTIVITY	17 Jan 2023	14 Feb 2023	14 Mar 2023	18 Apr 2023	16 May 2023	June
Scrutiny Work Programme					Work Programme Review	Work Planning Conference
Cabinet Member Portfolio Responsibility Q & A Sessions	Leader / Economy, Finance & Strategy (focus on Policy Commitments / Council Priorities; Recovery & Transformation Plan)	Houses of Multiple Occupation (CM for Corporate Services & Performance)			Parks (CM for Investment, Regeneration & Tourism)	
Specific Cabinet Member / Officer Reports Page 42			<ul style="list-style-type: none"> Scrutiny of Public Services Board Children & Young People's Rights Scheme (annual report) (CM for Care Services / Education & Learning) 	Crime & Disorder Scrutiny - Safer Swansea Community Safety Partnership		
Scrutiny Performance Panel Progress Reports	Education	Adult Services	Child & Family Services	Development & Regeneration	Climate Change & Nature	
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.		Follow Up on Bus Services Working Group recommendations (CM for Environment & Infrastructure)				
Scrutiny Reports to Council			Scrutiny Dispatches Impact Report			

* denotes extra meeting

Other topics to schedule:

- Cabinet Member Q & A: Community Growing; Community Groups, Engagement & Development (Cabinet Member for Community Support)

Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Retrospective Approval for Transitional Accommodation Capital Funding and Welsh Building Safety Funding from the Welsh Government.</p>	<p>This report seeks retrospective approval for two Welsh Government grant applications. The Transitional Accommodation Capital Programme(TACP) funding has been announced by Welsh Government to address the pressures in temporary accommodation and the Ukraine crisis. The scheme will fund works to bring void properties back into use more quickly, as well as the conversion of 3 buildings to residential accommodation for social rent. The Welsh Building Safety Funding was secured to provide sprinkler systems to the two high rise blocks of flats at Griffith John Street.</p>	<p>Peter Williams</p>	<p>Cabinet Member - Service Transformation (Deputy Leader)</p>	<p>Cabinet</p>	<p>15 Sep 2022</p>	<p>Open</p>

Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Childcare Sufficiency Assessment (CSA) 2022.	The Duty to assess childcare sufficiency arises from the 2006 Childcare Act and requires each Local Authority to undertake a full assessment every 5 years and complete annual progress reports. The 2022 CSA is required to measure supply against parental demand recognising individual need and identifying gaps and areas for development.	Stephen Cable	Cabinet Member - Children Services, Cabinet Member - Investment, Regeneration & Tourism	Cabinet	15 Sep 2022	Open
Revenue and Capital Budget Monitoring 1st Quarter 2022/23.	To note any significant variations from the agreed budget 2022/23 and savings plan and the actions planned to achieve a balanced budget.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	15 Sep 2022	Open
Car Parking Charges.	To seek approval of City Centre Car Parking Charges for the new Copr Bay North and South Multi Storey Car Parks.	Gavin Newman	Cabinet Member - Environment & Infrastructure	Cabinet	15 Sep 2022	Open

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Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Welsh Government Housing Support Grant Procurement Plan 2022 – 2025.</p>	<p>The report outlines the reasons for requesting a 1 year extension to the HSG re-procurement programme following changes to grant conditions and service disruptions caused by COVID. It highlights the legal obligations to ensure compliance with the Public Contract Regulations and Corporate CPRs and concludes that risk of challenge is low. The report recommends that a 1 year extension is approved to ensure future services are fit for purpose.</p>	<p>Peter Field</p>	<p>Cabinet Member - Care Services</p>	<p>Cabinet</p>	<p>15 Sep 2022</p>	<p>Open</p>

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Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Housing Support Programme Strategy 22-26.</p>	<p>The report will summarise the background to the WG requirement to produce a Housing Support Programme Strategy and Action Plan 22-26.</p> <p>The report will outline the strategy purpose and summarise the key issues i.e. to set out the current need and demand and the challenges Swansea faces to make Homelessness Rare, Brief and Unrepeated. It advises the Strategy includes a 5 year action plan outlining the Councils intended activity including engagement with partners that is required to address those challenges.</p>	<p>Peter Field, Steve Porter</p>	<p>Cabinet Member - Service Transformation (Deputy Leader), Cabinet Member - Care Services</p>	<p>Cabinet</p>	<p>15 Sep 2022</p>	<p>Open</p>
<p>Quarter 1 2022/23 Performance Monitoring Report.</p>	<p>To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period April 2022 – June 2022.</p>	<p>Richard Rowlands</p>	<p>Cabinet Member - Corporate Service & Performance (Deputy Leader)</p>	<p>Cabinet</p>	<p>15 Sep 2022</p>	<p>Open</p>

Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Contract Award Report for the Construction Stage and Financial Procedure Rule 7, Mumbles Coastal Protection – Flood and Coastal Erosion Risk Management Grant 2022-24.</p>	<p>The FPR7 presented represents an 85% grant funding offer from Welsh Government, together with a 15% match funding request from Council, to deliver the construction stage of the project.</p> <p>The Contract Award Report will seek the approval to appoint a contractor for the construction stage of the project.</p>	<p>David Hughes, Andy Hopkins</p>	<p>Cabinet Member - Environment & Infrastructure</p>	<p>Cabinet</p>	<p>15 Sep 2022</p>	<p>Open</p>

Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Leisure Partnerships Financial Support 22/23.	To seek Cabinet approval for the levels of financial support needed for the period April 22 to March 23 for our leisure partnerships (Freedom Leisure, Wales National Pool and JR Events) due to losses and a financial recovery plan related to the Covid-19 pandemic. Additionally, for Cabinet to consider current and future energy cost increases and the option of spend to save investments in order to mitigate.	Jamie Rewbridge	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	15 Sep 2022	Open
Disabled Facilities & Improvement Grant Programme 2022/23 – Transfer of Budget.	To provide details of Disabled Facilities & Improvement Grant Programme transfer of budgets and to seek approval.	Darren Williams	Cabinet Member - Service Transformation (Deputy Leader)	Cabinet	15 Sep 2022	Open

Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
FPR7 Report - Hafod Copperworks Powerhouse Redevelopment Project Update Report.	To comply with Financial Procedure Rule No.7 (Capital Programming and Appraisals) - to commit and authorise the addition of schemes to the Capital Programme.	Richard Horlock	Cabinet Member - Business Improvement & Performance, Cabinet Member - Investment, Regeneration & Tourism	Cabinet	15 Sep 2022	Fully exempt
Olchfa Land Sale Negotiations.	The potential buyer is seeking to reduce the agreed purchase price based upon increased cost estimates due to planning and drainage requirements exceeding those previously anticipated.	Richard John	Cabinet Member - Corporate Service & Performance (Deputy Leader)	Cabinet	15 Sep 2022	Fully exempt
Gower Area of Outstanding Natural Beauty (AONB) Grant Programmes 2022-25.	The programmes support and contribute to the Welsh Government's priorities for Welsh AONBs, and implement Swansea Council policy in the Gower AONB Management Plan. The grant aid will enable nature recovery, improve the local access to green space and the sustainable management of Gower AONB across a three year programme.	Chris Lindley	Cabinet Member - Corporate Service & Performance (Deputy Leader)	Cabinet	15 Sep 2022	Open

Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Disposal of Sports and Leisure Facilities under the Community Asset Transfer Policy.	<p>The Council would like to lease sport and leisure facilities to local clubs at peppercorn rents to enable investment via it's Community Asset Transfer Policy.</p> <p>This report aims to identify and define approved asset types for disposal to negate the current need for an individual report for each proposed disposal.</p>	Jamie Rewbridge, Lewis Hinds	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	20 Oct 2022	Open
Proposed New Lease to the Dylan Thomas Theatre.	<p>The Dylan Thomas Theatre has lease which is about to expire. To enable funding opportunities a new longer lease is required at a peppercorn rent. Therefore the disposal will be at an undervalue which requires Cabinet Consent.</p>	Lewis Hinds, Jamie Rewbridge	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	20 Oct 2022	Open

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Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Regeneration Priorities 2022-2023.	The purpose of this report is to set out the Capital budget required for the regeneration projects not currently funded in order for the Council to deliver these projects. The report also sets out the staff and revenue resources that are required to deliver this agenda in addition to existing resources.	Huw Mowbray	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	20 Oct 2022	Open
Swansea Council Education Services Inspection Outcomes.	Estyn and Audit Wales inspected Swansea Council's education services in June 2022 and published an inspection report on outcomes, provision of education services and leadership. The report to Cabinet highlights strengths, areas to improve and overall recommendations by regulators noted in their inspection report. In addition, the Cabinet report recommends proposed actions to be taken to address recommendations.	Sarah Hughes	Cabinet Member - Education & Learning	Cabinet	20 Oct 2022	Open

Appendix 3 – Cabinet Forward Plan 2022/23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Litter Bin Strategy 2022.	Cleansing seek to upgrade their existing litter and dog bins and combine where sensible to do so. Signage on replacement bins will be clear to users that they can dispose of their litter and/or dog waste. The report sets out Cleansing's general approach to bin management.	Stuart Willingale	Cabinet Member - Well-being	Cabinet	20 Oct 2022	Open
Quarter 2 2022/23 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period July 2022 – September 2022.	Richard Rowlands	Cabinet Member - Corporate Service & Performance (Deputy Leader)	Cabinet	15 Dec 2022	Open
Quarter 3 2022/23 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the third quarter period October 2022 – December 2022	Richard Rowlands	Cabinet Member - Corporate Service & Performance (Deputy Leader)	Cabinet	16 Mar 2023	Open

Appendix 4 - Integrated Impact Assessment Screening Form

Which service area and directorate are you from?

Service Area: Legal, Democratic Services & Business Intelligence

Directorate: Resources

Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b) Please name and fully describe initiative here:

Information / monitoring report on the agreed Scrutiny Work Programme and progress.

Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?

Appendix 4 - Integrated Impact Assessment Screening Form

Please provide details below – either of your activities or your reasons for not undertaking involvement

The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The Work Programme takes into account a range of factors, including Council priorities and community concerns. The public were invited to input scrutiny topic suggestions.

Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:

- a) Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?
Yes No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?
Yes No
- c) Does the initiative apply each of the five ways of working?
Yes No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?
Yes No

Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)

High risk

Medium risk

Low risk

Q6 Will this initiative have an impact (however minor) on any other Council service?

Yes

No

If yes, please provide details below

The work of Scrutiny will involve examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers).

Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

Low impact because there are no decisions within the report which will directly affect service users, people and/or communities, but scrutiny activity described within the report have the potential for engagement to ensure public views can feed into the Scrutiny process. Each Scrutiny Inquiry and report will be subject to its own IIA process.

Outcome of Screening

Page 55

Q8 Please describe the outcome of your screening below:

- Summary of impacts identified and mitigation needed (Q2)

Appendix 4 - Integrated Impact Assessment Screening Form

- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The Work Programme takes into account a range of factors, including Council priorities and community concerns. The public were invited to input scrutiny topic suggestions. The work of Scrutiny will involve examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). Scrutiny activities have the potential for engagement to ensure public views can feed into the Scrutiny process. Each Scrutiny Inquiry and report will be subject to its own IIA process.

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

Screening completed by:
Name: Brij Madahar
Job title: Scrutiny Team Leader
Date: 2 August 2022
Approval for Head of Service:
Name: Debbie Smith
Position: Deputy Chief Legal Officer
Date: 9 August 2022

Agenda Item 9



Report of the Chair

Scrutiny Programme Committee – 16 August 2022

Scrutiny Annual Report 2021/22

Purpose	To provide a report on the work of scrutiny for the previous municipal year 2021/22.
Content	This report provides background to the annual report and attaches the draft annual report 2021/22.
Councillors are being asked to	Consider the annual report and endorse its presentation to Council.
Lead Councillor(s)	Councillor Peter Black, Chair of the Scrutiny Programme Committee Councillor Terry Hennegan, Vice Chair
Lead Officer:	Tracey Meredith, Chief Legal Officer
Report Author(s)	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: scrutiny@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Amanda Thomas
Access to Services Officer:	Catherine Window

1. Introduction

1.1 Every year Council requires that an annual report is produced for the work of scrutiny for the previous municipal year.

1.2 The Scrutiny Annual Report is used to:

- Highlight the work carried out by scrutiny
- Show how scrutiny has made a difference
- Support continuous improvement for the scrutiny function

- 1.3 The report is produced as a simple scorecard. This approach is intended to highlight a small number of key indicators that illustrate four performance questions. These questions, which are intended to reflect a 'results based' approach, are:
- How much scrutiny did we carry out?
 - How well did we do?
 - How did scrutiny impact on the business of the Council?
 - What were the outcomes of scrutiny?
- 1.4 Charts have been added that show comparative data with previous years where available. Arrows on the main scorecard have also been added to indicate the direction of change for each measure. As well as data, the report highlights stories about the impact made by scrutiny, and a reflection on efforts to improve and develop scrutiny.
- 1.5 Councillors should also consider whether the indicators will be suitable for future reports or whether different indicators should be used or developed.
- 1.6 Subject to agreement, the annual report could be presented to the next available Council meeting, which would be 1 September 2022.

2. Financial Implications

- 2.1. There are no specific financial implications raised by this report.

3. Legal Implications

- 3.1. The Council Constitution requires that a scrutiny annual report is produced each year although the style and content of the annual report is not prescribed.

4. Integrated Assessment Implications

- 4.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage.
 - Consider opportunities for people to use the Welsh language.

- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

4.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

4.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

4.2 An IIA screening has been undertaken noting there are minimal impact assessment implications associated with this report (IIA can be viewed in **Appendix 2**). The Annual Report summarises the work of Scrutiny carried out in the previous municipal year, promoting the difference made, and supporting continuous improvement of the scrutiny function in Swansea. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The work of Scrutiny involves examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). We ensure that public views can feed into the Scrutiny process.

Background Papers: None

Appendices:

Appendix 1 - Scrutiny Annual Report 2021/22

Appendix 2 – IIA Screening Form



Scrutiny Annual Report 2021/22

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Appendices:

- 1 - Scrutiny Dispatches Impact Reports 2021/22
- 2 - The Work of Scrutiny 2017-22

1. Chair's Foreword

Councillor Peter Black, Chair of the Scrutiny Programme Committee



I am proud to present the Scrutiny Annual Report, reflecting on the final year of the 2017-2022 Council term, as Chair of the Scrutiny Programme Committee. This report covers the work of scrutiny between May 2021 and May 2022.

We continued with delivering the eighteen-month Scrutiny Work Programme agreed in October 2020 and covered most of the areas of focus, although implications from the continuing pandemic and impact on resources did affect some plans. Scrutiny activity has continued to be responsive and flexible taking into account the pressures on the organisation.

Scrutiny is a vital part of local democracy and good governance. The work covered by this report ensures the Council remains accountable and transparent, effective and efficient. Questioning and providing challenge to decision-makers also helps the Council to achieve its objectives and drive improvement. We appreciate the engagement of Cabinet Members in scrutiny and Officers for their support. Our report focuses on how scrutiny has made a difference in Swansea, and our efforts to support continuous improvement and good practice.

Measuring the performance of scrutiny in a meaningful way can be challenging, however we have taken a 'results based' approach to tell you about:

- How much scrutiny we carried out
- How well we did it
- How scrutiny impacted on the business of the Council
- What the outcomes of scrutiny were

However, please note that comparison with the previous year, which was untypically short, is not meaningful.

We hope that each Annual Report provides you with assurance and confidence that councillors involved in scrutiny are contributing to better services, policies and decision making in Swansea.

Being the last year of a Council term, we've also provided a summary of the work carried out over the past five years showing the main topics that have been examined by scrutiny during that time.

Finally, I would like to give my thanks to all of the councillors who have contributed over the past year, in particular those who have led on scrutiny activity. We look forward to the new Council term, welcoming new councillors and encouraging their involvement in scrutiny.

A handwritten signature in black ink, appearing to read 'P. Black', written in a cursive style.

Councillor Peter Black

DRAFT

2. Swansea Scrutiny Results Scorecard 2021/22

Scrutiny Practice	A. How much scrutiny did we carry out?	B. How well did we do?
	<ol style="list-style-type: none"> 1. Number of Committee meetings = 10 ↑ (7) 2. Number of Panel & Working Group meetings = 56 ↑ (31) 3. Number of in-depth inquiries completed = 1 ↑ (0) 4. Number of Working Group topics completed = 2 ↔ (2) 	<ol style="list-style-type: none"> 5. Average councillor attendance at scrutiny meetings = 78% ↓ (86%) 6. Backbench councillors actively involved in scrutiny = 70% ↑ (66%) 7. Meetings with public observers = 17% ↓ (24%) 8. Meetings with public input = 17% ↑ (13%) 9. Meetings attracting media coverage = 29% ↓ (32%)
Scrutiny Outcomes	C. How did scrutiny impact on the business of the Council?	D. What were the outcomes of scrutiny?
	<ol style="list-style-type: none"> 10. Number of Chairs' Letters sent to Cabinet Members = 66 ↑ (46) 11. Average time for Cabinet Member response letter = 18 days ↓ (24) 12. Letters responded to within 21 day target = 71% ↑ (52%) 13. Number of scrutiny reports to Cabinet = 0 ↔ (0) 14. Cabinet action plans agreed = 0 ↔ (0) 15. Follow ups undertaken = 1 ↔ (1) 16. Number of Cabinet reports subject to pre decision scrutiny = 4 ↑ (3) 17. Number of Cabinet reports subject to Call-in = 0 ↔ (0) 18. Cabinet Members who attended at least one Scrutiny meeting = 100% ↔ (100%) 	<ol style="list-style-type: none"> 19. Scrutiny recommendations accepted or partly accepted by Cabinet = n/a (n/a) 20. Recommendations signed off by scrutiny as completed = 39% (n/a)

(Last year in brackets) ↓↑ = notable change, ↓↑ = small change, ↔ no change

3. About the Indicators

A. How much scrutiny did we carry out?

3.1 Number of Committee meetings = 10

The Council has a single overarching Scrutiny Committee, called the Scrutiny Programme Committee, which is scheduled to meet every 4 weeks, with extra meetings added as necessary. During 2021/22 the Committee met 10 times (not including the meeting following Council Annual General Meeting to elect the Committee chair/vice-chair).

The Committee is responsible for developing and managing the overall Scrutiny Work Programme. Overarching priorities were shaped by the work planning conference which took place in October 2020 (open to all non-executive councillors), that heard a range of perspectives on what should be included. All councillors can suggest particular topics of concern for possible scrutiny.

The councillor-led Scrutiny Work Programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

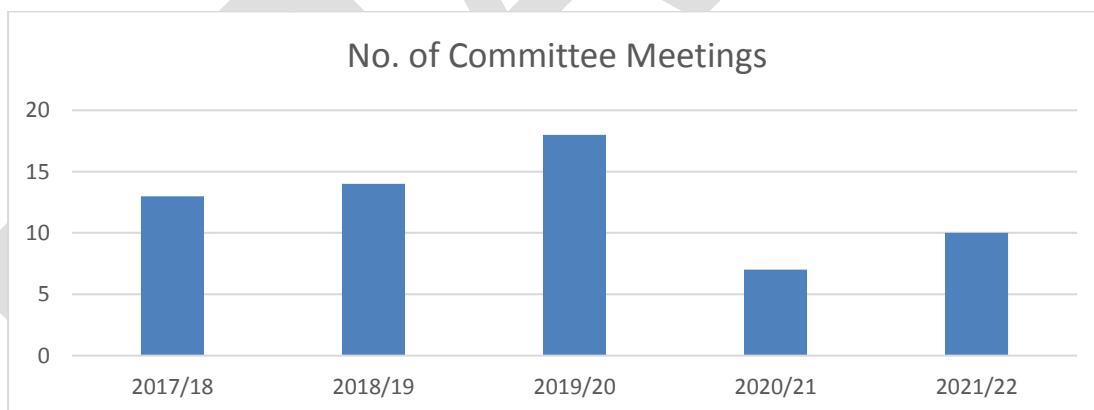
In November 2020, because of the short 2020/21 municipal year, the Committee agreed a work programme that would cover eighteen months, rather than a year, i.e., until the end of the 2017-22 Council term. Specific scrutiny activities included in the work programme are carried out either by the Committee or by establishing informal Panels and Working Groups. All meetings are held in public.

Formal Committee meetings gave councillors the opportunity to hold Cabinet Members to account and provide challenge on a range of policy and service issues of concern, relevant to their portfolio responsibilities, and its work addressed any gaps in the scrutiny work programme to ensure good coverage of scrutiny across all Cabinet portfolios. The Committee is also the Council's designated Committee for statutory scrutiny of Swansea Public Services Board, and Crime & Disorder Scrutiny of the Safer Swansea Community Safety Partnership.

The following topics were also examined by the Committee:

- Recovery & Transformation Plan
- Brexit and the wider 'Levelling Up' Agenda
- The City Centre
- Delivering the Swansea Bay City Deal - Supporting Innovation and Low Carbon Growth Programme
- Swansea Bay and West Wales Metro Programme.
- Highways and Engineering
- Infrastructure Repairs and Maintenance
- Tourism, Destination Management, and Marketing
- Business and City Promotion
- Energy Policy (incl. Generation, Supply & District Heating)
- Litter and Community Cleansing
- Parking Policy, Control & Enforcement
- Annual Corporate Safeguarding Report
- Delivery of Corporate Priority – Tackling Poverty
- Follow Up on Tourism Scrutiny Working Group Recommendations
- Corporate Complaints Annual Report 2020/21

Comparison with previous years:



3.2 Number of Panel & Working Group meetings = 56

It is important that the Scrutiny Work Programme strikes a balance between community concerns and strategic issues. The Committee considers what specific topics should feature in the programme so that it is focussed on the right things.

Most of the work of scrutiny is delegated to informal topic based Panels and Working Groups. Scrutiny Panels and Working Groups

are established by the Scrutiny Programme Committee, with an appointed convener (chair), to carry out specific scrutiny activities. There are two types of panels:

Inquiry Panels - these undertake in-depth inquiries into specific and significant areas of concern on a task and finish basis, usually around six months, and will produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered.

Topics examined	Convener	Activity
<ul style="list-style-type: none"> Procurement Key Question: What is the Council doing to ensure it procures locally, ethically, and greenly while being cost effective and transparent in its practices? 	Cllr. Chris Holley	Final report presented to Cabinet on 16 June 2022

See para. 3.15 for previous inquiries followed up

Performance Panels - these provide in-depth performance / financial monitoring and challenge for clearly defined service areas.

Performance Panels 2021/22	Convener
<ul style="list-style-type: none"> Service Improvement & Finance (monthly) Education (monthly) Adult Services (6-weekly) Child & Family Services (6-weekly) Development & Regeneration (every two months) Natural Environment (every two months) 	Cllr. Chris Holley Cllr. Lyndon Jones Cllr. Sue Jones Cllr. Paxton Hood-Williams Cllr. Jeff Jones Cllr. Peter Jones

Performance Panels are expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services. Performance Panels will hold relevant Cabinet Members to account with clear opportunities for questioning, to explore their work, looking at priorities, actions, achievements and impact. Performance Panel conveners provide a regular update to the Committee to enable discussion on key activities and impact.

Working Groups are one-off meetings established to enable a 'light-touch' approach to specific topics of concern, to consider a specific report or information, resulting in a letter to the relevant

Cabinet Member(s) or report to Cabinet with views and recommendations.

Four one-off Working Groups were included in the work programme, to be completed as time and resources allow. The following Working Group meetings were held during 2021/22:

Working Groups	Convener
<ul style="list-style-type: none">• Workforce• Bus Services	Cllr Cyril Anderson Cllr Lyndon Jones

3.3 Number of in-depth inquiries completed = 1

The Procurement Inquiry which was originally delayed during 2020/21 was re-convened at the start of the 2021/22 municipal year and completed in March 2022.

3.4 Number of Working Group topics completed = 2

Work on the following topic(s) was completed through meetings of Working Groups:

- Workforce

Original meeting held in March 2021 with agreement to hold a further meeting. This was held in February 2022, completing this Working Group.

- Bus Services

Meeting held in July 2021 with agreement to hold follow up meeting to enable follow up on the Group's recommendations and see what changes / improvements had been made. Meeting held in March 2022 to complete this work.

NOTE: There are also regional scrutiny arrangements that Swansea is involved in, which have enabled scrutiny councillors to look at the work of:

- Education Through Regional Working (ERW) and consider the development of the new regional School Improvement Consortia, Partneriaeth, through a Joint Scrutiny Councillor Group.
- Delivery of the Swansea Bay City Deal programme, through the Swansea Bay City Region Joint Scrutiny Committee.

B. How well did we do?

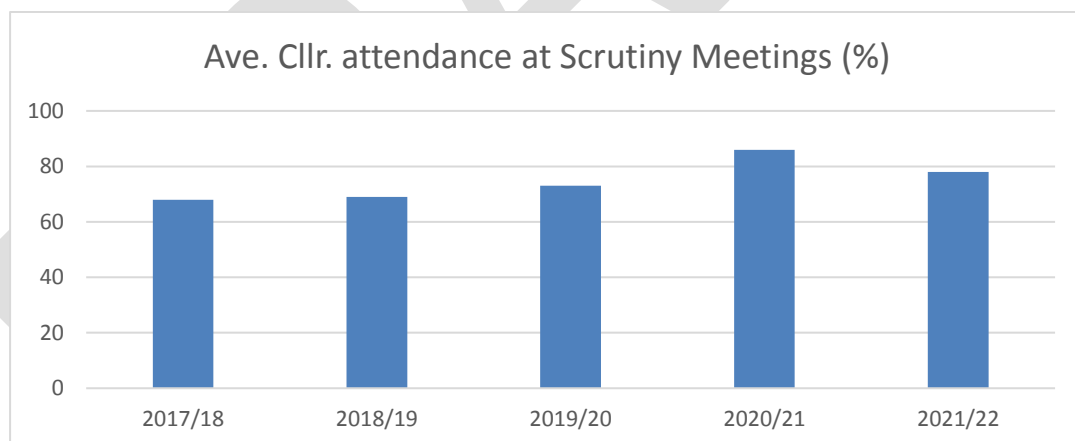
3.5 Average councillor attendance at scrutiny meetings = 78%

The rate of councillor attendance measures an important aspect of effectiveness as it reflects the engagement of councillors in the scrutiny process.

Council determines the membership of the Scrutiny Programme Committee. However, membership of the various informal Panels and Working Groups is based on interest shown by councillors in the topics under scrutiny. Based on expressions of interest the membership of Panels and Working Groups is determined by the Committee.

Attendance figures for councillors are collected by the Council's Democratic Services Team and published on the Council's website. Our figure is an overall attendance figure that includes the Scrutiny Programme Committee, Panel meetings and Working Groups and was 78%. Attendance at the Committee meetings was 85%. Both healthy figures of engagement.

Comparison with previous years:

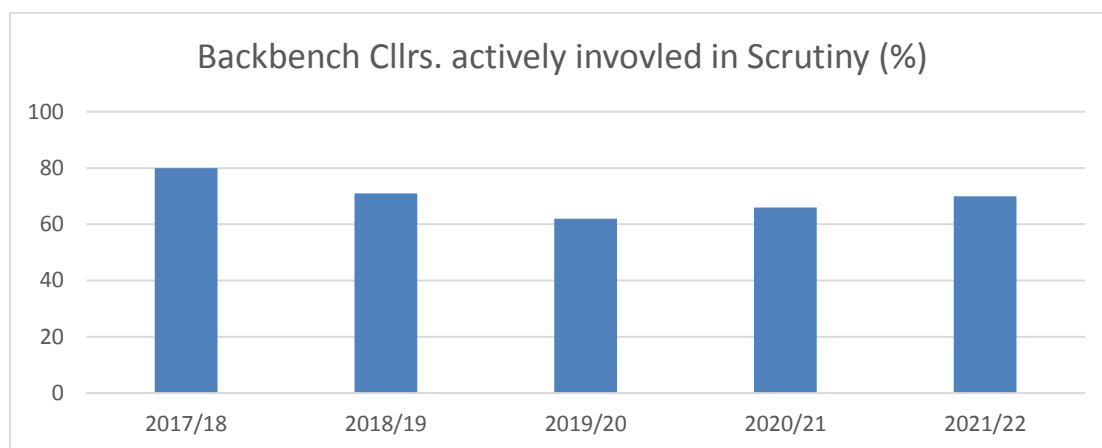


3.6 Backbench councillors actively involved in scrutiny = 70%

All backbench councillors have the opportunity to participate in scrutiny work regardless of committee membership. New scrutiny topics, once agreed, were advertised to all non-executive councillors and expressions of interest sought to lead and/or participate in these activities. It enables councillors to participate based on interest, and enables them to build up specialist expertise.

The majority of backbench councillors were involved in scrutiny, through either the Scrutiny Programme Committee, Panels or Working Groups.

Comparison with previous years:



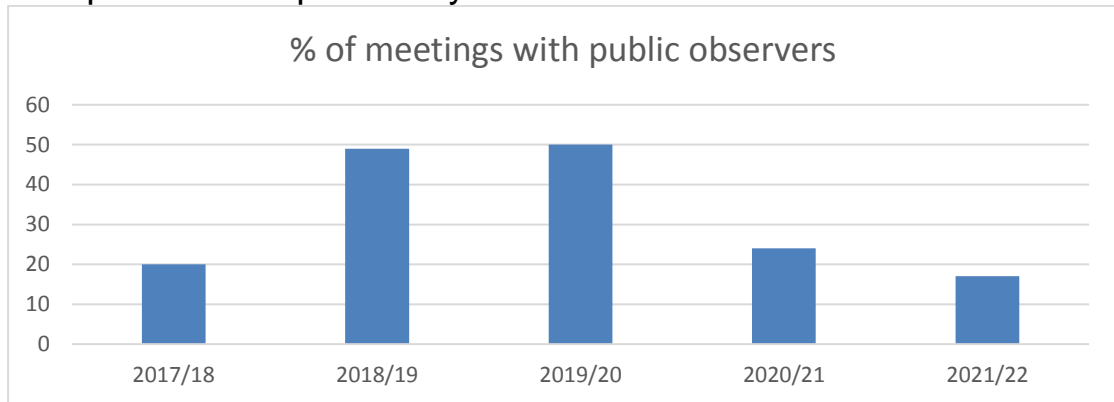
3.7 Meetings with public observers = 17%

Scrutiny is important as a mechanism for community engagement. The extent to which the public observes meetings may indicate whether there is a significant focus of scrutiny on matters of public interest. All scrutiny meetings, whether the Committee or Panels and Working Group, are conducted in public, subject to specific items of business that on rare occasions may contain exempt information. With the move to remote meetings over the past two years, people are now able to watch video recordings of meetings, which has impacted on the number of observers watching live. 11 of the 66 scrutiny meetings held were observed by members of the public who joined the remote meeting on request or in order to ask a question.

Committee meetings were live-streamed, however Panel / Working Group meetings were not. However all meetings were recorded, with video subsequently published on the Council's website / YouTube account for viewing. The move to remote meetings during the pandemic has affected our ability to report accurately on the number of public observers, other than those we know to have been specifically invited into meetings. A scan of YouTube views, however, shows Committee meetings seem to attract on average 40 viewers, significantly more people than who would have watched meetings pre-COVID from the public gallery. There are similarly good figures across other scrutiny meetings, with Development &

Regeneration Performance Panel meetings appearing to attract the biggest interest.

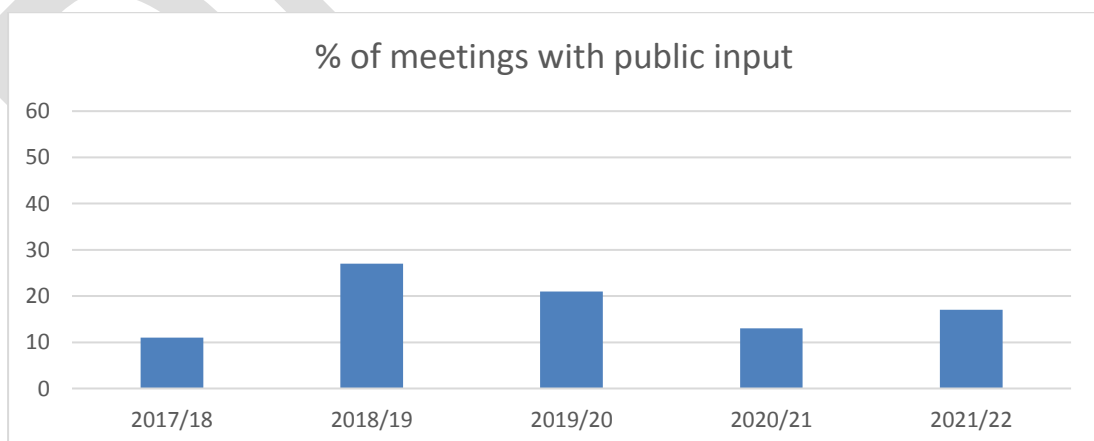
Comparison with previous years:



3.8 Meetings with public input = 17%

As well as attracting interest and observers to listen to what is being discussed, councillors are keen to increase active public involvement in the work of scrutiny. 17% of all scrutiny meetings had some form of such engagement and public input. This input can take various forms, including submission of questions for scrutiny sessions with Cabinet Members, making suggestions for the scrutiny work programme, contributing evidence to specific items under scrutiny - whether in person or reflected in the meeting agenda.

Comparison with previous years:

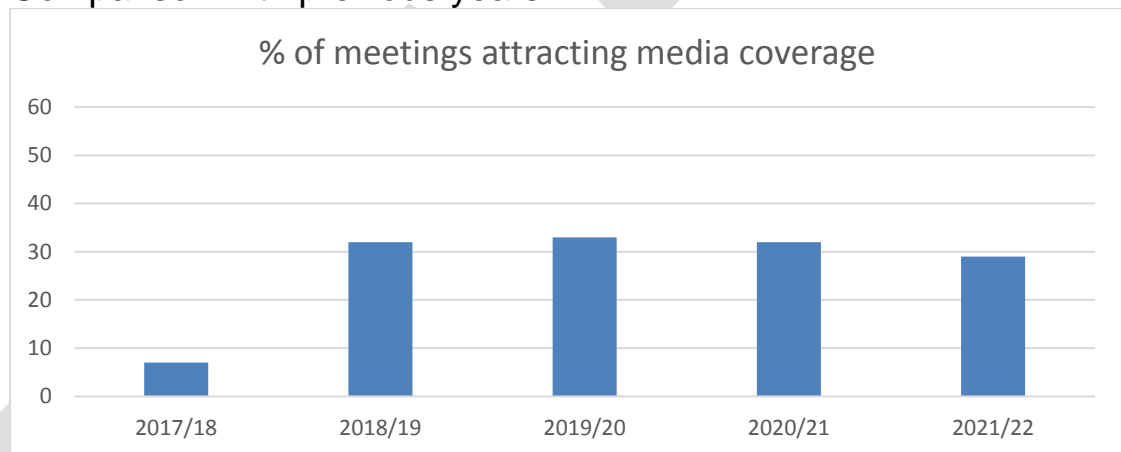


3.9 Meetings attracting media coverage = 29%

As well as attracting interest from individuals and getting members of the public to engage directly, a measure of whether scrutiny is focussed on the right things and is making an impact is the amount of media coverage that scrutiny is attracting. We found that almost a third of scrutiny meetings made the news, e.g. in print in the South Wales Evening Post or Western Mail, and/or on websites including WalesOnline, BBC etc. Across all activities there were at least 21 scrutiny discussions reported in the local press (print and on-line).

Issues which generated coverage included scrutiny discussion on: looked after children; residential social care; trees (ash dieback); City Deal; developments, including Tidal Lagoon plans, pollution control; tackling poverty; parking services; recycling & waste; potholes, violence against women, complaints performance, and pupils educated other than at school.

Comparison with previous years:

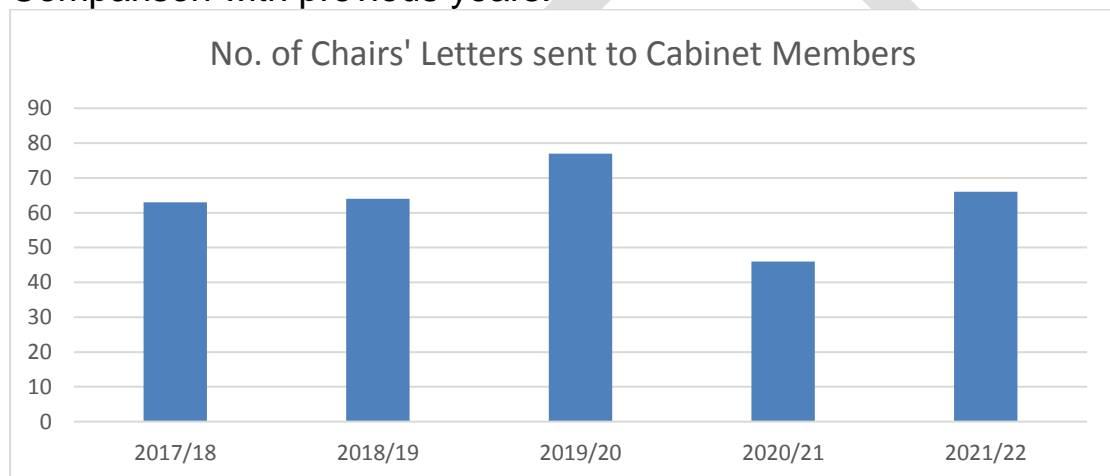


C. How did scrutiny impact on the business of the Council?

3.10 Number of Chairs' Letters sent to Cabinet Members = 66

Chairs letters are an established part of the scrutiny process in Swansea. They allow the Committee and Panel meetings / Working Groups to communicate quickly and efficiently directly with relevant Cabinet Members. They will send letters to raise concerns, recognise good practice, ask for further information and make recommendations for improvement, reflecting the discussion at Committee / Panel / Working Group meetings. Letters are effectively 'mini-reports' with conclusions and proposals from scrutiny – and where necessary require a response. 66 letters were sent to Cabinet Members.

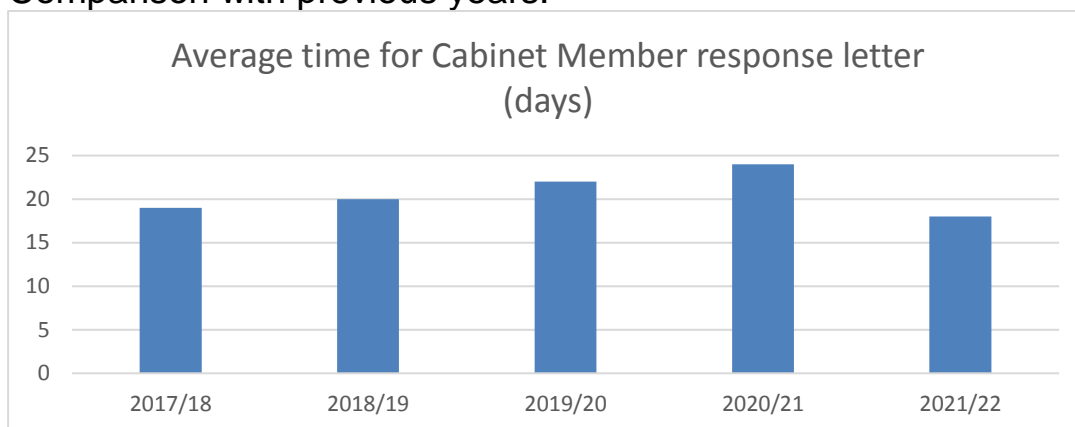
Comparison with previous years:



3.11 Average time for Cabinet Member response letter = 18 days

When scrutiny letters are sent to Cabinet Members and require a response, Cabinet Members are required to respond within 21 calendar days. The average response time for letters sent was 18 days, which is a significant improvement on the 24 days taken in 2020/21, and indicates that scrutiny is getting a timely response to views, concerns, and any suggested action for Cabinet Members.

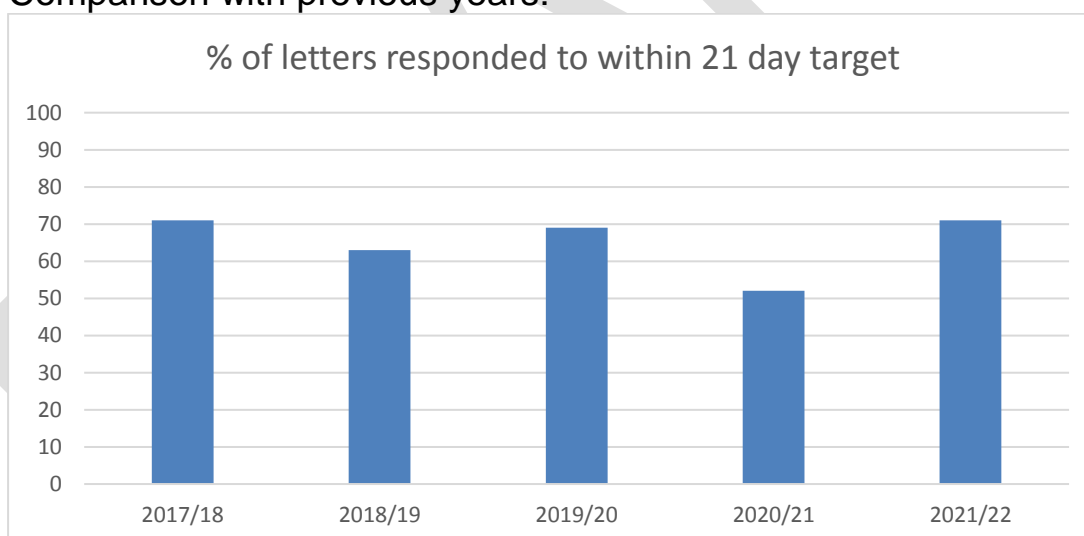
Comparison with previous years:



3.12 Letters responded to within 21 day target = 71%

Whilst the response to scrutiny letters was on average 18 days, some did take longer. The number of letters responded to within the 21 day target was 71% (17 out of 24 letters), again a significant improvement on previous.

Comparison with previous years:

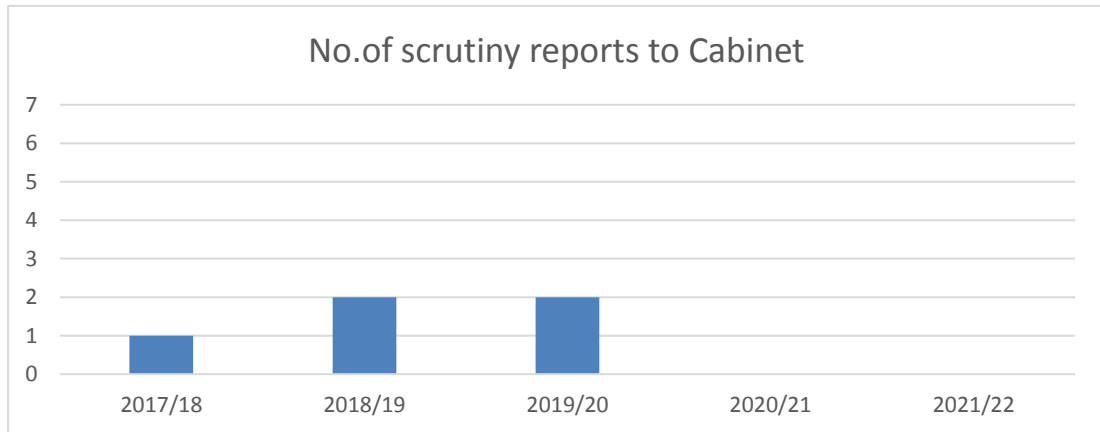


3.13 Number of Scrutiny reports to Cabinet = 0

In-depth inquiries are reported to Cabinet for a response to the recommendations agreed by scrutiny and its action plan on how the recommendations will be implemented. Scrutiny Working Groups also have the option of either writing a letter to relevant Cabinet Member(s) or report to Cabinet, depending on outcomes from discussion. There were no inquiry reports presented to Cabinet

during 2020/21, however see para. 3.16 for pre-decision scrutiny feedback reports to Cabinet.

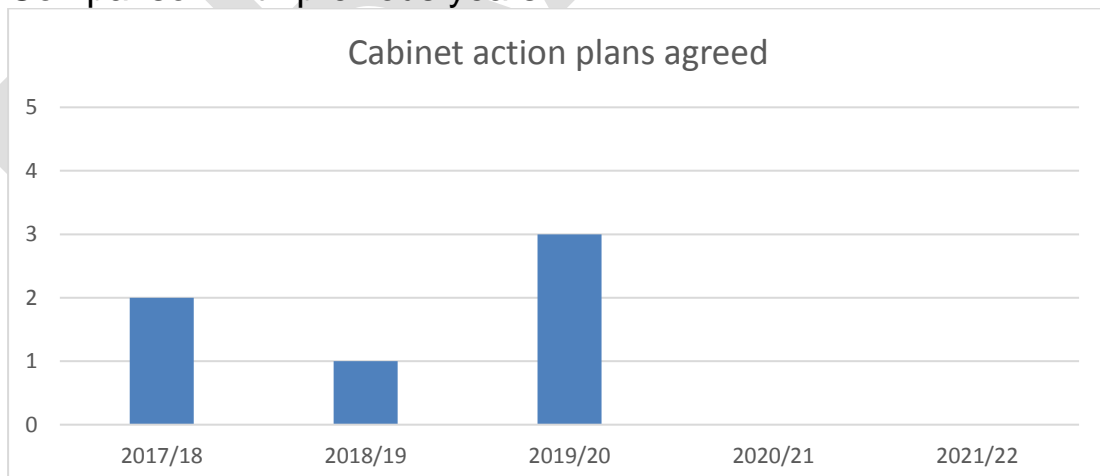
Comparison with previous years:



3.14 Cabinet action plans agreed = 0

Once recommendations and an action plan have been agreed by Cabinet, scrutiny will follow up on progress with implementation and impact. 2021/22 did not feature any action plans being published and agreed by Cabinet, but the Procurement Scrutiny Inquiry progressed during 2021/22, reporting to Cabinet early in the new 2022/23 municipal year.

Comparison with previous years:



3.15 Follow ups undertaken = 1

Inquiry Panels reconvene to follow up on the implementation of agreed recommendations and Cabinet action plans, and assess the impact of their work. A meeting will usually be held 6-12 months

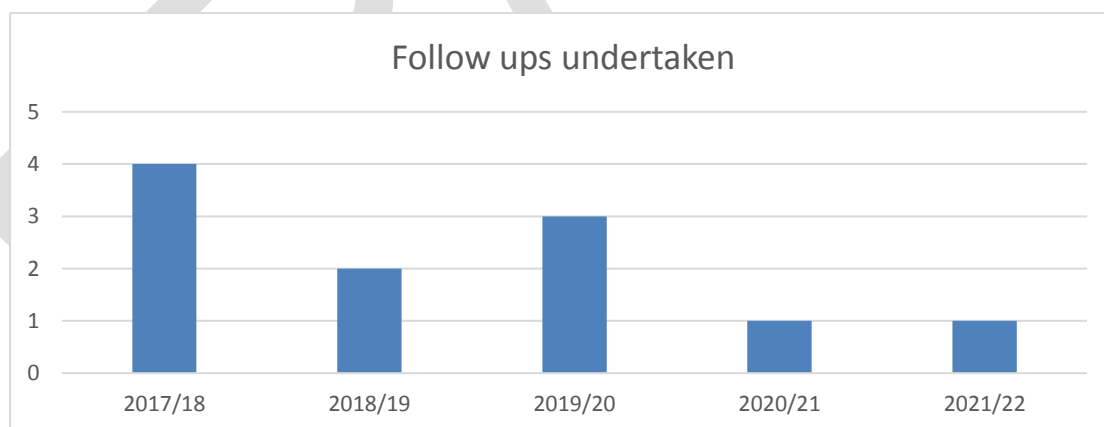
following Cabinet decision, with a further follow up arranged if required.

In order to check whether the agreed action plans have been carried out, scrutiny will ask for follow up reports from Cabinet Members. If councillors are satisfied they can then conclude the work for that inquiry. Previous scrutiny inquiries that required a follow up were followed up:

Inquiry	Convener	Cabinet Action Plan agreed	Monitoring Status
Equalities Key Question: How effectively is the Council meeting and embedding the requirements under the Equality Act 2010 (Public Sector Duty for Wales)?	Cllr. Lyndon Jones	November 2019	Complete - second follow up meeting held Jan 2022

The Scrutiny Programme Committee will, ordinarily, follow up any Working Group reports to Cabinet.

Comparison with previous years:



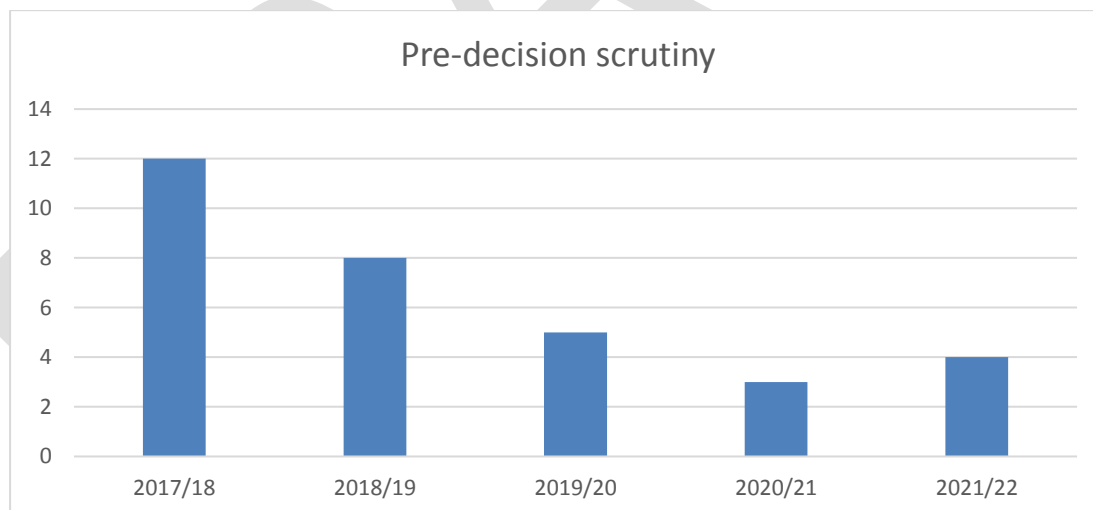
3.16 Number of Cabinet reports subject to pre-decision scrutiny = 4

Pre-decision scrutiny involves scrutiny councillors considering Cabinet reports before Cabinet makes a final decision. Considering strategic impact, public interest, and financial implications, the following three Cabinet reports were subject to pre-decision scrutiny

(carried out by the Committee or relevant Performance Panels), with views reported to Cabinet before decisions were taken:

Report	Cabinet Member	Cabinet Meeting	Undertaken by
Update Management Report on Swansea Airport	Delivery & Operations	16 Nov 2021	Service Improvement & Finance Panel
Leasehold Acquisition and Redevelopment FPR7 – 279 Oxford Street/25-27 Princess Way	Economy & Strategy (Leader)	14 Dec 2021	Committee
Covid Recovery and Investment	Economy & Strategy (Leader)	18 Jan 2022	Committee
Annual Budget	Economy & Strategy (Leader)	15 Feb 2022	Service Improvement & Finance Panel (with contribution from other Panels)

Comparison with previous years:



3.17 Number of Cabinet reports subject to Call-in = 0

During 2018-19, the Council agreed new call-in arrangements with scrutiny at the centre of the process. Any valid call-in of Cabinet decisions leads to the calling of a special meeting of the Scrutiny Programme Committee. A call-in can be made by the Chair or Vice-Chair of the Scrutiny Programme Committee or by any four

councillors by giving notice in writing to the Head of Democratic Services within a specific call-in period. With the increase in pre-decision scrutiny seen over the last few years a large number of call-ins are not anticipated. There were no Cabinet decisions 'called in' over the past year.

3.18 Cabinet Members who attended at least one Scrutiny meeting – 100%

Cabinet Members attend scrutiny meetings to answer questions and provide information to assist scrutiny and account for their work. Cabinet attendance at scrutiny meetings is a good indicator that the 'holding to account' role of scrutiny is functioning well. It ensures that scrutiny provides regular challenge to decision-makers.

to explore the work of Cabinet Members, looking at priorities, actions, achievements and impact. Aside from a regular Q & A session with the Leader of the Council, there is targeted approach within the Committee, calling in Cabinet Members as and when required to report on specific portfolio responsibilities and issues, with emphasis on Performance Panels to hold relevant Cabinet Members to account with clear opportunities for questioning. All Cabinet Members were engaged with scrutiny, whether with the Committee, Panel or Working Group, over the last year. The range of issues discussed within the Committee alone involved six Cabinet Members.

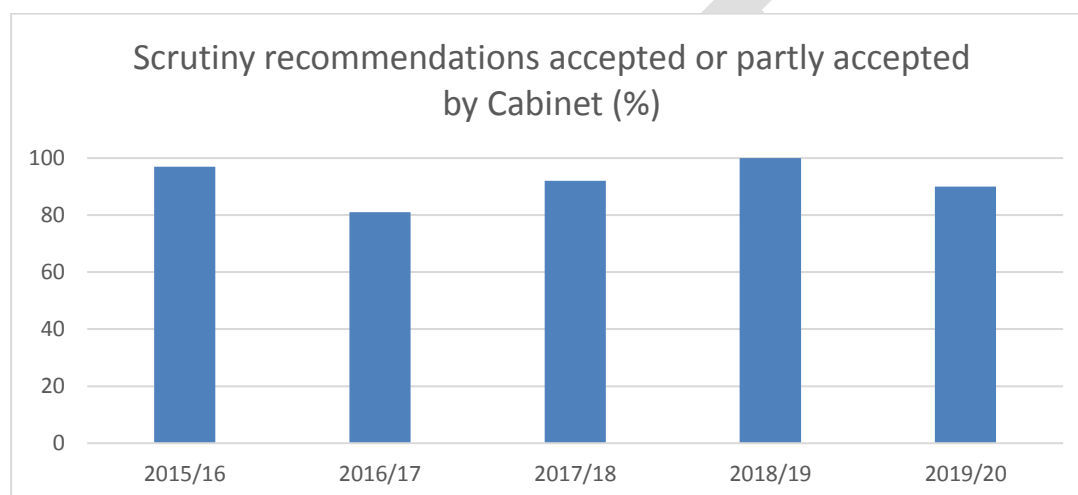
Although there are 10 Cabinet Portfolios, during 2021/22 there were 11 councillors in Cabinet positions. The Supporting Communities portfolio operating under a job share system between two councillors sharing the responsibilities. Our target is always 100%.

D. What were the outcomes of scrutiny?

3.19 Scrutiny recommendations accepted or partly accepted by Cabinet = n/a

The rate that Cabinet accept scrutiny recommendations is a good indicator of whether scrutiny is making strong recommendations based on robust evidence. We cannot report on this for 2021/22 as there were no outstanding scrutiny reports to Cabinet requiring a formal response. The same applied to 2020/21.

Comparison with previous years:



3.20 Recommendations signed off by scrutiny as completed = 39%

When follow up reports are presented to scrutiny (usually within 12 months following original Cabinet decision) they detail which of the recommendations from the in-depth inquiry (or other scrutiny report) have been completed in line with the agreed cabinet member's action plan and which have not. In the case of in-depth inquiries scrutiny councillors consider whether they agree with the assessment about implementation of recommendations, taking into account the evidence they are presented with about the changes that have happened following scrutiny and its impact. This indicator would represent the percentage of recommendations accepted by scrutiny as being completed for the year.

The Equalities Inquiry, which made 18 recommendations, was formally responded to by Cabinet in November 2019 and was followed up by the Panel in January 2021. Although some notable progress was reported, such as the creation of the new Strategic Equality and Future Generations Board, which will take forward

actions and recommendations within the Council's Strategic Equality Plan and the Scrutiny Inquiry, and associated support to drive improvement, the pandemic had impacted on the Council's ability to focus on this work. The Panel agreed that there has been positive progress with the recommendations and work done so far should provide a good foundation for moving forward in the medium and longer term. The Panel agreed to meet again for a second follow up to look in more detail at the progress made and impact of the inquiry, when a full assessment of the implementation of scrutiny recommendations and agreed Cabinet action plan will be made. The Inquiry Panel met in January 2022 and following discussion concluded formal monitoring of the inquiry recommendations and impact.

The Panel were happy with the progress made to date and were pleased with the positive impact that the inquiry, and the commitment to it by the Cabinet Member for Supporting Communities and officers, has made in helping to move this important agenda forward in Swansea. They heard for example that a new Strategic Equality Plan had been developed and published, a new Strategic Equality and Future Generation Board had been created, the Council's website has been updated and the mandatory equalities training refreshed, amongst other things.

The Panel recognised the Covid-19 pandemic continues to bring challenges to the Council and that many officers have had to shift focus to ensure that Council services were maintained and those most vulnerable were supported during the crisis. The Panel were pleased to see the huge amount of work completed throughout that time, with and for, our local communities.

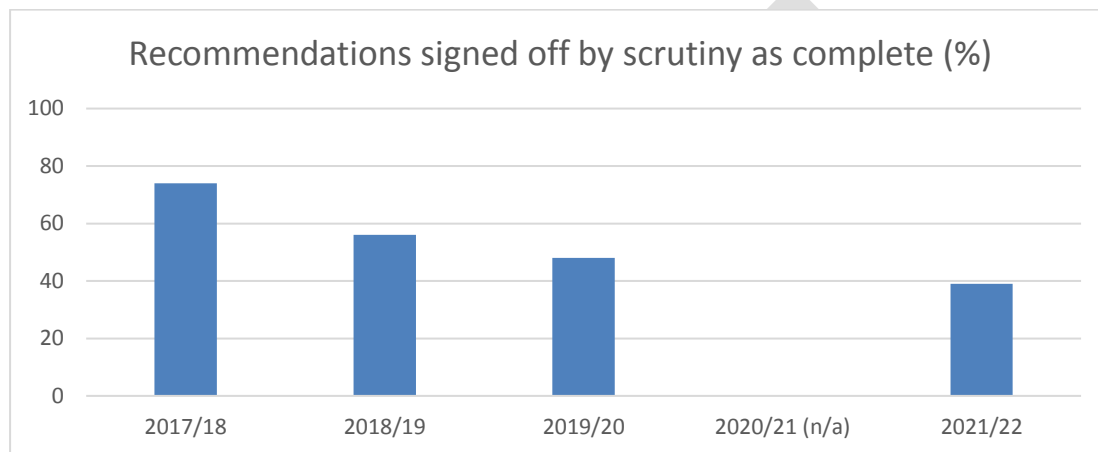
The Panel agreed to finish their formal follow up involvement with the inquiry after satisfying themselves that good progress has been made with all the recommendations. They heard that seven of the recommendations are now complete and that good progress has been made with those recommendations that are outstanding. They were reassured to hear that all the necessary pieces are in place to ensure ongoing improvement in those areas where the recommendations are incomplete.

The Panel decided to refer one area to the Scrutiny Programme Committee for potential follow up in the new municipal year. This

related to Recommendation 13 - Build upon the development of a Co-production Strategy with inclusion of a Toolkit for use by staff across the authority.

It should be noted that in many cases implementation of scrutiny recommendations continues beyond the process of formal monitoring.

Comparison with previous years:



DRAFT

4. Impact

4.1 How Scrutiny Councillors have made a difference

4.1.1 Scrutiny Councillors make a difference by:

- Ensuring that Cabinet Members (and other decision-makers) are held to account through public question and answer sessions
- Making evidence based proposals on topics of concern through task and finish Scrutiny Inquiry Panels, and other scrutiny activities, that report to Cabinet
- Monitoring and challenging service performance and improvement through standing Scrutiny Performance Panels
- Addressing issues of concern through one off working groups
- Acting as a 'check' on the key decisions through pre-decision scrutiny and call-in
- Communicating concerns and proposals for improvement through regular publication of scrutiny letters and reports

4.1.2 The Scrutiny Programme Committee produces a summary of the headlines from the work of scrutiny for Council and the public, which focuses on impact and how scrutiny is making a difference. The Chair of the Scrutiny Programme Committee reports the summary, known as Scrutiny Dispatches, to Council.

4.1.3 It is important to know that the work and the efforts of scrutiny councillors are having a positive impact and are delivering effective scrutiny. We make sure that the recommendations we make, in whatever scrutiny forum, are followed up to check on implementation and assess the impact of this work.

4.1.4 The difference made and impact of the overall work of scrutiny is also communicated via:

- press releases to the local media;
- regular posts to our Swansea Scrutiny blog;
- an email monthly subscription newsletter, and
- use of social media, including Twitter.

4.1.5 A selection of stories from the past year of scrutiny from Scrutiny Dispatches, which demonstrate the impact made, are **appended**.

This includes reference to:

- **Focussing on the importance of efficient bus services in Swansea** (*Bus Services Working Group*)
- **Holding Cabinet Members to account** (*Scrutiny Programme Committee*)
- **Continuing to monitor council performance in relation to the natural environment** (*Natural Environment Performance Panel*)
- **Evidence gathering for in-depth reviews** (*Procurement Scrutiny Inquiry*)
- **Contributing to future arrangements for regional education scrutiny** (*reference to Education Through Regional Working Scrutiny Councillor Group and transition to new partnership arrangements and establishment of Partneriaeth*)
- **Making sure Safeguarding is everyone's business** (*Scrutiny Programme Committee's Scrutiny of the Council's Corporate Safeguarding arrangements*)
- **Monitoring how Social Services are managing through the pandemic and ensuring Health & Social Care staff are supported well** (*reference to Adult Services Performance Panel*)
- **Monitoring the Council's Recovery and Transformation Plan** (*Scrutiny Programme Committee*)
- **Continuing to monitor corporate performance** (*Service Improvement & Finance Performance Panel*)

5. Feedback and Improvement

5.1 Improving Scrutiny

5.1.1 It is good practice for those involved in the scrutiny function to undertake regular self-evaluation of this work. Taking into account characteristics of effective scrutiny and experiences, it is important for the continuous improvement of the function that any issues identified about current scrutiny practice are discussed and addressed. Annual review discussions are usually held within the Scrutiny Programme Committee and Scrutiny Performance Panels towards the end of each municipal year, to reflect on the year's work and scrutiny experience, specifically considering, for example, how well they have worked, whether they have focussed on the right things, and what lessons had been learnt.

5.1.2 The Scrutiny Programme Committee carried out an Annual Work Programme Review in May 2022, reflecting on the past year, the work of the Committee and work programme, to identify any improvement and development issues. As well as reviewing previously agreed improvement objectives, councillors were encouraged to identify areas of improvement in relation to the work programme and scrutiny practice, so that it is even more effective.

The following were raised:

- Current scrutiny arrangements are well-established.
- Having to prioritise activity because of limited time and resources can be frustrating.
- We need to ensure that the structure of Scrutiny and activities under the Scrutiny Programme Committee align well with Council / Cabinet priorities with good level of scrutiny across all Cabinet Portfolios and is focussed on cabinet decision-making.
- The Committee has done well in plugging any gaps in the work programme and held Cabinet members to account for specific portfolio responsibilities and issues, rather than a 'broad brush' approach looking at overall responsibilities.
- The Committee's co-option of Performance Panel Conveners is good.
- We need to consider whether the Committee could hold at least two sessions per year on Crime & Disorder / Safer Swansea Partnership performance, rather than an annual session.

- We need to ensure scrutiny takes in a range of perspectives on issues.
- It is important to balance local scrutiny with regional / joint scrutiny and ensure scrutiny is effectively co-ordinated and complements well, which will from 2022/23 include the newly established South West Wales Corporate Joint Committee.
- We should encourage more people to participate in scrutiny and councillors to actively participate in questioning.
- We need a training programme which will include helping scrutiny councillors to improve how they question and do scrutiny better.
- Although the Council has Policy Development Committees it should be remembered that scrutiny councillors can also inform and influence the development and revision of policy through their work.
- Holding a Work Planning Conference to inform the development of a scrutiny work programme is important.

5.1.3 Feedback from Scrutiny Performance Panels

As well as discussion about future work, the following general observations can be noted:

- Overall, Panels were pleased with how the year had gone and felt they have made a positive difference to the working of Council departments and services, and citizens, through ongoing monitoring and challenge, despite the ongoing impacts from the pandemic which had in some cases affected reporting or affected the ability to hold visits or meeting people face-to-face.
- There has been excellent cross-party working within Panels - all have engaged well, with every opportunity to ask questions and contribute.
- There are positive relationships with Cabinet Member and officers, who have attended meetings and provided reports / information when requested. Panels have felt well supported.
- Panels have been flexible and understanding in the face of pressures on the organisation and specific service areas working in the most challenging circumstances. Covid has sharpened the focus of Scrutiny.
- Panels should keep a close eye on Cabinet / Cabinet Members' response to scrutiny, and follow up on agreed action(s).
- Panels could engage in peer review with other Councils to assess how well they are working.

5.1.4 Internal Audit Review of Scrutiny – There has been praise for our Scrutiny arrangements. An internal audit of scrutiny was carried out in 2021, the outcome of which was a high level of assurance and no recommendations, with no key issues / risks found. The audit looked at the role of Scrutiny, its work programme and reporting lines, the relationship between the scrutiny and audit committees, scrutiny of partnership arrangements, coverage of corporate risks in the risk register, examination and follow-up of external reviews, and compliance with the Wales Audit Office discussion paper - Six Themes to Make Scrutiny Fit for the Future. The outcome was reported to the Governance & Audit Committee in June 2021.

5.2 Scrutiny Improvement Objectives

5.2.1 A number of scrutiny improvement objectives and action plan were agreed by the Committee in January 2019. This included actions to address the three proposals for improvement made by the Wales Audit Office following its review of the Council's scrutiny arrangements in 2018. This was a co-ordinated and comprehensive single improvement plan for scrutiny, for the issues that matter most.

WAO Proposals for Improvement

- 1) The Council should consider the skills and training that scrutiny members may need to better prepare them for current and future challenges, and develop and deliver an appropriate training and development programme, including providing additional training on the Well-Being of Future Generations (Wales) Act.
- 2) The Council should strengthen its evaluation of the impact and outcomes of its scrutiny activity.
- 3) The Council should further clarify the distinction between scrutiny and Policy Development Committee activity in relation to policy development.

Councillor Improvement Issues

- 1) We need more of our work to be reported to Cabinet so that there is more formal consideration of scrutiny conclusions and recommendations.
- 2) We need to be involved at an earlier stage in proposed Cabinet decisions so that our input can be more meaningful.
- 3) We need to increase opportunities for participation so that more councillors can get involved in the work of scrutiny.
- 4) We need to strengthen follow up of all scrutiny recommendations so that the response and difference made can be assessed.
- 5) We need more coverage in the media so that people are more aware of our work.

5.2.2 The Committee has regularly reviewed and considered progress against the action plan and did so last in March 2022. The review of the current improvement plan showed only a small number of outstanding actions:

- Development and delivery of a scrutiny training and development programme (as suggested by Wales Audit Office) – it was agreed that this would be arranged post-May 2022 at an appropriate time during the new Council, in addition to the Scrutiny Induction Session that will be held around June 2022. It is anticipated this will include areas such as: Chairing Skills; Questioning Skills, Public Participation, as well as improving understanding around the Well-being of Future Generations Act and how scrutiny can support its impact on local services, policies and decision-making. Any planned programme will be refined subject to further feedback / indications from scrutiny councillors.
- Developing a method of direct post-meeting evaluation from those attending scrutiny meetings (Cabinet Members, officers, external persons etc.) that will help strengthen our evaluation of the impact and outcomes of scrutiny activity – this was developed and tested during 2021-22. We are now inviting post-meeting feedback from scrutiny participants, i.e., Cabinet Members, officers, external invitees, and public attendees, about their experience and satisfaction. They will be invited to complete a short anonymous survey shortly after each scrutiny meeting. This will provide us with valuable information that will help us to evaluate the quality and effectiveness of scrutiny practice and inform the improvement and development of scrutiny in Swansea.
- Developing a specific Facebook page for scrutiny that should improve visibility of the work of scrutiny and sharing of stories, and active public engagement – following discussion with the Corporate Director it was agreed that the Council's Facebook page could be used to post information and stories about Scrutiny, rather than a setting up a separate account, which should ensure a bigger audience. This has been utilised and is available for future use.

5.2.3 The Committee was content with progress against scrutiny improvement objectives and thought will be given to improvement objectives for the new Council term.

For further information:

Making the work of scrutiny more transparent and accessible

All scrutiny agenda packs are now available on the Council's '[agenda and minutes](#)' [webpage](#). There you can also find all scrutiny letters sent to cabinet members following meetings and responses. All scrutiny meetings are open to the public and anyone living or working in Swansea can [suggest a topic for scrutiny](#). There are also opportunities to [suggest questions, and submit views](#). If you would just like to keep an eye on what's going on we have webpages, a [blog](#) and a [newsletter](#), you could even [follow us](#) on Twitter.

Connect with Scrutiny:

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Email: scrutiny@swansea.gov.uk

Twitter: @swanseascrutiny

Web: www.swansea.gov.uk/scrutiny

Blog: www.swanseascrutiny.co.uk

Scrutiny Dispatches

City & County of Swansea – 2021/2022 (No.1)

‘How scrutiny councillors are making a difference’

Focussing on the importance of efficient bus services in Swansea

The Bus Services Working Group met to look at bus network coverage and levels of service, community transport provision and integration with other forms of transport. Representatives of First Cymru and Cardiff Bus were invited to participate.

(Lead: Councillor Lyndon Jones)

Scrutiny Working Groups are one-off meetings where scrutiny councillors focus on one particular item and produce a letter with comments and recommendations to the relevant Cabinet Member.

The Bus Services Working Group met early in July with Councillor Mark Thomas, Cabinet Member for Environment Enhancement and Infrastructure Management.

The Working Group talked about the importance of getting a regular bus service to all areas in Swansea to tackle residents’ isolation and to start to shift away from car use to using public transport. People who have given up driving need to be able to access public transport otherwise they become prisoners in their own home. Funding for active travel has been used to make it easier for people to cycle or walk, but not everyone is able to do this and accessibility has to be the main point for the elderly.

The Working Group emphasised the importance of bus companies and public transport more generally contributing to carbon emission reduction.

The Working Group recommended that regular meetings are held between Members and First Cymru to raise and discuss issues and felt it was very important for the Authority and bus companies to listen to people who currently do not use buses in Swansea, as well as people who do, to help shape current and future bus services.

The importance of joining up bus and rail times so services are more co-ordinated and the introduction of cross ticketing between bus and rail were also issues emphasised by the Working Group.

A follow up meeting of the Working Group is anticipated in around six months to see what changes / improvements have been made, as it is vitally important to see positive changes taking place that will benefit Swansea residents.

Holding Cabinet Members to account

The Scrutiny Programme Committee continues to hold cabinet members to account through regular question sessions. Acting as a 'critical friend' Scrutiny Councillors explore Cabinet Members' priorities, actions, achievements and impact in relation to specific areas of responsibility. The Committee recently met with Councillor Robert Francis-Davies, Cabinet Member for Investment, Regeneration & Tourism.

(Lead: Councillor Peter Black)

The Committee questioned the Cabinet Member on specific areas of his portfolio responsibilities, namely Tourism, Destination Management & Marketing and Business & City Promotion. The Panel heard about the value of tourism to the local economy and the impact of Covid-19 on the tourism industry.

Committee Members were informed of strategic priorities outlined in The Tourism Recovery Action Plan (TRAP), developed as part of the recovery strategy for the Tourism Sector and forms an integral part of Swansea Council's wider Economic Recovery. The vision of TRAP is to 'Create a world class tourism destination, which delivers a high-quality visitor experience in a pleasant, clean and well-maintained environment.'

The Committee also discussed the specific effect of the pandemic on the city centre and recovery plans. Committee Members discussed the large number of empty units in the Quadrant and heard that work is ongoing with the owners of the Quadrant and new lettings were due to come on board. Committee Members heard that a 'City Centre Repurposing Strategy' report is scheduled to go to Cabinet in September.

Continuing to monitor council performance in relation to the natural environment

The Natural Environment Performance Panel has continued to examine performance indicators on issues relating to the natural environment including climate change, air quality and Ash Dieback disease affecting local trees.

(Lead: Councillor Peter Jones)

The Panel recently considered progress on the Council's response to Ash Dieback and future aims. Ash Dieback is a disease that affects Ash Trees and causes trees to become brittle over time with branches breaking away from the main body of the tree. If they are not dealt with, trees are at risk of collapsing, presenting an immediate danger to the surrounding area. The Council have surveyed trees on council land and categorised them in four categories with category three and four being at highest risk. Hundreds of trees that cause a risk to the public such as on highways, parks and cemeteries have been felled.

The Panel questioned Councillor Mark Thomas, Cabinet Member for Environment Enhancement & Infrastructure Management on what the council is doing in terms of re-planting and which trees are being re-planted. Panel Members heard that should a single ash tree be removed within a cluster or woodland, then nature is allowed to take its course and no replanting at that site would be carried out. To offset the removal of trees the Council has a replacement programme in place where trees that are planted will be of a natural native and mixed species to ensure that any other future diseases that may naturally come along, only affect individual trees within a cluster.

Panel Members queried if there is currently any engagement ongoing to inform members of the public why trees are being felled. Officers explained that extensive communication via social media, media outlets and its' website has occurred and that notice boards are used where large tree felling operations are carried out. Panel Members felt that permanent signage maybe more suitable so that information is also available post the felling operations. Panel Members put forward ideas to get members of the public engaged more and recommend that information on large felling operations should be circulated with all Councillors for awareness.

Commencing of Procurement Scrutiny Inquiry

The Procurement Scrutiny Inquiry has commenced and is currently in the evidence gathering stage. The key question of the Inquiry is: *'What is Swansea Council doing to ensure it procures locally, ethically and greenly while being cost effective and transparent in its practices?'*

(Lead: Councillor Chris Holley)

The inquiry is looking at procurement in relation to the provision of council functions. It will consider what the Council does well and what can be improved in this area. This will include:

1. Legislation/policy including national, local and European influences on our procurement practice
2. Positive social/local procurement
3. Environmentally and ethical procurement practices
4. Equalities Duty
5. Systems/processes and consistency of approach
6. Joint procurement activities and working with others
7. Measuring success

Panel Members met the Council's Chief Auditor to answer a set of key questions on how procurement is audited internally. To understand what the departmental perspectives are on procurement activities the Panel have already met with the Director of the Place Directorate and are due to meet with Social Services and Education services.

The Panel recognise the importance of ensuring probity, transparency and value for money in its procurement practices. They are keen to look at how we embed social value and sustainability in what we do.



Chair's Round up

This is my first roundup of the work of scrutiny for 2021/22, as Chair of the Scrutiny Programme Committee.

Scrutiny Work Programme

The work of scrutiny continues in accordance with the Work Programme agreed in November 2020, which will take us up to the end of this Council Term. We are making progress on scrutiny priorities. The in-depth inquiry focusing on Procurement, which originally started before the pandemic, re-convened in June 2021 and will report around March 2022. Continuing from the previous municipal year, our six Performance Panels are meeting on a regular basis and we are working through a list of one-off Working Groups. I am grateful to the conveners for their leadership in delivering scrutiny activities and councillors across all parties coming together to participate in this important work. We continue of course to ensure the work programme, and demands of scrutiny, remain flexible whilst still in the midst of the pandemic.

Looking back at 2020/21

Our Annual Report for 2020/21 is out. We have reflected on what was a relatively short municipal year, affected by the pandemic, but it nevertheless shows a good level of scrutiny. Councillors have worked hard in both supporting and challenging the organisation, contributing to better services, policies, decisions, and a better Swansea. I presented the report to Council on 2 September.

Praise for our Scrutiny arrangements

I am pleased to report that an internal audit of scrutiny was carried out earlier this year, the outcome of which is a high level of assurance and no recommendations, with no key issues / risks found. The audit looked at the role of Scrutiny, its work programme and reporting lines, the relationship between the scrutiny and audit committees, scrutiny of partnership arrangements, coverage of corporate risks in the risk register, examination and follow-up of external reviews, and compliance with the Wales Audit Office discussion paper - Six Themes to Make Scrutiny Fit for the Future. The outcome was reported to the Governance & Audit Committee in June. Credit to all involved!

Committee Work Plan

As well as monitoring the delivery of the work programme, the Committee has a varied work plan looking at a broad range of service / policy matters, targeting specific issues of concern and focused on addressing any gaps in the overall scrutiny work programme. The Committee will call in Cabinet Members as and when required to account for delivery of objectives, performance, and service improvement. We have already questioned Cllr. Mark Thomas, Cabinet Member for Environment Enhancement & Infrastructure Management, on the Council's work and his responsibilities relating to Highways & Engineering, Infrastructure Repairs & Maintenance, and Litter & Community Cleansing. Similarly, the Committee has met with Cllr. Robert Francis-Davies on Tourism, Destination Management & Marketing, and Business & City Promotion, and Cllr. Andrea Lewis on Energy Policy (including Generation, Supply & District Heating).

We invite the public and all scrutiny councillors to contribute ideas to ensure the Committee asks the right questions. We publish a summary of each scrutiny session and views of scrutiny in a letter to relevant Cabinet Members, ensuring a clear and ongoing conversation between scrutiny and the executive to have an influence.

Future Committee meetings will include looking at: Recovery & Transformation Plan Progress, Annual Corporate Safeguarding Report, Delivery of Corporate Priority – Tackling Poverty, Scrutiny of Public Services Board, Parking Policy, Control & Enforcement, Q & A with the Leader of the Council, Crime & Disorder, and Children & Young People's Rights Scheme Annual Progress Report.

Regional Education Scrutiny

With the winding down of the Education Through Regional Working (ERW) regional school improvement consortium and establishment of a new South West Wales Education Partnership consisting of Swansea Council, Carmarthenshire Council and Pembrokeshire Council, new scrutiny arrangements are to be developed. Those involved in the scrutiny of ERW, which has seen an informal regional Scrutiny Councillor Group operating since 2016, have been able to feed their views into the process as the new Partnership is developed. We await the legal agreement between the Councils will confirm the terms of the partnership and governance arrangements, for details on future scrutiny.

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Scrutiny Dispatches

City & County of Swansea – 2021/2022 (No.2)

‘How scrutiny councillors are making a difference’

Making sure Safeguarding is everyone’s business

Safeguarding people from harm is considered to be the Council’s number one priority. Councillors considered the Annual Report on Corporate Safeguarding to review the implementation of the Council’s Corporate Safeguarding policy, which promotes a “Safeguarding as everyone’s business” approach.

(Lead: Councillor Peter Black)

The Council’s Scrutiny Work Programme is closely aligned to Council priorities to ensure it is focused on the most important issues and can influence improvement. Monitoring and challenging performance in delivering on Safeguarding has been a standing item in the work plan of the Scrutiny Programme Committee since 2016 and it has reviewed progress and achievements against objectives.

An Annual Report was considered by the Committee in October 2021, which reflected on seven key areas of activity during 2020/21, under the headings of: Safe Governance, Safe Employment, Safe Workforce, Safe Practice, Safe Partnerships, Safe Voice, all contributing to Delivering Safe Performance.

The Committee recognised the extraordinary circumstances with the pandemic and workforce pressures and were concerned about risks to safeguarding. Councillors gained assurance that despite difficulties at no stage did the Council or partners lose focus and dedicated safeguarding teams have continued to provide support and come up with solutions to protect those in urgent need.

The Committee commended the continuing efforts of the Corporate Safeguarding Group across the Council to make safeguarding everyone’s business – not just a matter for Social Services and Education.

Among the issues raised the Committee will be closely watching action on:

- the Council’s effectiveness in ensuring that all contractors, companies and individuals carrying out work on behalf of the Council whether voluntary or paid are compliant with the Council’s Safeguarding Policies.
- the Council being able to provide access to its own safeguarding training materials to external providers.
- ensuring DBS checks for contractors are completed in line with the new DBS Policy and Risk Assessment.

The Committee will also be following up on other work identified for the year ahead within the Annual Report.

Monitoring how Social Services are managing through the pandemic and ensuring Health & Social Care staff are supported well

The Adult Services Scrutiny Performance Panel continue to monitor the performance of the Directorate including how the department is managing through the Covid pandemic and have recently focussed on the Workforce Support Programme in place for Adult Services.

(Lead: Councillor Susan Jones)

In terms of management of the pandemic the Panel heard that whilst the Directorate is still manging, it remains a struggle and the third wave is having a very significant impact. Fragility of Domiciliary Care has hit the Directorate worst, particularly the workforce.

The Panel heard that whilst the waiting list for long term domiciliary care has reduced, the situation is still far from ideal. The list includes individuals who do have care but not the right type of care, the Directorate is working with families and carers to come up with alternatives up until February 2022. Panel Members heard that a small number of individuals are having to consider residential care as the Authority is unable to provide the domiciliary care they need.

The Panel heard that having realised there was an issue with sickness, Social Services were the first to trial a dedicated Human Resources Officer to support staff to return to work and support staffing pressures within teams. Panel Members were pleased to hear that this has led to a reduction in sickness levels in Social Services but expressed concern that the private sector suffered similar problems with staffing and queried if the Authority has shared its practices. Panel members were reassured that although private homes have their own governance arrangements in place, they can turn to our commissioning services for advice and that the Authority ensures that when recruiting, staff are not taken from private homes.

Panel Members praised and expressed their thanks and appreciation to all members of staff, who continue to have a huge burden placed upon them and are doing an amazing job in very difficult circumstances.

Monitoring the Council's Recovery and Transformation Plan

Councillors are keeping a watching brief on the Council's Recovery and Transformation Plan, 'Swansea Achieving Better Together', monitoring progress against key objectives and milestones, and challenging the Leader of the Council on action.

(Lead: Councillor Peter Black)

Members of the Scrutiny Programme Committee heard that whilst there is a focus on recovery, there are challenging times ahead given that the pandemic is still with us causing continued pressure on services and therefore the Phases and timelines noted within the Plan are fluid. Nevertheless, it was reported that the Council's position on recovery and transformation was strong in comparison with other Councils and has been held up by the Welsh Local Government Association as good practice.

Numerous examples were given to the Committee in relation to work on recovering, restarting & adapting Council services, and the strategic response to support the city to emerge and grow from the pandemic and deliver corporate priorities.

The Committee raised some issues, including the need to:

- streamline the process for Economic Recovery Fund applications, grants to businesses, etc. to avoid undue delay in the processing and ensure the Council is dealing with applications as swiftly as possible.
- ensure good communications with all councillors on recovery and transformation work, to ensure it is well understood, including opportunities to engage in the delivery of the Plan and specific work streams.

Continuing to monitor corporate performance

Councillors on the Service Improvement and Finance Scrutiny Performance Panel have continued to keep a close eye and challenge performance in relation to relevant indicators across the authority. They have recently reviewed the Quarter 1 2021/22 Performance Monitoring Report presenting the performance results in delivering the Council's Well-being Objectives and priorities.

(Lead: Councillor Chris Holley)

Overall Council performance reports are routinely considered by the Scrutiny Panel. It is recognised that the ongoing Covid-19 pandemic has brought huge challenges and changes to the Council, its services and workforce. This will have impacted on performance across the Council.

However, the Panel heard that, overall, during Q1, 81% of indicators have improved or stayed the same and the Council's response to the pandemic, whilst not necessarily reflected in the established corporate performance indicators, has been extraordinary.

The Panel queried some indicators and why they have improved in such adverse circumstances, asking how indicators are selected. Officers explained that the indicators help to measure priorities within the Corporate Plan and are selected specifically for that purpose.

Amongst questions raised, Panel Members heard that in Q1 2020/21 the Council was in the height of the pandemic and saw less family homeless presentations due to the suspension of evictions. This had a direct impact on Council data and the comparable indicators.

Panel Members queried measures for, and the use of the term, 'tackling poverty' and suggested this description be reviewed in the future to better reflect Council objectives.

The Panel noted the statistic regarding 'Number of data breaches which has resulted in an enforcement or monetary penalty notice being issued by the Information Commissioners Office' – and these results being zero, Panel Members felt was an impressive reflection on the Council.



Chair's Round up

This is my second roundup of the work of scrutiny for 2021/22, as Chair of the Scrutiny Programme Committee.

Scrutiny Work Programme

The work of scrutiny continues in accordance with the Work Programme agreed in November 2020, which will take us up to the end of this Council Term. We are making progress on scrutiny priorities. The in-depth inquiry focusing on Procurement has now completed evidence gathering, and the Panel, led by Cllr. Chris Holley will be reflecting on the evidence and findings. You can expect the Panel's final report with conclusions and recommendations by March 2022.

Our six Performance Panels are meeting on a regular basis however some adjustment has been made to the work plans of the Adult Services and Child & Family Services Panel as scrutiny continues to ensure that it is flexible and responsive to pressures whilst still in the midst of the pandemic. Both Panels will keep close focus on how the service is managing those pressures and its impact on performance.

For similar reasons, we have had to put back a planned Healthy City Working Group. A further meeting of the Bus Services Working Group, following a meeting in July 2021, will however be held before the end of this municipal year to follow up on their recommendations and see what changes / improvements have been made.

Committee Work Plan

As well as monitoring the delivery of the work programme, the Committee has a varied work plan looking at a broad range of service / policy matters, targeting specific issues of concern and focused on addressing any gaps in the overall scrutiny work programme. The Committee will call in Cabinet Members as and when required to account for delivery of objectives, performance, and service improvement.

Since my last update we have asked questions on the Council's Recovery & Transformation Plan, Corporate Safeguarding, and Delivery of the Corporate Objective on Tackling Poverty. We have also questioned Cllr. Mark Thomas, Cabinet Member for Environment Enhancement & Infrastructure Management, on the Council's work and his responsibilities relating to Parking Policy, Control & Enforcement.

Future Committee meetings will include looking at: Scrutiny of Public Services Board, Q & A with the Leader of the Council, Crime & Disorder / Safer Swansea Partnership, and Children & Young People's Rights Scheme Annual Progress Report.

Developing a Strong Scrutiny / Audit Relationship

Although Scrutiny and Audit have distinctive roles, there are common aims in terms of good governance, improvement in performance and culture, and financial management, so a regular conversation between Committee Chairs and Members will help to ensure we are working together effectively. I addressed the Governance & Audit Committee on this in October and we also heard from Paula O'Connor, Chair of the Governance & Audit Committee, at the Scrutiny Programme Committee that month. We are making sure that there is good awareness of each other's work, avoiding duplication and gaps in work programmes, and are able to refer issues between Committees. Some of the areas that will benefit from co-ordination between Committees include the new responsibilities arising from the Local Government and Elections (Wales) Act 2021 around Council performance, and around the systematic reporting of external audit reports, and respective role in considering and monitoring these.

Regional Education Scrutiny

Following approval of a legal agreement by each Council in the new Education Partnership, Partneriaeth, a Joint Scrutiny Councillor Group, comprising of Education Scrutiny Chairs and Vice Chairs or equivalent from each of the three Councils, will be set up to scrutinise the work of the regional Partnership. This will support the delivery of school improvement and ensure greater public accountability over decisions made. Scrutiny will seek reassurance and consider if the Partnership is operating according to the Joint Committee Agreement, and its Business Plan, and is being managed effectively. Responsibility for Scrutiny Support, as well as responsibility for other functions, will be determined in due course by the Partneriaeth Joint Committee, comprising the Leaders of the three Councils, as the strategic decision-making body.

Improving Scrutiny

Leading by example, we are always looking to improve how we work as scrutiny councillors and the effectiveness of scrutiny meetings. We are now inviting post-meeting feedback from scrutiny participants, i.e., Cabinet Members, officers, external invitees, and public attendees, about their experience and satisfaction. They will be invited to complete a short anonymous survey shortly after each scrutiny meeting. This will provide us with valuable information that will help us to evaluate the quality and effectiveness of scrutiny practice and inform the improvement and development of scrutiny in Swansea.

Connect with Scrutiny:

Web: www.swansea.gov.uk/scrutiny

Twitter: @swanseascrutiny

Email: scrutiny@swansea.gov.uk

Blog: www.swanseascrutiny.co.uk

Appendix 2 – The Work of Scrutiny 2017-22

Scrutiny Programme Committee (every 4 weeks) (Overall work programme development & management; discussion of broad range of policy and service issues)			
1. Cabinet Member Q & A Sessions on overall Portfolio Responsibilities 2. Crime & Disorder – Safer Swansea Partnership 3. Annual Corporate Safeguarding Report 4. Children & Young People’s Rights Scheme – Annual Compliance Progress Report 5. Oceana Building Demolition 6. Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates	7. Scrutiny of Specific Cabinet Member Portfolio Responsibilities: - Highways and Engineering - Infrastructure Repairs and Maintenance - Tourism, Destination Management, and Marketing - Business and City Promotion - Energy Policy (incl. Generation, Supply & District Heating) - Litter and Community Cleansing - Parking Policy, Control & Enforcement	8. Consultation on Draft Homelessness Strategy and Action Plan 2018-2022 9. Housing Commissioning Review Progress 10. Swansea Public Services Board 11. COVID-19 Pandemic - Update on Impact and Response 12. West Glamorgan Regional Partnership - Overview of the Regional Response to COVID focussed on Care Homes	13. Council’s Recovery & Transformation Plan 14. Active Travel Consultation Process 15. Delivery of Homelessness Strategy 16. Delivery of Corporate Priority – Tackling Poverty 17. Co-ordination with the Governance & Audit Committee 18. Follow Up on Scrutiny Working Group Recommendations 19. Complaints Annual Report 2020/21
Inquiry Panels (time-limited in-depth scrutiny – one per year)	Performance Panels (regular meetings to provide ongoing in-depth performance / financial monitoring & challenge)	Working Groups (light-touch scrutiny / one-off meetings)	
1. Regional Working 2. Natural Environment 3. Equalities 4. Procurement Inquiries pre 2017/18 followed up: <ul style="list-style-type: none"> • School Governance • Building Sustainable Communities • School Readiness • Child & Adolescent Mental Health Services • Tackling Poverty 	1. Service Improvement & Finance (corporate performance & financial monitoring, budget scrutiny, specific service performance / improvement reports) 2. Adult Services (Adult Social Services performance) 3. Education (formerly Schools) (schools performance / standards, pupil attainment, local education authority priorities & support to learning) 4. Child & Family Services (Child and Family Social Services and Poverty and Prevention performance) 5. Development & Regeneration (monitoring Council development and regeneration programme, Swansea Bay City Deal – local projects) 6. Public Services Board (ended 2020 – work added to Committee work plan) (performance of multi-agency Swansea Public Services Board and difference it is making) 7. Natural Environment (commenced 2019) (natural resources, biodiversity, climate change issues)	1. Emergency Planning & Resilience 2. Car Park Charges 3. Tethered Horses 4. Roads & Footway Maintenance 5. Local Flood Risk Management 6. Renewable Energy 7. Homelessness 8. Community Cohesion & Hate Crime 9. Air & Noise Pollution 10. Welfare Reform 11. Environmental Enforcement 12. Anti-Social Behaviour 13. Tourism 14. Brexit 15. Workforce 16. Digital Inclusion 17. Bus Services	

Pre-Decision Scrutiny & Call-In of Cabinet Decisions (carried out by the Committee unless delegated to relevant Performance Panel)

Pre-decision Scrutiny:

1. Adult Services Commissioning Reviews Consultation Outcome
2. Catering Services Commissioning Review
3. Planning & City Regeneration Commissioning Review
4. Public Protection Commissioning Review
5. Castle Square Regeneration
6. Family Support (Children with Additional Needs & Disability) Commissioning Review
7. More Homes Pilot Scheme
8. Liberty Stadium
9. Transfer of Management of Allotments
10. Highways & Transportation Commissioning Review
11. Council Budget (annually)
12. Residential Care and Day Services for Older People Commissioning Review
13. More Homes Parc Yr Helyg Site Options Appraisal

14. Cultural Services Commissioning Review
15. The Future Structure and Delivery of the Ethnic Minority Achievement Unit
16. Outcome of Residential Care & Day Services for Older People Consultation
17. Homelessness Strategy and Action Plan 2018-2022
18. Swansea Central Phase 1 Project Update and FPR7
19. Small School Review & School Organisation Linked to the Welsh Education Strategic Plan
20. Enterprise Resource Planning (ERP) System Business
21. Housing Commissioning Review Option Appraisal Report
22. Foreshore Sites - Public Consultation and Procurement Responses Summary and Next Steps

23. COVID-19 Emergency Surge Hospital
24. Proposed Lease to Mumbles Community Council under the Community Asset Transfer Policy
25. Development of 71/72 The Kingsway & 69/70 The Kingsway – Business Case (FPR7)
26. Update Management Report on Swansea Airport
27. Leasehold Acquisition and Redevelopment FPR7 – 279 Oxford Street/25-27 Princess Way
28. Covid Recovery and Investment

Call-In:

1. 21st Century Schools Programme - New Build For Gorseinon Primary School

Regional / Joint Scrutiny (collaborative scrutiny with other Local Authorities for topics / issues of shared interest or concern, and models of regional working)

1. Education Through Regional Working (ERW) Scrutiny Councillor Group – ended 2021 (Scrutiny of new 'Partneriaeth' Education / School Improvement Partnership to be arranged in 2022)
2. Swansea Bay City Region Joint Scrutiny Committee (commenced 2018 to scrutinise the Swansea Bay City Deal Programme)
3. South West Wales Corporate Joint Committee Overview & Scrutiny Sub-Committee in process of being set up 2022 (to scrutinise the CJC which will exercise functions relating to strategic land use planning, regional transport planning and the exercise of economic well-being powers)

Appendix 2 - Integrated Impact Assessment Screening Form

Which service area and directorate are you from?

Service Area: Legal, Democratic Services & Business Intelligence

Directorate: Resources

Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b) Please name and fully describe initiative here:

Scrutiny Annual Report for 2021/22 is being presented to the Committee for agreement ahead of presentation to Council.

Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 2 - Integrated Impact Assessment Screening Form

- Q3** What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?
Please provide details below – either of your activities or your reasons for not undertaking involvement

The Annual Report summarises the work of Scrutiny carried out in the previous municipal year, promoting the difference made, and supporting continuous improvement of the scrutiny function in Swansea. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views.

- Q4** Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:

- a) Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?
Yes No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?
Yes No
- c) Does the initiative apply each of the five ways of working?
Yes No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?
Yes No

-
- Q5** What is the potential risk of the initiative? (*Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...*)

High risk

Medium risk

Low risk

-
- Q6** Will this initiative have an impact (however minor) on any other Council service?

Yes No If yes, please provide details below

The work of Scrutiny involves examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers).

-
- Q7** What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

Low impact because there are no decisions within the report which will directly affect service users, people and/or communities, but we ensure that public views can feed into the Scrutiny process.

Appendix 2 - Integrated Impact Assessment Screening Form

Outcome of Screening

Q8 Please describe the outcome of your screening below:

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

The Annual Report summarises the work of Scrutiny carried out in the previous municipal year, promoting the difference made, and supporting continuous improvement of the scrutiny function in Swansea. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The work of Scrutiny involves examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). We ensure that public views can feed into the Scrutiny process.

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

Screening completed by:
Name: Brij Madahar
Job title: Scrutiny Team Leader
Date: 2 August 2022
Approval for Head of Service:
Name: Debbie Smith
Position: Deputy Chief Legal Officer
Date: 9 August 2022

Agenda Item 10



Scrutiny Programme Committee – 16 August 2022

Date and Time of Upcoming Scrutiny Panel / Working Group Meetings

16 August – 13 September

- a) 5 September at 10.00am – Development & Regeneration Performance Panel
- b) 6 September at 10.00am – Service Improvement & Finance Performance Panel
- c) 13 September at 10.00am – Climate Change & Nature Performance Panel

Scrutiny Meetings will be multi-location meetings, held in the Gloucester Room, Guildhall or accessed remotely via MS Teams