

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 2, Civic Centre, Swansea.


On: Monday, 14 April 2014

Time: 4.30 pm

AGENDA

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| 3 | Minutes:
To approve, as a correct record, the minutes of the meeting held on 17 March, 2014. | 3 - 6 |
| 4 | Prohibition of Whipped Votes and Declaration of Party Whips. | |
| 5 | Cabinet Member Question Session - Councillor David Phillips, Cabinet Member for Anti Poverty. | 7 - 19 |
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Patrick Arran
Head of Legal, Democratic Services & Procurement
Monday, 7 April 2014

Contact: Democratic Services - Tel: (01792) 637292

SCRUTINY PROGRAMME COMMITTEE (16)

Labour Councillors: 11

A M Cook	R Francis-Davies
D W Cole	J E C Harris
J P Curtice	A J Jones
N J Davies	R V Smith (Vice Chair)
V M Evans	M Thomas
P Downing	

Liberal Democrat Councillors: 3

A M Day (Chair)	P M Meara
J W Jones	

Independent Councillor: 1

E W Fitzgerald	
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Conservative Councillor: 1

A C S Colburn	
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Co-opted Members:

David Anderson-Thomas	Vacancy
Sarah Joiner	Vacancy

Officers:

Dean Taylor	Director of Corporate Services
Lee Wenham	Head of Marketing, Communications & Scrutiny
Dave Mckenna	Overview & Scrutiny Manager
Brij Madahar	Overview & Scrutiny Coordinator
Democratic Services	
Nigel Havard	Legal
Archives	

Email:

Executive Board	
Cabinet Members	
Leaders of Opposition Groups	
Carl Billingsley	

Total Copies: 30

Agenda Item 2

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

Agenda Item 3

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 2, CIVIC CENTRE, SWANSEA. ON
MONDAY, 17 MARCH 2014 AT 4.30 PM

PRESENT: Councillor A M Day (Chair) presided.

Councillor(s)	Councillor(s)	Councillor(s)
A C S Colburn	P Downing	A J Jones
D W Cole	E W Fitzgerald	P M Meara
A M Cook	R Francis-Davies	M Thomas
N J Davies		

Co-opted Members: S Joiner, D Anderson-Thomas

Also Present:

Cllr N S Bradley - Cabinet Member for Regeneration
Cllr P R Hood-Williams - Convenor, Wellbeing Scrutiny Panel

Officers:

N Havard - Directorate Lawyer
D McKenna - Overview and Scrutiny Manager
S Woon - Democratic Services Officer

106 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J P Curtice and J E C Harris.

The Chair referred to Councillor C E Lloyd's decision to resign from the Committee and as a consequence Council on 18 March, 2014 will determine changes to the membership. The Committee will consider the election of vice chair following the committee changes agreed by Council. In the meantime, the scrutiny work in relation to Gypsy and Traveller Site provision will be placed on hold.

The Chair welcomed David Anderson-Thomas, co-optee, to the meeting.

107 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interests were declared:

Councillor N J Davies – Personal – Item no. 109 – Member of Friends of Glynn Vivian Tate Gallery.

S Joiner – Personal – Item No. 111 – Vice Chair of Dylan Thomas School.

108 MINUTES

RESOLVED that the:

- a. minutes of Scrutiny Programme Committee held on 17 February, 2014 be approved as a correct record;
- b. The minutes of the Special Scrutiny Programme Committee held on 20 February, 2014 be referred to the next meeting of the Special Scrutiny Programme Committee for ratification.

109 CABINET MEMBER QUESTION SESSION - COUNCILLOR NICK BRADLEY, CABINET MEMBER FOR REGENERATION

The Committee took the opportunity to question Councillor N S Bradley, on his work relating to her responsibility and accountability as Cabinet Member for Regeneration.

The Cabinet Member detailed the areas covered by her portfolio and work he had carried out in his role as Cabinet Member for Regeneration. He also detailed areas of joint working with Cabinet Member colleagues. He outlined priorities and achievements to date in respect of:

- City of Culture Bid;
- Glynn Vivian Tate;
- Library Review;
- Boulevard Project;
- High Street Regeneration/City Centre;
- Swansea Market;
- Future of Parks and the involvement of the Community and 'Friends of' Groups;
- Success of 360 Café and Watersports Centre; and
- Dylan Thomas Birthday Celebrations;

RESOLVED that:

- a. The Cabinet Member for Regeneration provide a response to Mr Phillips regarding the 360 Water Sports Centre; and
- b. the Chair of the Committee write a letter to the Cabinet Member reflecting on the discussion and sharing the views of the Committee.

110 PROGRESS REPORT ON WELLBEING PERFORMANCE PANEL (VERBAL) - COUNCILLOR PAXTON HOOD-WILLIAMS, CONVENER ATTENDING

Councillor P R Hood-Williams, Convener of Wellbeing Performance Panel, provided an update in relation to the work of the Panel, in respect of Child and Family Services and Adult Social Services.

He referred to the timeliness and response from Cabinet Members and referred to the Cabinet Member for Wellbeing's attendance at a forthcoming meeting.

The Chair stated that that the Panel should refer any issues that would require a task and finish group to the Scrutiny Programme Committee for consideration.

Members' discussed the transformation of adult social services and possible areas for scrutiny work regarding the examination of how well outsourced companies had worked and the views of users of services.

The Chair thanked Councillor P R Hood-Williams for his informative update and the Panel for its work.

111 SCRUTINY LETTERS

The Chair referred to the scrutiny letters log and referred to recent correspondence between Scrutiny and Cabinet Members:

- a. Letter to/from Cabinet Member for Place (Parks Service Working Group Meeting - 5 December).
- b. Letter to/from Cabinet Member for Place (Parks Service Working Group Meeting - 5 December).
- c. Letter to/from Cabinet Member for Learning & Skills (Schools Performance Panel Meeting - 11 December).
- d. Letter to/from Cabinet Member for Place (Planning Services Working Group Meeting - 17 December).
- e. Letter to/from Cabinet Member for Wellbeing (Wellbeing Performance Panel Meeting - 20 January).
- f. Letter to/from Cabinet Member for Finance & Resources (Committee Meeting - 20 January).
- g. Letter to/from Leader of the Council re. Target Areas (Committee Meeting - 20 January).

In respect of (a) above, a discussion ensued regarding the future management of parks within the City and County of Swansea.

In respect of (c) above, it was noted that the School would be writing to the cabinet member.

In respect of (d) above, Councillor M Thomas to convene a reconvene the meeting in early June. Reference was made to the need for additional training in respect of 106 agreements.

RESOLVED that the above letters be noted.

112 SCRUTINY WORK PROGRAMME 2013/14

The Chair presented the Scrutiny Work Programme 2013/14. The report explained the background and purpose of the Scrutiny Work Programme and the current position of all scrutiny activities. The work programme referred to the work currently active, showing progress with the established Scrutiny Panels and Working Groups.

RESOLVED that:

- a) The Committee Work Plan Timetable provided be accepted;
- b) The progress of the Informal Panels and Working Groups that had been established by the Committee be noted.
- c) The co-option of the Deputy Chief Executive of Age Cymru to the Social Care at Home Scrutiny Inquiry Panel be endorsed pending the agreement of the legal officer who will seek clarification regarding any previous work undertaken for the authority;
- d) The Co-option of Gordon Gibson to the Street scene Scrutiny Inquiry Panel be endorsed pending the agreement of the legal officer who will seek clarification regarding Mr Gibson's previous work undertaken for the authority;
- e) The membership changes in respect of the Local Service Board Performance Panel be agreed:

f) **Gypsy & Traveller Site Provision – Scrutiny Review of Process**

The Scrutiny Programme Committee would consider the election of vice chair following the committee changes agreed by Council on 18 March, 2014. In the meantime the scrutiny work will be put on hold and the special meeting scheduled for Monday, 24 March, 2014 be cancelled.

g) **Local Government Data Unit**

Information and training offered by the Local Government Data Unit in relation to understanding performance data to be considered by the Committee.

113 SCRUTINY DISPATCHES - APRIL 2014

The Chair referred to the dates identified for scrutiny of the budget. He also highlighted the requirement for a further meeting as a result of work identified by the Planning Service Work Group.

RESOLVED that the content of the Scrutiny Dispatches Report be agreed for submission to Council.

114 DATE AND TIME OF FUTURE MEETINGS FOR 2013/14 MUNICIPAL YEAR

The date and times of future meetings, including the Special Meetings, for the 2013/14 Municipal Year were noted.

The meeting ended at 5.55 pm.

CHAIR

Agenda Item 5

Report of the Chair

Scrutiny Programme Committee – 14 April 2014

CABINET MEMBER QUESTION SESSION

Purpose	To enable the committee to question the Leader of the Council, Councillor David Phillips, on his work, having specific responsibility and accountability as the Cabinet Member for Anti Poverty.
Content	Councillor Phillips will attend to participate in a question and answer session. The committee's questions will broadly explore key activities and achievements as well as current developments, in relation to portfolio responsibilities.
Councillors are being asked to	<ul style="list-style-type: none">• Question the Cabinet Member on relevant matters• Make comments, observations and recommendations as necessary
Lead Councillor(s)	Councillor Mike Day, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Dean Taylor, Director – Corporate Services
Report Author	Brij Madahar, Overview & Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 One of the most important roles that scrutiny carries out is holding the council's cabinet to account. By acting as a 'critical friend' scrutiny has the opportunity to challenge the cabinet and individual cabinet members on their actions and monitor performance in relation to their areas of responsibilities. The Scrutiny Programme Committee has scheduled a session with all cabinet members over the course of the year in order to ask questions on their work.
- 1.2 Councillor David Phillips has been requested to attend this meeting to enable the committee to explore the work he has done in his role as Cabinet Member for Anti Poverty.

2. Anti Poverty Portfolio

- 2.1 According to the Council Constitution the Anti Poverty portfolio includes the following areas of responsibility:

- a. Social Inclusion;
- b. Community Regeneration / Communities First;
- c. Child Poverty Forum;
- d. Links to Children & Young People and Area Committees.

3. Approach to Questions

3.1 At the Cabinet Member Question Sessions the committee will generally ask cabinet members about:

- portfolio developments, key activities and achievements
- significant decisions that have been made and impact / difference made
- headlines with regard to the performance of services within the portfolio
- how they are measuring improvement and success
- their engagement with service users / public and what influence this has had
- what they hope to achieve over the next 12 months (plans / priorities)
- challenges in the months ahead (e.g. resources / budget)

3.2 The Cabinet Member will be invited to make introductory remarks before taking questions from the committee. Following the session the chair will write the Cabinet Member in order to capture the main issues discussed, views expressed by the committee, and any actions for the Cabinet Member to consider.

3.3 If the committee wishes to conduct more detailed scrutiny of any of the issues raised during this item 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.

4. Recent Correspondence with Councillor Phillips

4.1 Although Councillor Phillips attended the committee meeting on 28 October in his role as both Leader and Cabinet Member for Anti-Poverty, this further session has been arranged because the committee did not have sufficient time to be able to fully explore his work as Cabinet Member for Anti-Poverty.

4.2 The committee wrote to Councillor Phillips following the 28 October meeting, including some comments made about anti poverty and the target area approach. This letter was replied to by Councillor Phillips and led to a further letter exchange on the issues raised by scrutiny. This correspondence is **attached** for background information.

4.3 The main issues that the committee have been in discussion with Councillor Phillips about, and were interested in exploring further, were in relation to the management and monitoring of performance, e.g.:

- the allocation of resources and expectations about the impact of the target areas approach / difference it will make
- having clear objectives and measurable outcomes so that it is possible to check that things are heading in the right direction.
- value for money and measures of success in the short, medium and long term
- demonstrating the link between activity, improvement and outcomes

5. Legal Implications

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

6. Financial Implications

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

Background Papers: None

1 April 2014

Legal Officer: Nigel Havard
Finance Officer: Carl Billingsley



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor David Phillips,
Leader / Cabinet Member for Anti-
Poverty**

BY EMAIL

*Please ask for:
Gofynnwch am:*

*Direct Line:
Llinell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Overview & Scrutiny

01792 637257

scrutiny@swansea.gov.uk

SPC/2013-14/6

18 November 2013

Dear Councillor Phillips,

Cabinet Member Question Session – 28 October

Thank you for your attendance at the Scrutiny Programme Committee on 28 October 2013 and answering questions on your work as Leader and Cabinet Member for Anti-Poverty. Acting as a 'critical-friend' the committee was able to explore your role and responsibilities and key issues, what you have done as cabinet member, what you hope to achieve, as well as future challenges.

We thought it would be useful to write to you in order to reflect on what we learnt from the discussion, and share the views of the committee.

It was clear that your work as Leader, and that of the administration, was focussed on delivering the policy commitments adopted by Council in July 2012, and the values and vision which underpin these, for a safer, greener, smarter, fairer, healthier, richer Swansea. But, you also mentioned the challenge of delivering improvements at a time of severe financial pressures on the Council.

The document includes commitment to:

- Strong Council Finances
- Council Democracy
- Council Employees
- City of Learning
- Jobs & Regeneration

Cont'd...

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CITY AND COUNTY OF SWANSEA / DINAS A SIR ABERTAWE

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- Strong Transport Links
- High Quality Health & Social Services
- Better Housing
- Best in Arts, Culture & Sport
- Stronger & Safer Communities
- Better Environment & Better Planning

You informed the committee of achievements to date including reference to the following which were either complete or in hand, demonstrating a measure of progress:

- Review of the Authority's finances
- Strategic alliance with the City's Universities
- Review of democratic processes (including the introduction of webcasting Council and Cabinet meetings)
- Councillor contract and pledge on standards (Swansea Council charter including an internal inter-councillor mediation procedure that is likely to be rolled out across Wales as an example of 'best practice')
- Establishing a cooperative relationship with council staff
- Resolution of pay & grading / single status / equal pay (almost concluded)
- City of learning (a positive Estyn inspection, only 1 of 6 Welsh Local Authorities whose prospects for improvement were good; also Swansea has been chosen as the first city in the UK to collaborate with cities around the world in a UNESCO initiative aimed at developing 'Learning Cities', which help all citizens get better access to learning opportunities. The initiative is being launched in at a conference in Beijing)
- Housing improvements – there is £11m of reserves (mainly arising from banked council housing rents) to improve council housing to ensure the Welsh Housing Quality Standard is achieved more quickly. Also looking at Houses in Multiple Occupation and empty properties
- Entrepreneurship (working with schools and Further Education/Higher Education institutions to encourage entrepreneurship in young people)
- City Centre (conference planned to review opportunities to develop the city centre)
- Transformation of Adult Social Services
- Liberty Stadium expansion (backing the Football Club and Stadium Management Company about stadium expansion)
- City of Sport
- Swansea shortlisted (final four) to be UK City of Culture 2017 (decision due in November)
- Young citizenship / implementation of United Nations Convention on the Rights of the Child
- Sustainable Development – the City & County of Swansea is the pilot authority for the Welsh Local Government Association (WLGA) on Sustainable Development, to develop thinking and good practice which other local authorities could learn from and contribute towards

- Consultation (example of widespread consultation regarding the search for 2nd Gypsy & Traveller site and Sustainable Swansea budget consultation and promoting importance of public engagement on major issues)

A number of specific issues / challenges were discussed, which are summarised below:

Anti-Poverty

You stressed that tackling poverty was at the top of the administration's agenda, which is laudable. This is obviously not a short term issue but we want to see that steps being taken have clear objectives and measurable outcomes so that we can check that things are heading in the right direction.

You added that this was not an issue that the authority can deal with alone, and was dependent on working together with partners and across organisational boundaries.

We noted that the authority has recently appointed to a new post to support this commitment. We welcome Sarah Crawley as the Council's Head of Poverty & Prevention, and look forward to the difference that this could make, developing a clear picture of the scale of the problem and ensuring that work in this area can be sustainable.

Target Areas

We were interested in this new approach to target areas and how the people and communities within the areas were being engaged. We asked about the basis for deciding which were Target Areas and were concerned whether this would mean other areas, that may be deprived but not identified as target areas, would lose out. You explained that an initial focus on the areas of greatest deprivation was right and if successful this targeted approach could be rolled out to other areas. You assured the committee that the intention of the initiative was not to divert resources that would otherwise go to other areas. In response to a question, you also confirmed that there are no deliverables that those living in target areas are expected to make in response to the resources allocated in those areas.

Gypsy & Traveller Site - Cost

We had some correspondence from the public asking about the potential cost of further work on the search for a 2nd Gypsy & Traveller site given budget situation. You explained that this could not be answered at this moment as Cabinet had not yet decided next steps (following the view expressed at the 21 October council meeting). If agreed, the implications of the view that a 'whole-Swansea' approach be adopted for the search, rather than just looking at land owned by the authority, would be considered in due course by cabinet.

Works to the Civic Centre Council Chamber

We also had correspondence from the public about the cost of works to the Council Chamber and whether cheaper alternatives were considered. You

reiterated that this was about improved public access to council meetings and decision making and that the process involved inviting tenders based on the improvement necessary. You stated that if the cost had been excessive the requirements may have needed to be revised however it was felt that the proposed spend on improvements is both acceptable and within budget.

We asked you to share with us some of the challenges for the next 12 months and you referred to the following:

Swifter decision making – you expressed the frustration that many of the new councillors had shared with you about how long it appeared to get things done and resolved to speed up decision making.

Performance appraisal – it was interesting to note that you had introduced a 360 degree appraisal of yourself and you were clearly open about self improvement and areas of development that would help you to be an effective Leader.

Budget – you were clear that there was no hiding from the financial situation facing the Authority. We acknowledged the reality that a significant reduction in spending must be achieved over the next few years which will clearly impact on the services provided. This is a huge challenge.

Local Service Board – since you have become chair of the Local Service Board you stated that you have been reviewing its purpose and effectiveness, in order to refocus the work of the Local Service Board to ensure that a shared vision, strategic leadership, and clearly defined outcomes.

It will be interesting to follow these up when we next meet with you, especially to review the impact of those achievements that you mentioned in the meeting, and which are listed above.

Finally, we did not have sufficient time at the meeting to be able to fully explore your work as Cabinet Member for Anti-Poverty so it was agreed that we would schedule a further question session in our work plan to focus on this. Your support for scrutiny and its importance in improving decision making was also noteworthy and we look forward to meeting you again.

A formal response to this letter is not required.

Yours sincerely,



COUNCILLOR MIKE DAY

Chair, Scrutiny Programme Committee

✉ mike.day@swansea.gov.uk



CITY AND COUNTY OF SWANSEA
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Councillor Mike Day
Chair of Scrutiny Programme
Committee
City & County of Swansea

Please ask for:
Gofynnwch am:
Direct Line:
Llinell
Uniongyrochol:

Cllr David Phillips
01792 636141

E-Mail / E-Bost:
Our Ref / Ein Cyf:
Your Ref / Eich Cyf:
Date / Dyddiad:

david.phillips@swansea.gov.uk
DP/SH
SPC/2013-14/6

13 December 2013

If you require this or any other information in another format e.g. Braille, audio tape or a different language, please contact me

Dear Councillor *Mike*

Cabinet Member Question Session – 28 October 2013

Thank you for your letter of the 18 November 2013 whose contents I have been considering.

It provides a useful snapshot of the progress my Administration has made to date and reflects the challenges we face for continued improvement.

However for the purpose of accuracy I need to correct one sentence and query another.

In regards to Target Areas, I was clearly misunderstood. I did not say (or did not intend to give the impression that) resources “that would otherwise go to other areas” would not be diverted to the Target Areas. It is likely that the opposite will be true.

The determination of priorities clearly implies that resources will be expended on one activity / area than another. And that is the case here. These are the areas of the greatest need and will therefore have a greater call on the Authority’s resources.

CONTINUED....

COUNCILLOR/Y CYNGHORYDD
DAVID PHILLIPS
LEADER / ARWEINYDD

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA’R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 636141 ☏ (01792) 636196
✉ david.phillips@swansea.gov.uk www.swansea.gov.uk

CITY AND COUNTY OF SWANSEA
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- 2 -

If the initiative proves successful then it will be rolled out to other areas of need and that will mean that those areas in turn will have a priority call on resources.

Council resources cannot, and should not, be disbursed equally to all. That is illogical and negates the purpose of a Local Authority.

You will understand that the areas of poverty and deprivation already receive a disproportionate amount of public resources compared to areas of affluence. That is not only inevitable, but seems to me to be only right and proper.

You will appreciate that in addition to reducing poverty and deprivation one of the objectives of the initiative is to find a different model of delivery that will not only provide a better service, but by focusing resources, do so at less cost. This should in turn mean that resources could be released back into other services.

I regret that I do not understand the final sentence of this paragraph "In response in those areas". I would be obliged if you could clarify it.

We covered a lot of ground at my session and were unable to go into my Anti-Poverty Portfolio area in any detail. I confirm that I would be pleased to return to discuss this as and when your work programme permits.

Yours sincerely



COUNCILLOR DAVID PHILLIPS
LEADER

COUNCILLOR/Y CYNGHORYDD
DAVID PHILLIPS
LEADER / ARWEINYDD

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA'R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 636141 ☎ (01792) 636196
✉ david.phillips@swansea.gov.uk www.swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor David Phillips,
Leader / Cabinet Member for Anti-
Poverty**

BY EMAIL

*Please ask for:
Gofynnwch am:*

Scrutiny

*Direct Line:
Llinell Uniongyrchol:*

01792 637257

*e-Mail
e-Bost:*

scrutiny@swansea.gov.uk

*Our Ref
Ein Cyf:*

SPC/2013-14/10

*Your Ref
Eich Cyf:*

DP/SH

*Date
Dyddiad:*

31 January 2014

Dear Councillor Phillips,

Re: Cabinet Member Question Session – 28 October

Thank you for your response (dated 13 December) to the committee's letter. Your letter was discussed by the committee at our meeting on 20 January. It was agreed that I should write to you to respond to the points you raise.

With regard to our discussion on 28 October about Target Areas your letter provides some clarity in response to the questions we raised about the allocation of resources and impact on other areas. You make it very clear that a targeted approach means those areas of the greatest need having a priority call on resources.

With regard to the sentence which you asked for clarity on, we were interested in knowing about expectations and measures of success, particularly in terms of the difference made to those living in Target Areas in response to the resources being allocated in those areas. Since our meeting with you the committee met at the end of November with the Cabinet Member for Target Areas, Councillor Ryland Doyle, and we did have a chance to talk further about this. From that meeting with Councillor Doyle we gained a better understanding of the rationale for the targeted approach and how target areas were identified. I have attached a copy of the letter we sent to Councillor Doyle following this meeting, for your information.

Cont'd...

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However, I would draw your attention to some concern expressed by the committee about the clarity of what resources were going into target areas and outcome measures. It is important that we can see a link between cause and effect and can measure value for money and the effectiveness of specific efforts, otherwise there is a danger of money going in ad infinitum. There must be a return on investment. The authority must have clear expectations about what the target areas approach will achieve and measures to judge impact, both in the short, medium and long term.

Councillor Doyle did indicate that there was a suite of indicators that were closely monitored, such as the Welsh Index of Multiple Deprivation, poverty indicators and unemployment figures, to chart success and progress. He also undertook to share relevant action plans with us.

I hope this helps to clarify your query about my letter however I would suggest that we pick any issues up when we meet with you to discuss your anti-poverty portfolio responsibilities.

Following your offer to return to the committee to discuss this in more detail I have reviewed our work plan and am happy to invite you to the Scrutiny Programme Committee on 14 April at 4.30 pm. I would be grateful if your office could contact the scrutiny team to confirm that you can attend this meeting.

We look forward to meeting you again in April.

A formal response to this letter is not required.

Yours sincerely,



COUNCILLOR MIKE DAY

Chair, Scrutiny Programme Committee

✉ mike.day@swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor Mike Day
Chair of Scrutiny Programme
Committee
City & County of Swansea

Please ask for:
Gofynnwch am:
Direct Line:
Llinell
Uniongyrochol:

Cllr David Phillips
01792 636141

E-Mail / E-Bost:
Our Ref / Ein Cyf:
Your Ref / Eich Cyf:
Date / Dyddiad:

david.phillips@swansea.gov.uk
DP/SH
SPC/2013-14/10

27 February 2014

If you require this or any other information in another format e.g. Braille, audio tape or a different language, please contact me

Dear Councillor Day

Cabinet Member Question Session - Response to your letter dated 18 November 2013

Thank you for your request for more clarity and information regarding the Council's Target Area approach, I will be outlining this within my response.

The Target Area approach being developed within Swansea has high expectations of raising the quality of life within the Target Areas to a measurable extent. Quality of life is measured through the Welsh Indices of Multiple Deprivation, and the delivery of outcomes within the One Swansea Plan.

The Target Areas of Penderry, Castle and Townhill have some of the poorest outcomes for residents, communities and families. The outcomes which will be used to measure the success are being decided upon, which will create a performance management framework for the Target area approach.

There is a high level of resources being redirected into target areas by a number of Council departments; such as Housing replacing kitchens and bathrooms, and renovating the frontage of Council houses through the Housing Capital Programme. The re-surfacing and repairing of roads in particularly Townhill, the updating of bus stops, repairs to pavements, pedestrian rails, introduction of more benches and bins.

COUNCILLOR/Y CYNGHORYDD
DAVID PHILLIPS
LEADER / ARWEINYDD

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA'R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 636141 ☎ (01792) 636196
✉ david.phillips@swansea.gov.uk www.swansea.gov.uk

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- 2 -

The provision of Wi-Fi in libraries, and the use of the LIFE programme in Target area schools. Many of the residents have had access to the Beyond Bricks and Mortar Employment Programme as well as Workways. Support to families in difficult and complex situations is being provided through the targeting of Family Learning Signature, Restorative Practice, Team around the Family and Promoting Inclusion.

Many of these interventions and activities have their own measures of success which need to be drawn together to show the differences they have made, and will make to the residents, and families within the target areas. These will show the link between cause and effect, and what value for money these changes have brought. There will be a direct link between activity, improvements and outcomes. There will be clear assessments of success in the short/medium and long term, over 5, 10, and 20 years.

This isn't about money and resource being ploughed into the Target Areas ad infinitum, but this is an approach which will take at least 20 years, to break the cycle of deprivation, and inter-generational poverty which exists and is often seen as entrenched within these areas.

A formal Target Area approach report will be published once it has been finalised.

Yours sincerely



COUNCILLOR DAVID PHILLIPS
LEADER

COUNCILLOR/Y CYNGHORYDD
DAVID PHILLIPS
LEADER / ARWEINYDD

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA'R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 636141 ☎ (01792) 636196
✉ david.phillips@swansea.gov.uk www.swansea.gov.uk

Report of the Chair

Scrutiny Programme Committee – 14 April 2014

SCRUTINY LETTERS

Purpose	To ensure the committee is aware of the scrutiny letters produced following various scrutiny activities, and responses to date.
Content	The report includes a log of scrutiny letters since May 2013 and provides a copy of recent correspondence.
Councillors are being asked to	<ul style="list-style-type: none">• Review the scrutiny letters and responses• Make comments, observations and recommendations as necessary
Lead Councillor(s)	Councillor Mike Day, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Dean Taylor, Director – Corporate Services
Report Author	Brij Madahar, Overview & Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 The production of scrutiny letters has become an established part of the way scrutiny operates in Swansea. Letters from the chair (or conveners) allow scrutiny to communicate directly and quickly with relevant cabinet members.
- 1.2 These letters are used to convey views and conclusions about particular issues discussed and provide the opportunity to raise concerns, ask for further information, and make recommendations. This enables scrutiny to engage with Cabinet Members on a regular and structured basis.
- 1.3 Scrutiny letters, whether they are written by the Programme Committee or conveners of panels / working groups, are published in the committee agenda to ensure awareness and enable the committee to comment on the response to the matters raised, as well as to ensure visibility across the council and public.

1.4 This report contains a log of all scrutiny letters produced since May 2013 to enable the committee to maintain an overview of this activity over the year – see **Appendix 1**. It also provides for discussion a copy of full correspondence of recent letters where cabinet member responses were awaited and have now been received or where a scrutiny letter did not require a response:

- a) Letter to/from Cabinet Member for Wellbeing (Social Housing Working Group Meeting – 12 February)
- b) Letter to/from Cabinet Member for Learning & Skills (Wellbeing Performance Panel Meeting – 3 March).
- c) Letter to/from Cabinet Member for Wellbeing (Wellbeing Performance Panel Meeting – 3 March).

1.5 Where requested, Cabinet Members are expected to respond in writing to scrutiny letters within one month. The response should indicate what action (if any) they intend to take as a result of the views and recommendations made.

2. Legal Implications

2.1 There are no legal implications.

3. Financial Implications

3.1 There are no financial implications.

Background Papers: None

1 April 2014

Legal Officer: Nigel Havard
Finance Officer: Carl Billingsley

Appendix 1

Scrutiny Letters Log (May 2013 – April 2014):

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
2013/1	Schools Performance Panel (16 May)	<ul style="list-style-type: none"> Cwmglas Primary School 	Learning and Skills	5 Jun	25 Jul	5 Aug
2013/2	Committee (10 Jun)	<ul style="list-style-type: none"> Pre-Decision Scrutiny 	Citizen, Community Engagement and Democracy	27 Jun	9 Jul	5 Aug
2013/3	Schools Performance Panel (27 Jun)	<ul style="list-style-type: none"> Ysgol Gyfn Gywr Secondary School 	Learning and Skills	12 Jul	Not Required	5 Aug
2013/4	Wellbeing Performance Panel (8 Jul)	<ul style="list-style-type: none"> Social Services Annual Report Child & Family Services Monthly Performance Report 	Wellbeing	24 Jul	11 Sep	30 Sep
2013/5	Wellbeing Performance Panel (11 Jun)	Various issues including: <ul style="list-style-type: none"> relationship between schools and Child & Family Services, and Partnership Working identifying Children in Need child protection training 	Wellbeing	25 Jul	1 Aug	2 Sep
2013/6	Committee (8 Jul)	<ul style="list-style-type: none"> Question Session with Cllr Mitch Theaker 	Opportunities for Children and Young People	29 Jul	29 Aug	30 Sep

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
2013/7	Working Group (18 Jul)	<ul style="list-style-type: none"> • School Meals Service 	Learning and Skills	8 Aug	29 Aug	30 Sep
2013/8	Working Group (22 Jul)	<ul style="list-style-type: none"> • Welfare Reform 	Wellbeing	21 Aug	Not Required	2 Sep
2013/9	Committee (5 Aug)	<ul style="list-style-type: none"> • Question Session with Cllr Mark Child 	Wellbeing	21 Aug	11 Sep	30 Sep
2013/10	Wellbeing Performance Panel (22 Aug)	<ul style="list-style-type: none"> • Independent Reviewing Officers • Adult Services Monthly Performance Report 	Wellbeing	10 Sep	2 Oct	28 Oct
2013/11	Committee (2 Sep)	<ul style="list-style-type: none"> • Question Session with Cllr Christine Richards 	Citizen, Community Engagement and Democracy	23 Sep	18 Oct	28 Oct
2013/12	Wellbeing Performance Panel (16 Sep)	<ul style="list-style-type: none"> • Development of Regional Safeguarding Boards • Child Protection – Signs of Safety 	Wellbeing	24 Sep	21 Oct	25 Nov
2013/13	Wellbeing Performance Panel (7 Oct)	<ul style="list-style-type: none"> • Rota Visits • Child & Family Services Performance Report 	Wellbeing	11 Oct	21 Oct	25 Nov
2013/14	Committee (30 Sep)	<ul style="list-style-type: none"> • Question Session with Cllr Sybil Crouch 	Sustainability	18 Oct	18 Nov	25 Nov

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
2013/15	Service Improvement & Finance Performance Panel (14 Oct)	<ul style="list-style-type: none"> • End of year 2013 financial and performance monitoring • Financial monitoring Outturn reports 2013/14 • Performance Monitoring 1st Quarter • Annual Improvement Report 2013 	Finance & Resources; Wellbeing	21 Oct	Not Required	28 Oct
2013/16	Schools Performance Panel (3 Oct)	<ul style="list-style-type: none"> • Key Stage 4 Education Centre 	Learning & Skills	22 Oct	Not Required	25 Nov
2013/17	Schools Performance Panel (24 Oct)	<ul style="list-style-type: none"> • Portmead Primary School 	Learning & Skills	4 Nov	3 Dec	16 Dec
2013/18	Schools Performance Panel (30 Oct)	<ul style="list-style-type: none"> • Action Plan in response to Estyn Inspection 	Learning & Skills	14 Nov	Not Required	25 Nov
2013/19	Committee (28 Oct)	<ul style="list-style-type: none"> • Question Session with Cllr David Phillips 	Leader / Anti-Poverty	18 Nov	23 Dec	20 Jan
2013/20	Wellbeing Performance Panel (4 Nov)	<ul style="list-style-type: none"> • Support for Care Leavers – follow up report • Adult Services Quarterly Performance Monitoring 	Wellbeing	27 Nov	19 Dec	20 Jan
2013/21	Wellbeing Performance Panel (2 Dec)	<ul style="list-style-type: none"> • CSSIW Annual Review and Evaluation of Performance 2012/13 • Various performance issues referred by SPC and the Service Improvement and Finance Performance Panel 	Wellbeing	10 Dec	9 Jan	17 Feb

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
2013/22	Schools Performance Panel (5 Dec)	<ul style="list-style-type: none"> Annual Education Performance 	Learning & Skills	16 Dec	24 Feb	17 Mar
2014/1	Working Group (5 Dec)	<ul style="list-style-type: none"> Parks Service 	Place	6 Jan	17 Feb	17 Mar
2014/2	Committee (25 Nov)	<ul style="list-style-type: none"> PACT Review / Community Engagement 	Letter to Joint Chairs of Safer Swansea Partnership	7 Jan	Not Required	20 Jan
2014/3	Working Group (17 Dec)	<ul style="list-style-type: none"> Planning Services 	Place	7 Jan	7 Mar	17 Mar
2014/4	Wellbeing Performance Panel (6 Jan)	<ul style="list-style-type: none"> Child and Family Services Performance Report (November 2013) Support for older people in the community and in residential care 	Wellbeing	10 Jan	5 Feb	17 Feb
2014/5	Committee (25 Nov)	<ul style="list-style-type: none"> Question Session with Cllr Ryland Doyle 	Target Areas	13 Jan	Not Required	20 Jan
2014/6	Committee (16 Dec)	<ul style="list-style-type: none"> Question Session with Cllr Will Evans 	Learning & Skills	13 Jan	6 Feb	17 Feb
2014/7	Schools Performance Panel (11 Dec)	<ul style="list-style-type: none"> Dylan Thomas Community School 	Learning & Skills	16 Jan	20 Feb	17 Mar
2014/8	Wellbeing (20 Jan)	<ul style="list-style-type: none"> Support for older people in the community and in residential care Adult Services performance monitoring 	Wellbeing	22 Jan	18 Feb	17 Mar
2014/9	Committee (20 Jan)	<ul style="list-style-type: none"> Question Session with Cllr David Phillips 	Leader / Anti-Poverty	31 Jan	6 Mar	17 Mar

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
2014/10	Committee (20 Jan)	<ul style="list-style-type: none"> • Question Session with Cllr Rob Stewart 	Finance & Resources	10 Feb	26 Feb	17 Mar
2014/11	Schools Performance Panel (31 Jan)	<ul style="list-style-type: none"> • Budget discussion 	Finance & Resources and Learning & Skills	10 Feb	Not Required	17 Feb
2014/12	Wellbeing (3 Feb)	<ul style="list-style-type: none"> • Telecare and Community Alarm Services 	Wellbeing	4 Feb		
2014/13	Schools Performance Panel (6 Feb)	<ul style="list-style-type: none"> • Dunvant Primary School 	Learning & Skills	18 Feb		
2014/14	Working Group (12 Feb)	<ul style="list-style-type: none"> • Introduction of a Single Social Housing Waiting List 	Wellbeing	3 Mar	17 Mar	14 Apr
2014/15	Wellbeing (3 Mar)	<ul style="list-style-type: none"> • Team around the Family Review 	Learning & Skills	6 Mar	2 Apr	14 Apr
2014/16	Wellbeing (3 Mar)	<ul style="list-style-type: none"> • Permanence Service 	Wellbeing	6 Mar	26 Mar	14 Apr
2014/17	Wellbeing (17 Mar)	<ul style="list-style-type: none"> • Child and Family Services Performance Report (January 2014) • Safe LAC Reduction Strategy 	Wellbeing	18 Mar		
2014/18	Committee (17 Feb)	<ul style="list-style-type: none"> • Question Session with Cllr June Burtonshaw 	Place	31 Mar		

Agenda Item 6a



CITY AND COUNTY OF SWANSEA
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Councillor Mark Child
Cabinet Member for Wellbeing

BY EMAIL

Please ask for:
Gofynnwch am:

Direct Line:
Llinell Uniongyrochol:

e-Mail
e-Bost:

Our Ref
Ein Cyf:

Your Ref
Eich Cyf:

Date
Dyddiad:

Overview & Scrutiny

01792 636292

scrutiny@swansea.gov.uk

3rd March 2014

Dear Councillor Child,

Affordable Housing Working Group – 12th February 2014

The Affordable Housing Scrutiny Inquiry (completed in July 2013) raised questions regarding the feasibility of the Council and its Registered Social Landlord (RSL) partners developing a single housing waiting list. The Scrutiny Programme Committee agreed to add this issue to its list of future work. A scrutiny working group was established to specifically look at the potential of introducing a single waiting list for all social housing in Swansea and a meeting was held on 12th February 2014.

On behalf of the working group, I would like to pass on our thanks to the lead officers who attended, namely Mark Wade (Community Housing Services Manager) and Steve Porter (Housing Options Manager). This letter reflects the main issues discussed together with our views. We will also be sharing this with the Scrutiny Programme Committee.

A report was prepared by the Community Housing Services Manager and this was presented to the Working Group. The report outlined the following key themes:

- the statutory duties of the Local Authority in relation to housing allocations
- the current relationship between the Local Authority and the RSLs in terms of nomination agreements
- advantages and disadvantages of a single waiting list
- the views of the RSLs

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- the potential costs of establishing a single waiting list
- the Local Authority's view on the desirability of establishing a single waiting list.

Overall, we were pleased to see that the Housing Service is taking positive action to improve access to housing. We were also pleased to hear examples of how the service has a pro-active approach in developing its on-going relationship with the local RSLs and we enjoyed a full and frank discussion on some of the key issues facing officers and Councillors.

The following paragraphs cover the particular issues that we discussed in more detail.

Advantages and disadvantages of a single waiting list

We discussed the advantages and disadvantages of introducing a single waiting list in some depth. A single waiting list would mean that there would be one application process to access all social housing in Swansea, with one set of criteria to assess housing need. As opposed to the four separate systems that currently operate. It was agreed that there would be merit from an applicant's perspective as this would simplify and reduce the number of processes they have to go through, but such a move would need to be properly resourced. We were advised that there would be significant financial implications due to the need to harmonise IT systems between organisations and that the development of a single list and allocation criteria would draw significantly on staffing resources.

We were also provided with information demonstrating that the RSLs are not currently supportive of the idea. They have indicated that their experiences of single waiting lists elsewhere have led to a more cumbersome letting process and higher costs.

Officers also advised that there is a certain amount of flexibility that is provided by having a number of housing waiting lists with different allocation criteria. For example, it allows the RSLs to apply different allocation criteria for specific schemes (such as City Living) and also provides alternatives to house applicants who may have been barred from Council housing for reasons such as former rent arrears or previous behaviour that resulted in eviction. The RSLs can be in a position to provide these applicants with an opportunity for re-housing, with the appropriate support. A single waiting list risks reducing these opportunities for flexibility, as all housing providers would be following the same allocation criteria.

Overall, we agree with the assessment that it would not be desirable to push forward with the development of a single housing waiting list at this time. We were advised that embarking on such a large scale project, especially when

the RSLs have made clear their reluctance would be a risky strategy to follow, is one which can be ill afforded in the current financial climate.

The information provided to us by officers convinced us that the key issue to focus on is the outcome desired by housing applicants, which is a swift process of obtaining housing that meets their needs.

All parties have acknowledged that there is room for improvement within the current system, which requires housing applicants to go through four application processes to ensure they have maximised their chances to be re-housed. RSLs have acknowledged that better information sharing could take place and council officers support the idea. A better system would be a common process where an applicant could contact just one organisation as a method of getting his/her name put on all four waiting lists (or as many as he/she wishes to be registered with, acknowledging that not all applicants want to be registered with all providers). Therefore, we recommend that you make the development of a common method of accessing all social housing a priority.

Examples of improved joint working

We were pleased to learn about successful joint working with the RSLs, including:

- the Move On Strategy, which ensures that people residing in temporary supported housing are re-housed in permanent accommodation with the appropriate support;
- the ADAPT project, which has created a single register of suitable adapted properties with one application process for all housing providers;
- the development of a Swansea Housing website, which demonstrates good communication between the Council and RSLs, for example by providing housing advice, giving comprehensive information on waiting times for different areas and advertising properties that are immediately available for rent from all housing providers;
- support to address one-off problems, such as dealing with the issue of a large number of single people in bed and breakfast accommodation and RSLs willingness to provide additional re-housing assistance when requested by the Council.

These examples provide us with confidence that the Council is well placed to develop further improvements and we would urge that the lessons learnt from this work are used to find a solution to develop a common method of accessing social housing in Swansea.

Information sharing

Officers provided us with a clear example of where better information sharing could lead to a significant improvement in service for applicants. It was suggested to us that the Council and RSLs could develop a common medical form. Obtaining medical confirmation of ill-health or medical support for an application can be a costly process as GPs charge for this, especially if the information has to be provided in four separate forms. Therefore, we strongly support this move to reduce the financial burden on applicants.

It also became clear during our discussion that there is room for improvement in terms of information sharing between the Council and RSLs. Specifically, we learnt that the RSLs will close their waiting lists to new applicants if they deem them to be full. Whilst we appreciate there may be valid reasons for this, we are concerned about the lack of transparency when this happens. We were informed that RSLs do not, as a matter of course, inform the Council when they shut their lists. In addition, the lists may be opened for short periods when movement takes place (i.e. a turnover of lettings and applicants get housed).

We feel that it is important for council officers to be made aware when this happens so that appropriate advice can be provided to housing applicants/Councillors. It is particularly important to know when the waiting lists are re-opened so that people can be advised to apply to RSLs at that point. We recommend that you raise this issue with the RSLs to discuss the need for them to close their lists and, to ensure that if this practice continues, council officers are informed in advance of when waiting lists will be closed, when they will be re-opened and for what period of time.

In addition, we feel that more general information should be provided to Councillors about the role of RSLs and we believe it would also be beneficial for Councillors to have an understanding of the allocation criteria used by the RSLs.

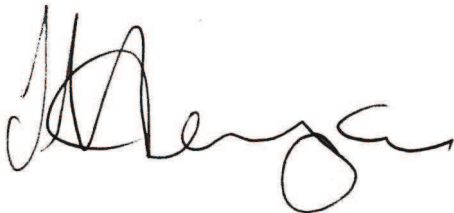
In summary we recommend that you:

- Make the development of a common method of accessing social housing in Swansea a priority for the Housing Service;
- Progress the development of a common medical form between the Council and RSLs;
- Meet with the RSLs to discuss the need for them to close their lists. Following that meeting, if decisions are made to close lists, then encourage the RSLs to ensure that council officers are informed in advance of when waiting lists will be closed and also informed when they will be re-opened and for what period of time;

- Review and improve the information that is provided to Councillors about the role of RSLs and their allocation criteria; and
- Confirm that the information available on the Swansea Housing website is also available to applicants without access to the internet.

We are grateful for the information and advice provided to us by the officers and look forward to receiving your reply. It would be helpful if you could respond by 4/4/14, so that we can report our correspondence to the Scrutiny Programme Committee in a timely fashion.

Yours sincerely,

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

COUNCILLOR TERRY HENNEGAN

Convener, Affordable Housing Scrutiny Working Group

✉ terry.hennegan@swansea.gov.uk

CITY AND COUNTY OF SWANSEA

DINAS A SIR ABERTAWE

Councillor Terry Hennegan
Convener, Affordable Housing Scrutiny
Working Group

Please ask for:
Gofynnwch am:
Direct Line:
Llinell
Uniongyrochol:

Councillor Mark Child
(01792) 637441

E-Mail / E-Bost:

mark.child@swansea.gov.uk

Our Ref / Ein
Cyf:

MC/JW

Your Ref / Eich
Cyf:
Date / Dyddiad:

17 March 2014

If you require this or any other information in another format e.g. Braille, audio tape or a different language, please contact me

Dear Councillor Hennegan

AFFORDABLE HOUSING WORKING GROUP – 12 FEBRUARY 2014

Thank you for your letter dated 3rd March 2014 regarding the feasibility of the Council and it's Registered Social Landlords partners developing a single housing waiting list.

I note the key themes of the report prepared for the Scrutiny Working Group by officers from Housing & Public Protection and would agree with the findings of the Group that it would not be desirable to push forward with the development of a single waiting list at this time.

I also agree with the recommendations of the Working Group. These will, in my view, improve methods of accessing social housing for those that need it and also improve the information available to Councillors on the issue.

I have asked the Head of Housing & Public Protection to ensure Officer's progress the recommendations with updates being provided to directly to me.

COUNCILLOR/Y CYNGHORYDD
MARK CHILD
CABINET MEMBER FOR WELLBEING
AELOD Y CABINET DROS LES

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA'R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 637441 📠 (01792) 636196
✉ mark.child@swansea.gov.uk www.swansea.gov.uk

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Page 2

Thank you once again. If you require any further information please let me know.

Yours sincerely



COUNCILLOR MARK CHILD
CABINET MEMBER FOR WELLBEING

COUNCILLOR/Y CYNGHORYDD
MARK CHILD
CABINET MEMBER FOR WELLBEING
AELOD Y CABINET DROS LES

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA'R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 637441 📠 (01792) 636196
✉ mark.child@swansea.gov.uk www.swansea.gov.uk



CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

Councillor Will Evans

Cabinet Member for Learning and Skills

Councillor Mitchell Theaker

Cabinet Member for Services to Children and Young People

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniogyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

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01792 637491

scrutiny@swansea.gov.uk

CFS/09

6 March 2014

Dear Councillors

Well Being Performance Panel on 3 March 2014

The Panel met on 3 March 2014 to consider the Institute of Public Care's review of Team around the Family (TAF) Arrangements in Swansea. The Panel spoke to Sue Peraj (Manager for TAF), Katy Burch (Principal Researcher) and Sian Bingham (Team Manager, Early Years Development).

Team Around the Family Review

The Panel were pleased to hear about the positive review of Swansea's Team around the Family arrangements and praised staff for their hard work in this service and in delivering these positive outcomes. The Panel were particularly pleased to hear that:

- There has been considerable growth in the number of families participating in TAF especially over the last 18 months
- TAF is working with a large number of pre-school children and their families in that 'window of opportunity' to intervene early
- There is strong alignment to key components found in research and identified as good practice in relation to TAF initiatives
- There has been a good impact on families with a different range of need levels
- The Swansea model is judged to be very cost effective

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The Panel did recognise that there are still many challenges to address within this service including:

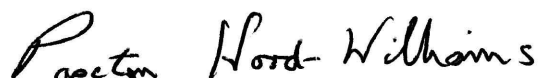
- High level of demand and limited resources within TAF team
- Getting the balance right for the TAF team in co-ordination of services and 1-1 work
- The need for Partner agencies to contribute more

Resulting from this discussion the Panel wish to highlight the following points:

1. The need for continued (and potential increased) workforce development and training around TAF issues particularly to help build confidence with other professionals around taking the key worker role
2. More work was needed to develop a better sign up from Partner organisation to TAF
3. Improved sustainability in the service is required because is financed by a number of funding streams. Part of the funding is from the European Social Fund that finishes in December this year. Do we have plans as to how this funding gap will be filled?

I hope you find this letter useful and informative and we look for to your reply.

Yours sincerely



COUNCILLOR PAXTON HOOD-WILLIAMS
CONVENOR, CHILD & FAMILY SERVICES PERFORMANCE PANEL
✉ PAXTON.HOOD-WILLIAMS@SWANSEA.GOV.UK

CC: CABINET MEMBER
DAVE HOWES – HEAD OF CHILD & FAMILY SERVICES
CAROL REA – HEAD OF ADULT SOCIAL SERVICES



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor Paxton Hood-Williams
Chair, Scrutiny Programme Committee
City & County of Swansea

Please ask for:
Gofynnwch am:
Direct Line:
Llinell
Uniongyrochol:
E-Mail / E-Bost:
Our Ref / Ein
Cyf:
Your Ref / Eich
Cyf:
Date / Dyddiad:

Councillor William Evans
(01792) 637438

William.evans@swansea.gov.uk

2nd April 2014

If you require this or any other information in another format e.g. Braille, audio tape or a different language, please contact me

Dear Councillor Hood-Williams

Re: Team Around the Family Review

Thank you for your letter dated 6th March 2014 regarding a number of follow up questions from the Wellbeing Performance Panel meeting on the 3rd March 2014, regarding the Institute of Public Care report on the Team around the Family Review.

The Service and Team were pleased to see your positive comments on the review of Swansea's Team around the Family arrangements and appreciated the praise you gave staff for their hard work in this service and in delivering these positive outcomes.

You recognised that there is:

- 1. The need for continued (and potential increased) workforce development and training around TAF issues particularly to help build confidence with other professionals around taking the key worker role**

TAF and partners have identified key areas for training and up-skilling of our staff and other team's staff. To this end the TAF Co-ordinators and linked individuals across Prevention and Early Intervention are skilled to rollout the required training as follows:

COUNCILLOR/Y CYNGHORYDD
WILLIAM EVANS

CABINET MEMBER FOR LEARNING & SKILLS
AELOD Y CABINET DROS DDYSGU A SGILIAU

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA'R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 637438 ☎ (01792) 636196

✉ william.evans@swansea.gov.uk www.swansea.gov.uk



CITY AND COUNTY OF SWANSEA
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- Overview of the TAF approach – TAF Co-ordinators
- Domestic Abuse – Ali Morris the Domestic Abuse Co-ordinator is leading on this along with selected staff from within the Prevention and Early Intervention Service area.
- Safeguarding – selected Prevention and Early Intervention Staff
- Advanced Facilitation (covers a wide range of areas) – TAF Co-ordinators

However there are considerable financial issues and capacity issues regarding people's time which need to be resolved to ensure a greater focus on training. The more training we do the more resource is taken away in the short-term from frontline delivery within Team Around the Family. This also has an impact on other front-line services and their capacity to facilitate and support families. It is a fine balance therefore between time for training and direct support.

There is no specific budget set aside for venue hire, refreshments, and materials making this even more difficult.

2. More work was needed to develop a better sign up from Partner organisation to TAF

Discussion was related to the need for strategic sign-up in the first instance and leadership from the top across the LA and its partners to achieve the cultural change needed.

A substantial piece of work is being planned within Sustainable Swansea – Prevention work stream to revise and improve all services to children and families from prevention and early intervention work, through to complex facilitation for families, right up to the edge of care. As this Family Support continuum is established working relationships and sign up will be improved for the TAF model.

This may result in the development of a broader multiple agency strategic board to drive this and so that its members "own" the approach as part of the wider continuum.

COUNCILLOR/Y CYNGHORYDD

WILLIAM EVANS

CABINET MEMBER FOR LEARNING & SKILLS

AELOD Y CABINET DROS DDYSGU A SGILIAU

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA'R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 637438 ☎ (01792) 636196

✉ william.evans@swansea.gov.uk www.swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

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3. Improved sustainability in the service is required because it is financed by a number of funding streams. Part of the funding is from the European Social Fund that finishes in December this year. Do we have plans as to how this funding gap will be filled?

i) To stand still additional resource is required as follows:

- 2 X TAF Co-ordinators and 1 x TAF admin potentially from December 2014, due to ESF money coming to an end. We are actively exploring further funding options from existing funding streams such as Families First to fill this gap, but this requires other projects to be decommissioned.

ii) To move forward and to start tackling the cultural change required and up-skilling more staff internally and externally then more capacity and resource is needed to enable the training and supervision and reinforcement of the TAF approach to take place. Further funding options are being explored, but this is fairly limited at this point in time. To truly advance the TAF approach within the City & County of Swansea there needs to be a shift in the allocation of core funding, as this service relies heavily on Welsh Government funding and external grants.

Yours sincerely

COUNCILLOR WILLIAM EVANS
CABINET MEMBER FOR LEARNING & SKILLS

CC: Wellbeing Performance Panel

COUNCILLOR/Y CYNGHORYDD
WILLIAM EVANS
CABINET MEMBER FOR LEARNING & SKILLS
AELOD Y CABINET DROS DDYSGU A SGILIAU

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA'R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 637438 ☎ (01792) 636196

✉ william.evans@swansea.gov.uk www.swansea.gov.uk

Agenda Item 6c



CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

Councillor Mark Child
Cabinet Member, Well Being
Civic Centre
Oystermouth Road
SWANSEA
SA1 3SN

*Please ask for:
Gofynnwch am:*

**Overview &
Scrutiny**

*Direct Line:
Linell Uniogyrochol:*

01792 637491

*e-Mail
e-Bost:*

scrutiny@swansea.gov.uk

*Our Ref
Ein Cyf:*

CFS/09

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

6 March 2014

Dear Councillor Child

Well Being Performance Panel on 3 March 2014

The Panel met on 3 March 2014 to consider the development of the Permanence Service for children and young people meeting with Dave Howes and Hayden Nelson the principal officer Permanence.

Cabinet Member Letter, 22 January

The Panel would like to speak to you further about the issues raised in the Conveners letter arising from Panel meeting on 20 January around supporting older people and the transformation of Adult Social Care and will therefore invite you to a meeting before the end of April as your diary allows.

Permanence Service

The panel recognised that there is now a need to review services around permanence and were keen to ensure that these service arrangements fit the needs of children and young people better. After reviewing the report provided and discussing the issues with the principal officer for permanence, the panel wished to highlight that:

- it is vital that the service structure for children and young people services going forward is fit for purpose and that it reflects the spirit of the Social Services Wales Bill
- the panel had some concerns around Guardianship orders and whether we have sufficient facilities/structures available to support this fairly recent way of placing children and young people.

Overview & Scrutiny / Trosolwg a chraffu

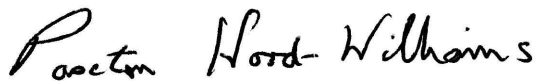
City and County of Swansea / Dinas a Sir Abertawe
Civic Centre, Swansea, SA1 3SN / Canolfan Ddinesig, Abertawe, SA1 3SN

- the panel were pleased to hear that we now have post adoption support through the use of Post Adoption Support Plans
- it is important to think more flexibly about how to best meet the needs of each child and this will include being more engaged with parents and carers.
- It is important to address the way we support and plan for young people through their transition into adulthood and independence and the panel were pleased to see this addressed in the 'When I am Ready' Planning Transition to Adulthood for Care Leavers consultation document.
- The Panel raised some concerns around those children with critical and substantial needs, as well as those with more moderate needs. The panel were informed that the amalgamation of transition teams for adult and children's services was currently in progress and that this should help to ensure a smoother transition for all Looked After Children into adulthood.

The Panel understands that proposals are being prepared to provide a permanence service and we recognise the need to ensure that the necessary structures and processes are put in place to properly deliver this service. Accordingly there will be implementation plan and we ask that this be brought back to us as soon as it is available.

I hope you find this letter useful and informative.

Yours sincerely



COUNCILLOR PAXTON HOOD-WILLIAMS
CONVENOR, CHILD & FAMILY SERVICES PERFORMANCE PANEL
✉ PAXTON.HOOD-WILLIAMS@SWANSEA.GOV.UK

CC: CABINET MEMBER
DAVE HOWES – HEAD OF CHILD & FAMILY SERVICES
CAROL REA – HEAD OF ADULT SOCIAL SERVICES



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor Paxton Hood-Williams
City & County of Swansea

Please ask for:
Gofynnwch am:
Direct Line:
Llinell
Uniongyrochol:

Councillor Mark Child
(01792) 637441

E-Mail / E-Bost:

mark.child@swansea.gov.uk

Our Ref / Ein
Cyf:

MC/VHD

Your Ref / Eich
Cyf:
Date / Dyddiad:

26th March 2014.

**If you require this or any other information in another format
e.g. Braille, audio tape or a different language, please contact me**

Dear Councillor Hood-Williams,

Thank you for your letter of 6th March 2014.

Re: The Permanence Service

We are currently reviewing our arrangements for supporting children into Permanence as part of the Safe LAC Reduction Strategy. Whereas historically our arrangements have been predicted on a high and increasing LAC population, going forward we are expecting higher numbers of children subject to Special Guardianship arrangements. We also need a range of responsible supported housing arrangements to meet the needs of all our leaving care population many of whom have complex needs.

If I can be of any further assistance please do not hesitate to contact me.

Yours sincerely

COUNCILLOR MARK CHILD
CABINET MEMBER FOR WELLBEING

COUNCILLOR/Y CYNGHORYDD
MARK CHILD
CABINET MEMBER FOR WELLBEING
AELOD Y CABINET DROS LES

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
SWYDDFA'R CABINET, CANOLFAN DDINESIG, HEOL YSTUMLLWYNARTH, ABERTAWE SA1 3SN

☎ (01792) 637441 ☎ (01792) 636196
✉ mark.child@swansea.gov.uk www.swansea.gov.uk

Report of the Chair

Scrutiny Programme Committee – 14 April 2014

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 changes that need to be agreed.
Content	The report relates to: <ul style="list-style-type: none"> • Streetscene Inquiry Panel • Inward Investment Inquiry Panel
Councillors are being asked to	approve the changes to membership detailed in the report
Lead Councillor(s)	Councillor Mike Day, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author	Brij Madahar, Overview & Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established.

2. Changes to Membership

- 2.1 The committee is asked to agree the following changes:

- a) Streetscene Inquiry Panel:**
REMOVE Councillor Phil Downing
REMOVE Councillor Clive Lloyd

Following this change the revised Panel membership will be 11 councillors as follows:

Labour Councillors: 7

John Bayliss (CONVENER)	Jane Harris
David Cole	Mark Thomas
Ann Cook	Mike White
Nick Davies	

Liberal Democrat Councillor: 1

Mary Jones	
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Independent Councillor: 3

Wendy Fitzgerald	Keith Marsh
Lynda James	

b) Inward Investment Inquiry Panel:

REMOVE Councillor Andrew Jones

Following this change the revised Panel membership will be 11 councillors as follows:

Labour Councillors: 6

Bob Clay	Pearleen Sangha
Jane Harris	Gloria Tanner
Geraint Owens	Neil Ronconi-Woollard

Liberal Democrat Councillor: 2

Jeff Jones (CONVENER)	John Newbury
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Independent Councillor: 2

Susan Jones	Keith Marsh
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Conservative Councillor: 1

Anthony Colburn	
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5. Legal Implications

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

6. Financial Implications

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

Background Papers: None

Date: 4 April 2014

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 14 April 2014

ANNUAL WORK PROGRAMME REVIEW 2013/14

Purpose	This meeting is the last scheduled meeting for this committee in this council year. The purpose of this report is to help councillors take stock of the work done this year and reflect on the experience. The committee may also start thinking about what topics might be looked at by scrutiny in the new council year (i.e. following the Council AGM on 8 May)
Content	This report explains the background and purpose of the scrutiny work programme and includes a summary of the work completed this year. The work completed by the committee is attached together with a summary of the established Scrutiny Panels and Working Groups, some of which are still in progress.
Councillors are being asked to	<ul style="list-style-type: none">• evaluate the effectiveness of the scrutiny work programme• identify any topics that might be looked at by scrutiny in future• evaluate how well the committee has worked this year
Lead Councillor(s)	Councillor Mike Day, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Dean Taylor, Director – Corporate Services
Report Author	Brij Madahar, Overview & Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 The Scrutiny Programme Committee was set up by Council in October 2012, replacing the arrangements introduced in May 2012. These new arrangements have now been in place for eighteen months. Being the final scheduled meeting of this council year it is good practice to reflect on the last year's work and invite the committee to consider its effectiveness.
- 1.2 The purpose of this report is to help councillors take stock of the work done this year and reflect on the experience, and to start thinking about what topics might be looked at by scrutiny in the new council year (i.e. following the Council AGM on 8 May).

- 1.3 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. A report was provided to each meeting to enable the committee to maintain an overview of all scrutiny activities (including the work undertaken by the informal Panels and Working Groups established), monitor progress, and coordinate work as necessary.
- 1.4 The broad aims of the scrutiny function have been to carry out a significant and constructive programme of activities that will:
- help improve services
 - provide an effective challenge to the executive
 - engage members in the development of policies, strategies and plans
 - engage the public
- 1.5 At the same time the committee has needed to ensure that the work of scrutiny is:
- manageable, realistic and achievable given resources available to support activities
 - relevant to corporate priorities and is focused on significant areas
 - adding value and having maximum impact
 - coordinated and avoids duplication

2. Scrutiny Arrangements

- 2.1 The arrangements agreed by Council in October 2012 aimed to achieve the following:
- all work to be managed by a single Scrutiny Programme Committee through a single work plan. This will ensure that work is cross cutting and not restricted to departmental silos.
 - specific work will be undertaken both through the committee and by establishing informal panels (for in-depth activities) or working groups.
 - the Chair of the Scrutiny Programme Committee shall maintain overall responsibility for the work and timetable for scrutiny, and ensuring that the work is carried out, in conjunction with the committee itself.
 - all backbench councillors should have the opportunity to participate in scrutiny work regardless of committee membership.

3. Work Planning

- 3.1 A Scrutiny Work Planning Conference took place in May and was attended by 27 scrutiny councillors. At the conference scrutiny councillors shared views about the scrutiny work programme and identified priorities for the year ahead. The discussion was informed by views that had been gained from the annual councillor survey, cabinet

members, corporate management team, the public (via Swansea Voices Citizens Panel) staff and partners. Ideas suggested were also cross referenced with the priorities in Swansea's new Single Integrated Plan. Councillors were asked to prioritise a long list of ideas and the topics that gained most support were:

- *Street Scene* - to focus on road and footway inspection, maintenance and cleanliness.
- *Economic Development / Regeneration* – to focus on how well the authority is attracting inward investment into Swansea
- *Council's Engagement with the Public* - to focus on how well the council engages with the public (how do we communicate? how do we consult? what can we improve?), e.g. involving the public in decision making
- *Adult Social Services* – various issues
- *Planning Service* – various issues

3.2 Feedback from the conference was then considered by the chair and vice chair of the Scrutiny Programme Committee to help inform proposals about any new panels / working groups, guided by the principal that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time. The chair and vice-chair also considered feedback from the Scrutiny Programme Committee's self-evaluation workshop held in April. Relevant to the work programme committee members felt that it was important the work of the Programme Committee should be prioritised and more focused, and that as much work should be delegated elsewhere.

3.3 A proposed work programme was discussed by the committee in June 2013 i.e. the topics that should be examined through various panels and working groups as well as a plan for future committee meetings. The work programme included work that was ongoing or already committed, either because of their importance or because work was incomplete, as well as new topics.

3.4 Non-executive councillors who are not members of the committee were given the opportunity to participate in panels and other informal task and finish groups. New scrutiny topics, once agreed, were advertised to all non executive councillors and expressions of interest sought. The membership of panels and working groups were then determined by the committee.

4. Methods of Working / Summary of Work Completed

4.1 The work of scrutiny this year has been carried out primarily in three ways – through the committee itself and by establishing informal panels (for in-depth activities) or one-off working groups.

4.1.1 Formal Committee Meetings

4.1.2 As well as developing and managing the overall work programme and keeping an oversight on all scrutiny activities, the committee has focussed on holding Cabinet Members to account by holding formal questioning sessions and providing challenge on a broad range of policy and service issues over the course of the year. This has resulted in the committee communicating findings, views and recommendations for improvement through chair's letters to Cabinet Members. The terms of reference of the committee are attached as **Appendix 1**.

4.1.2 A copy of this year's completed work plan is attached as **Appendix 2**.

4.1.3 The work can be summarised as follows:

- Cabinet Member Questioning Sessions

The committee held all 10 Cabinet Members to account by holding a series of question sessions throughout the year. This has enabled the committee to explore their work, looking at priorities, actions, achievements and impact.

- Crime & Disorder Scrutiny

The Scrutiny Programme Committee is designated as the Council's Crime & Disorder Committee under the Police & Justice Act 2006. The committee met with the then Chief Superintendent Julian Williams (South Wales Police) and current Chief Superintendent Jonathan Edwards and Reena Owen (Corporate Director – Environment) in their position as co-chairs of the Safer Swansea Partnership to:

- consider the outcome of a PACT review and Safer Swansea Partnership proposals for future community engagement, and give views
- discuss progress on Safer Swansea Partnership Performance with questioning on plans, performance, challenges

- Final Inquiry Reports

The following inquiries were completed this year. The committee formally agreed the final inquiry reports, produced by Panels, for submission to cabinet for decision:

- Tourism
- Services for Looked After Children
- Affordable Housing
- Public Transport
- Attainment & Wellbeing
- Economic Inactivity

- Chair's Letters - these are an established way for scrutiny to communicate views and recommendations directly to Cabinet Members, reflecting discussion at meetings. All scrutiny letters, whether produced by the committee, panels or working groups, and responses were published within the Scrutiny Programme Committee agenda.
- Scrutiny Dispatches – introduced this year the committee has produced a monthly summary of the headlines from the work of scrutiny which is shared with council and the public. However, discussion at Council has been curtailed by the Chairman instructing that the report is marked 'for information only – not for discussion'. The Council does therefore not have the opportunity of debating or discussing the work of scrutiny in the Council meeting. The Chair of the Scrutiny Programme Committee will write to the Leader and Chair of Council to ask if the status of the report can be re-considered.
- Pre-decision Scrutiny – The committee discussed the process for pre-decision scrutiny to ensure awareness and understanding. Aside from consideration of the draft budget by the Service Improvement & Finance Performance Panel there have been no other items subject to pre-decision scrutiny.
- Referrals from Council (or other bodies) – Gypsy & Traveller Site Provision – Review of Process

Following discussion by Council on 21 October 2013 the Scrutiny Programme was asked to carry out work to review the process to date in the search for a second gypsy and traveller site. The committee agreed to set up a number of special meetings in order to undertake this review, in order to check whether the process was robust, seek assurance on quality, identify any learning points, and recommend any changes for the future as appropriate. This work is underway with 3 meetings held to date and further evidence gathering to come.

- Other:
 - Welsh Government Annual Reporting on Local Authority Services Performance
 - Local Government Data Unit Wales Performance Report 2012-13
 - Welsh Government Consultation on Designated Persons
 - Estyn Report on Education Services for Children & Young People in Swansea

4.2.1 Informal Scrutiny Panels and Working Groups

4.2.2 A number of scrutiny panels were established, with conveners and members appointed by the committee, to carry out in-depth inquiries (sometimes referred to as reviews) or undertake in-depth monitoring of particular services. The use of panels ensured that scrutiny was both flexible and responsive to issues of concern:

- a) Inquiry Panels: to undertake discrete in-depth inquiries into specific and significant areas of concern on a task and finish basis. These would be significant topics where scrutiny can make a real difference. The committee's role has been to agree a brief for each of the inquiries and key question that is to be explored. Inquiry panels are expected to take no longer than six months to complete and would produce a final report at the end of the inquiry with conclusions and recommendations, informed by the evidence gathered.

The following new Inquiry Panels were established by the committee:

- Streetscene
- Inward investment
- Public Engagement
- Social Care at Home
- Education Inclusion

- b) Performance Panels: to provide in-depth monitoring and challenge for clearly defined service areas. Performance panels would be expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services. Performance Panel conveners have also been required to provide the committee with regular progress reports on the work of their Panels.

The following Performance Panels have been established by the committee:

- Wellbeing (*this was previously known as the Child & Family Services but now has a wider remit to cover Adult Social Services*)
- Service Improvement & Finance (*previously known as Corporate Improvement & Budget*)
- Schools
- Local Service Board (multi-agency Panel) – *this is a new Panel established in October 2013*

4.2.3 Working Groups - Although the majority of scrutiny work would be carried out through the committee and panels, the committee also established some informal working groups of councillors. This supported flexible working where it had been agreed that a matter

should be carried out outside of the committee but did not necessitate the establishment of a Panel. This method of working was intended to be light-touch – effectively a one-off meeting to consider a specific report or information.

Working Group meetings took place during the last year to look at the following:

- Preparations for Welfare Reform
- School Meals
- Parks Service
- Planning Service
- Historic Buildings
- Social Housing

4.2.4 **Appendix 3a and 3b** provides a snapshot of progress with the informal panels and working groups that were established by the committee to carry out specific activities, and current position. A contact list for lead scrutiny members and officers is also contained in **Appendix 4**.

4.2.5 **Follow up of Previous Scrutiny Reviews / Inquiries** – the following previous scrutiny reviews were followed up during the year by the Wellbeing and Schools Performance Panels respectively:

- Support to Care Leavers
- Role of Teaching Assistants across the Primary Sector

5. **Public Requests for Scrutiny / Councillor Calls for Action**

5.1 In accordance with the Local Government (Wales) Measure 2011 the Scrutiny Programme Committee has a protocol to deal with requests for scrutiny from individual councillors (who are not members of the committee) and/or members of the public.

5.2 Councillor calls for action (CCfA) specifically enable councillors to refer issues of local importance to an overview and scrutiny committee, however as a means of “last resort” in a broad sense, with issues being raised at a scrutiny committee after other avenues have been explored.

5.3 In accordance with these protocols, the chair of the Scrutiny Programme Committee is required to consider any requests received and bring about a proposal about how to deal with these to the committee for consideration.

5.4 Over the year 1 public request was received and dealt with by the committee.

6. **Work Outstanding**

6.1 The following work may need to be carried over from the current work plan:

- Inquiry Panels
 - Inward Investment (*completion due: May*)
 - Public Engagement (*completion due: May*)
 - Streetscene (*completion due: June*)
 - Social Care at Home (*completion due: June*)
 - Education Inclusion (*note this inquiry is to be suspended pending outcome of departmental review into the Education Other Than At School (EOTAS) service*)
- Follow up of Previous Scrutiny Inquiries
 - Support to Care Leavers
 - Tourism
 - Services for Looked After Children
 - Affordable Housing
 - Public Transport
 - Attainment & Wellbeing
 - Economic Inactivity
- Performance Panels
 - Wellbeing
 - Service Improvement & Finance
 - Schools
 - Local Service Board (*multi-agency Panel*)
- Working Groups
 - Local Flood Risk Management
 - Planning Service
 - Car Parking
- Other
 - Budget: to look the impact of financial pressures, asking questions about implementation of budget decisions and the implications on services i.e. questioning and challenge to cabinet members who will be responsible for delivering changes within their portfolios as a result of budget decisions, checking progress against the achievement of savings / intended changes and outcomes.

7. The Scrutiny Experience

- 7.1 As the committee reaches the conclusion of the year's work it is good practice to reflect on achievements and issues that have arisen. Committee members are asked to think of experiences both positive and negative and are encouraged to share their views on how process and practice can be improved.

- 7.2 The following questions are worth considering:
- What one thing has worked particularly well?
 - What has not worked so well?
 - What one thing could be improved about the committee?
 - What would help you develop as a scrutineer?
- 7.3 In January the committee arranged a self-evaluation workshop which also involved those councillors who have acted as conveners. Councillors worked in groups to reflect on the year so far and measure performance against a range of criteria for good scrutiny, thinking about scrutiny activities and issues relating to practice and effectiveness. As well as many positive reflections about current practice a number of issues were raised, relating to:
- Scrutiny work programme – e.g. tailoring approaches for specific issues, ensuring capacity to deal with important issues arising, managing workloads
 - Preparing for meetings – e.g. a consistent approach to developing questioning strategies, holding pre-meetings, training on questioning skills / techniques
 - Outcomes from scrutiny – e.g. holding post-meetings / debriefings to enable reflection on effectiveness of meetings and clarity of views about information / evidence gathered
 - Following up scrutiny recommendations – e.g. timely follow up and clarity about process, highlighting the impact / results of scrutiny to evidence difference made that can be shared widely
 - Public engagement – e.g. having a clear plan, raising awareness through range of methods, promoting the impact
- 7.4 A range of relevant statistics about scrutiny activity covering the last year is attached as **Appendix 5** to help the committee consider the performance of scrutiny.
- 7.5 The annual councillor scrutiny survey was also issued during March to all councillors. As well as gauging general perceptions and getting views to inform improvements to the way scrutiny works in the future the survey was also designed to capture councillor's ideas about what the scrutiny work programme should look like – these will be fed into the scrutiny work planning conference that will take place in May. 31 out of 52 non-executive councillors responded (approx 60%). The results of the survey are attached as **Appendix 6**.
- 8. Developing the Work Programme for 2014/15**
- 8.1 A Work Planning Conference will take place in May to consider and identify priorities for scrutiny for the coming year. Some of these may be new but some of these may be activities that need to be carried over, either because of their importance or because work is incomplete. The Committee is invited to share ideas about any topics that might need to be looked at by scrutiny in future.

8.2 The first scheduled meeting of the Scrutiny Programme Committee in the new council year is expected to be 9 June 2014.

9. Scrutiny Annual Report

9.1 The key achievements from the scrutiny work carried out over the past year will be featured in the Scrutiny Annual Report which will be published in the next few months.

10. Financial Implications

10.1 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.

11. Legal Implications

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

Background papers: None

Date: 7 April 2014

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Appendices:

Appendix 1: Scrutiny Programme Committee Terms of Reference

Appendix 2: The Committee's Completed Work Plan 2013/14

Appendix 3a: Overall Scrutiny Work Programme Timetable 2013/14

Appendix 3b: Progress of Panels and Working Groups

Appendix 4: Scrutiny Councillor / Officer Leads

Appendix 5: Scrutiny Performance Data

Appendix 6: Annual Councillor Scrutiny Survey Results

Scrutiny Programme Committee - Terms of Reference

1 General

- 1.1 The Scrutiny Programme Committee will have the following general responsibilities:
- a. Holding members of the Council's executive to account.
 - b. Monitoring the performance of public services, policies and partnerships.
 - c. Contributing to corporate and partnership policy and strategy development.
 - d. Conducting in depth inquiries into service and policy areas.
 - e. Involving the public in service improvement and policy development.
 - f. Considering the opinions of external inspectors.
 - g. Making reports and recommendations to Council or Cabinet on the discharge of any functions of the authority as appropriate.
 - h. To undertake reviews as directed by Council.
 - i. Preparing and publishing a regular work plan.
 - j. Contribute to an overall strategic work programme for scrutiny that will be reported regularly to Council.
 - k. Observing the principles of effective scrutiny as set out in the Protocol for Scrutiny.
- 1.2 The Committee will have responsibility for coordinating the scrutiny of the following:
- a. The community strategy / single integrated plan.
 - b. Swansea's Local Service Board.
 - c. The Council budget.
 - d. Central / corporate functions of the local authority.
 - e. Groups and organisations with which the Council has formed links through grant funding, compacts, subscription or service level agreements.
 - f. External bodies which are able to levy a statutory precept upon the Authority.
 - g. The Treasury Management Strategy Statement, Annual Report, Mid Term Report and Quarterly Progress Reports.

2 Scrutiny Panels

- 2.1 The Committee may establish Panels / working groups for the purpose of undertaking in depth inquiries or for looking at the performance of particular areas of service delivery.
- 2.2 Each Panel / working groups will be led by a Scrutiny Convener who will be responsible for:

- a. Convening meetings of the relevant Panel
- b. Chairing meetings of the relevant Panel
- c. Ensuring that the Panel undertakes work to the specifications and timescales agreed by the parent board
- d. Reporting back to the parent Board with findings, conclusions and recommendations as appropriate

2.3 Councillors will be appointed to a Panel on the following basis:

- a. At least two political groups on the Council to be represented on the Panel.
- b. Membership of Panels will be open to any non executive members of the Council regardless of whether they are a member of the Scrutiny Committee.
- c. New panels will be advertised to all non executive members and expressions of interest sought. The membership of panels will be determined by the Committee.

3 Scrutiny Work Programme

3.1 The Scrutiny Programme Committee will be responsible for coordinating the work of the Scrutiny panels. Other tasks linked to the delivery of the work programme include:

- a. Monitoring the delivery of the scrutiny strategic work programme;
- b. Preparing and agreeing the scrutiny annual report as required by Council;
- c. Dealing with business relating to regional / national scrutiny meetings (for example in relation to the Welsh Local Government Association or the Centre for Public Scrutiny);
- d. Considering reports relevant to the development and improvement of the Council's Scrutiny function;
- e. Dealing with consultation and implementation of national policy changes relevant to scrutiny;
- f. Preparing and publishing a regular work plan;
- g. Making reports and recommendations to Council, Cabinet or the Democratic Services Committee on the discharge of any functions of the authority as appropriate.

4 Service and Policy Areas

4.1 Areas of responsibility cover all functions of the Council and specifically:

- a. All of the functions of the Council as a Social Services Authority under all relevant legislation;
- b. All functions of the Council under the Children Act (1989 and 2004);
- c. All of the functions of the Council as a Planning Authority under the Town and Country Planning Acts and all other relevant

- legislation including countryside, nature conservation and rights of way matters, in force from time to time;
- d. Acting as the Council's designated Crime and Disorder Committee for the purposes of the Police & Justice Act 2006;
 - e. All of the functions of the Council as a Housing Authority under the Housing Acts and all other relevant legislation;
 - f. Outcomes of reviews undertaken by outside agencies or audit bodies;
 - g. Items where Welsh Government Guidance suggests that matters should be considered by scrutiny.

5. Cabinet Portfolios

- 5.1 The work of the Board will not be limited to any particular Cabinet portfolio(s). Invitations to attend meetings, reports, letters and recommendations will be directed to the relevant Cabinet Member(s) as each issue requires.

Scrutiny Programme Committee – Work Plan

Meeting	Reports	Purpose
8 Jul	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Mitch Theaker 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Opportunities for Children & Young People, on relevant portfolio responsibilities and activities. To include questions on the authority’s response to new legal duty to assess the sufficiency of play and recreational opportunities for children in the area, and plans for improvement
	<ul style="list-style-type: none"> Final Inquiry Reports: § Affordable Housing 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Scrutiny Annual Report 	<ul style="list-style-type: none"> To present the annual report of the work of overview & scrutiny for the municipal year 2012/13, as required by the constitution
	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To approve proposed membership and conveners of new Scrutiny Panels and Working Groups To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
5 Aug	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Mark Child 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Wellbeing, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Final Inquiry Reports: § Public Transport 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To maintain overview on all scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required

2 Sep	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Christine Richards (Deputy Leader) 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Citizen, Community Engagement & Democracy, on relevant portfolio responsibilities and activities Focus on Pre-Decision Scrutiny Process
	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
	<ul style="list-style-type: none"> Welsh Government Annual Reporting on Local Authority Services Performance 	<ul style="list-style-type: none"> To raise awareness of content and use to support the scrutiny of service performance
30 Sep	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Sybil Crouch 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Sustainability, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Final Inquiry Reports: § Attainment & Well Being 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required Feedback from Conveners
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
	<ul style="list-style-type: none"> WG Consultation on Designated Persons 	<ul style="list-style-type: none"> To raise awareness about and invite views on proposed Welsh Government Order which will designate a number of external organisations that will be subject to local government scrutiny.
<ul style="list-style-type: none"> Local Government Performance Report 2012-13 	<ul style="list-style-type: none"> To ensure awareness of content of Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance 	
	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr David Phillips (Leader) 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Anti-Poverty, on relevant portfolio responsibilities and activities. Focus on Anti-Poverty - questioning on achievements / plans in this area Focus on Community Regeneration / Communities

28 Oct		First - questioning on achievements / plans in this area
	<ul style="list-style-type: none"> Final Inquiry Reports: <ul style="list-style-type: none"> § Economic Inactivity 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required Draft Panel Brief – Arrangements for Local Service Board Scrutiny Feedback from Conveners (Service Improvement & Finance – Cllr Mary Jones)
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
	<ul style="list-style-type: none"> WG Consultation on Designated Persons 	<ul style="list-style-type: none"> To consider response to consultation.
	<ul style="list-style-type: none"> Estyn Report on Education Services for CYP in Swansea 	<ul style="list-style-type: none"> To consider comments made by inspectors about scrutiny within the report following the whole Authority inspection in June
25 Nov	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Ryland Doyle 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Target Areas, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Crime & Disorder 	<ul style="list-style-type: none"> Outcome of PACT review and Safer Swansea Partnership proposals for future community engagement
	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required Feedback from Conveners (Schools – Cllr Jennifer Raynor)
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Will Evans 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Learning & Skills, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Pre-Decision Scrutiny Process 	<ul style="list-style-type: none"> Report to advise the committee on the process for pre-decision scrutiny and ensure understanding

16 Dec	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required Feedback from Conveners (Wellbeing – Cllr Paxton Hood–Williams)
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
20 Jan	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Rob Stewart 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Finance & Resources, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required Feedback from Conveners (Service Improvement & Finance – Cllr Mary Jones)
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
17 Feb	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr June Burtonshaw 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Place, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Crime & Disorder 	<ul style="list-style-type: none"> Progress on Safer Swansea Partnership Performance with Co-Chairs - questioning on plans, performance, challenges
	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required Feedback from Conveners (Schools – Cllr Jennifer Raynor)
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
20 Feb (special)	<ul style="list-style-type: none"> Gypsy & Traveller Site Provision – Review of Process (1) 	<ul style="list-style-type: none"> Overview of Process - report giving chronology of process and legal framework.

6 Mar (special)	<ul style="list-style-type: none"> Gypsy & Traveller Site Provision – Review of Process (2) 	<ul style="list-style-type: none"> Criteria for Sites / Method of Selection (incl. Legal Guidance) - report covering criteria agreed by Cabinet, terms of reference of Member Task & Finish Group, National Planning Guidance.
17 Mar	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Nick Bradley 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Regeneration, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Scrutiny Work Programme 	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required Feedback from Conveners (Wellbeing – Cllr Paxton Hood–Williams)
	<ul style="list-style-type: none"> Scrutiny Dispatches / Progress Report on Performance Panels and Working Groups 	<ul style="list-style-type: none"> To ensure visibility and awareness of key issues, findings and outcomes from informal scrutiny activities
14 Apr	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr David Phillips 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Anti-Poverty, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Annual Work Plan Review 	<ul style="list-style-type: none"> To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny

Other:

- Final Inquiry Reports (Inward Investment, Streetscene, Public Engagement, Social Care at Home, Education Inclusion)
- Further meetings re. Gypsy & Traveller Site Provision – Review of Process
- Reports on Relevant Regional / National Scrutiny Development & improvement Issues (incl. report back from WLGA / CfPS network meetings)
- Referrals from other council bodies, such as cabinet
- Referrals of items from members of the public or Councillor Calls for Action (CCfA)

ACTIVITY	June	July	August	September	October	November
Scrutiny Programme Committee	10	8	5	2	28	25
Inquiry Panels						
Tourism (started Aug 2012)						
Affordable Housing (started Aug 2012)	10	23				
Public Transport (started Aug 2012)	11	16	20			12
Services for LAC (started Oct 2012)				17		
Attainment & Wellbeing (started Oct 2012)	19	24	27		15	
Economic Inactivity (started Mar 2013)	6	9	8	10		12
Inward Investment (started Sep 2013)	13	15		5	31	14
Public Engagement (started Sep 2013)	20			11	28	
Streetscene (started Oct 2013)					3	
	Key for Inquiry Stage:					
	Scoping		Evidence Gathering		Cabinet	Follow Up
Performance Panels						
Wellbeing	11	8	22	16	7	4
Service Improvement & Finance	12		7	4	4	6
Schools Performance					3	1
Local Service Board (multi-agency panel)	27			23	24	30
					1	21
Working Groups						
Welfare Reform		22				
School Meals		18				
Local Flood Risk Management						
Planning Service						
Parks Service						

Notes:

ACTIVITY	December	January	February	March	April	May
Scrutiny Programme Committee	16	20	17 20* 6*	17	3* 14	
Inquiry Panels						
Tourism (started Aug 2012)		14				
Affordable Housing (started Aug 2012)	3					
Public Transport (started Aug 2012)				?		?
Services for LAC (started Oct 2012)						
Attainment & Wellbeing (started Oct 2012)					?	
Economic Inactivity (started Mar 2013)					?	
Inward Investment (started Sep 2013)		16 30	17 19		9	24
Public Engagement (started Sep 2013)	3	16	20	24		
Streetscene (started Oct 2013)			20	27		30 7
Social Care at Home (started Jan 2014)		9 16	10	24 11 20 24 31	1	30 15
Education Inclusion (started Feb 2014)			4	27		
Key for Inquiries:						
Scoping			Evidence Gathering	Final Report	Cabinet	Follow Up
Performance Panels						
Wellbeing	2	6	3	3	7	
Service Improvement & Finance	11	20	17	17		
Schools Performance	5	11	10	5	10	1
Local Service Board (multi-agency panel)		31	6		10	2
Working Groups						
Local Flood Risk Management						
Planning Service		17				
Parks Service	5					
Social Housing			12			
Historic Buildings			3			
Car Parking						

* special meetings re. Gypsy Traveller Site Provision - Review of Process

Progress Report – Scrutiny Panels and Working Groups

1. Inquiry Panels:

a) **Inward Investment** (convener: Cllr Jeff Jones)

Key Question: What can the Council do to influence inward investment into Swansea and the South West Wales region?

Progress Bar:

Scoping				Evidence Gathering				Draft Final Report			

The Panel plan in March to meet with a representative from Swansea University Professor Marc Clement. They will then draw together all the evidence gathered and discuss their findings at a meeting in April.

b) **Public Engagement** (convenor: Cllr Joe Hale)

Key Question: How can the Council improve its engagement practices with the public, staff and external stakeholders?

Progress Bar:

Scoping				Evidence Gathering				Draft Final Report			

The panel has completed its evidence gathering. It will meet at the end of April to consider its findings and identify conclusions and recommendations for the final report.

c) **Streetscene** (convenor: Cllr John Bayliss)

Key Question: How well does the Council maintain and keep clean the roads, footways and verges in Swansea, and what changes should it make?

Progress Bar:

Scoping				Evidence Gathering				Draft Final Report			

The panel recently met with the Cabinet Member to discuss policy commitments in this area. The panel will next meet on 30th April to gather evidence from residents on their experiences of street scene services.

d) **Social Care at Home** (convenor: Cllr Jane Harris)

Key Question: How can Swansea Council and its partners support elderly people to enable them to remain in their own homes?

Progress Bar:

Scoping				Evidence Gathering				Draft Final Report			

The Panel conducted a series of visits to Day Centres during March in order to gather the views of older people who are in receipt of social care at home.

The Panel held a meeting on 11 March where they spoke to external providers of home care in order to gain their perspective on the current system. They also met on 1 April with the Cabinet Member for Wellbeing to discuss the Council's Policy Commitments in this area; and Paul Littlewood, Senior Principle Officer for Adult Services and Deborah Dennis, Intake Team Manager to discuss issues around the provision of care and contract management issues.

The next meeting will take place on 30 April where the Panel will consider the evidence it has gathered so far and discuss the emerging themes and early areas for conclusions.

e) **Education Inclusion** (convenor: Cllr Cheryl Philpott)

Key Question: Why do some children require education other than at school, and what can be done to improve their education?

Progress Bar:

Scoping				Evidence Gathering				Draft Final Report			

The Panel last met on 27 March, with the SEN Manager to look at a selection of anonymous case studies of young people using the service. Since then it has been note that the newly appointed Chief Education Officer has launched his own review into these services, so the Panel will suspend its work to allow that review to be concluded. Then it will continue by considering the outcome of the review alongside its own work in this important area.

2. Performance Panels:

a) **Wellbeing** (convener: Cllr Paxton Hood-Williams)

The panel has its final meeting of the current work plan on 7th April. It will consider the Adult Services performance monitoring report. The panel will then need to devise a new work plan for the next 12 months.

b) **Service Improvement & Finance** (convener: Cllr Mary Jones)

The next meeting will be held on 10 April. During this meeting the Panel will look at Financial and Performance monitoring for the 3rd Quarter of 2013/14.

c) **Schools Performance** (convener: Cllr Jennifer Raynor)

The Panel will meet on the 10 April with the Chief Education Officer, Arwyn Thomas to discuss the Estyn Inspection Post Implementation Action Plan and the Education Business Plan. They will then meet again on the 1 May to evaluate the year and plan their next years work.

d) **Local Service Board** (convener: Cllr Mike Day)

The first meeting of the Panel was held on 2 April. Rebecca David-Knight from the Centre for Public Scrutiny attended to provide the Panel with a development session to help them understand their role and remit along with useful scrutiny tools. They also received a presentation from Dave Mckenna, Overview & Scrutiny Manager, regarding the development and work of the Local Service Board to date. The next Panel meeting will take place on 12 May and will continue to develop the Panel's role and consider its future work plan.

3. **Working Groups:**

A number of topics have been identified which will be dealt with through one-off Working Groups.

a) the following Working Group will be convened in the next few months:

- **Local Flood Risk Management** (convener: Cllr Susan Jones) – this will be a further meeting, following initial meeting in January 2013, to discuss Environment Agency flood risk and flood hazard maps and specific areas of risk. The Council has not yet received the maps in a format which can be used. It is likely that information will be ready to be presented to scrutiny by the summer.
- **Car Parks** (convener: Cllr Tony Colburn) – this will be to discuss provision across Swansea, performance, and plans for improvement
- **Planning Service** (convener: Cllr Mark Thomas) – this will be a reconvened meeting following initial meeting on 17 December to follow up on outstanding issues.

Appendix 4

Lead Scrutiny Councillor / Officer Contacts:

Activity	Lead Councillor	Lead Scrutiny Officer
Scrutiny Programme Committee	Mike Day mike.day@swansea.gov.uk	Brij Madahar (01792 637257) brij.madahar@swansea.gov.uk
<u>Inquiry Panels:</u>		
Inward Investment What can the Council do to influence inward investment into Swansea and the South West Wales region?	Jeff Jones jeff.w.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Streetscene How well does the Council maintain and keep clean the roads, footways and verges in Swansea, and what changes should it make?	John Bayliss john.bayliss@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Public Engagement How can the Council improve its engagement practices with the public, staff and external stakeholders?	Joe Hale joe.hale@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Social Care at Home How can Swansea Council and its partners support people to enable them to remain in their own homes?	Jane Harris jane.harris@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Education Inclusion Why do some children require education other than at school, and what can be done to improve their education?	Cheryl Philpott cheryl.philpott@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk

<u>Inquiry Panels (follow up)</u>		
Tourism	John Newbury john.newbury@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Services for Looked After Children	Ceinwen Thomas ceinwen.thomas@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Affordable Housing	Terry Hennegan terry.hennegan@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Public Transport	John Newbury john.newbury@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Attainment & Wellbeing	Fiona Gordon fiona.gordon@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Economic Inactivity	Chris Holley chris.holley@swansea.gov.uk	tbc
<u>Performance Panels:</u>		
Wellbeing	Paxton Hood-Williams paxton.hood-williams@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Service Improvement & Finance	Mary Jones mary.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Schools	Jennifer Raynor jennifer.raynor@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk

Local Service Board (multi-agency)	Mike Day mike.day@sswansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
<u>Working Groups:</u>		
Planning Services	Mark Thomas mark.thomas2@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Local Flood Risk Management	Susan Jones susan.m.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Car Parking	Tony Colburn tony.colburn@swansea.gov.uk	tbc

Appendix 5

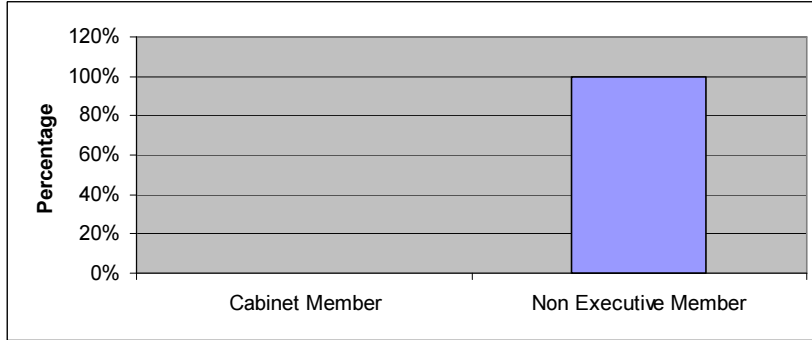
Data for 14 April 2014 Scrutiny Programme Committee (to 4 Apr 2014)

	No. of SPC Meetings	No. of Inquiries Completed	No. of Working Groups	No. of Panel / Working Group meetings	Number of backbench councillors actively involved in scrutiny	Average councillor attendance at scrutiny meetings	How many reports presented to Cabinet	Recommendations accepted or partly accepted by Cabinet	Recommendations signed off by scrutiny as completed	No. of scrutiny letters sent	No. of blog posts / press releases
2012/13 Page 70	7 (78% attendance)	4	4	65	89%	69%	3	100%	69% (7 follow ups undertaken)	13	38 blogs 7 press releases
2013/14	14 77% attendance Further special meetings for review of Gypsy Traveller process expected	2 further 5 in progress, completion on 3 of these due May / June	6	86	83%	60%	6	93%	Follow ups on the agreed recommendations from the 6 inquiry reports to be held	40	62 blogs 8 press releases

Appendix 6a - Annual Stakeholder Survey 2014
Councillors

All councillors received a copy of the annual stakeholder survey. 31 councillors completed the survey. The results were analysed and the results were as follows.

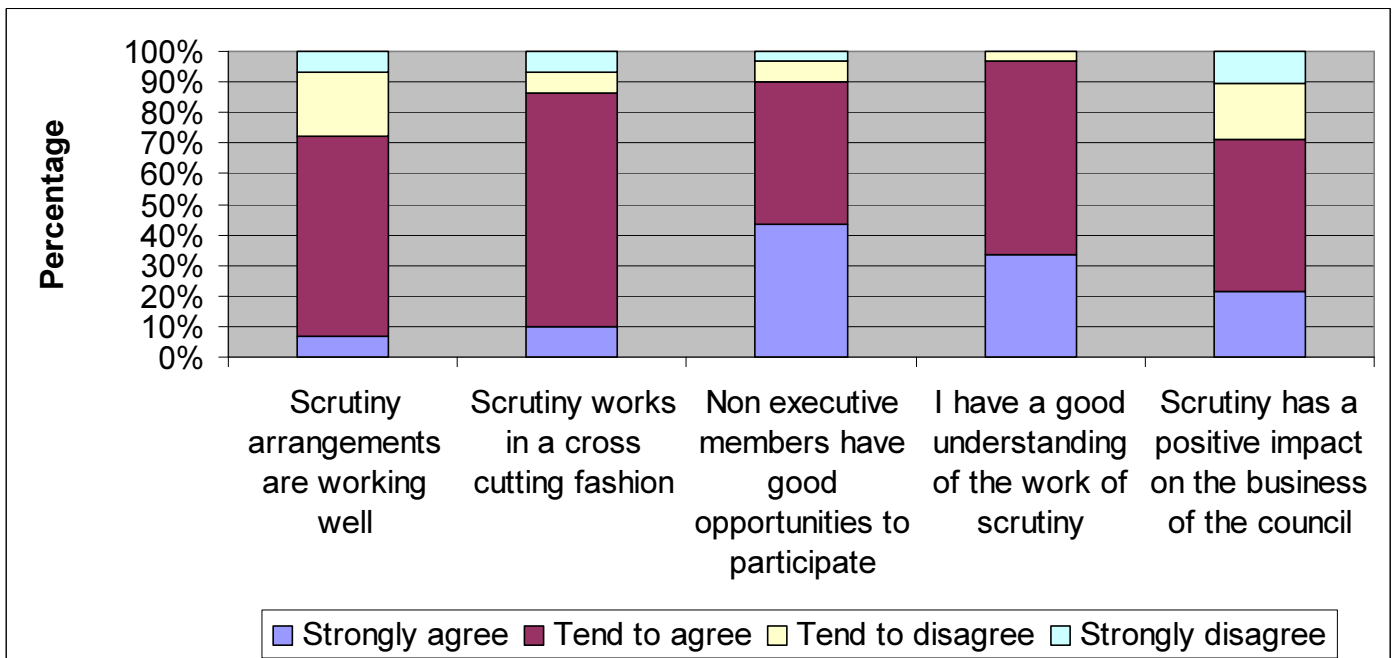
1. Are you a:



Scrutiny Arrangements

The scrutiny function is delivered through the work of the Scrutiny Programme Committee together with a number of topic-based Scrutiny Inquiry and Performance Panels, and Working Groups.

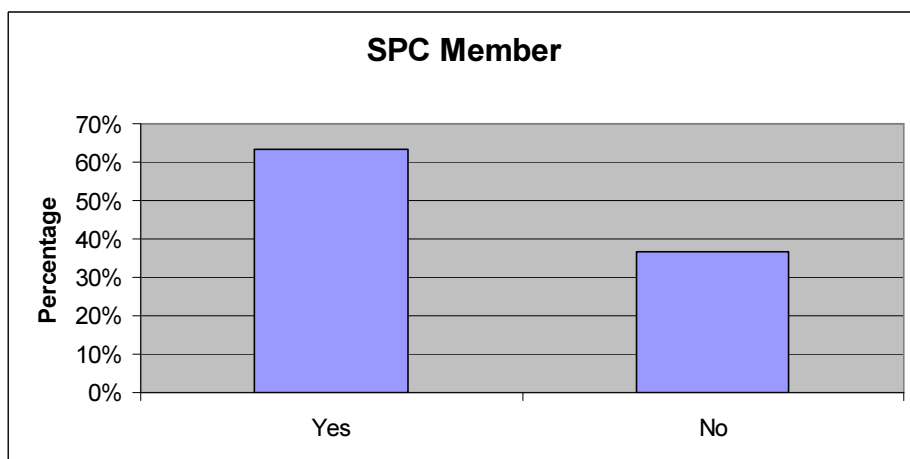
2. How far do you agree or disagree with the following statements:



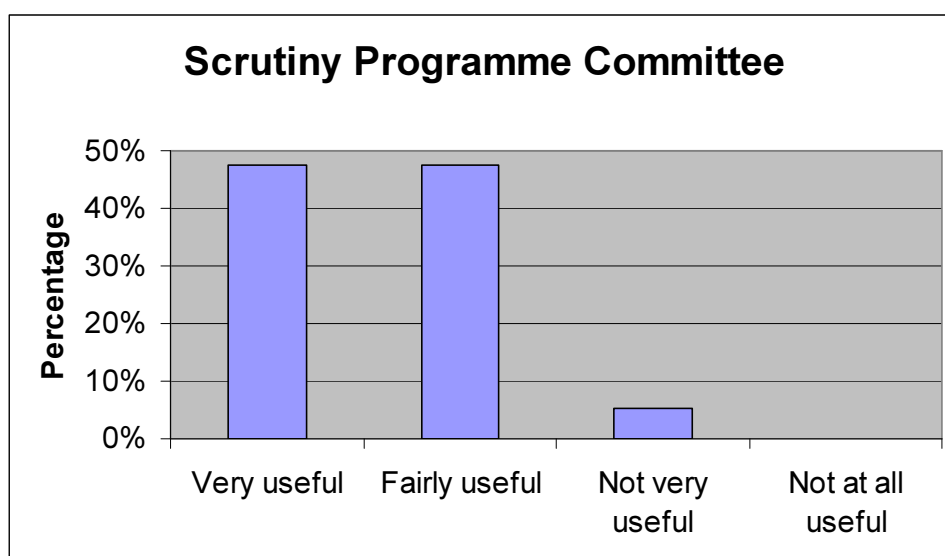
Methods of Working

i) 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. It also holds formal questioning sessions with Cabinet Members and its work may cover a broad range of policy and service issues.

3a. Have you been a member of the Scrutiny Programme Committee?

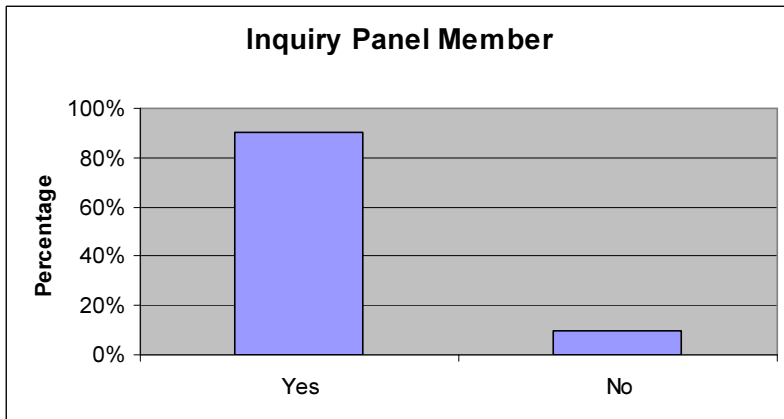


3b. If yes, how useful has the work of the committee been?

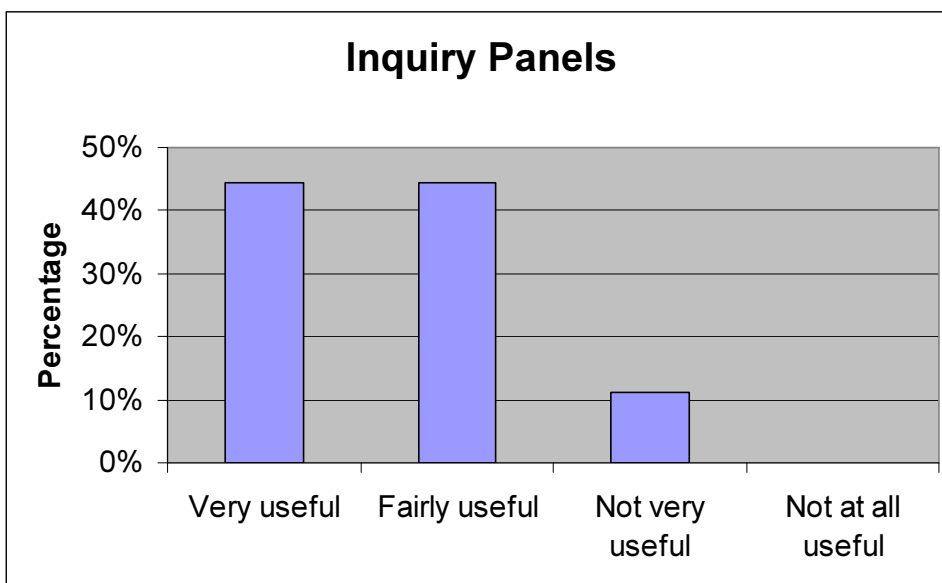


ii) Inquiry Panels undertake in-depth inquiries into specific and significant areas of concern. These are expected to take up to six months and will result in a final report being published with conclusions and recommendations, informed by the evidence gathered, that is presented to cabinet for decision.

4a. Have you been a member of an Inquiry Panel?

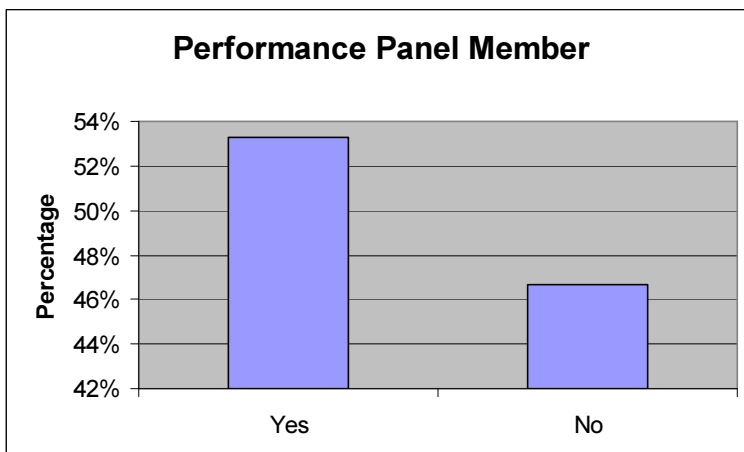


4b. If yes, how useful have you found this way of working?

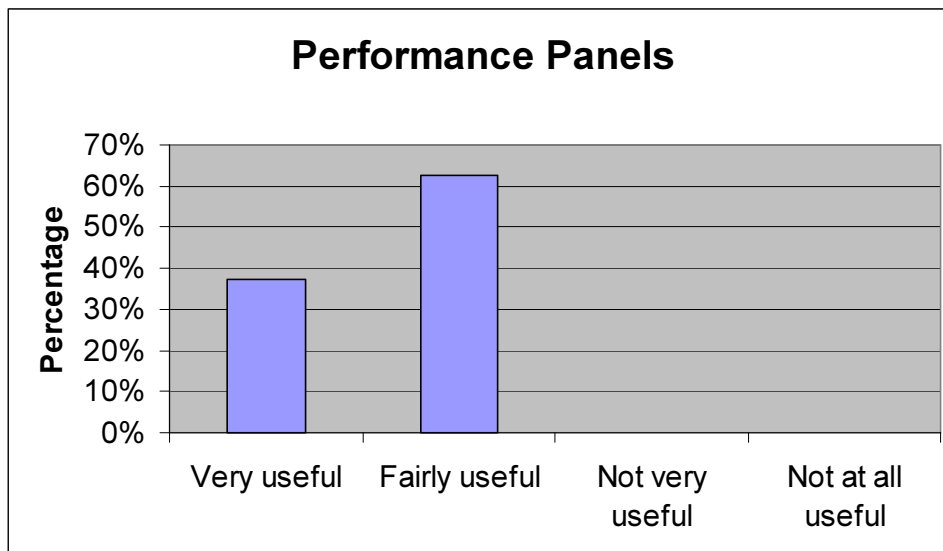


iii) Performance Panels provide in-depth monitoring and challenge for clearly defined service areas. Performance panels are expected to have ongoing correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services.

5a. Have you been a member of a Performance Panel?

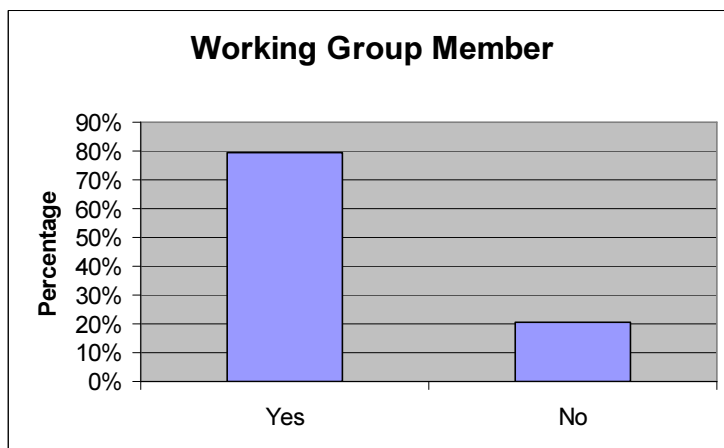


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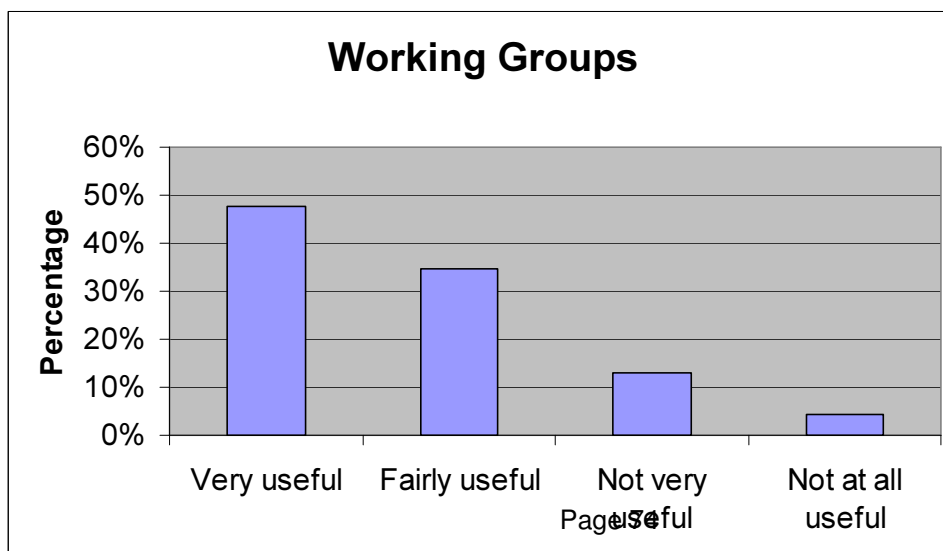


iv) Scrutiny Working Groups provide opportunity for one-off meetings for 'light touch' scrutiny of a topic of interest, resulting in a letter to relevant cabinet member(s) with views and recommendations.

6a. Have you been a member of a Scrutiny Working Group?



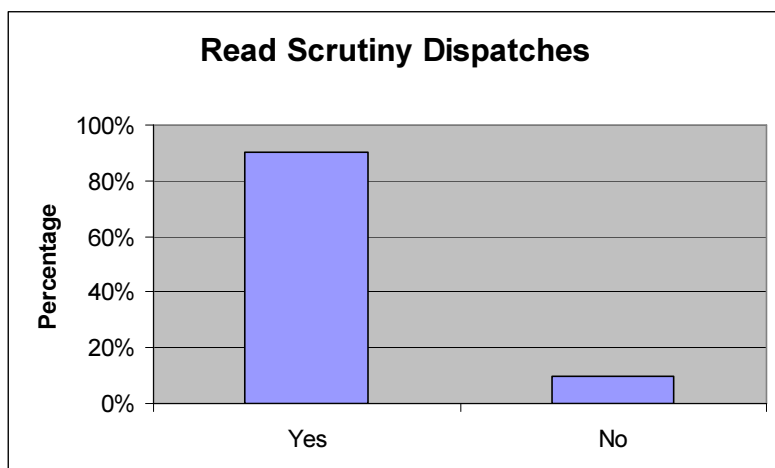
6b. If yes, how useful have you found this way of working?



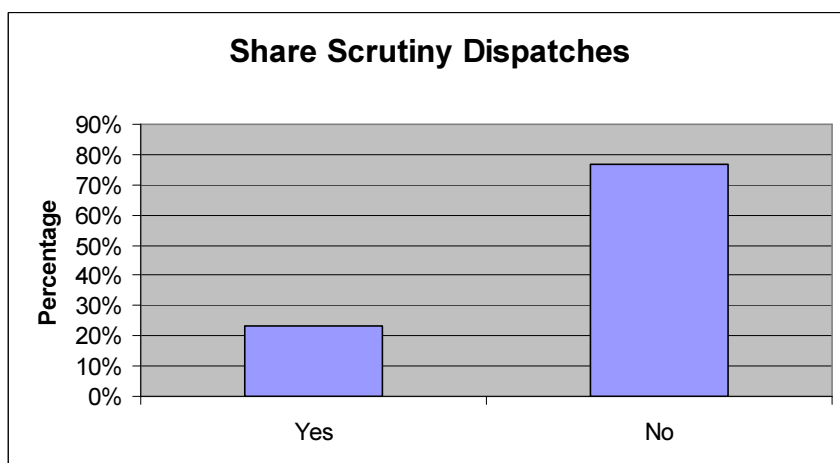
Scrutiny Dispatches

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7. Do you read Scrutiny Dispatches?



8. Do you share Scrutiny Dispatches?



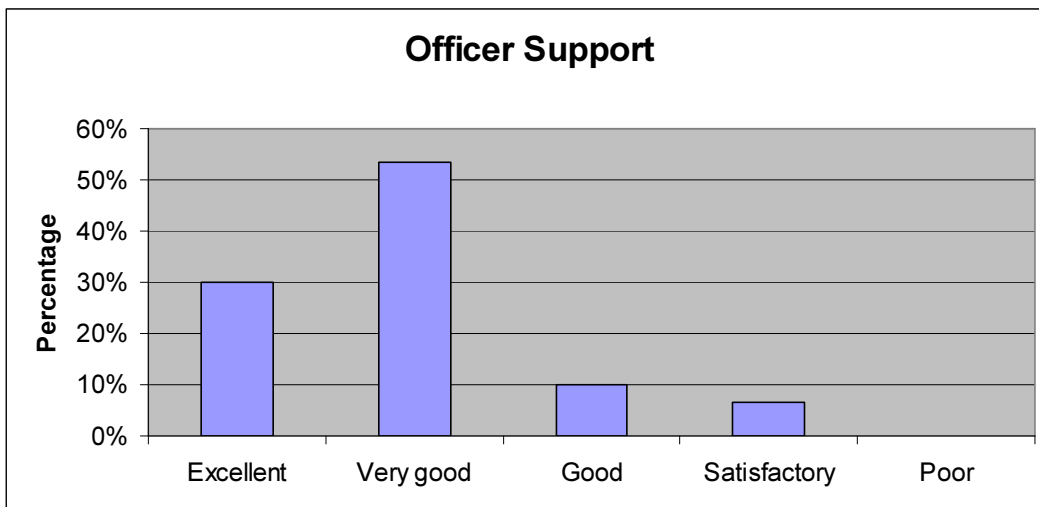
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- I would like to see more contact involvement with server user groups linked to the Council, and analyse their comments/views on how they see us providing the services to them and have their quotes included in the Scrutiny Dispatches, for all members to see
- The dispatches are very detailed. That is good for Councillors, but they are too wordy to share the information with outside organisations which might just like a summing up sheet.
- Glossier production with images.
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- Make available to Community Council's to keep them informed.
- Put onto the Council's website to keep public aware of the things being carried out to improve services.
- Dispatches are for information only. I believe the chairman of scrutiny programme committee should take questions from the chamber
- More public engagement

Officer Support

10. How would you rate the level of support you receive from the scrutiny team? Please tick ONE box



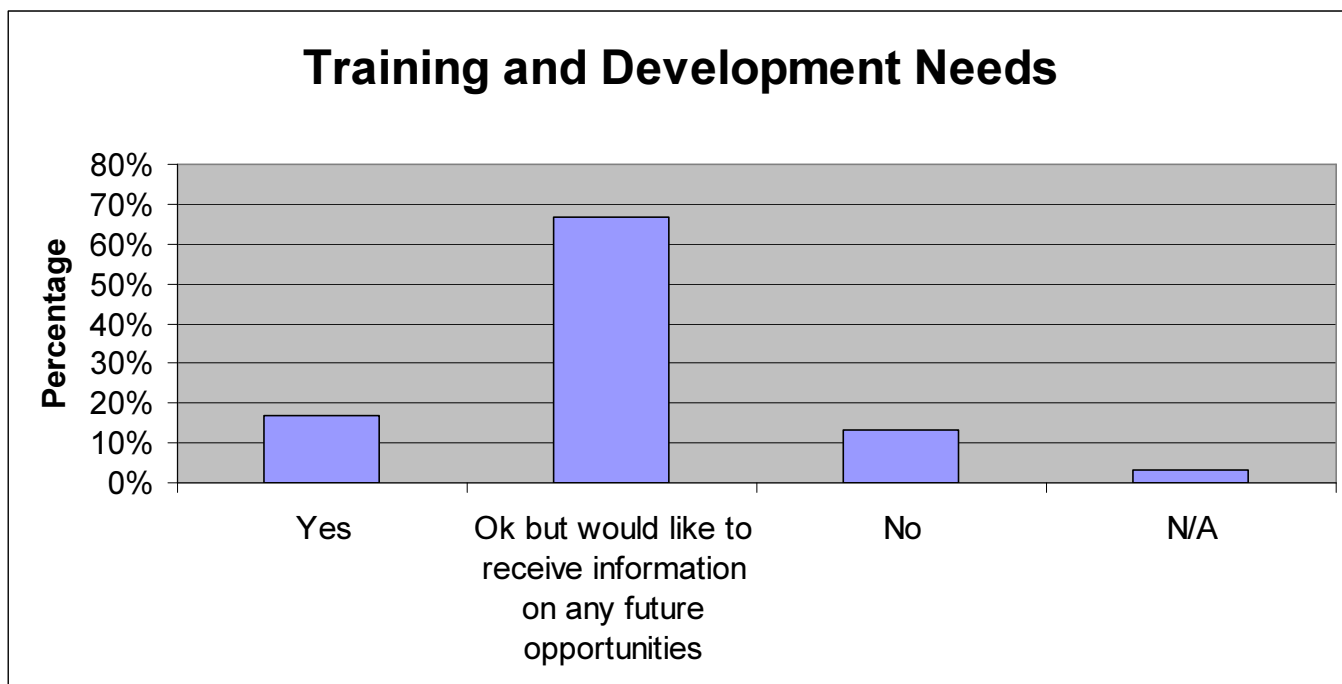
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The comments received were analysed and the following themes emerged:

- The Team are doing a first class job.
- More resources
- I just feel that the team work has helped me get a greater understanding of the issues and I am grateful for the chance to dig deeper into the problems. It takes time to gain the knowledge of the situation and I don't know that it needs improving - just homework!
- Scrutiny website needs to be promoted. After scrutinising cabinet members, it would be useful to briefly discuss our views together.
- As meetings are not all held in the Civic Centre, printed documentation needs to be in the councillors pigeon holes a week in advance of meetings to ensure they are picked up.
- It needs to be support, not direction.

Training & Development

12. Do you have any training and development needs that you feel would assist you in your role as a Scrutiny Committee/Panel member? Please tick ONE box



13. If you do have any training and development needs? Please give further detail below.

The following comments were received:

- I think refresher training is very important
- Chairing
- Training on how to question strategically.
- Better understanding of the work of social services, the remits of different sections, access arrangements etc.
- Serious finance. I am particularly interested in understanding the parts of the Council's Finance Reports that never get discussed properly.
- I think we all have development needs and should have continuous training to keep up with scrutiny needs

Suggestions for the Scrutiny Work Programme

All councillors are encouraged to contribute ideas about future topics for scrutiny. If there is an issue of concern where scrutiny could make a difference please let us know. A Scrutiny Work Planning Conference will take place in May and your ideas will be considered and prioritised to ensure the future scrutiny work programme is effective and focussed on the right things.

14. Do you have any suggestions of topics for in-depth inquiries? If so, please indicate why?

The following comments were received:

- Council debt control and internal money management
- Does the culture within the Local Authority lend itself to ongoing performance improvement?
- Should we introduce a scrutiny topic on lifestyle?
- Front line services public comment regarding overlap with departments providing certain works being carried out by the Council.
- Communities First. It has been the Welsh Government flagship anti poverty programme for over a decade and I would like to find out if it is value for money or if we, as a council could use the money better.
- Education. I am concerned that the schools are not giving the children all the tools needed for competing in a very competitive world.
- Library services
- Science Parks
- Roads- state of- why are they like they are, do we understand why, what are the prospects for improvement. Is their state a genuine function of resources- are they as good as the can be in the current climate or not
- Building Corporate Services
- Charges of HRA
- School repairs and community centres etc. and housing cooperatives
- Renewable Energy Policy

15. Do you have any suggestions of areas for in-depth performance / financial monitoring? If so, please indicate why?

The following comments were received:

- The cost of pot hole repairs and why they take so long and who is doing them
- Do we have enough metrics to allow us to establish baselines for measurement?
- Costs to our own premises users, i.e. schools. community centres etc, when work is being carried out in house.
- Financial monitoring should be made on all major schemes of over £10m e.g. Boulevard, Morryston Comprehensive etc.

16. Do you have any suggestions of topics for one-off Working Groups? If so, please indicate why?

The following comments were received:

- Highways, concerns regarding the lack of consultation with utility companies and Council, for programmed work we need to work more smarter with them to provide the public with value for money and job satisfaction.
- Tend & Mend to find out how it works, and can it work better as in my experience long waiting time
- Litter / Fly tipping hotspots look into feasibility of having a list which the NEAT & Probationer teams can address on a regular basis
- Housing benefit forms and council tax forms
- Renewable energy policy as there are too many myths surrounding the issue

Improvement

17. Do you have any suggestions about how scrutiny could be improved or further comments?

The following comments were received:

- We need to go back and look at the reason for scrutiny and who should run it. It is pointless have a scrutiny panel which looks into the nuts and bolts of a subject and then is not concerned with the overall input from the cabinet member. The role is one of holding the executive to account not one of looking trying to run the departments, many members are looking for the smallest detail instead of looking at the overall picture.
- We need to have set time scales and agenda time in the diaries, and much more public participation.
- Make sure any recommendations are followed up. Presently any recommendations from the Boards/Panels are reviewed by the Scrutiny Programme Committee. Prior to that they came back to their own Scrutiny Board for follow up after 6 months. There is no accountability.
- More training is needed for member on the councils key services such as education, social services and corporate services to enable more detailed scrutiny
- Continue to work with national bodies to keep improving scrutiny e.g. WLGA, WAO, Welsh Government, bench marking with other Local Authority's.
- I don't like the way Scrutiny is governed by the Scrutiny Programme Committee. It will only work well with a good chair.
- Yes make it clear when the panels will meet so I can get on the ones I can get too. (Maybe we should have a mixture of day and evening shift panels so Councillors with day jobs can volunteer for the ones they know they can get to.
- Inquiry topics are very wide ranging and under the current approx 6 month time scale result in having to assess a large amount of evidence in too tight a time. I feel this hinders the process of being as robust as it could. Ideally I would recommend tighten the remit so that the scope is no more than on side of A4. Alternatively vary the length of time it takes to be carried out, shorter and longer. At the recent scrutiny workshop two examples were highlighted as ones to follow, one taking years to complete, and the other took the form of an all day conference.
- Evidence collected may lead the inquiry in another direction so also recommend that the scope does not prescribe everything that the inquiry is going to carry out, but only puts forward suggestions which can be altered as the inquiry progresses.
- Involve all the panel in the scoping process, not just the convenor and officer. This will ensure that everyone owns it, and understands it, right from the outset.
- More scrutiny committees chaired by opposition councillors

18. Any other comments?

The following comments were received:

- Scrutiny should be an evolving process and should look at making improvements as necessary.
- Scrutiny is not working in its present form. A lot of work is being done by a few Councillors. When it was done by proportion you had a better mix and accountability. Scrutiny has no teeth.
- Overall do feel this one committee system is a great improvement on the previous fixed committee approach as it allows far greater flexibility.
- More than happy with staff support. I have already stated I would put my name to any recognition/awards etc.

Appendix 6b - Annual Stakeholder Survey 2014
Councillors

All councillors received a copy of the annual stakeholder survey. 31 councillors completed the survey. The results were analysed and the results were as follows.

1. Are you a:

Councillor – Cabinet Member - 0

Councillor – Non Executive Member - 100% (31)

Scrutiny Arrangements

The scrutiny function is delivered through the work of the Scrutiny Programme Committee together with a number of topic-based Scrutiny Inquiry and Performance Panels, and Working Groups.

2. How far do you agree or disagree with the following statements:

	Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
a. The scrutiny arrangements are working well.	6.9% (2)	65.5% (19)	20.7% (6)	6.9% (2)
b. Scrutiny works in a cross cutting fashion and not restricted to departmental silos.	10% (3)	76.7% (23)	6.7% (2)	6.7% (2)
c. Non-executive members have good opportunities to participate in scrutiny.	43.3% (13)	46.7% (14)	6.7% (2)	3.3% (1)
d. I have a good understanding of the work of scrutiny.	33.3% (10)	63.3% (19)	3.3% (1)	0
e. Scrutiny has a positive impact on the business of the Council.	21.4% (6)	50% (14)	17.9% (5)	10.7% (3)

Methods of Working

i) 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. It also holds formal questioning sessions with Cabinet Members and its work may cover a broad range of policy and service issues.

3a.. Have you been a member of the Scrutiny Programme Committee?

Yes - 63.3% (19)

No - 36.7% (11)

3b. If yes, how useful has the work of the committee been?

Very useful – 47.4% (9)
Fairly useful - 47.4% (9)
Not very useful – 5.3% (1)
Not at all useful - 0

ii) Inquiry Panels undertake in-depth inquiries into specific and significant areas of concern. These are expected to take up to six months and will result in a final report being published with conclusions and recommendations, informed by the evidence gathered, that is presented to cabinet for decision.

4a. Have you been a member of an Inquiry Panel?

Yes – 90% (27)
No – 10% (3)

4b. If yes, how useful have you found this way of working?

Very useful – 44.4% (12)
Fairly useful - 44.4% (12)
Not very useful – 11.1% (3)
Not at all useful - 0

iii) Performance Panels provide in-depth monitoring and challenge for clearly defined service areas. Performance panels are expected to have ongoing correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services.

5a. Have you been a member of a Performance Panel?

Yes – 53.3% (16)
No – 46.7% (14)

5b. If yes, how useful have you found this way of working?

Very useful - 37.5% (6)
Fairly useful - 62.5% (10)
Not very useful - 0
Not at all useful - 0

iv) Scrutiny Working Groups provide opportunity for one-off meetings for 'light touch' scrutiny of a topic of interest, resulting in a letter to relevant cabinet member(s) with views and recommendations.

6a. Have you been a member of a Scrutiny Working Group?

Yes - 79.3% (23)
No - 20.7% (6)

6b. If yes, how useful have you found this way of working?

Very useful – 47.8% (11)

Fairly useful – 34.8% (8)
Not very useful – 13% (3)
Not at all useful – 4.3% (1)

Scrutiny Dispatches

Scrutiny Dispatches is a short monthly summary of the work of scrutiny which is reported to each council meeting. It aims to provide headlines, for example, key outcomes, findings, and events, typically with one major story each time.

7. Do you read Scrutiny Dispatches?

Yes – 90% (27)
No – 10% (3)

8. Do you share Scrutiny Dispatches?

Yes – 23.3% (7)
No – 76.7% (23)

9. Do you have any suggestions that would make Scrutiny Dispatches more effective?

The comments received were analysed and the following themes emerged:

- Make it into an insert/supplementary for the Swansea Leader.
- I believe there should be more outcomes generated by the process.
- I would like to see more contact involvement with server user groups linked to the Council, and analyse their comments/views on how they see us providing the services to them and have their quotes included in the Scrutiny Dispatches, for all members to see
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- More public engagement

Officer Support

10. How would you rate the level of support you receive from the scrutiny team? Please tick ONE box

Excellent - 30% (9)
Very good – 53.3% (16)
Good – 10% (3)
Satisfactory – 6.7% (2)
Poor - 0

11. How could the scrutiny support be improved?

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- The Team are doing a first class job.
- More resources
- I just feel that the team work has helped me get a greater understanding of the issues and I am grateful for the chance to dig deeper into the problems. It takes time to gain the knowledge of the situation and I don't know that it needs improving - just homework!
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Training & Development

12. Do you have any training and development needs that you feel would assist you in your role as a Scrutiny Committee/Panel member? Please tick ONE box

Yes I do have training and development needs	- 16.7% (5)
I am ok at the moment but I would like to receive information on any future opportunities	- 66.7% (20)
No I do not have any training and development needs	- 13.3% (4)
N/A	- 3.3% (1)

13. If you do have any training and development needs? Please give further detail below.

The following comments were received:

- I think refresher training is very important
- Chairing
- Training on how to question strategically.
- Better understanding of the work of social services, the remits of different sections, access arrangements etc.
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Report of the Chair

Scrutiny Programme Committee – 14 April 2014

SCRUTINY DISPATCHES

Purpose	To provide draft dispatches report for agreement and submission to council which will provide headlines from recent scrutiny activity to ensure visibility and awareness of key issues, findings and outcomes.
Content	The report appends the latest 'Scrutiny Dispatches', which is presented to each council meeting.
Councillors are being asked to	approve content of the 'Scrutiny Dispatches'
Lead Councillor(s)	Councillor Mike Day, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Dean Taylor, Director – Corporate Services
Report Author	Brij Madahar, Overview & Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for the various informal scrutiny activities and monitoring progress to ensure that the work is effective. The committee also wants to ensure that findings from performance panels and working groups have the required visibility.
- 1.2 'Scrutiny Dispatches' is a short but informative summary of the headlines from the work of scrutiny. It is reported to each council meeting. Rather than provide a detailed progress report across all activities it aims to provide headlines, for example, key outcomes, findings, and events, typically with one major story each time.
- 1.3. Content from the dispatches is also posted on the Swansea Scrutiny blog so that it can be shared across social media platforms to develop public engagement in scrutiny.

2. Scrutiny Dispatches

- 2.1 The latest 'Scrutiny Dispatches' report is attached as **Appendix 1**.

2.2 The dispatches report will be included in the agenda of the next council meeting (17 June).

2.3 The committee is invited to comment on the content and propose changes to ensure coverage of the significant issues.

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

1 April 2014

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Scrutiny Dispatches

City & County of Swansea - May 2014

'Scrutiny enables councillors who are not in the cabinet to examine the quality and effectiveness of services and policies, hold decision makers to account, and make recommendations for improvement'

Scrutiny and sustainability – improving the impact

(Lead: Councillor Mike Day)

Scrutiny councillors recently got together to explore how the scrutiny function in Swansea can drive long term, preventative decision making through its work. A workshop was held in March to:

- develop skills and knowledge on future trends
- have a better understanding of how to use sustainability principles to ensure services are 'fit for purpose'
- understand the potential impacts of the forthcoming Future Generations Bill
- understand how the scrutiny function can make a bigger impact by adopting sustainable development as a central organising principle

There was specific discussion on long term trends, sustainable development and the role of scrutiny, current and future influences on scrutiny and learning from others. The development session was focussed on improving the impact of scrutiny in the context of the Future Generations Bill in particular. In terms of next steps a follow up event is expected in order to reflect on the workshop and difference made, but there were some immediate points that emerged:

- need to feed in some of the 'future risks' issues into the work planning conference as possible inquiry topics
- need to develop a short checklist that ensures future risks / future generations issues can be considered as part of inquiry scoping
- look at having a 'people centred' inquiry that looks at the combined impact of a range of issues on a typical household
- explore the option of undertaking scrutiny as a one day 'commission' involving range of stakeholders and the public
- finally, if last year was about introducing new arrangements, this year about bedding them down, next year should be about ensuring impact

The workshop was supported by the Welsh Local Government Association (WLGA) and run by PwC and Netherwood Sustainable Futures. This is part of a package of work that is being delivered as the City & County of Swansea is the pilot authority for the WLGA on Sustainable Development.

Are we scrutinising school improvement effectively?

(Lead: Councillor Jennifer Raynor)

The Schools Performance Scrutiny Panel are evaluating their year's work to start planning for the coming municipal year. They will look at what has gone well, what has not gone so well, and whether they are focussing on the right issues and identify learning points from the year. The purpose of this will be to continually improve how the Panel scrutinise the work education services in Swansea. The Panel's next step will be to start thinking about what the key issues might be over the coming twelve months to ensure they are making the most of the time they have to examine this subject.

The waiting list for social housing

(Lead: Councillor Terry Hennegan)

One of the scrutiny working groups held recently focussed on exploring the idea of introducing a single waiting list for social housing in Swansea that covers the Council and all Registered Social Landlords (RSLs). Following a meeting about the feasibility of this change it was accepted that it would not be desirable to push forward with the development of a single housing waiting list at this time however the focus should be on ensuring there can be as swift a process for housing applicants for obtaining housing that meets their needs. The Cabinet Member for Wellbeing has now provided a response to the views and recommendations made by the Working Group and has agreed that these will improve methods of accessing social housing for those that need it and also improve the information available to Councillors on the issue. This includes:

- making the development of a common method of accessing social housing in Swansea a priority for the Housing Service
- encouraging RSLs to ensure that council officers are informed in advance of when their waiting lists will be closed and also informed when they will be re-opened and for what period of time
- reviewing and improving the information that is provided to Councillors about the role of RSLs and their allocation criteria

Following up previous inquiry reports

Over the last year six Scrutiny Inquiry reports have been published and presented to Cabinet. After a scrutiny report is presented Cabinet is then required to formally respond to the recommendations made to it within three months. This would entail a report back to Cabinet from the relevant Cabinet Member(s) with a view on the recommendations to inform the cabinet decision, together with a draft action plan. Four of the six Inquiry Reports have been responded to, resulting in 86% of recommendations being fully accepted with a further 7% being accepted in part. Following up on this work is an important part of the scrutiny process - to check that actions agreed by cabinet have been carried out in response to scrutiny recommendations, and assess the impact made. Arrangements will be made for each of the Inquiry Panels to reconvene for the purpose of follow up and this is likely to happen between six and twelve months from the cabinet decision, whatever is the best time to evaluate the difference made. It is envisaged that Inquiry Panels will use the opportunity to follow up by not just receiving a progress report from the relevant cabinet member(s) but by engaging more widely with those involved in the inquiry and others to obtain a better picture of improvement.

And the survey says...

(Lead: Councillor Mike Day)

Around 60% of non-executive councillors completed the annual councillor scrutiny survey. The results were considered by the Scrutiny Programme Committee as part of its annual work programme review. Some of the headlines from the results are:

- 72% agreed that the scrutiny arrangements were working well
- 87% agreed that scrutiny works in a cross cutting fashion and not restricted to departmental silos
- 90% agreed that non-executive members have good opportunities to participate in scrutiny

Connect with Scrutiny:

Room 3.3.7, Civic Centre, Swansea. SA1 3SN (Tel. 01792 637732)

Web: www.swansea.gov.uk/scrutiny

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