

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 1 - Civic Centre

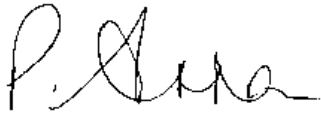
On: Monday, 7 July 2014

Time: 4.30 pm

AGENDA

	Page No.
1 Apologies for Absence.	
2 Disclosures of Personal & Prejudicial Interest.	1 - 2
3 Prohibition of Whipped Votes and Declaration of Party Whips.	
4 Minutes: To approve and sign as a correct record the Minutes of the Scrutiny Programme Committee held on 9 June, 2014.	3 - 8
5 Cabinet Member Question Session - Opportunities for Children & Young People Portfolio (Councillor Mitchell Theaker attending).	9 - 21
6 Progress Report - Local Service Board Scrutiny Performance Panel (Councillor Mike Day).	22 - 24
7 Scrutiny Work Programme 2014/15. a) Committee Work Plan b) Progress of Panels / Working Groups	25 - 48
8 Membership of Scrutiny Panels and Working Groups.	49 - 50
9 Scrutiny Letters: a. Letter to/from Cabinet Members for Place and Regeneration (Historic Buildings Scrutiny Working Group Meeting – 3 February 2014).	51 - 67
10 Forward Look (Cabinet Business) - Opportunities for Pre-Decision Scrutiny.	68 - 81
11 Scrutiny Dispatches - July 2014.	82 - 85
12 Date and Time of Future Meetings for 2014/15 Municipal Year (all at 4.30pm except where noted):	

8 July 2014* 3.00pm	27 October 2014	16 February 2015
4 August 2014	24 November 2014	16 March 2015
1 September 2014	22 December 2014	13 April 2015
29 September 2014	19 January 2015	



Patrick Arran
Head of Legal, Democratic Services & Procurement
Date Not Specified

Contact: Democratic Services – Tel: (01792) 637292

SCRUTINY PROGRAMME COMMITTEE (16)

Labour Councillors: 11

A M Cook	J E C Harris
D W Cole	T J Hennegan
J P Curtice	A J Jones
N J Davies	R V Smith
V M Evans	M Thomas
P Downing	

Liberal Democrat Councillors: 3

A M Day	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	
Sarah Joiner	
Councillor RA Clay (Gypsy & Traveller Site Meetings Only)	

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

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.

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 1 - CIVIC CENTRE ON MONDAY, 9 JUNE
2014 AT 4.30 PM

PRESENT: Councillor A M Day (Chair) Presided

Councillor(s)	Councillor(s)	Councillor(s)
A M Cook	P Downing	P M Meara
A C S Colburn	E W Fitzgerald	R V Smith
D W Cole	J E C Harris	M Thomas
J P Curtice	T J Hennegan	
N J Davies	J W Jones	

Co – opted Member:

D Anderson - Thomas

Officers:

N Havard - Directorate Lawyer
B Madahar – Scrutiny Co-ordinator
J Tinker - Democratic Services Co - ordinator

6 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor A J Jones and S Joiner.

7 **DISCLOSURES OF PERSONAL & PREJUDICIAL INTEREST.**

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interest was declared:-

Councillor M Thomas – personal – Minute No 20 – Scrutiny Letters – 3 Feb, 7 April, 28 April and 12 May – wife works for the authority in adult social services – have dispensation from Standards Committee.

8 **PROHIBITION OF WHIPPED VOTES AND DECLARATION OF PARTY WHIPS.**

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

9 **MINUTES.**

RESOLVED that the minutes of the Scrutiny Programme Committee held on 14 April 2014 and 8 May 2014 be agreed as correct records.

10 **ROLE OF COMMITTEE (INCLUDING TERMS OF REFERENCE).**

The Chair presented a report to ensure understanding about the role of the Scrutiny Programme Committee. The role of the Programme Committee and Scrutiny Conveners was outlined. The terms of reference were attached as an appendix.

Key issues arising for future discussion:

- Developing the relationship between SPC and conveners (in particular Inquiry Panel conveners) and mechanism for reporting progress.
- Developing appropriate and effective training for chairs / conveners / members

It was stated that the Scrutiny Annual Report (which is due to come to the Committee in August) should be scheduled for Council to enable discussion and view from council about activities, effectiveness and impact of scrutiny over the last 12 months.

RESOLVED that

- (1) the committee give further consideration to the issues noted above.
- (2) the Scrutiny Annual Scrutiny Report be submitted to Council following consideration by the committee

11 **SCRUTINY WORK PROGRAMME 2014/15.**

Reflecting on the recent work planning conference the committee reviewed the scrutiny work programme and considered any new work in addition to existing activities.

The Chair presented the report which included a plan for future Committee meetings as well as panels and working groups. A discussion took place regarding proposed topic areas for Inquiry Panels and Working Groups.

The committee agreed that all scrutiny activities must have a focus, and thinking about what impact / difference scrutiny can make should guide choices about what work should be undertaken. It was acknowledged that a clear brief would need to be agreed and provided to Panels / Working Groups before they commence any work.

It was clarified that Working Groups although billed as a 'one-offs' may generate ideas about an in-depth inquiry which can then be considered by the committee as future work.

The committee also asked about the departmental review of Education Inclusion / EOTAS Service as the committee had agreed to suspend its own Scrutiny Inquiry Panel to allow the departmental review to be concluded. The committee awaited the outcome of the review to guide any future scrutiny activity. Members asked to see the Terms of Reference of the departmental review to clarify what review is looking at and to be able to communicate any messages about this topic to those interested to know what's going on with the scrutiny, and the current position.

It was also noted that Planning Services Working Group was meeting on 10 June and depending on the discussion and will consider whether there is a need for further scrutiny of this service.

RESOLVED that:-

- (1) further information on the following proposed topics for Inquiry Panels be presented to the committee to aid prioritisation and selection:
 - Governance in Schools
 - Corporate Culture / Cooperative Council
 - Mental Health Services
- (2) the plan for future committee meetings be accepted.
- (3) Cabinet Members be asked to provide a short written report ahead of each committee questions session in relation to portfolio activities and achievements and impact in order to provide a focus for questions.
- (4) a progress report from the convener of the Local Service Board Scrutiny Performance Panel be added to the committee work plan.
- (5) the following Working Group topics be given as priority
 - Corporate Building and Property Services
 - Sustainability
- (6) the chair of the committee meet with the convener of the Wellbeing Scrutiny Performance Panel to discuss issues raised about the remit and workload of the Panel.
- (7) the committee be provided with the Terms of Reference of the departmental review of Education Inclusion / EOTAS Service.

12 **MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS.**

The Chair presented a report regarding changes to the membership of the Schools Performance Panel, Wellbeing Performance Panel and Service Improvement and Finance Performance Panel. Further verbal amendments were made.

RESOLVED that the following membership changes be approved:-

Schools Scrutiny Performance Panel

REMOVE Councillor Jennifer Raynor
ADD Councillor Penny Matthews and Robert Smith

Appoint Fiona Gordon as convenor

Following this change the revised Panel membership will be 13 Councillors, as detailed in the report with the addition of Councillor Robert Smith.

Wellbeing Scrutiny Performance Panel

REMOVE Councillor Ann Cook
ADD Councillor David Lewis

Following this change the revised Panel membership will be 16 Councillors, as detailed in the report.

Service Improvement and Finance Scrutiny Performance Panel

REMOVE Councillors David Lewis and Robert Smith
ADD Councillors Phil Downing, Joe Hale and Jennifer Raynor

Following this change the revised Panel membership will be 13 Councillors, as detailed in the report.

13 **SCRUTINY LETTERS:**

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

- a) Letter to/ from Cabinet Member for Wellbeing (Wellbeing Performance Panel Meeting - 3 February 2014).
- b) Letter to/from Cabinet Member for Wellbeing (Wellbeing Performance Panel Meeting – 17 March 2014).
- c) Letter to/from Cabinet Member for Wellbeing (Wellbeing Performance Panel Meeting – 7 April 2014).
- d) Letter to/from Cabinet Member for Wellbeing (Wellbeing Performance Panel Meeting – 28 April 2014).

The committee picked up on the Panel's concern and interest in a discussion prior to decisions about consultations on the future delivery of Adult Services. The committee were happy for the Panel to undertake any pre-decision scrutiny on this matter.

e) Letter to/from Cabinet Member for Wellbeing (Wellbeing Performance Panel Meeting – 12 May 2014).

The committee picked up on the Panel's concern about the quality and accuracy of financial information provided to it pertaining to the Community Alarm Service, and need for further detail. The committee will keep an eye on this and if there is still concern the convener should refer this to the committee to consider taking up with the Cabinet Member.

f) Letter to/from Cabinet Member for Place (Committee Meeting – 17 February 2014).

It was agreed to send a further letter to the Cabinet Member given issues relating to waste management, public transport and the Blue Badge Scheme.

g) Letter to/from Cabinet Member for Regeneration (Committee Meeting – 17 March 2014).

RESOLVED that the actions noted above in relation to the letters be agreed.

14 **IMPROVING THE IMPACT OF SCRUTINY.**

The Chair submitted a report which set out proposals on how scrutiny could improve its impact over the next 12 months. An action plan summarising the proposals were detailed in Appendix A of the report. It was stated that a new report template had been developed as shown in Appendix B, which allowed the Cabinet member to show for agreed recommendations what work is already going on and what will be new. A revised follow up report template for Cabinet was attached at Appendix C. Approaches to improving impact were identified in the report. It was proposed that the content for the Council's forward look document be included in the papers for Scrutiny Committee to consider opportunities for pre-decision scrutiny.

The committee agreed that the focus should be on impact and the need for an appropriate methodology to collect evidence about, measure and demonstrate the impact of scrutiny, learning from approaches such as Results Based Accountability and Return on Investment.

The committee agreed that it was important that scrutiny activity considers what we are seeking to change, and relevant measures that can be monitored. Inquiries provided the greatest opportunities for impact so many of the actions focused on the different inquiry stages, scoping, reporting, and follow up.

RESOLVED that the proposals summarised in the action plan be endorsed.

15 **PROTOCOL FOR CO-OPTION.**

The Chair presented a report which sought agreement on a protocol for co – option to ensure a consistent approach across Panels and Working Groups. A proposed protocol that Scrutiny Panels and Working Groups adopt was set out in the report.

The chair stated that it was important to remember that there were different ways of engaging people in the work of scrutiny. He stated that there should be a strong case for co-opting someone, who rather than giving evidence, would work alongside scrutiny members to carry out the scrutiny. It was felt that it was important that the work of scrutiny was advertised well to ensure public were aware of work and opportunities to get involved.

RESOLVED that this protocol be endorsed and shared with conveners to ensure awareness.

16 **SCRUTINY DISPATCHES - JUNE 2014.**

The Chair reported the draft Scrutiny Dispatches for agreement and submission to Council on 15 July 2014. The Chair stated that he was still waiting for a response from the Presiding Member regarding the request to give members the opportunity to ask questions in respect of the Scrutiny Dispatches report for Council.

RESOLVED that the contents of the report be agreed and submitted to Council on 15 July 2014.

17 **GOOD SCRUTINY? GOOD QUESTION! - AUDITOR GENERAL FOR WALES IMPROVEMENT STUDY: SCRUTINY IN LOCAL GOVERNMENT.**

The Auditor General for Wales Improvement Study: Scrutiny in Local Government entitled "Good Scrutiny? Good Question!" was submitted for information and awareness at this stage. The chair stated that a report would be brought to a future meeting to discuss the report in detail, identify learning points and consider implications for scrutiny practice in Swansea. It was important to address the recommendations which the report makes.

RESOLVED that this study be noted.

18 **DATE AND TIME OF FUTURE MEETINGS FOR 2014/15 MUNICIPAL YEAR:**

The dates and times of future meetings for 2014/15 Municipal Year were submitted for information.

The meeting ended at 5.55p.m.

CHAIR

Report of the Chair

Scrutiny Programme Committee – 7 July 2014

CABINET MEMBER QUESTION SESSION

Purpose	To enable the committee to question Councillor Mitchell Theaker on his work, having specific responsibility and accountability as the Cabinet Member for Opportunities for Children & Young People.
Content	Councillor Theaker 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 Mitchell Theaker 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 Opportunities for Children & Young People.

2. Opportunities for Children & Young People Portfolio

- 2.1 According to the Council Constitution the Opportunities for Children & Young People portfolio includes the following areas of responsibility:

- a. Workways / Beyond Bricks & Mortar (these projects aim to support people in finding work experience, training and employment)
- b. Play and Youth Service
- c. Youth Offending Service

2.2 The Cabinet Member has provided a short report on the 'headlines' from his work, focusing on priorities, actions, achievements and impact. (**Appendix 1**).

3. Approach to Questions

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

- portfolio objectives
- specific activities and achievements, progress against policy commitments, key decisions taken, and impact / difference made
- headlines with regard to the performance of services within the portfolio
- key targets to measure 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 ahead (e.g. resources / budget)
- engagement with scrutiny on portfolio issues

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. Previous Correspondence with Councillor Theaker

4.1 The previous question session with Councillor Theaker took place in July 2013. The resulting letters to / from the Cabinet Member are attached for background information to remind the committee of the issues that were discussed then and the response provided. The committee may wish to use the previous meeting as a reference point and follow up accordingly. The letters are **appended** to this report.

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

26 June 2014

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Mitchell Theaker - Cabinet Member for Opportunities for Children and Young People

Scrutiny Programme Committee

Headline work

UNCRC

- Report on UNCRC passed through Swansea Council and launched.
- Under new director Chris Sivers task and finish groups set up with Implementation Group and Advisory Group made up of key partners.
- Through these groups a first draft Children's Rights Scheme has been drawn up which if approved will be sent out for consultation.
- Numbers of schools involved in Unicef's Rights Respecting programme have continued to grow.

Youth Offending Service

- Merger discussions have been completed and the first meeting of the new merged Youth Offending Services has taken place.
- The Lead Authority for the YOS is Bridgend with local management boards soon to be disbanded.
- A single service manager will need to be appointed and final structures confirmed.
- This has been a lengthy and very difficult process started because of the success of individual services which could be even stronger combined.

Fair Credit

- There has been significant progress in this area both through work done with officers and work done with the public.
- Full Council made a commitment to the campaign against pay day loan companies.
- The Council will soon be launching a robust public awareness drive including posters, door stickers, emergency contact magnets and press.
- A number of events and meetings have taken place including lobbying events with Ministers and awareness drives of the public.
- A full review is currently underway of the Credit Union and the support the council offers to ensure we are offering the most efficient service possible.

Youth Support Services

- The Youth Support Services has progressed significantly over the past year with Estyn offering praise for the new targeted approach and the vision for the future.
- The rebrand of the Youth Support Services as 'Evolve' has been completed and a refit of some clubs has taken place.
- The position of Opportunities Officer has been in place for just under a year and this role has responsibility for coordinating the number of opportunity programmes the Youth Support Services offer and to ensure their sustainability.
- The LGBT youth club has formally launched and has been running successfully.

Stonewall Cymru

- Swansea has been included for the first time in the LGBT employer index as a best practice employer. This has come with a significant amount of recommendations that need to be implemented for us to improve support for our employees and rise up the rankings.
- Stonewall will be launching their Wales wide education programme in Swansea from September to ensure that our schools support LGBT children and young people.

Play Service

- Welsh Government provided finance at the end of the last financial year to all Welsh Councils in implementing phase two of the Play Sufficiency requirement this has been used to support small community groups to host play provision and for smaller pieces of play equipment.
- I have been holding discussions with the Planning Department around placing emphasis on play provision in planning reports.
- Funding for 5 play areas amounting to £300k has been allocated to parks without Target or Communities First areas.
- A number of skate satellite facilities have been opened across the city and county.
- Play Streets has been successful in the areas it has been working and capacity building work is currently underway to ensure the hosting can be handed over and a new area for pilot will soon be selected in Castle Ward.

Other items of work have included:

- Reviews of the Enterprise Officers employed by the Council and managed by Gower College.
- Work with the Job Centre around ensuring Young People get the best service.
- Work around reconfiguration of the Poverty and Prevention Service.
- Work around the Living Wage in Swansea with the two Universities.
- Setting up a Food Bank in Swansea East.
- Work around the Swansea Skills Campus.
- Work with the West Glamorgan Youth Theatre
- Work with Show Racism the Red Card.
- Wrk with the Student Liaison Forum



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor Mitch Theaker,
Cabinet Member for Opportunities
for Children & Young People**

BY EMAIL

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Overview & Scrutiny

01792 637257

scrutiny@swansea.gov.uk

SPC/2013-14/2

29 July 2013

Dear Councillor Theaker,

Cabinet Member Question Session – 8 July

Thank you for your attendance at the Scrutiny Programme Committee on 8 July 2013 and answering questions on your work as Cabinet Member for Opportunities for Children & Young People.

Acting as a 'critical-friend' I was pleased that the committee was able to explore your portfolio responsibilities, what you have done as cabinet member, your measures of success, and what you hope to achieve over the next 12 months, as well as future challenges. Your knowledge and enthusiasm for your work was clearly evident and we could see that you are a good champion for children & young people.

I 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.

Portfolio Responsibilities:

You explained that there have been significant changes to your portfolio responsibilities since your appointment as cabinet member, recognising that barriers to existing opportunities needing to be tackled as well as creating opportunities. We understand that these changes have resulted from a wider review of portfolio responsibilities which will be reported to council.

Cont'd...

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

CITY AND COUNTY OF SWANSEA / DINAS A SIR ABERTAWE

CIVIC CENTRE, SWANSEA, SA1 3SN / CANOLFAN DDINESIG, ABERTAWE, SA1 3SN

Page 14
www.swansea.gov.uk

You clarified that you were now dealing with issues including NEETS (focus on 18-24 age group), youth participation, the implementation and implications of the United Nations Convention on the Rights of the Child (UNCRC), Community Cohesion (development of strategies on hate crime, domestic abuse, anti-social behaviour), and campaigns to raise awareness of the effects of payday loans and alternatives (recognising that many young people are vulnerable to such services).

We recognised that you have a very broad portfolio but that you had specific priorities. You clarified that your work was about ensuring that services were universal across Swansea but with evidence based targeted approaches, for example the play service, and youth service.

Play Opportunities:

We asked about what had been done in response to the new legal duty on authorities to assess the sufficiency of play and recreational opportunities for children in the area, and plans for improvement. We noted findings from the independent survey carried out by Swansea University and assessment of services which suggested that provision was good. You explained that there was no funding until 2014 from the Welsh Government to support improvement plans so this year was about low or no cost measures. We welcomed efforts to improve the Play Service website so that it provides clearer information about local provision across Swansea. You highlighted the need to bridge the gap between play and youth for those that are somewhere in the middle and the play assessment would help to identify opportunities.

Another idea which we were impressed with was the concept of 'play streets', which you stated was amongst initiatives being looked at – that is, to close down a street for a set time in order to allow children to play safely on their own street with friends who live nearby, protected from road vehicles. Experiences elsewhere suggested positive feedback and you talked of developing a pilot scheme in Swansea which if successful might attract funding in order to roll out across communities. We were enthusiastic about this initiative and would encourage you to engage with all councillors to identify possible 'play streets' and promote this. Clearly we would need to consider the set up costs and ensure that this can be sustainable.

The Committee asked whether thought had been given, in the longer term, to establishing 'home zones'. This involves making physical alterations to streets and roads in an area to strike a balance between vehicular traffic and everyone else who uses the street – one of the benefits being a safer environment for children to play. You stated that you had looked at the Poynton shared space road scheme but would find out more about the 'Home Zone' concept.

Cont'd...

Childcare:

You stated that you would welcome scrutiny to look at childcare provision across Swansea. You referred to results of an audit and survey that was carried out recently which confirmed concern about the both availability and cost of childcare in Swansea and impact on access to education, employment and training. Although you were looking to see what improvements could be made, e.g. crèche facilities at colleges, you asked whether scrutiny could carry out work to unpick the issues and come up with ideas about how the local authority could help solve the problem and to overcome barriers. We agreed that this topic would be considered in the future scrutiny work programme.

Youth Support Services:

You informed the committee that following a recent Estyn report you were taking a fresh look at the Youth Support Service, including mapping of provision, whether delivered by the council or not e.g. voluntary / independent. We welcomed the fact that this would enable provision across electoral divisions to be seen. We would be grateful to receive information about the audit which has been carried out.

You also stated that one of your priorities was to review youth club provision. You were clear that some key decisions needed to be taken that would involve the consolidations of youth services e.g. the transfer of provision from Birchgrove to Stadwen. However you should be mindful of the impact such decisions might have on access to services e.g difficulties with mobility / public transport provision faced by service users.

It was clear that you wanted to develop robust management structures and a clear vision and direction about the service. You were also working with SCVS to review service level agreements in relation to non-council provision to see how we can best work together on youth support services, and review the support we offer to see if it is effective and helping support our vision. It is important that we develop an outcomes focus and accountability for such funding.

UNCRC:

I attended the excellent 'My Life, My Rights, Your Hands' conference held on 5 July at the Liberty Stadium on UNCRC which was led by pupils from primary schools aiming to give adults a unique insight into how school life can be improved by ensuring children's rights are respected - offering adults the chance to learn about how the UNCRC can feature in everyday school life. The Committee was aware that you were intending to take a report to Cabinet on the Rights of Children & Young People about a duty on the authority to have due regards to the UNCRC when making any decision concerning children & young people. We would welcome the opportunity to undertake pre-decision scrutiny of your report and will be contacting you separately for your advice about practical implications and how this can be achieved.

Cont'd...

Schools:

We were pleased to hear about your efforts on the idea of opening up schools to communities so that play facilities / equipment, which otherwise would be locked away during the summer, can be accessed. This could be valuable asset for communities but suspect there are obstacles that would need to be overcome.

You stated that you were looking to identify a pilot school(s), possibly with teachers paid to act as play rangers to supervise the use of school facilities, and would investigate possible funding sources to progress this. Could you confirm which schools were being approached to participate in the pilot? We would support any initiatives that would see greater utilisation of schools for community benefit.

Finally we asked about your success measures and what you were hoping to achieve over the next 12 months. This would be something that the Committee would be interested to follow up at your next question session. You referred to achievement against the policy commitments adopted by Council last July as measures of success, such as promoting youth citizenship and embedding of UNCRC across the council. You also hoped to make progress with regard to a 16-20 core pledge in relation to NEETs, a successful merger of youth offending services; completing the rebranding of the youth service, the development of a hate crime strategy; effective payday loan campaigning (including seeking a commitment from local media not to advertise such services).

Summary of Suggested Action:

- a) engaging with all councillors to identify possible 'play streets' and promotion.
- b) looking into the 'Home Zone' concept
- c) providing information about your audit of Youth Support Services
- d) confirming which schools were being approached to participate in the pilot to open up play facilities / equipment for community use
- e) facilitating pre-decision scrutiny of your report to Cabinet on Rights of Children & Young People

I look forward to your reply to our comments and response to issues raised and recommendations made. It would be helpful to receive your reply to this letter by 27th August so that it can be included in the agenda of our next Committee meeting taking place on 2nd September.

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

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

Cllr Mitchell Theaker

01792 637428

E-Mail / E-Bost:
Our Ref / Ein Cyf:

mitchell.theaker@swansea.gov.uk

MT/JW

Your Ref / Eich Cyf:

Date / Dyddiad:

29 August 2013

Dear Councillor Day

Thank you very much for your letter outlining the view of scrutiny after my attendance. I am grateful to the Committee for their invitation and for showing great enthusiasm for my portfolio responsibilities. I have found since being in my position that most members take a very high level of interest in my portfolio and its responsibilities which has offered a high level of informal scrutiny from the beginning.

I believe that we have come a very long way in the past year in terms of supporting our children and young people and I am even more enthused about our plans for the future. This Council has truly placed children and young people at the core of its work and I am pleased that it seems so many members act as champions for our CYP.

Since May 2012, when this Cabinet came into being, we have seen a significant leap in the work done for our children and young people. Our Youth Support Service has grown into being strong and focussed, we've introduced play streets, increased funding for play areas, started the regionalisation of the Youth Offending Service and coordinated a strong anti-pay day loan campaign.

We've opened a new Morriston Youth Club, a new Youth Club for Lesbian, Gay, Bisexual and Transgender young people, and we've commissioned Stonewall Cymru to run anti-homophobia workshops in every one of our schools and to turn the City and County into an exemplar LGBT employer.

COUNCILLOR/Y CYNGHORYDD
MITCHELL THEAKER
CABINET MEMBER FOR OPPORTUNITIES FOR CHILDREN & YOUNG PEOPLE
AELOD Y CABINET DROS GYFLEOEDD I BLANT A PHOBL IFANC

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CITY AND COUNTY OF SWANSEA

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Page 2

Show Racism the Red Card has successfully delivered its first round of workshops which reached over 1,390 pupils, and never before have we had such a radical and successful version of a Youth Council as we've seen in the Big Conversation.

I believe this administration should be very proud of what it has achieved so far, but nothing should make us more proud than our unprecedented commitment to the United Nations Convention on the Rights of the Child (UNCRC). As you mentioned in the scrutiny letter, you attended the launch of our Rights Respecting Schools commitment which we hope will eventually see the UNCRC firmly embedded as the framework for education in every one of Swansea's schools. It will mean that the entire ethos of the school will be rights based, and our City and County may one day be one where every single child grows up knowing and understanding their rights. This is surely one of the best opportunities we can provide.

I have outlined below some initial responses to the specific points raised in the letter and I hope to get all of the requested information to you as soon as possible.

Portfolio Responsibilities:

As intended from the outset, my portfolio responsibilities are very broad and flexible. I am very pleased that it is so heavily supported by members, and I believe that its existence has allowed the prioritisation of issues that might otherwise not have been placed in a more silo based cabinet.

Play:

I am pleased with the work that has been done around the play sufficiency assessment and I am particularly eager to see how this will progress in the future with the Welsh Government.

It is also pleasing to hear of the support for the Play Streets initiative which has been a great success so far. I agree with the recommendation of the Scrutiny Committee that the future development of the programme should be done with local Councillors.

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CITY AND COUNTY OF SWANSEA

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Page 3

As per the recommendation, I will also ensure that I gain a firm grounding of Home Zones. I am happy to report back to scrutiny on the viability of such projects in Swansea if desired.

Childcare:

It is my firm belief that one of the biggest barriers to education and opportunity in Swansea is the availability of affordable and accessible childcare. I am therefore very grateful that the Scrutiny Committee has suggested that it could be an avenue of inquiry.

Youth Support Services:

The Youth Support Services have come a very long way in the past year or so. The principles and vision for the service were quickly set out and agreed by the new administration and it was given firm political commitment from the beginning.

Reports are being finalised on the current provision both from the core service and from 3rd sector partners. From these reports there may be clear recommendations for changes to better our service, and any changes will be made with full consideration to our Young People and the UNCRC.

UNCRC:

As stated in the letter, members are aware that a report that seeks to embed the UNCRC in the Council Policy Framework has been written and will soon be presented to members.

It was initially envisaged that the report would need to go to Cabinet first, and as such I agreed that the Cabinet Member for Learning and Skills and I would attend a present the paper to a pre-decision scrutiny meeting. It has come to light that as decisions around the policy framework are for Council only, the report will no longer be going to Cabinet first and therefore, from my understanding, pre-decision scrutiny would not be applicable. However, as suggested by the committee, I will gladly send a pre-briefing to members before Council

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Page 4

Schools:

We also discussed the task of opening up schools to the local community and turning them into true community hubs. This is work that is being carried out by various Cabinet Members and my focus is specifically on play. As mentioned, we will be piloting a play rangers scheme in some of our schools which will open up the playgrounds for children after school. I will be sure to get the relevant information of which schools are being contacted back to scrutiny as soon as possible

My priorities and goals:

These are set around the delivery of the manifesto we were elected on and the policy commitment of the Council entitled 'Standing up for Swansea.' I have clear set goals within this which I work from.

Thank you again for inviting me to the committee. If there are further questions or I have missed something from my response then please feel free to contact me.

With the kindest regards,



Mitchell Theaker

**Cabinet Member for Opportunities for Children and Young People
Councillor for Cockett Ward**

**COUNCILLOR/Y CYNGHORYDD
MITCHELL THEAKER
CABINET MEMBER FOR OPPORTUNITIES FOR CHILDREN & YOUNG PEOPLE
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Agenda Item 6

Report of the Chair

Scrutiny Programme Committee – 7 July 2014

SCRUTINY PERFORMANCE PANEL PROGRESS REPORT – LOCAL SERVICE BOARD

Purpose	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will attend the committee on a regular basis to provide a progress report, updating the committee on headlines from their Panel's work and impact. This report focuses on the Local Service Board Scrutiny Performance Panel.
Content	Councillor Mike Day, convener of the Performance Panel, will update the committee on the work of the Panel and progress.
Councillors are being asked to	<ul style="list-style-type: none">• Consider the progress report• 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 Local Service Board Scrutiny Performance Panel is one of four Performance Panels that have been established by the committee. Whilst the work of Inquiry Panels leads to the production of a final report with conclusions and recommendations for cabinet based on evidence gathered on a specific issue, the work of Performance Panels represents regular monitoring of particular services.
- 1.2 Performance panels are expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services. This correspondence is published within committee agendas to ensure awareness of Panel activities and enable the committee to comment on the matters raised and cabinet member responses, as well as to ensure visibility across the council and public.

- 1.3 The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panels Conveners will therefore attend the committee throughout the year to provide a progress report to enable a more detailed discussion on the work of each Panel, achievements, effectiveness and impact. The committee may also need to consider any issues arising from Panel activities which may have an impact on the overall scrutiny work programme.
- 1.4 This report focuses on the Local Service Board Scrutiny Performance Panel. Councillor Mike Day, convener of the Panel, will be present to provide a progress report. To focus the discussion, a short written report is attached as **Appendix 1**.

2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

26 June 2014

Legal Officer: Nigel Havard
Finance Officer: Carl Billingsley

Local Service Board Scrutiny Performance Panel Update

1. Remit of the Panel

The overarching purpose of the panel is to consider: *What difference is Swansea Local Service Board (LSB) making for citizens?*

The remit of the Panel includes only the activities of the Local Service Board as a partnership and excludes scrutiny of individual partner organisations.

2. Introduction

The LSB is responsible for tackling some of the major problems that impact on the citizens of Swansea, including domestic abuse, adult qualifications, economic inactivity, debt, preventable early deaths, life expectancy, older people's independence.

The LSB includes Swansea's main public service providers as well as representatives of the voluntary and business sectors and a representative of the Welsh Government. Its purpose is to make sure that decision makers work together to tackle the issues that matter for Swansea. It is essential that the LSB is subject to the same level of scrutiny as all other aspects of the Council's work. The aim of the Panel will be to see how much of a difference the LSB is actually making to the well-being of the people who live and work in Swansea. Partnership working on this scale takes a lot of time and effort and relies on goodwill from participating organisations, so the Panel hopes to be able to support and assist this important work by acting as a critical friend and helping to make improvements to the way things are done.

3. Progress so far

The Panel is in its development stage and is using its initial meetings to understand how the LSB works and to understand how the partners are contributing to its objectives. Meetings so far have focussed on understanding the One Swansea Plan and the LSB's Delivery Statement which sets out the 21 priorities that it aims to tackle. The Panel has also had sessions with the Centre for Public Scrutiny to enable them to develop knowledge of current LSB scrutiny principles and practice.

4. Future Work Programme

The Panel is currently meeting on a bi-monthly basis. During its next meetings in July and September the Panel will be meeting with members of the LSB Executive Board (i.e. the statutory partners which include the Council, AMBU Health Board, South Wales Police, Swansea Council for Voluntary Services and the Welsh Government) in order to:

- Develop an understanding of the role of each organisation in delivering the LSB priorities
- Learn about key successes
- Learn about key challenges
- Seek ideas for possible items to include in the Panel's work plan.

Following this the Panel will be in a position to agree its work plan for the rest of the year.

5. Action required by the Scrutiny Programme Committee

None.

Report of the Chair

Scrutiny Programme Committee – 7 July 2014

SCRUTINY WORK PROGRAMME 2014/15

Purpose	This report explains the background and purpose of the scrutiny work programme, and current position of all scrutiny activities. The report helps the committee to manage the work of scrutiny to ensure that the work programme is as effective as possible. The report also presents some proposals for agreement.
Content	The scrutiny work programme is attached which refers to work currently active, showing progress with the established Scrutiny Panels and Working Groups. A work plan timetable for future committee meetings is also included.
Councillors are being asked to	<ul style="list-style-type: none"> • accept or make changes to the committee's work plan timetable, and plan for the meetings ahead (<i>Appendix 1</i>) • review progress of established Panels and Working Groups (<i>Appendix 2 & 3</i>) • identify a new topic for Inquiry • agree proposals for future Working Groups
Lead Councillor	Councillor Mike Day, Chair of the Scrutiny Programme Committee
Lead Officer	Dean Taylor, Director – Corporate Services
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

1.1 The Scrutiny Programme Committee is responsible for developing the Council's scrutiny work programme, and managing the overall work of scrutiny to ensure that it is as effective as possible.

1.2 The broad aims of the scrutiny function are 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

1.3 At the same time the committee must 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

1.4 The scrutiny work programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

2. **Methods of Working**

2.1 The work of scrutiny is undertaken primarily in three ways – through the committee itself and by establishing informal panels (for in-depth activities) or one-off working groups:

- **Formal committee meetings** – as well as managing the overall work programme, the committee will focus on holding Cabinet Members to account by holding formal questioning sessions, and provide challenge on specific themes over the course of the year - this may cover a broad range of policy and service issues. Matters considered at committee meetings will typically be ‘one-off’ opportunities for questions, which will result in the committee communicating findings, views and recommendations for improvement through chairs letters to cabinet members, and where appropriate by producing reports.
- **Informal panels** – Scrutiny panels are established, with conveners 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 helps to ensure that scrutiny can be 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 will agree an ‘Inquiry Brief’ before establishing any Inquiry Panel, which will outline the aim and key question that is to be explored. Inquiry panels will produce a final report at the end of the inquiry with conclusions and recommendations, informed by the evidence gathered.
 - b) **Performance Panels**: to provide in-depth monitoring and challenge for clearly defined service areas. Performance panels are expected to have on-going correspondence with

relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services.

- **Informal working groups** – Although the majority of scrutiny work is carried out through the committee and panels, the committee can also establish informal working groups of councillors. This supports flexible working where it has been agreed that a matter should be carried out outside of the committee but does not necessitate the establishment of a Panel. This method of working is intended to be light-touch – effectively a one-off meeting to consider a specific report or information, resulting in a letter to relevant Cabinet Member(s) with views and recommendations.

2.2 Non executive councillors who are not members of the committee have the opportunity to participate in panels and other informal task and finish groups. New panel topics, once agreed, are advertised to all non executive councillors and expressions of interest sought. The membership of panels and working groups is then determined by the committee. More than one political group should be represented on each panel / working groups. These bodies also need to be of a manageable size in terms of team working and effective questioning. A minimum of 3 members should be present at all meetings.

3. The Committee Work Plan

3.1 An up-to-date work plan timetable for committee meetings, based on the agreed work plan, is attached as **Appendix 1**.

3.2 The committee's own work plan will remain under constant review to ensure it is robust and effective. An updated work plan timetable will assist forward planning and help the committee to manage workloads and review progress made. Members should always review and confirm items for the next and future meetings giving specific consideration to who should attend and confirm expectations so that meetings are always well planned and prepared for, e.g. information required and key questions that the committee wishes to ask. The committee will have the opportunity to introduce issues of concern and review priorities, as and when they arise.

4. Scrutiny Panels and Working Groups

4.1 To facilitate monitoring of the overall scrutiny work programme **Appendix 2** provides a snapshot of the informal Panels and Working Groups that have been established by the committee.

4.2 **Appendix 3** provides a summary of progress with these current scrutiny activities.

- 4.3 For further information about the work of specific panels / groups a contact list of lead scrutiny members and officers is contained in **Appendix 4**.
- 4.4 At the last meeting the committee requested to see the Terms of Reference of the departmental review of Education Inclusion / EOTAS Service as the committee had agreed to suspend its Scrutiny Inquiry Panel to allow the departmental review to be concluded. The Chief Education Officer, Arwyn Thomas, has provided the Terms of Reference (**Appendix 5**). He has confirmed that it is anticipated that the departmental review will conclude towards the middle of July and that this has been discussed with the Schools Scrutiny Performance Panel. It will be up to the committee to determine whether and when the Inquiry Panel should reconvene for a meeting in order to consider the findings from the departmental review and whether any future scrutiny activity is necessary. The original Scrutiny Inquiry Panel Brief agreed by the committee in November 2013 is also appended for information (**Appendix 6**).

5. Future Work Planning

- 5.1 At the last meeting the committee considered feedback from the Scrutiny Work Planning Conference and discussed suggestions for future scrutiny topics and method of working in addition to existing activities.
- 5.2 The committee requested further information on the following proposed topics for Inquiry Panels to aid prioritisation and selection. In determining the topic the Committee should be specific about what it wants the inquiry panel to investigate and the intended impact of this work.

a) Governance in Schools

Some work has already been done to develop a draft brief for this topic. Possible areas of focus include:

1. How can the effectiveness of school governance be improved?
2. How can Council support for school governors be improved?
3. How can we encourage more people to become school governors?
4. How can school governors improve public and pupil engagement?

b) Corporate Culture / Cooperative Council

This topic will need further work however the following might be considered as a focus:

1. Should new models of corporate culture e.g. cooperative councils be applied in Swansea?
2. How can councillors positively influence culture?
3. How can changes to corporate culture help solve the challenges faced by the Council i.e. demand management, reduced resources and rising expectations?
4. How can we create an innovative approach across the Council?

c) Mental Health Services

The Council recently passed a motion supporting the Time to Change campaign that seeks to address mental health discrimination. An in depth inquiry could follow on from this namely:

1. What practical steps can the Council take to tackle mental health discrimination across Swansea?
2. How can the Council tackle mental health discrimination for its workers?
3. How does mental health discrimination affect Swansea?

Alternatively,

The effectiveness of the provision of mental health services to children and young people, especially with reducing resources and increased demand for CAMHS (Child & Adolescent Mental Health Services). An in depth inquiry could follow on from this namely:

1. How does the current provision of mental health services affect children and young people in Swansea?
2. What mental health services are on offer to children and young people in Swansea and how are they performing?
3. How effective is the multi-agency working in delivering such services, and, what can be done to improve that effectiveness?
4. What are the challenges for young people as they transition to adult service provision, and how effective is the support for young people in that process?

- 5.3 The committee agreed that all scrutiny activities must be focussed on the impact / difference they can make. It was acknowledged that a clear brief would need to be agreed and provided to Panels / Working Groups before they commence any work.
- 5.4 The committee is asked to agree the purpose of the proposed 'one-off' Working Groups identified before expressions of interest from scrutiny councillors are invited.

a) Corporate Building and Property Services

The relevant cabinet member / officer will be requested to provide a service briefing (what we do, why we do this, budget, performance, risk and challenges etc.) and assessment to enable scrutiny councillors to ask questions about the effectiveness of the whole service, and follow up specific issues already raised including cost of services / charges relating to schools and community centres.

b) Sustainability

The relevant cabinet member / officer will be requested to provide an assessment on current plans, priorities, activities and impact. This will enable scrutiny councillors to ask questions on how this work is impacting on policies, service delivery and planning, and consider whether the authority is planning longer term / being preventative / considering future generations. Councillors may wish to focus on specific future risks e.g. food security, climate change, energy supply.

c) Target Areas

The relevant cabinet member / officer will be requested to provide an assessment on progress with target areas work. This will enable scrutiny councillors to ask questions about achievements and the impact of the new approach.

d) Roads / Highway Maintenance

The relevant cabinet member / officer will be requested to provide a report covering service practices and procedures (e.g. dealing with pot holes), use of resources, prospects for improvement. This will enable scrutiny councillors to ask questions about the quality and effectiveness of highway maintenance and repair, and also issues relating to the relationship with utilities and strategic planning / co-ordination of works to minimise disruption to major access roads

e) Young Carers

The relevant cabinet member / officer will be requested to provide a report on young carers. This will enable scrutiny councillors to ask questions about the support available to young carers to minimise the impact on their personal development, education, employment and training.

5.5 Prioritisation of scrutiny activities is vital in view of limited scrutiny time and resources. Aligning the amount of scrutiny with available resources will help to sharpen the focus on the quality of scrutiny and impact. The committee should recognise that a limited number of panels and working groups can be supported in any given year, keeping a degree of flexibility to adapt to issues that may emerge during the year.

6. Monitoring the Work Programme

- 6.1 A report will be provided to each meeting to enable the committee to maintain an overview of all scrutiny activities to ensure that the work programme is co-ordinated and effective. In particular the committee will monitor progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility. Performance Panel conveners will be asked to attend the committee on a regular basis to provide updates and enable discussion.

7. Public Requests for Scrutiny / Councillor Calls for Action

- 7.1 None

8. Financial Implications

- 8.1 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.

9. Legal Implications

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

Background papers: None

Date: 26 June 2014

Legal Officer: Nigel Havard
Finance Officer: Carl Billingsley

Appendices:

- Appendix 1: The Committee Work Plan 2013/14
- Appendix 2: Scrutiny Activity Timetable
- Appendix 3: Progress of Panels and Working Groups
- Appendix 4: Scrutiny Councillor / Officer Leads
- Appendix 5: Departmental Review Terms of Reference - Review of provision to manage behaviour effectively and support young people to achieve
- Appendix 6: Original Education Inclusion Scrutiny Inquiry Panel Brief

Scrutiny Programme Committee – Work Plan

Standing Agenda Items:

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
Scrutiny Letters	<ul style="list-style-type: none"> To review scrutiny letters and Cabinet Member responses arising from all scrutiny activities
Scrutiny Dispatches	<ul style="list-style-type: none"> To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of key issues, findings and outcomes from scrutiny activities
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes
Cabinet Forward Work Programme	<ul style="list-style-type: none"> To ensure awareness of future cabinet business to consider opportunities for pre-decision scrutiny

Items for Specific Meetings:

Meeting	Reports	Purpose
7 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.
	<ul style="list-style-type: none"> Progress Report – Local Service Board Performance Panel 	<ul style="list-style-type: none"> Councillor Mike Day, Convener, to update on headlines from the Panel’s work and achievements
4 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"> Progress Report – Wellbeing Performance Panel 	<ul style="list-style-type: none"> Councillor Paxton Hood-Williams, Convener attending to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> Final Inquiry Reports: <ul style="list-style-type: none"> § Inward Investment § Public Engagement 	<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 2013/14, as required by the constitution
1 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
	<ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> Councillor Mary Jones, Convener attending to update on headlines from the Panel’s work and achievements.
29 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"> Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> Convener attending to update on headlines from the Panel’s work and achievements.
27 Oct	<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"> Progress Report – Wellbeing Performance Panel 	<ul style="list-style-type: none"> Councillor Paxton Hood-Williams, Convener attending to update on headlines from the Panel’s work and achievements.
24 Nov	<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 First - questioning on achievements / plans in this area
	<ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> Councillor Mary Jones, Convener attending to update on headlines from the Panel’s work and achievements.
22 Dec	<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"> Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> Convener attending to update on headlines from the Panel’s work and achievements.

19 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"> • Progress Report – Wellbeing Performance Panel 	<ul style="list-style-type: none"> • Councillor Paxton Hood-Williams, Convener attending to update on headlines from the Panel’s work and achievements.
16 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"> • Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> • Councillor Mary Jones, Convener attending to update on headlines from the Panel’s work and achievements.
16 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"> • Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> • Convener attending to update headlines from the Panel’s work and achievements.
13 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"> • Progress Report – Local Service Board Performance Panel 	<ul style="list-style-type: none"> • Councillor Mike Day, Convener, to update on headlines from the Panel’s work and achievements
	<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

To be scheduled:

<ul style="list-style-type: none"> • Final Inquiry Reports: <ul style="list-style-type: none"> § Social Care at Home § Streetscene 	<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"> • Crime & Disorder Scrutiny 	<ul style="list-style-type: none"> • Progress on Safer Swansea Partnership Performance with Co-Chairs - questioning on plans, performance, challenges • Examining the Draft Safer Swansea Partnership 3 Year Strategy • Engagement with the Police and Crime Commissioner

Other:

- Further special 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)

Scrutiny Work Programme 2014-15

Appendix 2

ACTIVITY	May	June	July	August	September	October
Scrutiny Programme Committee	27*	9	7 8*	4	1 29	27
Inquiry Panels						
Current:						
Inward Investment (started Sep 2013)	13 20	3	2			
Public Engagement (started Sep 2013)		2				
Streetscene (started Oct 2013)		5 11	14			
Social Care at Home (started Jan 2014)	15	17	8 15	5		
Education Inclusion (started Feb 2014)	work currently suspended pending outcome of departmental review					
Follow Up:						
Services for LAC (Cabinet 17/9/13)			15			
Public Transport (Cabinet 12/11/13)						
Affordable Housing (Cabinet 3/12/13)						
Tourism (Cabinet 14/1/14)					16	
Economic Inactivity (Cabinet 3/6/14)						
Attainment & Wellbeing (Cabinet 1/7/14)						
	Key for Inquiries:					
	Scoping	Evidence Gathering	Final Report	Cabinet	Follow Up	
Performance Panels						
Wellbeing	12	2 16 30	14 28 11		1 15 29	13 27
Service Improvement & Finance	14	11	16	20	17	15
Schools Performance		5	3	21	18	16
Local Service Board (multi-agency panel)	12		21		22	
Working Groups						
Planning Service		10				
Local Flood Risk Management						
Car Parking						

* special meetings

Progress Report – Current 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 are due to meet on 2 July to discuss the draft final report.

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 final report is being drafted and a meeting will take place in early July to agree the final report and recommendations.

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 has one final evidence gathering session which will take place on 14 July.

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 has arranged a further 3 evidence gathering sessions (8 July, 15 July and 5 August) in order to talk to representatives from the Carer's Centre, the Red Cross and to receive Social Services complaints data. The Panel is also organising home visits with people who have recently been through the home care assessment process in order to understand the process from the point of view of service users.

2. Performance Panels:

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

The Panel met on 16 June with the Cabinet Member for Wellbeing. The Panel discussed the quarterly adult services performance monitoring report. The Panel also discussed Telecare and Community Alarms and requested that the Cabinet Member and officers provide further information relating to this subject. The Panel will meet again on 30 June to discuss unallocated cases in Child & Family Services.

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

The Panel met on 11 June. The Cabinet Member for Finance and Resources attended along with the Head of Finance and Performance. The Panel received a report on Budget Control and Monitoring for 2014/15, which explained how the Authority is ensuring that the challenging savings targets set in the Budget will be met.

The next meeting will take place on 16 July. The Panel will receive a presentation from the Corporate Improvement Manager on the Corporate Improvement Plan 2013-17.

c) Schools Performance (convener: Cllr Fiona Gordon)

The Panel will meet on the 3 July with the Chief Education Officer, Arwyn Thomas and Human Resources to look at how we advise and assist schools and governing bodies in relation to tackling poor performance of teachers and the recruitment of senior staff in schools.

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

The Panel Members attended a meeting of the LSB during June in order to observe how it works at first hand. They are still in their development stage and the next few meetings (21 July and 22 September) will be dedicated to meeting with members of the LSB Executive Board (the main statutory partners including the Local Authority, ABMU Health Board, South Wales Police, Swansea Council for Voluntary Services and the Welsh Government). The purpose will

be to gather information about the respective role of key partners in the work of the LSB.

3. Working Groups:

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

a) Planning Services (convener: Cllr Mark Thomas)

The Working Group met on 10 June and received feedback on their previous recommendations and updated performance indicators.

There were a number of issues arising which the Group felt merited further discussion, including:

- performance in relation to planning enforcement
- significant changes in the planning system forthcoming with the anticipated Planning Bill
- the planned restructure of the Planning Service

The convener is giving thought to appropriate arrangements for any further scrutiny, which the Scrutiny Programme Committee will need to consider in due course.

b) the following Working Groups will be convened in the next few months:

- **Car Parks** (convener: Cllr Tony Colburn) – this will be to discuss provision across Swansea, performance, and plans for improvement
- **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.

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
<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	Fiona Gordon fiona.gordon@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

Review of provision to manage behaviour effectively and support young people to achieve

The Executive Board is concerned about the growing number of pupils educated outside of mainstream schools, how well they achieve and wishes to investigate the services and options available to them, as well as the impact of these arrangements on the achievement and attainment of all children.

Why

- Too many pupils are receiving provision outside of mainstream school across the key stages;
- Estyn identified improving quality of provision for pupils educated other than at school and raising standards of achievement as a key recommendation in the local authority inspection in 2013;
- Perceptions that all excluded young people are treated the same, regardless of the reasons for their exclusion;
- KS4 PRU is in special measures;
- KS3 PRU at risk of special measures;
- Level 1 performance is weaker than other indicators suggesting that pupils are having provision but limited recognised qualification;
- Attendance is too low;
- Exclusions are too high from EOTAS provision; and
- Recognition that the whole education system is changing, and that this will be one part of those wider changes.

Issues

- How well do pupils achieve at different stages? What are the outcomes for young people and how do they compare with other local authority areas?
- What other good practice exists that can be learned from?
- Do pupils educated outside of mainstream schools get 25 hours of appropriate provision?

- Is the accreditation available through EOTAS provision providing the best possible chance for young people to achieve?
- Why is there a growing numbers educated outside of mainstream due to behavioural difficulties?
- What is the quality of the LA's graduated response to behaviour?
- How consistent is the approach used by all schools?
- How well do we differentiate between the variable needs of pupils in our educational offer?
- What is the support for schools to manage challenging behaviour?
- Does present provision meet pupil and school needs?
- Do we have an effective tracking system to ensure that every individual reaches their potential? (Pupil baselines/ knowledge of need including SEN)
- How effective is multi agency work to support pupils?
- Is there appropriate skills and capacity within the pastoral systems in mainstream schools to manage behaviour?
- How can excellent practice be shared and used?
- Are there ways to deliver services differently and provide better value for money?

Scope of Review

This will be a whole system-wide review, as there are cross-cutting issues to address. The list below is not exhaustive.

- Outcomes for young people currently educated outside of mainstream to include attendance, exclusions, reintegration formal qualifications and transition to Post 16 education.
- Effectiveness of the central behaviour support strategy;
- Effectiveness of the Behaviour policies in schools;
- Admissions and operation of the PRU/ Pathways/ Resource centres;
- Quality and effectiveness of provision for pupils with SEBD currently placed outside of mainstream to include PRU and outreach provision e.g. pathways

- Effectiveness of admissions policy to access additional provision and how thresholds are applied;
- Effectiveness of curriculum and teaching to meet the needs of pupils with challenging behaviour;
- Review of best practice & innovation;
- Impact of provision in schools to support behaviour including pastoral systems, training opportunities and curricular menu for pupils at risk of disengagement;
- Quality, effectiveness, and timely responses to request for support;
- Admission arrangements for pupil arriving late into the authority, hard to place, LAC from other Local Authorities;
- Working relationship between special schools, PRU's mainstream schools and Local Authority;
- The operation of the Panel and the Management Board/s;
- Working relationship with multi agency parties to support behaviour including thresholds for provision due to medical reasons; and
- Current provision and value for money.

Outcome

- Analysis of existing practice and policy across the system and its impact on young people's achievement.
- Recommendations on new graduated model and changes to be made to improving outcomes for young people who are experiencing behavioural issues, outlining roles and responsibilities for schools and the local authority.

Method

A whole authority review on managing behaviour will be undertaken. In order to maintain independence and manage capacity, it is proposed to seek support for an external organisation to undertake this piece of work.

The process will include visits to:

- A selection of primary and secondary schools;
- PRUs; and

- Pathways provision.

This will include interviews with:

- A range of pupils and groups of pupils including those educated other than schools;
- head teachers;
- elected Members;
- support staff and appropriate central staff;
- LA officers; and
- multi agency partners.

Timetable

- Report within three months

Governance/reporting

- Scope to be agreed with Executive Board, with the final report returning to Executive Board.
- Reporting and monitoring through the Prevention workstream arrangements.

Interdependencies

- Pathways of support for young people – within the Prevention workstream there is a project to review the range of support available for young people across the Council and other organisations, establishing greater clarity on the offer of support and pathways for referral and recommendation. EOTAS provision will clearly be a part of this discussion, and the proposed changes arising from this review will assist in clarifying some aspects of the wider support system.
- Scrutiny Inquiry Panel

Education Inclusion Scrutiny Inquiry Panel - Brief

1. Why this topic is important?

- We must ensure that we help every child meet their full potential by ensuring that every child can access effective education whilst they are unable to attend school.
- Legislation in the UK prohibits discrimination in education and supports inclusive education. The UK also has obligations under international human rights law to provide inclusive education for all children.
- The need for equality of opportunity and the right of children and young people to receive high quality education, no matter where that education may be delivered – as set out in the United Nations Convention on the Rights of the Child (Article 28) which has been fully adopted by the Welsh Government.
- Young people receiving education outside school are one of the categories most at risk of becoming not in education, employment or training (NEET).
- Recommendation arising from recent Estyn Inspection *‘improve the quality of provision for those pupils who are educated other than at school, particularly to raise standards of achievement and to assist reintegration back into schools’.*

2. What is the key question?

‘Why do some children require education other than at school and what can be done to improve their education?’

3. What are the possible lines of inquiry?

- a) How well do the learning experiences in Education Other Than At School (EOTAS) meet the needs and interests of learners?
- b) What are our statutory requirements in relation to educating children other than at school?
- c) What is the nature of the EOTAS cohort
- d) What is the current spend on EOTAS and how does this compare with mainstream education?
- e) How do other local authorities provide this service, do they provide it to the same level, how much do they spend per pupil? How does the regional agenda affect this service?
- f) How do we work across the council and with our partners to facilitate the best service possible?
- g) What are the policy commitments / key priorities in this area currently? How well are we working to deliver on these priorities?
- h) Are there any barriers to further improvement in this area?

4. Relevant outcome measures

School Achievement

Relevant attainment data for the EOTAS cohort of children (eg: L1 and L2)
It will also be important to look at some of the softer outcome indicators which impact on the young people’s capacity to function in society.

5. Relevant Council Policy Commitments

Standing up for the city of learning

6. Which scrutiny councillors will sit on this Panel?

- To be confirmed

7. When will it report?

The inquiry should be completed within 6 months of the first Panel meeting.

Lead Scrutiny Officer:

Michelle Roberts (michelle.roberts@swansea.gov.uk)

Tel: 01792 637256

Report of the Chair

Scrutiny Programme Committee – 7 July 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 Scrutiny Inquiry Panel:

ADD Councillor Lesley Walton

Following this change the revised Panel membership will be 12 councillors as follows:

Labour Councillors: 8

John Bayliss (CONVENER)	Phil Downing
David Cole	Jane Harris
Ann Cook	Mike White
Nick Davies	Lesley Walton

Liberal Democrat Councillors: 1

Mary Jones	
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Independent Councillor: 3

Wendy Fitzgerald	Keith Marsh
Lynda James	

b) Inward Investment Scrutiny Inquiry Panel:

REMOVE Councillors Bob Clay and Geraint Owens

Following this change the revised Panel membership will be 9 councillors as follows:

Labour Councillors: 4

Jane Harris	Gloria Tanner
Pearleen Sangha	Neil Ronconi-Woollard

Liberal Democrat Councillors: 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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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

Date: 26 June 2014

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Report of the Chair

Scrutiny Programme Committee – 7 July 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 will include a log of scrutiny letters that are produced this year and provide a copy of recent correspondence for discussion.
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 As the current municipal year progresses this report will contain a log of scrutiny letters produced 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 Members for Place and Regeneration
(Historic Buildings Scrutiny Working Group Meeting – 3 February)

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

26 June 2014

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Appendix 1

Scrutiny Letters Log (May 2014 – April 2015):

Responses Outstanding from 2013-14:

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
2014/13	Schools Performance Panel (6 Feb)	<ul style="list-style-type: none"> Dunvant Primary School 	Learning & Skills	18 Feb		
2014/23	Service Improvement & Finance Performance Panel (10 April)	<ul style="list-style-type: none"> Finance Monitoring – 3rd Quarter Performance Monitoring – 3rd Quarter Policy Commitments Tracker 	Anti-Poverty / Finance & Resources / Regeneration / Place Sustainability / Target Areas / Children & Young People	6 May		

Page 53

Letters since 8 May 2014:

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-1	Wellbeing Performance Panel (12 May)	<ul style="list-style-type: none"> Telecare & Community Alarm Service 	Wellbeing	13 May	N/A	9 Jun
14/15-2	Committee (14 Apr)	<ul style="list-style-type: none"> Cabinet Member Question Session 	Anti-Poverty	11 Jun		

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-3	Wellbeing Performance Panel (2 June)	<ul style="list-style-type: none"> • Child & Family Services Performance Monitoring • Factors that influence which schools looked after children are placed in 	Wellbeing	17 Jun		
14/15-4	Committee (9 Jun)	<ul style="list-style-type: none"> • Further letter following Cabinet Member response re: Waste Management, Public Transport, Blue Badge Scheme 	Place	1 Jul		



CITY AND COUNTY OF SWANSEA

DINAS A SIR ABERTAWE

Councillor June Burtonshaw
Cabinet Member for Place

Please ask for:
Gofynnwch am:

Overview & Scrutiny

Councillor Nick Bradley
Cabinet Member for Regeneration

Direct Line:
Llinell Uniongyrochol:

01792 636393

BY EMAIL

e-Mail
e-Bost:

scrutiny@swansea.gov.uk

Our Ref
Ein Cyf:

Your Ref
Eich Cyf:

Date
Dyddiad:

25th March 2014

Dear Councillors Burtonshaw and Bradley,

Historic Buildings Scrutiny Working Group – 3 February 2014

It was agreed by the Scrutiny Programme Committee some months ago that a working group should be established, so that Scrutiny Councillors could discuss the maintenance of historic buildings in Swansea, powers and responsibilities. This was born out of some concern about the state of repair of such buildings in Swansea. A meeting was subsequently held on 3rd February 2014.

The Working Group would like to pass on their thanks to the lead officers who attended, namely Geoff Bacon (Corporate Strategic Manager), Stephen Smith (Architect Urban Designer, Planning Department) and Ryan Thomas (Development, Conservation & Design Manager). This letter reflects the main issues discussed together with our views. We will also be sharing these views with the Scrutiny Programme Committee.

A report was prepared by Stephen Smith and this was presented to the Working Group prior to the meeting. This report outlined the following key themes:

- There are 515 buildings/ structures of special architectural or historic interest (collectively referred to as 'listed buildings') in the City and County of Swansea. These buildings and structures have been listed by Cadw at various times on behalf of the Welsh Government.
- Not all historic buildings are listed, but some are protected in other ways.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

CITY AND COUNTY OF SWANSEA / DINAS A SIR ABERTAWE

CIVIC CENTRE, SWANSEA, SA1 3SN / CANOLFAN DDINESIG, ABERTAWE, SA1 3SN

Page 55
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- The vast majority of listed buildings are in beneficial use and are well maintained. However this is not the case in all instances because the owners of listed buildings are under no legal obligation to maintain their property in a good state of repair, even though it is in their interests to do so.
- Listed buildings at risk are an issue across Wales. Typically listed buildings at risk have issues of vacancy, under-use, neglect and structural disrepair.
- A total of 48 listed buildings are now known to be at risk in the City and County of Swansea (9.12%) as opposed to 40 buildings in 2008. This is contrary to the national situation which shows a slight reduction in the numbers of listed buildings at risk to 9% (2700 buildings) in recent years. The majority of these buildings at risk in the City and County of Swansea are industrial buildings, chapels and ancillary structures. This mirrors the national picture as identified by Cadw.
- Of the 48 listed buildings at risk, 23 are owned by the Council and the rest are privately owned. For the full details listed buildings currently considered to be at risk, please see the Listed Building at Risk Register at appendix 1.

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

Background information:

It was noted that when a building is listed the whole structure is protected, not just the façade, as is often believed. In order to 'list' a building, an analysis of the building must take place and a decision is then made as to what should remain in place. Subsequently, any unauthorised change to the listed building will be considered a criminal offence. However, although the neglect of a building can be dangerous, there is currently no legal requirement to maintain a listed building.

We were informed that regulations were revised in 1990. Powers to tackle protected buildings have been imposed by National Legislation, but the problem ultimately is the cost of maintaining listed buildings. At present those given priority are buildings which are considered to be of importance. It was noted that listed buildings are rarely seen as a priority, unless there are health and safety implications.

Grants for the upkeep of Listed Buildings are available from the Welsh Government. However, the Council is often not allowed to apply for these grants. The Council tries to involve third parties (individuals, charities, user groups, etc.) who can apply for these grants. The Council is also currently training 80 apprentices who can work on historic buildings in future. We were advised that the Council has reached the limits of potential borrowing, although exceptions would be made and priority given when appropriate.

We were informed that de-listing can be a problem, especially in relation to selling a property, as changes cannot be made to the property. We were advised that this is not always the case, as sometimes a 'significant level of change' may be authorised. Also, if a building is rebuilt, its listing will remain the same. Sometimes a building is demolished for structural reasons, which Building Control monitor. Unauthorised changes, although a criminal offence, are agreed if they are in the interest of public safety. However the owner would be required to explain and justify any changes. Additionally, if a listed building is considered to be structurally sound, an application for demolition would not generally be authorised. The building structure and the intention of use will be considered by Cadw and then a decision will be made, and in these cases, Cadw usually agrees with the recommendation made by the Council. There is a procedure in place so that buildings are looked at, but little seems to have been done in the interest of public protection.

We learned that the Council has a responsibility to generally improve the appearance of listed buildings. We discussed the powers associated with Section 215 Notice, which relates to the relevant section of the Town and Country Planning Act 1990. It allows Local Planning Authorities to take action against owners whose property or land is adversely affecting the amenity of an area. One problem pointed out to us concerned cases of non-compliance by a private owner when the council requires work to be carried out. In these cases, the Council must carry out the work itself, and raise a charge on the building. However, when urgent work is required, for example due to a building being considered to be dangerous, but discretionary powers may be invoked under Section 215.

Some of our members expressed concern in relation to listed buildings which are found in rural areas on the outskirts of Swansea. It was also suggested that the Lottery Fund possess a considerable sum of money under 'Heritage' which could be put to better use. We heard about bids for some projects, whereby any amount contributed by the local authority is matched.

We discussed the role and involvement of Cadw. Anyone can make an application to Cadw for a structure to be listed. We agreed that there is a role for community groups to make more use of this possibility – a number of examples from Pontardawe were mentioned in this respect

The current economic climate makes the preservation of historic buildings more difficult. We were informed that this position is unlikely to change and that the key to a long term solution is likely to be in obtaining grants and similar sources of funding.

Although a lot of restorative work has taken place, we are now left with the remnants of the most difficult buildings, which continue to deteriorate. Cadw recognises this as a National issue. Due to the current lack of funding available, efforts can only be focused on keeping these building standing, with a view to repairing and refurbishing at a future date.

We discussed the importance of public awareness and collaboration and we agree that there should be better community involvement. There is money available in the way of grants, but this needs to be accessed by local organisations and individuals.

Issues identified:

- There is no money available for the Council for the maintenance of historic buildings. Buildings are dealt with in a piecemeal fashion, often in response to a structure becoming dangerous;
- It is not a legal offence to neglect an historic building, and this allows the Council to fall back on a stage of neglect;
- There are powers in place which cannot be used because the Council does not have funds in place to respond to instances of non-compliance by owners;;
- There is over reliance on grant money, but the Council cannot access this directly. Property owners are often unaware of the money available to them;
- The current plan focuses primarily on central Swansea and little consideration is given to buildings in rural areas;
- There are many buildings in urgent need of repair;
- The cost of repair is often much higher if carried out by the Council, than when sourced elsewhere;
- Currently there is little community involvement with decision making in respect of listed buildings.

In summary we recommend the following to you:

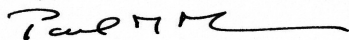
- Town Councils, Community Councils and other community groups might be more involved with decision making where historic buildings are concerned. Community involvement should be encouraged. Many community groups seem keen, but have little direction. The Council could provide links and advise, and help community groups access funding which the Council itself cannot apply for.
- Town Councils and Community Councils should be asked to ensure that they know which buildings in their area are listed;
- There should be a pooling of knowledge between County Councils, Town Councils and Community Councils. Collective resources, pressure groups and organisations such as Swansea Civic Society could assist in taking projects forward;
- The Council should look for 'quick wins' with a push on private projects;
- A training day for local councillors should be arranged, to make councillors aware of the ways of obtaining funding, who to contact, what to do, etc. They can then share this information in their wards;
- The Council needs to make more of historic buildings when it is promoting the cultural heritage of Swansea.
- There should be a focus on awareness raising; Local people, including This

- schools, should become more involved;
- Committee felt that there was considerable scope for Historic Buildings to be supported by voluntary groups. Schools and children might get involved in this, as could the various Historical Societies. Such groups have access to funds that Swansea Council does not have access to. However, there is scope for the Council to facilitate bids for funding. Council should also help owners to apply for grants to maintain historic buildings that are in private hands.
 - Committee felt that Historic Buildings held considerable scope for generating employment opportunities. Council should encourage people to develop these opportunities. Council should also consider developing a small specialist work-force with skills in building restoration as part of its apprenticeship programme.
 - Committee felt that the sums available for the preservation of historic buildings in the Council's care were too small to be realistic. Council should give consideration to increasing this budget as and when the economic climate improves. Council should also look at making more effective use of the Section 2.1.5 legislation;
 - There should be better promotion of listed buildings, with Swansea heritage events;
 - It was quite clear to us that there is a problem in respect of the maintenance budget and a lack of available funds for listed buildings.

The Panel also recognised that there are a number of local authority non-listed buildings in serious need of repair. We recommend that the Scrutiny Committee includes this issue in its forward program.

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 25th April 2014, so that we can present our letter and your response to the Scrutiny Programme Committee.

Yours sincerely,



COUNCILLOR PAUL MEARA

Convener, Historic Buildings Scrutiny Working Group

✉ Paul.Meara@swansea.gov.uk



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Councillor Paul Meara
Convener
Historic Buildings Scrutiny Working Group

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

Councillor June Burtonshaw/
Councillor Nick Bradley
(01792) 636366

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

JEB / NB

9 June 2014

Dear Councillor Meara

HISTORIC BUILDINGS SCRUTINY WORKING GROUP

We thank you for the interest of the Historic Buildings Scrutiny Working Group in the issue of Listed Buildings at Risk. This is an area where considerable progress has been made recently in co-ordinating and focussing action. This has culminated in the Listed Building at Risk Strategy which was approved by Cabinet in January 2014.

In response to the meeting held on the 3rd February 2014 and the letter sent by the Historic Buildings Working Group on 25th March 2014, your recommendations are noted below in italics and the responses to the recommendations are as follows.

- 1. Town Councils, Community Councils and other community groups might be more involved with decision making where historic buildings are concerned. Community involvement should be encouraged. Many community groups seem keen, but have little direction. The Council could provide links and advice, and help community groups access funding which the Council itself cannot apply for.*

The Design and Conservation Team will update the Council's web site to provide more information on the historic environment and where to consider applying for funding. There is an existing 'Swansea Built Heritage Forum' that is co-ordinated by the Swansea Environmental Forum. This brings all those interested in the historic environment together, however it would benefit from greater promotion and a more regular programme of meetings. The Council will work with the Swansea Environmental forum as indicated in paragraph 5.1.7 of the Listed Building at Risk Strategy.

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CITY AND COUNTY OF SWANSEA

DINAS A SIR ABERTAWE

Page 2

2. Town Councils and Community Councils should be asked to ensure that they know which buildings in their area are listed;

Emails will be sent to Ward Councillors, Town Councils and Community Councils with a Ward map and associated information that shows all designated heritage assets in their area. This will include Conservation Areas, Listed Buildings and Ancient Monuments. There may well be heritage assets that do not have a formal status, this doesn't mean that they are not important but they are not nationally recognised by Cadw. In these instances the Design and Conservation Team can advise interested organisations or individuals on how to approach Cadw, but many features may remain as 'locally important'.

3. There should be a pooling of knowledge between County Councils, Town Councils and Community Councils. Collective resources, pressure groups and organisations such as Swansea Civic Society could assist in taking projects forward;

As indicated above there is scope to improve awareness of the Swansea Built Heritage Forum and the Design and Conservation Team can liaise with relevant organisations with a view to identifying potential partnership projects, however this will depend on current resources. The starting point for this will be the email about known heritage assets in the areas, but it should be noted that whilst the Council can raise awareness and perhaps bring the various interests together, it may not be possible to get every group to collaborate.

4. The Council should look for 'quick wins' with a push on private projects;

The Design and Conservation Team is currently liaising with other Council departments on a variety of measures to tackle the 48 listed buildings at risk. The current and potential range of actions are outlined in the Listed Building at Risk Strategy. Some of these projects could be classed as quick wins, but this term isn't really relevant in many cases as the problems are complex and the likely costs significant, so in some cases the work is focussed on essential urgent interventions to keep buildings standing whilst the longer term project is devised and funding secured. For example at present the following work is underway with regard to listed buildings at risk:

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Page 3

- At the Hafod/ Morfa Copper works there are multiple listed buildings at risk and the following work is underway:
 - Laboratory building – was on the verge of collapse, but consolidation work has now been completed
 - Northern canal walls and tramway pillars – consolidation completed
 - Southern canal walls – consolidation underway (summer 2014)
 - Vivian Engine Shed – completely propped with scaffolding
 - Vivian chimney – inspected by steeple jacks
 - Swiss Cottage – restoration repair work will be completed during summer 2014
 - Roman Bridge – Landfill Tax funding secured in partnership with the Clyne Valley Community Project to repair and reopen this structure to foot traffic
 - Scotts Pit – Landfill Tax funding secured to allow repairs to engine house and surrounding remains
 - Danbert House – urgent safety work being considered by Building Control
 - Observatory Penllergaer – restoration works underway by the Penllergaer Trust
 - Palace Theatre – positive discussions with owners and a grant of £75,000 towards the significant urgent works has been offered.
5. *A training day for local councillors should be arranged, to make councillors aware of the ways of obtaining funding, who to contact, what to do, etc. They can then share this information in their wards;*

An awareness day was recently held by the Heritage Lottery Fund in Swansea about heritage, funding and regeneration, but a more Swansea specific briefing about heritage for Councillors could be organised following the email regarding heritage assets in their Wards if there is sufficient interest.

6. *The Council needs to make more of historic buildings when it is promoting the cultural heritage of Swansea.*

The Albert Hall which is a grade II listed building was a key element of the City of Culture bid. Although the bid was unsuccessful it is still hoped that the Albert Hall will be a cultural project and key element of the City Centre regeneration.

CITY AND COUNTY OF SWANSEA

DINAS A SIR ABERTAWE

Page 4

The Glyn Vivian project seeks to promote Swansea's culture within a grade II* listed building. The Guildhall which is a grade I listed building is coming to the final stage of a major refurbishment which has restored much of the civic splendour and the Brangwyn Hall will be the focus for many cultural events. The Copperworks project focuses beyond the actual site to the wider community and culture. Many heritage assets are also parks or landscapes, so the cultural life and recreation of Swansea often takes place against a backdrop of heritage. The heritage amongst the everyday is being addressed through the Blue Plaque scheme which marks locations associated with important historical individuals.

There is the wide issue of diminishing chapel congregations and the future of these buildings in the communities and townscapes. This indicates that the issues of culture and heritage are much broader than one department of the Council or the Council itself and this is a wider issue for the communities of Swansea.

The linked concepts of culture and heritage extend beyond the Council and this potentially could be taken on board through the wider networks that have been highlighted through the City of Culture bid.

7. There should be a focus on awareness raising; Local people, including This schools, should become more involved;

The schools in the Hafod are involved with Copperworks site, but this is not consistent in all areas and often depends on the Head Teacher. Additional information on the web site will aid teachers with regard to heritage resources, but there is a limit on what can be done in terms of 'outreach' with current resources within the Design and Conservation Team.

Swansea University is supporting community led projects to research and interpret heritage through the Heritage Lottery Funded 'Connected Communities' project which focuses on the industrial and post-industrial communities of the Swansea Valley. This project has provided funding and support to local history groups, to schools and to communities. Therefore it is suggested that the wider awareness raising could be led by a wider network not just the Council.

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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Page 5

8. Committee felt that there was considerable scope for Historic Buildings to be supported by voluntary groups. Schools and children might get involved in this, as could the various Historical Societies. Such groups have access to funds that Swansea Council does not have access to. However, there is scope for the Council to facilitate bids for funding. Council should also help owners to apply for grants to maintain historic buildings that are in private hands.

As indicated earlier, there is a limit to what the Council can do with current budgets and priorities, however the wider Swansea Community is already engaging with this issue, such as Swansea Universities 'Connected Communities' project.

The Council has worked with the Clyne Valley Community Partnership to secure £40,000 to fund the restoration of the Roman Bridge at Blackpill. This is a direct example of how working with communities has secured external funding, but it should be noted that the community groups have to have a legal status and constitution.

The Council does suggest sources of grant funding to private owners (such as Cadw historic building funding), but it should be noted that the grants available to private owners is more limited in comparison to the grants available to public or charitable organisations.

Swansea currently lacks an overarching pro-active group that is willing to tackle historic buildings. Other parts of the UK have what is known as a Building Preservation Trust that can take ownership of problem buildings, raise funding and undertake works. The challenge of establishing a Building Preservation Trust in Swansea is highlighted in paragraphs 5.3.11 and 5.3.12 of the Listed Building at Risk Strategy.

9. Committee felt that Historic Buildings held considerable scope for generating employment opportunities. Council should encourage people to develop these opportunities. Council should also consider developing a small specialist work-force with skills in building restoration as part of its apprenticeship programme.

Swansea Metropolitan University (now Trinity St David's University) did have a historic conservation course, but this closed a number of years ago. The Council's Building and property services department has engaged apprentices working and learning on the restoration/ repairs at Swiss Cottage and following the success of this is looking to roll this out across further projects and develop links with the CITB and regional shared apprentice programme. The intention at the Scotts Pit site is to include a 'community

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CITY AND COUNTY OF SWANSEA

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Page 6

working day' if possible and to encourage a local Friends Group to help sustain the site in future. The area of historic skills training is an area that needs further development working in conjunction with other Council departments and wider partner organisations.

10. Committee felt that the sums available for the preservation of historic buildings in the Council's care were too small to be realistic. Council should give consideration to increasing this budget as and when the economic climate improves. Council should also look at making more effective use of the Section 2.1.5 legislation;

There is no specific budget within the Design and Conservation Team for the care and preservation of historic buildings. The significant progress that has been made to date in tackling listed buildings at risk has been funded from specific projects that are being led by others with the Design and Conservation Team working on an advisory basis.

The Section 215 legislation is part of a wider suite of powers that can be used to tackle problem privately owned listed buildings. The Head of Economic Development and Regeneration has delegated authority to use these powers such as the Section 54 Urgent Works Notice but there is no budget identified for the undertaking of works in default by the Council. This means that it is not possible to use the full range of these powers at present and this issue is highlighted in the Listed Building at Risk Strategy. However the intention is to re-evaluate the potential of the Section 215 planning legislation with the support of the Councils Planning Enforcement Officers. It should be noted that this is a visual amenity and 'tidy up' power that is applied to public elements of buildings and that the undertaking of works in default are 'optional'. The Section 215 powers have been used effectively without resorting to works in default by other Councils and there is scope to undertake a 'test case' in Swansea.

With regard to Council owned listed buildings, a small budget of £50,000 per annum has been allocated as part of the councils building capital maintenance programme for the last two years but the ability to maintain this is dependant on the many challenges and financial challenges it faces

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Page 7

11. There should be better promotion of listed buildings, with Swansea heritage events;

A number of listed buildings are regularly featured in the Open House event that takes place in September every year. In 2013, of the 20 venues open to the public, 14 were listed buildings. The completion of the phase 1 Hafod/ Morfa Copper works project will be celebrated by a launch event in June 2014. However there is scope for a wider Heritage event in Swansea as indicated in paragraph 5.1.8 of the Listed Building at Risk Strategy; this will celebrate all the positive work that has been carried out in recent years as this is often overlooked as well as opening up the issue of heritage at risk to discussion.

12. It was quite clear to us that there is a problem in respect of the maintenance budget and a lack of available funds for listed buildings.

The Council has recently sold a number of redundant listed buildings in its ownership including The Pilot House by the River Tawe and numbers 2 & 3 Prospect Place. This passes the cost and responsibility of maintenance onto new owners who will bring the buildings back into use. There is however still the wider issue of revenue funding to sustain the significant capital grant funding investment at the Hafod/ Morfa Copperworks.

The Design and Conservation Team has been successful in securing Landfill Tax funding (Roman Bridge, £42k and Scotts Pit £31k), plus the Vibrant and Viable Places regeneration programme for Swansea City Centre identifies the Palace Theatre and Albert Hall as key buildings within the City Centre regeneration area, whilst in Gower the Historic Landscape funding from the HLF could provide capital for some structures.

In addition a small budget of £50,000 per annum has been allocated to the maintenance of Council owned listed buildings as part of the councils building capital maintenance programme for the last two years but the ability to maintain this is dependant on the many challenges and financial challenges it faces

Clearly more funding would be beneficial, but this then raises the capacity to undertake the works and the willingness of private owners to co-operate.

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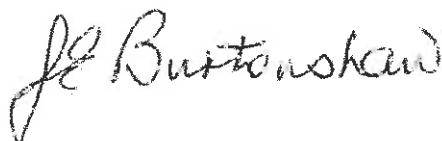
CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Page 8


With regard to bringing neglected listed buildings back into use, the issue is not just the initial capital funding for repairs and restoration, the key issue is the end use and business plan to generate income to sustain the historic building into the future. It is clear that heritage projects must seek to pay their way and should not rely on subsidies. In this regard feasibility studies have been undertaken for some of the priority listed buildings at risk such as the Palace Theatre to estimate the costs of works and to identify potential viable end uses.

We hope that this is a clear and fair response to your recommendations. If you have any queries, please can you speak to Steve Smith, Design and Conservation Team Leader in the first instance.

Yours sincerely



**COUNCILLOR JUNE BURTONSHAW
CABINET MEMBER FOR PLACE**



**COUNCILLOR NICK BRADLEY
CABINET MEMBER FOR
REGENERATION**

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Agenda Item 10

Report of the Chair

Scrutiny Programme Committee – 7 July 2014

FORWARD LOOK (CABINET BUSINESS) – OPPORTUNITIES FOR PRE-DECISION SCRUTINY

Purpose	To facilitate the committee's ability to undertake pre-decision scrutiny a forward look document showing future cabinet business is provided.
Content	This report provides a brief explanation of pre-decision scrutiny and process. Information about future cabinet business is appended.
Councillors are being asked to	consider the information about future cabinet business and any opportunities for pre-decision scrutiny
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 ways in which scrutiny can work is by scrutinising proposed Cabinet business. Pre-decision scrutiny is a well-established role for the overview and scrutiny function across the UK, however a range of different arrangements can be found. Whilst there may be different interpretations of what is meant by 'pre-decision' scrutiny, in Swansea it is understood as the scrutiny of a specific Cabinet report where a clear recommendation exists i.e. decision that will be taken.
- 1.2 The committee has previously received reports about pre-decision scrutiny to improve understanding of the purpose and process. The committee is aware that there have been there have been very few examples of pre decision scrutiny over the last few years. In order to raise visibility of opportunities for pre decision scrutiny, the committee agreed that content from the council's forward look document which shows future cabinet business is included in the papers for this committee. The document, maintained by Democratic Services, is continually updated and the latest version is attached as **Appendix 1**.

- 1.3 Whilst the Committee is the body which would undertake pre-decision scrutiny (unless the committee delegates elsewhere) it is open to all councillors to make requests, based on knowledge about future cabinet business.

2. PRE-DECISION SCRUTINY IN BRIEF

- a) In Swansea, pre-decision scrutiny provides opportunity for the Scrutiny Programme Committee to discuss and give views on a proposed Cabinet decision report BEFORE Cabinet meets to consider the report and make the decision.
- b) This can happen if scrutiny identifies a particular report of interest that is scheduled for a future Cabinet meeting.
- c) A discussion between scrutiny and the relevant Cabinet Member is necessary in order to consider timescales so that the Scrutiny Programme Committee meeting can be arranged.
- d) The Scrutiny Programme Committee meeting will include presentation of the proposed cabinet report, advice from any other person requested to attend, questions from committee members, and views / conclusions / recommendations from the committee about the proposed decision.
- e) These views are then required to be formally considered by Cabinet before it makes the decision and feedback given to the committee including explanation for any rejection of views expressed.

3. WHAT MERITS PRE-DECISION SCRUTINY?

- 3.1 To ensure the best use of time and resources it is assumed that pre-decision scrutiny will take place on an exceptional basis - decisions that may have big significance, thinking about things like:

- strategic impact
- public interest
- significant financial implications

- 3.2 Pre-decision scrutiny would allow the Scrutiny Programme Committee to develop understanding and ask questions to challenge / influence decision-making, for example:

- the rationale for the report and robustness of the decision-making process
- potential impact and implications (including policy/budget issues) and risks
- how different options have been considered
- the extent of consultation undertaken

4. INFORMATION ABOUT CABINET BUSINESS

4.1 The opportunity for pre-decision scrutiny depends on the availability of advance information and awareness of cabinet business, as well as the time available for scrutiny to act within cabinet's decision-making timetable. It also depends on good working relationships and 'mutual' respect for it from both Cabinet and scrutiny. Discussion with relevant cabinet members is always necessary for confirmation over the decision-making timetable for specific matters that scrutiny may have expressed an interest in.

4.2 To date scrutiny councillors have relied upon the information about cabinet business contained within a Forward Work Programme published on the council's website on a quarterly basis. However issues were raised by members about the level of detail within and the fact that this was a snapshot at a given point in time covering a fixed period. To supplement the Forward Work Programme all councillors are in weekly receipt of an internal Forward Look log which lists all known cabinet reports that are scheduled for future meetings. Since January all councillors were advised by the committee to also consider this log as the source for potential pre-decision scrutiny items. Taking that a step further the committee agreed that it should be a standing item on each committee agenda to ensure that proper consideration is given to this.

5. RAISING MATTERS FOR PRE-DECISION SCRUTINY

5.1 The committee may require further information on anything contained within the Forward Look before making any formal request for pre-decision scrutiny.

5.3 The Presiding Member should be notified of any requests for pre-decision scrutiny. In exceptional circumstances pre-decision scrutiny may not be appropriate and the Presiding Member would be entitled to decline a request based on agreed criteria (similar to the chair of council also validating any call-ins).

5.4 The scheduling of matters for pre-decision scrutiny will always be subject to the advice of relevant Cabinet Members and officers. In some cases this may require a committee meeting at short notice or an additional committee meeting to fit within the cabinet timetable.

6. DETAILED PROCESS

6.1 There is a written process for pre-decision scrutiny that would be followed which provides more detail (**see Appendix 2**). This is based on a report which Council endorsed in 2009. A written procedure was developed to ensure a clear and consistent approach, and workable process.

6.2 The Scrutiny Programme Committee may keep arrangements under review and may suggest changes to ensure that the process for pre-decision scrutiny is effective.

7. CALL-IN (POST - DECISION)

7.1 Entirely separate to pre-decision scrutiny the Council has a call-in procedure (Paragraph 17 of Cabinet Procedure Rules, Council Constitution) which enables councillors to 'call-in' any decision which the Cabinet has made, within 3 clear working days of publication of that decision, by referring it to the Presiding Member. The effect of a call-in properly made i.e. within time and made by the requisite number of Councillors will be to suspend the implementation of a decision pending consideration of its validity by the Presiding Member, and if appropriate consideration by a Challenge Panel to consider whether the Cabinet decision was well-founded and appropriate. One of the arguments for pre-decision scrutiny is that it can avoid the need for call-in.

8. LEGAL IMPLICATIONS

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

9. FINANCIAL IMPLICATIONS

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

Background Papers: None

26 June 2014

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

APPENDIX 1 - FORWARD PLAN
Internal Plan 2014 - 2015

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Liberty Stadium.	An application for Landlord consent for alterations has been received that raises property, legal and financial issues. Cabinet's views on these issues is sought prior to negotiation with SSMC and the clubs	Phil Roberts	Leader	Cabinet	29 Jul 2014
Complaints Annual Report, incorporating: a)Adult & Directorate Services Complaints annual report b)Childrens Services Complaints annual report c)Freedom of Information (FOI) Annual Report d) Regulation of Investigatory Powers (RIPA) annual report	Annual report concerning complaints received & outcomes during 2013-14. Incorporates an annual report concerning requests for information received by the Authority during 2013-14, and an annual report regarding surveillance activity during 2013-14.	Andrew Taylor	Cabinet Member for Citizen, Community Engagement & Democracy (Deputy Leader)	Cabinet	30 Sep 2014
Wales Audit Office Annual Improvement Report 2014	To help inform executive decisions on resource allocation and, where relevant, corrective actions to manage and improve performance and efficiency in delivering national and local priorities. The WAO will also deliver a presentation to Cabinet on 29 th July and Council on 12 th August.	Richard Rowlands	Cabinet Member for Finance and Resources	Cabinet	29 Jul 2014

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Proposed Appropriation of the Recreation Ground, Oystermouth Road, Swansea	Proposed appropriation of the Recreation Ground was advertised as required by S122 of the Local Government Act 1972 and objections received must be considered prior to a decision being made.	Martin Nicholls	Cabinet Member for Place	Cabinet	29 Jul 2014
Swansea Children's Rights Scheme	Following Councils decision on September 2013 to create a due regard duty and embed the United Nations Convention on the Rights of the Child (UNCRC) 1989 within the Authority's Policy Framework, and to mainstream positive approaches to the rights of children and young people within the policy and functions of the City and County of Swansea a draft Children's Rights Scheme for Swansea has been formulated to provide transparency about the processes that are being followed to comply with the duty.	Chris Sivers	Cabinet Member for Opportunities for Children & Young People	Cabinet	29 Jul 2014
Review of Forward Capital Programme	In line with the Councils Overarching budget strategy – Sustainable Swansea – Fit for the Future' this report details the future capital programme, funding and deficit levels and potentially makes recommendations on changes to the proposed programme.	Mike Hawes	Cabinet Member for Finance and Resources	Cabinet	29 Jul 2014

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
<p>Sustainable Swansea - Fit for the Future: Delivery Programme.</p>	<p>To update the Council's <i>Sustainable Swansea – fit for the future</i> strategy and to propose a Delivery Programme, following:</p> <ul style="list-style-type: none"> □ A review of the strategy's objectives, structure and readiness to deliver □ Three workshops designed to generate ideas for the Delivery and Savings Programme □ A review of resources allocated to the Programme and particular projects. <p>The report also provides:</p> <ul style="list-style-type: none"> □ An update on the Financial forecast for the medium term in the light of latest thinking □ An update on governance arrangements and risks 	Dean Taylor	Cabinet Member for Finance and Resources	Cabinet	29 Jul 2014
<p>The Future of Forge Fach Resource Centre</p>	<p>Following the demise of the Cwmni Clydach Development Trust, who previously leased and managed the centre the Council have been running the facility. Future arrangements need to be agreed to protect the Council against further expenditure.</p>	Stuart Page Polly Gordon	Cabinet Member for Target Areas	Cabinet Cabinet	29 Jul 2014 26 Aug 2014

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
ICT Strategy.	The ICT Strategy for the Council period 2014 – 2017. It outlines the vision for the Council on the use of technology and business processes to deliver the right information, to the right people, at the right time, offering best value.	Dean Taylor	Cabinet Member for Finance and Resources	Cabinet	26 Aug 2014
Welsh Language Scheme Annual Monitoring Report 2013-14	<p>As required by the Welsh Language Commissioner a report on the implementation of the Welsh Language Scheme is undertaken annually.</p> <p>The report will cover areas identified by the Commissioner including:</p> <ul style="list-style-type: none"> • Monitoring of six Welsh Language indicators • Compliance with the Welsh Language Scheme and key outcomes from implementing the action plan over the year • Management and administration of the Scheme • Welsh Language Skills • Mainstreaming the Welsh Language • Performance analysis 	Euros Owen	Cabinet Member for Citizen, Community Engagement & Democracy (Deputy Leader)	Cabinet	26 Aug 2014

PRE-DECISION SCRUTINY – GUIDANCE NOTES

1 WHAT IS PRE-DECISION SCRUTINY?

1.1 **Pre-decision scrutiny applies only to scheduled Cabinet business and provides the opportunity for consultation with non-Executive Members on fully developed proposals, where a clear recommendation exists, before decisions are taken by the Executive.** This would provide scrutiny Councillors with the ability to make comments on a proposed decision which the Cabinet would take into account before making its decision, and thereby giving scrutiny a valuable opportunity to influence decision-making through debate and challenge.

1.2 The range of possible outcomes may include support for a decision, a different view on the way forward, the flagging up of concerns (e.g. in relation to the consultation process), or a view that the decision should be deferred pending further work etc.

1.3 It does not mean that decisions will necessarily be changed or withdrawn, however it gives an opportunity for those decisions to be more informed. Pre-decision scrutiny can be viewed as non-Executive Members performing a 'critical friend' role in relation to the Executive.

2. WHAT PRE-DECISION SCRUTINY IS NOT

2.1 Pre-decision scrutiny does not replace decision-making. It is not intended to blur the lines of accountability, which will always rest with the Executive.

2.2 Pre-decision scrutiny is not the same as general service or policy development / formulation. Separate to pre-decision scrutiny there are occasions where scrutiny is already involved at an earlier point in the development of policy or service proposals.

2.3 Pre-decision scrutiny is not a call to carry out an in-depth inquiry into a matter. It refers to a one-off consultation on a specific report.

3. WHO UNDERTAKES PRE-DECISION SCRUTINY?

3.1 Pre-decision scrutiny is about accountability for decision-making. The scrutiny of decisions and holding the Council's Executive to account is a role that is carried out by the Council's Scrutiny Programme Committee.

3.2 The selection of matters for pre-decision scrutiny should have regard to where the matter has already featured in scrutiny work plans.

4. IMPACT ON WORK PLANS

- 4.1 Pre-decision scrutiny is only one of a variety of roles and possible activities that scrutiny may be involved in, and any desire to undertake pre-decision scrutiny will need to be balanced with other activities.
- 4.2 However, pre-decision scrutiny does not automatically require scrutiny to carry out any in-depth work. The presumption would be that a single meeting would be sufficient to formulate views, unless circumstances allow for more time.
- 4.3 Should the committee feel that more work is necessary then it will need to make that case to Cabinet (as the decision-maker) and it does not mean that the committee would be responsible for such work. However if the committee does wish to carry out any aspect of work in relation to the proposed decision, then again it would need to state this in its response to the Cabinet.
- 4.4 Whilst an item for pre-decision scrutiny need not automatically pose a significant impact on the existing work programme, the committee will have to manage its work to take into account referrals or requests for pre-decision scrutiny.

5. IMPACT ON THE EXECUTIVE

- 5.1 The committee will depend on the cooperation of the Executive in facilitating the involvement of scrutiny. Pre-decision scrutiny will have an impact on existing decision-making procedures, and the time of both Members and officers involved in the production of Cabinet reports. Pre-decision scrutiny would be facilitated by forward planning and a degree of flexibility on decision-making timetables.

6. THE PROCESS

The process for pre-decision scrutiny is summarised in the attached flow-chart (**Appendix A**). The process is based on a selective approach through identification of items from a Cabinet 'forward plan' which would be then be considered by the Scrutiny Programme Committee. The process is explained in more detail in the following paragraphs.

6.1 Identification / Selection

- 6.1.1 a) The Authority already produces what is known as a Forward Work Programme, and this is published on the Council's website - <http://www.swansea.gov.uk/index.cfm?articleid=1942>. The Forward Work programme includes a schedule of Cabinet business which is updated on a quarterly basis.

b) In addition, all councillors are in weekly receipt of an internal Forward Look log which lists all known cabinet reports that are scheduled for future meetings. This is emailed out by the Democratic Services team and presents a more up-to-date picture of future cabinet business.

6.1.2 Scrutiny councillors should use this information as the source from which selections for pre-decision scrutiny are made. Requests for pre-decision scrutiny shall be directed to the Chair and Vice-Chair of the Scrutiny Programme Committee. The Presiding Member will also be made aware of any requests.

6.1.3 In some circumstances pre decision scrutiny will not be appropriate. The Presiding Member will be entitled to decline a request for pre-decision scrutiny provided one of the following criteria is met:

- The matter is not the subject of a Cabinet decision-making report
- The matter has already been subject to extensive consideration by scrutiny
- The matter is not relevant to the terms of reference of the scrutiny committee
- Where pre-decision scrutiny would require that an urgent matter is delayed and that this delay would be detrimental to the interests of the Council
- Whether there is any constitutional or legal reason why pre-decision scrutiny should not take place

6.2 Notification

6.2.1 The relevant Cabinet portfolio holder and relevant Officer(s) will be notified of those matters identified for pre-decision scrutiny at the earliest opportunity and advice sought on timing / implications.

6.2.2 The relevant Cabinet Member will advise on the decision-making timetable and window in which a committee meeting would need to be convened to avoid undue delay in decision-making, so that a date can be identified.

6.3 Inclusion in Work Plan

6.3.1 Where possible the Chair and Vice-Chair will report to the committee and propose agreement of those matters that have been considered appropriate for pre-decision scrutiny for inclusion in the work plan.

6.3.2 At the same time the committee will have to consider the implication on its own time to undertake meaningful pre-decision scrutiny, and will need to manage and modify its work programme

accordingly. Whilst flexibility is incorporated into the work plan it is also important that previous assumptions for workload are not put at risk. The committee is scheduled to meet every four weeks however can meet as often as required. Additional meetings may need to be considered where scheduled committee meetings will not fit into the proposed decision-making timetable and therefore cause undue delay.

6.4 Consideration

6.4.1 Pre-decision scrutiny will normally be based on the report which is to be submitted to Cabinet. The relevant Cabinet Member would be expected to attend the committee to answer questions / provide clarification on the report.

6.4.2 The role of officers is to support and provide impartial advice to all Councillors whatever their position (whether as Executive Members, Scrutiny Members, Members of quasi-judicial Committees etc.). The committee can request relevant officers to attend to provide advice and assist the committee in their consideration.

6.4.3 Best practice evidence strongly emphasises the need for a constructive and non party political approach. There would be an expectation of responsible, evidence based scrutiny. In general, the committee would be expected to focus on:-

- The reasons for the proposed decision and robustness of the process
- Whether the report outlines all of the known or potential implications (including policy/budget issues) and risks?
- Whether the report adequately examines all of the available options?
- Whether there has been adequate consultation on the proposals?

6.4.4 Meetings will be open to the public (unless exemption applies) and the committee may wish to invite stakeholder input, to help the committee formulate a view.

6.5 Decision

6.5.1 Where possible, the Cabinet Member's report should include a section on the outcome from the committee meeting and demonstrate how the views expressed by the committee have been addressed. Otherwise, the chair of the committee will be invited to address the Cabinet during consideration of the report to outline the views of the committee prior to decision.

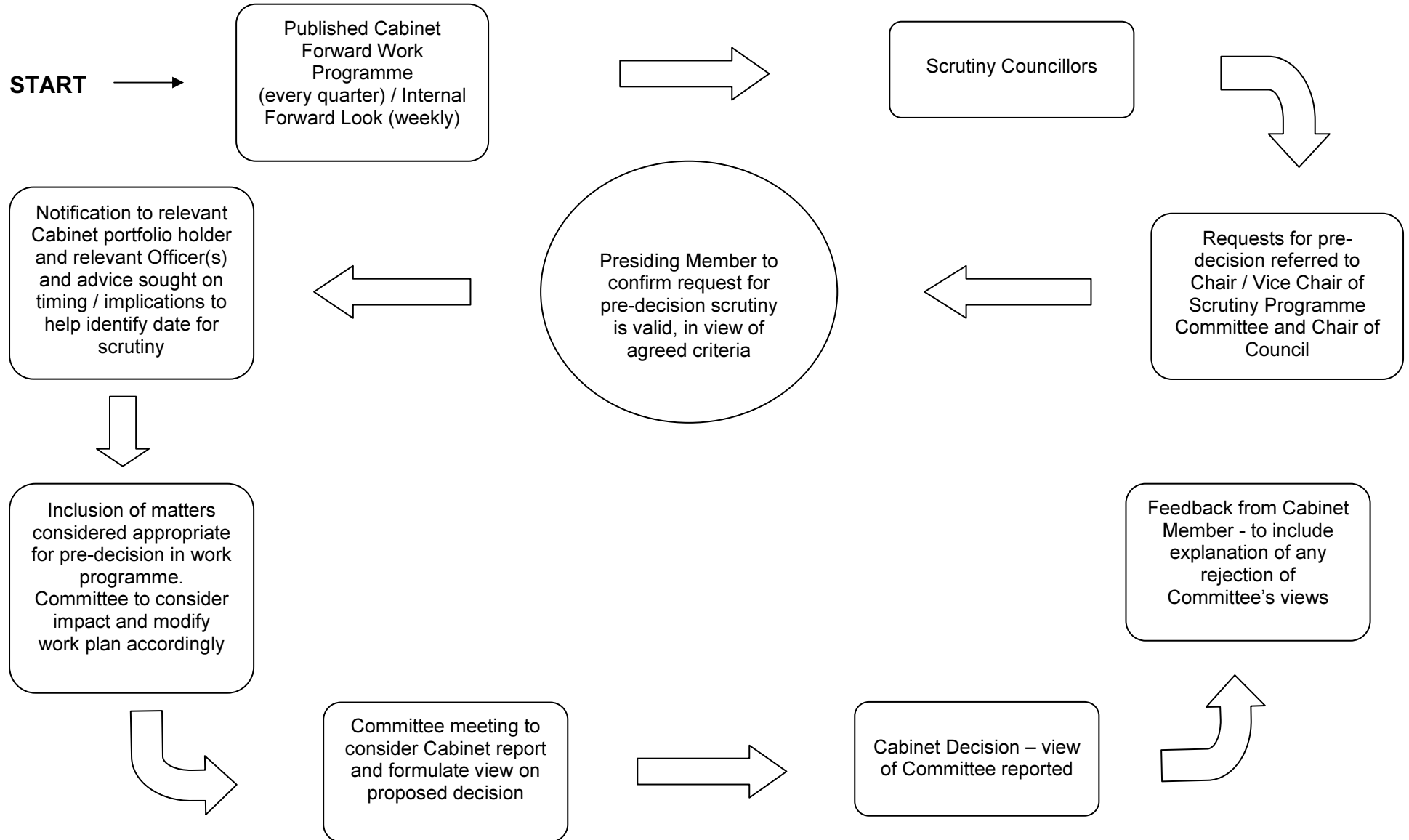
6.6 Feedback

- 6.6.1 The Cabinet Member will provide feedback to the committee, which will include an explanation of any rejection of its views.

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A MODEL FOR PRE-DECISION SCRUTINY



Agenda Item 11

Report of the Chair

Scrutiny Programme Committee – 7 July 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 (12 August).

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

26 June 2014

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Scrutiny Dispatches

City & County of Swansea - July 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

Improving the impact of scrutiny

(Lead: Councillor Mike Day)

The Scrutiny Programme Committee has made improving the impact of scrutiny its priority for the year ahead and agreed a set of actions to support this.

The focus on outcomes and impact is appropriate given that new arrangements have bed down and a number of in-depth inquiries and other scrutiny activities have been carried out.

Based on 'characteristics of effective scrutiny' recently developed by the Wales Scrutiny Officers Network, a series of actions have been identified that the committee, panel conveners and scrutiny councillors can take in order to improve the impact of scrutiny.

The action plan focuses on:

- *facilitating pre-decision scrutiny*
- *improving different stages of the Inquiry 'method'*
- *widening involvement in question setting by councillors and the public, and*
- *improving public engagement*

The majority of actions relate to scrutiny inquiries as they provide the greatest opportunities for impact. Amongst these the committee will work to ensure that measurable outcomes are established at the outset of future inquiries, inquiries ask 'results based' questions, there is a constructive dialogue with Cabinet about inquiry reports and their impact, and that evidence of impact is communicated widely. Cabinet response reports and follow up reports have been revised accordingly.

The committee is interested in various approaches to measure and improve impact, such as Results Based Accountability and Return on Investment and will consider how learning from these methods can be applied to scrutiny in Swansea.

Welsh minister praises Swansea Scrutiny

There was praise for Swansea's scrutiny arrangements at the recent Welsh Local Government Association Annual Conference from Lesley Griffiths AM, Minister for Local Government and Government Business.

The Local Government Minister highlighted Swansea, along with Bridgend, as good examples of best practice for scrutiny in her speech about good governance delivered to representatives from all Welsh Councils.

She highlighted the need to share learning with others about the positive impact of good scrutiny and the negative impact of limited or poor scrutiny.

Cabinet responds to Attainment and Wellbeing inquiry recommendations

(Lead: Councillor Fiona Gordon)

Cabinet formally responded to the Attainment and Wellbeing Scrutiny Inquiry report on 1 July. The inquiry considered how schools, the Council and partners can improve wellbeing in Schools. Cabinet has welcomed the report and agreed all 12 recommendations made by Panel and actions to implement these. The Inquiry Panel will monitor these actions over the next year and report back to the Scrutiny Programme Committee its view about progress and the impact of the inquiry. The Panel's recommendations focussed on ensuring that schools recognised the link between emotional wellbeing and attainment and that children first and foremost need to feel happy, safe and secure in order to be prepared to learn in the classroom. Cabinet also recognised that a number of the recommendations related to school governors and acknowledged that a wider piece of work is required to explore issues around best practice and mandatory training requirements for school governors.

Financial scrutiny in challenging times

(Lead: Councillor Mary Jones)

Swansea councillors and officers attended the launch of a new guide for Welsh local authorities offering advice about how scrutiny can add value to financial planning and financial management.

The guide, produced by the Centre for Public Scrutiny, highlights that scrutiny must be able to demonstrate it adds value to each stage of the financial process – the budget setting process itself, the determination of priorities among competing demands, the effective use of funding and how financial monitoring and control takes place are all key issues requiring effective challenge. It draws on existing good practice from Welsh and English local government to provide practical advice and ideas on how councils can ensure effective scrutiny and accountability of the use of public money.

The Service Improvement & Finance Scrutiny Performance Panel will receive feedback from the launch and consider the guide to help inform its work.

The guide is available to download at: www.cfps.org.uk/publications

Protocol for co-option: involving the public

The Scrutiny Programme Committee has developed a protocol for co-option to ensure a consistent approach that should be adopted across Scrutiny Panels and Working Groups.

The protocol outlines the benefits of co-option and the thinking that should be undertaken to best inform any decisions about co-option. It is designed to give clarity to conveners and scrutiny councillors about what steps to take. It essentially highlights the importance of having a clear rationale, taking advice and ensuring that there are no potential conflicts of interest.

It is important to remember that there were different ways of engaging people in the work of scrutiny. The protocol emphasises that there should be a strong case for co-opting someone, who rather than giving evidence, would work alongside scrutiny members to carry out the scrutiny. The committee recognised the importance of advertising the work of scrutiny to ensure the public are aware of work and opportunities to get involved.

Connect with Scrutiny:

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