

# 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, Swansea

**On:** Monday, 24 November 2014

**Time:** 4.30 pm

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### AGENDA

	Page No.
<b>1 Apologies for Absence.</b>	
<b>2 Disclosures of Personal &amp; Prejudicial Interest.</b>	1 - 2
<b>3 Prohibition of Whipped Votes and Declaration of Party Whips.</b>	
<b>4 Minutes:</b> To approve and sign as a correct record the:	3 - 13
a. Minutes of the Scrutiny Programme Committee held on 27 October, 2014:	
b. Minutes of the Special Scrutiny Programme Committee held on 13 November, 2014.	
<b>5 Cabinet Member Question Session - Leader / Cabinet Member for Finance &amp; Strategy.</b> <i>(Councillor Rob Stewart attending)</i>	14 - 27
<b>6 Scrutiny Performance Panel Progress Report - Service Improvement &amp; Finance Scrutiny Performance Panel.</b> <i>(Councillor Mary Jones, Convener – attending)</i>	28 - 35
<b>7 Scrutiny Work Programme 2014 - 15.</b> <i>Includes:</i> <i>a) Committee Work Plan;</i> <i>b) Progress of Panels/Working Groups;</i> <i>c) Forward Look (Cabinet Business).</i>	36 - 65
<b>8 Membership of Scrutiny Panels and Working Groups.</b>	66 - 67
<b>9 Scrutiny Letters:</b>	68 - 145
a. Letter to/from Cabinet Member (Planning Services Scrutiny Working Group – 10 June);	
b. Letter to/from Cabinet Member re. Children & Young People	

- portfolio (Committee Meetings - 7 July & 4 August);
- c. Letter to/from Cabinet Member for Wellbeing & Healthy City (Committee Meeting – 4 August);
  - d. Letter to/from Cabinet Member for Finance & Strategy (Service Improvement & Finance Panel Meeting – 17 September);
  - e. Letter to/from Cabinet Member for Education (Schools Scrutiny Performance Panel Meeting – 18 September);
  - f. Letter to/from Cabinet Member for Services to Children & Young People (Child & Family Services Performance Panel – 29 September);
  - g. Letter to Cabinet Member for Adults and Vulnerable People (Transforming Adult Social Services Working Group – 13 October);
  - h. Letter to Cabinet Member for Finance & Strategy (Service Improvement & Finance Panel Meeting – 15 October);
  - i. Letter to Cabinet Member for Services for Children & Young People (Service Improvement & Finance Panel Meeting – 15 October);
  - j. Letter to Cabinet Member for Education (Education Inclusion Inquiry Panel – 23 October).

**10 Scrutiny Dispatches - Future Reporting.**

**146 - 148**

**11 Scrutiny Development Session: Making the Best Use of Performance Information: Tuesday 25 November, 3.00 - 5.00pm, Circle Bar, Grand Theatre**

*Workshop, led by Richard Palmer, Head of Improvement in the Local Government Data Unit Wales, will focus on assisting scrutiny councillors to understand and make the best use of performance data. Arranged by the Service Improvement and Finance Panel but invitation extended to all scrutiny councillors.*

**12 Scrutiny Development Session: Making Scrutiny More Effective: - Thursday 29 January, 4.00 - 6.00pm, Committee Room 1, Civic Centre**

*Workshop to support scrutiny members, looking at how those involved with working groups, panels and the Scrutiny Programme Committee can ensure that questioning, evidence gathering and recommendation making are all effective. The session will be supported by the Centre for Public Scrutiny.*

**13 Date and Time of Future Committee Meetings for 2014/15 Municipal Year (all at 4.30 p.m. except where noted):**

26 November 2014 - 5.00pm*	19 January 2015	16 March 2015
8 December 2014 - 5.00pm*	16 February 2015	13 April 2015
22 December 2014		

\* Special meeting re. Gypsy & Traveller Site Provision – Review of Process

#### 14 Date and Time of Upcoming Panel / Working Group Meetings:

Topic	Approach	Date	Time	Venue (Civic Centre)
Child & Family Services	Performance Panel	24 Nov	2.00 pm	Committee Room 3
Affordable Housing	Inquiry Panel (follow up)	3 Dec	5.00 pm	Chamber Meeting Room
Service Improvement & Finance	Performance Panel	4 Dec	3.30 pm	Committee Room 3
Transformation of Adult Social Services	Panel	8 Dec	2.00 pm	Committee Room 3
Service Improvement & Finance	Performance Panel	10 Dec	1.30 pm	Committee Room 3
Schools	Performance Panel	11 Dec	3.30 pm	Meeting Room 3 (2.2.7)
Child & Family Services	Performance Panel	15 Dec	2.00 pm	Committee Room 3

Members of the public are welcome to attend the above Panel / Working Group meetings. Contact the Scrutiny Team if you would like to attend.



**Patrick Arran**  
Head of Legal, Democratic Services & Procurement  
Tuesday 18 November 2014

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Contact: Democratic Services - Tel: (01792) 637292

## SCRUTINY PROGRAMME COMMITTEE (16)

### Labour Councillors: 11

R A Clay	P Downing
A M Cook	T J Hennegan
D W Cole	A J Jones
S E Crouch	R V Smith
J P Curtice	G J Tanner
N J Davies	

### Liberal Democrat Councillors: 3

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

### Independent Councillor: 1

E W Fitzgerald	
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### Conservative Councillor: 1

A C S Colburn	
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### Co-opted Members:

David Anderson-Thomas	
Sarah Joiner	

### 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	
Chair of Standards Committee	
Chair of Audit Committee	
Chair of Democratic Services Committee	

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