

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, 19 January 2015

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 22 December, 2014.	3 - 9
5 Cabinet Member Question Session:	10 - 15
a. Cabinet Member for Wellbeing & Healthy City (<i>Councillor Mark Child attending</i>)	
b. Cabinet Member for Services for Adults & Vulnerable People (<i>Councillor Jane Harris attending</i>)	
6 Scrutiny Performance Panel Progress Report - Child & Family Services Scrutiny Performance Panel (Councillor Paxton Hood-Williams, convener - attending).	16 - 19
7 Scrutiny Work Programme 2014 - 15. <i>Includes:</i> a) <i>Committee Work Plan;</i> b) <i>Progress of Panels / Working Groups;</i> c) <i>Forward Look (Cabinet Business).</i>	20 - 45
8 Membership of Scrutiny Panels and Working Groups.	46 - 47
9 Scrutiny Letters:	48 - 88

	Activity	Meeting Date	Correspondence
a.	Child & Family Services Performance Panel	27 Oct	Letter to/from Cabinet Member for Services for Children & Young People
b.	Service Improvement & Finance Performance Panel	12 Nov	Letter to/from Cabinet Member for Finance & Strategy
c.	Local Flood Risk Management Working Group	13 Nov	Letter to/from Cabinet Member for Environment & Transport
d.	Special Committee	13 Nov	Letter to/from Cabinet Member for Wellbeing & Healthy City
e.	Child & Family Services Performance Panel	24 Nov	Letter to/from Cabinet Member for Services for Children & Young People
f.	Service Improvement & Finance Performance Panel	4 Dec	Letter to Cabinet Member for Environment & Transport
g.	Service Improvement & Finance Performance Panel	10 Dec	Letter to Cabinet Member for Enterprise, Development & Regeneration

10 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.

11 For Information: Audit Committee Work Plan.

89 - 90

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

16 February 2015	16 March 2015	13 April 2015
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13 Date and Time of Upcoming Panel / Working Group Meetings:

Topic	Approach	Date	Time	Venue (Civic Centre)
Service Improvement & Finance	Performance Panel	14 Jan	1.30 pm	Committee Room 3
Child & Family Services	Performance Panel	19 Jan	2.00 pm	Committee Room 3
Schools	Performance Panel	22 Jan	3.30 pm	Meeting Room 3 (2.2.7)
Local Service Board	Performance Panel	26 Jan	11.00 am	Committee Room 3
Corporate Culture	Inquiry Panel	28 Jan	5.00 pm	Meeting Room 3 (2.2.7)
Transformation of Adult Social Services	Panel	2 Feb	2.00 pm	Meeting Room 3.4.1
Service Improvement & Finance	Performance Panel	5 Feb	12.00 pm	Committee Room 2
Corporate Culture	Inquiry Panel	11 Feb	5.00 pm	Meeting Room 3 (2.2.7)

Connect with Scrutiny:

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

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Patrick Arran
Head of Legal, Democratic Services & Procurement
Monday, 12 January 2015

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

M H Jones	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:

Name	Term of Office
David Anderson-Thomas	14.03.2014 – 13.03.2017
Sarah Joiner	08.07.2013 – 07.07.2017

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	

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, SWANSEA ON
MONDAY, 22 DECEMBER 2014 AT 4.30 PM

PRESENT: Councillor R V Smith (Vice Chair) Presided

Councillor(s)	Councillor(s)	Councillor(s)
R A Clay	J P Curtice	J W Jones
A C S Colburn	P Downing	P M Meara
D W Cole	T J Hennegan	G J Tanner
A M Cook	M H Jones	
S E Crouch		

Officers:

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

123 **USE OF SOCIAL MEDIA AT SCRUTINY PROGRAMME COMMITTEES**

The Vice Chair referred to the use of social media to promote the work of the Scrutiny Programme Committee.

He stated that photographs would be taken unless Members advised to the contrary.

Councillor A M Cook stated that she did not want photographs to be taken.

124 **ELECTION OF A CHAIR FOR THE REMAINDER OF THE MUNICIPAL YEAR
2014-2015**

RESOLVED that Councillor M H Jones be elected as Chair for the remainder of the 2014/2015.

COUNCILLOR M H JONES (CHAIR) PRESIDED.

The Committee wished to convey thanks to the previous Chair, Councillor A M Day and it was further **RESOLVED** that a letter of thanks be sent to him.

125 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor N J Davies, Mr D Anderson-Thomas and Mrs S Joiner.

126 **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 J W Jones – personal and prejudicial - Minute No. 124 – Election of Chair for the Remainder of the Municipal Year – married to Councillor M H Jones who may be nominated. Councillor J W Jones left prior consideration of this item.

127 **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.

128 **MINUTES**

RESOLVED that the minutes of the Scrutiny Programme Committee held on 24 November, 2014, be agreed as a correct record.

129 **CABINET MEMBER QUESTION SESSION**

The Committee took the opportunity to question Councillor Christine Richards, Deputy Leader and Cabinet Member for Services to Children and Young People and Councillor Jennifer Raynor, Cabinet Member for Education.

Members' noted the short report on 'headlines' in relation to portfolio objectives which assisted the Committee in focusing on priorities, actions, achievements and impact.

The Chair asked a question of the Cabinet Member for Education in relation to the QEd 2020 Review, specifically that the Council found that "the key corporate risk particularly relevant to the Directorate, was for the local authority to continue to fail to gain the confidence of schools" and how the Cabinet Member intends tackling that issue?

Councillor Jennifer Raynor stated that since she became the Cabinet Member for Education she has had a number of meetings with Head-teachers of Primary and Secondary Schools and the response had been very positive. Many Head-teachers were already active members of a number of committees set up by the schools to liaise with the Council and were well aware of the changing financial situation.

She stated that alternative funding may need to be identified to continue the QEd 2020 programme and meetings were ongoing with head-teachers, governing bodies and Welsh Government. Due to the severity of current financial pressures QED programme phase B is under review and a decision will be made following consultation with heads, public and other stakeholders.

The Chair referred to a question from the public regarding the proposed sale of the Parklands School playing fields and read out the contents to the Committee.

The Cabinet Members' sought clarity on who specifically had proposed the question. The Cabinet Member for Education stated that she had received a number of emails

and letters from Parklands Action Group, some of whom were not residents of Swansea. There was also an issue regarding land being sold for social housing.

Councillor R A Clay expressed concern regarding the process of Cabinet Members not having sight of the questions beforehand and suggested that the questions be forwarded to the Cabinet Members for formal response at a later date.

The Chair advised that Officers were actively seeking public involvement in the scrutiny process by means of various social media including tweets publicising the work of Scrutiny and, out of courtesy, she was giving the Cabinet Members the opportunity to be made aware of the letters prior to a formal letter.

The Deputy Leader and Cabinet Member for Services to Children and Young People stated that the QEd 2020 programme was long standing policy of the Council which had been started before the Labour Administration. The consultation process had been commenced with Governing Bodies asked to consult with staff and pupils in respect of UNCRC (United Nations Convention of the Rights of the Child). Some schools had not participated in the training.

The Chair explained the process for engaging the public and referred to the second question from a member of the public regarding the identification of surplus school land.

The Cabinet Member for Education referred to the Council's requirement to achieve budget savings in excess of £25m over the following three year period. She detailed the situation in relation to the delegated schools budget and service level agreements. As a result the Council was looking at all assets to dispose which included Council owned land adjacent to schools. The Council had resolved that the Parklands land was surplus, however, not all land identified would be used.

The Cabinet Member for Education stated that Parklands School had an excess of land over many primary schools in Swansea and a report would be considered by Cabinet in the next few months.

In respect of concerns regarding childhood obesity, the Welsh Government had a series of initiatives to combat the growing issues of obesity. However, the issue was one that could not be resolved by schools alone and parents' contributions were required in dealing with the levels of obesity.

The Cabinet Member for Education detailed the reduction in Welsh Government funding and the impact this would have on the QEd 2020 programme. However, it was a priority to ensure that the money received from sale of school land would be used for the benefit of schools. She referred to Schools who had been generous in so far as selling school land for the benefit of other schools in order to provide excellent schools for all children across the City and County of Swansea.

The Cabinet Member for Education was asked about School Surplus Places and stated that, according to Welsh Government, the level is acceptable. Options such as federated schools may, however, have to be looked at but the Cabinet will be guided by heads teachers on this.

The Cabinet Member for Education was asked about Poor Performing Schools and stated that lots of good peer to peer work was being done by secondary schools. There was, however, a need to work with the primary schools.

The Chair thanked the Cabinet Members for attending.

RESOLVED that:

- a. The Chair of Scrutiny Programme Committee write to both Cabinet Members reflecting the discussion and sharing the views of the Committee; and
- b. The letter(s) from the committee include the public questions received for formal response.

130 **FINAL SCRUTINY INQUIRY REPORT**

Councillor U C Clay, Convenor of the Social Care at Home Scrutiny Inquiry Panel, presented the final report and sought approval for its submission to Cabinet.

Councillor U C Clay thanked her predecessor, Councillor J E C Harris for her commitment and working in chairing the panel for almost a year until her promotion to Cabinet.

Councillor U C Clay detailed the aims of the inquiry, the evidence considered and the conclusions and recommendations.

The key issue arising from the review was the difficulty in obtaining information.

The Chair expressed concern regarding officer support for the scrutiny process.

The Committee thanked the Panel for its work.

RESOLVED that:

- a. the report proceed to Cabinet;
- b. the Chair write to the Chief Executive regarding officers' support for the scrutiny process.

131 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - SCHOOLS**
SCRUTINY PERFORMANCE PANEL

The Convenor of the Schools Scrutiny Performance Panel presented the Panel Update (2) – December 2014 to the Scrutiny Programme Committee.

She advised that the panel currently meets on a monthly basis and the work completed since the last update in September included:

- a session with the Chief Education Officer and the new Hub Head of School Improvement around support for schools from challenge leaders and ensuring consistency of advice and guidance to schools.

- A meeting with the Chair of Governors and Headteacher of Morriston Comprehensive School to discuss their school improvement plan and discuss support provided by the School Improvement Service.
- Examination of pupil behaviour and how it affects school performance.
- Examination of the Annual Education Performance Data which included the Cabinet Member for Education and the Chief Education Officer.
- Updates in respect of individual school Estyn Inspections publications and any advisory/practice documents including for example: relevant Estyn Inspection outcomes for Swansea, Estyn and other guidance information.

Councillor F M Gordon referred to achievements/impact which included:

- The Panel recommended that the information on the United Nations Rights of the Child be included in the guidance given to home educators. The leaflet given to parents/carers who educate their children at home has now been amended to include this information.
- The Panel have been (and will be) following up on a number of issues that have been highlighted by schools in recent meetings:
 - i. The issue of children being put on a school roll but never actually attending that school because they are on an educated other than at school pathway. Some schools are concerned that these children are on their roll but they have control over their outcomes or attendance. That in turn affects their performance figures.
 - ii. Recruitment of and dealing with competency issues in relation to teaching staff.
 - iii. The Special Educational Needs budget formula and its allocation to schools.

The Panel will meet with a further two schools in January and March and will speak to the Head-teacher and Chair of Governors of each school. Prior to each of these sessions they will meet the appropriate Challenge Leader. Schools were chosen based on the outcomes identified in Regional Support, Challenge and Intervention Framework (RSCIF).

A discussion ensued regarding:

- Data sharing, specifically in relation to children who are educated other than at school;
- Relations and scrutiny arrangements between the Council and the ERW Regional Consortium; and
- Timescales for completion of the Ethnic Minority Learning & Achievement Service (EMLAS) review.

The Chair thanked the Councillor F M Gordon for the updated.

RESOLVED to ask when the Education Other Than At School (EOTAS) and EMLAS reviews would be completed as part of the letter to the Cabinet member.

The Chair presented the Scrutiny Work Programme for 2014-2015. The report explained the background and purpose of the Scrutiny Work Programme and the current position of all scrutiny activities. The Work Programme referred to the work currently active, showing progress and the established Scrutiny Panels and Working Groups. The Work Plan timetable for future Committee meetings was also provided.

The Chair updated colleagues in respect of meetings recently undertaken with the Chair's of Audit and Democratic Services Committee in relation to developing the relationship in order for mutual awareness and understanding of the work of scrutiny and Democratic Services Committee; respective work plans to be co-ordinated and avoid duplication/gaps; and establishment of clear mechanisms for referral of issues, if necessary.

Members' discussed items for future scrutiny (including the manner in which civic events are organised) and the work plan.

RESOLVED that:

- a. A Working Group be established to examine the manner in which Civic Events are organised

133 **MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS**

The Chair presented a report which advised of changes required to the membership of the various Scrutiny Panels and Working Groups.

RESOLVED that:

- a. **Schools Performance Scrutiny Panel** - Remove Councillor P M Matthews.
- b. **Transformation of Adult Social Services Panel** – Remove Councillor A M Cook. Add Councillor R A Clay.
- c. **School Governance – Remove Councillor A M Day**
- d. **Child and Adolescent Mental Health Services** – expressions of interest are still invited.

134 **SCRUTINY LETTERS**

The Chair reported the updated Scrutiny Letters Log.

RESOLVED that a working group on the Welsh Housing Quality Standard should be established, following request from the Affordable Housing Scrutiny Inquiry Panel.

135 **SCRUTINY DISPATCHES - IMPACT REPORT**

The Overview and Scrutiny Manager presented a draft of the first of a quarterly series of reports from the Committee to Council on the impact of Scrutiny.

RESOLVED that the contents of the report be agreed and submitted to Council on 3 February, 2015.

136 **DATE AND TIME OF FUTURE COMMITTEE MEETINGS FOR 2014/15
MUNICIPAL YEAR (ALL AT 4.30 P.M. EXCEPT WHERE NOTED)**

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

137 **DATE AND TIME OF UPCOMING PANEL / WORKING GROUP MEETINGS**

The date and time of upcoming Panel/Working Groups meetings were submitted for information.

The meeting ended at 6.10 pm.

CHAIR

Agenda Item 5

Report of the Chair

Scrutiny Programme Committee – 19 January 2015

CABINET MEMBER QUESTION SESSION

Purpose	To enable the committee to question Cabinet Members on their work. The committee's questions will broadly explore priorities, actions, achievements and impact in relation to areas of responsibility.
Content	The following Cabinet Members will appear before the committee: a) Councillor Mark Child – Cabinet Member for Wellbeing & Healthy City b) Councillor Jane Harris – Cabinet Member for Services for Adults & Vulnerable People
Councillors are being asked to	<ul style="list-style-type: none">• Question Cabinet Members on relevant matters• Make comments and recommendations as necessary
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer(s)	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 One of the most important roles that scrutiny carries out is holding the council's cabinet to account. The cabinet is made up of the Leader and 9 additional councillors appointed by the Leader, who are allocated specific responsibilities.
- 1.2 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.
- 1.3 Cabinet Member Question Sessions have become a feature of committee meetings over the past 2 years. At least one cabinet member is scheduled to appear at each committee meeting, ensuring all 10 Cabinet Members appear before the committee over the course of a year, in order to ask questions on their work.

2. Cabinet Member Question Session – 19 December

2.1 The following Cabinet Members will appear before the committee:

- a) Councillor Mark Child – Cabinet Member for Wellbeing & Healthy City

The Wellbeing & Healthy City portfolio includes the following areas of responsibility:

- a. Early Intervention & Prevention
- b. Equalities (Access to Services)
- c. Diversity
- d. Public Protection
- e. Culture: Sports & Arts
- f. Parks
- g. Healthy Cities/Greener Cities
- h. Community Safety/Safer Swansea Partnership
- i. Drugs/Alcohol
- j. Anti-Social Behaviour
- k. Wellbeing
- l. Healthy Night Life/Purple Flag
- m. Healthy City Partnership
- n. Lead elements of Sustainable Swansea.

- b) Councillor Jane Harris – Cabinet Member for Services for Adults & Vulnerable People

The Services for Adults & Vulnerable People portfolio includes the following areas of responsibility:

- a. Elderly Care
- b. Activities to Promote Independence & Health
- c. Mental Health
- d. Learning Disability
- e. Joint Equipment
- f. Assessment/Care Management
- g. Domestic Abuse
- h. Supporting People
- i. Integration of Health & Social Care
- j. Western Bay
- k. Older People's Champion
- l. Transformation of Adult Social Services
- m. Lead elements of Sustainable Swansea.

2.2 Councillor Child has provided a short report on 'headlines' in relation to portfolio objectives to help the committee focus 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 and the key targets monitored 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) and what the challenges are (e.g. resources / budget)
- engagement with scrutiny on portfolio issues

3.2 Cabinet Members will be invited to make introductory remarks before taking questions from the committee. Following the session the chair will write to 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. Legal Implications

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

5. Financial Implications

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

Background Papers: None

12 January 2015

Legal Officer: Nigel Havard
Finance Officer: Carl Billingsley

Mark Child – Cabinet Member for Wellbeing and Healthy City

Scrutiny Programme Committee 19th January 2015

What is Wellbeing?

It is not exactly clear what Wellbeing is, and even less clear how to measure it. In the Dictionary it may be “A contented state of being happy and healthy and prosperous”, an individual may say “Getting up in the morning and looking after myself; having friends and family”. There are various attempts at measuring by ONS, OECD, and ideas of how to build towards it, happiness index, or the senses framework. I have tried to see the effect of Well-being in Swansea as reduced, delayed or prevented need for direct NHS or Social Services intervention in someone’s life, through individual’s health measures, people being part of a wider network in which they can give and receive support, and communities having capacity to welcome, give a sense of security and pleasure to all who live in them.

Local Area Co-ordinators

A key factor in keeping people healthy is addressing the needs of those who are vulnerable, and increasing community’s capacity to support vulnerable people. An approach called Local Area Co-ordination is being adopted in Western Bays to provide key professional staff to work in areas across Swansea. This approach originated in Australia and is evidenced has having a significant effect. It seeks to support disabled, older people and those with mental health issues to be strong, safe and contributing, be in control of their lives and build solutions for them within their communities. If successful it will prevent, delay or reduce the need for Social Services or Health intervention. The model suggests about 15 needed for Swansea, of which 3 are soon to be appointed and the areas they will work in determined. An exciting and innovative approach.

Parks

There has been progress with Community Asset Transfer, which will enable the ownership and potential improvement of land and facilities for community use as well as the reduction in costs to the Council.

Discussions are well underway with regards to the transfer of the Authority’s 23 bowls greens to clubs or Community Councils, the Council has terminated the lease of the current Gymnastic centre building and the Community Sport and Recreation service is assisting the club to move to new accommodation and Cabinet has given approval to enter into lease negotiations with Mumbles Community Association for Underhill Park. This has involved discussions with clubs and public meetings.

There are also a number of other projects and sites currently being progressed or considered for transfer to the third sector, namely;
Graig y Coed in Penclawdd to Llanrhidian Higher CC
Cwmbwrla Park - pitches and changing rooms to Ragged School AFC

Ynystawe Park - pitches, changing rooms and bowling green to Ynystawe Cricket and Football club
Cefn Hengoed Community Leisure Centre to Eastside Sports Academy
Transfer of the Indoor Bowls Centre to the indoor bowls club

The Authority's Transformation fund is assisting in this work.

This year has seen the completion of Cwmdonkin Park restoration project, and Brynmelin Park improvement project, 5 new/upgraded play areas installed in target areas as part of Administration's £300k commitment.

National Fields in Trust award won by Secretary of Friends of Coedbach Park

Creating an Active and Healthy Swansea

This year we have worked with health partners to develop the Creating an Active and Healthy Swansea Action Plan, with the Vision for Swansea to be: "The most Active, Healthy and Informed city in the UK, where a healthy lifestyle is the norm". This aims to increase the numbers of people, especially children and the most inactive, making use of sport and leisure activities.

The plan has been reviewed and updated so that the outcomes are clearer in how the Authority is aiming to improve levels of physical activity and reduce obesity.

The updated plan has Strategic Priorities with a focus on;

- Sport and Physical Activity
- Access to Facilities and Opportunities
- Community approach to Health and Wellbeing

Giving every child the best start in life

Successfully held an event to decide on the Strategy to giving every child the best start in life in Swansea. Well attended with assistance from University College London. An understanding of the problem and an agreement to act and acceptance of the principles on how we will act was achieved.

Now developing a citywide Strategy to involve and influence Council departments, schools, private childcare providers and Health visitors, GPs and all others in Health to lower the development assessment gap between children in the bottom deciles, vs. the top deciles by approximately 6 months. This is hugely ambitious, but so important as where a child is at 3 is a major determinant on how long they will live, how healthy their lives will be, what their educational attainment and earning capacity will be, and so many other things we ignore it at our peril.

Community Safety

Our application for the Purple Flag Award has had great initial feedback from the assessors regarding our healthy nightlife offer in the Purple Flag area of the city centre, now waiting for the final decision.

As part of the Night time service Help Point Plus was launched in November on the Strand, which is preventing over 50 A&E cases per month from Wind St, and has been welcomed by the Police and Crime Commissioner. The Drop off point, to managing people coming into and leaving Wind St has been improved including adding excellent notices regarding safety and common sense.

We are currently undertaking a review of all CCTV across Swansea. Have reduced in a number of areas already and will soon be consulting with Councillors about more. Looking at alternative ways of monitoring these as well as the absolute numbers needed.

Gambling

The Gambling policy changes and resolution not to issue casino premises licences were introduced following extensive consultation with the relevant bodies and other interested parties.

Smoking

Participated in Stoptober campaign, and working to reduce smoking as the biggest cause of differentials in life expectancy and healthy life years in Swansea. Includes delivering the Tobacco control action plan for Swansea in accordance with Welsh Government requirements, and building on initiatives such as the voluntary ban on smoking at all council owned designated playgrounds in place, the smoke free homes pack/DVD in place together with supported training for Flying Start teams, and the smoke free homes calendar for families produced as a result of working with Blaenymaes Primary School, the Parent Guardian Council and Flying Start.

Urban Environment

Within the context of a changing city centre, I will be seeking to have imaginative spaces for people and greenery, to have cycling and walking as core and in general to ensure development is healthy and people friendly.

Budget

With parts of the portfolio due to have over 40% cuts in funding there are some very challenging times ahead. Wherever possible we will be looking for partners, organisations willing and able to take on facilities. We will learn as we go, and the pre-decision scrutiny of the Underhill proposals was very welcome addition to this. There is a need for the community to build capacity, not just for playing fields, public toilets and grit bins, but for other areas of mutual support, for the more vulnerable people in the community too. Without this capacity there is a serious danger that some things will be lost, that some of our over-riding efforts to reduce poverty and to narrow the gaps across our city will not happen.

Agenda Item 6

Report of the Chair

Scrutiny Programme Committee – 19 January 2015

PROGRESS REPORT – CHILD & FAMILY SERVICES SCRUTINY PERFORMANCE PANEL

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.
Content	This report focuses on the Child & Family Services Scrutiny Performance Panel. Councillor Paxton Hood-Williams, convener of the Panel, will appear before the committee to provide the update.
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness / understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer(s)	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 Child & Family Services 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 represent 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 Child & Family Services Scrutiny Performance Panel. Councillor Paxton Hood-Williams, 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**.
- 1.5 The membership of the Panel is as follows:

Labour Councillors: 6

Uta Clay	Erika Kirchner
Jan Curtice	Hazel Morris
Yvonne Jardine	Ceinwen Thomas

Independent Councillor: 1

Susan Jones	
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Conservative Councillor: 1

Paxton Hood-Williams (CONVENER)	
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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

8 January 2015

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Child & Family Services Scrutiny Performance Panel Update

1. Remit of the Panel

The overarching purpose of the panel is to:

Receive and request relevant performance reports to monitor and challenge assessments on service performance and quality in respect of children's social services

On behalf of the Panel, the convener will write to the relevant Cabinet Member raising issues of concern, comments and recommendations as appropriate following Panel meetings.

2. Introduction

The reformed Child & Family Services panel (Convener, Councillor Paxton Hood Williams) has been meeting since September last year. It has a detailed work plan up until April 2015.

3. Key Activities

November Panel Meeting

The panel received the Child & Family Services Performance Report and highlighted the following areas as concerns:

1. Nine cases of looked after children were not allocated to a qualified social worker
2. Impact of the regional Integrated Family Support Service (IFFS)
3. Increase in the number of children on the CPR that were re-registrations

The panel remained supportive of the Safe LAC Reduction Strategy and the Signs of Safety framework which have both been successful in delivering continued reductions in the numbers of looked after children and as a result, budget reductions.

December Panel Meeting

The panel discussed the draft 3 year proposed Financial Plan for Children's Services.

The panel broadly supported the proposed savings and financial plan for Children's Services on the basis that the safety and safeguarding of all children known to social services was assured and that social work practice continued to improve.

The panel had a number of concerns:

- The proposal to reduce the in-house emergency residential care to a 2 bed short term facility.
- Western Bay Regional and Local Commissioning of residential care placements - the panel was concerned that given the numbers of local authorities involved, it could put pressure on services and placement numbers.
- Impact that the Domestic Abuse MASH could have on LAC numbers

4. Achievements / Impact

November Panel Meeting

The convener's letter (November meeting) to the Cabinet Member raised the points highlighted in section 3 above and the following have been agreed.

1. The panel requested that officers look at the 9 cases that were unallocated; officer agreed to report back to the panel on the status of the cases.
2. The Cabinet Member agreed to share the findings of the IFFS review with the panel
3. The panel requested, and the Cabinet Member agreed, that all future performance reports include a re-referral trend analysis graph and reasons for re-registrations of children on the CPR.

December Panel Meeting

The convener's letter for the December meeting raised the points in section 3 above and will be reported back to the committee when the Cabinet Member's response is received.

5. Future Work Programme

The panel's work plan for the remainder of the year is detailed below.

19 th January 2015 2.00pm	Rotherham Child Abuse: the local situation	To consider how agencies react and deal with allegations of abuse from children & young people
16 th February 2015 2.00pm	Child & Family Services Performance Monitoring	Quarterly performance monitoring to challenge performance and make recommendations for improvement
16 th March 2015 2.00pm	Permanence Service Report & Implementation Plan	Quarterly performance monitoring to challenge performance and make recommendations for improvement
13 th April 2015 2.00pm	TBC	TBC

6. Action required by the Scrutiny Programme Committee

None

Agenda Item 7

Report of the Chair

Scrutiny Programme Committee – 19 January 2015

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.
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 for review.
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>)• approve terms of reference of Corporate Culture Scrutiny Inquiry Panel (<i>Appendix 5</i>)• consider the information on future cabinet business and any opportunities for pre-decision scrutiny (<i>Appendix 6</i>)• consider the councillor suggestion for scrutiny (<i>Section 6</i>)
Lead Councillor	Councillor Mary Jones, 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 aim of the scrutiny function is:

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; and
- 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 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:

a) **Formal committee meetings** – as well as developing and 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.

b) **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:

i) 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. Inquiry panels will produce a final report at the end of the inquiry with conclusions and recommendations for cabinet (and other decision-makers), informed by the evidence gathered. Inquiry Panels will reconvene to follow up on implementation of agreed

recommendations and cabinet action plans and impact of their work.

Every piece of scrutiny work suggested for inquiry will start off as a 'working group' – with an in-depth inquiry only following if the group agreed it was necessary and could suggest appropriate terms of reference to the committee (including key question that is to be explored, evidence gathering that might be necessary, and timescales). The 'working group' approach will involve a detailed presentation of the subject matter at the outset (with advice from relevant cabinet members / officers and provision of existing research & information) which will enable opinion and proposals to be submitted to cabinet member(s) if these can be clearly expressed at that point, with no further work needed, or help inform decisions about the focus of any inquiry that is necessary.

ii) 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.

c) ***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 This arrangement should help to achieve more focused and potentially quicker pieces of scrutiny, and provide flexibility to deal with things in different ways depending on the issue, and improve impact.

2.3 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 / working group 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 workload and review progress made.
- 3.3 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.
- 3.4 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. **Appendix 3** provides a summary of progress with these current scrutiny activities.
- 4.2 For further information about the work of specific panels / groups a contact list of lead scrutiny members and officers is contained in **Appendix 4**.
- 4.3 Corporate Culture Inquiry Terms of Reference (convener: Councillor Andrew Jones)

The pre-inquiry working group met on 12 November with an overview of the subject from the Corporate Director and the Organisational Change Manager. The Working Group agreed that an in-depth inquiry should take place. The Panel met on 15 December to agree the terms of reference for this work and commence evidence gathering. The key question that the Panel will explore is: *How can the City & County of Swansea ensure that service delivery is always supported by a can do culture?*

The Terms of Reference developed by the Panel are attached (**Appendix 5**) for the committee's approval. The following councillors will be undertaking this inquiry:

Labour Councillors: 9

David Cole	Terry Hennegan
Jan Curtice	Andrew Jones (CONVENER)
Nick Davies	Erika Kirchner
Mandy Evans	Mike White

Joe Hale	
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Liberal Democrat Councillors: 1

Paul Meara	
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Conservative Councillor: 1

Anthony Colburn	
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5. Monitoring the Work Programme

- 5.1 A report is 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 on key activities and impact.

6. Public / Councillor Requests for Scrutiny

- 6.1 Correspondence has been received from a councillor advising of a query he has raised with the Planning Department which may be a useful topic for scrutiny to consider.
- 6.2 The query relates to past planning applications which had indicated that jobs will be created. He has asked the Head of Service to review past approvals of such applications and see whether information can be gathered about whether 'promises' have been delivered.
- 6.3 As the Committee has already established a working group to look at planning services it is suggested that this query could be followed by the convener of that working group and determine whether this requires any discussion within scrutiny.

7. Pre-Decision Scrutiny

- 7.1 To facilitate the ability to undertake pre-decision scrutiny a forward look document showing future cabinet business is made available to scrutiny. An internal 'Forward Look' document is maintained by Democratic Services and covers reports to both Cabinet and Council. Attached as **Appendix 6** is an extract from this document showing upcoming cabinet decision reports. This information is already made available to all scrutiny councillors on a weekly basis and any councillor can make a request for pre-decision scrutiny.
- 7.2 If further information is sought about future cabinet business that would help inform whether pre-decision scrutiny should be formally requested on a particular matter then this should be identified as soon as possible and will be referred to the relevant Cabinet Member for response.

- 7.3 If the committee identifies any particular matter for pre-decision scrutiny a discussion with the Cabinet Member will be necessary in order to consider timescales and window of opportunity for scrutiny involvement. This may necessitate a special committee meeting. The committee may also deem it appropriate to delegate pre-decision scrutiny of a specific matter to a Scrutiny Panel, as in the case of the report on 'Everyone's IT: The Move to an In-House Managed ICT Service' which was considered by the Service Improvement & Finance Scrutiny Performance Panel ahead of discussion at Cabinet on 16 December.
- 7.4 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
- 7.5 Pre-decision scrutiny would enable the Committee to develop understanding and ask questions about a proposed cabinet report to provide 'critical friend' challenge and influence decision-making, for example:
- the rationale for the report
 - robustness of the proposed decision and decision-making process
 - potential impact and implications (including policy/budget issues) and risks
 - how different options have been considered
 - the extent of consultation undertaken

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: 8 January 2015

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: Terms of Reference – Corporate Culture Scrutiny Inquiry Panel

Appendix 6: Forward Look (Cabinet Business)

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 To review future cabinet business and consider opportunities for pre-decision scrutiny To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)
Scrutiny Letters	<ul style="list-style-type: none"> To review scrutiny letters and Cabinet Member responses arising from all scrutiny activities
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact
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

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: § Inward Investment 	<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"> Swansea Children’s Rights Scheme 	<ul style="list-style-type: none"> To give views and make recommendations as necessary on draft Scheme
	<ul style="list-style-type: none"> Scrutiny Annual Report 	<ul style="list-style-type: none"> To agree 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"> 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.
	<ul style="list-style-type: none"> WAO Scrutiny Report: Good Scrutiny? Good Question! 	<ul style="list-style-type: none"> To hear from Wales Audit Office about the findings and recommendations of the audit report and implications
29 Sep	<ul style="list-style-type: none"> Future Cabinet Member Question Sessions 	<ul style="list-style-type: none"> Report setting out arrangements for a new programme for questioning of cabinet members following recent changes in the executive
	<ul style="list-style-type: none"> Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements.
	<ul style="list-style-type: none"> Final Inquiry Reports: § 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"> Improving Communication and Public Engagement with Scrutiny 	<ul style="list-style-type: none"> The report will include a communications plan / checklist along with actions arising from proposed adoption of the national principles for public engagement (referenced in WAO Report – Good Scrutiny? Good Question!)
	<ul style="list-style-type: none"> Annual Local Government Performance Bulletin 2013-14 	<ul style="list-style-type: none"> To ensure awareness of content of the Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance
	<ul style="list-style-type: none"> Future Trends for Swansea 	<ul style="list-style-type: none"> Report with insight into current understanding of future trends likely to impact the planning and delivery of council services, to help embed long term thinking and preventative decision making into the scrutiny process
27 Oct	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> To agree schedule for future sessions
	<ul style="list-style-type: none"> Final Inquiry Reports: § 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"> Progress Report – Child & Family Services 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"> Future Trends for Swansea 	<ul style="list-style-type: none"> Officers from Sustainable Development Unit attending to assist the committee in understanding / using the information and issues raised within the briefing paper on future trends and likely impact.

24 Nov	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Leader / Cabinet Member for Finance & Strategy 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.
22 Dec	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> - Deputy Leader / Cabinet Member for Services for Children & Young People - Cabinet Member for Education
	<ul style="list-style-type: none"> • Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> • Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements.
	<ul style="list-style-type: none"> • Final Inquiry Reports: § Social Care at Home 	<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
19 Jan	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> - Cabinet Member for Services for Adults & Vulnerable People - Cabinet Member for Wellbeing & Health City
	<ul style="list-style-type: none"> • Progress Report – Child & Family Services 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 	<ul style="list-style-type: none"> • Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> - Cabinet Member for Environment & Transportation - Cabinet Member for Enterprise, Development & Regeneration
	<ul style="list-style-type: none"> • Crime & Disorder Scrutiny 	<ul style="list-style-type: none"> • Acting Chief Superintendent Phil Davies and Chris Sivers (Director) will attend to provide information and take questions on the performance of the Safer Swansea Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc
	<ul style="list-style-type: none"> • Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> - Cabinet Member for Communities & Housing - Cabinet Member for Anti Poverty
	<ul style="list-style-type: none"> • Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> • Councillor Fiona Gordon, Convener, attending to update headlines from the Panel’s work and achievements.
13 Apr	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Transformation & Performance 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"> • Convener attending 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

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

Scrutiny Work Programme 2014-15

Appendix 2

ACTIVITY	November	December	January	February	March	April
Scrutiny Programme Committee	24 26*	8* 22	19	16	16	13
Inquiry Panels			* special meetings			
Current:						
Corporate Culture (started Dec 2014)	12	15	12 28	11 25		
Public Engagement (started Sep 2013)						
Streetscene (started Oct 2013)		16				
Social Care at Home (started Jan 2014)			20			
Education Inclusion (started Feb 2014)						
Follow Up:						
Services for LAC (Cabinet 17/9/13)						
Public Transport (Cabinet 12/11/13)						
Affordable Housing (Cabinet 3/12/13)		3				
Tourism (Cabinet 14/1/14)	17					
Economic Inactivity (Cabinet 3/6/14)						
Attainment & Wellbeing (Cabinet 1/7/14)						
Inward Investment (Cabinet 20/1/15)			20			
	Key for Inquiries:					
	Scoping		Evidence Gathering		Final Report	Cabinet
						Follow Up
Performance Panels						
Child & Family Services	24	15	19	16	16	13
Service Improvement & Finance	12	4 10	7 14	5	11	15
Schools Performance	10 13	11	22 28	19	19	16
Local Service Board (multi-agency panel)	17		26		23	
Other Panels / Working Groups						
Planning Service						
Car Parking	6					
Local Flood Risk Management	13					
Transformation of Adult Social Services		8 17	5 9	2	2	30 27
Sustainability						

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

Report was presented to Cabinet on 26 August 2014. A response to the recommendations is currently scheduled for 20 January Cabinet Meeting.

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

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

Progress Bar:

Scoping	Evidence Gathering	Draft Final Report

The panel’s final report was presented to Cabinet on 21 October. A response to the recommendations is expected in February.

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’s final report was presented to Cabinet on 16 December. A response to the recommendations is expected within 3 months.

d) **Social Care at Home** (convenor: Cllr Uta Clay)

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’s final report is being presented to Cabinet on 20 January.

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

Key Question: How can the Council improve education for those children who are other than at school?

Progress Bar:

Scoping				Evidence Gathering				Draft Final Report			

The Education Inclusion Inquiry Panel will reconvene again once the action plan arising from the independent review is available for discussion. The Panel will then consider whether / what further scrutiny activity is required. Any specific proposals will be reported back to the committee for agreement.

f) **Corporate Culture** (convenor: Cllr Andrew Jones)

Key Question: How can the City and County of Swansea ensure that service delivery is always supported by a can do culture?

Progress Bar:

Scoping				Evidence Gathering				Draft Final Report			

The Panel met with a group of Innovations Leads, staff from across the organisation who have volunteered to be leads, on 12 January. The Panel will on the 28 January look at the results of the staff survey and at how we communicate key messages to/from staff.

The Terms of Reference developed by the Panel in December are included in the papers (Appendix 5) for the committee’s approval.

2. Pre-Inquiry Working Groups:

a) **School Governance** (convenor: tbc)

The initial meeting is in the process of being arranged.

3. Follow Up on Completed Inquiries:

Follow-ups of inquiries will consider both the implementation of scrutiny recommendations and wider impact / difference made. Inquiry Panels are reconvened between 6-12 months after cabinet decision on Inquiry reports.

Inquiry	Cabinet Decision	Recommendations			Follow Up Panel Meeting
		Agreed	Partly	Rejected	
Services for Looked After Children	17 Sep 2013	14	1	0	(1) 15 Jul 2014 (2) Jan 2015
Public Transport	12 Nov 2013	13	1	0	(1) 20 Oct 2014 (2) April 2015
Affordable Housing	3 Dec 2013	7	2	4	3 Dec 2014 (Follow up complete)
Tourism	14 Jan 2014	14	0	0	17 Nov 2014 (Follow up complete)
Economic Inactivity	3 Jun 2014	7	0	0	tba
Attainment & Wellbeing	1 Jul 2014	11	0	0	April 2015

4. Performance Panels:

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

The panel met on 7 January to discuss the draft budget proposals with the Leader and the Head of Finance & Delivery. This forms part of the budget consultation period due to end on 21 January. Following the publication of the final budget proposals the Panel will meet in early February to consider these ahead of the Cabinet and Council budget meetings.

The panel met on 14 January where it held a Q&A session with Cllr Jennifer Raynor, Cabinet Member of Education, in order to specifically focus on achievement and impact of savings targets for 2014/15 within the Education portfolio. At this meeting the panel also received the 2nd quarter budget and performance monitoring reports.

b) Schools Performance (convener: Cllr Fiona Gordon)

The Schools Performance Panel will meet on the 22 January with the Challenge Advisor, Headteacher and Chair of Governors of Clwyd Primary School to discuss their School Improvement Plan.

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

The Panel's next meeting will take place on 26 January where they will meet with Councillor Rob Stewart, the new Chair of the LSB in order to gather his views on the LSB and plans for taking it forward.

d) **Child & Family Services** (convener: Paxton Hood-Williams)

See separate report in item 6 of the agenda.

5. Other Panels / Working Groups:

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

a) **Transformation of Adult Social Services** (convener: Uta Clay)

The working group met on 8 December to discuss its work plan and the rationale behind the TASS programme. The working group met again on 17 December to discuss the independent review report. The working group met on 5 January to receive a presentation on the Health & Social Care Act.

The working group is meeting on 9 January to finalise its work plan, establish some broad lines of inquiry, identify areas of focus and agree a broad strategy for community engagement. Ed Hammond from the Centre for Public Scrutiny will attend this meeting.

b) **Planning Services** (convener: Cllr David Cole)

Following the Scrutiny Programme Committee's agreement that an additional meeting of this working group can take place for further scrutiny of performance in relation to planning enforcement, a meeting will be arranged for late January/early February.

c) **Car Parking** (convener: Cllr Tony Colburn)

The Working Group met on 22 September and on 6 November to discuss car parks provision across Swansea, service performance, and plans for improvement. The group made a number of recommendations to the Cabinet member including for example developing a signage strategy for car parks, having a more flexible pricing policy and finding a different use for the four lower floors of High Street multi storey car park. A letter has been sent to the Cabinet Member for Environment & Transport and a response is awaited.

d) **Local Flood Risk Management** (convener: Cllr Susan Jones)

The Cabinet Member's response to the Convener's letter is included in the agenda.

In terms of next steps, the working group proposes that the Scrutiny Programme Committee agrees for it to meet again in February in order to participate in the consultation process on the draft Flood Risk Management Plan for Swansea. It also recommends that scrutiny is involved in the planned annual monitoring process of the Flood Risk

Management Plan and suggests that the working group would be an appropriate mechanism to do this.

e) **Sustainability** (convener: Cllr Mary Jones)

A meeting has been arranged for 9 March. The relevant cabinet member / officer will be requested to provide an assessment on current plans, priorities, activities and achievements. This will enable questions on how this work is impacting on policies, service delivery and planning, and whether the authority is planning longer term / being preventative / considering future generations, taking account of specific future risks e.g. food security, climate change, energy supply.

f) the following Working Groups have also been identified and will be convened in the future as time and resources allow:

- **Target Areas** (convener / membership tbc) – the relevant cabinet member / officer will be requested to provide an assessment on progress with target areas work. This will enable questions about achievements and the impact of the new approach.
- **Roads / Highway Maintenance** (convener / membership tbc) – 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 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
- **Young Carers** (convener / membership tbc) – the relevant cabinet member / officer will be requested to provide a report on young carers. This will enable questions about the support available to young carers to minimise the impact on their personal development, education, employment and training.
- **Civic Events** (convener / membership tbc) – this was identified at the committee meeting in December. The Working Group will consider the organisation, support for and management of civic events.
- **Welsh Housing Quality Standard** (convener / membership tbc) – this was identified at the committee meeting in December following a request from the Affordable Housing Scrutiny Inquiry Panel. The Working Group will consider the Council's progress towards achieving the Welsh Housing Quality Standard within its social housing stock

Appendix 4

Lead Scrutiny Councillor / Officer Contacts:

Activity	Lead Councillor	Lead Scrutiny Officer
Scrutiny Programme Committee	Mary Jones mary.jones@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
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
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
Social Care at Home How can Swansea Council and its partners support people to enable them to remain in their own homes?	Uta Clay uta.clay@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Education Inclusion How can the Council improve education for those children who are other than at school?	Cheryl Philpott cheryl.philpott@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk

Corporate Culture How can the City & County of Swansea ensure that service delivery is always supported by a can do culture?	Andrew Jones andrew.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
<u>Inquiry Panels (follow up)</u>		
Tourism	John Newbury john.newbury@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Services for Looked After Children	Ceinwen Thomas ceinwen.thomas@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Affordable Housing	Terry Hennegan terry.hennegan@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Public Transport	John Newbury john.newbury@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Attainment & Wellbeing	Fiona Gordon fiona.gordon@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Economic Inactivity	Chris Holley chris.holley@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
<u>Performance Panels:</u>		
Child & Family Services	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)	Mary Jones mary.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
<u>Other Panels / Working Groups:</u>		
Planning Services	David Cole david.cole@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	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Corporate Building & Property Services	Terry Hennegan terry.hennegan@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Transformation of Adult Social Services	Uta Clay uta.clay@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Sustainability	Mary Jones mary.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
School Governance	tbc	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk

Corporate Culture Scrutiny Inquiry – Terms of Reference

1. The Key Question

How can the City and County of Swansea ensure that service delivery is always supported by a can do culture?

2. Key Lines of Inquiry

- What does a can do culture look like? How would we know it when we see it?
- What are the benefits of a can do culture? Can they be quantified?
- What have successful councils done to achieve a can do culture?
- What have organisations in other sectors done to achieve a can do culture?
- How do we know how innovative we are?
- How can we create the environment where more people feel free to innovate, to do the right things for our customers in the right way?
- How can councillors contribute to a can do culture?

3. Why this Matters

- A can do culture underpins the Council's Sustainable Swansea: Fit for the Future Programme and its three strands of Efficiency, Prevention and New Models of Delivery
- Having the right corporate culture is essential if the Council is to effectively tackle the challenges it faces e.g. demand management, reduced resources and rising expectations
- The Council's policy commitments set out the need to create a can do culture to help turn our city around
- The Council wants staff culture to be more focused on empowerment, personal responsibility, innovation and collaboration. An innovation programme has been set up to achieve this
- This is a difficult and challenging subject – learning from success elsewhere is essential

4. Key Contacts

Panel Convener: Councillor Andrew Jones
Lead Scrutiny Officer: Michelle Roberts
Lead Cabinet Member: Councillor Clive Lloyd

INQUIRY TIMETABLE/PROJECT PLAN
Corporate Culture Scrutiny Inquiry Panel

Meeting date and venue	Evidence being gathered
Meeting 1 12 Nov 14 5.00pm	<ul style="list-style-type: none"> • Overview of subject area by Director Corporate Services and Organisational Development Manager • Discuss Terms of Reference/Scope of the Inquiry •
Meeting 2 15 Dec 14 4.30pm Purple Room	<ul style="list-style-type: none"> • Visit/meet in Purple Room and meet with Innovation Officer and look at events/innovation work etc? • Agree Inquiry Terms of Reference, Timetable of Work and discuss consultation activities
Call for evidence published and introduction blog for inquiry	
Meeting 3 12 January 2015 5pm	<ul style="list-style-type: none"> • Focus Group/roundtable meeting with Innovation Leads
Online survey for Councillors written	
Meeting 4 28 January 15 5pm Meeting Room 3	<ul style="list-style-type: none"> • Results of the recent staff survey presented to Panel – Lee Wenham • Feedback of relevant parts of the Peer Review and Governance review – Dean Taylor • Look at how we communicate to/with staff – Lee Wenham
Meeting 5 11 February 15 5pm Meeting Room 3	<ul style="list-style-type: none"> • Speak to Cabinet Member for Transformation and Performance • Meet with Councils commercial manager to discuss innovation and the strand around income generation
Meeting 6 25 February 15 5pm Meeting Room 3	<ul style="list-style-type: none"> • Results of online councillor survey and other consultation exercises carried out by panel discussed • Look at practice / initiatives elsewhere
Meeting 7 March – TBA	Discuss emerging findings and conclusions (including looking at a summary of evidence you have gathered)
Meeting 8 Mar/Apr - TBA	Draft final report to be discussed by Panel and then forwarded to Scrutiny Programme Committee/Cabinet.
<p>Other work identified as possible – to be discussed further:</p> <ul style="list-style-type: none"> • Focus group with cross section of staff 	

APPENDIX 6 - FORWARD PLAN
Internal Plan 2014 - 2015

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Proposed Medical and Family Centre at Mayhill.	To update Cabinet Members on the proposed Medical and Family Centre at Mayhill.	Chris Sivers	Cabinet Member - Finance and Strategy (Leader)	Cabinet	17 Feb 2015
Lease Arrangements for the Swansea Indoor Bowls Centre.	The temporary arrangements for the tenancy at the Bowls centre needs to be formalised under a full lease arrangement to ensure the tenant can operate the facility effectively and the Council achieve the financial targets set within the Medium Term Financial Plan	Wayne Evans	Cabinet Member - Wellbeing and Healthy City	Cabinet	17 Feb 2015

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Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
<p>Proposed Relocation of Residential Facility at Llys Dewi Sant, St David's Place, Swansea.</p>	<p>A decision will be sought to approve terms for the Council to acquire the site and buildings to facilitate the regeneration of St Davids. It is proposed that the existing residential occupiers will be relocated to new building to be built on part of the Vetchfield by the existing provider which will require Cabinet to approve the disposal of the preferred site.</p>	<p>Gordon Allison</p>	<p>Cabinet Member - Enterprise, Development and Regeneration</p>	<p>Cabinet</p>	<p>17 Feb 2015</p>
<p>Vetch Masterplan Review - Report of Public Consultation Exercise.</p>	<p>The report will recommend the adoption of a revised Vetch Masterplan as planning guidance for the future development and regeneration of the site.</p>	<p>Gordon Allison</p>	<p>Cabinet Member - Enterprise, Development and Regeneration</p>	<p>Cabinet</p>	<p>17 Feb 2015</p>

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Western Bay - Implementation of a Single Youth Offending Service across Western Bay.	Update Progress towards creation of Regional YOS	Deborah Driffield	Cabinet Member - Services for Children and Young People (Deputy Leader)	Cabinet	17 Feb 2015
Trallwn Primary Fence Upgrade - Application for Planning Permission.	To seek cabinet authority to carry out the proposed installation of a fencing upgrade at Trallwyn Primary school.	Peter Webster	Cabinet Member - Education	Cabinet	17 Feb 2015
Disposal Of Surplus Land on School Sites.	To consider responses to the consultation carried out with Schools, regarding the proposed disposal of surplus land, and decide which of those disposals should be proceeded with.	Robin Brown	Cabinet Member - Education	Cabinet	17 Mar 2015

Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 19 January 2015

MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

Purpose	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established. This report advises of relevant matters that need to be considered.
Content	Proposed membership changes are highlighted for consideration.
Councillors are being asked to	<ul style="list-style-type: none">• Agree the conveners / membership changes of Panels and Working Groups, as noted in section 2.• Consider any other actions in respect of scrutiny panel and working group membership.
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer & 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 appointing members and conveners to the various scrutiny panels / working groups that are established.

2. Revision to Scrutiny Panel / Working Group Membership

- 2.1 Transformation of Adult Social Services Panel:

Councillor Uta Clay has stood down as convener. The Panel has identified Councillor Bob Clay as new convener, which should be confirmed by the committee.

- 2.2 The committee should indicate whether there is any other action that is necessary in respect of scrutiny panel and working group membership.

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: 8 January 2015

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Agenda Item 9

Report of the Chair

Scrutiny Programme Committee – 19 January 2015

SCRUTINY LETTERS

Purpose	To ensure the committee is aware of the scrutiny letters produced following various scrutiny activities, and responses to date.
Content	The report includes a log of scrutiny letters produced this year and provides a copy of recent correspondence between scrutiny and cabinet members 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)	Chair of the Scrutiny Programme Committee
Lead Officer(s)	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 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:

	Activity	Date	Correspondence
a.	Child & Family Services Performance Panel	27 Oct	Letter to/from Cabinet Member for Services for Children & Young People
b.	Service Improvement & Finance Performance Panel	12 Nov	Letter to/from Cabinet Member for Finance & Strategy
c.	Local Flood Risk Management Working Group	13 Nov	Letter to/from Cabinet Member for Environment & Transport
d.	Special Committee	13 Nov	Letter to/from Cabinet Member for Wellbeing & Healthy City
e.	Child & Family Services Performance Panel	24 Nov	Letter to/from Cabinet Member for Services for Children & Young People
f.	Service Improvement & Finance Performance Panel	4 Dec	Letter to Cabinet Member for Environment & Transport
g.	Service Improvement & Finance Performance Panel	10 Dec	Letter to Cabinet Member for Enterprise, Development & Regeneration

- 1.5 Where requested Cabinet Members are expected to respond in writing to scrutiny letters within 21 calendar days. 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

8 January 2015

Legal Officer: Nigel Havard
Finance Officer: Carl Billingsley

Appendix 1

Scrutiny Letters Log (May 2014 – April 2015):

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	3 Jul	4 Aug
14/15-3	Wellbeing Performance Panel (2 Jun)	<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 Jul	4 Aug
14/15-4	Wellbeing Performance Panel (16 Jun)	<ul style="list-style-type: none"> • Telecare • Transforming Adult Social Services • Adult Services quarterly monitoring 	Wellbeing	28 Jun	5 Aug	1 Sep

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-5	Committee (9 Jun)	<ul style="list-style-type: none"> Further letter following Cabinet Member for Place response re: Public Transport, Blue Badge Scheme and Waste Management. 	Place Finance & Resources Place	2 Jul	28 Jul 31 Jul 5 Aug	4 Aug 1 Sep 1 Sep
14/15-6	Planning Services Working Group (10 Jun)	<ul style="list-style-type: none"> Performance levels Planning conditions Communications issues Planning and building control Training issues Pre-committee meetings Statutory consultees Future meetings 	Place (referred to Cabinet Member for Enterprise, Development & Regeneration)	2 Jul	22 Oct	24 Nov
14/15-7	Service Improvement & Finance Performance Panel (11 Jun)	<ul style="list-style-type: none"> Saving targets/staffing issues Council tax ICT contract Budget scrutiny HRA changes 	Finance & Resources	2 Jul	18 Jul	4 Aug
14/15-8	Wellbeing Performance Panel (30 Jun)	<ul style="list-style-type: none"> Unallocated cases in Child & Family Services 	Wellbeing (referred to Child & Family Services Panel)	8 Jul	N/A	N/A
14/15-9	Wellbeing Performance Panel (14 Jul)	<ul style="list-style-type: none"> Letter to Chair of Scrutiny on operation of the Panel 	N/A	17 Jul	11 Aug	1 Sep

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-10	Schools Performance Panel (3 Jul)	<ul style="list-style-type: none"> Tackling poor performing teachers and recruitment of senior staff in schools 	Learning and Skills	21 Jul	Not required	4 Aug
14/15-11	Service Improvement & Finance Performance Panel (16 Jul)	<ul style="list-style-type: none"> Corporate Improvement Plan 	Finance & Resources	6 Aug	23 Sept	27 Oct
14/15-12	Service Improvement & Finance Performance Panel (16 Jul)	Questions relating to Corporate Improvement Plan: <ul style="list-style-type: none"> Affordable Housing Welfare rights training for staff Sustaining Council tenancies 	Wellbeing Place	6 Aug	3 Sep	29 Sep
14/15-13	Wellbeing Performance Panel (11 Aug)	<ul style="list-style-type: none"> Monitoring disability services for adults 	Wellbeing	28 Aug	2 Sep	29 Sep
14/15-14	Schools Performance Panel (21 Aug)	<ul style="list-style-type: none"> Elective Home Education 	Learning and Skills, Opportunities for Children & Young People (referred to Cabinet Member for Education)	9 Sep	27 Nov	22 Dec
14/15-15	Committee (7 Jul & 4 Aug)	<ul style="list-style-type: none"> Cabinet Member Question Session Draft Children & Young People's Rights Scheme 	Opportunities for Children & Young People (referred to Cabinet Member for Services for Children & Young People)	10 Sep	4 Nov	24 Nov

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-16	Committee (4 Aug)	<ul style="list-style-type: none"> • Cabinet Member Question Session 	Wellbeing	10 Sep	17 Nov	24 Nov
14/15-17	Schools Performance Panel (18 Sep)	<ul style="list-style-type: none"> • Consistency and support for schools by Education Improvement Services 	Education	10 Oct	21 Oct	24 Nov
14/15-18	Service Improvement & Finance Performance Panel (20 Aug)	<ul style="list-style-type: none"> • Flying Start Programme • Issues relating to Sustainable Swansea Budget Strategy: <ul style="list-style-type: none"> ∇ Public engagement with the budget ∇ Digital services ∇ Governance structures for Sustainable Swansea 	Finance & Resources	11 Sep	18 Sept	29 Sep
14/15-19	Service Improvement & Finance Performance Panel (17 Sep)	<ul style="list-style-type: none"> • Budget Engagement Strategy • Council's new Community Action Fund • WAO Annual Improvement Report • End of Year Financial Report • End of year financial monitoring report 	Finance & Strategy	13 Oct	28 Oct	24 Nov
14/15-20	Child & Family Services Performance Panel (29 Sep)	<ul style="list-style-type: none"> • Performance Report • Care Leavers Scrutiny follow up 	Services for Children & Young People	21 Oct	11 Nov	24 Nov
14/15-21	TASS Working Group (13 Oct)	<ul style="list-style-type: none"> • Scrutiny engagement in the TASS process 	Adults & Vulnerable People	6 Nov	11 Dec	22 Dec

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-22	Service Improvement & Finance Performance Panel (15 Oct)	<ul style="list-style-type: none"> Flying Start Programme 	Services for Children & Young People	6 Nov	Not required	24 Nov
14/15-23	Service Improvement & Finance Performance Panel (15 Oct)	<ul style="list-style-type: none"> 1st Quarter Performance Monitoring Report and Annual Performance Report 	Finance & Strategy	6 Nov	Not required	24 Nov
14/15-24	Child & Family Services Performance Panel (27 Oct)	<ul style="list-style-type: none"> Permanence Service 	Services for Children & Young People	6 Nov	17 Dec	19 Jan
14/15-25	Education Inclusion Inquiry Panel (23 Oct)	<ul style="list-style-type: none"> Independent report on the Education Other Than At School Service 	Education	10 Nov	Not required	24 Nov
14/15-26	Corporate Building & Property Services Working Group (29 Oct)	<ul style="list-style-type: none"> Cost effectiveness of service Relationship with schools Apprentice scheme & Community Benefits Measure Improvements to advice and budget information provided to clients 	Housing & Communities	11 Nov		
14/15-27	Special Committee (13 Nov)	<ul style="list-style-type: none"> Pre-Decision Scrutiny: Proposed Lease of Underhill Park to Mumbles Community Association 	Wellbeing & Healthy City	14 Nov	6 Jan	19 Jan
14/15-28	Car Parking Working Group (6 Nov)	<ul style="list-style-type: none"> Car Parking 	Environment & Transport	20 Nov		

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-29	Schools Performance Panel (16 Oct & 10 Nov)	<ul style="list-style-type: none"> Morrison Comprehensive School 	Education	24 Nov	Not required	22 Dec
14/15-30	Committee (27 Oct)	<ul style="list-style-type: none"> Tidal Lagoon Swansea Bay Project 	Enterprise, Development & Regeneration	27 Nov	8 Dec	22 Dec
14/15-31	Child & Family Services Performance Panel (24 Nov)	<ul style="list-style-type: none"> Performance Report 	Services for Children & Young People	1 Dec	31 Dec	19 Jan
14/15-32	Service Improvement & Finance Performance Panel (12 Nov)	<ul style="list-style-type: none"> Observations on Mid-Year Budget Statement Request for Leader's views on scrutiny of joint working arrangement – Western Bay Comments on budget consultation events 	Finance & Strategy	4 Dec	23 Dec	19 Jan
14/15-33	Schools Performance Panel (13 Nov)	<ul style="list-style-type: none"> Behaviour and Performance in Schools 	Education	8 Dec	Not required	22 Dec
14/15-34	Tourism Inquiry (17 Nov)	<ul style="list-style-type: none"> Follow up/impact report 	Enterprise, Development & Regeneration / Environment & Transport	8 Dec	Not required	22 Dec
14/15-35	Local Flood Risk Management Working Group (13 Nov)	<ul style="list-style-type: none"> Development of Local Flood Risk Management Plan (FRMP) Measures to mitigate risk Suggestions re. public 	Environment & Transport	8 Dec	19 Dec	19 Jan

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
		information • Future scrutiny of FRMP				
14/15/36	TASS Working Group (8 Dec)	TASS Implementation	Adults & Vulnerable People	12 Dec		
14/15-37	Affordable Housing Inquiry (3 Dec)	Follow up/impact report	Housing & Communities	15 Dec	Not required	22 Dec
14/15-38	Service Improvement & Finance Performance Panel (10 Dec)	Pre-decision scrutiny of exempt cabinet report: Everyone's IT - the move to an in-house managed ICT service	Finance & Strategy	15 Dec	30 Dec	n/a
14/15-39	Service Improvement & Finance Performance Panel (4 Dec)	Recycling & Landfill Performance Annual Report	Environment & Transport	22 Dec	Not required	19 Jan
14/15-40	Service Improvement & Finance Performance Panel (10 Dec)	Welsh Public Library Standards Annual Statement	Enterprise, Regeneration & Development	22 Dec	Not required	19 Jan
14/15-41	Schools Performance Scrutiny Panel (11 Dec)	Annual Education Self Evaluation	Education	30 Dec		



CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

Councillor Christine Richards
Cabinet Member, Services for Children
& Young People
Civic Centre
Oystermouth Road
SWANSEA
SA1 3SN

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniogyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

**Overview &
Scrutiny**

01792 637491

scrutiny@swansea.gov.uk

CFS/02

6 November 2014

Dear Councillor Richards

Child & Family Services Performance Panel, 27 October 2014

The Panel met on 27 October to consider a progress report on the review and development of the Permanence Services within Child and Family Services.

I would like to thank the officers for presenting the report to the panel.

The panel made the following comments, observations and concerns:

- The panel supported the review and development of the Permanence Service
- The panel understood that Barnardos was the preferred provider of the leaving care service but was concerned about whether the authority had a responsibility to tender the service so that other providers could bid for the contract
- The panel was concerned about whether Barnardos would be able to re-shape their services to meet local authority expectations
- The panel commented that although the leaving care service was not a local authority provided service, the authority still needed to exercise some control over outcomes.
- The panel agreed with officers that the service needed to be located in an accessible and welcoming place
- The panel was interested in understanding more about the implementation of the permanence service after the review is completed. It agreed that it would like to examine the implementation plan once completed (see recommendation 1 below).

Overview & Scrutiny / Trosolwg a chraffu

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- The panel welcomed and supported the work being undertaken as part of the review to minimise the number of changes in social workers that looked after children experience.
- Whilst the panel welcomed these and other changes that Child & Family Services had experienced and the positive outcomes they had brought, it remained concerned that too many changes could in themselves present challenges to the service.
- The panel welcomed the negotiations with Swansea University to evaluate the impact of the Signs of Safety work within the authority.

The panel requested the following additional information:

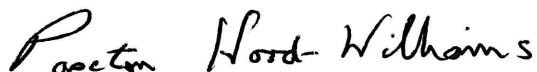
- An organisational structure of Child & Family Services
- Signs of Safety information

The panel agreed the following recommendations:

1. That the Permanence Service implementation plan is presented to the panel for comment at its meeting on 16th March 2015.

I hope you find this letter useful and informative. I look forward to your response and would be grateful if you could address the panel's concerns and the panel's recommendations.

Yours sincerely



CLLR PAXTON HOOD-WILLIAMS
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CITY AND COUNTY OF SWANSEA
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Councillor Paxton Hood-Williams
Member of the Well Being Performance
Panel

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Councillor Christine Richards
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Date / Dyddiad: 17 December 2014

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Dear Councillor Hood-Williams

Re: Child & Family Services Performance Panel – 27 October 2014

Thank you for your scrutiny of and support for the development of a permanence service.

You are right that any arrangement to further develop partnership with a third sector organisation must be open to other providers. Children Services are working with the Council's procurement section to insure the tender process complies with the European Legislation for tendering from contracts.

Whichever provider we work with going forward with needs to deliver the performance expectations developed for the new co-produced service.

The Local Authority will determine the outcomes to be met. The implementation plan for the new service post review will be shared with scrutiny and to the timescale requested.

The concern about the scale of the ambitious transformation program for children's services is noted. Officers remain confident that the track record now firmly established for managing such changes means that the Council can enter this further period of change with confidence.

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I agree that the involvement of Swansea University to independently evaluate the signs of safety implementation is a positive.

I have asked Officers to provide the organisation structure and information on signs of safety.

Yours sincerely



COUNCILLOR CHRISTINE RICHARDS
DEPUTY LEADER & CABINET MEMBER FOR
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Leader and Cabinet Member Finance and
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4 December 2014

Dear Leader,

**Service Improvement and Finance Scrutiny Performance Panel
12 November 2014**

Mid-Term Budget Statement

At our meeting on 12 November we considered the Mid-Year Budget Statement. We are grateful to Mike Hawes, Head of Finance & Delivery, for the advice and information he provided to us.

We found the Mid-Term Budget Statement to be a useful document, which enabled us to understand the latest position with regard to the 2014/15 budget. It also provided a helpful initial assessment of the 2015/16 position. This will assist us in our discussions on the draft budget for 2015/16 in the New Year. We are pleased to see that a robust approach is being taken by the authority to monitor the ambitious savings targets and to plan for the forthcoming year.

We discussed a wide range of issues including:

- financial risks facing the authority
- overspends in Social Services
- Western Bay Health and Social Care Programme
- use of reserves and capital receipts
- Council tax collection and arrears levels

We requested that in the future we would like to receive regular updates on the collection rates for Council Tax, including details of arrears and actions taken by the authority. Mike Hawes agreed to provide us with this information as part of his quarterly reports to the Panel.

As a result of our discussion about the overspend within Adult Social Services we discussed the impact of the Western Bay Health and Social Care Programme. This is a major programme in terms of regional working in key social services areas between Swansea, Bridgend, Neath & Port Talbot local authorities and the Health Board. We understand that joint working in this area is essential for the long term viability of services. However, we have concerns about the lack of clarity regarding governance arrangements, for example accountability for spending and performance and the opportunities available for scrutiny to input in to the process. We believe that the issue of scrutiny of regional working is something that needs to be considered by the Scrutiny Programme Committee and we would be interested to hear your views on this matter.

Swansea Voices Survey: Sustainable Swansea: Fit for the Future Final Report

We received the results from Swansea Voices Survey on Sustainable Swansea/budget consultation. We also discussed the Sustainable Swansea community consultation events that are currently underway. The Panel noted that not all wards were covered in the list of events that we were provided with. We believe that when events of this nature are planned the Council should ensure that as a minimum at least one event is held within each ward.

It would be helpful to receive your reply to this letter by 5 January 2015 . Scrutiny letters and responses are also included in the agenda of the Scrutiny Programme Committee as the committee maintains an overview of all scrutiny activities, and monitors correspondence. We look forward to receiving your response.

Yours sincerely,



Councillor Mary Jones
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CITY AND COUNTY OF SWANSEA
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Councillor Mary Jones
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23 December 2014

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Dear Councillor Jones

**Service Improvement and Finance Scrutiny Performance Panel – 12 November
2014**

Thank you for your letter dated 4 December 2014, containing comments and observations from the above Service Improvement and Scrutiny Performance Panel.

I set out below a response to the specific points that you raised:

Collection Rates for Council Tax

I can confirm that the Head of Finance and Delivery will report on Council tax collection rates and arrears levels on a quarterly basis. As you will be aware, the target rate for collection on Council Tax for 2014/15 is 97.5% and the Council is currently on target to achieve that rate.

Western Bay Programme

I note your comments regarding the Western Bay Health and Social Care Programme and I would suggest in the first instance, that a request is made to Sara Harvey, the Regional Programme Director, to give the Scrutiny Panel an overview of financial and governance arrangements within the project. You will be aware that all decisions regarding the programme are the subject of individual decision making by each of the constituent bodies.

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Following the presentation, I would suggest that the Panel agrees the areas it feels that would most benefit from its input.

Swansea Voices Survey: Sustainable Swansea: Fit for the Future Final Report
With regards to the *Swansea Voices Survey: Sustainable Swansea: Fit for the Future Final Report*, although not all wards were included in the initial list of engagement activities, all Councillors received an information pack and were asked to suggest any groups or venues in their ward where they wanted consultation events to take place. As a result, we have since received requests to hold events in Mumbles and Pontarddulais which have been arranged. We have not received any further requests from Councillors.

Councillors also received in the pack questions and feedback form so that they could hold consultations in their own wards.

I trust that this response provides the information that you requested, but if you require any further detail, please do not hesitate to contact me.

Yours sincerely



COUNCILLOR ROB STEWART
LEADER & CABINET MEMBER FOR FINANCE & STRATEGY

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**Councillor Mark Thomas, Cabinet
Member for Environment &
Transportation**

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Dyddiad:*

8 December 2014

Dear Councillor Thomas,

**Local Flood Risk Management Scrutiny Working Group
13 November 2014**

The Local Flood Risk Management Working Group first met in January 2013 in order to consider the Authority's draft Local Flood Risk Management Strategy. One of the outcomes of this meeting was the recommendation that there should be a further discussion by scrutiny when more detailed plans were developed and there was information about specific areas of risk.

As flood risk and flood hazard maps have now been received by the Authority from the Environment Agency the working group was reconvened on 13 November and received a report from officers which consulted us on the progress being made towards the delivery of the Flood Risk Management Plan (FRMP).

We are grateful to the officers who attended, Mike Sweeney and Stuart Davies, who engaged in a full and frank discussion with the Working Group. This letter reflects the main issues discussed together with our views. We will also be sharing this with the Scrutiny Programme Committee.

Joint working

We learnt that whilst the Local Authority is the lead authority for flood risk management this refers to flooding from local sources such as surface water, ground water and ordinary water courses. There are other agencies who also have responsibility for different aspects of flood risk, namely Natural

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Resources Wales (NRW), who are responsible for coastal and main river flooding. At the same time the local authority remains responsible for effective defences which are under council ownership. This emphasised for us the complexity of flood risk planning and the importance of effective multi-agency working. It is essential that the Authority's plan align and link closely with the FRMP being produced by NRW for the Western Wales River Basin District.

Flood Risk and Flood Hazard Maps

Officers explained that whilst the maps represent a step forward in our understanding of the risks to local areas they are not totally accurate and exaggerate the problems somewhat as they do not take into account existing measures to deal with flood risk, for example culverts. The information is not reliable down to a street level, but rather provides an indication of increased risk in certain areas.

Development of the Local Flood Risk Management Plan (FRMP)

We learnt that the next stage to develop the FRMP will involve a detailed assessment of the Flood Risk Maps to determine the priority areas that are prone to surface water flooding. The next step will be to take the work down to a ward level and to develop a map for each ward. This will involve looking at, for example, critical water courses, measures already in place and cross checking our historical information on previous flooding incidents in order to identify what, if any, additional measures will be required. This work will then feed into the FRMP for Swansea. We believe that ward Councillors will be able to provide a significant contribution to this process and therefore should be involved at this stage so that their local knowledge can be used.

Measures to mitigate risk

We were advised that a key part of the FRMP will be measures to mitigate risk. We discussed in detail the issue of maintenance. We believe that many instances of flooding can be attributed to poor drainage. Councillors discussed their experiences of certain areas where this seems to be a common occurrence after heavy rainfall. Councillors also shared examples of culverts that have caused flooding and felt that a good inspection, cleaning and maintenance programme would help prevent flooding. Officers acknowledged that maintenance regimes need to be up-dated and advised us that this work is on-going. As part of this process the Drainage Management Team will be located with the operational team, which should ensure a closer link between strategic planning and operational knowledge. We suggested that officers consider the feasibility of reducing litter cleansing at peak times in autumn in order to focus on increasing leaf collection as part of flood risk mitigation.

We also discussed the further measures that the Authority is exploring in partnership with Dwr Cymru. For example we were interested to learn about the development of sustainable urban drainage systems which aim to manage

surface water within the water table through slow dispersal in grassed areas such as creating swales in verges at road sides. This is much more effective than allowing clean water to be quickly piped away via the sewerage system, as this approach causes a number of problems such as overloading the system through accelerating the flow of water/sewerage within the pipes. We also heard about promoting sustainable land use practices such as avoiding developments where there is a high risk of flood; creating new wetland areas.

We are pleased to see that the authority is looking at new and innovative methods to deal with the risks caused by surface water flooding and we commend the partnership approach.

Public information

A previous recommendation of this working group was that an information leaflet should be produced providing people with advice about who to contact in the event of an incident or how to resolve an issue. We were pleased to be provided with a copy of this leaflet. However we were advised that the information has only been placed on the Council's website. We believe that a wider distribution needs to take place. A copy should be sent to all Councillors and it should also be placed in key community locations such as Council offices, libraries and community centres.

A further suggestion of this group when it met in January 2013 was that the Local Authority should provide sandbags at a nominal charge to the public. The information leaflet explains the Council's policy on sandbags and that it has no statutory duty to provide sandbags and would not be able to respond quickly in an emergency to all the requests it receives. However, we feel that this leaflet should provide additional information explaining the other means by which members of the public can obtain sandbags. We also wish recommended that the Cabinet Member reconsiders this suggestion and looks at the feasibility of the Council providing sandbags to householders in areas of high risk, with an appropriate charge.

Future scrutiny of the Flood Risk Management Plan (FRMP)

We agreed that there should be a further scrutiny discussion once the FRMP is ready for consultation. We will recommend to the Scrutiny Programme Committee that this working group is reconvened for this purpose. Officers advised that the public consultation period is anticipated to take place during February 2015. We also suggested to officers that they should consider the findings and recommendations of the recent scrutiny inquiry into Public Engagement when planning the consultation.

Officers advised us that once the plan is in place there will be an annual monitoring process to assess the progress of implementing the plan and summarise the actions taken locally to manage flood risk. We believe that there will be a role for scrutiny in this process (which is supported by

recommendations in the Pitt Review) and will further recommend to the Scrutiny Programme Committee that the group meets annually as part of the monitoring process in order to be up-dated on the progress of the plan. We suggest that the FRMP includes an explanation of the annual monitoring process and that scrutiny involvement is clearly included in this.

In summary we recommend that you:

- *Ensure that the Flood Risk Management Plan is closely linked to the plans of Natural Resources Wales.*
- *Ensure that ward Councillors are consulted as the FRMP is developed and the work to develop ward level maps takes place.*
- *Consider the feasibility of reducing litter cleansing in areas of high risk at peak times in autumn in order to focus on increasing leaf collection as part of flood risk mitigation.*
- *Ensure the wider distribution of the public information leaflet "Guidance on drainage and flooding".*
- *Provide additional information to the public about how to obtain sandbags and consider the previous suggestion for the Local Authority to provide sandbags, with an appropriate charge.*
- *Include an explanation of the annual monitoring process within the FRMP and ensure that scrutiny involvement is clearly included in this.*

It would be helpful if you could respond to this letter by 5 January 2014. Scrutiny letters and responses are included in the agenda of the Scrutiny Programme Committee as the committee maintains an overview of all scrutiny activities, and monitors correspondence. We look forward to receiving your response.

Yours sincerely,

COUNCILLOR SUE JONES

Convener, Local Flood Risk Management Scrutiny Working Group

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Councillor Sue Jones
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Dear Councillor Jones

Local Flood Risk Management Scrutiny Working Group – 13 November 2014

Thank you for your letter dated 8 December 2014 regarding the views and recommendations expressed in the Local Flood Risk Management Scrutiny Working Group meeting on the 13 November 2014.

As you are aware the City and County of Swansea is the lead local flood authority for managing flood risk from local sources such as flooding from surface water, ordinary watercourses and groundwater. As part of this role the Authority is committed to the production of a Flood Risk Management Plan by December 2015 in order to meet our statutory requirements set out in the Flood Risk Regulations 2009 which will set out our intended measures for delivery, to address and reduce flood risk over the next six years.

You have been advised that the production of the FRMP is the final stage of the requirements set out in the Flood Risk Regulations and I appreciate that this will place an increasing demand on the Authority as we confirm our measures to mitigate the consequences of flooding to our most at risk communities.

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- 2 -

Many measures are already in place such as implementation of maintenance programmes on council owned drainage assets within the City and ensuring that there is no increase in flooding as a result of new developments can be regarded as prime examples. However, it is essentially important, to recognise that this is the first cycle that Lead Local Flood Authorities with designated flood risk areas have responsibility to produce a plan and conclusions drawn from the flood maps will inevitably result in new measures being assigned specifically to our worst affected areas with 'significant' flood risk. It also needs to be understood that this work cannot be undertaken in isolation from our risk partners and I am aware that with the ongoing work with NRW and other partners through regional working groups which will ensure that the production of the plan will be coordinated in a consistent manner.

Consequently, and in reply to the recommendations you have made to me, I am pleased to inform you that there is some excellent collaboration work currently being carried out by the Authority to ensure that the Flood Risk Management Plan is aligned and closely linked to the FRMP being produced by Natural Resources Wales which covers flooding from main rivers, reservoirs and the sea within the Western Wales River Basin District. This has involved the Authority working in partnership with Natural Resources Wales, Welsh Local Government Association, Welsh Government, and other Lead local Flood Authorities in Wales to ensure that there is consistency in approach whilst working towards the delivery of the FRMP for review by NRW by June 2015.

I would also like to concur with the point you have made with the importance of consulting with Ward members and would like to confirm that this will be undertaken as part of the process, together with the requirement for public consultation and consulting with other key stakeholders who have responsibility in flood risk management.

With regard to recommendation made for further consideration being given to prioritising staff in order to focus on maintenance obligations in the autumn months for flood risk management duties. I believe that this is an area which can be assessed more thoroughly.

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- 3 -

One good example of this will be the reassessment of the maintenance activities on the clearance of trash screens on our culverts and to ensure that the existing programme is updated to reflect current needs.

I agree with your views on the wider distribution of the public information leaflet "Guidance on drainage and flooding" and wish to confirm that the flooding leaflet will be issued to other council offices, libraries and community centres.

I also agree in the provision of additional information on where the public can obtain sandbags or other alternatives which will assist in the prevention of flooding. The Authority will also make assessment into the viability of supplying sandbags at an appropriate charge. However, prior to agreeing to this service to the public, an understanding of the necessary resource will be required to inform any decision.

In terms of the monitoring process I would anticipate that an annual review of the measures identified in the Flood Risk Management Plan will be necessary and reported to Natural Resources Wales accordingly.

To conclude, I wish to acknowledge and thank you for the recommendations of the Scrutiny Working Group and I hope that I have responded to the matters you have raised. Clearly, the production of the Flood Risk Management Plan will be a major challenge for the Authority, but one which we can aspire to deliver by working closely with all of our partners in the interest of reducing the consequences of flooding to our worst affected communities in Swansea.

Yours sincerely



COUNCILLOR MARK THOMAS
CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION

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CITY AND COUNTY OF SWANSEA
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**To/
Councillor Mark Child,
Cabinet Member for Wellbeing &
Healthy City**

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Date 14 November 2014
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Dear Councillor Child,

**Re: Pre-Decision Scrutiny of Cabinet Report: 'Proposed Lease of
Underhill Park to Mumbles Community Association'**

The Scrutiny Programme Committee met on 13 November to consider this report. The matter had been identified for pre-decision scrutiny and the meeting enabled the committee to discuss the report with you, as the lead cabinet member, and officers involved in the development of the report. We also met with Simon Tse who represented the Mumbles Community Association (MCA). We thank everyone for their engagement in the process.

We felt that this was an important matter taking into account impact, community interest and financial implications. We focussed on:

- the rationale for the report
- the robustness of the proposed decision and process followed
- potential implications and risks
- whether alternative options were considered
- the extent of consultation undertaken

There were questions raised about:

- the legal status of the Mumbles Community Association
- respective responsibilities and obligations between the council and the association
- legal and financial implications
- proposed improvements
- community use of facilities
- future public access to the park

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What follows is the view of the committee, which we ask cabinet to take into consideration before making its decision on the report:

1. The committee broadly supports the proposed recommendations in the report for an agreement in principle to transfer management of the park, and considers that this is a potentially very interesting example of community action in relation to local services. There may be general principles here for the council in future in relation to parks and open spaces elsewhere, given the financial pressures upon the authority and moves to encourage investment from others to safeguard and take over the running of community facilities and improvement. This could provide a template for other clubs who may be interested in following this example, so we hope it is a success.
2. However, there are a number of issues which we wish to bring to your attention to inform not just the immediate decision on 18 November but future decisions.
3. When it comes to the specific terms of the lease for this arrangement, we discussed the inclusion of provisions on:
 - a. how to provide an assurance about future public access to the park - the Lease will require careful wording and need to refer expressly to the site being Public Open Space.
 - b. ensuring clarity about the areas of the park covered by the lease and which will be under the responsibility of the MCA, and those which the council will remain liable for (e.g. maintenance of children's playground, woodland areas, boundary / retaining walls) – the Landlord's and Tenant's obligations will need to be clearly understood and specified in the Lease; alternatively a separate Management Agreement may be the way forward.
 - c. giving greater clarity of the financial implications as it is evident there will be an ongoing need for council maintenance of some areas of the park that will not be covered by the MCA.
 - d. fees and charges, and clarity on the mechanism to control raising prices unduly and deterring community usage - again these provisions could usefully be incorporated into a Management Agreement.
 - e. giving clarity about how any future disputes between the association and the council would be resolved, and how disputes from third parties will be handled - the lease should incorporate a disputes resolution clause.
4. In addition to the specific matters raised in connection with Underhill Park, we felt that there are a number of general advisory notes that we wish to draw to the attention of Cabinet.

- a. When submitting proposals, we would encourage that, for any proposal put forward, there is a need for a clear rationale for it, an indication of whether any other alternatives had been considered and to ensure that the relevant department, legal and corporate property sections work together to address any legal constraints to transferring facilities, as we feel that the authority should give more encouragement and support to community groups.
- b. We felt that a template lease if possible (taking into account the circumstances of each proposed transaction) should be prepared for issuing to community groups and associations as this may be useful to facilitate future community involvement.
- c. The committee would also like to see some form of pack prepared to indicate what support can and cannot be offered by the council to community groups to ensure they are clear what help can be given by the authority.
- d. We also felt that there may be lessons to be learned from the experience in terms of ensuring meaningful community and public engagement. In the committee's view, it will be essential to develop and apply a clear consultation strategy for future proposals. In preparing a strategy, and ensuring all stakeholders are consulted, we would emphasise the importance of local councillors being informed about any discussions on proposals or developments affecting their ward(s).

We would be grateful for your response to this letter so that the committee is informed of the decision taken by cabinet and its consideration of the views expressed. It would be helpful to receive your reply to this letter by 15 December so that it can be included in the agenda of a future committee meeting at the earliest opportunity.

Yours sincerely,



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CITY AND COUNTY OF SWANSEA
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Councillor Mary Jones
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5th January 2014

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Dear Councillor Jones

PRE-DECISION SCRUTINY OF CABINET REPORT – PROPOSED LEASE OF UNDERHILL PARK TO MUMBLES COMMUNITY ASSOCIATION

In reply to the pre-decision scrutiny letter from Councillor Day dated 14th November 2014 regarding the Proposed Lease of Underhill Park to Mumbles Community Association, firstly I would like to thank Scrutiny for this session. It highlighted some improvements to the process which may be made. As this is the first such lease and there may well be more to follow it was an important addition to the process. I also believe it was one of the first pre-decision scrutiny's to be carried out recently, a tool which I feel is under-utilised, and so welcome for that reason too. I was also pleased that the Community Association participated in the event as I feel they have the ability and desire to not only take over maintaining the park, but to provide much needed improvements there for the community.

On the specific points you raised, I wholly agree with point 1, it is an excellent example of community involvement in local services, and may well serve as a template, refined by the Scrutiny process, for other cases, particularly because of the financial situation the government has put local authorities in.

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On 3a, I agree, public access to Underhill Park is sacrosanct, and the Lease will need to make that absolutely clear.

3b, between the lease and the management agreement, exactly what is included and how it is to be managed will need to be made clear. The motion at cabinet was an enabling process, and these details will have to be agreed by both parties at each stage as the ambitions for Underhill Park develop.

As not every aspect of the Park is planned to be transferred there will be a remaining cost to the council for maintenance, and whilst this is not part of the lease, Council and other parties need to be clear of its continued responsibility and the cost of that. In future this will need to be included in the information provided for decision making. (3c)

Fees and charges (3d) need to be kept commensurate with the facilities, and these facilities need to be available to the community, and it is agreed that this element should be included in the Management Agreement.

3e, a mechanism within the lease for disputes resolution, I understand is a normal part of most leases and would be part of the one for Underhill Park.

In the more general recommendations made in section 4 of your letter,

For 4a, I agree that the rationale for the proposal needs to be clearer, In the case of Underhill, it was twofold, to enable the improvement of the facilities for community use, and the reduction in costs to the Council; but this was not as clearly stated as it should have been. I am not sure what alternatives would have been considered, certainly I have no desire for any of our parks in Swansea to be anything but Parks. Our effort should be mainly focused on encouraging and supporting strong community based organisations to take up these opportunities.

In helping such initiatives it is important that we develop, as far as possible, templates to help them. Although each case is likely to be different and unique, it is hoped that we can provide a template / guidelines / advice and a network to enable local groups to more easily understand and take up levels of service provision. (4b & 4c).

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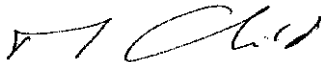
Your suggestions in 4d that a clear consultation strategy be developed and demonstrated in each case is a good one, and local councillors have to be respected in that strategy. In the case of Underhill, whilst there had clearly been significant consultation, a strategy could not be discerned.

I will say that as a local councillor, I always felt informed, or knew who to ask to be informed about this welcome proposal, without feeling the necessity to be spoon-fed information or a need to be present at every discussion.

Thank you very much for the points made, which have clearly added value to this particular decision and similar potential decisions in the future.

May I also take this opportunity of congratulating you on your appointment as Chair of the Scrutiny Programme Committee.

Yours Sincerely



Councillor Mark Child
COUNCILLOR MARK CHILD
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CFS/03

26 November 2014

Dear Councillor Richards

Child & Family Services Performance Panel, 24 November 2014

The Panel met on 24 November to consider the Child & Family Services performance report for October 2014.

I would like to thank the officers for presenting the report to the panel. Overall, the panel was pleased with the continued and sustained performance in most areas; the reduction in the numbers of looked after children, the reduced expenditure on placement costs, 100% allocation of child protection cases to qualified social workers, the reduction in the number of children in residential care. The panel continues to support the Safe LAC Reduction Strategy and the outcomes it is delivering.

1. The panel made the following comments, observations and concerns:
 - The panel supported the department's piloting of new ways of working to reduce the number of changes to social workers that service users experienced.
 - The panel noted that these ways of working may have had an impact on the number of Children in Need and Core Assessments, as numbers for each were down in October. The panel will keep a close eye on this over the coming months.
 - The panel was interested to know whether targets around Initial and Core Assessments will be relaxed under the Social Services & Well Being Act and this is something we will return to.
 - The panel was very interested in the impact of the regional Integrated Family Support Service and the department's review into its

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effectiveness. The panel requested that the review findings were reported to it when available.

- The panel highlighted the increase in the number of children on the CPR that were re-registrations and were assured that as the Signs of Safety work continues these numbers will decrease. The panel asked for additional information on re-registrations to be included in future performance reports and this is in section 2 below.
- The panel was pleased to see that LAC numbers were continuing to reduce and acknowledged the positive impact that the Signs of Safety model had had on the numbers of looked after children and on those who were able to return home with a signs of safety plan.
- The panel discussed whether feedback was obtained from families who had worked with the Signs of Safety model and we were pleased to learn that feedback was embedded within the model and that lessons were learned from the feedback.
- The panel was very concerned about the 9 cases of looked after children that were not allocated to a qualified social worker and officers agreed to provide more information on this.
- The levels of sickness within the department concerned the panel. We understood that there were a number of factors that had affected the figures recently. The panel will make sure that it looks again at sickness levels when the performance report is next reported.
- The panel welcomed the significant reduction on spend which was attributed to the Safe LAC Reduction Strategy and it looked forward to seeing further reductions in expenditure as the strategy continued.
- The panel acknowledged the concerns of officers around the PIs that measured the CIN review process. The panel learned that this wasn't measured on a monthly basis which made it difficult to know if improvements were happening. The panel would be interested to know how you plan to address this.

In summary, officers agreed to provide the following to the panel at a later date:

- Integrated Family Support Service – review findings.
- An explanation of the reasons why a small number of looked after children cases are unallocated.

2. The panel requested that the following be added to the monthly performance report:

- Re-referral trend analysis graph
- Reasons for re-registration of children on the CPR and the percentage rate of re-registration and actual numbers over the year

I hope you find this letter useful and informative. I look forward to your response.

Yours sincerely

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Paxton Hood-Williams

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Dear Paxton

Re: Child & Family Services Performance Panel – 24 November 2014

Thank you for your convenor's letter dated 26 November 2014. I appreciate the panel's continued scrutiny of the service and value your feedback.

I was pleased to note the panel's acknowledgement of continued progress in many areas of Child and Family performance and continued support for the overall strategic objectives of the service.

The panel has highlighted a number of areas which require particular scrutiny in the coming months. We will, of course, share the findings of the review on the regional Integrated Family Support Service when they become available and I would agree that the other points you raise would be helpful in continuing to provide reassurance and challenge that performance improvements will be maintained.

The panel asked for additional information on the re-referral of children. I have asked officers to ensure that this is made available as requested

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- 2 -

You also ask a specific question about how I intend to address the performance monitoring of the Children in Need review process. In 2015 the Head of Service will be leading a project to address the recording processes used by Child and Family Services to better reflect the Signs of Safety practice model.

As part of this work the recording and monitoring of all reviews will be revisited and I expect this current deficit to be addressed as part of that work.

Thank you again for the panel's continued robust scrutiny of the service.

Yours sincerely



COUNCILLOR CHRISTINE RICHARDS
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22 December 2014

Dear Councillor Thomas,

Service Improvement and Finance Scrutiny Performance Panel 4 December 2014

The panel met on 4 December 2014 to consider the Annual Recycling and Landfill Performance. The purpose of this meeting was to monitor and challenge performance and consider the actions in place to meet the statutory targets.

The panel would like to thank you, Chris Howell and Ian Whettleton for attending the meeting to present the report and answer our questions. This letter reflects the main issues we discussed.

Targets

Overall we were pleased to hear that the Council is on course to achieve the Welsh Government recycling and composting target of 58% in 2015/16, and that the current target of 52% has been exceeded. We believe that this reflects the success of the Council's Recycling Improvement Strategy to change behaviour and we commend the progress that has been made.

However, we also appreciate that the financial situation is difficult with increasing requirements to make significant budget reductions. The next stage of the Welsh Government's targets will be to achieve a 64% recycling rate by 2019, which will require more radical action if it is to be achieved. Therefore we believe it is essential that progress is maintained and improved on, and we were encouraged to hear your

assessment that, despite the challenges, you believe that the strategy and actions are in place to meet the targets.

Key areas for improvement

We discussed some of the key areas for improvement in more detail in order to understand your assessment that the Council will achieve the next stage of targets. We were interested to hear of the plans to increase recycling rates though targeting commercial waste customers, the first step of which is to introduce a ban on food waste in the residual bin collections. This would have the double impact of significantly reducing the amount of waste to landfill and also making the inspection of residual waste in the picking line to remove recyclable materials more successful as it would not be contaminated by food waste

We spent some time discussing the relative merits of the Council continuing to provide a commercial waste service. We discussed whether it is desirable for the Council to continue providing the service, especially considering the fact that the waste collected by private contractors does not count towards the Welsh Government landfill and recycling targets. You advised us that the Council has a statutory responsibility to provide this service, however this is within a competitive market and currently the Council has approximately 50% market share, with the rest being collected by private contractors. We learnt that whilst the service does not make a profit, it is self-funding, and also cross-subsidises other element of the waste and recycling service. In addition, the commercial waste service is used by other parts of the Council, so overall there would be a negative financial impact on the Council if this service ceased.

You advised us of plans to improve the commercial waste service though joint working with private contractors as opposed to competition. For example, liaising with private contractors to propose that the Council is sub-contracted by them to collect recyclable waste from their clients, which would have the benefit of enabling the Council to increase its recycling rates whilst allowing the private contractors to continue collecting residual waste, which would not add to overall landfill figures. This appears to be a productive approach to follow.

We agree that the targeted door knocking exercise to increase domestic participation should continue, and we agree that this should be protected from budget cuts as far as possible, as this appears to consistently contribute to increased recycling rates.

Enforcement

We discussed the issue of enforcement. We were advised that work is on-going with the Public Protection Team in order to tackle particular issues of concern, for example lack of participation in student areas. There are powers in place to deal with licensed HMO properties, where a health hazard has been identified, but overall it is difficult to enforce. It is also not possible to fine people for lack of participation in recycling collections. The best approach that the Council can take is one of education and awareness-raising and the door-knocking work is an example of how this can be achieved.

Future service options/budget

We were informed that as part of Sustainable Swansea new models of delivery for the waste and recycling service will be considered. You advised us that it will be important that a high quality service is maintained as this is essential for maintaining good levels of participation in recycling services. We will be interested in hearing how this work develops.

This letter provides our views on the service but does not give any further recommendations; therefore a response is not required. However, this letter will be included in the next available agenda of the Scrutiny Programme Committee as the committee maintains an overview of all scrutiny activities, and monitors correspondence.

Yours sincerely,



Councillor Mary Jones

Convenor, Service Improvement and Finance Scrutiny Performance Panel

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22 December 2014

Dear Councillor Francis-Davies,

Service Improvement and Finance Scrutiny Performance Panel 10 December 2014

The panel met on 10 December 2014 to consider the Welsh Public Library Standards – Annual Performance Review. The purpose of this meeting was to monitor and challenge performance and fulfil the Welsh Government's requirement to ensure that scrutiny is aware of the Council's performance against the standards.

We would like to thank you and Steve Hardman for attending the meeting to present the report and answer our questions. This letter reflects the main issues we discussed.

Performance

Overall we were satisfied that the Council is maintaining its performance in relation to the standards, with 5 fully complied with and 4 partially achieved. We discussed the targets that were partially achieved and the reasons behind these:

WPLS 5: Acquisition of new items (per 1000 of population). The service met the standard in relation to acquisition of new items for use by adults but failed to meet the standard in relation to under 16s. We were told that the reason for this is that the target for under 16s is based on the total population as opposed to the under 16 population. We were advised that if the under 16 population figure is used then standard is met. We were pleased to hear that 99% of under 16 users think the choice of books in Swansea is very, good, good or adequate.

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WPLS 6: Spend on Welsh Language materials

We were advised that the WPLS target is based on the % of population in the Census who stated that they can read, speak and write Welsh. We were told that that the view of the service is that this over estimates the number of customers that can read Welsh; therefore the target is set too high. We were satisfied that the service is making best use of resources through concentrating Welsh Language stock in the main Welsh speaking communities, focusing materials on children and Welsh learners and also ensuring a large collection is available in Central Library. These measures in addition to inter library loans and regular stock circulation help to ensure an appropriate range is offered, given the resources that are available.

WPLS 8: Ensure at least 23% of staff are formally qualified in library and information studies

We were advised that the service has a ratio of 12% of qualified staff. However these staff are concentrated at senior and specialist post level, in order to make the best use of their skills. We were told that given the current financial climate it is difficult to increase these levels.

WPLS 9: Total amount of floor space (per 1000 population)

We agreed with your assessment that this indicator is not particularly useful, and also note that the target required by the standards is missed only by a small margin.

Overall, we noted that the standards provide a snapshot in time and mainly focus on quantitative information, therefore do not reflect the full picture of the work that goes on in Swansea's libraries. We were pleased to hear additional details about the wide range of services that libraries provide, including: events for children such as rhyme time, Welsh Language activities, seasonal events; home work clubs; exhibitions; work with partners such as the Police, RNIB; job clubs; audio book clubs; family history surgeries; support groups; any many others.

We were particularly pleased to hear that Swansea Central Library is amongst the top ten libraries in terms of number of items issued in the UK. However, we acknowledge that reducing resources are creating a challenging environment for the service.

Community languages

We discussed the provision that is made for additional languages other than Welsh, as this is not included in the WPLS. We were pleased to hear that the Library Service is able to offer options to library users who wish to obtain material in other languages, for example use of an inter library loan service and use of specialist suppliers to rent books on a temporary basis. This demonstrates an effective use of resources, particularly important as the requirements for community languages can change over time.

Availability of services

We discussed the availability of services to people unable to attend libraries for various reasons, generally to do with health/mobility issues, or residents in care homes. This is especially important since the cessation of the mobile library service. We welcomed the fact that the Library Service now provides an individually tailored service to housebound residents, through two members of staff who undertake home visits to assess a person's requirements and then deliver a selection of books. We were pleased to hear that this service is growing.

Revised standards for 2015/16

We welcomed the news that the Welsh Government will be revising the standards for 2015/16 in order to provide a greater focus on outcomes and impact achieved by library services as opposed to the more quantitative targets that are used now. We believe that this will provide a better reflection of the work and achievements of the Library Service. We will be interested to see how Swansea fares in the new standards when the standards are reported to us next year.

This letter provides our views on the WPLS Annual Performance Review but does not give any further recommendations; therefore a response is not required. However, this letter will be included in the next available agenda of the Scrutiny Programme Committee as the committee maintains an overview of all scrutiny activities, and monitors correspondence.

Yours sincerely,



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FOR INFORMATION

This report details the Audit Committee Workplan to May 2015 and provides an outline Workplan for the 2015/16 municipal year.

AUDIT COMMITTEE WORKPLAN 2014/15

Date of Meeting	Reports
15 th January 2015	Audit Committee Review of Performance 2014/15 PwC Annual Audit Letter 2013/14 Procurement by Schools – Briefing Waste Management Audit – Head of Service Briefing
12 th February 2015	Internal Audit Monitoring Report Q3 2014/15 Internal Audit Plan 2015/16 - Methodology Wales Audit Office Performance Audit Update Education Challenge Advisers – Update
12 th March 2015	Internal Audit Charter 2015/16 Risk Management Annual Review 2014/15 Recommendations Tracker 2013/14 – Update
9 th April 2015	Internal Audit Annual Plan 2015/16 PwC Annual Financial Audit Outline 2014/15 Bad Debt Write Offs – Briefing Wales Audit Office – Corporate Assessment Draft Audit Committee Annual Report 2014/15

DRAFT AUDIT COMMITTEE WORKPLAN 2015/16

Date of Meeting	Reports
9 th April 2015	Internal Audit Annual Plan 2015/16 PwC Annual Financial Audit Outline 2014/15 Bad Debt Write Offs – Briefing Wales Audit Office – Corporate Assessment Draft Audit Committee Annual Report 2014/15
June 2015	Draft Annual Governance Statement 2014/15 Internal Audit Monitoring Report Q4 2014/15 Wales Audit Office Performance Audit Work 2015/16
July 2015	Draft Statement of Accounts 2014/15
August 2015	Internal Audit Annual Report 2014/15 Annual Report of School Audits 2014/15 Internal Audit Monitoring Report Q1 2015/16
September 2015	Housing Benefit Investigation Team Annual Report 2014/15 Risk Management Half Yearly Review 2015/16 Wales Audit Office Performance Audit – Mid Term Report
October 2015	Audited Statement of Accounts 2014/15 PwC ISA 260 Report 2015/16
November 2015	Internal Audit Monitoring Report Q2 2015/16 Recommendations Tracker Report 2014/15
December 2015	PwC Controls Report 2014/15
January 2016	PwC Annual Audit Letter 2014/15 Audit Committee Review of Performance 2015/16
February 2016	Internal Audit Monitoring Report Q3 2015/16 Wales Audit Office Performance Audit Update
March 2016	Internal Audit Charter 2016/17 Risk Management Annual Review 2015/16
April 2016	Internal Audit Annual Plan 2016/17 PwC Annual Financial Audit Outline 2015/16 Draft Audit Committee Annual Report 2015/16

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