

# 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, 16 February 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:** 3 - 7  
To approve and sign as a correct record the Minutes of the Scrutiny Programme Committee held on 19 January, 2015.
- 5 **Crime & Disorder Scrutiny - Progress on Safer Swansea Partnership Performance. Questions to Co-Chairs:** 8 - 11
  - Chief Superintendent Phil Davies (South Wales Police)
  - Chris Sivers (Director – People)
- 6 **Cabinet Member Question Session - Cabinet Member for Environment & Transport (Councillor Mark Thomas attending).** 12 - 17
- 7 **Scrutiny Performance Panel Progress Report - Service Improvement & Finance Scrutiny Performance Panel (Councillor Mary Jones).** 18 - 22
- 8 **Scrutiny Work Programme 2014 - 15.** 23 - 46  
*Includes:*
  - a) *Committee Work Plan;*
  - b) *Progress of Panels / Working Groups;*
  - c) *Forward Look (Cabinet Business).*
- 9 **Membership of Scrutiny Panels and Working Groups.** 47 - 48

**10 Scrutiny Letters:**

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	Activity	Meeting Date	Correspondence
a.	Corporate Building Services Working Group	29 Oct	Letter to/from Cabinet Member for Environment & Transport
b.	Car Parking Working Group	6 Nov	Letter to/from Housing & Communities
c.	Committee	24 Nov	Letter to/from Leader / Finance & Strategy
d.	Service Improvement & Finance Performance Panel	7 Jan	Letter to/from Leader / Finance & Strategy
e.	Transformation of Adult Social Services	5 & 9 Jan	Letter to Cabinet Member for Services for Adults & Vulnerable People

**11 Report Back - Scrutiny Development Session: Making Scrutiny More Effective.**

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**12 For Information: Audit Committee Work Plan.**

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

- 16 March 2015
- 13 April 2015

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

Topic	Approach	Date	Time	Venue (Civic Centre)
Corporate Culture	Inquiry Panel	11 Feb	5.00 pm	Meeting Room 3 (2.2.7)
Education Inclusion	Inquiry Panel	16 Feb	10.30 am	Meeting Room 3
Child & Family Services	Performance Panel	16 Feb	2.00 pm	Committee Room 3
School Governance	Pre-Inquiry Working Group	18 Feb	4.00 pm	Meeting Room 3
Schools	Performance Panel	19 Feb	3.30 pm	Meeting Room 3
Corporate Culture	Inquiry Panel	25 Feb	5.00 pm	Meeting Room 3

Transformation of Adult Social Services	Panel	2 Mar	2.00 pm	Meeting Room 3.4.1
Sustainability	Working Group	9 Mar	10.30 am	Meeting Room 5
Service Improvement & Finance	Performance Panel	11 Mar	1.30 pm	Committee Room 3

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

**Connect with Scrutiny:**

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

**Web:** [www.swansea.gov.uk/scrutiny](http://www.swansea.gov.uk/scrutiny)

**Twitter:** @swanseascrutiny

**Email:** [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)

**Blog:** [www.swanseascrutiny.co.uk](http://www.swanseascrutiny.co.uk)

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**Patrick Arran**

**Head of Legal, Democratic Services & Procurement**

**Monday, 9 February 2015**

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**Contact: Democratic Services - Tel: (01792) 637292**

## SCRUTINY PROGRAMME COMMITTEE (16)

### Labour Councillors: 11

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

### Liberal Democrat Councillors: 3

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, 19 JANUARY 2015 AT 4.30 PM

**PRESENT:** Councillor M H Jones (Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
R A Clay	J P Curtice	A J Jones
A C S Colburn	N J Davies	J W Jones
D W Cole	P Downing	P M Meara
A M Cook	E W Fitzgerald	R V Smith
S E Crouch	T J Hennegan	

#### **Co-opted Members**

S Joiner

#### 138 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors G J Tanner and Mr D Anderson-Thomas.

#### 139 **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 A J Jones - personal - Minute No. 142 – Cabinet Member Question Session – Personally referred to by the Cabinet Member for Services for Adults and Vulnerable People as someone who works in the sector of social enterprises and not for profit organisations during a discussion which included the possible use/development of social enterprises to delivery public/social services.

#### 140 **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.

#### 141 **MINUTES.**

**RESOLVED** that the minutes of the Scrutiny Programme Committee held on 22 December, 2014, be agreed as a correct record.

#### 142 **CABINET MEMBER QUESTION SESSION.**

The Committee took the opportunity to question Councillor M C Child, Cabinet Member for Wellbeing and Healthy City and Councillor J E C Harris, Cabinet Member for Services for Adults and Vulnerable People.

Members' noted the short report on 'headlines' provided by the Cabinet Member for Wellbeing and Healthy City.

The Cabinet Member for Wellbeing and Health City provided an informative description of the meaning of 'wellbeing'.

He stated that a key factor in keeping people healthy was addressing the needs of those who were vulnerable and increasing community's capacity to support vulnerable people. An approach called Local Area Co-ordination is being adopted to provide key professional staff to work in areas across Swansea. This approach originated from Australia and is evidenced as 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.

In response to Member questions, the Cabinet Member for Wellbeing and Healthy City stated that:

- a. There is an element of cross cutting between his portfolio and that of the Cabinet Member for Services for Adults and Vulnerable People;
- b. The role of Community Connectors will remain and will compliment the role of Local Area Co-ordinators;
- c. Pre-decision scrutiny in relation to Underhill Park was a very useful exercise and he was supportive of more of this type of work being done in the future;
- d. Work is still ongoing in relation to the Community Asset Transfer and a package (which included officer assistance) to help and encourage 'friends of' groups was being developed;
- e. Work was ongoing in respect of application for Purple Flag Status;
- f. The cumulative impact policy will be reviewed as part of a natural review process in January 2016 and South Wales Police had made representations to delegate the Uplands area of Swansea as a cumulative impact policy area, however, evidence would be required prior to the Council being able to consult;
- g. All proposals to reduce funding were contained within the budgetary proposals which was currently out for consultation;
- h. The work in respect of 'Giving every child the best start in life' was underpinned by initiatives such as working in partnership with other organisations; enabling children to start school at the age of 3 and introducing skills such as socialising and verbal skills. The Strategy takes the best elements out of Flying Start;

The Cabinet Member for Adults and Vulnerable People circulated a document which detailed her Portfolio Objectives; Activities & Achievements, Progress, Decisions and Impacts; Performance; Service User Engagement and Challenges.



The Cabinet Member for Services for Adults and Vulnerable People specifically referred to:

- a. The Social Services and Wellbeing Act;
- b. Older People Review;
- c. Previous budget decision and new budget;
- d. Local Area Co-ordination;
- e. Sustainable Swansea Fit for the Future;
- f. Integration with Health.

In response to Member questions, the Cabinet Member for Services for Adults and Vulnerable People stated that:

- a. With regards to the budget pressures (existing budgets and next year) services were to be as effective as possible by looking at areas of best practice and different delivery models;
- b. Local Area Co-ordinators would have greater responsibility in their communities and engage people who are willing to help (e.g. neighbours). The use of Local Area Co-ordinators in Derby resulted in a reduction in people wanting to access social services;
- c. A great deal of work was being undertaken behind closed doors in relation to Local Area Co-ordinators, however any assistance scrutiny could give would be greatly appreciated.

The Chair thanked the Cabinet Members for attending.

**RESOLVED** that the Chair of Scrutiny Programme Committee write to both Cabinet Members reflecting the discussion and sharing the views of the Committee.

143 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - CHILD & FAMILY SERVICES SCRUTINY PERFORMANCE PANEL (COUNCILLOR PAXTON HOOD-WILLIAMS, CONVENER - ATTENDING).**

The Convenor of the Child and Family Services Scrutiny Performance Panel provided a further update to the committee on the work of the Panel and its effectiveness. He referred to the key activities and achievements/impact.

He detailed the future work programme and answered Members' questions in relation to the Panel's examination of how agencies react and deal with allegations of abuse from children and young people.

The Chair thanked the Convenor for his update.

144 **SCRUTINY WORK PROGRAMME 2014 - 15.**

The Chair presented the Scrutiny Work Programme 2014/15. The report explained the background and purpose of the Scrutiny Work Programme and the current position of all scrutiny activities. The Work Programme referred to the work currently active, showing progress with the established Scrutiny Panels and Working Groups. The Work Plan Timetable for future Committee meetings was also provided.

**RESOLVED** that:

- a. The Cabinet Member for Enterprise, Development and Regeneration Question Session be moved to the meeting on 13 April, 2015;
- b. The session on Crime & Disorder to look at the work of the Safer Swansea Partnership be moved to the beginning of the agenda for the meeting on 16 February, 2015;
- c. The Terms of Reference for the Corporate Culture Scrutiny Inquiry be **APPROVED**;
- d. The councillor suggestion for scrutiny in relation to planning approvals and job creation be referred to the Planning Services Scrutiny Working Group – the convener to follow up and determine whether Working Group discussion is necessary.

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

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

**RESOLVED** that Councillor R A Clay be **AGREED** as new Convenor for the Transformation of Adult Services Scrutiny Panel.

146 **SCRUTINY LETTERS.**

The Chair reported the updated Scrutiny Letters Log and referred to the recent correspondence between Scrutiny and Cabinet Members.

The Scrutiny Co-ordinator referred to the request from the Local Flood Risk Management Working Group to hold further meetings in order to be participate in the consultation process on the draft flood risk management plan and be involved in the planned annual monitoring process of the Plan.

**RESOLVED** that the Local Flood Risk Management Working Group be re-convened to examine the Draft Flood Risk Management Plan and be involved in the annual monitoring process of the Plan.

147 **REQUEST FOR A SPECIAL SCRUTINY PROGRAMME COMMITTEE.**

The Vice Chair referred to the Special Scrutiny Programme Committee in relation to Gypsy Travellers and plan to meet on 9 February, 2015. In order to prepare it was suggested that a special committee meeting take place beforehand (week commencing 26 January) to:

- Determine arrangements for future evidence gathering; and
- Consider any outstanding questions the Committee may wish to ask.

**RESOLVED** that the Special Committee be agreed that part of the meeting may require the exclusion of the public.

148 **SCRUTINY DEVELOPMENT SESSION: MAKING SCRUTINY MORE EFFECTIVE.**

The committee was reminded of the Scrutiny Development Session: Making Scrutiny More Effective, taking place on 29 January. It was noted that the session was going to be facilitated by Ian Bottrill, a former council leader. Members were asked to confirm their attendance with the Member Support Office.

149 **FOR INFORMATION: AUDIT COMMITTEE WORK PLAN.**

The chair stated that this was provided as part of plans to develop the relationship between scrutiny and the Audit Committee, aiming to ensure:

- mutual awareness and understanding of the work of scrutiny and audit committee
- respective work plans are coordinated and avoid duplication / gaps
- a clear mechanism for referral of issues, if necessary

**RESOLVED** that the Audit Committee Work Plan be **NOTED**.

150 **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.

151 **DATE AND TIME OF UPCOMING PANEL / WORKING GROUP MEETINGS.**

The date and time of upcoming Panel/Working Groups meetings were submitted for information to help increase the visibility of this work and encourage participation.

The meeting ended at 6.20 pm

**CHAIR**

# Agenda Item 5

## Report of the Chair

### Scrutiny Programme Committee – 16 February 2015

#### CRIME & DISORDER SCRUTINY - PROGRESS ON SAFER SWANSEA PARTNERSHIP PERFORMANCE: QUESTIONS TO CO-CHAIRS

<b>Purpose</b>	To provide information about the performance of the Safer Swansea Partnership (SSP) to enable the Committee to carry out its role as the authority's Crime & Disorder Scrutiny Committee.
<b>Content</b>	The co-chairs of the SSP will attend to provide information and take questions on the work of the Safer Swansea Partnership (e.g. key activities, achievements, and impact): <ul style="list-style-type: none"><li>• Chris Sivers, Director - People</li><li>• Chief Superintendent Phil Davies, South Wales Police</li></ul>
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Question the co-chairs of the SSP on relevant matters</li><li>• Make comments, observations and recommendations as necessary</li></ul>
<b>Lead Councillor(s)</b>	Cllr Mark Child, Cabinet Member for Wellbeing & Healthy City
<b>Lead Officer(s)</b>	Chris Sivers, Director - People

1. The Scrutiny Programme Committee is designated as the Council's Crime & Disorder Committee under the Police & Justice Act 2006. The scrutiny of the local Community Safety Partnership forms a significant part of this role.
2. The Community Safety Partnership for Swansea is the Safer Swansea Partnership. It works to reduce crime and disorder, fear of crime and anti-social behaviour in Swansea. The police, council, fire, health and probation services, along with many other organisations and charities, work together to address community safety issues, and make the city a safer place with less crime. It is recognised that making communities safer and stronger cannot be achieved by one agency alone and success at partnership working will lie in significant reductions in crime. Further information can be found at [www.saferswansea.org.uk](http://www.saferswansea.org.uk).
3. The focus of crime and disorder scrutiny is on the examining the work and performance of the Safer Swansea Partnership. At this meeting the committee will have the opportunity to question the co-chairs of the Safer Swansea Partnership. Broadly speaking the committee will want to explore what has been done, how well it has been done and what impact that has made, e.g.

- what are the headlines
  - key activities and achievements / progress against strategic priorities
  - effectiveness of the partnership working
  - relevant performance and crime statistics (including trends / comparisons elsewhere)
  - evidence of improvement and impact made
  - key challenges ahead and plans to tackle these
4. This session follows from the committee's previous meeting on crime and disorder in February 2014 (see extract of minutes at **Appendix 1**).
  5. It is up to the Committee to determine future engagement in crime and disorder scrutiny and how best to incorporate the scrutiny of the Safer Swansea Partnership into the overall work programme.

**Background papers:** None

Contact Officer: Brij Madahar, Scrutiny Coordinator  
( 01792 637257  
6 February 2015

Legal Officer: Wendy Parkin  
Finance Officer: Carl Billingsley

**EXTRACT FROM SCRUTINY PROGRAMME COMMITTEE MINUTES –**  
**17 FEBRUARY 2014**

**99** **CRIME & DISORDER SCRUTINY - PROGRESS ON SAFER SWANSEA PARTNERSHIP PERFORMANCE. QUESTIONS TO CO-CHAIRS:**

Chief Superintendent Julian Williams (South Wales Police) and Reena Owen, Corporate Director (Environment) provided information on the performance of the Safer Swansea Partnership (SSP) to enable the Committee to carry out its role as the authority's Crime and Disorder Scrutiny Committee.

Members' noted the background of the SSP and the progress that had been made over the last ten years. The main headlines were a 45.4% reduction in crime and an 80% reduction in car theft.

The SSP had been active in developing approaches to the night time economy, the latest successful campaign had included the 'One Punch Ruins Lives' which had been undertaken over the Christmas period. Good partnership working with the Police and a wide range of agencies including street pastors and volunteers from drug agencies had made this operation and others a success.

Key challenges existed as a result of the reduction in funding from the Police and Crime Commissioner. As a result the SSP were looking at more effective ways of working involving community initiatives.

While other areas such as theft, burglary and domestic violence had a reported increase, this was as a result of raised awareness and people being encouraged report crimes. Violent crime had slightly increased specifically in the night time economy, where there had also been reports of sexual offences.

The SSP were required to produce a Strategy for the next 3 years of operation and would work with the Police and Crime Commissioner to ensure that the strategy would be reflective of all priorities.

The Police and Crime Commissioner were keen to do more work in respect of domestic abuse. Wales has high figures of domestic abuse and a project was being developed to put resources to a more effective use at an earlier stage to prevent crimes occurring.

Additionally, the recent high number of historic cases regarding sexual offences had seen an increase in reporting crimes of this nature

The SSP had been successful in being chosen as one of twenty pilot areas to examine violence against the person with Home Office Innovation Fund for money to support the pilot.

Whilst information sharing meetings had been undertaken with the Health Board, there was still missing health data from A&E.

Members discussed the relationship between the Authority and the Police and Crime Commissioner and the Committee's role in so far as it is the designated crime and disorder committee. Members stated that they would like an input into the 3 year strategy prior to agreement.

It was noted that the Police and Crime Commissioner had attended the SSP and had seconded an officer to regularly attend each meeting.

Discussions focussed around:

- The differing ways police forces measure and record serious sexual offences and rape;
- Statistics regarding the age profile/gender and causes of domestic violence;
- The use of alcohol treatment centres;
- Concern regarding the rise in domestic violence, although it was noted that this was largely due to confidence in report crimes in the first instance;
- The impact of domestic violence on children;
- The work of the Western Bay Anti Human Trafficking Forum.

# Agenda Item 6

## Report of the Chair

### Scrutiny Programme Committee – 16 February 2015

#### CABINET MEMBER QUESTION SESSION

<b>Purpose</b>	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.
<b>Content</b>	The following Cabinet Member will appear before the committee: a) Councillor Mark Thomas – Cabinet Member for Environment & Transport
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Question the Cabinet Member on relevant matters</li><li>• Make comments and recommendations as necessary</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 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 – 16 February

2.1 The following Cabinet Member will appear before the committee:

- a) Councillor Mark Thomas – Cabinet Member for Environment & Transport

The Environment & Transport portfolio includes the following areas of responsibility:

- a. Transport Policy
- b. Highways & Engineering
- c. Waste Management
- d. Marina
- e. Streetscene
- f. Repairs and Capital
- g. Sustainable Transport
- h. Lead elements of Sustainable Swansea

2.2 Councillor Thomas 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

4 February 2015

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

## **APPENDIX 1 – Councillor Mark Thomas - Cabinet Member Environment & Transportation**

### **Scrutiny Programme Committee 16<sup>th</sup> February 2015**

#### **Portfolio Objectives**

##### **Transport Policy & Sustainable Transport**

- Implementation of 4 Community Bus services operated using Social Services buses and driven/coordinated by DANSA community transport. These services replace those previously operated by conventional bus services and some routes are demand responsive.
- Review and retender of local bus services funded by the Council in Summer 2014.
- Improved cycle routes – Commuter routes network in Swansea Bay area in conjunction with NPTCBC, new route in the Strand, Kings Lane, Pleasant Street, Mumbles Road shared path.
- Preparation and submission of Local Transport Plan 2015-20
- Preparation and submission of annual Progress Report on the Regional Transport Plan 2010-15.
- Achieved 'Safer Bus Station' Accreditation in 2014 for Swansea City Bus station
- Prepared a new Home to School Transport Policy approved by Council in 2014 for introduction in September 2015.
- Concessionary bus passes have been issued to over 60,000 residents. The % of adults aged 60+ who hold a bus pass is 94.4%
- The percentage of park and ride customers who are satisfied/ very satisfied with the service is 99.7%
- The cost per passenger on subsidised bus services is £1.20
- We engaged with users by conducting Customer surveys at park and ride sites and at Swansea City Bus station in 2014.
- We plan to develop and introduce new bus services with First Cymru and Swansea University and cycle links along Fabian Way to the new University Campus.
- To procure a new contract for advertising bus shelters to replace those currently provided by clear channel.

##### **Highways & Transportation**

- We are currently undertaking a £6.7m energy reduction programme to replace street lighting lanterns and install dimming equipment. This is funded through the Local Government Borrowing Initiative and will be completed during the next financial year with a projected saving of £400K per annum. In 2013/2014 we made a 432,304 kWh reduction in energy consumption. Our target for 2014/2015 has increased to 500,000 kWh.
- To review the existing city centre road system with a view to a phased simplification and improved accessibility for pedestrians and cyclists. The work is

currently underway, with an options appraisal being made available at the end of the financial year. (Policy commitment 8.15.)

- Introduction of camera car in January 2015 for the reinforcement of Traffic Regulation Orders, focusing around schools, bus routes and bus shelters.
- Seek to reduce the number of Casualties on our roads.
- Increasing the number of young people walking and cycling to school, through the introduction of Safe Routes in Communities projects. This year the council successful bid for £550k for the Townhill area. The scheme is currently on site and will be completed by the end of the financial year.
- The Highways & Engineering section are implementing the traffic calming measures for the Townhill area.
- The introduction of 20MPH speed limits along roads in the vicinity of the following schools will be financed through the Council's revenue budget 2014/2015. A budget of £100,000 has been allocated to Road Safety. Schools: Pengelli Primary School, Llangyfelach Primary School, Birchgrove Comprehensive School, Mayals Primary School, Gendros Primary School and Knelston Primary School.
- Increase the number of cars using park and ride services.
- The Morfa Distributor Road has been designed to boost regeneration of the Tawe Riverside Corridor from the Liberty Stadium to New Cut Road. The scheme is being developed in stages to tie-in with redevelopment proposals along the route and to align with a phased funding programme. Stage 1, the new junction at Morfa Road and New Cut Road was completed March 2014. Stage 2 of the scheme will run from Landore Express Bus Route to the former Hastie's yard and is scheduled for completion by September 2015.
- The Neighbourhood Working group have plans to publish a 2015-20 Programme for Planned Resurfacing. They are also looking to complete the 2010-2015 Asset Management Plan.
- The percentage of reported fly tipping incidents on relevant land cleared within 5 working days is close to our target.
- A review of Public Toilets is underway.
- Tidy City work with probation service, communications established and ongoing.
- We engage with elected members for the PATCH programme.
- The NEAT / Probation Service carry out work in reaction to elected members and PACT members.
- Central Transport Unit – Finance & Budget. Following a fleet review (and second phase on-going). A reduction in fleet size by 50 vehicles has given a saving of £160,000 per annum. Home to Work charges introduced have contributed £55,000 per annum.
- Central Transport Unit – Environment. A collaborative working group is seeking funding for electric vehicle infrastructure (may wish to expand to City scheme). 10 electric vehicles already in fleet and trials ongoing with hybrid vehicle technologies.

## **Waste Services**

- Introduced the 3 bag limit for residual waste
- Reduced residual waste by approx. 7,000T per year
- Met the 52% recycling target for the first time
- Improved recycling performance with anticipated result for this year being 56%
- Procured a partner to operate and eventually close Tir John landfill site
- Targeted Trade Waste Service for increased recycling
- On target for achieving the £350K savings for the year.

# Agenda Item 7

## Report of the Chair

### Scrutiny Programme Committee – 16 February 2015

#### PROGRESS REPORT – SERVICE IMPROVEMENT & FINANCE SCRUTINY PERFORMANCE PANEL

<b>Purpose</b>	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.
<b>Content</b>	This report focuses on the Service Improvement & Finance Scrutiny Performance Panel. Councillor Mary Jones, convener of the Panel, will provide the update.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Ensure awareness / understanding of the work of the Panel</li><li>• Consider its effectiveness and impact</li><li>• Consider any issues arising and action required</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 The Service Improvement & Finance 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 Service Improvement & Finance Scrutiny Performance Panel. Councillor Mary Jones, convener of the Panel, will 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: 4**

David Cole	Joe Hale
Phillip Downing	Des Thomas

**Liberal Democrat Councillors: 3**

Chris Holley	<b>Mary Jones (CONVENER)</b>
Jeff Jones	

**Independent Councillors: 2**

Lynda James	Keith Marsh
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**Conservative Councillor: 2**

Anthony Colburn	Paxton Hood-Williams
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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

4 February 2015

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

**Service Improvement & Finance Scrutiny Performance Panel Update  
Councillor Mary Jones, Convener**

**1. Remit of the Panel**

The overarching purpose of the Panel is to ensure that the Council's budget, corporate and service improvement arrangements are effective and efficient.

**2. Key Activities**

The Panel has held 6 meetings between November and February. This has involved speaking to a range of Cabinet Members (5) and has resulted in 7 convener's letters.

The main issues covered were as follows:

**12 November**

The Panel received the mid-year budget statement from the Head of Finance & Delivery.

**4 December**

The Panel held an additional meeting in December in order to accommodate the availability of the Cabinet Member for Environment & Transportation. We looked at Recycling and Landfill – Annual Performance Monitoring in order to monitor and challenge performance and action plan for meeting statutory targets.

**10 December**

The Panel looked at the provisional outcomes of the budget engagement exercise.

We discussed Welsh Public Library Standards – Annual Performance Report with the Cabinet Member for Enterprise, Regeneration & Development and the Head of Libraries in order to monitor and challenge performance.

We also carried out pre-decision scrutiny of (EXEMPT) Cabinet Report – Everyone's IT: The Move to an In-House Managed ICT Service and discussed a number of issues with the Cabinet Member for Transformation & Performance and the Head of IT.

**7 January**

The Panel held an additional meeting in order to consider the draft Budget Proposals 2015/16-2017/18. We discussed the proposals in detail with the Leader and the Head of Finance and Delivery.

**14 January**

The Panel continued with its usual work of regularly scrutinising quarterly performance and budget monitoring reports. We looked at the 2nd Quarter Performance Monitoring Report, including Policy Commitments Tracker and the 2<sup>nd</sup> Quarter Budget Monitoring Report, including Budget Savings Tracker

We also held a Q&A session with Cllr Jennifer Raynor, Cabinet Member for Education, to discuss the implementation and impact of budget decisions within her portfolio.

**5 February**

The Panel considered the Special Cabinet Budget reports ahead of the Cabinet Meeting on 10 February and the Council meeting on 24 February. We discussed



the budget reports in detail with the Leader and the Head of Finance and Delivery.

### 3. Achievements / Impact

The Panel has met with 5 Cabinet Members since November, holding them to account on a range of issues. This has included:

- **Leader/Cabinet Member for Finance & Strategy** on the budget proposals 2015/16 (see below for further details)
- **Cabinet Member for Transformation & Performance** to carry out pre-decision scrutiny of the Cabinet Report which outlined plans to move to an in-house managed ICT service. A specific recommendation of the Panel has been agreed with by the Cabinet Member, which is to establish an on-going User Forum to consult with during the development of the in-house service. Due to the essential nature of IT services for the effective running of the Council, the Panel has identified a need for on-going scrutiny involvement in the procurement process and the development of the in-house service. This will form part of the Panel's work plan for 2015/16.
- **Cabinet Member for Environment & Transportation** to monitor and challenge performance on statutory targets for recycling and landfill. We particularly noted 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.
- **Cabinet Member for Enterprise, Development & Regeneration** to monitor and challenge performance on the Annual Performance Report of the Welsh Public Library Standards. 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.
- **Cabinet Member for Education** to discuss the impact of savings targets. In particular the Panel was concerned that not all schools governors and school finance committees may be aware of the budget proposals for 2015/16. We have recommended that the School Governors Unit is asked to email any relevant correspondence to all school governors, in addition to letters being sent to head teachers and chairs of governors.

We also shared the concerns of the Cabinet Member for Education about the level of in-year education grant cuts that the Council is facing. The Panel agreed that the Convener will write to the Chief Executive of Education through Regional Working (ERW) Partnership in order to request an explanation of the recently implemented cuts in key education grants in order to support the concerns raised by the Cabinet Member for Education. The letter and response will be reported to the Scrutiny Programme Committee once received.

- **Budget scrutiny**

The Panel held an additional meeting in early January to consider the draft budget proposals and discussed them in detail with the Leader and the Head of Finance.

A further meeting was held on 5 February in order to look at the final proposals in advance of the Cabinet meeting on 10 February and the Council meeting on 24 February.

A press release was issued to inform the public that a scrutiny meeting was taking place to look the Budget prior to Cabinet and to invite questions for the Leader on the Budget. 8 members of the public attended the meeting and 6 questions were received, which the Leader responded to at the meeting.

The Panel raised a number of issues which the Convener verbally presented at the Cabinet meeting, along with the issues raised by the public. A formal letter from the Convener will also be sent to the Leader, following the Cabinet meeting, capturing all relevant points.

#### 4. Future Work Programme

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

<b>Meeting 13</b> <b>11<sup>th</sup> March</b>	<ul style="list-style-type: none"> <li>• <b>3<sup>rd</sup> Quarter Budget Monitoring Report</b>, including Budget Savings Tracker  Mike Hawes, Head of Finance &amp; Performance</li> <li>• <b>Identify a Cabinet Member to attend</b> to monitor the implementation and impact of budget decisions.</li> </ul>
<b>Meeting 14</b> <b>15<sup>th</sup> April</b>	<ul style="list-style-type: none"> <li>• <b>3<sup>rd</sup> Quarter 2014-15 Performance Monitoring Report</b>, including Policy Commitments Tracker (reporting to Cabinet 17 March)  Richard Rowlands, Corporate Improvement Manager</li> <li>• <b>Annual work plan review</b></li> </ul>

#### 5. Action required by the Scrutiny Programme Committee

None

## Report of the Chair

Scrutiny Programme Committee – 16 February 2015

### SCRUTINY WORK PROGRAMME 2014-15

<b>Purpose</b>	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.
<b>Content</b>	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.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• accept or make changes to the committee's work plan timetable, and plan for the meetings ahead (<i>Appendix 1</i>)</li> <li>• review progress of established Panels and Working Groups (<i>Appendix 2 &amp; 3</i>)</li> <li>• to prioritise identified Working Group topics (<i>Paragraph 4.3</i>)</li> <li>• consider the information on future cabinet business and any opportunities for pre-decision scrutiny (<i>Appendix 6</i>)</li> </ul>
<b>Lead Councillor</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

## 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 A number of topics for future Working Groups have been identified by the committee over the course of the year. These 'one-off' scrutiny activities are convened as time and resources allow therefore the committee is asked to prioritise these topics:
  - **Target Areas** – to get an assessment on progress with target areas work / questions about achievements and the impact of the new approach.
  - **Roads / Highway Maintenance** – to get a report covering service practices and procedures (e.g. dealing with pot holes), use of resources, prospects for improvement. 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** – to get a report on young carers. Questions about the support available to young carers to minimise the

impact on their personal development, education, employment and training.

- **Civic Events** – to consider the organisation, support for and management of civic events.
- **Welsh Housing Quality Standard** – to consider the Council's progress towards achieving the Welsh Housing Quality Standard within its social housing stock

## **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 None.

## **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 5** 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: 5 February 2015

Legal Officer: Wendy Parkin

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: Forward Look (Cabinet Business)



## Scrutiny Programme Committee – Work Plan

### Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> <li>To review future cabinet business and consider opportunities for pre-decision scrutiny</li> <li>To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)</li> </ul>
Scrutiny Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from all scrutiny activities</li> </ul>
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> <li>To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact</li> </ul>
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>

### Items for Specific Meetings:

Meeting	Reports	Purpose
7 Jul	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Mitch Theaker</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Opportunities for Children &amp; Young People, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Local Service Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Mike Day, Convener, to update on headlines from the Panel’s work and achievements</li> </ul>
4 Aug	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Mark Child</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Wellbeing, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Wellbeing Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: § Inward Investment</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>Swansea Children’s Rights Scheme</li> </ul>	<ul style="list-style-type: none"> <li>To give views and make recommendations as necessary on draft Scheme</li> </ul>
	<ul style="list-style-type: none"> <li>Scrutiny Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>To agree the annual report of the work of overview &amp; scrutiny for the municipal year 2013/14, as required by the constitution</li> </ul>

<b>1 Sep</b>	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>WAO Scrutiny Report: Good Scrutiny? Good Question!</li> </ul>	<ul style="list-style-type: none"> <li>To hear from Wales Audit Office about the findings and recommendations of the audit report and implications</li> </ul>
<b>29 Sep</b>	<ul style="list-style-type: none"> <li>Future Cabinet Member Question Sessions</li> </ul>	<ul style="list-style-type: none"> <li>Report setting out arrangements for a new programme for questioning of cabinet members following recent changes in the executive</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: § Public Engagement</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>Improving Communication and Public Engagement with Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>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!)</li> </ul>
	<ul style="list-style-type: none"> <li>Annual Local Government Performance Bulletin 2013-14</li> </ul>	<ul style="list-style-type: none"> <li>To ensure awareness of content of the Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance</li> </ul>
	<ul style="list-style-type: none"> <li>Future Trends for Swansea</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>27 Oct</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>To agree schedule for future sessions</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: § Streetscene</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>Future Trends for Swansea</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>

<b>24 Nov</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Leader / Cabinet Member for Finance &amp; Strategy on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>22 Dec</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> <li>- Deputy Leader / Cabinet Member for Services for Children &amp; Young People</li> <li>- Cabinet Member for Education</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Final Inquiry Reports: § Social Care at Home</li> </ul>	<ul style="list-style-type: none"> <li>• To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
<b>19 Jan</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> <li>- Cabinet Member for Services for Adults &amp; Vulnerable People</li> <li>- Cabinet Member for Wellbeing &amp; Health City</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>16 Feb</b>	<ul style="list-style-type: none"> <li>• Crime &amp; Disorder Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with Cabinet Member for Environment &amp; Transport</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mary Jones, Convener, to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Report Back - Scrutiny Development Session</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback to the committee following the Scrutiny Development Session: Making Scrutiny More Effective that was held on 29 January 2015.</li> </ul>

<b>16 Mar</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> <li>- Cabinet Member for Communities &amp; Housing</li> <li>- Cabinet Member for Anti Poverty</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Fiona Gordon, Convener, attending to update headlines from the Panel’s work and achievements.</li> </ul>
<b>13 Apr</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> <li>- Cabinet Member for Enterprise, Development &amp; Regeneration</li> <li>- Cabinet Member for Transformation &amp; Performance</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Local Service Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Convener attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Work Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny</li> </ul>

**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
<b>Scrutiny Programme Committee</b>	13*	24 26*	8*	22	19 28* 9*	16
<b>Inquiry Panels</b>						
<b>Current:</b>						
Corporate Culture (started Dec 2014)	12	15	12 28	11 25		8
Public Engagement (started Sep 2013)				17		
Streetscene (started Oct 2013)		16				
Social Care at Home (started Jan 2014)			20			
Education Inclusion (started Feb 2014)				16		
<b>Follow Up:</b>						
Services for LAC (Cabinet 17/9/13)						
Public Transport (Cabinet 12/11/13)						20
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			
	<b>Key for Inquiries:</b>					
	Scoping		Evidence Gathering		Final Report	Cabinet
	Follow Up					
<b>Performance Panels</b>						
Child & Family Services		24	15	19	16	16
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
<b>Other Panels / Working Groups</b>						
Planning Service					18	
Local Flood Risk Management	13					
Transformation of Adult Social Services		8 17	5 9	2	2	30
Sustainability					9	
School Governance				18		

**Progress Report – Current Scrutiny Panels and Working Groups**

**1. Inquiry Panels:**

a) **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.

b) **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.

c) **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 was presented to Cabinet on 20 January. A response to the recommendations is expected within 3 months.

d) **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 is to reconvene again on the 16 February to look at the action plan arising from the independent review. The Panel will then consider whether / what further scrutiny activity is required. Any specific proposals will be reported back to the committee for agreement.

e) **Corporate Culture** (convener: 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 will meet with the Cabinet Member for Transformation and Performance and with the Councils Temporary Commercial Manager at their meeting on the 11 February. The Panel will then review the results of their survey of Councillors on the 25 February.

Projected End Date: May 2015

## 2. Pre-Inquiry Working Groups:

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

The initial meeting has been arranged for 18 February. The Cabinet Member for Education will attend along with the Manager of the School Governors' Unit. Members will be presented with a service overview and will look at how the effectiveness of school governance can be improved.

This will enable them to evaluate whether further work on this issue is required. If so, an in-depth inquiry will commence. Councillor Fiona Gordon has volunteered to act as convener – to be confirmed by the committee.

## 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) tba

Public Transport	12 Nov 2013	13	1	0	(1) 20 Oct 2014 (2) 20 Apr 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
Inward investment	20 Jan 2015	10	0	2	tba

#### 4. Performance Panels:

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

See separate report in item 7 of the agenda.

##### b) Schools Performance (convener: Cllr Fiona Gordon)

The Schools Performance Panel will meet on the 19 February with the Hub Head of the School Improvement Service to discuss the categorisation of schools in Swansea and comparisons with elsewhere in Wales and at how Pupil Deprivation Grants are being spent by schools.

##### c) Local Service Board (convener: Cllr Mary Jones)

The Panel has completed its development phase and is now planning its work for the next few months. It has decided to select one of the LSB's 8 annual priorities for 2014/15 to look at in depth in order to extrapolate findings and conclusions on the effectiveness of the LSB. The Panel has selected "Older People's Independence" and will develop a work plan around this.

A letter will be sent to the Chair of the LSB to advise him of the Panel's planned approach. The next meeting of the Panel will take place on 23 March, where they will be consulted on the development of the revised draft of the One Swansea Plan and will agree their work plan.

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

The panel met on 19<sup>th</sup> January and discussed the implication of the independent review into child sexual exploitation (CSE) in Rotherham. Their discussions covered partnership working in this area, the western bay action plan, performance data reporting and ensuring consistency across the region, training developed by Western Bay for professionals



and risk factors. The panel felt that reporting on CSE should form part of its work plan and requested that CSE data be added to the Child & Family Services monthly performance report. The panel also agreed that the CSE Prevention Plan should be added to its work plan and it recommended to the Cabinet Member that councillors should have access to the CSE training developed by the Western Bay Safeguarding Board.

## **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: Bob Clay)**

The panel met on 2<sup>nd</sup> February to discuss its work on support for carers. The panel is intending to co-opt Tony Beddow because of his academic and practical experience in the health and social services sector. The panel agreed to look at carers as its first priority. The panel discussed and agreed the evidence it would like to gather and who it would like to invite to a focus group for carers as part of its work. The panel is aware that the Cabinet Advisory Committee is also looking at support for carers and efforts will be made to avoid any duplication.

### **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 has been arranged for 19 March. The Cabinet Member for Enterprise, Development & Regeneration will attend along with the Head of Economic & Strategic Development and the Development, Conservation & Design Manager.

### **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. The letter sent to the Cabinet Member for Environment & Transport, and his response, are included in the agenda papers.

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

The Scrutiny Programme Committee has agreed that an additional meeting of this working group can take place to participate in the consultation process draft Flood Risk Management Plan for Swansea.

The relevant officers have been contacted to arrange a suitable meeting date. It is likely to take place in March.

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
<b>Scrutiny Programme Committee</b>	Mary Jones <a href="mailto:mary.jones@swansea.gov.uk">mary.jones@swansea.gov.uk</a>	Brij Madahar (01792 637257) <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<u>Inquiry Panels:</u>		
<b>Public Engagement</b> How can the Council improve its engagement practices with the public, staff and external stakeholders?	Joe Hale <a href="mailto:joe.hale@swansea.gov.uk">joe.hale@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Streetscene</b> How well does the Council maintain and keep clean the roads, footways and verges in Swansea, and what changes should it make?	John Bayliss <a href="mailto:john.bayliss@swansea.gov.uk">john.bayliss@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Social Care at Home</b> How can Swansea Council and its partners support people to enable them to remain in their own homes?	Uta Clay <a href="mailto:uta.clay@swansea.gov.uk">uta.clay@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>
<b>Education Inclusion</b> How can the Council improve education for those children who are other than at school?	Cheryl Philpott <a href="mailto:cheryl.philpott@swansea.gov.uk">cheryl.philpott@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Corporate Culture</b> How can the City & County of Swansea ensure that service delivery is always supported by a can do culture?	Andrew Jones <a href="mailto:andrew.jones@swansea.gov.uk">andrew.jones@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>

<u>Inquiry Panels (follow up)</u>		
<b>Services for Looked After Children</b>	Ceinwen Thomas <a href="mailto:ceinwen.thomas@swansea.gov.uk">ceinwen.thomas@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Public Transport</b>	John Newbury <a href="mailto:john.newbury@swansea.gov.uk">john.newbury@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Attainment &amp; Wellbeing</b>	Fiona Gordon <a href="mailto:fiona.gordon@swansea.gov.uk">fiona.gordon@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Economic Inactivity</b>	Chris Holley <a href="mailto:chris.holley@swansea.gov.uk">chris.holley@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Inward Investment</b>	Jeff Jones <a href="mailto:jeff.w.jones@swansea.gov.uk">jeff.w.jones@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<u>Performance Panels:</u>		
<b>Child &amp; Family Services</b>	Paxton Hood-Williams <a href="mailto:paxton.hood-williams@swansea.gov.uk">paxton.hood-williams@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Service Improvement &amp; Finance</b>	Mary Jones <a href="mailto:mary.jones@swansea.gov.uk">mary.jones@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Schools</b>	Fiona Gordon <a href="mailto:fiona.gordon@swansea.gov.uk">fiona.gordon@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Local Service Board (multi-agency)</b>	Mary Jones <a href="mailto:mary.jones@swansea.gov.uk">mary.jones@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>

<b>Other Panels / Working Groups:</b>		
<b>Planning Services</b>	David Cole <a href="mailto:david.cole@swansea.gov.uk">david.cole@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Local Flood Risk Management</b>	Susan Jones <a href="mailto:susan.m.jones@swansea.gov.uk">susan.m.jones@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Car Parking</b>	Tony Colburn <a href="mailto:tony.colburn@swansea.gov.uk">tony.colburn@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Corporate Building &amp; Property Services</b>	Terry Hennegan <a href="mailto:terry.hennegan@swansea.gov.uk">terry.hennegan@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Transformation of Adult Social Services</b>	Bob Clay <a href="mailto:bob.clay@swansea.gov.uk">bob.clay@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Sustainability</b>	Mary Jones <a href="mailto:mary.jones@swansea.gov.uk">mary.jones@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>School Governance</b>	tbc	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>

**APPENDIX 5 - FORWARD PLAN**  
**Internal Plan 2014 - 2015**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
<p><b>Transfer of Graigfelen Hall to Clydach Community Council.</b></p>	<p>It is proposed the Council grants Clydach Community Council a 99 year lease for Graigfelen Hall at a peppercorn rent under the Council's Wellbeing Powers. The community hall will promote wellbeing within the community of Graigfelen. Clydach Community Council will be responsible for all building maintenance and operational costs throughout the term of the lease.</p>	<p>Polly Gordon</p>	<p>Cabinet Member - Communities and Housing</p>	<p>Cabinet</p>	<p>17 Mar 2015</p>
<p><b>Contract/s for up to 22 x 7.5 Tonne GVW Rigid Commercial Vehicles.</b></p>	<p>Report concerning contract awards for up to 22 x 7.5 Tonne GVW Rigid Commercial Vehicles.</p>	<p>Mark Barrow</p>	<p>Cabinet Member - Environment and Transportation</p>	<p>Cabinet</p>	<p>17 Mar 2015</p>

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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
<b>Annual Equality and Diversity Review Report 2013-14.</b>	<p>The report is the third review under the Public Sector Equality Duty and the requirements of the annual reporting regulations for Wales which were introduced in 2011. The report contains:</p> <ul style="list-style-type: none"> <li>§ A review of equality objectives</li> <li>§ Equality information</li> <li>§ Employment and training information</li> </ul> <p>Additional information on for example, the Equalities Committee and Member Equality Champions, Equality Impact Assessments, Engagement and the Hate &amp; Harassment Incident reporting process.</p>	Euros Owen	Cabinet Member - Wellbeing and Healthy City	Cabinet	17 Mar 2015

<b>Details of the Decision to be taken</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>
<b>Disposal Of Surplus Land on School Sites.</b>	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.	Brian Roles	Cabinet Member - Education	Cabinet	17 Mar 2015
<b>Lease Arrangements for the Swansea Indoor Bowls Centre.</b>	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 Mar 2015



Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
<p><b>Proposed Relocation of Residential Facility at Llys Dewi Sant, St David's Place, Swansea.</b></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 Mar 2015</p>
<p><b>Housing General Fund (HGF) Disabled Facilities and Improvement Grant Programme 2015/16.</b></p>	<p>To approve the detailed breakdown of the 2015/16 Housing General Fund (Disabled Facilities and Improvement Grant) budget and its financial implications</p>	<p>Mark Wade</p>	<p>Cabinet Member - Communities and Housing</p>	<p>Cabinet</p>	<p>14 Apr 2015</p>

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
<b>Financial Implications of Cheshire West Judgement and Deprivation of Liberty Safeguards</b>	<p>The report outlines the implications of the Cheshire West judgement, considers the financial and reputational risk to the authority as a consequence of the judgement and seeks to secure the additional resources necessary to manage the risk appropriately.</p>	<p>Carol Rea</p>	<p>Cabinet Member - Services for Adults and Vulnerable People</p>	<p>Cabinet</p>	<p>14 Apr 2015</p>

## Report of the Chair

### Scrutiny Programme Committee – 16 February 2015

#### MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

<b>Purpose</b>	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.
<b>Content</b>	Proposed membership changes are highlighted for consideration.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• Agree the conveners / membership changes of Panels and Working Groups, as noted in section 2.</li> <li>• Consider any other actions in respect of scrutiny panel and working group membership.</li> </ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer &amp; Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 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 Pre-Inquiry Scrutiny Working Groups

###### 2.1.1 School Governance:

- Appoint Councillor Fiona Gordon as convener.

###### 2.1.2 Child & Adolescent Mental Health Services

- Appoint Councillor Hazel Morris as convener
- Approve membership, based on expressions of interest:

Labour Councillors (7):

Uta Clay	Yvonne Jardine	David Lewis
Fiona Gordon	Erika Kirchner	Hazel Morris
Terry Hennegan		

Liberal Democrat Councillor (1):

Cheryl Philpott		
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2.2 Child & Family Services Scrutiny Performance Panel

- Add Councillor Des Thomas
- Add Councillor John Newbury

2.3 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: 4 February 2015

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

## Report of the Chair

### Scrutiny Programme Committee – 16 February 2015

#### SCRUTINY LETTERS

<b>Purpose</b>	To ensure the committee is aware of the scrutiny letters produced following various scrutiny activities, and responses to date.
<b>Content</b>	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.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• Review the scrutiny letters and responses</li> <li>• Make comments, observations and recommendations as necessary</li> </ul>
<b>Lead Councillor(s)</b>	Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 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.	Corporate Building Services Working Group	29 Oct	Letter to/from Cabinet Member for Environment & Transport
b.	Car Parking Working Group	6 Nov	Letter to/from Housing & Communities
c.	Committee	24 Nov	Letter to/from Leader / Finance & Strategy
d.	Service Improvement & Finance Performance Panel	7 Jan	Letter to/from Leader / Finance & Strategy
e.	Transformation of Adult Social Services	5 & 9 Jan	Letter to Cabinet Member for Services for Adults & Vulnerable People

- 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

5 February 2015

Legal Officer: Wendy Parkin

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"> <li>• Telecare &amp; Community Alarm Service</li> </ul>	Wellbeing	13 May	N/A	9 Jun
14/15-2	Committee (14 Apr)	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	Anti-Poverty	11 Jun	3 Jul	4 Aug
14/15-3	Wellbeing Performance Panel (2 Jun)	<ul style="list-style-type: none"> <li>• Child &amp; Family Services Performance Monitoring</li> <li>• Factors that influence which schools looked after children are placed in</li> </ul>	Wellbeing	17 Jun	14 Jul	4 Aug
14/15-4	Wellbeing Performance Panel (16 Jun)	<ul style="list-style-type: none"> <li>• Telecare</li> <li>• Transforming Adult Social Services</li> <li>• Adult Services quarterly monitoring</li> </ul>	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"> <li>• Further letter following Cabinet Member for Place response re: Public Transport, Blue Badge Scheme and Waste Management.</li> </ul>	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"> <li>• Performance levels</li> <li>• Planning conditions</li> <li>• Communications issues</li> <li>• Planning and building control</li> <li>• Training issues</li> <li>• Pre-committee meetings</li> <li>• Statutory consultees</li> <li>• Future meetings</li> </ul>	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"> <li>• Saving targets/staffing issues</li> <li>• Council tax</li> <li>• ICT contract</li> <li>• Budget scrutiny</li> <li>• HRA changes</li> </ul>	Finance & Resources	2 Jul	18 Jul	4 Aug
14/15-8	Wellbeing Performance Panel (30 Jun)	<ul style="list-style-type: none"> <li>• Unallocated cases in Child &amp; Family Services</li> </ul>	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"> <li>• Letter to Chair of Scrutiny on operation of the Panel</li> </ul>	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"> <li>Tackling poor performing teachers and recruitment of senior staff in schools</li> </ul>	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"> <li>Corporate Improvement Plan</li> </ul>	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"> <li>Affordable Housing</li> <li>Welfare rights training for staff</li> <li>Sustaining Council tenancies</li> </ul>	Wellbeing Place	6 Aug	3 Sep	29 Sep
14/15-13	Wellbeing Performance Panel (11 Aug)	<ul style="list-style-type: none"> <li>Monitoring disability services for adults</li> </ul>	Wellbeing	28 Aug	2 Sep	29 Sep
14/15-14	Schools Performance Panel (21 Aug)	<ul style="list-style-type: none"> <li>Elective Home Education</li> </ul>	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"> <li>Cabinet Member Question Session</li> <li>Draft Children &amp; Young People's Rights Scheme</li> </ul>	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"> <li>• Cabinet Member Question Session</li> </ul>	Wellbeing	10 Sep	17 Nov	24 Nov
14/15-17	Schools Performance Panel (18 Sep)	<ul style="list-style-type: none"> <li>• Consistency and support for schools by Education Improvement Services</li> </ul>	Education	10 Oct	21 Oct	24 Nov
14/15-18	Service Improvement & Finance Performance Panel (20 Aug)	<ul style="list-style-type: none"> <li>• Flying Start Programme</li> <li>• Issues relating to Sustainable Swansea Budget Strategy: <ul style="list-style-type: none"> <li>∇ Public engagement with the budget</li> <li>∇ Digital services</li> <li>∇ Governance structures for Sustainable Swansea</li> </ul> </li> </ul>	Finance & Resources	11 Sep	18 Sept	29 Sep
14/15-19	Service Improvement & Finance Performance Panel (17 Sep)	<ul style="list-style-type: none"> <li>• Budget Engagement Strategy</li> <li>• Council's new Community Action Fund</li> <li>• WAO Annual Improvement Report</li> <li>• End of Year Financial Report</li> <li>• End of year financial monitoring report</li> </ul>	Finance & Strategy	13 Oct	28 Oct	24 Nov
14/15-20	Child & Family Services Performance Panel (29 Sep)	<ul style="list-style-type: none"> <li>• Performance Report</li> <li>• Care Leavers Scrutiny follow up</li> </ul>	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"> <li>• Scrutiny engagement in the TASS process</li> </ul>	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"> <li>Flying Start Programme</li> </ul>	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"> <li>1<sup>st</sup> Quarter Performance Monitoring Report and Annual Performance Report</li> </ul>	Finance & Strategy	6 Nov	Not required	24 Nov
14/15-24	Child & Family Services Performance Panel (27 Oct)	<ul style="list-style-type: none"> <li>Permanence Service</li> </ul>	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"> <li>Independent report on the Education Other Than At School Service</li> </ul>	Education	10 Nov	Not required	24 Nov
14/15-26	Corporate Building & Property Services Working Group (29 Oct)	<ul style="list-style-type: none"> <li>Cost effectiveness of service</li> <li>Relationship with schools</li> <li>Apprentice scheme &amp; Community Benefits Measure</li> <li>Improvements to advice and budget information provided to clients</li> </ul>	Housing & Communities	11 Nov	12 Jan	16 Feb
14/15-27	Special Committee (13 Nov)	<ul style="list-style-type: none"> <li>Pre-Decision Scrutiny: Proposed Lease of Underhill Park to Mumbles Community Association</li> </ul>	Wellbeing & Healthy City	14 Nov	6 Jan	19 Jan
14/15-28	Car Parking Working Group (6 Nov)	<ul style="list-style-type: none"> <li>Car Parking</li> </ul>	Environment & Transport	20 Nov	16 Jan	16 Feb

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"> <li>Morrison Comprehensive School</li> </ul>	Education	24 Nov	Not required	22 Dec
14/15-30	Committee (27 Oct)	<ul style="list-style-type: none"> <li>Tidal Lagoon Swansea Bay Project</li> </ul>	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"> <li>Performance Report</li> </ul>	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"> <li>Observations on Mid-Year Budget Statement</li> <li>Request for Leader's views on scrutiny of joint working arrangement – Western Bay</li> <li>Comments on budget consultation events</li> </ul>	Finance & Strategy	4 Dec	23 Dec	19 Jan
14/15-33	Schools Performance Panel (13 Nov)	<ul style="list-style-type: none"> <li>Behaviour and Performance in Schools</li> </ul>	Education	8 Dec	Not required	22 Dec
14/15-34	Tourism Inquiry (17 Nov)	<ul style="list-style-type: none"> <li>Follow up/impact report</li> </ul>	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"> <li>Development of Local Flood Risk Management Plan (FRMP)</li> <li>Measures to mitigate risk</li> <li>Suggestions re. public</li> </ul>	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		
14/15/42	Child & Family Services Performance Panel (15 Dec)	Budget for Child & Family Services	Services for Children & Young People	7 Jan		
14/15-43	TASS Panel (17 Dec)	Independent Review of Older Peoples Services	Adults & Vulnerable People	13 Jan		
14/15-44	Service Improvement & Finance Performance Panel (7 January)	Draft budget proposals	Leader / Finance & Strategy	15 Jan	3 Feb	16 Feb

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-45	Committee (24 Nov)	Cabinet Member Question Session	Leader / Finance & Strategy	21 Jan	9 Feb	16 Feb
14/15-46	Committee (22 Dec)	Cabinet Member Question Session	Education / Services for Children & Young People	26 Jan		
14/15-47	TASS Panel (5 & 9 Jan)	Work planning and prioritisation	Services for Adults & Vulnerable People	26 Jan	Not required	16 Feb
14/15-48	Service Improvement & Finance Performance Panel (14 Jan)	Cabinet Member Question Session	Education	3 Feb		
14/15-49	Service Improvement & Finance Performance Panel (14 Jan)	Queries arising from 2 <sup>nd</sup> Quarter Budget monitoring report	Enterprise, Development & Regeneration; Housing & Communities	3 Feb		
14/15-50	Committee (19 Jan)	Cabinet Member Question Session	Wellbeing & Healthy City	4 Feb		
14/15/51	Child & Family Services Performance Panel (19 Jan)	Implications of the independent review into child sexual exploitation in Rotherham	Services for Children & Young People	4 Feb		



CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

Councillor David Hopkins  
Cabinet Member for Housing &  
Communities

BY EMAIL

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Llinell Uniongyrochol:*

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*Date  
Dyddiad:*

Scrutiny

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11 November 2014

Dear Councillor Hopkins,

**Corporate Building and Property Services Scrutiny Working Group  
29 October 2014**

Issues relating to the Corporate Building and Property Services were raised by Councillors as part of the Scrutiny Annual Work Planning Conference. When the Scrutiny Programme Committee agreed the work programme in June, it was decided that a working group would be established to enable interested Councillors to be provided with a service briefing from relevant officers and raise questions on any issues of concern. Some of the issues identified by Councillors at the work planning conference included the overall effectiveness of the service, cost of services and charges relating to schools and community centres. A meeting of the Working Group was held on 29 October.

We would like to pass on our thanks to Martin Nicholls (Chief Operating Officer/Head of Corporate Building and Property Services), who engaged in a full and frank discussion with us. This letter reflects the main issues discussed together with our views. We will also be sharing this with the Scrutiny Programme Committee.

A report was prepared by the Chief Operating Officer and this was presented to the Working Group. This report outlined the following key themes:

- Overview of the service, including recent service changes
- Key objectives of the service's business plan, including priorities and future challenges
- The service's contribution to corporate priorities

Overview & Scrutiny / Trosolwg a chraffu

1

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

- The management and support structure
- Financial arrangements of the service
- Current performance and trends
- Future challenges and opportunities and
- Service risks

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

#### *Cost effectiveness*

One of the areas we wished to understand better was the cost effectiveness of the service. The Chief Operating Officer provided us with comprehensive information on this by explaining the various methods by which costs are benchmarked. For example, the service has signed up to an external benchmarking organisation APSE, which independently assesses costs and enables regular benchmarking to ensure that CB&PS costs are at or below market rates. As well as on-going benchmarking work the service also commissioned an in-depth review by APSE in 2009, which found that compared to industry rates CB&PS are at or below market rates by 10%. Therefore, based on the information we received we are satisfied that on a like for like basis CB&PS can demonstrate its cost effectiveness.

We also gained a better understanding of the costs associated with professional fees and preliminaries, which add to the cost of works. We learnt that the design and project management elements of the service operate largely on a zero based budget, therefore the fees pay for the staff. If schools can manage schemes themselves then they are not charged for this element of the service. CB&PS can provide a “shopping list” of charges to clients, for example Health & Safety, procurement and project management. Providing that building regulations and planning obligations are met then schools are free to manage work themselves, but the professional services of CB&PS are often required, which adds to the project costs outside the basic costs of the works.

#### *Relationship with schools*

We felt that one of the main areas of concern was the relationship between CB&PS with schools, community centres and community councils. As governors of schools and members of other bodies we have experienced situations where it was felt that the quoted costs associated with work undertaken by CB&PS were excessive and not within the realistic limits of the budgets that are available. We wished to understand this better and gather evidence to reality check the situation.

We learnt that the vast majority of schools have signed up to a service level agreement with CB&PS to receive technical advice, and we established that the main issue can be the over specification when this advice is given.

The advice provided by CB&PS staff has always been to the top end of the spectrum i.e. advising and then quoting for a “best practice” standard, and in our experience, negotiation away from this has not always been easy. This does not take into account the realities of limited budgets for schools and other organisations. We feel very strongly that a new approach needs to be developed that will provide a range of



options, covering the most cost effective solution to achieve the required outcome (without compromising health and safety and statutory compliance), and one which will take a more creative approach to help schools manage their limited budgets. This approach could also include additional options providing higher specifications, which could be selected if more money were available or for further work at a later date.

The Chief Operating Office acknowledged this and advised us that he is developing a more flexible, responsive, client centred approach. He recognised that communication needs to improve between the service and its clients and reassured us that this will be a priority going forward. For example, a working group with head teachers has been established by the Chief Executive which is helping to progress these issues.

The Chief Operating Officer also advised that this different approach to quotations and advice will be adopted elsewhere in the Council, for example Highways, Drainage etc. We recognise this as a significant benefit of bringing the operations role of the Council under one officer. We wish to endorse this new approach and look forward to seeing the benefits in our communities and schools in the future.

#### *Apprentice Scheme and Community Benefits Measure*

We discussed the CB&PS Apprentice Scheme. We agree that this is an excellent scheme and we wish to emphasise our view that the Council should ensure that all steps are taken to maintain the apprentice scheme, despite the difficult financial climate we are facing.

We were pleased to learn that in addition to the Council's Beyond Bricks and Mortar scheme that CB&PS is also ensuring that all projects over £2m are signed up to the Welsh Government's Community Benefits approach and Measurement tool, which ensures that wider social and economic issues are taken into account when tendering for contracts, for example sustainability such as use of renewable energy, spend in the locality and local employment.

We would also encourage further promotion of the successes of these schemes, for example via Open House and the Swansea Leader

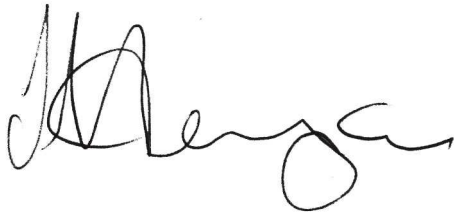
### **Summary of recommendations**

In summary we recommend that:

- A new approach to advice and budget information is developed by CB&PS, which offers a range of options and more creative solutions to help schools and other organisations manage their limited budgets.
- This approach should be rolled out to all aspects of the Council's operational role including, for example Highways and Drainage.
- Ensure all steps are taken to maintain the Apprentice Scheme despite the difficult financial situation.
- Further promotion of CB&PS Apprentice Scheme and use of the Welsh Government's Community Benefits Measure should take place.

It would be helpful to receive your reply to this letter by 11/12/14. 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.

Yours sincerely,

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

Councillor Terry Hennegan  
Convener, Corporate Building and Property Services Scrutiny Working Group  
✉ [terry.hennegan@swansea.gov.uk](mailto:terry.hennegan@swansea.gov.uk)



**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

Councillor Terry Hennegan  
Convener,  
Corporate Building and Property  
Services Scrutiny Working Group

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DH/JW

12 January 2015

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

Dear Councillor Hennegan

**CORPORATE BUILDING AND PROPERTY SERVICES SCRUTINY WORKING  
GROUP – 29 OCTOBER 2014**

Thank you for your letter dated 11<sup>th</sup> November 2014 and can I apologise for the delay in responding. I would like to comment on each of the separate points referred to in your letter as below.

***Cost Effectiveness***

It is pleasing to see that Martin Nicholls (Chief Operating Officer/Head of Corporate Building and Property Services) was able to reassure Scrutiny Members as to the cost effectiveness of the service, based as on a robust approach to benchmarking. It also looks encouraging that he was able to perhaps clarify some of the ambiguity that exists within the process for schools to commission work.

***Relationship with Schools***

Whilst I would acknowledge that, on the whole, relationships with schools and community groups are good; I accept there is a different perception as to the cost effectiveness of the service, which can largely be attributed to the “best practice” specifications normally used to allow the Authority to protect its assets. I am also encouraged that the Chief Operating Officer acknowledges the concerns of Scrutiny and Members that this approach may not be sustainable in the current financial climate

**COUNCILLOR/Y CYNGHORYDD  
DAVID HOPKINS  
CABINET MEMBER FOR COMMUNITIES & HOUSING /  
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**CITY AND COUNTY OF SWANSEA**  

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**DINAS A SIR ABERTAWE**

**Page 2**

and that a more flexible, responsive and client centred approach is being developed. In addition, the joint working group with CB&PS, Education and School Head teacher representatives will continue to meet and further develop this new approach.

On the wider operational activities, whilst the areas of Highways, Drainage and Parks fall outside my portfolio, I am aware that Martin Nicholls has shared this with Councillor Mark Thomas and the relevant Heads of Service so that a consistent "client centred" approach can be developed across the Council.

***Apprentice Scheme and Community Benefits***

Can I thank you for identifying the excellent work carried out by the department and wider Council in relation to the Apprentices and Beyond Bricks and Mortar and how this is fully aligned to the Welsh Government Community Benefit approach? I will ask the relevant Heads of Service to ensure the Council continues to positively promote these initiatives and continue to engage directly with Welsh Government representatives.

In terms of the recommendations, I fully accept these and, through the actions identified above, will ensure they are carried through and completed accordingly.

Finally, can I once again apologise for the delay in responding but reassure you that the actions listed are all agreed and already underway by the Chief Operating Officer.

Yours sincerely



**COUNCILLOR DAVID HOPKINS  
CABINET MEMBER FOR COMMUNITIES & HOUSING**

**COUNCILLOR/Y CYNGHORYDD  
DAVID HOPKINS  
CABINET MEMBER FOR COMMUNITIES & HOUSING /  
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**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

**To:**  
**Mark Thomas**  
**Cabinet Member for Environment and Transport**

*Please ask for:* Michelle Roberts  
*Gofynnwch am:*

*Scrutiny Office Line:* 01792 637256  
*Llinell Uniongyrochol:*

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*e-Bost:*

*Date* 20 November 2014  
*Dyddiad:*

Dear Cllr Thomas

**Car Parks Scrutiny Working Group Feedback – 6 November 2014**

The Panel have met twice in the last two months to look at the provision of car parking services in Swansea. Officers Gavin Newman, Stuart Davies and Mark Thomas have attended these meetings and provided us with an overview report and the information we requested. We would also like to thank you for attending our meeting on the 6 November which we found very helpful.

We were interested to hear about the systems thinking work that is being carried out across the service and especially the work in relation to enabling direct payments of Penalty Charge Notices. We were also pleased to hear that these Notices have been simplified for users.

We were informed that the Parking Service is currently undertaking a period of reorganisation which will involve changing from two shifts to three with supervisors on the ground. We were told that this should deliver a greater enforcement presence and more flexibility than before. We were keen to see this improvement but did feel that the service would still benefit from more enforcement officers, but we did recognise that numbers were based on level of income. We were informed that the Parking Enforcement Car will be in service shortly and that would help especially with targeted work.

There is a perception that there is not enough car parking in the city centre the panel did not agree believing as they were informed that that the parking is adequate but not necessarily in the right place. The Panel recognise that there is very little that could be done to change that but did feel that a good signage strategy would help address this perception especially good signposting. The use of electronic message boards would also alleviate some of the issues especially at busy times by giving 'current time messages' to drivers showing when car parks might be full and identifying where spaces can be found.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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The lower floors in the High Street car park were highlighted as an issue particularly in relation to the fear of crime. The Panel found that only the top two floors of the car park are used consistency due not only to the perceived safety issues but its less convenient location. We felt that consideration should be given to looking for different uses for this space.

We were pleased to hear that all car parks across Swansea have now been fitted with new ticketing machines which can collect and produce more management data and potentially enable more flexible pricing policies.

The Panel were informed of some of the reasons behind certain processes that are often misconceived by the public, for example, why we ask for the car registration numbers when you purchase car park tickets. That this was not done to stop ticket sharing but to be able to trace and contact purchaser if any problems arise with for example the payment machine etc. We felt it important to communicate such things to the public more widely.

It was generally recognised that there are specific 'hot spots' where parking issues regularly arise, for example, at the liberty stadium on match days. We believe that many of these could be addressed by working with the local councillor to do targeted work in these areas.

We discussed the safety and public's behaviour towards Civic Enforcement Officers. We were informed that they work in an environment where they often receive abuse on a daily basis and at times their safety is threatened. The Panel would like to see more use of body cameras to act as a deterrent and for evidence gathering purposes. The Panel were also informed that we have approached the Police about having a 'direct to the station' panic button. The Panel would like to see this pursued further.

We were informed that the current Residents Parking Policy will be reviewed and we discussed the possible implications of this, recognising that because of the significant pressures to reduce budgets, that we must seek options to increase revenue. We supported the need to review this policy but felt that it was vital that we work with and clearly communicate to communities affected.

We therefore recommend that:

1. A signage strategy for car parks is developed (this should include more use of flexible and variable signage like electronic message boards).
2. A different use for the four lower floors of High Street multi storey car park is considered.
3. A more flexible pricing policy for car park charging is used now that we have the new more flexible ticketing machines.

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4. There is more publicity around the reasoning for certain charges and processes.
5. Consideration given to more targeted work with local councillors around problem areas including for example around the Liberty Stadium on match days.
6. Improving safety with more use of body cameras and working with the police to enable a direct to the station panic button.
7. You consult with and communicate/publicise the outcomes with communities around changes to resident parking (particularly around changes to zones)

We look forward to your reply.

Yours sincerely

**Anthony Colburn**  
**Convener of the Car Parks Scrutiny Working Group**  
[Anthony.colburn@swansa.gov.uk](mailto:Anthony.colburn@swansa.gov.uk)



**CITY AND COUNTY OF SWANSEA**  
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Councillor Anthony Colburn  
Convenor of the Car Parks Scrutiny  
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16 January 2015

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Dear Councillor Colburn

**Car Parks Scrutiny Working Group Feedback – 6 November 2014**

I refer to your letter dated 20 November 2014 and note the recommendations put forward by the group. I would like to comment on the points as follows:-

1. A signage strategy for car parks is developed (this should include more use of flexible and variable signage like electronic message boards).

The Council has recently completed a full signing review of all Council Car Parks and as a result produced a signing strategy. The estimated cost of implementing the new signing work is approximately £80k, however there is no funding currently available at this time. This cost does not include the use of VMS signing. Parking Services have been working closely with colleagues in Telematics to develop UTMC (Urban Traffic Management Control) compliance for existing car park occupancy VMS signs. This will enable the signs to be driven from the Telematics UTMC system removing the need for a separate system operated and maintained by Parking Services. These signs display the number of available spaces in the car park and are displayed in real time. We expect the VMS signing to be installed during the Spring.

**COUNCILLOR/Y CYNGHORYDD**  
**MARK THOMAS**  
**CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION /**  
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In addition to this signing review, Telematics have recently ordered four free text VMS signs be located at gateway locations approaching the City Centre. These signs can display any message set by either an operator or automatically from the UTMC system. Whilst these signs are primarily being purchased to provide Traffic and Travel Information to motorists, they could be used to direct people to Car Parks or advise using the Park and Ride. This would be useful if the journey time to the City Centre was faster using the Park and Ride rather than driving.

2. A different use for four lower floors of High Street multi storey car park is considered.

The Council has been working with BID and local businesses to sell empty spaces in High Street MSCP. The Grand Hotel is keen to work with the Council as they expand the hotel to provide business and conference facilities. We are already in discussion to provide reduced parking for delegates attending training courses and hotel guests staying overnight. They have also asked if discounted rates for staff could be offered. Other interest for parking spaces has been received from Virgin Atlantic and Swansea College. Parking Services are currently reviewing data gathered by the car park equipment to identify periods where usage is low and to try and encourage customers into the multi storey car parks by offering flexible tariffs and offers at these times.

3. A more flexible pricing policy for car park charging is used now that we have the new more flexible ticketing machines.

The Council has already introduced £3 for 3 hours parking matching NCP's prices in High Street and St David's MSCP. Analysis of the data provided by the parking equipment is being used to assess length of stays and the busiest usage periods throughout the day. This will enable Parking Services to develop flexible charging rates to increase usage and revenue. Any reduction in tariffs will have to be calculated to ensure that they do not affect our budgeted income targets which must be achieved.

**COUNCILLOR/Y CYNGHORYDD**  
**MARK THOMAS**  
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4. There is more publicity around the reasoning for certain charges and processes.

The new Council Website is now live with a revised area dedicated to Parking, which provides information relating to Council Car Parks and on street Civil Parking Enforcement. Parking Services have added an explanation as to why we ask customers to enter their registration numbers when buying a pay and display ticket. This will be added to the FAQ area of the website. Additional useful information will be added as each element of the service is reviewed.

5. Consideration is given to more targeted work with local councillors around problem areas including for example around the Liberty Stadium on match days.

Parking Services already conduct targeted enforcement initiatives when required within the local community. The Council has a good working relationship with the Liberty Stadium who are eager to reduce inconsiderate parking around the Landore and Plasmarl areas. With the introduction of the camera vehicle enforcement of the more outlying areas will be possible such as Bonymaen, southern elements or Morriston, Mynybach and Manselton area.

6. Improving safety with more use of body cameras and working with Police to enable a direct to the station panic button.

Council Civil Enforcement Officers (CEO's) already wear CCTV body cameras which have been successful in providing evidence to the Police for assaults and abuse. The cameras have also been useful in resolving complaints made against the CEO's disproving allegations of improper conduct.

Parking Services are currently in the process of reviewing their communications system and trying to incorporate a monitored panic button linked either to the Police or a company that can notify the Police in the event of an emergency. The CEO's handheld computers will soon be fitted with sim cards which will enable the handhelds to update with our back office system in real time. The sim cards will also ensure that an officer's location can be identified in the event of an emergency.

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7. You consult with and communicate / publicise the outcomes with communities around changes to resident parking (particularly around changes to the zones)

Changes to Residents Parking are carried out following consultation with residents and local councillors. Any proposed changes to on street restrictions are formally advertised in the local press and on the Council website. Further measures to publicise changes could be considered on a scheme by scheme basis depending on the nature and complexity of the proposals.

I would also like to comment on parking in relation to the City centre regeneration proposals. The overall parking needs and provision of a regenerated City centre are extremely important and the Highways and Transportation Service will be very closely involved with the development proposals. It is clear that parking provision will need to be rationalised to a limited number of key strategic sites which can be accessed easily from the main arterial routes. In addition to the parking sites themselves it is crucial that high quality, live information on the location and availability of spaces is further developed. This will greatly enhance the visitor experience and reduce congestion.

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 Rob Stewart,  
Leader & Cabinet Member for  
Finance & Strategy**

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**21 January 2015**

Dear Councillor Stewart,

**Re: Cabinet Member Question Session – 24 November**

Thank you for your attendance at the Scrutiny Programme Committee on 24 November 2014 and answering questions on your work as Leader and Cabinet Member for Finance & Strategy. Thank you also for your written report on headlines from your work which you had submitted ahead of the meeting to provide a focus for the session.

As you will know since that meeting Councillor Day has stood down from the Scrutiny Programme Committee and I am sending this letter as new chair on behalf of the committee. The committee is writing to you in order to reflect on what it learnt from the discussion, and share its views. The specific issues discussed are summarised below:

**Budget**

You talked about the continued reduction in funding which has resulted in a requirement for further saving of £22m this year. You stated that Cabinet Members were considering proposals for savings which will come forward in due course. It was clear that over the next 3 years £81m savings would need to be found. We understand that that the approach being taken was not to stop providing certain services but examine areas that may be delivered differently, and to look at council assets.

We are aware that you are interested in greater community involvement in the running of local services / facilities. The committee however was concerned about what support was available to potential community groups wanting to take on services. You confirmed that a toolkit was being produced that will

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assist interested parties, particularly in relation to accessing sources of funding. You assured the committee that the key was ensuring future resilience and due diligence of third sector and community organisations when the Council considers using different models of providing services. We also felt that good governance and financial controls would need to be evident within any proposed transfer of service to community / voluntary organisations or groups.

We also asked about the sale of capital assets and how you planned to use receipts. You stressed the importance of getting more from our assets and raising much needed funds to support the council budget and capital programme.

You talked about the need to review the use of buildings to ensure best use, given backlog of repairs necessary, and promoted the co-location of services to create 'hubs'. You highlighted that separate services do not necessarily require separate buildings. The aim would be to bring together services under one roof where possible, not least to benefit service users.

The committee was generally interested in how you and the Cabinet were planning to deal with short term funding challenges while ensuring long term sustainability. We were concerned about the extent to which long term thinking was influencing present work and decision-making.

### **City Region / City Centre**

You highlighted the involvement of Sir Terry Matthews, the new chairman of the Swansea Bay City Region, as a positive driving force, bringing both his experience and business contacts to improve the region. You stated that he has emphasised the need for plans to be bold and well developed, and to be better prepared to take advantage of funding opportunities that do exist.

As an important part of the region you spoke about current work to focus on Swansea city centre redevelopment and regeneration. You felt that momentum was picking up and cited positive messages from Sir Terry Matthews about local plans. The recent establishment of a Development Advisory Group, comprised of a range of specialists in urban design, development and business (all giving up their time for free), has been charged with helping transform Swansea city centre into a thriving hub of commerce, culture and leisure. The committee was particularly interested in plans for business support and job creation.

You will be aware of the scrutiny report on Inward Investment which Cabinet considered recently. The importance of this topic was highlighted at the scrutiny work planning conference. The Scrutiny Panel, convened by Councillor Jeff Jones, which carried out this inquiry made a number of recommendations aiming to help encourage investment into the area, and appears to echo some of the points being made by Sir Terry Matthews.

## **Local Government Reorganisation**

In light of recent comments made by Leighton Andrew, AM Minister for Public Services in Wales, we asked you for your views about the pressure for local government reorganisation. You stated that considering the challenges being faced by the authority, reorganisation of local authorities was inevitable. You told the committee that there was a preference for reorganisation based on the city region footprint, although there was a long way to go, including resolution of border issues and number of local representatives, funding etc.

## **Swansea Palace Theatre**

Having invited suggestions from members of the public we asked about the current position with regard to the Swansea Palace Theatre, one of Swansea's historic buildings. There had been concern raised about its poor state of repair and condition and a call for the council to use its powers to protect the building from further decay and ensure its future survival.

You explained that some emergency work (£75k) has been carried out to secure, make safe and stabilise the building. However, significant investment would be required to bring the building back into use. The building was in private ownership and nothing further could be offered by the Council. Nevertheless you stated that negotiations about the building, although slow, were ongoing with the owner about a way forward and you remained hopeful that something can be done. You were quick to point out that the council could not spend more on the building and that there were also other buildings in the City & County of Swansea which needed attention, e.g. the Morrision Tabernacle.

## **Civic Centre Sale / Central Library**

A further issue brought to our attention by a member of the public was in relation to the possible sale of the Civic Centre and plans for the Central Library should the building be sold. You told the committee that a city centre location would be found if required. You felt that this was a preferred location for a Central Library in any case, as there was a need to increase the density of people living and working in City Centre and increase footfall to make it more viable.

You informed the committee that the Civic Centre Site would be marketed just after Christmas with the appointment of developers before the summer 2015. Plans would be shared as they emerge. You stressed that the potential benefits from the sale of the Civic Centre outweighed any relocation costs of Council services, facilities and staff.

## **Areas for Scrutiny**

You welcomed greater scrutiny involvement in the budget process and on plans for city centre regeneration. The Service Improvement & Finance Scrutiny Performance Panel will be undertaking scrutiny of the budget. We look forward to future city centre proposals for scrutiny. We would encourage you to be proactive by building in scrutiny into future decision-making in relation to significant city centre plans.

We would be grateful for your comments on the issues raised in this letter. It would be helpful to receive your reply to this letter by 11 February so that it can be included in the agenda of a future committee meeting at the earliest opportunity.

We look forward to meeting you again to follow up on portfolio developments and hearing about achievements and impact.

Yours sincerely,

A handwritten signature in black ink that reads "Mary Jones". The signature is written in a cursive style.

**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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Councillor Mary Jones  
Convenor, Service Improvement and  
Finance Performance Panel  
City & County of Swansea

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9 February 2015

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e.g. Braille, audio tape or a different language, please contact me**

Dear Councillor Jones

**Cabinet Member Question Session – 24 November**

Thank you for your letter dated the 21 of January 2015, outlining your reflections and further questions following our discussion at the Scrutiny Programme Committee on the 24 November 2014.

**Budget**

You asked about the type of support that was available to potential community groups wanting to take on services.

The scale of the financial, demographic and sustainability challenges facing the Council requires a radical new approach to the provision of local services. Current models of service delivery are unsustainable and do not always provide the best outcomes for people. The transformation of services is vital to meet the challenges of the future and this is made more urgent by the significant budget cuts we are facing. We also need a new relationship between residents and public services, which supports people and communities to help themselves and to run more local services.

**COUNCILLOR/Y CYNGHORYDD**  
**ROB STEWART**  
**LEADER / ARWEINYDD**

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In order to support this new relationship between residents and public services, we have embedded community action into our new Corporate Plan 2015/17, our Sustainable Swansea-Fit for the Future programme and our Tackling Poverty Strategy by;

- identifying 'Building Sustainable Communities' as a key priority within the Corporate Plan 2015/17,
- developing a discrete 'Community Action' work stream within Sustainable Swansea-Fit for the Future programme,
- supporting the 'Empowerment of Local People' through the development of a Community Action Learning programme in the Tackling Poverty strategy and action plan.

In addition, to embedding community action in our local plans and strategies, we also provide a number of practical measures to support community groups wanting to take on services. For example, we have commissioned Swansea Council for Voluntary Service (SCVS) to provide specialist information and advice to community groups and employ a Third Sector grants co-ordinator to oversee and administer funding to a range of external organisations. We are currently in the process of developing a toolkit to provide information to new start ups and sign post to further sources of advice and support. We have also established a Community Action Transformation fund which aims to build community capacity and facilitate the transfer of community assets-buildings. The fund can be used by community groups to undertake feasibility studies, develop business plans, community engagement, training for local people to run or manage a facility, initial set up costs and capacity building.

You also asked about we were planning to deal with short term funding challenges with long term sustainability.

Sustainable Swansea - Fit for the Future is the Council's long term strategy for transforming services and meeting current and future budget deficits. From our experience of dealing with significant budget reductions, the timing of savings is crucial, in terms of balancing short term funding challenges and long term sustainability.

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It is imperative that where potential service savings are found, they are implemented as soon as possible, and if there are difficulties with implementation, alternative proposals are put forward, which includes bringing forward longer term proposals.

**City Region/City Centre**

You stated in your letter that the recent establishment of a Development Advisory Group, has been charged with helping transform Swansea city centre into a thriving hub of commerce, culture and leisure. You said that the committee was particularly interested in plans for business support and job creation.

In relation to the Council's plans for business support and job creation, we will be using the regeneration process to maximise the economic impact. This will include a number of activities:

- stimulating knowledge economy jobs within a new central business district at the Kingsway, by working with organisations like Trinity St David's and Tech Hub to create employment space for new starts and existing businesses;
- retail and leisure jobs created by new investment from occupiers within the new developments;
- The Council's Beyond Bricks & Mortar initiative will help match labour and skills to opportunities via its-targeted recruitment and training work;
- Supply chain opportunities will be explored so that local firms are able to compete for contracts in connection with the regeneration programme.

I am grateful for the work of the inward investment scrutiny panel. The panel's report has been considered by the Cabinet Member and an action plan has been produced and reported to Cabinet. I am confident that progress will be made in line with the agreed action plan during the months ahead.

**Swansea Palace Theatre**

You stated in your letter that there has been concern raised about the poor state of repair and condition of the Palace Theatre and a call for the Council to use its powers to protect the building from further decay and to ensure its future survival.

**COUNCILLOR/Y CYNGHORYDD**  
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- 4 -

I am pleased to update that the works to safeguard the Palace Theatre have now commenced. The council's contribution to the cost of these works will be released upon satisfactory completion of the works in due course.

**Civic Centre Sale/ Central Library**

You stated in your letter that a member of the Public was concerned about the sale of Civic Centre and plans for the Central Library if the building is sold.

If the Civic Centre is sold, a city centre location for the Central Library would be found, if required. This remains our preferred option as it supports a key objective in our approach to regenerating the city centre by increasing the footfall and the number of people who live, work and visit and the city centre.

**Areas for Scrutiny**

I welcome the constructive comments and role that the Scrutiny Programme continue to play in terms of reviewing our proposals, in order to ensure we can deliver the very best services for the people of Swansea,.

I look forward to meeting you again in order discuss progress.

Yours sincerely,

**COUNCILLOR ROB STEWART**  
**LEADER & CABINET MEMBER FOR FINANCE AND STRATEGY**

**COUNCILLOR/Y CYNGHORYDD**  
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## CITY AND COUNTY OF SWANSEA

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Councillor Rob Stewart  
Leader and Cabinet Member for Finance &  
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**15 January 2015**

Dear Leader,

### **Service Improvement and Finance Scrutiny Performance Panel – 7 January**

We are grateful to you and Mike Hawes for attending our meeting on 7 January to discuss draft budget proposals and answer the panel's questions. This letter reflects the main issues we discussed.

It is clear from the Sustainable Swansea - Fit for the Future Strategy, the draft budget proposals and our discussion with you that the impact of funding reductions will profoundly affect the way local services are delivered over the medium to long term, and that the challenge is becoming more difficult each year. Therefore it is even more important that the decision making process includes arrangements for constructive challenge. Scrutiny is a key part of this and we appreciate your willingness to engage with us on this issue.

Some specific points that we would like to make include:

#### **Timing of savings**

We highlighted a number of queries regarding the timing of savings on various proposals. Whilst the proposals for some services indicate that savings will not be made in the first year, you clarified that where reviews of services are underway, if savings are identified then there should not be a delay in implementing them. We take this to mean that savings identified for later years may be brought forward if possible. Is this correct?

#### **Cost analysis**

We raised the point that it is essential that the Council is able to accurately forecast the unit cost of services, particularly in the area of Social Services, as important decisions on future service delivery are being made on this basis. You agreed with

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this point and advised us that work has been on-going by the Finance Department to ensure that this discipline and skill is incorporated into the budget setting for all departments. This approach has been reflected by the improvement in the overall overspend in the Council's budget to within 1% variance over recent years. In addition, you advised us that the forthcoming appointment of a Commercial Manager will further advance progress in this area.

### **Delegated Schools Budget**

You confirmed that the planned reduction in the delegated schools budget (which accounts for 80% of the overall education budget) will be 5% each year over a 3 year period. Despite the Council's prioritisation of education (along with social services), it will not be possible to ring fence it from budget cuts if the savings required are to be met (although the level of cuts required are much lower than in other service areas).

We were pleased to hear that the Council is actively engaging with schools through the School Budget Forum and that you have been clear with them from an early stage what budget reductions they can expect in order to enable them to plan ahead. We were also pleased to hear about the collaborative approach that you will be taking forward to work with schools on how best to deliver the savings.

### **Clarity of the report**

We felt that whilst the report is comprehensive, further clarity should be provided on the revenue available to the Council over the next 3 years. For example, the report presents the anticipated cumulative budget reduction over 3 years (£81.7m) but only provides the revenue figure for year 1 (£346.8m). In order to provide a clear comparison the report should also reflect what the anticipated cumulative revenue will be over 3 years.

### **Community Councils**

A concern was raised regarding the ability of Community Councils to take on responsibility for local services that the Council is no longer able to provide. The point was made that if Community Councils decide to take over the delivery of some services then they may require additional funds. If this is anticipated during the next financial year then this should be included in their budget calculations and may affect the level of precept that they charge. However it is not yet clear which services will cease. The deadline for Community Councils to submit their precept levels for 2015/16 to the Council is 31 January; therefore it would be difficult for Community Councils to take this into account when setting their budgets for 2015/16.

You advised that until the consultation period is completed then no definite decisions can be confirmed. We accepted the explanation regarding the required deadlines for the submission of Community Council precepts, which cannot be extended past 31 January, as they are required to ensure that the deadlines for agreeing the overall Council Tax levels for Swansea and issuing bills can be met.

However, we wish to make the wider point that clear communication will be essential with Community Councils and other organisations in order to ensure that they are able to make well informed decisions about their future role in service delivery. It is

particularly important that a stream-lined, efficient decision making process is in place to facilitate hand over of services, whilst at the same time maintaining an appropriate level of due diligence. We were pleased to hear that a toolkit is in development in order to assist this process.

### **Learning from elsewhere**

We identified the importance of learning from other local authorities who have effectively dealt with budget cuts of this magnitude. We were pleased to hear of the wide range of approaches that you take to engage with others, for example: work with neighbouring authorities through the WLGA; discussions with Nottingham and Leicestershire Councils; quarterly meetings of the Welsh Treasurers group.

Finally, there were some questions that required further clarification that you agreed to respond to. These included:

- Have town and community councils been issued with the full draft budget proposals?
- Clarify what is included the proposed reductions in Childcare and Early Years Support and child care apprenticeships?
- Confirm how much of the Community Action Fund has been allocated so far?
- Confirm what percentage change there has been in the Welsh Government's settlement received from Westminster?

In view of the timescales for publication of the Cabinet papers we have arranged to meet with you on 5 February at 12pm in order to discuss the final budget ahead of the Cabinet and Council meetings in February.

We would be grateful for your response to this letter so that the Panel is informed of your consideration of the views expressed. It would be helpful to receive your reply to this letter by 4 February.

Yours sincerely,



**Councillor Mary Jones**  
**Convenor, Service Improvement and Finance Scrutiny Performance Panel**  
✉ [Mary.Jones@swansea.gov.uk](mailto:Mary.Jones@swansea.gov.uk)



**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

Councillor Mary Jones  
Convenor, Service Improvement and  
Finance Performance Panel  
City & County of Swansea

**BY EMAIL**

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Our Ref / Ein Cyf: RS//SH  
Your Ref / Eich  
Cyf:  
Date / Dyddiad: 2 February 2015

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

Dear Councillor Jones

I refer to your letter dated 15 January arising from the Panel meeting held on 7 January 2015.

As you point out in your letter, it is clear that this Council, along with all others across Wales, is likely to face ongoing and significant financial challenges arising not only from funding reductions in terms of direct Welsh Government Grant, but also in terms of reductions in specific grants and the need to contain service and operational pressures within what will be a significantly reduced pot of money.

In terms of the specific issues raised in the letter, I would comment as follows:

**Timing of Savings**

It is becoming increasingly clear, both through our own experience and learning from others, that reacting to an annual budget cycle is unlikely to deliver the scale of service savings required within the timescales that we need to meet.

Therefore it becomes more important that where service savings are found, implementation of those savings takes place as soon as possible and, equally, where delays are identified then alternative savings are put forward to bridge any gap that emerges. One of those options is clearly to bring forward existing longer term proposals subject to full and comprehensive consultation process.

**COUNCILLOR/Y CYNGHORYDD**  
**ROB STEWART**  
**LEADER / ARWEINYDD**

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**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

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**Cost analysis**

The emphasis on Unit costs is noted but in itself cost is but one element that needs to be considered in terms of future delivery. Consideration of the Councils Corporate priorities, alternative options for achieving service outcomes, predicting future levels of demand and assessing impacts of service reductions are also equally important factors to consider. However, as stated, we are seeking to improve our knowledge and capability in this respect.

**Delegated Schools Budget**

I am pleased that you acknowledge the relative prioritisation of Schools budgets within the overall medium term strategy to achieve a balanced revenue budget position. We will seek to maintain an ongoing dialogue with Schools particularly as we receive more certainty around overall funding resources for 2016/17 and beyond.

**Clarity of the Report**

Whilst I acknowledge the issue, it has been made clear throughout the budget process that this Council has received NO indicative settlement figures for 2016/17 and beyond other than that the Council should prepare for future cuts in the range of between 1.5% - 4.5% p.a.

The medium Term Financial plan clearly sets out our assumptions around the reduction in aggregate external Finance for the period 2016/17 to 2018/19.

**Community Councils**

I acknowledge your comments around issues of timing. However, in terms of the CCS budget setting process it is essential that the Cabinet fully considers the outcome of the Public consultation exercise prior to making final recommendations to Council in respect of budget issues.

**COUNCILLOR/Y CYNGHORYDD**  
**ROB STEWART**  
**LEADER / ARWEINYDD**

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The requirement for receipt of precept information is set down in statute.

However, we will continue to involve Community Councils regarding the outcome of future service reviews.

- I can confirm that all Clerks to Community Councils were e-mailed to assure them that full copies of the budget consultation exercise were available online and hard copies were available on request. Some but not all requested hard copies.
- With regard to the proposed reductions (£19k) in Childcare and early years support, the savings for 2015/16 are a continuation of the current year reduction programme (£67k) and relate to the cessation of Childcare apprenticeships and the move to change one Nursery to 100% Flying Start Provision.
- With regard to the Community Action fund, a total of £79,931 has so far been allocated.

Bonymaen RFC	£20,000
Mumbles Community Association	£10,000
Swansea Gymnastics Club	£24,931
Boys and Girls Club of Wales	£25,000
<b>Total</b>	<b>£79,931</b>

- With regard to the percentage change in the Welsh Government's settlement received from Westminster, The position is somewhat confused due the to the Welsh Government having issues an original and a further two supplementary budgets for 2014/15, which tend to reflect additions to the Welsh Government budget as a Barnett consequential of resource allocations within England.

**COUNCILLOR/Y CYNGHORYDD**  
**ROB STEWART**  
**LEADER / ARWEINYDD**

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I attach a copy of a table included within the final 2015/16 Welsh Government budget proposals setting out the allocation of the Welsh Government Department Expenditure Limits for 2015/16 which includes 2014/15 comparators.

Although the table notionally shows an increase in DEL for 2015/16 over 2014/15 of £121.975m, the 2014/15 crucially excludes the sum of £200m in year 2014/15 allocation in respect of additional NHS funding. If included in the 2014/15 budget, that would indicate a reduction in 2015/16 of some £78.025m for 2015/16 over the previous year.

However, these figures are indicative only and the reality is that we need to focus on the Councils available resources at this time.

Yours sincerely



**COUNCILLOR ROB STEWART**  
**LEADER & CABINET MEMBER FOR FINANCE AND STRATEGY**

**COUNCILLOR/Y CYNGHORYDD**  
**ROB STEWART**  
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MAIN EXPENDITURE GROUPS (MEGs)	£000s	
	2014-15	2015-16
<b>Departmental Expenditure Limits (DEL)</b>		
Health and Social Services	6,396,630 <sup>1</sup>	6,622,334
Local Government	4,597,013	4,404,372
Communities and Tackling Poverty	740,753	737,494
Economy, Science and Transport	1,073,915	1,098,007
Education and Skills	1,783,277	1,754,443
Natural Resources	437,199	404,405
Central Services and Administration	345,983	322,912
<b>Total Allocation to Welsh Government Departments</b>	<b>15,374,770</b>	<b>15,343,967</b>
Resource Reserves	Fiscal Resource DEL	152,992
	Non-Fiscal Resource DEL	91,534
Capital Reserves	12,618	64,279
Assembly Commission	50,598	51,100
Public Services Ombudsman for Wales	4,247	4,309
Auditor General for Wales	5,974	6,306
Direct Charges to the Welsh Consolidated Fund	672	594
<b>Total Expenditure within the Wales DEL Budget</b>	<b>15,693,405</b>	<b>15,815,380</b>

<sup>1</sup> This figure excludes the additional £200m allocated to the NHS in 2014-15, which will be reflected in the Second Supplementary Budget 2014-15.



# CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

Councillor Jane Harris  
Cabinet Member, Adults & Vulnerable  
People  
Civic Centre  
Oystermouth Road  
SWANSEA  
SA1 3SN

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Linell Uniogyrochol:*

*e-Mail  
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*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**Overview &  
Scrutiny**

**01792 637491**

**scrutiny@swansea.gov.uk**

**TASS/05**

**12 January 2015**

Dear Councillor Harris

## **Transformation of Adult Social Services Working Group, 5<sup>th</sup> & 9<sup>th</sup> January 2015**

The working group met twice at the start of January – 5<sup>th</sup> & 9<sup>th</sup>. The aim of the first meeting was to gain an understanding of the Social Services and Well Being Act – its aims and objectives, intended impacts and what it means in terms of operational practice for the authority. The second meeting dealt with work planning and was facilitated by Ed Hammond from the CfPS.

### **Panel meeting held on January 5<sup>th</sup> - Social Services and Well Being Act**

The panel had a number of concerns which are detailed below and we would welcome your views on each one.

- The panel was concerned that the change taking place to ensure the Council was ready for the implementation of the Act in 2016 was not based on a sound understanding of the authority's unit costs for domiciliary care and residential care. Officers agreed that this was unknown and assured the panel that this was a piece of work that needed to be done. It was agreed that the panel would hold a session on unit costs which looked at the whole financial aspect of domiciliary care and residential care.
- The panel briefly touched on the long term future for adult and child & family services. The panel understood that some work had been done in some areas to look at combining the services but the panel was concerned about this.

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- There was some uncertainty over who was responsible for young people and women from Swansea who were in detention outside of Swansea. Officers agreed to report this back to the panel.
- Community resources – the panel agreed that the sooner this list of resources was available the better. However, approaching community groups to provide services/support would need to be managed carefully as some groups may not want or have the capacity to provide more services or support to users.
- Implications for practice – the panel understood that WG expects the implementation of the Act to be cost neutral and met within existing resources. Are you confident that this will be the case?
- We wish to understand what the Act means when it refers to social enterprises, co-operatives, etc.

### **Agreed**

- To invite you, the Chief Social Services Officer and relevant finance officers to the panel to detail the authority's unit costs for domiciliary care and residential care.
- Officers to provide the panel with the consultation documents for the draft regulations and code of practice and bring the authority's consultation response to the panel for comment before the end of February.
- That the panel be provided with the Western Bay regional implementation plan.

### **Panel meeting held on January 9<sup>th</sup> – work planning with Ed Hammd, CfPS**

Detailed below is the panel's draft work plan. The next step in the process will be for you and me to meet, along with relevant officers, to discuss the topics that the panel prioritised and to construct a timetable of scrutiny activity based on cabinet report dates and other relevant departmental dates.

The panel agreed that for each topic to be scrutinised it would consider it against 5 broad lines of inquiry:

- a) Cost
- b) The impact of Western Bay
- c) Interface and joint working with health partners
- d) Local area co-ordination
- e) Implications of the independent review of older people's services
- f) Implications of Sustainable Swansea – fit for the future

The panel took the long list of proposed changes in the TASS programme timeline that was presented to the panel in December and prioritised 5 topics.

1. Support to Carers
2. Volunteering and Befriending
3. Implement Local Area Coordination
4. Swansea Integration Plan – Network Hubs
5. Procurement Review

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The panel agreed that prior to the start of scrutiny work of Network Hubs it would require a briefing to provide a background and an overview of the role and workings of the hubs.

The panel also agreed that it would need a briefing on the Western Bay – what it is, its role, details of its work and planned projects, governance, accountability and how it works with partners.

The panel is keen to undertake some community engagement during its TASS work; it agreed that the Support to Carers would lend itself well to user engagement.

Thank you for meeting with me on Monday 26<sup>th</sup> January to discuss the work plan outlined above.

I hope you find this letter useful and informative. Given our discussions at the meeting a response is not required to this letter.

**Yours sincerely**

**CLLR BOB CLAY**  
**CONVENER OF THE TRANSFORMATION OF**  
**ADULT SOCIAL SERVICES WORKING GROUP**  
✉ [BOB.CLAY@SWANSEA.GOV.UK](mailto:BOB.CLAY@SWANSEA.GOV.UK)

## Report of the Chair

### Scrutiny Programme Committee – 16 February 2015

#### MAKING SCRUTINY MORE EFFECTIVE – DEVELOPMENT SESSION

<b>Purpose</b>	This report presents the feedback from the recent development session: 'Making Scrutiny More Effective'.
<b>Content</b>	The report includes details of the session, key points and proposals.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• Review and discuss the key points</li> <li>• Endorse the proposals contained in the report</li> <li>• Consider whether further development sessions are needed</li> </ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer &amp; Report Author</b>	Dave Mckenna, Scrutiny Manager Tel: 01792 636090 E-mail: <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 Training and development is one of the Scrutiny Programme Committee's improvement themes for the current year. Scrutiny is also an element of the Council's overall training programme for councillors.
- 1.2 In order to support effective scrutiny a development session was held with the support of the Centre for Public Scrutiny in Wales. The purpose of this report is to share the main learning points and proposals from that session.

#### 2. About the Session

- 2.1 The session was held on 29<sup>th</sup> January 2015 and facilitated by Ian Bottrill from the Centre for Public Scrutiny in Wales. Support for the discussion groups was provided by members of the Scrutiny Team.
- 2.2 The following councillors took part:
  - Mary Jones
  - Fiona Gordon
  - Keith Marsh
  - Jeff Jones
  - Tony Colborn
  - Lynda James

- David Cole
- Paul Meara
- Paxton Hood-Williams

The following co-opted members also took part:

- Jill Burgess (Standards Committee)
- Alan Thomas (Audit Committee)

2.3 The session had a flexible format. An initial discussion of concerns and hopes was followed by more detailed discussions of some of the topics raised.

2.4 A hand out provided by Ian Bottrill is attached at **APPENDIX 1**.

### **3. Learning Points**

#### 3.1 Concerns

- Scrutiny tries to do too much, not enough in depth work
- We need to be better at prioritising
- The recommendations and impact of scrutiny are not promoted enough - staff/members of public don't know what is going on in scrutiny
- Are the questions we use to identify inquiries the right ones? (ie, significant, strategic, avoid duplication)
- We do not have enough officer or councillor resource to facilitate the large work plan
- How do we know we're doing a good job compared to other councils?
- Scrutiny needs more influence because it does not have decision making power
- Timescales for scrutiny of Cabinet work are too restrictive
- Better communications with all councillors by Cabinet...we need to build more consensus on important decisions

#### 3.2 Hopes

- Increase the use of co-optees to positive effect
- A more focused work plan
- Better pre scrutiny of Cabinet decisions
- Bigger recognition of the role of scrutiny and its work and more publication of scrutiny recommendations and outcomes.
- We can be smarter in the way we make our recommendations (i.e. grade recommendations between quick wins, medium term outcomes and longer term outcomes)
- More influence on decisions (i.e. pre-decision, call in)



- Using different ways of working in panels – not just calling and questioning witnesses (using different ways to engage members and public when collecting evidence)
- Improve the style of reports i.e. less jargon and no acronyms

### 3.3 Discussion 1: How Can We Get the Public More Involved?

- Need to get the public more involved in work planning
- Increase our use of the Evening Post – regular column?
- Do not rely solely on social media given the age profile of Swansea

### 3.4 Discussion 2: How Can We Get Councillors More Involved?

- Publicise membership and attendance at panel meetings
- Consider involvement from a councillor perspective – what are the incentives and motivations?
- Highlight satisfaction of being included in a scrutiny topic and see out comes from that investigation
- Highlight benefits of more involvement such as broader experience and voices into scrutiny as ward members and citizen representatives

### 3.5 Discussion 3: How Can We Increase our Influence and Improve Recognition of Scrutiny?

- Publicise what scrutiny is up to now – this should be at the front of the Council's website
- Produce a diagram/map of scrutiny: include the different types of panels that are running and timelines
- Scrutiny reports should be discussed at Council so that it gives scrutiny work more status. Also the public can see the discussion.
- Needs to be more discussion of scrutiny reports at Cabinet and Council so that the public can see a discussion takes place (not much of a discussion takes place at the moment). It also shows the public that the Cabinet and Council think that scrutiny work is important.
- Publicise the time line of a scrutiny inquiry: would be helpful for councillors, staff and public.
- Recognition – Better publication of the work of scrutiny
- Better links with existing groups/networks: Access to Services have database
- Don't over consult with the same groups

## 4. Proposals

### 4.1 From the session there are a number of proposals for the Committee to consider:

- Develop closer working with the Evening Post to get scrutiny work better publicised
- Consider how councillor attendance at panel meetings and working groups can be publicised
- Develop a smarter and consistent way of writing recommendations to recognise the difference between 'quick wins' and longer term outcomes
- Discuss with Cabinet how engagement with scrutiny might be developed
- Improve how the public are informed about the process for particular pieces of scrutiny work – in civic centre reception and online

Further development sessions for scrutiny councillors:

- More effective public engagement
- More effective work planning – giving the work plan greater focus

## **5. Legal Implications**

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

## **6. Financial Implications**

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

Background Papers: None

Date: 30<sup>th</sup> January 2015

Legal Officer: Nigel Havard

Finance Officer: Carl Billingsley

Handout for Scrutiny Development Session 29<sup>th</sup> January 2015

**An Evaluation of Welsh Local Government Executive and Scrutiny Arrangements (Dec 2014) - Main Findings on Scrutiny**

- The status of scrutiny has increased in the last few years
- Wide diversity in its operational structures, support mechanisms, impact, influence and status
- Its effectiveness is driven by context and whether it is valued
  - **If scrutiny is seen to ‘Add Value’ it is valued. If it isn’t – it isn’t!**
  - **This is largely a ‘culture’ rather than ‘process’ thing (although both are linked).**
- Enablers of effective scrutiny - strong Chair, focused work programme, shared understanding between cabinet and scrutiny, effective training, and good officer support
- Scrutiny of partnerships/joint scrutiny generally poorly developed
- The public have little idea what scrutiny is or what it does.

***“No matter how good your cabinet is – if your scrutiny operation is weak you haven’t got the whole picture”. (A Leader)***

- ***“The cabinet don’t stop scrutiny doing anything but then they take no notice”. (A non-executive councillor)***

**Main recommendations on Scrutiny**

- Councils need to publish the cabinet work programmes in a timely fashion, to be accurate and to provide sufficient information to enable scrutiny to effectively support policy development.
- Post-scrutiny in some authorities is hampered by delays in publishing decisions taken by officers (and in some cases cabinet members) under ‘delegated/ individual decision making procedures’.
- Scrutiny of partnerships and joint scrutiny is currently poorly developed. Councils need to consider where there is ‘added value’ in working with other scrutiny teams.
- The requirement of political group balance in the election of scrutiny chairs should be re-considered so scrutiny committees can freely elect the best person for the job regardless of political colour.
- Councils need to improve the general quality of reports from officers to scrutiny committees and in officers’ approach to attending and engaging with scrutiny committees. CfPS should encourage the sharing of good practice in these areas.
- Councils should consider the appointment of ‘independent scrutineers’ from the public or external organisations to assist councillors in their scrutiny work.

- Councils should produce a regular short briefing document summarising the work of each scrutiny committee and the impact it has made.
- Councillors should have the opportunity to discuss scrutiny reports at full council and not just 'note' the reports.
- Councils should determine whether the CfPS's model on 'return on investment' could be applied to all scrutiny activity.
- Councils should conduct a skills audit of scrutiny members which may result in, for example, some members conducting some research themselves.
- Councils should trial different methods of communicating the impact of each scrutiny committee to interested parties and the general public

### **Health Scrutiny – where all this started about 15 years ago:**

- “Scrutiny is challenging and will sometimes be uncomfortable for the organisation being scrutinised, but if the process is aggressive, or relies on opinion rather than evidence, it is unlikely to lead to positive or sustainable improvement.” (Guidance p. 7)
- “Scrutiny should be probing and incisive, focusing on... improving services for members of local communities.  
...But committees must ...recognise that some of the problems facing the NHS have no simple solutions.” (Guidance p. 8)
  - Does the same apply to Local Government?
  - Simple solutions are attractive – but are they realistic?

### **Three big questions:**

- Is it possible and practical?
  - By this I mean is it actually likely to happen – is it affordable (in cash and time), will it work, is it sustainable?
- Will it 'add value'?
  - In other words – will it help to improve things (services etc) for the people of Swansea, will it enable some necessary savings to be made, will it support the cabinet in making some progress?
- Will we enjoy it?
  - This is important – if it is an enjoyable exercise you and your colleagues are much more likely to get engaged and sustain that engagement, if its boring or pointless then that enthusiasm will soon vanish.

## FOR INFORMATION

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

This is provided to help develop the relationship between scrutiny and the Audit Committee, aiming to ensure:

- mutual awareness and understanding of the work of scrutiny and audit committee
- respective work plans are coordinated and avoid duplication / gaps
- a clear mechanism for referral of issues, if necessary

The Scrutiny Work Programme is also reported to the Audit Committee. At least once a year respective chairs will attend in order to discuss work programmes and effectiveness.

### AUDIT COMMITTEE WORKPLAN 2014/15

Date of Meeting	Reports
12 <sup>th</sup> February 2015	Internal Audit Monitoring Report Q3 2014/15 Internal Audit Plan 2015/16 - Methodology Wales Audit Office Performance Audit Update Scrutiny Work Programme
12 <sup>th</sup> March 2015	Internal Audit Charter 2015/16 Risk Management Annual Review 2014/15 Recommendations Tracker 2013/14 – Update Coastal Project - Final Wavehill Evaluation Report
9 <sup>th</sup> 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 Education Challenge Advisers - Update

## DRAFT AUDIT COMMITTEE WORKPLAN 2015/16

Date of Meeting	Reports
9 <sup>th</sup> 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 Education Challenge Advisers - Update
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