

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Council Chamber, Guildhall

On: Monday, 16 March 2015

Time: 4.30 pm

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on the 16th March 2015. The main items are a question and answer session with the Cabinet Member for Anti-Poverty and the Cabinet Member for Housing and Communities, and the Schools Scrutiny Performance Panel. Background reports are included.

AGENDA

Page No.

- | | | |
|----------|---|----------------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal & Prejudicial Interest. | 1 - 2 |
| 3 | Prohibition of Whipped Votes and Declaration of Party Whips. | |
| 4 | Minutes:
To approve and sign as a correct record the Minutes of the Scrutiny Programme Committee held on 16 February, 2015. | 3 - 11 |
| 5 | Cabinet Member Question Session: | 12 - 14 |
| 5a | Cabinet Member for Anti Poverty (Councillor Will Evans attending) | 15 - 26 |
| 5b | Cabinet Member for Housing & Communities (Councillor David Hopkins attending) | 27 - 34 |
| 6 | Scrutiny Performance Panel Progress Report - Schools (Councillor Fiona Gordon attending). | 35 - 38 |
| 7 | Scrutiny Work Programme 2014 - 15.
Includes:
a) Committee Work Plan;
b) Progress of Panels / Working Groups;
c) Forward Look (Cabinet Business). | 39 - 62 |
| 8 | Membership of Scrutiny Panels and Working Groups. | 63 - 64 |

9 Scrutiny Letters:

65 - 122

	Activity	Meeting Date	Correspondence
a.	Committee	22 Dec	Letter to/from Cabinet Member for Education
b.	Service Improvement & Finance Performance Panel	14 Jan	Letter to/from Cabinet Member for Education
c.	Service Improvement & Finance Performance Panel	14 Jan	Letter to/from Cabinet Members for Enterprise, Development & Regeneration and Communities & Housing
d.	Child & Family Services Performance Panel	19 Jan	Letter to/from Cabinet Member for Services for Children & Young People
e.	Committee	19 Jan	Letter to/from Cabinet Member for Wellbeing & Healthy City
f.	Schools	22 Jan	Letter to Cabinet Member for Education
g.	Education Inclusion Inquiry Panel	16 Feb	Letter to Cabinet Member for Education

10 Feedback from Recent Scrutiny Events:

123 - 128

- 10a Visit to National Assembly for Wales - Public Engagement (12 February).
- 10b Western Bay Regional Scrutiny Seminar (23 February).

11 Upcoming Scrutiny Events:

- 11a Scrutiny Improvement Workshop: Making Scrutiny More Effective: Wednesday 18 March, 4.00 - 5.30 p.m. Committee Room 2, Civic Centre.
A self-evaluation workshop is being planned that will enable members of the committee and conveners to reflect on the past year. The workshop will provide an opportunity to:
- *review the way scrutiny is working*
 - *share views about scrutiny practice and experiences (positive and negative), including approaches to questioning*
- identify what needs to be done to become even more effective as a scrutiny function*
- 11b National Conference on Scrutiny, Partnership, Collaboration and Regulation: Friday 27 March 2015 (Llandrindod Wells).
The chair will be attending this conference on shared accountability, facilitated by Cardiff Business School, several local authorities, Welsh Government and the Centre for Public Scrutiny. It will be about joint scrutiny, the interface between internal scrutiny and external review,

and public service accountability in Wales. Of particular interest will be the launch of a new handbook on joint scrutiny and governance, produced by Cardiff Business School.

12 For Information: Audit Committee Work Plan.

129 - 130

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

13 April 2015

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

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Service Improvement & Finance	Performance Panel	11 Mar	1.30 pm	Committee Room 3 (CC)
Child & Family Services	Performance Panel	16 Mar	2.00 pm	Committee Room 3 (CC)
Planning Services	Working Group	19 Mar	10.00 am	Chamber Meeting Room (CC)
Local Service Board	Performance Panel	23 Mar	11.00 am	Committee Room 3 (CC)
Education Inclusion	Inquiry Panel	27 Mar	10.00 am	Meeting Room 3 (CC)
Transformation of Adult Social Services	Panel	30 Mar	2.00 pm	Meeting Room 3.4.1 (CC)
Corporate Culture	Inquiry Panel	8 Apr	5.00 pm	Committee Room 6 (GH)

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:

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Patrick Arran
Head of Legal, Democratic Services & Procurement
10 March 2015

Contact: Democratic Services, (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, 16 FEBRUARY 2015 AT 4.30 PM

PRESENT: Councillor M H Jones (Chair) Presided

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

Officers:

W Parkin	- Senior Lawyer
B Madahar	- Scrutiny Co-ordinator
S Woon	- Democratic Services Officer

167 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor A J Jones, Mrs S Joiner and Mr D Anderson Thomas.

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

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

169 **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.

170 **MINUTES.**

RESOLVED that the minutes of the Scrutiny Programme Committee held on 19 January, 2015, be agreed as a correct record.

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

Chief Superintendent Phil Davies (South Wales Police) and Chris Sivers (Director of People) attended to provide a progress report on Safer Swansea Partnership Performance and answer questions.

A presentation was given (copy attached) which encompassed:

- Focus on Priorities;
- Safer Swansea Priority;
- Reducing Violent Crime;
- Healthy Nightlife;
- Domestic Abuse;

The Chief Superintendent stated that the manner in which crime is recorded had been changed. Previously, crime was reported and investigated before then being recorded. Now crime is recorded as soon as it is reported. With this ethical crime recording process higher levels of crime can be expected, however there has not been a big increase in recorded crime.

He referred to recent crime figure analysis, and certain hot spots e.g. burglaries around student areas. He referred to the Police's ongoing efforts at education and awareness raising and reiterated that Swansea is a safe place, and different to other parts of the UK.

The committee praised the recent award of a Purple Flag award, recognising the excellent management of the city centre night time economy, and congratulated all involved in this achievement.

In response to Member questions, the Chief Superintendent stated that:

- The Help Point facility based at the Strand has been very successful in promoting a healthy nightlife and similarly the drop off zone has helped enable issues to be dealt with there and then and away from the centre.
- Car theft had reduced – attributable largely to more sophisticated car security systems. Additionally, CCTV in Swansea is very good. Whilst car crime has reduced, growth in other areas of crime, such as cyber crime had increased.
- Although drug trafficking was down significantly (down 24.6%) the Police are never complacent about drugs which underlie a lot of criminality. Organised crime groups are on the Police radar and a proactive approach is taken to dealing with the problem. Drugs will always be prevalent in Swansea. However, the Police are proactive in working with the drugs agencies.
- The Police concentrate on Class A drug usage as this is still a problem area. A recent night-time operation using a drug itemiser machine in the City Centre tested 400 people, 100 of which were positive for Class A Drugs. 25 individuals were caught in possession of cocaine, which tends to be taken as recreational drug.
- In relation to Cumulative Impact, the Policy has been positive and enabled the Authorities to have some control in attracting the right businesses to contribute to the night time economy. It had been very effective and provided the responsible authorities the power to challenge licenced premises coming into the City. He reiterated that the policy was not about being anti-business but trying to prevent an increase in problems associated with the drinking culture.
- Crime in Gower is highest in the summer months but is not a year long issue. It is important that the resources are allocated to the correct areas at the right

times. Whilst statistics have increased, it was small compared to other parts of the City.

- PACT meetings are useful as one form of public engagement and Police Officers are encouraged to get involved, however in order to be successful there must be a collective view on issues.
- All agencies are included in information sharing. Whilst there have been previous difficulties with the Health Authority in respect of patient confidentiality, they are now fully engaged. Early prevention at the front end does ease the pressure on accident and emergency services.
- The purple flag accreditation had been successful. However, the challenge now was to ensure that it is sustained.
- The Police engage in prevention work in relation to community cohesion and race crime and Swansea does not have high levels in this respect. However, tensions can increase on the lead up to an election.

In response to Member questions regarding, domestic abuse, the Director of People stated that:

- She would circulate details of the new one stop shop to all Councillors.
- 5000 cases of domestic violence a year were recorded by the Police, demonstrating a clear problem. There are many more cases which are not reported to the Police. Swansea does have significant challenge (far higher than that recorded with comparable neighbours) with domestic violence as opposed to abuse.
- Some work has been done with Cardiff University indicating a correlation between levels of domestic violence increasing when major sporting events take place.

It was suggested that the Safer Swansea Partnership could work with the Economic & Social Research Council in order to better understand the problem and incidence of domestic violence/abuse in Swansea and get some detailed analysis on why it is relatively high in Swansea compared to other cities.

Looking ahead the Chief Superintendent informed the committee of a restructure / review of policing in Swansea and stated that he would be happy to provide a presentation to Councillors on the current service and structure in the area in order to gather views to enable the best service to be provided. The Chair suggested that the Chief Superintendent could utilise the opportunity to make a presentation to Council at the appropriate time.

The Chair thanked Chief Superintendent Phil Davies and Chris Sivers for the informative presentation and was pleased to see progress in a number of key areas.

RESOLVED that the Director of People circulate details of the Domestic Violence 'One Stop Shop' to all Councillors.

172 **CABINET MEMBER QUESTION SESSION - CABINET MEMBER FOR ENVIRONMENT & TRANSPORT**

The Committee took the opportunity to question Councillor M Thomas, Cabinet Member Environment and Transport.

Members' noted the short report on 'headlines' provided by the Cabinet Member for Environment and Transport.

The Cabinet Member stated that since his appointment in October 2014 his activities had been dominated by the budget, examining efficiencies and savings.

In response to Member questions, the Cabinet Member for Wellbeing and Environment and Transport stated that:

- The target for this year in relation to measuring recycling rates was 56%, which the Council are on track to achieve. The 3 black bag limit had been a big success and the public should be praised for their efforts in assisting with this initiative.
- For every tonne over the target, the Council receives a £200 fine less the cost of land fill. This was a substantial amount of money, possibly £250,000.
- Cabinet approved a report to submit a planning application in relation to Garngoch amenity site. The planning application had been delayed pending the budget proposals. There were plans to extend the site, however, no budget had been allocated.
- The Council did not have control in relation to collecting waste from a majority of commercial establishments. However, the Council had become more competitive in this market and had, over the last 8 months, 140 customers and increased commercial food waste by 500 tonnes, which was half a percent of recycling. It was a growing business and the Council had offered to work with the private operators. There are issues associated with the collection of food waste as it must be segregated from general waste.
- There were no definitive plans in respect of the development of houses at Penllergaer and the knock on effect at Junction 47. The LDP consultation had raised awareness of impact on other services. Junction 47 required substantial modification in order to manage the traffic. Despite the development being identified in the LDP, this does not necessarily mean that the houses will be developed.
- Whilst the issue of Section 106 was in a fellow Cabinet Members' portfolio, it was agreed that a rigorous process was required in relation to dealing with developers who were not willing to pay.
- Whilst City Centre regeneration was the responsibility of a fellow Cabinet Member, there is confidence in the project. There appeared to be two problems with what was offered in the City Centre and the ability to get there and park, walk or cycle. There was no point in fixing the first issue if the routes were not connected to make them accessible
- Over last two years, several Committees had scrutinised public transport and provided reports which had not been progressed. The majority of residents in

Swansea were not satisfied with public transport and there was a need to work in partnership with Bus Companies.

- A monitoring process was required to assess the success of initiatives designed to improve walking and cycling to school. [The Cabinet Member stated that he would provide a written answer]
- Officers of the Authority do open black bin bags which have been dumped to identify individuals and prosecute. Members of the public are not encouraged to do so.
- Two wards were trialling the use of pink hessian sacks, as opposed to pink plastic bags. However, should the trials be successful there would be a cost to the Authority and no budget has been identified for this purpose. [The Cabinet Member stated that he would provide a written response in relation to a question in respect of the disposal of plastic recycling bags].

In conclusion the Cabinet Member stated that he would be publishing a programme of repairs to all Councillors indicating when resurfacing or patch programs would be undertaken. However, Officers could not guarantee that the timetable would be adhered to as the patch process was weather reliant and subject to change as a result of circumstances beyond their control.

The Chair thanked the Cabinet Member for attending.

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

173 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - SERVICE IMPROVEMENT & FINANCE SCRUTINY PERFORMANCE PANEL.**

The Convenor of the Service Improvement and Finance Scrutiny Panel, Councillor Mary Jones, provided a further update to the committee on the work of the Panel and its effectiveness. She referred to the key activities and achievements/impact.

She commented on the amount of work carried out over the last quarter, including scrutiny of the budget, and questioning a number of Cabinet Member on specific service areas and on progress against savings targets. The Panel has also written to the Chair of the Education through Regional Working (ERW) Partnership over the level of in-year education grant cuts recently made.

RESOLVED that the progress update be **NOTED**.

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

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

The Chair referred to correspondence received from a member of the public asking for action regarding the sale of land at Parkland Primary School, specifically on the

carrying out of a childrens' rights impact assessment. The chair proposed a way forward in dealing with this request.

The Scrutiny Co-ordinator updated the committee on the work of the Education Inclusion Panel, which has met earlier in the day. The committee noted that the Panel had agreed to proceed with an in-depth inquiry into this topic as there had been a number of significant concerns about aspect of the Education Other Than At School service, Terms of Reference will now be drawn up for this work.

The chair referred to the various topics for future Working Groups that had been identified by the Committee over the course of the year. She asked the committee to provide a steer on priority so that appropriate arrangements can be made.

The committee was also informed that the Transformation of Adult Social Services Panel had made contact with the Welsh Government Minister for Health & Social Services, Mark Drakeford, and that he had agreed in-principle to attend a scrutiny seminar in Swansea on the Social Services and Wellbeing Act. There was still work to be done in terms of the exact format of the event and detailed arrangements but it take place after the general election and would be open to scrutiny councillors from other councils. The committee welcomed this development and agreed that specific proposals for the seminar be reported to the committee in due course.

RESOLVED that:

- a. The committee write to the Cabinet Member for Education about the public correspondence received, for a response to the issues contained within; and
- b. The work of future Working Groups be prioritised as followed: Roads / Highway Maintenance; Young Carers; Target Areas; Civic Events and Welsh Quality Housing Standard;

175 **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:

- a. **School Governance Pre-Inquiry Working Group** – Councillor F M Gordon be appointed as Convenor;
- b. **Child & Adolescent Mental Health Services Pre-Inquiry Working Group** – Councillor H M Morris be appointed as Convenor and Councillors U Clay, F M Gordon, T H Hennegan, Y Jardine, E T Kirchner, D Lewis, C L Philpott, P M Meara, M J Jones and S Jones be added to the Membership;
- c. **Child & Family Services Scrutiny Performance Panel** – Councillor D W W Thomas and Councillor J N Newbury be appointed as Members;
- d. **Corporate Culture** – Councillor N J Davies to be removed.

176 **SCRUTINY LETTERS:**

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

It was noted that a response from the Cabinet Member for Education was still awaited on the various issues discussed at the 22 December Committee meeting, including the question raised about the timescales for completion of the review of EMLAS review (Ethnic Minority Learning & Achievement Service).

RESOLVED that the Scrutiny Letters Log be **NOTED**.

177 **REPORT BACK - SCRUTINY DEVELOPMENT SESSION: MAKING SCRUTINY MORE EFFECTIVE.**

The Chair referred to the Scrutiny Development Session: Making Scrutiny More Effective which was held on 29 January, 2015 and facilitated by Ian Bottrill from the Centre for Public Scrutiny in Wales.

The chair stated that the level of attendance was disappointing however it was a very good session, and summarised learning points and proposals as a result of the development session.

It was noted that co-opted Members from the Standards and Audit Committees were also present and had made a positive contribution to the session and were able to provide a different perspective on the work of scrutiny.

Amongst the issues raised by members was the importance of scrutiny reports being discussed at Council in order to give the scrutiny process more status.

The need to take into account the recently published consultation on the White Paper 'Reforming Local Government – Power to Local People' as part of improvement plans was highlighted by the committee. The White Paper, launched by Public Services, Leighton Andrew, contains the Welsh Government's statement of intent about the future of Local Government in Wales, and set out proposals for reform including scrutiny. It was agreed that the issues for scrutiny within the White Paper should also help inform discussion about how we can improve practice in Swansea. Members were advised an improvement workshop was currently being arranged as part of the annual work plan review process that will enable reflection and debate about how scrutiny can be further developed.

RESOLVED that the feedback report be circulated to all councillors.

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

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

179 **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.

180 **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 6.10 pm

CHAIR



Focus on Priorities

- Challenge of delivering in the context of reduced funding and resources for the Partnership and its agencies.
- Reduction in Violent Crime, especially alcohol related and Domestic Abuse are priorities for Safer Swansea and the Police and Crime Commissioner.
- Importance of long term initiatives, e.g. Healthy Cities in delivering sustainable changes, such as alcohol consumption and the Night Time Economy

Safer Swansea Priority

- REDUCING VIOLENT CRIME
- Active participation in Home Office Local Alcohol Action Areas: -Implementation of best practice and innovation.
- Application for ATCM Purple Flag accreditation. – Robust process with professional objective criteria and assessment with national standards.

Reducing Violent Crime

- Partnership approach- information sharing
- Intelligence – led, hi –visibility zoned policing
- Preventive engagement and intervention
- Contribution of Street Pastors and Student Volunteers
- Successful expansion of Help Point facility
- Drop Off Zone
- Effective management of environmental factors
- Provision of “Healthy Cities” related facilities

Reducing Violent Crime

- Awarded ATCM Purple Flag
- Positive Media generated to increase confidence and overcome negative image
- Ongoing improvements in Night Time Economy, e.g. Lighting and diversification.
- Healthy Nightlife – provision of Help Point, “drink sensibly” messages, PCC initiative
- **Vulnerability training provided for all bar staff, CCTV staff etc**

Healthy Nightlife

- *Provision of Help Point service by medical staff, police and volunteers.
- *Provision of shelters, flip flops, water
- *Provision of toilets, bottle bins,
- *extra cleansing removes broken glass
- * Street Pastors & Student volunteers
- *Extra training to identify vulnerable
- *Provision of “safety messages”

Domestic Abuse

- Clear evidence of a problem in Swansea – 5000 incidents a year recorded
- Approach is Prevention, Protection Support
- Domestic Abuse Delivery Plan 2014-17
- DA Forum- multi agency participation, police, Social Services, Women’s Aid etc.
- MARAC- Multi Agency Risk Assessment Conference, effective tool with 470 cases referred last year.
- IDVA- Independent Domestic Violence Advisors,- effective specialists

Domestic Abuse

- One Stop Shop- just opened, grant funding from Welsh Govt and Big Lottery.
- Staff Training- upskilling Social Services staff to ensure best possible interventions
- New Legislation- Gendered Violence, Domestic Abuse & Sexual Violence Bill (Wales) details awaited, but expect statutory duties
- An important milestone with additional responsibilities for partnerships and the Local Authority

Agenda Item 5

Report of the Chair

Scrutiny Programme Committee – 16 March 2015

CABINET MEMBER QUESTION SESSION

Purpose	To enable the committee to question Cabinet Members on their work. The committee's questions will broadly explore priorities, actions, achievements and impact in relation to areas of responsibility.
Content	The following Cabinet Members will appear before the committee: a) Councillor Will Evans – Cabinet Member for Anti Poverty b) Councillor David Hopkins – Cabinet Member for Housing & Communities
Councillors are being asked to	<ul style="list-style-type: none">• Question Cabinet Members on relevant matters• Make comments and recommendations as necessary
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Dean Taylor, Director – Corporate Services
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 One of the most important roles that scrutiny carries out is holding the council's cabinet to account. The cabinet is made up of the Leader and 9 additional councillors appointed by the Leader, who are allocated specific responsibilities.
- 1.2 By acting as a 'critical friend' scrutiny has the opportunity to challenge the cabinet and individual cabinet members on their actions and monitor performance in relation to their areas of responsibilities.
- 1.3 Cabinet Member Question Sessions have become a feature of committee meetings over the past 2 years. At least one cabinet member is scheduled to appear at each committee meeting, ensuring all 10 Cabinet Members appear before the committee over the course of a year, in order to ask questions on their work.

2. Cabinet Member Question Session – 16 March

2.1 The following Cabinet Members will appear before the committee:

a) Councillor Will Evans – Cabinet Member for Anti Poverty

The Anti Poverty portfolio includes the following areas of responsibility:

- a. Poverty Strategy
- b. Communities First
- c. Welfare Rights
- d. 3rd Sector
- e. Social Inclusion
- f. Localised Services
- g. Welfare Reform
- h. Financial Information
- i. Digital Inclusion
- j. Food Access/Growing
- k. Lead elements of Sustainable Swansea.

b) Councillor David Hopkins – Cabinet Member for Housing & Communities

The Housing & Communities portfolio includes the following areas of responsibility:

- a. Community Cohesion;
- b. Armed Forces Champion;
- c. Council House Management;
- d. Council House Repairs;
- e. Homelessness;
- f. Housing Policy & Affordable Housing;
- g. Neighbourhood Working;
- h. Community Development;
- i. WHQS;
- j. Community Building & Asset Transfer;
- k. Lead elements of Sustainable Swansea.

2.2 The Cabinet Members have each provided a short report on ‘headlines’ in relation to their portfolio objectives to help the committee focus on priorities, actions, achievements and impact (see **Appendix 1 and 2** respectively).

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

9 March 2015

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

Report of the Cabinet Member for Anti-Poverty

1. Opening remarks

1.1 Thank you for inviting me to talk through my Anti-poverty Cabinet Portfolio. This is a new portfolio for the Council, elements of which have been included in the previous leaders, and the old Target area Cabinet member portfolio. I have set myself clear, SMART objectives within my portfolio which take into account my areas of responsibility. The Anti-poverty agenda is cross-cutting and the responsibility of the whole Council and therefore all Cabinet Members. My portfolio of Anti-poverty impacts on a number of portfolios particularly that of Cllr Mark Child – Wellbeing and Healthy Cities, Cllr David Hopkins – Housing and Communities and Cllr Christine Richards – services for children and young people.

1.2 Anti-Poverty Portfolio – introductory remarks

1.2.1 The new Anti-Poverty portfolio includes the following areas of responsibility:

- Poverty Strategy
- Communities First
- Welfare Rights
- 3rd Sector (support and funding)
- Social Inclusion
- Welfare Reform (introduction of Universal Credit)
- Financial Inclusion
- Digital Inclusion
- Food access/growing
- Lead elements of Sustainable Swansea

1.2.2 Previously Communities First, 3rd Sector support, financial inclusion, food cooking and growing were included in the Cabinet portfolio for Target Areas and sustainability. Other areas of the Council's work within the Poverty & Prevention Service were included within the Leader's portfolio as the Anti-poverty champion for the Council. Therefore the Anti-poverty portfolio is a new one within the recent Cabinet changes for 2014/15 onwards.

1.2.3 Poverty is a cross-cutting issue illustrated by the recent corporate plan priority and its performance measures which are not just within my portfolio, but actually within Cllr Richards – services for children and young people, and Cllr Child – Wellbeing and Healthy Cities.

2. Portfolio objectives

2.1 Objective 1) The effective running of the Communities First Programme - Welsh Government's tackling poverty programme in Communities.

The indicators for success are:

- 1) The funding allocation is spent appropriately within the financial year – with minimal underspend
- 2) The programme is delivering its targets and achieving the required outcomes
- 3) The programme is actively engaging the residents of each of the cluster areas in activities

There are specific targets and indicators within the Communities First Programme. The mechanism for delivery is via the Cluster Delivery plans and Community Involvement plans, progress is monitored via quarterly reporting on outputs and outcomes, all reported to the Cluster Steering Groups within each of the areas, and then onto the Communities First Programme Board which I Chair. The programme is run within the Tackling Poverty Unit of the Council and the Council is the Lead Delivery Body.

2.2 Objective 2) To deliver the Poverty Strategy's main actions over the next 12 months ensuring the Council is progressing towards delivering the targets for 2017

The indicators for success are:

- 1) The Tackling Poverty Action plan milestones and activities are achieved
- 2) The performance management framework targets are being achieved
- 3) Members of the poverty forum are actively taking responsibility for actions and success – Action Plan
- 4) Involvement and engagement of Ward Members and Cabinet Members in its delivery

The measures are contained within the Action plan and performance management framework for the Tackling Poverty strategy. This will be monitored by the poverty forum and supported by the tackling poverty unit. There is involvement by the Housing, Communities and anti-poverty Cabinet Advisory Committee where appropriate e.g. member involvement in delivering the strategy and action plan.

2.3 Objective 3) Mitigating against the impact of Welfare Reform – particularly the introduction of universal credit.

The indicators for success are:

- 1) Production and implementation of a Local Delivery Framework for the first phase of roll out of Universal Credit
- 2 Development of a an Universal Support Delivered Locally plan as Universal Credit progresses to the transition phase in April 2016
- 3) Effective partnerships with other public and third sector providers supporting the roll out of Universal Credit and other reforms
- 4) Identified role of Cabinet Members and Ward Members in the development and delivery
- 5) Seminars and training sessions developed and delivered to update Council Staff and partners on the requirements and potential impact of Universal Credit roll-out.

This is monitored and reported on by the Tackling Poverty Unit and the financial inclusion steering group.

2.4 Objective 4) Monitor spend to ensure it conforms to new funding levels

The indicators for success are:

- 1) Poverty & Prevention Service Managers work within reduced core budgets (Sustainable Swansea)
- 2) Ensuring compliance against Welsh Government terms and conditions
- 3) Tackling Poverty Unit and Partnerships, performance and commissioning teams are monitoring expenditure against internal and external requirements

This is monitored within the Medium Term Financial Plan for the Council through the Poverty & Prevention Service budget, through the Sustainable Swansea programme. There are annual Welsh Government returns around financial spend and monitoring success which are internally and externally audited. These are monitored through team meetings, Performance, finance and monitoring meetings across the P&P service, and reported into the Directorate PFM meetings.

3. Specific activities and achievements

3.1 Tackling Poverty Strategy:

- Production and agreement from Council on the Tackling Poverty Strategy in November 2014
- Refocussing of the Poverty forum for the Council to deliver, track and monitor the tackling poverty action plan and performance framework (attached revised terms of reference for the group)
- Support received from the LSB through presentations on the Poverty Strategy
- A number of the actions are already being worked on e.g. member involvement, volunteering policy for staff etc. (See attached Poverty strategy, action plan, and performance management framework)

3.2 Communities First Programme:

- Development of the 5 Communities First Cluster Delivery plans and their agreement by Welsh Government
- A re-profiled financial plan for the Communities First programme for 2015/16 financial year within a budget reduction of 5%.
- Achievement of Communities First targets and outcomes within 2014/15 (See attached performance report for CF)
- Development of the LIFT programme – an employment support programme within Penderry which focuses on those who have spent more than six months out of work or training and who face the greatest barriers to becoming employable.
- Progressing the culture and poverty agenda through the involvement of Communities First within the Swansea Creative Learning Partnership
- Between April and December 2014 the following successes were achieved via the Communities First Programme
 - 127** - Adults into work
 - 56** - 16 – 24 year olds gaining work related qualifications
 - 230** adults gaining a qualification
 - 255** adults more confident in using IT

3.3 Mitigating the impacts of Welfare reform:

- Providing seminars to staff and elected Members on Universal Credit
- Negotiating with DWP and JCP around the introduction of Universal Credit in July 2015

- Working to support the most vulnerable who will struggle with the changes

3.4 Budget management:

- Good financial management – reduced the potential underspend in the Communities First programme from £450k in 2013/14 to potentially under £200k in 2014/15.
- Budget savings have been achieved in 2014/15 and the recent budget savings are on course to be achieved in 2015/16 onwards. (See attached budget savings spreadsheet)

3.5 Achievement of savings targets for 2014/15

Below is a table giving an up-date on progress towards achieving savings targets for 2014/15 within the Anti-Poverty portfolio. There are no areas of concern or any significant issues in relation to the Anti-Poverty budget savings or the budget going forward.

	SAVINGS IN POVERTY & PREVENTION 2014/15	Target	Firm	Forecast	Position
Budget Description	Action	2014/15	Saving to	Saving for	
		£'000	date	year	
Central overheads and management and administrative savings					
Community Regeneration (No longer exists – this is now the Tackling Poverty Unit)	Delete the recently vacated Community Regeneration Support Officer post. Some of the activity previously undertaken by this post which directly relates to the Communities First programme is being undertaken by the Communities First Collaborative Connections Officer post within the new Tackling Poverty Unit .	37	37	37	Delivered
Community Regeneration	Reduce the hire of facilities, hospitality, IT The majority of the activity that requires room hire etc. is	7	7	7	Delivered

(No longer exists – this is now the Tackling Poverty Unit)	directly related to the Communities First Programme and therefore Communities First funding is being used to cover these costs.				
Social Inclusion Unit (No longer exists – this is now the Tackling Poverty Unit)	Reduction of the anti-poverty activities budget. In house training venues have been used and more support has been gained from delivery partners. E.g. we have used committee rooms and not provided printed training packs for the courses	6	6	6	Delivered
Social Inclusion Unit (no longer exists – this is now the Tackling Poverty Unit)	Not appoint to the newly created Fair Credit Officer post . Review the role of the Campaigns and Development officer post, and look to create one post called the Financial Inclusion officer, which will be offered as a job share. The Financial Inclusion Officer post is in place as a job share and is supporting the Financial Inclusion Steering Group, and providing support to the work around Welfare Reform. This does mean that certain activities have been predominantly stopped e.g. fuel poverty, benefits take up campaigns, capacity to undertake research relating to the poverty agenda	29	29	29	Delivered
Reduce grants to external bodies (3rd Sector)					
341 34004 Swansea Change Fund	Cut in the payment of grants to external bodies. The funding pot has been reduced this year and therefore less grants have been handed out. This has not had any impact on any particular organisation, or community of interest	50	50	50	Delivered

	Total savings achieved:	129	129	129	Delivered (Removed from the P&P base budget)
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3.6 These are the budget savings within the previous Target Area portfolio which were agreed in 2013/14 for savings in 2014/15. There are further savings targets across the Poverty & Prevention service, but they are not the responsibility of the Anti-poverty portfolio. These relate to services for children and young people, and community safety.

3.7 None of these savings have impacted on the Council's ability to deliver my portfolio's aims and objectives or the delivery of the Poverty Strategy and the Corporate Plan priority going forward in 2015/16 and beyond.

3.8 Therefore my portfolio has achieved the budget savings set within 2014/15 of £129k. The savings in 2015/16 in my portfolio which include the Grow local grants, growing officer post and the part time admin post in the partnerships team will achieve a further £53k.

3.9 Savings targets agreed for 2015/16

Budget Description	Action	Target 2015/16 £'000
Additional 20%		
Reduce and continue the Grow Local Grants Grow Local Grants The grants will continue to be available to community	To stop all further applications in the financial year and reduce the funding pot in 2015/16 to £20k per year	30

and voluntary sector groups to support new growing spaces and projects

Reconfigure the Community Food and Growing team and look to progress towards establishing a Community Interest Company

To reduce the numbers in the team from 3 to two posts

The Community Food and Growing team will look to create a Community Interest Company which will generate its own income and employ the two remaining members of staff. Allotments will be transferred back to colleagues in the Place Directorate – under negotiation at this time.

To delete the separate Food Officer post and Growing officer post and reconfigure the work into one Food and Growing Post
Initially this will save £13k, and then £70k by 2017/18 when the CIC is developing.

13

Total 43

4. Progress against policy commitments

Policy Commitment	Anticipated Outcome	Milestones and steps to deliver it	Responsible Officer / Cabinet Member	Progress during Qtr 2 2014/15 & RAG status
Tackle Poverty and unemployment, especially among young people and within the most deprived	The development and implementation of an anti-poverty plan.	A draft poverty strategy and action plan have been produced (including a poverty profile and a performance framework). There are plans to develop an external Poverty	Director of People and the Head of Poverty and Prevention	Green Tackling Poverty Strategy was launched at Council on 4 th November 2014

<p>communities. Draw up and implement and anti-poverty action plan for the city</p> <p>(ref: 7.9)</p>	<p>The reduction of poverty and unemployment, especially within the most deprived areas</p>	<p>Partnership under the auspices of the LSB.</p>	<p>Leader, Rob Stewart</p> <p>Cllr Will Evans</p>	<p>Swansea Partnership Poverty Forum has met twice looking at its role and then working on a big issue of post LAC support in Swansea. Each of the Communities First Clusters has Prosperous Communities Officers that focusses specifically on supporting local residents to access work. This work is supported by the activities of the Learning and Healthier Communities Project Officers that enable local residents to move closer to the job market. Across the Clusters during the first half year: 213 adults have gained a qualification 91 people (aged 25+) have entered employment</p>
<p>Explore with Swansea's Credit Union, new ways it can use the extra powers provided by the last Government to make loans to micro businesses, to support expansion of local economic activity in our</p>	<p>Loans are available to individuals for small business set up.</p>	<p>There is limited capacity here as LASA Credit Union does not have a specific product for Micro Business in terms of loaning money to existing businesses. It does however have capacity to offer small loans to individuals who wish to set up a small</p>	<p>Head of Poverty and Prevention</p> <p>Cllr Will Evans</p>	<p>Green</p> <p>Credit Union Review has been completed and a set of 10 recommendations have been made to strengthen the working relationship between the Credit Union and CCS. These recommendations will assist in the future direction, priorities and funding of the credit union</p>

city. (ref: 7.12)		business e.g. self-employment. This could form the basis of a future SLA arrangement with the Credit Union		LASA is exploring potential options for involvement with WCVA 's national programme to develop a micro loan scheme.
With other public sector employers explore the feasibility of implementing a 'Living Wage' for those employed on low incomes. (ref: 7.12)	Encourage other employers in the city to pay the present Living Wage rate of £7.45 per hour to any staff under this at present.	The Council has implemented the Living Wage in April 2014	Head of Poverty and Prevention Cllr Will Evans	Green Swansea Uni is looking at implementing the Living Wage
Work with Moneyline Cymru and the local credit union to help low-income citizens with affordable loans and personal finance. (ref: 7.12)	An appropriate range of banking provision including a saving, loan and payment function is available across Swansea	FISG - readiness for UC action plan to be developed and progress overviewed by the CCS Poverty Forum Housing SLA for rent accounts	Head of Poverty and Prevention Cllr Will Evans	Green Credit Union Review has been completed and a set of 10 recommendations have been made to strengthen the working relationship between the Credit Union and CCS. These recommendations will assist in the future direction, priorities and funding of the credit union The Financial Inclusion Steering group a multi agency working group is developing an action plan detailing the range of provision that will need to be in place to support residents of Swansea when

				<p>Universal Credit is introduced.</p> <p>Credit Union Review has been completed and a set of 10 recommendations have been made to strengthen the working relationship between the Credit Union and CCS. These recommendations will assist in the future direction, priorities and funding of the credit union</p>
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Policy Commitment	Anticipated Outcome	Milestones and steps to deliver it	Responsible Officer / Cabinet Member	Progress during Qtr 2 2014/15 & RAG status
<p>Work with organisations such as Swansea Citizens' Advice Bureau and make targeted use of schemes such as Community First, to enhance the Council's existing Welfare Rights Unit to help low-income families, including working parents with children.</p> <p>(ref: 7.13)</p>	<p>To increase the accessibility and consistency of advice in relation to benefits for families living in deprived areas.</p>	<p>The Tackling Poverty Unit is providing Welfare Rights advice and training to frontline staff across the CCS and partner organisation. This is increasing the capacity to ensure low-income families have access to benefits advice and support.</p> <p>Communities First staff are working closely with CAB to ensure that any outreach is getting to the people who most need support, and helping the CAB to get new clients. The SIU are liaising closely with the Prosperous Officers maximizing their support to</p>	<p>Head of Poverty & Prevention lead</p> <p>Cllr Will Evans</p>	<p>Green</p> <p>79 Staff from across CCS and partner organisations attended training delivered by the Tackling Poverty Unit (219 April – Dec)</p> <p>Communities First funding is being used to enable CAB to deliver advice provision on day a week within each Cluster.</p> <p>Initial discussion have taken place between Tackling Poverty Unit and CAB to look at a possible sharing of training provision. CAB staff to access TPU benefits training in</p>

		those in need.		exchange for CAB delivering Debt Advice training to CCS staff.
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5. How you have engaged with service users / public in your work and what influence this has had

- The majority of my portfolio engages with the public on a daily basis whether through the Communities First programme, or the information and support provided to community and voluntary sector organisations receiving grants and funding advice.
- The Communities First programme has Community Involvement plans which assist the Communities First cluster areas to understand and support their local communities.
- The Tackling Poverty Unit's Welfare rights staff engage with service users via support workers across the Council to assist them in maximising their benefits, and undertaking appeals. These cases have influenced practice for residents by other Council departments, and by Welsh Government and National Government departments e.g Department for Work and Pensions.

6. What you hope to achieve over the next 12 months and what the challenges are (e.g. resources / budget)

- As smooth as possible introduction of Universal Credit to Single claimants newly claiming – the challenge is the introduction of new systems, processes, and changes in payments to individuals, especially those that are more vulnerable.
- Delivering the poverty strategy – this is an ambitious action plan with some stretched targets within the Performance framework – galvanising the resources of the whole Council in the delivery of this is a challenge, and the inclusion of other organisations in developing their own poverty strategies.
- Continuing to develop the Communities First programme, and additional employment support services within communities

7. Any specific issues where you would welcome the involvement of scrutiny

- Support in the delivery of the council's tackling poverty strategy and the role and support of members and officers/departments from across the council
- Assisting with the introduction of Universal Credit as one of the major changes through Welfare Reform

HOUSING			
	Landlord Services	Community Housing	Business Planning Division
1. Portfolio	<p>Landlord Services – manages the Council owned stock of 13,500 dwellings. The service is administered primarily through nine District Housing Offices including lettings, tenancy management, rent payments and the management of the estate. Rent arrears management is undertaken by a specialist team. The Division also has responsibility for the Neighbourhood Support Unit which provides support to the District Offices in combating any antisocial behaviour on Council estates, the Tenancy Support Unit which provides support for vulnerable tenants, the Sheltered Housing services which manages 32 sheltered complexes and the Homes Preparation Unit which manages the return of any vacant council housing for letting.</p>	<p>Community Housing Services - The Renewal and Adaptations service is responsible for the delivery of private sector grants, renovation grants, mandatory disabled facilities grants. Renewals is also responsible for delivering improvements in renewal areas and coordinating energy efficiency improvements across the city in all housing tenures and also council housing adaptations. Housing Options is responsible for general housing advice, assessment of applications for council housing and council tenant transfers, homelessness prevention and assessment, money advice services, management of council temporary accommodation, coordination of the nomination agreement with housing associations and coordination and development of partnerships with voluntary sector organisations.</p>	<p>Business Planning – manages a range of direct and support services including the production of the Local Housing Strategy, the HRA Business Plan and the development of the investment plan for the repair and improvement of Council housing. It also manages the Housing Futures Programme which aims to improve all Council housing up to Government standards. The Division also manages the role of enabling the provision of new affordable housing. The Division also provides support services including budget and performance management, business planning, service review and development, system support, customer services, tenant participation, communications, training and administrative services. It also manages the Right to Buy scheme and Leaseholder services. More recently, the Division has been responsible for co-ordinating a range of reforms of Housing Finance and is developing a comprehensive strategy for the provision of more Council Housing.</p>
Service objectives	<ul style="list-style-type: none"> • Meet performance indicators that contribute to the continual improvement of services provided to tenants and their communities 	<ul style="list-style-type: none"> • Improve and develop Community Housing Services to ensure that key performance indicators are achieved. • Maximise the level of investment in energy efficiency measures for homes in Swansea. • Deliver Sandfields Renewal Area 5 year 	<ul style="list-style-type: none"> • To deliver the improvement of the Council housing stock up to the Welsh Housing Quality Standard and to manage and monitor performance. • Provide an acceptable HRA

		programme which commenced April 2014	Business Plan that maximises available resources and is in compliance with WG terms and conditions (annual requirement)
<p>2. specific activities and achievements, progress against policy commitments, key decisions that have been taken and impact / difference made</p> <p>Page 28</p>	<ul style="list-style-type: none"> • The Housing service has set up a small working group whose role is to identify mechanisms/raise awareness etc. to help mitigate the impact of the next phase of welfare reform. • A comprehensive survey of the condition of trees on housing land has been carried out by Parks on our behalf. • Further developed Tenancy Support Unit to provide a bespoke rapid response service. The aim is to provide a quick response in order to prevent homelessness and support needs escalating. • A Domestic Abuse strategy for Tenants has been developed in accordance with Welsh Government requirements and the housing strategy. This is due to be discussed by the estate management panel shortly • Review of ASB procedures/guidelines in light of new ASB legislation and staff training undertaken where necessary. This includes the development of a training programme to ensure housing staff are familiar with the concept of restorative practice in resolving ASB issues. 	<ul style="list-style-type: none"> • Commenced Sandfields Renewal area programme of works. Phase 1 schemes scheduled to start in March 2015. Secured further funding for the Sandfields Renewal Area programme energy efficiency measures for 14/15 and 15/16 of up to £1.8 million through WG ECO initiative. • Worked in partnership with Utility companies and Welsh Government to secure approximately 470K of funding for energy efficiency via Energy Company Obligation (ECO) & ARBED14/15 for measures in Council housing. • Working in partnership with a utility company for ECO (Energy Company Obligation) to fund future home energy efficiency improvement programmes. • Participating in Welsh Government National Home Improvement Loans initiative offering interest free loans to help make homes warm, safe and secure. Funding allocation received for 14-15 of £531,669 for delivery in 2015/16. 	<ul style="list-style-type: none"> • Provide a Local Housing Strategy • Submitted a HRA business plan to the Welsh Government in December 2014 which identifies the resources needed to achieve WHQS. • Commitment to develop a programme that funds around £270m investment to deliver improvement to the housing stock up to the WHQS by 2020. • Set up the More Homes project to review alternative models for delivering affordable housing, develop a New build strategy and carry out a pilot scheme.

**Policy commitments and update as at Q3 include;
Support independent living; provide improved options for older people -**

Completing the analysis of data from support plans and reviewing available resources. There has been a notification of a reduction in SPPG funding of 5.4% for the next financial year. Steps are being taken to meet this shortfall without adversely affecting the overall quality of the service by reducing funding for weekend visiting through targeting this service solely to those tenants in the most need. In the longer term further reductions are likely to impact on our service planning for meeting the requirements of Aylward.

Policy commitments and update as at Q3 include;

Prioritise those in housing need, especially the homeless - In house Social Lettings Agency, funded by Supporting People, commissioned to increase the supply of good quality private rented accommodation to help meet housing need

Take action to address the blight of empty properties and increase the supply of housing. Work with the Welsh Government and its proposed Empty Property Loan Fund to bring empty properties back into use over four years - Acted as lead authority for Western Bay region for the Houses to Homes empty homes loans scheme. 28 loans have been issued in Swansea to date to secure the reuse of 16 properties.

Seek to green the built environment by working with organisations such as housing associations and other public bodies and maximising the contribution from the Community Energy Saving Programme (CESP) and the Welsh Government's Arbed scheme - WG Arbed funding for 2014/15 awarded for energy efficiency improvements to housing in the Waun Wen (Castle 1) area. 14/15. Arbed Castle 1 scheme for External Wall Insulation (EWI) nearly complete, 134 originally with addition 59 properties awaiting approval from WG

Policy commitments and update as at Q3 include;

Work with Welsh Government, housing associations and the private sector to increase the supply of affordable housing - The Authority has been allocated Social Housing Grant of £2.77m for 2014/15. Monthly meetings are being held with the RSLs to ensure all this allocation is being spent. Another round of smaller properties funding has been announced for 14/15 and 15/16 to support the delivery of smaller homes. Schemes have been submitted to WG to ensure the allocation of £1.7m for Swansea is spent.

Increase funding for housing co-operatives and mutual housing - Consultation with RSL's and Wales Co-operative centre ongoing

Utilise the £11million in the Housing Revenue Account to improve Council houses and provide a boost to a local construction industry - All available resources have been committed to the achievement of the WHQS

Work with the Welsh Government and tenants to explore innovative ways in which to improve the quality of social housing - Business Plan in place that identifies the required funding to improve the stock up to WHQS by

			2020.
<p>3. headlines with regard to the performance of services within your portfolio and the key targets that you monitor to measure improvement and success</p> <p>Page 30</p>	<p>Key performance measures include;</p> <ul style="list-style-type: none"> Rent arrears have increased in recent years against a backdrop of the economic situation and welfare reform. However the amount of current tenant arrears as at Quarter 3 this year was £1,095,186 which is an improvement on £1,2m as at Q3 in 13/14. Robust monitoring, early intervention and support for tenants continues to be in place As a result of the systems thinking review a number of improvements have been put in place to help reduce void levels. Additional improvements to working practices are ongoing. At Q3 voids were 298 against a target of 320. Key performance measures also focus on supporting tenants to help them sustain tenancies. These include the reduction of ASB levels, an increase in the number of tenants receiving tenancy support/financial advice and membership of the credit union. All indicators are on track as at Q3 and it is anticipated that year end targets will be met. 	<p>Key performance measures include;</p> <ul style="list-style-type: none"> Performance for the average number of working days between homeless presentation and discharge of duty for households found to be statutory homeless was achieved for Q3, i.e. 45 days against a target of 52 days. Target was also achieved for the average number of days all homeless families with children spent in Bed & Breakfast accommodation. Performance was 1 day against a 7 day target, however this was worse than Q2 when no families were placed in B&B. We continue to use B&B for families as a very last resort and monitor the supply of family temporary accommodation to ensure an adequate supply. The average number of calendar days taken to deliver a DFG as at Q3 were 263 against a target of 290 days. Council Stock achieved an average SAP of 64 as at Q3 against a target range of 63 - 65 	<ul style="list-style-type: none"> Delivered Capital programme of £26.9m Submitted annual return to WG of works undertaken to housing stock 37 new affordable housing units delivered up to Q3 this year. RSL's project that they are aiming to deliver 241 in 14/15
<p>4. how you have engaged with service users / public in your work and what</p>	<ul style="list-style-type: none"> Senior Managers meet regularly with a number of service specific tenant groups, i.e. sheltered, estate management and repairs to gather feedback and deliver improvements in services. 	<ul style="list-style-type: none"> Further consultation work has taken place in Sandfields Renewal area including community open days to gauge opinions on programme details, specification and scope of works. A Private Sector Landlord forum was held in November 2014. Topics for discussion 	<ul style="list-style-type: none"> The Council's Tenant Participation Strategy is currently being updated following a consultation exercise with tenants. The purpose of the strategy is to ensure that the right mechanisms are in place to help

<p>influence this has had</p>	<ul style="list-style-type: none"> • A consultation exercise was undertaken with stakeholders in order to update the estate management strategy which has now been finalised, printed and distributed. • A sample survey has been completed with tenants in order to gauge awareness and help inform the Council as to what support mechanisms need to be put in place to mitigate further impact of welfare reform etc. • We have previously consulted tenants on attainment of the Welsh Housing Management Standard (WHMS) for tackling ASB and agreed a target of 72% satisfaction rating with case handling last year. This was achieved and the target has been increased to 73% this year. We are continuing to engage tenants about ASB through regular meetings in keeping with the requirements of the WHMS • Continual engagement with tenants to join the Credit Union and assisted this process by paying the joining fee, The target is to recruit a total of 150 tenants up to the end of 2014/15 and 126 have joined as at Q3. 	<p>included the Housing Wales Act and the Renting Homes Bill. The forum provides the platform for working more closely with private sector landlords over the next few years.</p>	<p>tenant get involved and access services and information.</p> <ul style="list-style-type: none"> • Open House tenant feedback group meet to discuss each addition of the magazine to help shape future additions and ensure the right information is reaching tenants • Ongoing liaison takes place with tenants and leaseholders prior to major work being undertaken to properties. Satisfaction surveys are undertaken when schemes are completed and any issues inform delivery of future schemes.
<p>5. what you hope to achieve over the next 12 months and what the</p>	<ul style="list-style-type: none"> • Ongoing challenge of impact of welfare reform on tenants and rental income • Continue to offer quality tenancy support through the TSU while helping to deliver the new requirements for preventing homelessness against a 	<ul style="list-style-type: none"> • Implementation of homelessness provisions of Housing Act (Wales) 2015. A new duty will be established requiring the Council to take 'all reasonable steps' to prevent homeless. Former prisoners will no longer be housed automatically and this will present a challenge 	<ul style="list-style-type: none"> • Finalise a local housing strategy • Deliver a £49m capital programme • Implement changes to the Housing Revenue Subsidy system and New Rent Setting Policy. • Review alternative models for

<p>challenges are (e.g. resources / budget)</p>	<p>backdrop of reduction in Support People resources.</p> <ul style="list-style-type: none"> • Liaising with a local RSL to provide furniture packs from our Furnished Tenancy scheme • Provide an improved Tend & Mend garden cutting service with 3 cuts per year • Community growing -Exploration of opportunities to utilise gardens/land on housing estates and sheltered schemes to engage with community to grow vegetables Identified two areas of Housing owned land for possible use as Community Growing • Intergeneration work - Exploration of opportunities to engage with schools to work with residents in sheltered schemes on digital inclusion. Have identified potential sheltered housing complexes for a trial of wifi and training to encourage older tenants to become computer users. • Working with partners across the Authority to contribute to a review of accommodation support and strategy for older persons 	<p>in how we assist this client group. We will be able to house homeless households, to whom we have a duty in the private rented sector for the first time. This is an opportunity, but also a challenge as we try to work with private landlords to increase the supply and quality of private rented accommodation in Swansea.</p> <ul style="list-style-type: none"> • Annual review of homelessness Services to identify priorities for inclusion in supporting people operational plan • Commencement of Sandfields Renewal Area Programme. The funding environment for Renewal Areas is challenging however Officers continue to look for additional sources of funding to support the programme. • Continued Improvement in Waiting Times for Disabled Facilities Grants in the context of continuing high levels of demand for the service. • Deliver budget savings proposals of £153,000 in 15/16 for Community Housing services 	<p>delivering affordable housing and development of a New build strategy.</p> <ul style="list-style-type: none"> • Update the existing Housing Market needs assessment and undertake a new 'in house' assessment shortly. These assessments identify current and future needs/trends in housing.
<p>6. Are there any specific issues where the involvement of scrutiny would be welcomed?</p>	<p>The Welfare Reform Scrutiny Working Group has previously considered how the Council is dealing with the impact of welfare reform to which Housing has contributed</p>	<p>Most of Community Housing services operate in adherence with statutory legislation</p>	<ul style="list-style-type: none"> • Achievement of WHQS has been the subject of a number of reports to Cabinet/presentations to Members • Affordable housing agenda has recently been considered by scrutiny

	Housing improvement and maintenance of standards in the private rented housing sector
1. Portfolio Service objectives	Implementing the housing health & safety rating, system, regulating standards in Housing in Multiple-Occupation (HMO), illegal evictions, Empty Properties Strategy Strategic aim is to improve housing standards in the private sector
2. Specific activities and achievements, progress against policy commitments, key decisions that have been taken and impact / difference made	<ul style="list-style-type: none"> • A firm approach to poor conditions in the Private Rented Sector has been taken with 9 Prohibition Orders and 3 emergency Prohibitions issued over the last year together with 3 formal cautions and 1 prosecution. In addition to this, where there are concerns about the landlords performance in HMOs then steps are taken to shorten the licence. • This Authority uses its 'enforced sale' powers proactively with another 4 properties (including 1 listed building) being progressed. • Staff have been working closely with WG to develop new control regimes for Mobile Home Sites and new systems for controlling Landlords and Agents in Wales. New procedures are being drafted to regulate this sector. <p>Policy commitment and update as at Q3 include Target HMOs for improved standards of management and maintenance An increased number of owners selling HMOs or leaving them empty/letting as single households. Along with expired licences this has resulted in there being 1480 licensed HMOs at 31/12/14. Work continues to process licence applications & investigate complaints.</p>
3. Headlines with regard to the performance of services within your portfolio and the key targets that you monitor to measure improvement and success	Key performance measure includes; <ul style="list-style-type: none"> • Of the HMOs known to the Authority the percentage that have either a full licence or that have been issued with a licence with conditions attached. The result for Q3 was 85.3% against a target of 92.3%, (i.e. 1,480 HMOs out of a total 1736). Target missed due to an increased number of landlords selling properties/taking them out of multiple occupation. This turnover in properties has increased demand for the number of licence applications required. Work is ongoing to deal with the backlog of applications, check licence conditions, investigate complaints & identify HMOs requiring licensing. • So far this year 128 empty properties have been returned to useful occupation.
4. How you have engaged with service users, public in your work and what influence this has had	<ul style="list-style-type: none"> • The landlords forum continues along with the Student forum and other work with the National Landlords Association, all of which helps to update all parties and focus efforts where needed.
5. What you hope to achieve over the next 12 months and what the challenges are (e.g. resources / budget)	<ul style="list-style-type: none"> • Introduce mobile homes licensing legislation • The Housing (Wales) Act 2014 will be implemented this year and introduces regulation for all private landlords and agents across Wales. Working in liaison with a central licensing authority (Cardiff Council) there will be new enforcement challenges for the Council. The Welsh authorities have requested extra funding from WG to help enforce the new powers for a three year period. • Deliver current budget savings proposals for 15/16 of £50K
6. Are there any specific issues where the involvement of scrutiny would be welcomed? Most of Public Protection services operate in adherence with statutory legislation	

Update on progress with delivering additional affordable housing provision.

Increasing the supply of affordable homes

In 2013 the Affordable Housing Scrutiny Panel recommended that innovative models of delivering affordable housing are explored and debated. Since this time, officers have looked at a number of models and one in particular is being assessed in detail. In addition, the Authority has successfully applied for extra resources that have become available from a range of Welsh Government Initiatives.

- 2013/14 – the Authority successfully applied for £1.7m under the Welsh Government’s Smaller Properties initiative which was set up in response to Welfare Reform. In addition, the Authority worked with RSLs to secure Housing Finance Grant from the Welsh Government to build 137 more affordable housing over the next few years. The WG also allocated the Authority an extra £1m SHG at the end of the financial year on top of the Authority’s initial annual allocation of £2.77m
- 2014/15 – The Authority again successfully applied for £1.7m under the Smaller Properties initiative and was allocated an extra 664K of SHG on top of the annual allocation of £2.77m. Officers are currently working with RSLs to apply for further funding under the next round of the Welsh Governments Housing Finance Grant initiative.

Significant changes in the way Council Housing is financed in Wales are scheduled to take effect from April 2015. The dismantling of the Housing Revenue Account Subsidy (HRAS) system coupled with the reform of the rent setting policy will provide additional resources for the Housing Revenue Account (HRA) over the longer term, to invest in the existing stock as well as providing more affordable housing including the building of new Council housing.

Detailed work has commenced to develop a strategy for making best use of these resources in terms of additional affordable housing and this study will aim to correlate available land supply with an updated assessment of needs to inform a programme of new build. The project will also appraise available funding options to support new Council housing and for making best use of HRA resources for more affordable housing generally.

In terms of actual development, this will need to tie in with the availability of funds. However, options for a pilot scheme for new Council housing to test viability and explore specification options is also being explored.

Report of the Chair

Scrutiny Programme Committee – 16 March 2015

PROGRESS REPORT – SCHOOLS SCRUTINY PERFORMANCE PANEL

Purpose	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will attend the committee on a regular basis to provide a progress report, updating the committee on headlines from their Panel's work and impact.
Content	This report focuses on the Schools Scrutiny Performance Panel. Councillor Fiona Gordon, convener of the Panel, will provide the update.
Councillors are being asked to	<ul style="list-style-type: none"> • Ensure awareness / understanding of the work of the Panel • Consider its effectiveness and impact • Consider any issues arising and action required
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Dean Taylor, Director – Corporate Services
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 The 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 Schools Scrutiny Performance Panel. Councillor Fiona Gordon, 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: 5

Mandy Evans	Hazel Morris
Beverley Hopkins	Robert Smith
Fiona Gordon (CONVENER)	

Liberal Democrat Councillors: 3

Mike Day	Cheryl Philpott
Paul Meara	

Conservative Councillor: 1

Anthony Colburn	
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Other:

Statutory Coopted Members: 2

David Anderson-Thomas	Parent Governor
Sarah Joiner	Parent Governor

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

2 March 2015

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

Schools Scrutiny Performance Panel Update

1. Remit of the Panel

The overarching purpose of the panel is to: provide ongoing challenge to schools performance to ensure that *pupils in Swansea are receiving high quality education; and the authority is meeting its objectives in relation to improving school standards and pupil attainment.*

2. Introduction

The Schools Performance Panel does this because it is a key *corporate improvement objective* to 'improve services for children and young people and in particular to maximise well being; raise standards of attainment and achievement; ensure services are safe and services provide excellent education opportunities'.

3. Key Activities

The Panel is currently meeting on a monthly basis (see attached work timetable) and the work completed since your last update in December includes:

- i. In December a session dedicated to looking at the Annual Education Performance Data was held and included the Cabinet Member for Education and the Chief Education Officer.
- ii. In January the panel met with the Challenge Advisor, Headteacher and Chair of Governors for Clwyd Primary School.
- iii. In February the Panel looked at how Pupil Deprivation Grant has been spent in schools across Swansea and the most recent school categorisation.
- iv. Over this period the Panel has also kept up date with individual school Estyn Inspections publications and any advisory/practice documents including for example: relevant Estyn Inspection outcomes for Swansea, Estyn and other guidance information.

4. Achievements / Impact

The convener's letters to the Cabinet Member raise the points highlighted in section 3 above of which cabinet member responses have been received. Some the issues raised and responded to include, for example:

- The Wales Government Grant and regional allocations in particular how it will affect our Ethnic Minority and Achievement Services (EMLAS) in Swansea. The Panel recognised the good outcomes that the service produces and had concerns about the funding gap that will be apparent arising from the changing grant allocations.
- We were also concerned about the possible 'super' education budget allocation, with part of the education budget potentially being allocated to the region and decisions being made and monies shared with authorities who have different needs and priorities.
- The panel have been (and will be) following up on a number of issues that have been highlighted by schools when they have met with them including:
 - The issue of children being put on a school roll but never actually attending that school because they are on an educated other than at school pathway. Some schools are concerned that these children are on their roll but they have control over their outcomes or attendance and that in turn skews their performance figures.
 - Recruitment of and dealing with competency issues in relation to teaching staff.
 - The Special Educational Needs budget formula and its allocation to schools.

5. Future Work Programme

In April the Panel will look at the Education Funding Formula and particularly SEN Funding. It will also assess their years work and start to plan for the next municipal year. Contact has been made by email with Councillors, Headteachers and School Governors around future topics for education scrutiny which the Panel will consider at this meeting.

TIMETABLE/PLAN OF WORK 2014/2015
Schools Performance Scrutiny Panel

Meeting date and venue	Item to be discussed
Meeting 1 29 April 14 – 3.30pm	Discuss and agree Panel work programme for the coming year
Meeting 2 5 June 14 – 3.30pm	Update on progress with Education Inclusion / EOTAS Review (Arwyn Thomas)
Meeting 3 3 July 14 - 3.30pm Chamber Meeting Room	Advice / assistance given to Schools and School Governing Bodies in relation to (<i>Arwyn and Human Resources</i>): <ul style="list-style-type: none"> – Tackling poor performance of teachers and competence issues – Recruitment of senior staff within schools
Education Inclusion Scrutiny Panel will be reconvened	Meeting to be arranged to look at EOTAS independent review feedback and arising draft action plan <i>This meeting is scheduled for 23 October at 4pm</i>
Meeting 5 21 Aug 14 – 3.30pm	<ul style="list-style-type: none"> • Elective Home Education (<i>Arwyn Thomas</i>)
Meeting 6 18 Sep 14 – 3.30pm Meeting Room 3	How are we ensuring consistency in teacher and classroom assessments and in support given by Challenge Leaders? (<i>Arwyn and Head of School Improvement Service</i>)
Meeting 7 16 Oct 14 – 3.30pm Meeting Room 3	School 1 (chosen from support and challenge matrix) Morrison Secondary School (Headteacher, Chair of Governors and pre meeting with Challenge Leader)
**Meeting 8 Extra 10 Nov 14 – 4.40pm	<ul style="list-style-type: none"> • To continue discussion with Morrison Comprehensive School
Meeting 9 13 Nov 14 - 3.30pm Meeting Room 3	<ul style="list-style-type: none"> • Look at how we tackle behaviour issues in schools (policies etc) • Impact on educational performance of Drugs and Alcohol issues • Restorative Practice and its impact (data, case studies and schools views?)
Meeting 10 11 Dec 14 – 3.30pm Meeting Room 3	<ul style="list-style-type: none"> – Annual Education Performance Data Reporting (Cabinet Member invited) – Look at schools use of the Pupil Deprivation Grant (data)
Meeting 12 22 Jan 15 - 3.30pm Meeting Room 3	School 2 (chosen from support and challenge matrix) Clwyd Primary School (Headteacher, Chair of Governors and pre meeting with Challenge Leader/Helen Morgan Rees)
Meeting 11 28 Jan 2014 (2pm)	Visit to multi agency KIN Project meeting at Hafod Primary School (3 panel members)
Meeting 13 19 Feb 15 – 3.30pm Meeting Room 3	<ol style="list-style-type: none"> 1. Challenge Advisor/Helen Morgan-Rees re: Casllwchwr Primary 2. Latest school categorisation and information on what schools are causing concern across the whole ERW region for comparison (Helen Morgan-Rees) 3. Look at data on schools use of the Pupil Deprivation Grant ***moved from Dec***
Meeting 14 16 Apr 15 - 3.30pm	<ul style="list-style-type: none"> • Look at the Funding Formula (including SEN) • Evaluate the year • Plan year ahead

As at: 09/03/2015

Report of the Chair

Scrutiny Programme Committee – 16 March 2015

SCRUTINY WORK PROGRAMME 2014-15

Purpose	This report explains the background and purpose of the scrutiny work programme, and current position of all scrutiny activities. The report helps the committee to manage the work of scrutiny to ensure that the work programme is as effective as possible.
Content	The scrutiny work programme is attached which refers to work currently active, showing progress with the established Scrutiny Panels and Working Groups. A work plan timetable for future committee meetings is also included for review.
Councillors are being asked to	<ul style="list-style-type: none"> • accept or make changes to the committee's work plan timetable, and plan for the meetings ahead (<i>Appendix 1</i>) • review progress of established Panels and Working Groups (<i>Appendix 2 & 3</i>) • consider the information on future cabinet business and any opportunities for pre-decision scrutiny (<i>Appendix 5</i>)
Lead Councillor	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer	Dean Taylor, Director – Corporate Services
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

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

1.2 The broad aim of the scrutiny function is:

To carry out a significant and constructive programme of activities that will:

- help improve services;
- provide an effective challenge to the executive;
- engage members in the development of policies, strategies and plans; and

- engage the public.
- 1.3 At the same time the committee must ensure that the work of scrutiny is:
- manageable, realistic and achievable given resources available to support activities
 - relevant to corporate priorities and focused on significant areas
 - adding value and having maximum impact
 - coordinated and avoids duplication
- 1.4 The scrutiny work programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

2. **Methods of Working**

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

a) **Formal committee meetings** – as well as developing and managing the overall work programme, the committee will focus on holding Cabinet Members to account by holding formal questioning sessions, and provide challenge on specific themes over the course of the year - this may cover a broad range of policy and service issues. Matters considered at committee meetings will typically be 'one-off' opportunities for questions, which will result in the committee communicating findings, views and recommendations for improvement through chairs letters to cabinet members, and where appropriate by producing reports.

b) **Informal panels** – Scrutiny panels are established, with conveners appointed by the committee, to carry out in-depth inquiries (sometimes referred to as reviews) or undertake in-depth monitoring of particular services. The use of panels helps to ensure that scrutiny can be flexible and responsive to issues of concern:

i) **Inquiry Panels**: to undertake discrete in-depth inquiries into specific and significant areas of concern on a task and finish basis. These would be significant topics where scrutiny can make a real difference. Inquiry panels will produce a final report at the end of the inquiry with conclusions and recommendations for cabinet (and other decision-makers), informed by the evidence gathered. Inquiry Panels will reconvene to follow up on implementation of agreed recommendations and cabinet action plans and impact of their work.

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

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

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

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

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

3. The Committee Work Plan

- 3.1 An up-to-date work plan timetable for committee meetings, based on the agreed work plan, is attached as **Appendix 1**.
- 3.2 The committee's own work plan will remain under constant review to ensure it is robust and effective. An updated work plan timetable will assist forward planning and help the committee to manage workload and review progress made.
- 3.3 Members should always review and confirm items for the next and future meetings giving specific consideration to who should attend and confirm expectations so that meetings are always well planned and prepared for, e.g. information required and key questions that the committee wishes to ask.
- 3.4 The committee will have the opportunity to introduce issues of concern and review priorities, as and when they arise.

4. Scrutiny Panels and Working Groups

- 4.1 To facilitate monitoring of the overall scrutiny work programme **Appendix 2** provides a snapshot of the informal Panels and Working Groups that have been established by the committee. **Appendix 3** provides a summary of progress with these current scrutiny activities.
- 4.2 For further information about the work of specific panels / groups a contact list of lead scrutiny members and officers is contained in **Appendix 4**.

Transforming Adult Social Services: Scrutiny Seminar with Mark Drakeford AM, Welsh Government Minister for Health and Social Services

- 4.3 At the last meeting the committee was informed that the Transformation of Adult Social Services Panel had made contact with the Welsh Government Minister for Health & Social Services, Mark Drakeford, and that he had agreed in-principle to attend a scrutiny seminar in Swansea on the Social Services and Wellbeing Act. There is still work to be done in terms of the exact format of the event and agenda to be agreed with the Minister but the following is proposed:

Date: The seminar will take place on the afternoon of the 14th May in Committee Rooms 1 & 2)

Aim: The aim of this seminar will be to explore with the Minister the implications of the Social Services and Wellbeing Act as it relates to adult social services.

Key topics to include:

- The role of social enterprises in the provision of local authority care packages
- The interface between social services and health
- Tackling isolation and loneliness
- Local Area Coordination
- Other issues to be agreed

The seminar will be hosted by the Transformation of Adult Social Services (TASS) Scrutiny Panel and open to scrutiny councillors from the Scrutiny Programme Committee and other relevant panels and working groups. The Cabinet Member should also be invited to attend. Scrutiny councillors from other councils will also be invited to attend (numbers to be agreed).

- The seminar will be chaired by the Convener of the TASS Panel
- The welcome and introduction will be provided by the Chair of the Scrutiny Programme Committee
- A presentation from the Minister will be followed by a Q&A session.
- Questions to be provided in advance to allow the Minister time to prepare.

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.
- 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: 2 March 2015

Legal Officer: Wendy Parkin
Finance Officer: Paul Cridland

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

Items for Specific Meetings:

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

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

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

16 Mar	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> - Cabinet Member for Communities & Housing - Cabinet Member for Anti Poverty
	<ul style="list-style-type: none"> • Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> • Councillor Fiona Gordon, Convener, attending to update headlines from the Panel’s work and achievements.
	<ul style="list-style-type: none"> • Scrutiny Events 	<ul style="list-style-type: none"> • Feedback from: <ol style="list-style-type: none"> a) Visit to National Assembly for Wales – Public Engagement (12 February) b) Western Bay Regional Scrutiny Seminar (23 February)
13 Apr	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> - Cabinet Member for Enterprise, Development & Regeneration - Cabinet Member for Transformation & Performance
	<ul style="list-style-type: none"> • Progress Report – Local Service Board Performance Panel 	<ul style="list-style-type: none"> • Convener attending to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> • Annual Work Plan Review 	<ul style="list-style-type: none"> • To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny

Other:

- Further special meetings re. Gypsy & Traveller Site Provision – Review of Process
- Reports on relevant regional / national scrutiny development & improvement Issues (incl. report back from WLGA / CfPS network meetings)
- Referrals from other council bodies, such as cabinet

Scrutiny Work Programme 2014-15

Appendix 2

ACTIVITY	November	December	January	February	March	April
Scrutiny Programme Committee	13*	24 26*	8*	22	19 28* 9*	16
Inquiry Panels						
Current:						
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	27	
Follow Up:						
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)						30
Inward Investment (Cabinet 20/1/15)			20			
	Key for Inquiries:					
	Scoping		Evidence Gathering		Final Report	Cabinet
	Follow Up					
Performance Panels						
Child & Family Services		24	15	19	16	13
Service Improvement & Finance	12	4 10	7 14	5	11	15
Schools Performance	10 13	11	22 28	19	19	16
Local Service Board (multi-agency panel)		17		26		23
Other Panels / Working Groups						
Planning Service					19	
Car Parking	6					
Local Flood Risk Management	13					
Transformation of Adult Social Services		8 17	5 9	2	2	30 27
Sustainability					9	
Schools Governance				18		

Progress Report – Current Scrutiny Panels and Working Groups

1. Inquiry Panels:

a) **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 Cabinet Member’s response is scheduled for Cabinet on 14 April.

b) **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.

c) **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 on 16 February agreed to resume their inquiry after seeing the proposals from the independent review. They plan to speak to Schools, Health, Social Services, Careers and the School Improvement Service.

Projected End Date: August 2015

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

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

Progress Bar:

Scoping				Evidence Gathering				Draft Final Report			

The Panel will at its meeting on the 8 April look at examples of good practice, the results of their Councillor Survey and will look at the findings from their inquiry so far.

Projected End Date: May 2015

2. Pre-Inquiry Working Groups:

a) School Governance (convener: Fiona Gordon)

The initial meeting was held on the 8 February. The Cabinet Member for Education attended with the Manager of the School Governors' Unit. Members considered a service overview and looked at how the effectiveness of school governance can be improved.

The working group agreed that an in depth inquiry would be of value and will be providing this Committee with terms of reference to consider shortly. A letter will also be sent to the Cabinet Member about this. This is a topic of interest to the Audit Committee so the Chair of that Committee will be invited to comment on any proposed work.

b) Child & Adolescent Mental Health Services (convener: Hazel Morris)

The first working group meeting is being arranged.

3. Follow Up on Completed Inquiries:

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

Inquiry	Cabinet Decision	Recommendations			Follow Up Panel Meeting
		Agreed	Partly	Rejected	
Services for Looked After Children	17 Sep 2013	14	1	0	(1) 15 Jul 2014 (2) 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	30 April 2015
Inward investment	20 Jan 2015	10	0	2	tba
Public Engagement	17 Feb 2015	15	1	0	tba

4. Performance Panels:

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

The Panel continues its work to assess the implementation of budget savings by meeting with Cabinet Members. They are meeting with the Cabinet Member for Anti Poverty on 11 March and will meet with the Cabinet Member for Transformation and Performance on the 15 April. This meeting will also include the Panel's annual review for the year.

b) Schools Performance (convener: Cllr Fiona Gordon)

See separate report in item 6 of the agenda

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 16 February to discuss the development of the Western Bay Children's Safeguarding Board and the Child & Family Services performance report.

In relation to the Western Bay the panel focused its discussion on:

- Governance and membership
- Strategic priorities
- Effective scrutiny arrangements of regional services
- Child & Adolescent Mental Health Services

In relation to the performance report the panel focused its discussion on:

- Continued support for the LAC Reduction Strategy and the Signs of Safety practice model
- Supported the continued improvement of performance in many areas of Child & Family Services
- There was a dip in performance in the time taken to complete core assessments; an increase in the number of unallocated cases; an increase in the number of children experiencing neglect; an increase in sickness levels.

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 March. The panel agreed to re-prioritise its work plan and will now considers costs of different categories of care, Local Area Co-ordination and Network Hubs first with Befriending & Volunteering and Support for Carers coming later. This was agreed because projects under Befriending & Volunteering and Support for Carers were coming later in the year.

The panel had its first discussion on costs relating to external residential fees.

The panel agreed to hold an additional meeting between this meeting and the next one on 30th March so that it can receive the costs on different care categories that were unavailable for this meeting.

b) Planning Services (convener: Cllr David Cole)

Following the Scrutiny Programme Committee's agreement that an additional meeting of this working group can take place for further scrutiny of performance in relation to planning enforcement, a meeting 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) 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, in the following order of priority:

- **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.
- **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.
- **Civic Events** (convener / membership tbc) – this was identified at the committee meeting in December. The Working Group will consider the organisation, support for and management of civic events.
- **Welsh Housing Quality Standard** (convener / membership tbc) – this was identified at the committee meeting in December following a request from the Affordable Housing Scrutiny Inquiry Panel. The Working Group will consider the Council's progress towards achieving the Welsh Housing Quality Standard within its social housing stock

Appendix 4

Lead Scrutiny Councillor / Officer Contacts:

Activity	Lead Councillor	Lead Scrutiny Officer
Scrutiny Programme Committee	Mary Jones cldr.mary.jones@swansea.gov.uk	Brij Madahar (01792 637257) brij.madahar@swansea.gov.uk
<u>Inquiry Panels:</u>		
Streetscene How well does the Council maintain and keep clean the roads, footways and verges in Swansea, and what changes should it make?	John Bayliss cldr.john.bayliss@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Social Care at Home How can Swansea Council and its partners support people to enable them to remain in their own homes?	Uta Clay cldr.uta.clay@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Education Inclusion How can the Council improve education for those children who are other than at school?	Cheryl Philpott cldr.cheryl.philpott@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Corporate Culture How can the City & County of Swansea ensure that service delivery is always supported by a can do culture?	Andrew Jones cldr.andrew.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
<u>Inquiry Panels (follow up)</u>		
Services for Looked After Children	Ceinwen Thomas cldr.ceinwen.thomas@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk

Public Transport	John Newbury cllr.john.newbury@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Attainment & Wellbeing	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Economic Inactivity	Chris Holley cllr.chris.holley@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Inward Investment	Jeff Jones cllr.jeff.w.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Public Engagement	Joe Hale cllr.joe.hale@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
<u>Performance Panels:</u>		
Child & Family Services	Paxton Hood-Williams cllr.paxton.hood-williams@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Service Improvement & Finance	Mary Jones cllr.mary.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Schools	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Local Service Board (multi-agency)	Mary Jones cllr.mary.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk

Other Panels / Working Groups:		
Planning Services	David Cole cldr.david.cole@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Local Flood Risk Management	Susan Jones cldr.susan.m.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Car Parking	Tony Colburn cldr.tony.colburn@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Corporate Building & Property Services	Terry Hennegan cldr.terry.hennegan@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Transformation of Adult Social Services	Bob Clay cldr.bob.clay@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Sustainability	Mary Jones cldr.mary.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
School Governance	Fiona Gordon cldr.fiona.gordon@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Child & Adolescent Mental Health Services	Hazel Morris cldr.hazel.morris@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk

APPENDIX 5 - FORWARD PLAN
Internal Plan 2014 - 2015

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
WPC Framework Agreement for The Provision of Asbestos Surveying/Inspection, Testing/Analytical Services and Licensed Removal.	Welsh Purchasing Consortium (WPC) for Asbestos Surveying/Inspection Services, Testing/Analytical Services, and Removal of Asbestos Works. LOT 1 - Asbestos Survey/ Inspection LOT 2 - Asbestos Testing/ Analytical Services LOT 3 - (HSE) Asbestos Removal	Maz Ward	Cabinet Member - Communities and Housing	Cabinet	14 Apr 2015

Page 59

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Financial Implications of Cheshire West Judgement and Deprivation of Liberty Safeguards	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.	Carol Rea	Cabinet Member - Services for Adults and Vulnerable People	Cabinet	14 Apr 2015

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
<p>Older People Commissioners (OPC) for Wales Review into the Quality of Life and Care of Older People Living in Care Homes in Wales.</p>	<p>A draft regional and local response to the OPC for Wales review into Review into the Quality of Life and Care of Older People Living in Care Homes in Wales – ‘A Place to Call Home’ - Required Actions has been completed. The regional response had significant input from each of the 3 Local Authorities in Western Bay (WB) and the Health Board, together with providers and some residents of care homes. The regional response is draft and will be taken through the political process for review in each of the 3 LA and through ABMU HB governance, as well as to the WB Partnership Forum</p>	<p>Deborah Driffield</p>	<p>Cabinet Member - Services for Adults and Vulnerable People</p>	<p>Cabinet</p>	<p>14 Apr 2015</p>
<p>Reform of the Housing Revenue Account Subsidy System</p>	<p>To set out the final terms of the exit from the Housing Revenue Account Subsidy system and the implications on the Council</p>	<p>David Evans</p>	<p>Cabinet Member - Finance and Strategy (Leader)</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
Refurbishment Of The Glynn Vivian Art Gallery - Transfer Of Capital Budget.	To present the case to transfer surplus capital budget from the proposed refurbishment of the Civic Centre Council Chamber (now mothballed) to the Glynn Vivian Art Gallery Project.	Rob David	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	14 Apr 2015
Housing General Fund (HGF) Disabled Facilities and Improvement Grant Programme 2015/16.	To approve the detailed breakdown of the 2015/16 Housing General Fund (Disabled Facilities and Improvement Grant) budget and its financial implications	Mark Wade	Cabinet Member - Communities and Housing	Cabinet	14 Apr 2015
Flying Start - Additional Capital Funding (for previously approved areas).	To outline and agree the capital proposal, agreed by Welsh Government in the Additional Funding Application, in respect of the Flying Start Programme 2015/16 and to award contract to Corporate Building and Property Services	Brian Roles	Cabinet Member – Education / Cabinet Member - Services for Children and Young People (Deputy Leader)	Cabinet	12 May 2015

Report of the Chair

Scrutiny Programme Committee – 16 March 2015

MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

Purpose	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established.
Content	This report is provided to facilitate any changes that need to be made.
Councillors are being asked to	<ul style="list-style-type: none"> Consider any other actions in respect of scrutiny panel and working group membership.
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

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

2. Revision to Scrutiny Panel / Working Group Membership

- 2.1 Since the last committee meeting there have been no requests from scrutiny councillors to join or come off any of the Scrutiny Panels and Working Groups. However this report is provided to facilitate any changes that may need to be made.
- 2.2 The committee should indicate whether there is any other action that is necessary in respect of scrutiny panel and working group membership.

3. Legal Implications

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

4. Financial Implications

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

Background Papers: None

Date: 4 March 2015

Legal Officer: Wendy Parkin
Finance Officer: Paul Cridland

Report of the Chair

Scrutiny Programme Committee – 16 March 2015

SCRUTINY LETTERS

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

1. Introduction

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

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

	Activity	Date	Correspondence
a.	Committee	22 Dec	Letter to/from Cabinet Member for Education
b.	Service Improvement & Finance Performance Panel	14 Jan	Letter to/from Cabinet Member for Education
c.	Service Improvement & Finance Performance Panel	14 Jan	Letter to/from Cabinet Members for Enterprise, Development & Regeneration and Communities & Housing
d.	Child & Family Services Performance Panel	19 Jan	Letter to/from Cabinet Member for Services for Children & Young People
e.	Committee	19 Jan	Letter to/from Cabinet Member for Wellbeing & Healthy City
f.	Schools	22 Jan	Letter to Cabinet Member for Education
g.	Education Inclusion Inquiry Panel	16 Feb	Letter to Cabinet Member for Education

- 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

4 March 2015

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

Appendix 1

Scrutiny Letters Log (May 2014 – April 2015):

Letters since 8 May 2014:

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-1	Wellbeing Performance Panel (12 May)	<ul style="list-style-type: none"> • Telecare & Community Alarm Service 	Wellbeing	13 May	N/A	9 Jun
14/15-2	Committee (14 Apr)	<ul style="list-style-type: none"> • Cabinet Member Question Session 	Anti-Poverty	11 Jun	3 Jul	4 Aug
14/15-3	Wellbeing Performance Panel (2 Jun)	<ul style="list-style-type: none"> • Child & Family Services Performance Monitoring • Factors that influence which schools looked after children are placed in 	Wellbeing	17 Jun	14 Jul	4 Aug
14/15-4	Wellbeing Performance Panel (16 Jun)	<ul style="list-style-type: none"> • Telecare • Transforming Adult Social Services • Adult Services quarterly monitoring 	Wellbeing	28 Jun	5 Aug	1 Sep

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

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

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

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-22	Service Improvement & Finance Performance Panel (15 Oct)	<ul style="list-style-type: none"> Flying Start Programme 	Services for Children & Young People	6 Nov	Not required	24 Nov
14/15-23	Service Improvement & Finance Performance Panel (15 Oct)	<ul style="list-style-type: none"> 1st Quarter Performance Monitoring Report and Annual Performance Report 	Finance & Strategy	6 Nov	Not required	24 Nov
14/15-24	Child & Family Services Performance Panel (27 Oct)	<ul style="list-style-type: none"> Permanence Service 	Services for Children & Young People	6 Nov	17 Dec	19 Jan
14/15-25	Education Inclusion Inquiry Panel (23 Oct)	<ul style="list-style-type: none"> Independent report on the Education Other Than At School Service 	Education	10 Nov	Not required	24 Nov
14/15-26	Corporate Building & Property Services Working Group (29 Oct)	<ul style="list-style-type: none"> Cost effectiveness of service Relationship with schools Apprentice scheme & Community Benefits Measure Improvements to advice and budget information provided to clients 	Housing & Communities	11 Nov	12 Jan	16 Feb
14/15-27	Special Committee (13 Nov)	<ul style="list-style-type: none"> Pre-Decision Scrutiny: Proposed Lease of Underhill Park to Mumbles Community Association 	Wellbeing & Healthy City	14 Nov	6 Jan	19 Jan
14/15-28	Car Parking Working Group (6 Nov)	<ul style="list-style-type: none"> Car Parking 	Environment & Transport	20 Nov	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"> Morrison Comprehensive School 	Education	24 Nov	Not required	22 Dec
14/15-30	Committee (27 Oct)	<ul style="list-style-type: none"> Tidal Lagoon Swansea Bay Project 	Enterprise, Development & Regeneration	27 Nov	8 Dec	22 Dec
14/15-31	Child & Family Services Performance Panel (24 Nov)	<ul style="list-style-type: none"> Performance Report 	Services for Children & Young People	1 Dec	31 Dec	19 Jan
14/15-32	Service Improvement & Finance Performance Panel (12 Nov)	<ul style="list-style-type: none"> Observations on Mid-Year Budget Statement Request for Leader's views on scrutiny of joint working arrangement – Western Bay Comments on budget consultation events 	Finance & Strategy	4 Dec	23 Dec	19 Jan
14/15-33	Schools Performance Panel (13 Nov)	<ul style="list-style-type: none"> Behaviour and Performance in Schools 	Education	8 Dec	Not required	22 Dec
14/15-34	Tourism Inquiry (17 Nov)	<ul style="list-style-type: none"> Follow up/impact report 	Enterprise, Development & Regeneration / Environment & Transport	8 Dec	Not required	22 Dec
14/15-35	Local Flood Risk Management Working Group (13 Nov)	<ul style="list-style-type: none"> Development of Local Flood Risk Management Plan (FRMP) Measures to mitigate risk Suggestions re. public 	Environment & Transport	8 Dec	19 Dec	19 Jan

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
		information • Future scrutiny of FRMP				
14/15/36	TASS Working Group (8 Dec)	TASS Implementation	Adults & Vulnerable People	12 Dec		
14/15-37	Affordable Housing Inquiry (3 Dec)	Follow up/impact report	Housing & Communities	15 Dec	Not required	22 Dec
14/15-38	Service Improvement & Finance Performance Panel (10 Dec)	Pre-decision scrutiny of exempt cabinet report: Everyone's IT - the move to an in-house managed ICT service	Finance & Strategy	15 Dec	30 Dec	n/a
14/15-39	Service Improvement & Finance Performance Panel (4 Dec)	Recycling & Landfill Performance Annual Report	Environment & Transport	22 Dec	Not required	19 Jan
14/15-40	Service Improvement & Finance Performance Panel (10 Dec)	Welsh Public Library Standards Annual Statement	Enterprise, Regeneration & Development	22 Dec	Not required	19 Jan
14/15-41	Schools Performance Scrutiny Panel (11 Dec)	Annual Education Self Evaluation	Education	30 Dec		
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	5 Mar	16 Mar
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	25 Feb	16 Mar
14/15-49	Service Improvement & Finance Performance Panel (14 Jan)	Queries arising from 2 nd Quarter Budget monitoring report	Enterprise, Development & Regeneration; Housing & Communities	3 Feb	17 Feb	16 Mar
14/15-50	Committee (19 Jan)	Cabinet Member Question Session	Wellbeing & Healthy City	4 Feb	19 Feb	16 Mar
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	18 Feb	16 Mar
14/15/52	Schools Performance Scrutiny Panel (22 Jan)	Q&A with Primary School Headteacher and Chair of Governors	Education	9 Feb	Not required	16 Mar
14/15-53	Committee (19 Jan)	Cabinet Member Question Session	Service for Adults & Vulnerable People	11 Feb		
14/15-54	TASS Panel (2 Feb)	Support for Carers	Service for Adults & Vulnerable People	13 Feb		

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-55	Committee (16 Feb)	Disposal of Surplus Land on School Sites	Education	23 Feb		
14/15-55	Service Improvement & Finance Performance Panel (5 Feb)	Budget Scrutiny	Finance & Strategy	23 Feb		
14/15-57	Service Improvement & Finance Performance Panel (14 Jan)	In Year Education Grant Cuts	Education – letter sent to Chair of ERW (Education Regional Working Partnership) and copied to Cabinet Member for Education	23 Feb		
14/15-58	Child & Family Services Performance Panel (16 Jan)	Development of Western Bay Children's Safeguarding Board CFS monthly performance report	Services for Children & Young People	3 Mar		
14/15-59	Education Inclusion Inquiry Panel (16 Feb)	Education Other Than At School Service	Education	3 Mar	Not required	16 Mar



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

To/	<i>Please ask for:</i>	Scrutiny
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Councillor Christine Richards, Cabinet Member for Services for Children & Young People	<i>e-Mail</i>	scrutiny@swansea.gov.uk
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	<i>Our Ref</i>	SPC/2014-15/8
	<i>Ein Cyf:</i>	
BY EMAIL	<i>Your Ref</i>	
	<i>Eich Cyf:</i>	
	<i>Date</i>	26 January 2015
	<i>Dyddiad:</i>	

Dear Councillor,

Re: Cabinet Member Question Session – 22 December

Thank you for your attendance at the Scrutiny Programme Committee on 22 December 2014 and answering questions on your work. Thank you for also submitting a written report ahead of the meeting to provide a focus for the session and help us to explore priorities, actions, achievements and impact, in relation to areas of responsibility.

We thought it advantageous to meet with you together given your focus on children and young people and linkages between your portfolios, though acknowledge that the committee spent much of the session discussing education matters.

As stated we are writing to you in order to reflect on what we learnt from the discussion, share the views of the committee, and raise any outstanding issues / actions for your response. The main issues discussed are summarised below:

Quality in Education (QEd) 2020 Review

We asked about what work you were doing to gain the confidence of schools, which is key risk to the programme.

We were informed that:

- The QEd 2020 programme was long standing policy of the Council.

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

- The QEd programme phase B was under review due to the severity of current financial pressures. Alternative funding may need to be identified to continue the programme and meetings were ongoing with headteachers, governing bodies and the Welsh Government. A decision will be made following consultation with stakeholders.
- Many Headteachers were already active members of a number of committees set up by the schools to liaise with the Council and were well aware of the changing financial situation.
- A number of meetings have been held with Headteachers of Primary and Secondary Schools and the response had been very positive.

School Land Sales

In view of reduction in central funding and requirement to achieve budget savings, and possible impact on the QEd 2020 programme, we heard that the Council was looking at all assets, including Council owned land adjacent to schools. You stressed that it was for School Governing Bodies to consult with staff and pupils and expressed some disappointment that a number of schools had not yet participated in training on the United National Convention on the Rights of the Child (UNCRC) following adoption by the Council in 2013.

You praised those schools which have given up land assets as this has made a real difference to many other schools desperately in need of repairs / investment. It was reiterated to the committee that this whole process was about providing excellent schools for all children across the City and County of Swansea.

The committee felt that the money received from the sale of school land should always be used for the benefit of schools e.g. investment in school buildings, and whilst you supported this you it could not be guaranteed in the current financial climate and depended on support from the Welsh Government.

Childhood Obesity

In respect of concerns regarding childhood obesity, we were informed that the Welsh Government had a series of initiatives to combat the growing issues of obesity. However, you stated that the issue was one that could not be resolved by schools alone and parent's contributions were required in dealing with the levels of obesity, through walking to school for example.

School Surplus Places

We asked about the current position with regard to surplus school places and whether this was still an issue. We were told that the Welsh Government considered the level in Swansea to be acceptable. Nevertheless, options (e.g. federated schools) may have to be looked at but the Cabinet will be guided by Headteachers on this.

School Performance

We asked about how cabinet is kept aware of school performance and steps being taken to improve poor performing schools. The committee was informed that a lot of good peer to peer work was being done by secondary schools but there was, however, a need to work with the primary schools.

Later in our agenda we heard from Councillor Fiona Gordon, convener of the Schools Scrutiny Performance Panel. She attended to give an update on the work of the Panel, its effectiveness and impact. Amongst matters discussed was the issue of data sharing and whether information about missed EOTAS (Education Other Than At School) visits could be used to highlight possible cases of risk – the general point that data protection should not override child protection and there they may be some loopholes. There was also some concern that regional structures (e.g. Education through Regional Working) could act as a brake on our development if we are more forward thinking than others.

As you know we had set up an Inquiry Panel to look at Education Inclusion, convened by Councillor Cheryl Philpott, which was put on hold pending the outcome of the departmental review of the EOTAS service. Although that review was completed in September and the report subsequently shared with the Panel it is still awaiting the action plan that will then guide whether and what scrutiny is required. Could you confirm when that action plan will be available to scrutiny? Also, we are aware that a review of EMLAS (Ethnic Minority Learning & Achievement Service) is being carried out – could you confirm timescales for the completion of this review?

Proposed Sale of the Parklands School Playing Fields

The committee welcomes suggestions from all scrutiny councillors and members of the public to help the committee ask the right questions. We received a number of questions relating to the proposed sale of school land, questioning the council's policy and actions in this regard.

Whilst the committee was interested in discussing the general issue of school land sales and good decision-making we agreed that we would forward you the detailed questions received given they specifically relate to the proposed sale of the Parklands School Playing Fields (**see attached**).

You did inform us that you had already received various correspondence from members of a Parklands Action Group, and that there have been positive discussions with residents around the school. The committee nevertheless is interested to know your response. We also recognised that you may not have had the opportunity to fully consider these questions at the committee meeting.

We noted that although it was identified that Parklands School had an excess of land compared to many primary schools in Swansea, it did not mean the disposal of all of the area of identified land. We understand that a report is due to be considered by Cabinet in the next few months.

To sum up we would ask you to:

- Comment on the issues raised in this letter;
- Confirm availability of the EOTAS Review Action Plan;
- Confirm timescales for the EMLAS Review; and
- Provide response to the questions in relation to Parklands Primary School

It would be helpful to receive your reply to this letter by 16 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,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

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Questions:

1) The disposal of school playing field land as set out in 21st Century Schools is of concern not just to current pupils, parents and staff but also to future pupils, their families and to the wider community as a whole.

It is not the responsibility of school governing bodies to carry out public consultation regarding local authority policy and CCS cannot delegate their duty to consult in this way. *Please can the councillors explain, in the context of the existing proposals to dispose of school playing fields e.g. Parkland Primary School, how they will fulfil their commitments to engagement and consultation as set out in:*

- the CCS 2011-2014 consultation and engagement strategy;
- the CCS Children and Young People's rights scheme (which aims to ensure compliance with the UN Convention on the Rights of the Child);
- recommendations from the recent Swansea Scrutiny Panel report (about wellbeing in schools) which emphasise the vital importance of involving children in decision-making?

2) *Regarding the proposals to sell areas of school playing fields, could the cabinet member for education please clarify how a 'surplus' has been identified?*

The outline proposals of the City and County of Swansea (CCS) state that 'surplus' land '... is calculated using 'Building Bulletin' guidance endorsed by the Welsh Government which provides area guidelines for school buildings and sites. The surplus is the excess between what the calculation says should be made available and how much the school site actually has.'

<http://www.swansea.gov.uk/article/8556/Parkland-Primary-School>

However the Report of Cabinet Member for Education and Skills Cabinet on 25th April 2013 states that "the possible disposal of land on school sites would only apply to an area that was of little or no use - in other words, surplus to Educational requirement. Any statutory process would need to be complied with to ensure that this was the case. "

- a) Does CCS accept that the correct guiding principle in identifying areas of school sites for disposal is whether an area is of little or no use to educational requirement?
- b) Can you please specify how a surplus has been identified at Parkland Primary School, in particular how the net site/playing field area recommendations of the Building Bulletin have been factored into the calculation?
- c) Does CCS accept that the minimum standards to be applied to the playing field area size need to take into account the size of the building area (net and non-net footprint) for each school as set out in the Building Bulletin guidance endorsed by the Welsh Government?

3) The United Nations Convention Measures for the Rights of the Child adopted by the Welsh Government require careful scrutiny of any proposals that could be detrimental to children's health and well being. *Why at a time when the Welsh Government wishes to combat the growing issues of obesity does the Council wish to take away a playing field currently in regular use by school children for team games and exercise?*



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor Mary Jones
City & County of Swansea

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Councillor Jennifer Raynor
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JRVHD

5th March 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,

Re: Cabinet Member Question Session 22, December 2014

I refer to your letter of 26th January 2015. I must apologise for the late reply but lack of staffing within the Education Department and the move from the Civic Centre has contributed to delays in replying.

1. With the regard to the review of EOTAS, Cllr Philpott and the Inquiry Panel have met. Three officers attended, provided papers and answered questions.
2. The review of EMLAS has been delayed as we do not have a Chief Education officer in place. I am confident that once he takes up office, this will move forward. There are further reductions in the present round of W.G. grants which will have to be fed into the EMLAS review.
3. Both myself and the Leader have agreed with the Headteacher of Parklands Primary school that discussions about the possibility of any land sale at Parkland's would be with her and the school's Governing Body. The group calling itself the 'Parklands Action group' is not recognised by the Head or the Governing Body as representing the school.

-1-

cont.....

COUNCILLOR/Y CYNGHORYDD
JENNIFER RAYNOR
CABINET MEMBER FOR EDUCATION /
AELOD Y CABINET ADDYSG

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Page 82



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DINAS A SIR ABERTAWE

Further individuals claiming to be representatives of an Action Group have submitted contradictory proposals. The Programme Committee, may in the future, like to consider how individuals or groups, claiming to be part of an organisation have been selected and how they consider themselves to be legitimate representatives of their community.

As no decision has been taken on the sale of land at Parkland, I will therefore restrict my comments to information already in the public domain.

- i) With regard to engagement and consultation, the Authority will comply with its own policies and W.G. policies and principles relating to changes in school organisation and land use.

My colleague, Councillor Christine Richards assured you that compliance with UNCRC would be followed.

- ii) Reports to Cabinet have already referenced how sites have been identified. The Council takes careful note of comments from Headteachers and the Chairs of the Governing Body and will report to them once a decision has been taken.

Yours sincerely,

Councillor Jennifer Raynor
Cabinet Member for Education

-2-

COUNCILLOR/Y CYNGHORYDD
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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

To
Councillor Jennifer Raynor
Cabinet Member for Education

BY EMAIL

Please ask for: Scrutiny
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Ein Cyf:
Your Ref
Eich Cyf:
Date 3 February 2015
Dyddiad:

Dear Councillor Raynor,

Re: Service Improvement & Finance Scrutiny Performance Panel
14 January 2015

Thank you for your attendance at the Service Improvement & Finance Scrutiny Performance Panel on 14 January 2015 and answering questions on the implementation and impact of the savings targets agreed for 2014/15 within your education portfolio.

The Panel 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:

Education Budget Overspends

You discussed a number of the services within education that have been identified as areas of overspend, including: One to one education; Home Tuition/EOTAS; Employment Training; Education Improvement; Breakfast Club; Cleaning Costs.

You advised us that measures are in place to tackle the overspends and progress has been made in some areas such as cleaning costs, completion of a review of EOTAS (Education Other Than at School) and work is underway to examine in detail reasons behind the overspends on the breakfast club budget and one to one tuition.

In Year Grant Reductions

You raised an issue of particular concern regarding recent notification from ERW (Education through Regional Working) of in year grant reductions for a

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number of education related grants; the total amount that Swansea will lose is £424,251.

You informed us that these reductions will show as overspend in the education budget, especially as these cuts are being made at short notice and the funds have already been allocated to schools via the delegated budget therefore the authority cannot get this money back. You advised that the grant cuts will have a significant impact on the services that they fund such as EMLAS (Ethnic Minority Language Achievement Service), family learning projects etc as the authority will not have the capacity to cover the funding gap therefore these services will be correspondingly reduced.

It is clear that the cut is being made by the Welsh Government to the funding it provides to ERW, which then has to be passed onto local authorities; however we wish to ensure that the process by which the level of cuts for each authority has been determined is transparent and equitable. You advised us that you are not satisfied that this is the case. The Panel intends to write to ERW to echo your concerns and to request an explanation of how the cuts for each partner authority within ERW have been calculated.

Education Budget Reductions 2015/16

We discussed the draft budget proposals to implement an annual 5% budget cut (cumulatively 15% over 3 years) to the delegated schools budget and the plans in place for schools to manage this. You advised us that consultation with schools regarding the proposed budget cuts is on-going in a number of forums, including:

- School Budget Forum
- Letters sent to all head-teachers and chairs of governors (during the summer and again at the start of September) regarding the forthcoming cuts and asking them to start planning for the cuts.
- A further meeting has been arranged for the end of January to discuss the impact of the cuts and all schools have been invited.

We expressed concern that not all schools governors and school finance committees may be aware of the proposals. We would suggest that going forward, 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.

Since we met with you we have received a copy of the School Budget Forum's consultation response to the Council's draft budget proposals. We will consider this response as part of our deliberations on the final budget proposals when we meet with the Leader on 5 February. If you have any comments on the response it would be useful to be made aware of them either in advance of the meeting or through our discussions with the Leader on the day.

We would be grateful for your comments on the issues raised in this letter. It would be helpful to receive your reply by 24 February 2015. Scrutiny letters and responses are also included in the agenda of the Scrutiny Programme Committee as the committee maintains an overview of all scrutiny activities, and monitors correspondence. We look forward to receiving your response.

Yours sincerely,

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

COUNCILLOR MARY JONES

Convener, Service Improvement & Finance Scrutiny Performance Panel

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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

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JR/VHD

25th 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 Cllr Jones,

Re Service Improvement & Finance Scrutiny Performance Panel, 14th January 15

Thank you for your letter of 3rd February 2015. Please accept my apologies for the late response but the move to the Guildhall has been time consuming.

I note the letter you have sent to Cllr Madge and Mrs O'Connor and I am interested to see their response. Our Chief Executive and the Director of People have expressed concerns about the governance of ERW, and your Panel & the Schools Performance Panel may wish to hear from them.

I note your concern that not all school governors and school finance committees have received detailed information on the reductions to the schools delegated budgets. Communications with governing bodies and the sharing of information with governors has been identified by the Audit Committee as a problem area. In some schools, governors change quite rapidly and although the Council has an accurate list of L.A. governors, it is dependent on any changes being notified by the clerks to the governing body.

-1-

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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

A School Governance Scrutiny Working Group met on the 18th February 2015, and I understand the Working Group will be reporting to the Scrutiny Programme Committee. Suggesting further inquiry would be constructive.

May I suggest that this new group is asked to look at improving communications in order to ensure all governors have relevant information to meet their statutory duties.

Yours sincerely,

COUNCILLOR JENNIFER RAYNOR
CABINET MEMBER FOR EDUCATION

-2-

COUNCILLOR/Y CYNGHORYDD
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Page 88



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

To
Councillor Robert Francis-Davies
**Cabinet Member for Enterprise,
Development & Regeneration**

And
Councillor David Hopkins
**Cabinet Member for Housing &
Communities**

*Please ask for:
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3 February 2015

BY EMAIL

Dear Councillor Francis-Davies and Councillor Hopkins,

**Re: Service Improvement & Finance Scrutiny Performance Panel
14 January 2015**

The Service Improvement and Finance Scrutiny Performance Panel recently considered the 2nd Quarter Budget Monitoring Report, presented to us by the Head of Finance and Delivery and the 2nd Quarter Performance Monitoring Report, presented by the Corporate Improvement Manager. As a result of our discussions we raised a number of comments and queries which we would like a written response to. These are as follows:

Enterprise, Development & Regeneration Portfolio

- We would like an explanation of the Welsh Government “after value grant clawbacks” for the following major schemes (included in the list of capital expenditure on major schemes): Mountain Colliery; Cwmfelin works site; Fabian Way plots.
- We noted in the 2nd Quarter Performance Monitoring report that the number of library visits has declined in comparison to Q2 last year – following national trends. In order to better understand this reduction we would like to be provided with a breakdown of the number of visits for each library for the 2nd Quarter 2014/15?

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Page 89
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Housing & Communities Portfolio

- We would like to know whether the £1.3m boiler replacement programme included in the list of capital expenditure on major schemes incorporate grants from energy companies and whether the Council is eligible to apply for such grants for use in its own housing stock?
- In order to improve clarity, the Quarterly Budget Monitoring Reports and any other budget reports should make it clear that the Housing Revenue Account (HRA) is separate to the main Council budget. It should be made more explicit that the HRA is mainly funded from council tenant rents and is therefore ring-fenced. This distinction will be increasingly important as the planned improvements to Council houses increase as part of the Welsh Housing Quality Standard, whilst the Council cuts its budgets in other areas.

It would be helpful to receive your reply by 24 February 2015. Scrutiny letters and responses are also included in the agenda of the Scrutiny Programme Committee as the committee maintains an overview of all scrutiny activities, and monitors correspondence. We look forward to receiving your response.

Yours sincerely,



COUNCILLOR MARY JONES

Convener, Service Improvement & Finance Scrutiny Performance Panel

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CITY AND COUNTY OF SWANSEA
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Councillor Mary Jones
Convenor of Service Improvement &
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23 February 2015

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Dear Councillor Jones

**SERVICE IMPROVEMENT AND FINANCE SCRUTINY PERFORMANCE PANEL:
14TH JANUARY 2015**

I refer to your letter dated the 3rd February 2015.

After value claw-back is a condition of grant that applies to Welsh Development Agency funded land reclamation projects. Given the scale of industrial dereliction in Swansea and Wales, in particular during the 60's and 70's, many sites were reclaimed using WDA funds to stimulate development and economic activity. The requirement for claw-back is set out in the WDA Explanatory Memorandum for Land Reclamation Grants and normally applies on disposal of a previously reclaimed site. The amount of claw-back depends on the level of grant and capital receipt. The Council is contractually bound by this requirement for all sites that benefited from WDA land reclamation funding.

With regards to the Library visits, the service reports on LCL 001 which is total visits (this combines physical library visits and virtual visits to library web pages). This is what was reported at the Service Improvement and Finance Scrutiny Performance panel.

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CITY AND COUNTY OF SWANSEA
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Page 2

Some things to note are:

- The mobile service ended in 14/15 as this was removed as part of the savings for 14-15. This obviously had an overall effect on visits
- Q2 13/14 Llansamlet had just re-opened following a refurbishment so had the expected "upsurge" of users coming in to take a look. As with other refurbishments the level of use reduces after the initial improvement.
- Morriston library reopened after a major refurbishment in Q2 14-15 which accounts for its high usage figures.
- Q2 14/15 CCOS virtual visits to the library web pages were low due to Corporate website changes and the library service had no one in post in relation to its web role due to the post being seconded to help with the overall corporate web development issues.

Yours sincerely



COUNCILLOR ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION

COUNCILLOR/Y CYNGHORYDD
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Dear Councillor Jones

**SERVICE IMPROVEMENT AND FINANCE SCRUTINY PERFORMANCE PANEL:
14TH JANUARY 2015**

I refer to your letter dated the 3rd February 2015 in which you set out the panel's comments and queries in relation to the 2nd Quarter Budget Monitoring report. My response to the questions that relate to the Housing and Communities portfolio are as follows.

The panel asked whether the £1.3m boiler replacement programme incorporates grants from energy companies and whether the Council is eligible to apply for such grants for use on its own housing stock?

The boiler replacement budget for the current financial year is £2.4m and does not include any grant funding from the utility companies. The Council is eligible to apply for such grants and in previous years, has secured additional funding for a range of energy efficiency measures including boiler replacement. However, both the eligibility and the amount of grant available can vary considerably from year to year depending on the extent to which the utility companies are meeting Government quotas. For example in this current year, support for external wall insulation schemes has been their preference and therefore, grant funding for this work has been sought.

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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Page 2

The panel also suggested that the Quarterly Budget Monitoring Reports (and any other budget reports) should make clear that the Housing Revenue Account (HRA) is separate to the main Council budget and that it should be made more explicit that the HRA is mainly funded from council tenant rents and is therefore ring-fenced.

I can confirm that this distinction will be made in future budget reports.

Yours sincerely



COUNCILLOR DAVID HOPKINS
CABINET MEMBER FOR COMMUNITIES & HOUSING

COUNCILLOR/Y CYNGHORYDD
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CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

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CFS/05

20 January 2015

Dear Councillor Richards

Child & Family Services Performance Panel, 19 January 2015

The Panel met on 19 January to consider the implications for the Council which have arisen from the independent review into child sexual exploitation (CSE). The panel also had the opportunity to examine the Western Bay Children's Safeguarding Board action plan which included details on the Council's current position. The panel would like to thank officers for attending and discussing this important and sensitive matter with us.

The panel was pleased to hear that the police did not have any evidence that the type of child sexual exploitation that was perpetrated by gangs in Rotherham was happening here in Swansea. However, there were still cases of CSE being reported in Swansea which necessitated 2 to 3 strategy meetings each week. Although the number of cases appeared low, the panel felt that any incidence of CSE was unacceptable but understood that identifying the victims of this crime was difficult.

Related to the identification of victims, the panel welcomed the CSE conference held last year. It agreed that this was a good start at raising awareness and training professionals to identify children and young people at risk of CSE or victims of CSE.

The panel welcomed and supported the development of Western Bay Safeguarding Board's training strategy for professionals to identify children and young people at risk of CSE or victims of CSE. The panel felt that this training should be available to councillors, especially as many are school governors.

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The panel also supported the development of the Western Bay Safeguarding Board's prevention strategy and felt that this was key to preventing future CSE.

The panel was keen to stress that it acknowledged the importance of confidentiality between children and young people and the professionals they come into contact with. It also stressed the need for sensitive communication between agencies on this particular issue to ensure that victims and potential victims were identified and not missed.

The panel was pleased to hear that the Western Bay Safeguarding Board received monthly reports on CSE from each of the authorities in the region and that the Board was working with authorities to achieve consistency of data across the region. The panel would like to request that data on CSE be added to the monthly performance reports so that we can monitor performance in this area.

The panel would like to know the number of looked after children in residential placements, including those out of county as this could increase the risk of CSE of young people. The panel was keen that all children identified as at risk, or as victims of CSE should remain, where possible in Swansea. If they were placed in out of county placements then the aim should be, where appropriate, to return them to Swansea as soon as possible.

The panel was very concerned about the victims of CSE who were unknown to the Council and other agencies and the availability of CSE services in the area. The panel understood that the Western Bay Safeguarding Board shared the panel's concerns on this. The panel was interested in the Crime Commissioner for Wales' report in respect of CSE services in Wales and would ask that it is forwarded onto the panel for information.

This was a wide ranging and interesting discussion. There were a larger than usual number of things that the panel agreed needed further follow-up and these are summarised below.

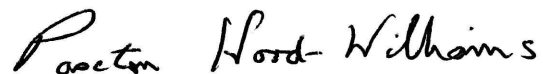
In summary the panel agreed the following:

- To request that CSE data be added to the Child & Family Services monthly performance report
- That the link for the SERAF assessment tool is sent to the panel
- Officers to provide the panel with the numbers of looked after children in residential placements, including out of county
- Officers provide data on looked after children who become sex workers
- That the Crime Commissioner for Wales' report in respect of CSE services in Wales is forwarded to the panel for information
- That representatives from the Western Bay Safeguarding Board be invited to the panel's next meeting
- The CSE Prevention Strategy be added to the panel's work plan

- That councillors should have access to the CSE training developed by the Western Bay Safeguarding Board

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

Yours sincerely



CLLR PAXTON HOOD-WILLIAMS
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Councillor Paxton Hood-Williams
Member of the Well Being Performance
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Dear Paxton

Child & Family Services Performance Panel – 19 January 2015

Thank you for panel's consideration and endorsement of the Council's work to date on the issue of child sexual exploitation. I am sorry that I was unable to attend the meeting.

I note your recommendation that the Safeguarding Board consider extending training to include Councillors. I'm conscious that the corporate safeguarding group chaired by the Director of Social Services is putting arrangements in place for the ongoing safeguarding training for elected members. I will ask the Director of Social Services to ensure that training in respect of child and family sexual exploitation is incorporated.

In relation to performance information the number of children placed in residential care is already included in the monthly performance report. I have asked Officers to add the split between children placed in and out of Swansea.

The safe LAC reduction strategy continues to include an explicit objective for children to be placed in or as close to Swansea as possible. This includes where children may be at risk of sexual exploitation but clearly the individual circumstances of children need to be considered in determining how best to keep them safe.

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Page 98

CITY AND COUNTY OF SWANSEA

DINAS A SIR ABERTAWE

- 2 -

I have asked Officers to forward the link for the SERAF assessment tool and a copy of the police and crime commissioners report when published.

I understand that the Chair of the Western Bay Safeguarding Board is due to attend panel on the 16 February. I have asked officers to clarify whether there is any available local or national data about looked after children who become sex workers.

Thank you again for panel's consideration of this important area of safeguarding practice.

Yours sincerely



**COUNCILLOR CHRISTINE RICHARDS
DEPUTY LEADER & CABINET MEMBER FOR
SERVICES FOR CHILDREN & YOUNG PEOPLE**

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

BY EMAIL

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Date 4 February 2015
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Dear Councillor Child,

Cabinet Member Question Session – 19 January

Thank you for your attendance at the Scrutiny Programme Committee on 19 January 2015 and answering questions on your work. Thank you for also submitting a written report ahead of the meeting to provide a focus for the session and help us to explore priorities, actions, achievements and impact, in relation to areas of responsibility.

We recognised that this was a new portfolio and noted that responsibilities were cross-cutting, involving joint working with other cabinet members on particular issues to improve wellbeing e.g. social care. You stated that you have spent that last few months developing priorities from the many and varied areas of responsibility.

As stated we are writing to you in order to reflect on what we learnt from the discussion, share the views of the committee, and raise any outstanding issues / actions for your response. The main issues discussed are summarised below:

Local Area Co-ordinators

The committee was very interested in this new approach (originating from Australia) to increasing community resilience and capacity to support vulnerable people, aiming to prevent, delay or reduce the need for Social Services or Health intervention. You stated that the model suggested that about 15 coordinators may be needed for Swansea and that 3 were soon to be appointed.

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It was not entirely clear however how this model would be applied in practice or how successful it would be in this area, although we appreciated that this was work in development, and evidence of success elsewhere was encouraging. We also asked that you give thought to how Local Area Coordinators would deal with any confidential issues.

You explained that this work differed from that of existing Community Connectors, whose emphasis was on helping people to get involved with groups, organisations and activities in their local area. You acknowledged however that this would need to be kept under review to ensure best use of resources.

We asked for clarification about respective responsibilities given Councillor Jane Harris the lead cabinet member for adult social care. You emphasised that the focus of your work was on prevention, not the provision of social services.

Parks

We were pleased to hear your positive comments about the recent experience of pre-decision scrutiny regarding the proposed lease of Underhill Park to Mumbles Community Association. You stated that the views of the committee and concerns highlighted were very constructive to ensuring that we get things right when it comes to transferring responsibilities for local parks to community groups, be it in Mumbles or anywhere else.

The committee was interested in the impact upon sports clubs who might not want to or be able to enter into any lease / self management arrangements. You were clear about the financial pressures on the authority with regard to maintenance and upkeep and that hire of pitches and facilities could no longer be subsidised, so the council will be looking at full cost recovery. The committee stressed the need for clear communication with sports clubs so that they are fully aware possible financial implications, though we acknowledged that no final budget decisions have been made yet. Nevertheless you advised that organisations awaiting council budget decisions such as community and town councils should have contingency plans in response to any cuts to spending on parks.

You cited examples of where the transfer of sites / facilities were currently being progressed, including Ynystawe Park and Cefn Hengoed Community Leisure Centre, and emphasised the benefits of third sector control that will enable investment and improvements which the Council will not be able to do in the foreseeable future. You confirmed that a toolkit was being developed to provide assistance to those interested in following these examples. There was some concern amongst the committee that passing control to certain groups / associations would not necessarily benefit all users, and would be difficult to help any local clubs who may feel disadvantaged. There was also concern about rushing through proposals without resolving all the issues that will then

arise further down the line. We flagged up the need for assurances about financial governance and capacity to manage, and clarity about liabilities, charges etc. You assured the committee that existing public rights of access to parks would be protected.

Community Safety

We noted that the authority's application for the Purple Flag Award has had positive initial feedback from assessors regarding how we manage the evening and night-time city centre economy and ensure a safe and healthy night out. We were informed that the final decision was awaited. You felt that the bad press on Wind Street was not justified and that it was being well managed.

The committee was particularly interested in the licensing policy in the city and issues relating to the 'cumulative impact', in other words treating each pub/bar license on its merit with a presumption of refusal unless it can be shown not to be adding to the cumulative impact. It remains a source of debate as to whether such a policy is a positive thing or inhibits business. We asked whether the council was planning to review the policy for the city centre. You confirmed that the current policy was up for review in January 2016.

Giving Every Child the Best Start in Life

We discussed your work in supporting young children and readiness for school, and aim to lower the development assessment gap. We agreed it was one of the most important things we can do in Swansea to make the biggest difference. We were interested in the citywide strategy which you were developing to focus on the 0-3 age group and specific actions that might be necessary.

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 25 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,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

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CITY AND COUNTY OF SWANSEA
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Councillor Mary Jones
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19th February 2015

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Dear Councillor Jones,

Thank you for your letter of 4-2-2015. I have tried to elaborate and reassure in this reply, and hope this meets the board wishes.

Local Area Co-Ordinators

The 3 areas where appointments will be made first are Gorseinon, Sketty and St. Thomas / Bon-y-maen. Members in these wards have been presented with a detailed explanation of their planned work, and have accepted involvement in the appointment of these posts. I appreciate I may not have explained fully how these posts will work, so have attached the job description as well as some analysis of their impact elsewhere in the UK.

As for confidentiality, this is the same as for other council staff. Although these staff may get to know more about individuals, similar to Social Workers or Teachers for example, than some others in our staff, they will operate to the same standards as all do. Whilst they will not discuss those they help ordinarily, there will be cases when they are dealing with other professionals, such as Social Workers, Teachers, Health Workers or Police where information sharing is beneficial, even necessary for example where there are safeguarding concerns. Other than this information will only be shared with the individual's informed consent.

-1-

COUNCILLOR/Y CYNGHORYDD
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CITY AND COUNTY OF SWANSEA
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Some of the people who Local Area Co-Ordinators will be helping may also be receiving Social Services. It will be their role to help people access the appropriate level of help, and to ensure that they make the most of the independence they can manage.

I have attached to papers here, a further explanation of the role of a Local Area Co-ordinator, with links to other councils as well, and our job description for the posts. Also added this is a link to Thurrock council, with a brief introduction to their Local Area Co-ordinators

<http://vimeopro.com/just90/welcome-to-thurrock-council-video-portfolio/video/116564487>

Parks

Clearly each park is different, but they will all face very significant reductions in spend on them from the council, (approximately 50%). For sports pitches that the council run they will need, over the season, to be cost neutral, that is the income from pitch hire will need to cover the cost of pitch maintenance and other associated costs, such as changing rooms, locking and unlocking grounds and inspections to determine playability. The aim will be to try and move bookings to the larger facilities where staff are based to reduce costs. Where the council continues to run the pitches they will be available to anyone or organisation to hire. In cases where the pitches have been transferred to others to run, the principle of them remaining available for public hire will continue, and be part of the lease and management arrangements.

An initial meeting of "Friends of Parks" is being arranged soon, in an attempt to set up a mutually beneficial organisation, and for them to bring shared concerns to the council. This is part of the "toolkit" being developed to help. I assure the committee that no arrangement will be rushed through, and the matters you point to are matters that concern me too, such as financial competence and capacity to manage and these too will be in any lease, or part of the management arrangements and monitoring, or sorted prior to lease commencing.

-2-

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Community Safety

Thank you for your comments, and hopefully you will have been unable to avoid the knowledge that Swansea was successful in attaining the Purple Flag status. This is the only one in Wales, and we are one of very few places to be able to boast Blue, Green and Purple flags; Swansea is a good place to live.

A large number of Groups and initiatives have helped us achieve this status, one of which is the Cumulative Impact policy for licenses within certain areas. I feel this tool has helped us manage the night time offer, but like all policies, they do need reviewing now and then. This was the first time we used this tool in Swansea, and there are lessons to be learnt. We need to be drawing a balance between operating controls that ensure we provide a safe and successfully night-time economy and providing a message to potential developers that we are open for business. In my view gaining the Purple Flag helps dispel a negative image some people outside Swansea may have of our night life, and thus of Swansea as a whole, and so encourages investment. We need to be using our powers to ensure we keep the Purple Flag status.

Giving Every Child the Best Start in Life.

Thank you again for your supportive comments on this area. Below is the strategic statement in Swansea. This is not yet finalised, but only a few words if any will change before it is.

The Swansea Statement on readiness for birth, nursery(3 years) and school (5 years)
"Ready yourself and your child – make time to play, read, eat and sleep well!"

1. Looking after yourself and your finances, staying safe and socialising with other parents and children can help keep you both fit and happy (Wellbeing domain).
2. Regularly talking, listening, reading, playing and singing with your child, baby, or even your bump, can help their development and strengthen your bond (Play domain).
3. Eating together at meal times, having regular bed times, and being consistent with your routines and boundaries, can help get your child ready for nursery and make things a little easier for you (Parenting domain).

-3-

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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

The Swansea Healthy City board collectively pledges to support all parents, would-be parents, carers, guardians and grandparents to achieve this Swansea statement on readiness for birth, nursery and school, and to provide and promote access to appropriate services where they are needed. The Swansea Statement sets out the unified vision on readiness for the whole Swansea area.

Alongside this an implementation policy is being drawn up between members of the Health City Partnership, which I will share with you when it is available.

Yours sincerely

COUNCILLOR MARK CHILD
CABINET MEMBER FOR WELLBEING & HEALTHY CITY

-4-

COUNCILLOR/Y CYNGHORYDD
MARK CHILD
CABINET MEMBER FOR WELLBEING & HEALTHY CITY /
AELOD Y CABINET LLES A DINAS IACH

CABINET OFFICE, CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN
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Local Area Co-ordination in Swansea

What is Local Area Coordination?

Local Area Coordination is a long term, evidence based approach to supporting disabled people, people with mental health problems, older people and their families and carers to:

- Stay strong, safe and connected as contributing citizens
- Build more welcoming, inclusive and supportive communities

Research and evaluation studies show that where implemented correctly, Local Area Coordination supports:

- The building of community capacity and resilience
- The prevention of, or reduced demand for costly services
- Service reform and integration, leading to high quality services becoming a valued back up to local solutions

These outcomes reflect the direction of travel in the Social Services and Well-Being Act (Wales) 2014 and will support Swansea to meet the requirements of the new legislation.

What do Local Area Coordinators do?

Local Area Coordinators support people (children and adults) to build and pursue their vision for a good life. They work with people who are not yet eligible for formal social services (helping them to stay strong and connected), with those who are at risk of requiring services/in crisis (sometimes in partnership with other services), and with people already dependent on services (reducing that dependence through local non service solutions, relationships etc.)

Local Area Coordinators are based in communities of between 10—15,000 people. They provide a local, accessible and single point of contact for individuals and families.

They work on two levels; most people will just need straightforward information or connection to other people, groups or agencies in order to solve their particular issue, to stay strong and connected.

For others, a more in- depth involvement is required. Local Area Coordinators will work with between 50 and 65 people in this situation. They take time to get to know the person and their strengths and ask “what is your vision for a good life and how can you get there?”

Evidence shows that when asked this question, people rarely identify extreme things like winning the lottery; many descriptions of a good life are simple and Local Area Coordinators support people to determine and express their goals to make them realistic and measurable.

Local Area Coordinators support people to:

- Access information in a variety of ways
- Be heard, stay in control and make choices
- Identify their personal strengths, goals and needs
- Find practical (non- service) ways of doing the things they want or need to do

- Develop and use personal and local networks (thus reducing isolation).
- Plan for the future.
- Connect with, be part of and contribute to local community life.
- Access support and services if required.

In addition, Local Area Coordinators work alongside the local community to:

- Understand, nurture and share the strengths and opportunities in communities.
- Build partnerships to make communities more welcoming and inclusive

Sometimes formal services are complicated and difficult to navigate. Local Area Coordinators help with this by:

- combining traditionally separate roles to provide a single point of contact across service types and age groups, making things simpler and helping people to be in control

How do we know that Local Area Coordination works?

Over the past 26 years, evaluations (including in Western Australia, Scotland, Cumbria, Thurrock and Derby) have shown that where designed properly with local people, and with strong, connected leadership, Local Area Coordination achieves consistently positive outcomes, including:

- People diverted from traditional services or needing less service provision
- Increase in valued, supportive, personal relationships
- Increased capacity of families and carers to continue in caring role
- More inclusive, supportive, better resourced and resilient communities
- People feeling more in control of decisions, support and services
- People feeling more confident in the future

How will it work in Swansea?

We will start in three areas at first, one in each of the three Health and Social Care Integrated Hubs; North, West and Central.

Funding is available for one year in the first instance from the City and County of Swansea Prevention Fund and Western Bay for three Local Area Coordinators and an Implementation Manager.

The areas were selected by the Local Area Coordination Leadership Group (elected Members, Social Services, Housing and Health and the Council for Voluntary Services) to ensure that:

- three different communities are represented (urban and suburban / semi-rural, mix of housing stock / tenure, diverse range of age groups / ethnicity),
- the population sizes were right (10—15,000 per area)
- includes an area with a significant Welsh-speaking population.

The three areas are:

- **Central: *St Thomas (including Danygraig and Port Tennant, SA1 Waterfront, Pentrechwyth and Bonymaen)***
- **West: *Sketty (including Sketty Park, Derwen Fawr and Tycoch)***
- **North: *Gorseinon (including Garden Village, Kingsbridge and Loughor)***

Recruitment: We aim to have recruited the Local Area Coordinators to start in April 2015. The recruitment process is co-produced by community members in each area working alongside paid officers and the Leadership Group. This method of recruitment has proven to be an extremely important element in the success of Local Area Coordination, ensuring that individual communities have early knowledge and ownership of the approach and that the Local Area Coordinators 'hit the ground running'.

Being a Local Area Coordinator is skilled work and integrates many skills, such as

- Information and advice work
- Community building
- Personal network development
- Community asset mapping
- Support planning or person centred planning
- Advocacy
- Community based social work
- Service coordination
- Community development

Evaluation: Local Area Coordination in Swansea (and Bridgend and Neath Port Talbot) is being evaluated by the Institute of Life Sciences at Swansea University. This will contribute to a wider UK evaluation of the approach being undertaken by the University of Birmingham.

Jane Tonks and Ralph Broad
January 2015



JOB SPECIFICATION

DIRECTORATE: People			
DIVISION/SECTION/UNIT:		Adult Social Services	
UNIT MANAGER:		Carol Rea	
POST TITLE:		Local Area Coordinator	
JOB FAMILY & ROLE PROFILE:			
POST NO:		GRADE	8

SUMMARY OF ROLE

REPORTING TO:	
PURPOSE OF THE POST:	<p>1. To act as a single, local point of contact, supporting 50-65 people of all ages and across service types (who may be disabled, older or have mental health issues) and their families / carers to:</p> <ul style="list-style-type: none"> • determine and pursue their vision for a good life, • identify their own strengths and needs, • stay safe, strong, connected and contributing as valued citizens • have a voice/self advocate • build resilience, • find local, practical, non service solutions to problems • access, coordinate and control the required supports/services/resources, to the extent that they desire, to get there. <p>2. To support individuals and their families / carers to lead and contribute to the ongoing development of Local Area Co-ordination, including the monitoring of quality and outcomes. (Co productive approaches)</p> <p>3. To build strong partnerships with communities, agencies and services to develop and increase their capacity to include and meet the needs of people-- who may be disabled, older or have mental health issues-- and their families / carers.</p>

Key Working Relationships

This post will demand the development and maintenance of strong, positive working relationships with the following:

External to the Social Services Directorate:

- Disabled people and people with mental health needs, older people, families and carers and their local communities.
- Third sector, community and faith groups, and organisations, the Council for Voluntary Service and independent service providers who work with and provide services and supports to local communities, disabled people, people with mental health needs, older people, families and carers.
- Other Council directorates / departments, e.g. Access to Services, Housing, Children and Family Services, Education, Economic Regeneration, Culture, tourism, sport and leisure, etc.
- Health colleagues and partners, including GP Networks, the ABMU Health Board and the Community Health Council.
- Elected members, including Community Councillors, County Councillors and other political representatives.
- Colleagues in other Authorities and relevant networks.
- Key local community activists?

Internal to the Social Services Directorate:

- The Intake Team (Single Point of Access) for Health and Social Care Teams.
- Social Work Teams and colleagues in Network Hubs.
- Service providers
- Senior Managers and Commissioners
- Staff with policy, planning, contracting, information, data collection, monitoring, financial and funding responsibilities.

THE POST HOLDER IS RESPONSIBLE FOR THE FOLLOWING:

MAIN ACTIVITIES:

Coordination (60%)

1. To get to know, **build and maintain effective working relationships** with **50-65 individuals** (children and adults who may be disabled, older or have mental health issues) and their families / carers and communities across a local area. (population area 10-15,000)
2. To assist people who may be disabled, older or have mental health issues and their families /carers to clarify their **goals, strengths and needs**, and where appropriate enable them to develop a plan to pursue their life goals.
3. To support and promote opportunities for the involvement and **participation** of people who may be disabled, older, have mental health issues and families and carers in a range of ways including within community groups and cross-Council initiatives, and in influencing policy and decision-making at a variety of

levels. **(Co Production)**

4. To support people who may be disabled, older or have mental health issues and families and carers to access accurate, timely and relevant information and assist individuals, families and communities to access information through a variety of means.
5. To promote **self-advocacy**, provide advocacy support or access to independent advocacy as required.
6. To assist individuals and families to develop and utilise personal and local **community networks** to develop practical solutions to meet their goals and needs.
7. To assist individuals and families to access, navigate, coordinate and control the support and resources they need to pursue their goals and needs, including access to funding as appropriate **(Service coordination and navigation)**
8. To build effective partnerships and working relationships with community and statutory services, including Police, GPs, community organisations, Health, adult Social Care and children and family services. **(Multi agency partnership working)**
9. To **build, maintain and develop effective working partnerships** and relationships with statutory services regarding early identification of and effective responses to safety and **safeguarding**.

Community Development and Capacity Building (20%)

10. To develop and maintain a clear understanding of local community strengths, resources, connections, gaps and opportunities. **(Social capital)**.
11. To develop partnerships with individuals, families, local organisations and the broader community to promote more opportunities for contribution and build a more inclusive community. **(Inclusion)**
12. To develop a sound understanding of the key issues in the local area for people who may be disabled, older or have mental health issues and families and carers in order to inform **planning and policy development**.

Administration and Information Management (15%)

13. To organise and maintain administrative records/data sharing within Council protocols and contribute to the effective operation of the local office.
14. To ensure proper records are maintained for all people

	<p>supported in the local area through use of an endorsed data system, providing information and data for reporting purposes and responding to requests for information.</p> <p>15. Administer all aspects of Local Area Coordination discretionary budget/funding in accordance with agreed policies and accountability benchmarks and signpost individuals and families to Direct Payments support processes.</p> <p>16. To ensure that the concept and practice of Local Area Coordination is understood and communicated appropriately to disabled people, older people, people with mental health issues, families and carers, communities, colleagues and partners.</p> <p>Professional Development and Supervision (5%)</p> <p>17. To take delegated responsibility for specific projects, developments and initiatives.</p> <p>18. To participate in an approved supervision and performance development process and undertake training and development related to the position.</p> <p>19. Ensure all work complies with standing orders, financial regulations and departmental instructions.</p> <p>20. Participate in the induction training of new employees and trainees allocated to the section.</p> <p>21. Participate in the introduction and development of new systems and procedures including those based on IT.</p>
<p>JOB WORKING CIRCUMSTANCES</p> <p>The post holder will be expected to:</p>	<p>SPECIAL CONDITIONS:</p> <p>The post-holder will be expected to be flexible at all times in duties undertaken to achieve workload.</p> <p>Considerations to be given to workloads and deadlines when booking leave.</p> <p>Will be required to work outside of office hours, including evenings and weekends.</p> <p>Will be required to work in a variety of geographical locations and situations.</p>



PERSON SPECIFICATION

ROLE CRITERIA NO.1	EDUCATION, QUALIFICATIONS & TRAINING
Essential	Relevant qualification in Community Development, Education, Health or Social Care – degree or post-graduate degree level or equivalent or 5 years experience in a similar role.
Desirable	A minimum of three years post qualification experience.
Evidence	All certificates to be provided at interview for validation.
ROLE CRITERIA NO.2	SKILLS /TECHNICAL / PROFESSIONAL COMPETENCE
Essential	<ol style="list-style-type: none"> 1. Understanding of and commitment to the principles of Local Area Co-ordination and to fairness and equity in our communities. 2. Able to set goals and manage a variety of tasks and competing priorities. 3. Capable of working with a degree of autonomy, analysing issues and reaching creative solutions. 4. Good communication and negotiation skills to build and nurture relationships and partnerships with a range of people and organisations at a personal, service and community level. 5. Able to constructively challenge existing processes and practice. 6. Able to identify opportunities and gaps in local communities and work to develop more welcoming and inclusive communities. 7. Demonstrate insight and astuteness, sensitivity and tact. 8. Skills and experience in influencing, managing and supporting change at the individual, family, community and systems levels. 9. Ability to record and present complex issues in a clear and concise manner both verbally and written.

	<p>10. Able to identify and respond to potential safeguarding situations, maintaining effective longer term support.</p> <p>11. Ability to effectively manage a local budget for non-recurrent, innovative responses.</p> <p>12. A working knowledge of IT including word processing and email.</p>
Desirable	Knowledge of, and commitment to, the local area.
Evidence	Valid certification and/or registration/CPD
ROLE CRITERIA NO.3	EXPERIENCE
Essential	<p>1. Experience of working alongside and supporting individuals and families from a variety of backgrounds and with varying needs.</p> <p>2. An understanding of and practical experience in advocacy.</p> <p>3. An understanding and experience of supporting people to plan for the future.</p>
Desirable	Experience of building partnerships with individuals, families, communities, organisations and agencies.
Evidence	At interview, then in post
ROLE CRITERIA NO.4	COMPETENCIES & ABILITIES
Essential	<p>Special Knowledge</p> <p>1. Knowledge of the local and national policy context across services for disabled people, people with mental health issues, dementia, sensory impairments, older people, children and families and for carers.</p>
Desirable	<p>Special Knowledge – Desirable</p> <p>1. Knowledge of the Social Care and Wellbeing Act 2014.</p> <p>2. Knowledge of Adult and Children Safeguarding legislation and practice</p> <p>3. Knowledge of capacity issues and the Mental Capacity Act 2005</p> <p>4. Knowledge of community resources that can help local children, adults and older people.</p>
Evidence	At interview, then in post

ROLE CRITERIA NO.5	COMMITMENT TO EQUAL OPPORTUNITIES
Essential	Candidates will demonstrate that all activities are undertaken in accordance with the Equalities Act 2010 and the City and County of Swansea's Equal Opportunities Policy and Procedures.
Desirable	
Evidence	At interview, then in post
ROLE CRITERIA NO.6	CURRENT DRIVING LICENCE
Essential	
Desirable	
Evidence	To be produced at interview and on request.
ROLE CRITERIA NO.7	OTHER REQUIREMENT (1)
Essential	Use of own car: Should the post holder have a disability and/or be unable to drive, then they may seek alternative means of transport/assistance, which must be an effective and cost effective method of travelling
Desirable	
Evidence	Evidence the post holder is appropriately insured for business purposes to be provided annually

HEALTH SURVEILLANCE & MONITORING:	This post will require the post holder to take part in Health Surveillance and Monitoring procedures.
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SAFEGUARDING:	The Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
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DISCLOSURE & BARRING SERVICE (DBS):	THIS POST REQUIRES THE POSTHOLDER TO HAVE THE LEVEL OF DBS DISCLOSURE AS INDICATED BELOW:		
	Standard DBS Disclosure Application	Enhanced DBS Disclosure Application	No DBS Disclosure Application
		Yes	

REVIEW/ RIGHT TO VARY:	This Person Specification is as currently applies and will be reviewed regularly according to the Employee Performance Management Review Policy and the Performance Development Review and Appraisal process. The Job and Person Specification may be subject to other Variance within the remit of the Role Profile.
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SIGN OFF			
LINE MANAGER:		DATE:	
POST HOLDER:		DATE:	

DISCLOSURE AND BARRING SERVICE (DBS) DISCLOSURE CHECKS

The Disclosure and Barring Service (DBS) has been introduced as a result of Part V of the Police Act, 1997 and will replace the current system of police checking (see attached notes). It should be noted that this post requires a Standard/Enhanced level of disclosure. Further information about the Disclosure Scheme is available at www.homeoffice.gov.uk/agencies-public-bodies/dbs/ or by contacting the Employee Vetting Team at the Guildhall, Swansea SA1 4PE.

This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults. The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

The DBS can issue 5 levels of Disclosure Certificates, depending on the position applied for, namely Standard, Enhanced, Enhanced with ISA check (children), Enhanced with ISA check (adults) and Enhanced with ISA check (children and adults)

Prospective applicants should be aware that before any offer of appointment is confirmed the successful candidate will be required to complete an application for the appropriate level of disclosure; the Authority will provide the relevant DBS Application Forms. Proof of the successful candidate's identity will also be required in the form of the following: Passport, Driving Licence, Birth Certificate and Utility Bills.

The Authority actively promotes equality of opportunity for all existing employees and prospective applicants. Candidates are selected on the basis of skill, qualifications and experience, and their match against the Person Specification. A criminal record will not necessarily bar applicants from working with the Authority. It will depend on the nature of the position and the circumstances and background of the offence.

The Authority has a written Policy on the Recruitment of Ex-offenders, which complies with the DBS Code of Practice, and undertakes to treat all applicants fairly. The DBS's Code of Practice; the Authority's Policy on the Security of Confidential Disclosure information and; information on the Rehabilitation of Offenders Act 1974 is available from the Employee Vetting Team, Room 214, The Guildhall, SWANSEA SA1 4PE; Telephone 01792 637795

Further information about the DBS can also be found at www.homeoffice.gov.uk/agencies-public-bodies/dbs/

REQUIRED PERSONAL CHARACTERISTICS – LOCAL AREA COORDINATION

The list of examples below is provided as an aid in understanding what is meant by each criterion.

Applicants are encouraged to outline examples from their own life experiences to demonstrate they have the required personal characteristics.

General Description:	Examples could include:
<p><i>Committed to enhancing the lives of all people and to fairness and equity in communities</i></p> <p>In making a positive difference, values and respects the diverse needs and contributions that each person makes in society and embraces social justice principles.</p>	<ul style="list-style-type: none"> • Shows sensitivity, respect and empathy for the values and beliefs of others including those from culturally and linguistically diverse backgrounds. • Acts to achieve outcomes which are fair and equitable. • Understands and makes efforts to address inequities experienced by people including those from diverse backgrounds. • Committed to empowering people to make their own decisions. • Contributes to the development of positive relationships within families and communities. • Promotes access, fairness and equity to address the needs of people from all cultural backgrounds. • Embraces contemporary attitudes to disabled people, people with mental health issues, people with sensory impairments and older people.
<p><i>Skills and experience in managing change</i></p> <p>Understands the importance that change can have on the lives of people and realises that people can react to change in different ways. Demonstrates an understanding of change management principles and processes.</p>	<ul style="list-style-type: none"> • Recognises the positive dimensions of change within organisations and within people's lives. • Understands the potential impact of change, both positive and negative, on the lives of individuals. • Committed to effective change management processes. • Actively promotes positive change to deal with challenging issues and situations.
<p><i>Values people, partnerships and teamwork</i></p> <p>Values and respects others and encourages diverse opinion. Works constructively with people and makes a positive contribution. Actively promotes, values and strives to work collaboratively with others to achieve a common goal.</p>	<ul style="list-style-type: none"> • Has a non-judgemental approach and does not force opinions on others. • Recognises and appreciates the diversity, skills and abilities of others. • Fosters an environment of trust and actively encourages others to work as a team. • Provides advice, guidance and support to others in varied situations. • Actively communicates ideas, shares information and knowledge. • Understands and takes account of differing community perceptions of disability. • Works to empower individuals, families and communities



City And County Of Swansea

Dinas A Sir Abertawe

To:	Please ask for: Gofynnwch am:	Michelle Roberts
Councillor Jennifer Raynor Cabinet member for education	Scrutiny Office Line: Llinell Uniongyrochol: e-Mail e-Bost: Date Dyddiad:	01792 637256 michelle.roberts@swansea.gov.uk 30 January 2015

Dear Cllr Raynor

Schools Performance Scrutiny Panel on 22 January 2015

At our panel meeting on the 22 January we looked at the performance and outcomes at Clwyd Primary School. We spoke to the Challenge Advisor about performance at the school and then we met with the school's Headteacher and Chair of Governors. This letter details our thoughts.

We found there to be consistency in the information provided by the Challenge Advisor and in where the school feel they are at. The Panel were informed by the Challenge Advisor that the school is progressing in the right direction. The Headteacher recognises the school needs to improve and is proactive at putting things in place to address concerns. It was felt that the Headteacher has a good grasp of what the school needs to do in order to improve and there are no blocks at the school in terms of leadership.

We recognise the difficulties relating to the context in which the school works with currently 54.7% Free School Meals, 50.2% children who are on Special Educational Needs register, 14% English as an Additional Language, 86% of children living in 20% most deprived area in Wales and 4 Special Teaching Facilities. The Headteacher also explained that he could spend around a day and a half a week at meetings relating to Social Services involvement of children at the school.

The school is working to address these challenges. We were particularly keen to hear about the work with and engaging of families and local communities, helping to break down barriers and including parents in their child's education. We also understand that some children do start nursery at a lower baseline and were encouraged to hear that that the school now has responsibility for Flying Start so they can plan and start to address the issues with these children at an earlier stage.

The Panel were pleased to hear that the school is looking at improving learner outcomes by having more regular and rigorous monitoring of teaching, learning and

standards with all teachers having greater focus on class data and targeting children's individual needs.

We welcome the improvements made in attendance and exclusion numbers and we recognise these improvements along with the reduction in staff sickness as a positive indication of good progress at the school.

The Chair of Governors indicated that the governing body at the school had improved greatly over the last 18 months, particularly in relation to the different skills and knowledge of the new people represented.

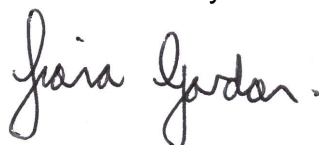
We would also like to pass on the views given by the school on the wider support received from the Local Authority including:

- The School have found the ERW Autumn Core Visit productive
- That cluster support Peer Support is worthwhile
- That school to school support is positive
- They have had questionable support from ERW in terms of courses available

Finally, the Panel look forward to seeing further improvements now the school has an effective leadership team and all the building blocks for improvement are in place. The Panel were informed that support from the school improvement service has been good but that there will be a change of Challenge Advisor and were keen to emphasise the importance of consistent ongoing support for this school.

The Panel does not require a formal written response to this letter.

Yours sincerely



Fiona Gordon
Convener of Schools Performance Scrutiny Panel
fiona.gordon@swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

To:
Jennifer Raynor
Cabinet Member for Education

Please ask for: Michelle Roberts
Gofynnwch am:
Scrutiny Office Line: 01792 637256
Llinell Uniongyrochol:
e-Mail: michelle.roberts@swansea.gov.uk
e-Bost:

Date: 3 March 2015
Dyddiad:

Summary: This is a letter from the Education Inclusion Scrutiny Inquiry Panel to the Cabinet Member for education following the meeting of the Panel on the 16 February 2015. It is about the Education Other Than At School Service.

Dear Cllr Raynor

Education Inclusion Scrutiny Inquiry Panel on 16 February 2015

As you are aware the Panel met on the 16 February to look at the proposals arising from the Independent Education Consultant report into provision for pupils educated otherwise than at school (EOTAS) in Swansea. Vaughan Clark (Information and Transformation Manager), Frazer Newbury (Principal Officer Special Educational Needs) and Susie Johnson (Home Tuition Service) attended the meeting to discuss the proposed actions.

The outcome of the independent report mirrored many of the issues discussed and highlighted by the Panel and we were reassured that these issues were picked up by the review. We did feel however that the proposals made subsequently only address some of the issues highlighted in the independent report and we look forward to seeing the full action plan once it is complete. Also after a recent report on EOTAS services in Wales where the Children's Commissioner described some of these services in Wales as seeming to be 'Cinderella' services, i.e. '*that practice in PRUs remains inconsistent: it's 'the Cinderella education service'*'. We are keen to ensure that this is not the case in Swansea.

Some Panel members did express concern that although Home Tuition came out of the Review very well it is being drastically reduced from 13.78 FTEs to 4.1 with resources, apparently, being directed towards Pathways which raised alarm bells with the Panel. There was also concern that there will no longer be capacity for the Home Tuition service to deal with children with Social, Emotional and Behavioural Difficulties (SEBD). This ties in with our inquiry question and we will be looking at *how these proposals and the action plan for EOTAS will benefit the children and young people who use this service.*

Now that the Independent Review is complete and some proposals have been made we plan to continue with our scrutiny inquiry into certain aspects of the

service including into the potential impact of the proposals outlined including looking at:

1. Equality and UNCRC impact assessments for the restructure proposals and action plan
2. Support for this cohort of children from:
 - School Improvement Service
 - Social Services Department
 - Careers and Keeping in Touch Project or similar
 - Health/CAMHS
3. Feedback from the newly established multi agency group
4. Speaking to School Improvement Service about support and challenge for schools in this matter
5. Speaking to a selection of schools who have put facilities in place to deal with behaviour issues within the school setting

We will provide Cabinet with a full report and recommendations at the end of our inquiry.

We do not require a formal written response to this letter.

Yours sincerely

Cheryl Philpott
Convener of Education Inclusion Scrutiny Inquiry Panel
Cheryl.philpott@swansea.gov.uk

Report of the Chair

Scrutiny Programme Committee – 16 March 2015

REPORT BACK – RECENT SCRUTINY EVENTS

Purpose	This report presents the feedback from recent scrutiny events for discussion.
Content	The report covers the following events: a) Visit to National Assembly for Wales – Public Engagement (12 February) b) Western Bay Regional Scrutiny Seminar (23 February)
Councillors are being asked to	<ul style="list-style-type: none"> Review and discuss the key points
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author	Dave Mckenna, Scrutiny Manager Tel: 01792 636090 E-mail: dave.mckenna@swansea.gov.uk

1. Introduction

- 1.1 Over the course of the year scrutiny councillors and officers will be involved in development and improvement events in order to support and deliver effective scrutiny. This will include training opportunities and opportunities to attend scrutiny events at a regional and national level, such as those organised by the Welsh Government, Welsh Local Government Association and Centre for Public Scrutiny.
- 1.2 It is important that feedback is provided to the committee and shared with a wider audience to ensure learning from such events can be disseminated.

2. Recent Events

2.1 Visit to National Assembly for Wales – Public Engagement

- 2.1.1 Following informal discussion as previous networking events developed an opportunity to visit the National Assembly for Wales for a practice exchange to look at how they do public engagement in their respective scrutiny role.
- 2.1.2 The visit was held on 12 February 2015 and facilitated by Kevin Davies, the Assembly's Outreach and Liaison Manager.

2.1.3 Along with members of the scrutiny team, the following scrutiny councillors took part:

- Mary Jones
- Paxton Hood-Williams

2.1.4 Learning Points – recently posted on the swanseascrutiny blog (www.swanseascrutiny.co.uk) is a summary of some of the things we learnt from the good practice session to help improve public engagement – reproduced at **Appendix 1**.

2.1.5 The committee's views are invited on the ideas gained from the visit.

2.2 **Western Bay Regional Scrutiny Seminar**

2.2.1 The seminar was organised by Sara Harvey, Regional Programme Director for the Western Bay Health & Social Care Programme. The key objective was to bring Members to a minimum level of understanding about the Western Bay Programme and to start to consider what additional information and next steps are required concerning scrutiny of Western Bay.

2.2.2 The seminar was held on the morning of 23 February 2015 in The Princess Royal Theatre, Port Talbot. It was chaired by Naomi Alleyne, Director of Social Services and Housing, WLGA. The session featured a summary of the Programme's undertakings, followed by presentations specifically on the Community Services and Adoption projects, as well as a brief overview of the Social Services and Wellbeing Act to set the context for the regional working.

2.2.3 The event involved councillors and officers from Swansea, Neath Port Talbot and Bridgend. The following scrutiny councillors from Swansea attended:

- Mary Jones
- Paxton Hood-Williams

(The Cabinet Member for Services for Adults and Vulnerable People, Councillor Jane Harris, also attended)

2.2.4 Key messages:

- Acknowledgement that the programme has been under development to date but is now in an implementation phase;
- Governance has only recently been confirmed by leaders / portfolio holders; and
- Acknowledgement that scrutiny has been via individual Local Authorities to date.

2.2.5 A report back from the organisers is awaited which will inform further discussion on scrutiny of the Western Bay and practical issues for the committee to consider.

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 March 2015

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

8 things we learnt from the Welsh Assembly about public engagement

This post is a summary of some of the things we learnt from a good practice session with the Welsh Assembly. We hope it will be of value to other scrutineers looking at how to improve public engagement.

About the session

All of us in the Scrutiny Team along with Councillors Mary Jones and Paxton Hood-Williams went to Cardiff for the day to hear about how the Assembly engages the public in its work. Dyfrig Williams from Good Practice Wales also took part and brought his video camera to [capture some of the highlights](#).

The day was an informal conversation with different people coming in and out. Despite being from different tiers of government we found that we had much in common. In practical terms we were able to share tips on things like question and answer sessions with cabinet members and the way that in-depth inquiries are run.

Overall it was a fantastic learning opportunity for us and we are really grateful to Kevin Davies and his colleagues for organising the day and for giving up their time so generously. It was also great to see Peter Black AM and Mike Hedges AM who were both able to pop in and contribute to the session. Here then are some of the learning points from the day – I hope you find them useful. We will certainly be reflecting on them to improve our practice.

1. Never stop looking for new ways of doing engagement

Sessions like this remind us that engagement is something that you never stop learning about. Simply in terms of new things to use we learnt about:

- Text only webchats using google hangouts
- Making Videos using ipads
- Facebook adverts to promote scrutiny inquiries

2. Scrutiny inquiries are conversations not formal research projects

As much as we would like to be academically rigorous in our scrutiny work we need to recognise that scrutiny inquiries are different to formal research. Scrutiny takes place in a political environment, evidence is translated by officers who are bound to have an element of bias in what they do and the politicians involved want to be present when evidence is being collected. If evidence is collected on behalf of the politicians and then reported back it can never be as real to them no matter how detailed the feedback.

Face to face is the most powerful evidence.

Inquiries are in fact a series of smaller conversations that get drawn together at the end. Again, balancing what has come out of these smaller conversations is a judgement made by the scrutineers who negotiate the end result as a group.

3. Scrutiny inquiries add value by going beyond the traditional sources

We saw how Assembly scrutiny inquiries allowed the committee members to talk to people they wouldn't normally talk to. Indeed, this was the essence of what public engagement meant. Scrutineers were able to expand their knowledge and prepare better questions by having conversations outside of the normal Assembly bubble.

Having these conversations means working in different ways. We heard about committee members meeting people in enterprise zones, in community settings for poverty work and holding informal sessions that were reported back anonymously. Some sessions were 'off the record' and provided valuable insight that might not otherwise have been gained.

4. Public engagement has to be led by the committee members

We heard that public engagement is a new culture for the Assembly committees and how reaching out beyond the Assembly bubble had gone from being the exception to being the mainstream.

Committee members were learning by doing. By trying new things they had become more open to new approaches. Confidence in doing things differently also meant that inquiries were more flexible.

5. Think about the who before you think about the how

We liked that Assembly scrutiny inquiries always started with two questions along these lines:

Who do you need to talk to?

How are you going to talk to them?

Like us the Assembly is thinking about how they can place the 'user' at the centre of what they do and design public engagement activity around user needs. We swapped notes on things like user stories and user journey mapping.

We heard about how video was being used to share feedback from scrutiny work and we discussed the use of short shareable summaries of reports.

6. Public engagement requires corporate teamwork

We heard about how the Assembly sets up an integrated team for each inquiry. This team, which supports the planning and delivery of public engagement, includes someone from communications and legal as well as from the committee section.

This integrated working is certainly something we can learn from in order to provide more rounded and comprehensive support.

7. Prepare in advance so that scrutiny can hit the ground running

We were impressed with the preparation that was done before inquiries so that committee's could hit the ground running. This included talking to 'in the know' organisations about who the committee might engage with and how they might be involved.

There was also offline groundwork done to inform the online work. Preparing people to be involved in webchats for example.

We also picked up a tip about publishing in advance those questions gathered from the public for cabinet member question sessions. This helped both the committee and the cabinet member to prepare.

8. Feedback is a continuous loop

This is one area of public engagement that we know is important but don't always managed to get right. It was interesting, therefore, to hear about:

- The use of video and storify to provide feedback
- Breaking down lengthy final reports to feedback in manageable chunks
- Including people's quotes in reports and showing them they are there
- 'Story telling' the inquiry from the perspective of the people affected
- Giving the media stories about events and people – not processes

So, a thoroughly productive day and a great example of how getting out and seeing how others work can support learning and development.

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 th March 2015	Risk Management Annual Review 2014/15 Recommendations Tracker 2013/14 – Update Coastal Project - Final Wavehill Evaluation Report Written Submission to School Governance Scrutiny Working Group Audit Committee Self Assessment Questionnaire
9 th April 2015	Peer Review – Briefing Corporate Governance Review - Briefing Internal Audit Charter 2015/16 Internal Audit Annual Plan 2015/16 External Auditor Annual Financial Audit Outline 2014/15 Draft Audit Committee Annual Report 2014/15

DRAFT AUDIT COMMITTEE WORKPLAN 2015/16

Date of Meeting	Reports
9 th April 2015	Peer Review – Briefing Corporate Governance Review - Briefing Internal Audit Charter 2015/16 Internal Audit Annual Plan 2015/16 External Auditor Annual Financial Audit Outline 2014/15 Draft Audit Committee Annual Report 2014/15
June 2015	ICT Contract Transfer - Briefing Draft Annual Governance Statement 2014/15 Internal Audit Monitoring Report Q4 2014/15 Bad Debt Write Offs – Briefing Wales Audit Office – Corporate Assessment Wales Audit Office Performance Audit Work 2015/16
July 2015	Key Issues for Audit Committees – Wales Audit Office Briefing 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	Education Challenge Advisers - Update 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 External Auditor Annual Financial Audit Outline 2015/16 Draft Audit Committee Annual Report 2015/16