

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 3A, Guildhall, Swansea

On: Monday, 9 November 2015

Time: 4.30 pm

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on the 9 November 2015. The main items are a question and answer session with the Cabinet Member for Transformation and Performance, the Children & Young People's Rights Scheme, and the Service Improvement and Finance Scrutiny Performance Panel. Background reports are included.

AGENDA

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4 Minutes. To approve and sign as a correct record the Minutes of the previous meeting.	3 - 9
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6 Children & Young People's Rights Scheme - Progress Report.	26 - 57
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8 Scrutiny Work Programme 2015-16. <i>(including update from Director - Corporate Services on council priorities, strategic challenges, key decisions).</i>	63 - 95
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11 Feedback from Recent Scrutiny Events.

12 Upcoming Scrutiny Events.

13 Audit Committee Work Plan and Annual Report.
(Chair of Audit Committee, Alan Thomas, attending).

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**14 Date and Time of Future Committee Meetings for 2015/16
Municipal Year (all at 4.30 p.m. except where noted):**

14 December 2015	8 February 2016	11 April 2016
11 January 2016	14 March 2016	9 May 2016

15 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 Nov	11.00 am	Committee Room 5 (GH)
Civic Events	Working Group	12 Nov	11.00 am	Committee Room 4 (GH)
Transformation of Adult Social Services	Panel	16 Nov	2.00 pm	Committee Room 3B (GH)
School Governance	Inquiry Panel	19 Nov	4.00 pm	Meeting Room 1.2.1 (CC)
Child & Family Services	Performance Panel	23 Nov	2.00 pm	Committee Room 6 (GH)
Building Sustainable Communities	Pre-Inquiry Working Group	26 Nov	10.30 am	Room 235 (GH)
School Governance	Inquiry Panel	30 Nov	4.00 pm	Committee Room 3B (GH)
Schools	Performance Panel	3 Dec	4.00 pm	Committee Room 3B (GH)

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

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Patrick Arran
Head of Legal and Democratic Services
Tuesday, 3 November, 2015
Contact: Democratic Services - 01792 636923

SCRUTINY PROGRAMME COMMITTEE (16)

Labour Councillors: 11

U C Clay	T J Hennegan
A M Cook	D J Lewis
D W Cole	G Owens
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	
Wendy Parkin	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 3A, GUILDHALL, SWANSEA ON
MONDAY, 12 OCTOBER 2015 AT 4.30 PM

PRESENT: Councillor M H Jones (Chair) Presided

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

Also Present:

Councillor J A Raynor - Cabinet Member for Education
L Harvey - Chief Education Officer

Officers:

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

50 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors R A Clay, Mr D Anderson-Thomas and Mrs S Joiner.

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

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

Councillor D W Cole - personal - Minute No. 54 – Cabinet Member Question Session
Cabinet Member for Education - I represent a ward (Penyrheol) which abuts the
Ward (Parc Y Werin) where a potential new school would be built.

52 **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.

53 **MINUTES:**

RESOLVED that the Minutes of the Scrutiny Programme Committee held on 14 September, 2015 be agreed as a correct record.

54 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR EDUCATION.**

The Committee took the opportunity to question Councillor J A Raynor, Cabinet Member for Education.

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

The Chair advised that there had been a number of questions regarding the proposed new primary school in Gorseinon at Parc y Werin and the Education Other Than At School (EOTAS) services. The Chair stated that a Cabinet report was expected shortly on the future of the EOTAS service and it had been agreed that the Schools Scrutiny Performance Panel would undertake pre-decision scrutiny of this report and the proposed Cabinet decision. The questions received from members of the public would be forwarded to the Scrutiny panel who would consider how these could be dealt with.

In relation to questions regarding the proposed new primary school in Gorseinon at Parc y Werin, the following question was asked:

"Can the Cabinet Member advise the Committee on the current position with regard to the proposed new primary school in Gorseinon at Parc y Werin. It would be helpful if you could inform the Committee of the rationale for the project, options considered and how the public views have influenced the decision".

The Cabinet Member for Education read out from a response previously sent to the Parc y Werin committee (resident's group) addressing their concerns. The Cabinet Member for Education also responded to a question in relation to petitions submitted on this matter. With regard to a question on the display of statutory notices within the vicinity, she stated that she would liaise with Officers and provide a written response.

The Cabinet Member stated that all Councils were facing very challenging times. Whilst Education had received relative prioritisation as all council departments face large reductions in their budgets, this had still resulted in real-term cuts for many schools. It was noted that Swansea was the 14th highest of the 22 Welsh local authorities in terms of free school meals so the "expected" benchmark position would be 14th for most performance measures.

The Cabinet Member stated that Swansea was doing well in relation to national reading and numeracy tests. At Key Stage 4 the Summer term 2015 GCSE results were the best ever for Swansea. Additionally secondary school attendance was positive. However, concerns remained with regard to primary school attendance.

The Cabinet Member for Education, assisted by the Chief Education Officer, answered questions in relation to education inclusion and the development of new models of delivering services within schools in response to financial pressures. The

Chief Education Officer detailed the 10 areas which were currently being considered with a view to changing delivery of service.

Members discussed the impact of fines to increase levels of school attendance; the idea of staggering school term times and school hours, and safeguarding issues.

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.

55 **FINAL SCRUTINY INQUIRY REPORT: EDUCATION INCLUSION.**

Councillor C L Philpott, Convenor, presented the Education Inclusion Scrutiny Inquiry Final Report.

Councillor Philpott stated that the Inquiry Panel had found the topic to be complex and challenging at times.

She stated that some of the support for this group of young people, particularly by schools, was strong. However, it was felt that schools working at the coalface needed more support and assistance in working with those children who are at risk of being educated other than at school. A clear and active behaviour strategy was needed for the authority which details how schools would be supported to move forward in this area.

The secondary schools interviewed felt out of the loop in relation to any development in behaviour support and in Education Other Than At School (EOTAS) changes. The Panel, early in the inquiry, put a recommendation to the Cabinet Member which emphasised the importance of involving schools; recognising that they are a critical part of the service. The Inquiry Panel also emphasised the point that schools were showing many areas of good practice that could be shared with the Pupil Referral Units (PRU) and other schools. The Panel also found that there was a lack of communication between different parts of Education and felt that there was a need for a reflective journey to discuss their commonalities and communication links.

The Panel felt that by asking questions around this subject it had helped keep the spotlight and momentum on these services and on the needs of this group of young people. The Panel had hoped that this had helped to progress matters.

The changes to the PRU Management Committee were found to be positive by the Panel who believed that, in refreshing membership and refocussing the Committee, it was now in a much better position to drive forward improvements once the action plan was complete. The Panel were pleased to hear that a dedicated challenge advisor for the EOTAS service had been allocated.

Members discussed the report and key issues included:

- Concern regarding the length of time taken from the Estyn Inspection in 2013 to progress being made;

- Regret that the Panel report would not be considered by Cabinet prior to their decision to reconfigure the service;
- Concerns regarding consistency between schools;
- A number of schools were offering their own model in relation to Pathways and were keen to keep ownership within the school setting;
- Evidence of some schools did not have enough staff with appropriate expertise to deal with challenging pupils;
- The need to strengthen school governor training;

The Chair thanked the Convenor and Panel for their informative report.

RESOLVED that the report be **AGREED** for submission to Cabinet.

56 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - LOCAL SERVICE BOARD.**

The Chair presented an update on the work of the Local Service Board Scrutiny Performance Panel.

She referred to the short progress report provided and advised that the meeting planned for October with Sharon Miller and Nina Williams (AMBU) had now been deferred until December, 2015.

RESOLVED that the report be **NOTED**.

57 **SCRUTINY DISPATCHES - QUARTERLY IMPACT REPORT.**

The Chair introduced the draft of the quarterly report from the Committee to Council on the impact of scrutiny.

RESOLVED that the report be agreed and presented to Council.

58 **ANNUAL LOCAL GOVERNMENT PERFORMANCE BULLETIN 2014-15.**

The Scrutiny Co-ordinator presented the tenth annual bulletin published by the Local Government Data Unit – Wales. The report contained information on the level and range of performance across Wales between 2014-15 on a number of service areas.

He also highlighted the on-line resources provided by Data Unit Wales to enable members to keep abreast of performance.

It was noted that the Service Improvement & Finance Scrutiny Panel would be looking at this report in more detail to consider Swansea's performance.

RESOLVED that the report be **NOTED**.

59 **SCRUTINY WORK PROGRAMME 2015-16.**

The report of the Chair reviewed the scrutiny work programme.

The report provided the committee with:

- The current scrutiny work programme
- A plan for future committee meetings
- A progress report on the various existing Panels and Working Groups
- Cabinet forward plan for opportunities for pre-decision scrutiny

The Chair referred to how the scrutiny of Education through Regional Working (ERW) is developing. She informed the committee of a recent meeting for scrutiny councillors and officers from the six councils participating in ERW, which took place in September. Swansea was represented by Councillors F Gordon and C Philpott. It was agreed that a scrutiny councillors group would be set up in order to co-ordinate scrutiny work across the region and ensure a consistent approach. Swansea Scrutiny Team would provide the support for this group as the Council's contribution to ERW.

The Chair also referred to scrutiny improvement outcomes. Based on the discussion at the last committee meeting, ideas for actions for the committee to help deliver agreed outcomes were presented for agreement:

1. We need to talk more to Cabinet Members so that we can plan better and ensure that our work is making a difference:

To arrange a regular informal meeting with Cabinet Member for Transformation & Performance to discuss cabinet business and interface with scrutiny.

2. We need to align the work of scrutiny more closely to the five corporate priorities so that we can focus and impact on the things that matter:

Establish new panels on Building Sustainable Communities and Tackling Poverty are being established.

3. We need more briefings and development sessions so that we have the knowledge and skills we need:

To arrange sessions on Council budget / financial scrutiny; scrutiny questioning skills; and effective scrutiny

4. We need more coverage in the media so that the public are more aware of our work:

To making 'Scrutiny Dispatches' quarterly report more newsworthy, and develop press releases from it.

5. We need more members of the public contributing to scrutiny meetings so that we can reflect their views in our work:

To develop further opportunities for public participation e.g. public speaking / question time, co-option.

6. We need closer links with regulators and inspectors so that we can provide a more coordinated and effective challenge:

To discuss with Wales Audit Office links between work plans, mutual awareness and use of audit / scrutiny findings.

RESOLVED that:

1. the committee work plan be accepted; and
2. the actions (outlined above) for the committee to deliver scrutiny improvement outcomes be agreed.

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

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

RESOLVED that the following changes be made:

1. Child & Adolescent Mental Health Services Inquiry Panel – Councillor M H Jones be appointed as Convenor; and
2. Schools Performance Panel – Councillor M Evans be removed.

61 **SCRUTINY LETTERS:**

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

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

62 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

The Chair stated that there had been no recent scrutiny events to report on.

63 **UPCOMING SCRUTINY EVENTS.**

The Chair referred:

- (a) National Assembly for Wales Committee for the Scrutiny of the First Minister, being held at National Waterfront Museum, Swansea on 16 October at 10.30 am; and
- (b) Childrens' Rights Scrutiny Training on 29 October, 2015 between 4.00 - 6.00 pm in the Guildhall, Swansea.

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

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

65 **DATE AND TIME OF FUTURE COMMITTEE MEETINGS FOR 2015/16
MUNICIPAL YEAR (ALL AT 4.30 P.M. EXCEPT WHERE NOTED)**

The date and time of future Committee Meetings for the 2015/16 Municipal Year was noted.

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

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

The meeting ended at 6.05 pm

CHAIR

Agenda Item 5

Report of the Chair

Scrutiny Programme Committee – 9 November 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 Member will appear before the committee to participate in a question and answer session: <ul style="list-style-type: none">• Councillor Clive Lloyd – Cabinet Member for Transformation & Performance
Councillors are being asked to	<ul style="list-style-type: none">• Question the Cabinet Member 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. Questions will focus on their priorities, actions, achievements and impact.

2. Cabinet Member Question Session – 9 November

2.1 The following Cabinet Member will appear before the committee:

- a) Councillor Clive Lloyd – Cabinet Member for Transformation & Performance

Within this Cabinet portfolio, Councillor Lloyd is responsible for:

- a. Communications & Engagement;
- b. Legal & Democratic Services;
- c. Commercial Services;
- d. Financial Services;
- e. Human Resources / Organisational Development (HR/OD);
- f. Customer Contact;
- g. Scrutiny;
- h. Risk & Resilience;
- i. Member Development;
- j. Sustainable Swansea – Fit for the Future;
- k. Future Generations;
- l. Sustainable Development;
- m. Health & Safety Policy;
- n. Commissioning Organisation;
- o. Demand Management Strategy;
- p. Finance Performance and Budget Cycle
- q. Lead elements of Sustainable Swansea.

2.2 The Cabinet Member has provided some 'headlines' in relation to portfolio objectives to help the committee focus on priorities, actions, achievements and impact (see **Appendix 1**).

3. Approach to Questions

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

- priorities / objectives
- specific activities and achievements, progress against policy commitments, key decisions taken, and impact / difference made
- headlines on the performance of services 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 and challenges (e.g. resources / budget)
- key decisions they are expecting to take to Cabinet over the next year
- interactions with scrutiny over the last year, and whether there is any specific scrutiny activity they would welcome

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. Previous Correspondence with Councillor Lloyd

4.1 The committee last met with Councillor Lloyd in April 2015.

Amongst the issues discussed over the last year included:

- Corporate Culture,
- Sustainable Swansea
- Commercialism
- ICT / Digital Inclusion
- Sustainable Development.

The actual correspondence with Councillor Lloyd relating to the April meeting is attached as the committee may wish to follow up on these issues, as necessary.

4.2 Other contact with scrutiny over the last year:

- Service Improvement & Finance Scrutiny Performance Panel (regular correspondence)
- Sustainability Scrutiny Working Group (June 2015)

5. Other Questions

5.1 For each Cabinet Member Q & A Sessions the committee invites members of the public and other scrutiny councillors (not on the committee) to suggest questions.

5.2 On this occasion no questions were received.

6. Legal Implications

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

7. Financial Implications

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

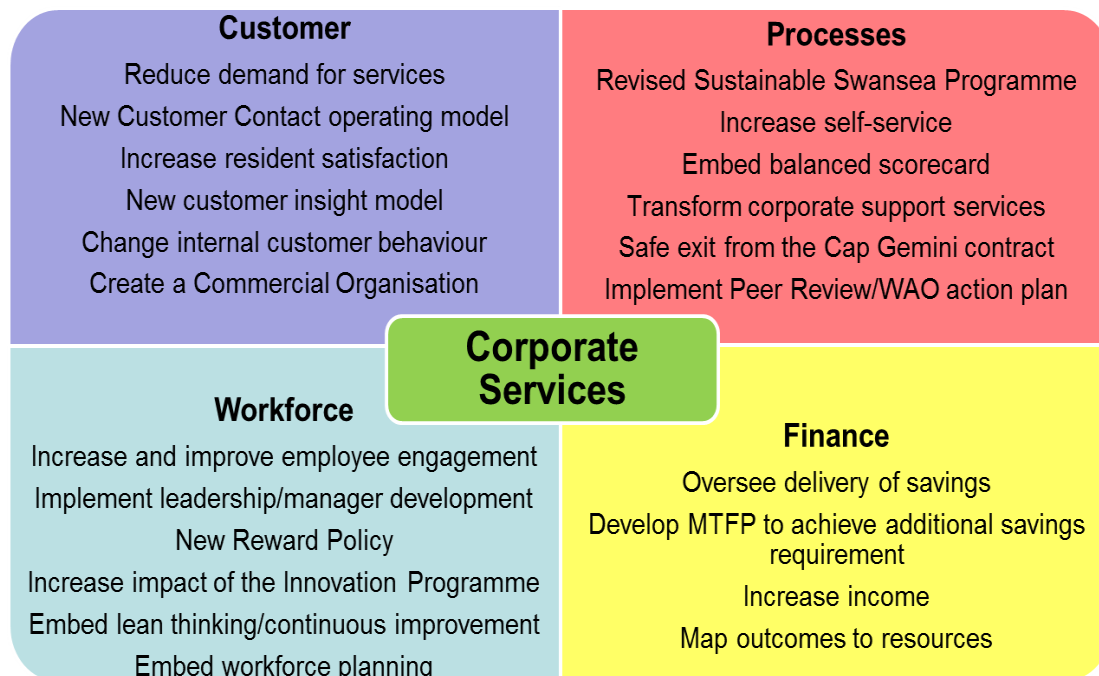
Background Papers: None

Legal Officer: Wendy Parkin
Finance Officer: Paul Cridland

CABINET MEMBER FOR TRANSFORMATION AND PERFORMANCE

REPORT FOR SCRUTINY PROGRAMME COMMITTEE 9TH NOVEMBER 2015

A DIRECTORATE PRIORITIES 2015/16



B UPDATE ON PRIORITIES

Sustainable Swansea

- Strands are contributing to savings across the organisation eg: Commissioning, ICT and Customer Contact are already on track to make savings identified for next year.
- Resource has been seconded into the Programme Team and has been deployed to support Services with significant challenges such as Adults Social Care and Education (Prevention).
- A shift to Service Delivery Plans is now underway. This will identify activity needed for the years ahead and pull together service, budget, planning and programme viewpoints into a single blueprint for joint delivery.
- The leadership team, senior managers and the innovation community are working together to develop the behaviours and culture that we want in the future
- Priority for next period is implementation of Commissioning Reviews already agreed by Cabinet (Business Support, Residential & Outdoor Centres, Non-Schools Catering & Cleaning); and completion of others (Libraries and Culture, Domiciliary Care, Day Care, Residential Care and Waste Management)
- We have also seen an increase in activity within the Commercialism Strand, contributing to increased income, sponsorship and improved value and service through third party spend

Innovation Programme

- Employee Opinion survey September 2015
- Monthly meetings of the Innovation Community
- Regular sampling of appraisals and supervision
- Innovation Sub Groups working with the Chief Executive on:
 - creating a consistent management culture
 - leading an anti-bullying and harassment strategy
 - staff engagement
 - review, re-launch and embed the staff suggestion scheme
- External evaluation of the Programme is being commissioned
- Cabinet response agreed to the Scrutiny Panel on Corporate Culture

Performance Improvement

- Very positive Welsh Audit office Corporate Assessment has been received and an action plan is in place
- Good progress on the Peer Review Action Plan (to be combined with the WAO report) eg: Governance Review almost complete, Change Plan agreed
- All Service Plans now based on the Balance Scorecard approach
- Corporate Plan refresh is underway

Customer Contact

- Phase One of new model delivered from October, bringing together Environment & Housing Repairs call centres, Blue Badge, Switchboard and the Contact Centre
- 21% reduction in phone contact to call centres in Quarter 1 2015 compared with Quarter 1 2014

Commercial Approach

- Commercial Strategy approved May 2015
- Head of Commercial Services appointed October 2015
- Commercial Framework being established in light of growing number of opportunities across procurement, income and sponsorship/advertising

ICT

- ICT support provided by with CCS as an in house managed Service from 1 November
- Staff transfers from Cap Gemini have gone well and the new service delivery model is being implemented
- Capgemini are no longer providing support
- CCS is still working with Capgemini to close down the project.
- Infosys will be working with us, providing support to Oracle (ISIS) this is a 2 year contract so CCS can decide our direction of travel with Oracle.
- The new ICT Service Desk went live on 1st October along with the ICT portal assytNet, where users can log and track their own faults and changes
- Cabinet will receive a revised ICT/digital strategy in November - "Aspiring to a Digital Business 2020"



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

To/ Councillor Clive Lloyd, Cabinet Member for Transformation & Performance	<i>Please ask for:</i> <i>Gofynnwch am:</i>	Scrutiny
	<i>Direct Line:</i> <i>Llinell Uniongyrochol:</i>	01792 637257
	<i>e-Mail</i> <i>e-Bost:</i>	scrutiny@swansea.gov.uk
BY EMAIL	<i>Our Ref</i> <i>Ein Cyf:</i>	SPC/2014-15/16
	<i>Your Ref</i> <i>Eich Cyf:</i>	
	<i>Date</i> <i>Dyddiad:</i>	6 May 2015

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Transformation & Performance following the meeting of the Committee on the 13th April 2015. It reflects on the question and answer session held with the Cabinet Member about their portfolio responsibilities, including Corporate Culture, Sustainable Swansea, Commercialism, ICT / Digital Inclusion, and Sustainable Development. It includes conclusions and proposals for the Cabinet Member.

Dear Councillor Lloyd,

Cabinet Member Question Session – 13 April

Thank you for your attendance at the Scrutiny Programme Committee on 13 April 2015 answering questions on your work, and for submitting a written report ahead of the meeting. Your report provided a focus for the session and helped us to explore priorities, actions, achievements and impact, in relation to your areas of responsibility.

We noted that a large amount of your time since becoming Cabinet Member in September had been spent working on the Sustainable Swansea Programme and the budget. You stated that exciting projects were taking place despite the difficult financial circumstances. 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:

Corporate Culture

Amongst your various responsibilities, you highlighted work being undertaken to improve and develop the culture of the organisation and encourage innovation. We noted the establishment of an Innovation Programme and an

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

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Innovation Community to support the corporate change agenda. As you know one of our Panels is currently undertaking an inquiry on how service delivery can always be supported by a 'can do' culture. This inquiry will be reporting shortly, however committee members who are part of this Panel commented positively on some of things they have seen and heard from the evidence gathering.

You also highlighted efforts in making corporate documents, including performance reporting, more accessible. You were particular pleased with the new reduced Corporate Plan, focused on delivering five priorities.

Sustainable Swansea – Fit for the Future

You mentioned that you had oversight of the commissioning reviews being undertaken, following the recently approved budget, as part of the Sustainable Swansea Programme. There was some concern from the committee that, other than where scrutiny councillors have been proactive in seeking information about relevant services, it was not clear how non-executive councillors were being involved in these reviews, as well as considering the views of service users.

You confirmed that relevant Cabinet Members were responsible for scoping and undertaking specific reviews in conjunction with relevant Directors and Heads of Service. You agreed that input from scrutiny councillors was important to the quality of these reviews and would ensure that this is encouraged.

Your report provided some information about the impact of budget savings on staffing over the last 2 years. The committee asked if you were able to provide any indication of the picture across the council for the coming year, including schools in view of the 5% savings they have to make.

Commercial Council

You mentioned the approach to promoting a more commercial council – soon to be reported to Cabinet. You highlighted the need for the council to seize opportunities to generate income and be risk aware rather than risk averse. You mentioned that this work was in its early stages, and stressed that this was not an overnight process but very much part and parcel of the cultural changes that are being developed to ensure a sustainable council and sustainable services, at a time when budgets are being reduced.

We asked whether there was any learning from the experience of the Mid and West Wales Fire Authority, which has recently taken action to explore opportunities for income generation. We also suggested that consideration could be given to explore opportunities for income generation or budget saving through collaboration with other public bodies, e.g. providing services to or sharing services with organisations such as the DVLA.

There was some concern about expecting people to pay more every year for services (some of which may be diminishing) however you argued that people would be happy to pay for the right service. You stated that there is an increased focus on measuring customer service, demand management and better contact with and feedback from customers. We heard that the authority was in the process of appointing a Customer Services Manager and you admitted that in some areas of the council customer service could be improved. We look forward to hearing more about progress.

ICT / Digital Inclusion

You also spoke about developing a progressive digital culture and referred to the report which you took to Cabinet in November 2014 on the future of ICT provision and transition arrangements with Capgemini. You stated that you were committed to delivering services that were easy to access and cost effective. You referred to sessions in communities for the public to learn ICT skills as well as training staff to assist customers to access the council on-line. We talked about rural deprivation and you acknowledged the importance of public services (for example libraries) which can help support digital inclusion in such areas.

Sustainable Development

We received a question from a member of the public linked to your responsibilities for sustainable development and future generations. The question was from someone whose local company was involved in the sustainable reuse / recycling of waste electrical and electronic equipment and he wanted to know whether you would be embarrassed if a Swansea company were to establish itself in Spain, before Wales. You agreed, however, you highlighted that the Authority has led the way in Sustainable Development, which the Welsh Government has recognised. You referred to the work in respect of a district heating scheme and efforts to make Sustainable Development part of Local Authority's day to day thinking. You also made reference to introducing a balanced scorecard to ensure a more balanced view of organisational performance. You stated that you would be happy to meet the questioner to discuss any specific issues further.

We asked you about the financial benefits of sustainable development and you gave the example of the design of school buildings incorporating energy efficiency measures leading to reduced costs.

We queried the latest position with regard to the introduction / implementation of the Wellbeing of Future Generations Bill, particularly the implications on the authority. Could you tell us about your role in taking this work forward in Swansea? Although the committee has set up a Sustainability Working Group to discuss things in more detail a short summary of your role would be helpful to the committee in your response to this letter.

Your Response

In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to:

- The involvement of non-executive councillors and the public in Sustainable Swansea commissioning reviews;
- The current picture in relation to the impact of budget savings on staffing;
- What has been learnt from examples elsewhere to inform our new commercial approach;
- Our suggestion about collaboration with other public bodies in developing commercial opportunities; and
- Your role within the Cabinet in relation to the Wellbeing of Future Generations Bill.

Please provide your response by 27 May. We will then include both letters in the agenda of the next available committee meeting.

Finally, 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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Councillor Mary Jones
Chair, Scrutiny Programme Committee

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CL/SH
SPC/2014-15/16
20 May 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

CABINET MEMBER QUESTION SESSION – 13 APRIL

Thank you for your letter dated 6 May 2015 regarding the above.

I set out below detail as requested in relation to your specific information requests:

Sustainable Swansea – Fit for the Future

- ***Involvement of Non-executive councillors and the public in Sustainable Swansea Commissioning Reviews*** – the process agreed for undertaking Commissioning Reviews sets out the requirement to invite one or more Scrutiny Members to participate in each Review. I am aware that invitations may not have been sent out in timely manner for the first two Reviews, although there were Councillors at the Business Support Review workshop on 29 April 2015. I have asked that attendance for future events is agreed at an earlier stage. I would welcome views from Scrutiny about how else they would wish to be engaged in these important Reviews.

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In relation to the public, each Review is required to demonstrate that they have obtained and taken account of the views of service users, residents groups and other interested parties. The Gateway process that we have introduced as a quality assurance for Reviews will ensure that this is done

- **Impact of Budget Savings on Staffing** - The original number of "posts at risk" included the Cabinet Report in December 2014 was 64.

The current number is 22. The reduction has been a result of the following factors;

- Redeployment
- Reduction in hours
- Using vacant posts
- Flexible Retirement
- Deferring of the proposal to reduce posts in the School Crossing Patrol Service; Pontarddulais Sports Facility; Music Service and Youth Clubs

It should be noted that options for Plantasia are still being considered. However, because of the uncertainty, some staff have put themselves forward for redeployment opportunities and 2 are in trial periods. This means that there are 8 staff remaining at Plantasia.

With regards to the 14 other staff at risk, redeployment opportunities are currently being explored.

There have been 5 compulsory redundancies. However, it should be noted that a) redeployment opportunities were explored for these members of staff and b) none of these staff appealed against the redundancies.

Finally, regular meetings with the Trade Unions are still taking place regarding posts at risk and early retirement/voluntary redundancy with data being shared with them on a regular basis.

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Commercial Council

- ***What has been learnt from examples elsewhere to inform our new commercial approach*** – Swansea has taken a proactive approach to becoming a commercial Council by appointing a Commercial Team (now an integrated part of the Commercial & Commissioning Unit) and gaining Cabinet approval for an Authority-wide Charging Policy (attached) in April 2014. The first Welsh Authority to do so, we have been able to spend time learning from examples – both positive and negative – set by English Authorities (such as Nottingham City Council) and other Public Bodies who were affected by budget cuts before those of us in Wales. Initial benchmarking on charging and trading established a core set of data on Swansea’s charges in comparison with all Welsh Authorities and a small range of those in England; this will now be updated on a yearly basis with the aim for this to become a publically visible document as per the example set by Oxford City Council.

The team regularly spend time researching examples to inform our approach. This is done through liaison and networking with other Authorities including peer review feedback, nationwide conferences and events, case studies and learning materials from organisations such as CIPFA, LGA and APSE, and direct work with organisations such as Social Firms Wales and Mutual Ventures. This is done on a case by case basis at present in order to ensure learning is directly relevant to the direction of travel services are seeking our support with. Members may be interested to review the following examples:

- Norse Group (Norfolk initially, now used by multiple Authorities)
http://www.ncsgrp.co.uk/local_authority_partnerships.htm
- Solutions SK (Stockport)
<http://www.solutionssk.co.uk/>
- Public Power Solutions (Swindon)
<https://publicpowersolutions.co.uk/>
- Kent Legal (Kent)
<http://www.kent.gov.uk/business/kent-legal-services>
- Monwel Signs & Services (Blaenau Gwent)
<http://www.monwel.com/>

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- Essex Cares (Essex)
<https://www.essexcares.org/>
- Beacons Creative (Powys)
<http://www.beaconscreative.co.uk/beacons/>
- **Your suggestion about collaboration with other public bodies in developing commercial opportunities** - Currently there are very few Welsh examples to draw on and we hope that Swansea will be a leader in this respect in our innovative approach. Rescue 365 – the Community Interest Company established by Mid & West Wales Fire Authority – is an exciting development which has been picked up with respect to a proposed partnership around training opportunities which is currently being explored by our Corporate Health, Safety & Wellbeing Service. We also hope to build stronger ties with both Universities, the DVLA (as mentioned in the Scrutiny letter) and ABMU, as well as our neighbouring Authorities and health boards within the City Region.

We believe that there will be many opportunities for collaboration, joint working, shared services and to trade with Public Bodies, businesses, and members of the public (with appropriate legal structures in place). Again this is informed by examples seen elsewhere and we hope to be able to take advantage of the opportunities presented by our locality's strong Public Sector presence. This is very much the focus of our work this year and we will be able to report regularly on progress via the Commercial Panel's quarterly reports to Executive Board from June onwards. Some of the questions we have identified to inform our approach are:

- Which projects tie into our vision for our 'place' (corporate priorities, economic regeneration programmes etc.)?
- What are our strengths? And our weaknesses?
- What is there a market for – both to sell and to buy?

Understanding our market and Swansea's place within it will be key to future commercial success; this can be seen in multiple English Local Authorities who are further down this path.

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We have developed our own bespoke toolkit which is used to analyse opportunities which we expect to evolve over time as we build our expertise; we are adding to this by pulling on knowledge, skills and experience from Councils such as Nottingham, Bournemouth, Sandwell and others. While our Commercial Strategy continues to evolve, it will be essential that we maintain our focus on targeting the projects that will afford the greatest value for money for our residents. We are already seeing other Authorities asking us for support, guidance, and networking as we are gaining a positive reputation for our approach, and we look forward to continuing to drive forward innovation as a Commercial Council.

Sustainable Development

- ***My role within the Cabinet in relation to the Well-being of Future Generations Bill*** – The Bill was enacted on 17th April 2015 and Welsh public sector bodies will be subject to the duties in the Act from 1st April 2016. The Act provides a framework for how local government and the rest of the public sector in Wales do business. It sets out seven Well-Being Goals for Wales, establishes a Well-Being Duty on public bodies to set objectives that contribute to these goals and places a duty on each public body in Wales to carry out sustainable development.

The Act also establishes arrangements for Public Service Boards, and local government scrutiny arrangements to review the actions of the PSBs.

As a result of the new Act, the Council to make decisions and act in a manner which seeks to ensure that the needs of the present generations are met without compromising the ability of future generations to meet their own needs. To do this, Council services must take account of the long-term, integration, involvement, collaboration and prevention elements of the sustainable development principle.

As the legislation sets out a principle framework for the Welsh public sector, it will require a transformational Council response that considers behaviours and culture as well as procedures and systems. As Cabinet Member for Transformation and the portfolio lead for Future Generations and sustainable development, I provide political leadership for this legislation on behalf of the Council.

COUNCILLOR/Y CYNGHORYDD

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I play a key role, working with officers and members to set the strategic direction for this agenda and developing a work programme to prepare the Council for the Act, when it comes into force in April 2016.

It is key that the sustainable development principle and the achievement of our well-being objectives are not seen as additional work, but are central to the way that we transform our business. As such whilst I act as the political lead for the Council for the Well-Being of Future Generations, all Cabinet Members will be responsible for implementation of sustainable development in their own portfolio areas.

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

Yours sincerely



COUNCILLOR CLIVE LLOYD
CABINET MEMBER FOR TRANSFORMATION & PERFORMANCE

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Agenda Item 6

Report of the Director of People

Scrutiny Programme Committee – 9 November 2015

REPORT ON THE PROGRESS OF THE CHILDREN & YOUNG PEOPLE'S RIGHTS SCHEME IN SWANSEA

Purpose	To present the report on the progress of the implementation of the Children & Young People's Rights scheme in Swansea.
Content	This report includes details of; <ul style="list-style-type: none">• Developing and implementing the Children & Young People's Rights Scheme• Promoting knowledge and understanding of the UNCRC• A whole Council approach to embedding Child Rights• Participation of Children & Young People• Accountability• Next steps
Councillors are being asked to	Give their views on the progress in relation to the Children & Young People's Rights Scheme and how the UNCRC has become embedded in Councils Policy Framework.
Lead Councillor(s)	Christine Richards (Deputy Leader) – Services for Children & Young People.
Lead Officer(s)	Chris Sivers – Director of People
Report Author	Jane Whitmore - Partnership, Performance and Commissioning Manager (Poverty & Prevention) 01792 637740 Jane.whitmore@swansea.gov.uk

1. Introduction

- 1.1 As outlined in the Children & Young People's Rights Scheme the Council's Scrutiny Programme Committee will assess the work undertaken and the way the scheme is being implemented across the Council and its impact on children and young people.

2. Report

- 2.1 The full report on the progress of the implementation of the Children & Young People's Rights Scheme in Swansea can be found under Appendix 1.
- 2.2 The report covers;
- An overview of how the Children & Young People's Rights Scheme was developed and is being implemented
 - Details of how we have promoted knowledge and understanding of the UNCRC through training and awareness raising sessions
 - How we have taken a whole Council approach to embedding Child Rights
 - The participation of Children & Young People in decisions that affect them (Article 12)
 - Accountability
 - Case studies giving practical examples throughout the report
 - Next steps looking ahead

3. Legal Implications

- 3.1 There are no legal implications.

4. Financial Implications

- 4.1 Whilst there are no immediate financial implications arising from this report, it should be assumed that any resultant future spending needs will need be contained within existing budget provision and have full and due regard to the budget principles set out in 'Sustainable Swansea – Fit for the Future', the medium term financial plan and the likely levels of future budgets.

Appendix 1:

Report on the compliance and progress of the implementation of the Children & Young People's Rights Scheme

Background Papers:

Children & Young People's Rights Scheme

<http://www.swansea.gov.uk/childrensrightsscheme>

Date: 29th October 2015

Legal Officer: Wendy Parkin

Finance Officer: Sue Rees

2015

Report on the progress of the implementation of the Children & Young People's Rights Scheme in Swansea

September 2013 – September 2015



City and County of Swansea
Dinas a Sir Abertawe



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Foreword

Children and young people has always been a priority for the City & County of Swansea.

The City & County of Swansea is the first local authority in the UK to voluntarily make a public commitment to Children's Rights and create a platform for change to achieve a culture where there is a full appreciation of children's rights, and that we consciously consider them in all of our work so that ultimately it results in better services and lives for children, young people and families in Swansea.

Being the first and only local authority to adopt this approach challenges existing ways of working and we are starting to see a culture change as we further develop our approach and embed our policy into practice.

The Children and Young People's Rights Scheme is an innovative road map to ensure consideration is given to the UNCRC in every decision the council makes. The success so far would not be possible without a partnership approach which includes working with our schools, communities, council services and wider partners to make this happen. We are delighted to be working with a wide group of people with a shared interest and commitment to this agenda.

The report captures the actions and progress that we have seen so far and we are both really pleased and impressed with the feedback received in relation to adopting a rights based approach. Awards are good, but putting child rights at the heart of our business is the right thing to do which is far more important for the future of our children and young people in Swansea.

Lead Cabinet Member and Lead Director

Councillor Christine Richards, Cabinet Member for Services for Children & Young People

Chris Sivers, Director of People

Introduction

The United Nations Convention on the Rights of the Child (UNCRC)¹ is an international convention that sets out rights for all children and young people up to the age of 18. It includes civil, political, social, economic and cultural rights and not only recognises children and young people's basic human rights, but gives additional rights to protect them from harm as one of the most vulnerable groups in society.

In September 2013 a report was presented to full Council² to embed the UNCRC within the Council's Policy Framework and to mainstream positive approaches to the rights of children and young people within the policy and functions of the City and County of Swansea. The Council expressed full support. This approach followed that taken by Welsh Government in March 2011, which saw the Rights of Children and Young Persons (Wales) Measure 2011³ embedded into Welsh domestic Law. In November 2014 the City & County of Swansea launched its own Children and Young People's Rights Scheme⁴, which provides an overview of the arrangements in place to demonstrate that we pay 'due regard' to the UNCRC and consider the rights of the child in our decision making processes.

The UNCRC has 42 articles and covers many areas to ensure children and young people are safe, have the things they need to survive and develop and have a say in decisions that affect their lives. In Swansea we frame our work through the four guiding principle articles. These represent the underlying requirements for **all** the rights in the convention to be realised by children and young people.

The 4 guiding principles are;

- **Article 2 - Non-discrimination**
 - All rights apply to all children without exception.
 - It is the State's obligation to protect children from any form of discrimination and to take positive action to promote their rights.
- **Article 3 - Best interests of the child**
 - All actions concerning children shall take full account of their best interests.
 - The state must ensure children have the care and protection they need, whether from their parents or alternative care arrangements.
- **Article 6 - Survival and development**
 - Every child has the inherent right to life.
 - The State has an obligation to ensure to the maximum extent possible the child's survival and development
- **Article 12 – Right to be heard**
 - The child has the right to express his or her opinion freely and to have that opinion taken into account in any matter or procedure affecting the child

¹ United Nations Convention on the Rights of the Child (UNCRC) 1989

² Rights of children and young people: Creating a due regard duty and embedding the UNCRC(1989) Council Report

³ Rights of Children & Young Persons (Wales) Measure 2011

⁴ Children & Young People's Rights Scheme (2014) Swansea

Developing and Implementing the Children & Young People's Rights Scheme

Following Council's decision, the Director of People took the lead on this area of work to ensure a clear plan was in place outlining the detail of how this would be implemented and developed. The challenge was to change culture and define our duty. This needed involvement from across all sections of the Local Authority to act as champions for Children's Rights. An **Implementation Group** was established to look at specific issues, with the aim of developing a Children and Young People's Rights Scheme that sets out arrangements on how we will comply with the 'due regard' duty to embed and promote the UNCRC and Children's Rights in Swansea. Subsequently, task and finish groups were set up to work on the different aspects of how this will work in Swansea. These groups looked specifically at how we develop;

- **Children's Rights and Equality Impact Assessments**
- **Training and Rights Based Practice**
- **Promotion and Awareness Raising**

Aside from these groups, a **Children's Rights Advisory Group** was established, made up of external partners to engage with us and jointly identify areas of good practice, make recommendations on areas for development and ensure wider partners feed into the process.

All the way through the development process we have prioritised **engagement with children and young people** to listen to their views and give them feedback on what we are doing and the progress we have made.

Developing a Children & Young People's Rights Scheme gave us the opportunity to create a platform for change and achieve a culture where there is a full appreciation of children's rights. The Scheme ensures that we consciously consider the rights of the child in all of our work. Ultimately this results in better services and lives for children, young people and families and ensures robust monitoring processes, whilst ensuring effective political oversight and developing a clear plan for the mainstreaming of children and young people's rights in Swansea. This clearly links to our five key corporate priorities of;

- **Safeguarding vulnerable people**
- **Improving pupil attainment**
- **Creating a vibrant and viable city and economy**
- **Tackling poverty**
- **Building sustainable communities**

Launch of the Children and Young People's Rights Scheme

The Children & Young People's Rights Scheme was launched by UNICEF UK Ambassador and Welsh actor Michael Sheen, who joined 111 children and representatives from Swansea at Pentrehafod Comprehensive School on Thursday 20th November 2014. The event also marked the 25th Anniversary of the United Nations Convention on the Rights of the Child

(UNCRC). Children, young people and adults worked together in a series of rights – based activities.

Children and young people from a selection of 25 rights-respecting schools facilitated the event and they were joined by adults representing the Children’s Commissioner’s Office for Wales; Cabinet members, councillors and staff from the City and County of Swansea; Assembly Members; and external partners from UNICEF UK and the Human Rights Observatory Wales at Swansea University.

Putting the arrangements in the Children & Young People’s Rights Scheme in place

The Children & Young People’s Rights Scheme was launched in November 2014. This sets out the arrangements in place to ensure transparency in the processes that are being followed to demonstrate that we pay ‘due regard’ to the UNCRC. We do this by;

- Embedding Children’s Rights Impact Assessment within the Equality Impact Assessment process
- Training and awareness raising for staff, partners organisations, children and young peoples and the public
- Reporting and monitoring our work progress, highlighting expected outcomes and evidencing our work
- Demonstrating how we deal with feedback and challenges
- Ensuring the participation of children and young people in decisions that affect their lives

Embedding the Children’s Rights Impact Assessment process within the Equality Impact Assessment

We have developed and embedded a Children’s Rights Impact Assessment process within the existing Equality Impact Assessment (EIA) process, which is a legal requirement under the Equality Act 2010⁵. The EIA screening and report forms now include specific sections to identify;

- whether any proposal or policy undergoing screening will impact on those under the age of 18
- how the proposal might impact on children and young people
- how the proposal is designed or planned in the best interest of children and young people
- actions which will be taken to mitigate impact on children and young people or address any identified gaps in knowledge and understanding

Following a pilot, in 2014/15 further work was carried out to improve integration of the UNCRC in our EIA process to meet our commitment to Children’s Rights. Our focus has been on ensuring that the process remains user-friendly, effective and workable for managers across the organisation. The integration of a Children’s Rights Impact Assessment has been

⁵ Equality Act 2010

well received. Guidance and support is in place to assist in this process through the Access to Services Team.

The Children’s Rights Impact Assessment process

The integrated Children’s Rights Impact Assessment was launched in November 2014, when the Children and Young people’s Rights Scheme was formally adopted by Cabinet.

The table below outlines the number of screening forms and full reports completed from November 2014 – September 2015

Number of EIA screening forms received	125
Number of full EIA reports required as a result of screening forms received	60
Number of full EIA reports that had a direct impact on Children and Young People	43

Children’s Rights Impact Assessments have been submitted from across the directorates of the City & County of Swansea and examples received have had both a direct or indirect impact on children and young people. Some examples of these completed assessments are;

- **Restructure of the Young People’s Service to encompass holistic family support work** including a change in management for the Traveller Education Service. All these services offer elements of lead work support to young people and their families, as well as supporting the agenda to reduce the number of young people not in education, employment or training (NEET) opportunities by providing support for mainstream and alternative school curriculum.
- **Penalty Notices Consultation & Implementation** to improve pupils’ regular and punctual attendance at school and alternative provisions. (Both a legal requirement and essential for pupils to maximize the educational opportunities available to them.) The issuing of penalty notices will be based on clear threshold criteria, which will be applied consistently and equitably.
- **School Remodeling Proposals (Pentrehafod Secondary School and Pentre Graig Primary Schools)** to ensure the initiative is planned to improve pupils’ school environment thus giving them the best opportunity of achieving to their full potential.
- **Families First re-commissioning of services** to improve outcomes for children, young people and their families. Ensuring all services are family focused and able to demonstrate impact, along with evidence of distance travelled for individuals. (Ensuring services are targeted and meet local identified need.) Re-commissioning focused less on numbers of individuals engaged and more on the difference interventions make on improving people’s lives.

Case studies: Outlined below are specific examples of how embedding children's rights within the equality impact assessment process have changed practice and service delivery:

Swansea Museums

Due to Swansea's commitment to embed children's rights across the whole council and the development of a children's rights impact assessment, Swansea Museum have taken the opportunity to evaluate and demonstrate how as a cultural establishment they embed children's rights within their day to day practice.

The following explicit links were made to articles of the UNCRC and demonstrates how children's rights and the voice of children and young people have had an impact on service delivery.

Article 26 Standard of Living

Swansea Museum is a free venue which includes all activities and workshops.

Article 28 & 29 Rights and Goals of Education

9,000 primary school children visit the museum through educational trips. 4site education programme is co-ordinated by the museum and offers educational trips for all cultural venues. A charge of £130 allows unlimited amount of educational trips or a school may book a session for £35. Current figures indicate 61 out of 63 primary schools in City & County of Swansea have taken up subscription in this current financial year, 21 from NPT and 6 from wider counties. The vast majority are primary school visits and link to curriculum subjects such as the Romans and WW2. Exhibitions such as City of Sanctuary and Ann Frank will contribute towards article 29 on the goals of education. Other topics, including the life of a Victorian woman and Copperopolis, will also touch on aspects under goals of education.

Article 30 Welsh Language

All exhibitions are fully translated along with marketing materials. The series of educational booklets were written pre computer age but still sell on a steady basis. Discussions have been held around the placement of all Modes object records being accessed through remote means. This would allow access to 40,000 records of objects and photographs.

Article 12 Having a Voice

The museum was inspected by young people as part of a pilot for young inspectors approximately 5 years ago. The report by young people was positive. A significant number of points were lost on access issues. Since that inspection the museum has had a lift installed and toilets adapted. Swansea Museum is committed to being a family friendly museum and has signed the Kids in Museums manifesto (see

Outdoor Education Centres

As a result of embedding children's rights within the existing EIA process and breaking down the protected characteristic of age to specifically identify impact on children and young people aged 0-18, greater emphasis has been placed on ensuring children and young people have a voice and are engaged in decisions that impact on their lives. (Article 12)

When proposals were being explored to undertake a commissioning review of Outdoor Education Centres, an initial consultation about the centres was held whereby young people fed back that they felt that this service was an extremely beneficial learning opportunity, which they would not want to see lost. They also gave positive feedback about all three of the centres and questioned the extreme differences in cost between full price and the free school meal price and stated that this sometimes caused difficulties.

As a result of initial consultation feedback, a further consultation with school councils was undertaken as part of the proposed price charges. Numerous school councils fed back that they were particularly unhappy with the proposed highest price of £210, which resulted in the views being taken on board and reduced to £150.

The feedback from young people placing so much value on the service has continued to ensure that the council strive to maintain an Outdoor Educational provision and continue to offer the best prices possible.

Overall, EIAs have evidenced that services are changing delivery/policy as a result of embedded children's rights. EIAs have also shown the need to deliver services that are efficient and avoid duplication, in efforts to maximise funds available.

However a small number of EIAs have identified a negative impact on children's rights. As a result, services have been able to work with those affected to seek alternative solutions and proposals, for example, the EMLAS Service and the Home to School Transport proposals were withdrawn as a result of demonstrating the impact on children and young people and officers developed an option papers and revised the initial proposals.

Promoting Knowledge and Understanding of the UNCRC

Baseline Survey

In partnership with Wales Observatory for Human Rights at Swansea University, we designed a survey for Councillors and staff from across all departments of the City & County of Swansea to complete. The aim was to measure the depth of knowledge and understanding of Children's Rights to assist us in ensuring that due regard is paid to

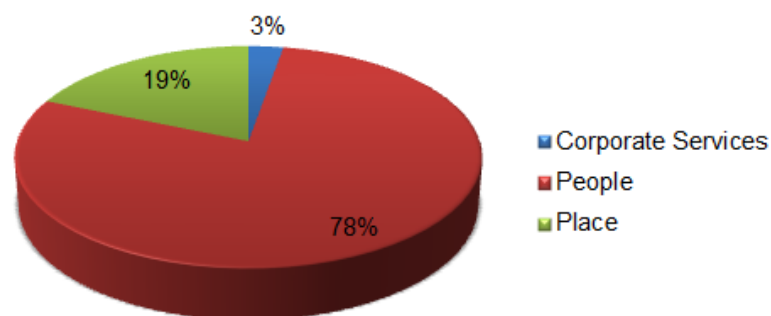
Children’s Rights across the work of the Council. The first baseline survey was run in June 2014⁶ and the same survey repeated in September 2015⁷ to identify progress and highlight areas for development.

The results to each question are highlighted below and comparisons between the two sets of data made in this report, where appropriate.

The 2015 Children’s Right survey link was promoted to Councillors and staff via the front page of the Council’s Intranet site, through ‘Top Brief’, and via email within directorates. However, it should be noted that not all members of staff have email or Intranet access.

A total of 336 individuals participated in the 2015 survey, which was less than 2014 where 491 responded in 2014, this is reflective of employment patterns within the organisation.

Participants were asked to indicate which Council department they worked. Over three quarters of the respondents were from the People Directorate (n = 228, 78%), 54 (19%) were from the Place Directorate, and 8 (3%) were from the Corporate Services Directorate.



Participants were asked to choose an option that best described their position in the Council. More than one option could be chosen. Almost half of the respondents (46%, n=153) chose ‘Service delivery’.

The respondents were then asked to choose options that best described their role. More than one option could be chosen. The majority responded ‘Dealing with members of the public’ (n=212, 63%).

When asked whether their role involved working directly with children, 133 (39%) of the respondents replied ‘Yes’. When asked about whether their role included policy decision making or strategic planning in areas affecting children aged 17 and under, almost a third of the respondents (29%, n=98) said ‘Yes’.

When asked whether their role involved working with organisations who work with children and / or their parents or carers, three quarters of the respondents said ‘Yes’ (75%, n=251)

Staff Awareness of the UNCRĈ

When the respondents were asked about how aware they thought staff in their Department were of the UNCRĈ, the majority of respondents thought it was good; with 37% (n=122)

⁶ Children’s Rights Survey Results CCoS June 2014

⁷ Children’s Rights Survey Results CCoS September 2015

responding 'Fairly good', and 18% (n=57) responding 'Very good'. In contrast, 32% (n=103) of all respondents thought the level of awareness was 'Fairly poor', and 13% (n=43) thought it was 'Very poor'

If we consider these responses by Directorate, in 2015 the best levels of overall awareness of the UNCRC were thought to be in the People Directorate, as in the 2014 survey. This is to be expected as the focus of the People Directorate is working with children, young people and families as part of their core business. Over both annual surveys, the poorest levels of staff awareness were thought to be in the Place Directorate's Operations Department. However, this may not be a true reflection of awareness levels within that Directorate area, as not many individuals responded to either survey and staff there have the most limited access to email and the intranet in the Council.

When asked about their own personal knowledge of the UNCRC, 13% (n=42) responded that they were not aware of it. Of those that were aware of the UNCRC, 25% (n=84) had a 'fair' level of knowledge of it, 24% (n=81) had 'some limited knowledge' of it, 21% (n=72) had 'good knowledge' of it, and 17% (n=57) had 'heard of the UNCRC'.

A key point demonstrating change was in responses to this question and when considered in percentage terms over the two years the survey was run, the level of respondents who were not aware of the UNCRC has fallen from 28% in 2014 to 13% in 2015. Alongside this change, the percentage of respondents with a 'good knowledge' of the UNCRC has risen from 13% in 2014 to 21% in 2015.

When asked the question 'Have you ever had cause to refer to the UNCRC in the course of your work with the Council?', 33% (n=109) of the respondents said that 'Yes' they had. This is a 10% higher percentage than responded 'Yes' to this question in the 2014 survey.

When asked 'Is there someone in your service area you could approach for information on the UNCRC?', 55% (n=184) of the respondents said 'Yes'. This is a rise of 21% responding 'Yes' to this question in comparison to those responding in 2014.

When asked 'Is there someone in the Council you could approach for information on the UNCRC?', 63% (n=211) of the respondents said 'Yes'. This is a 23% rise in 'Yes' responses to this question when compared to 2014.

The rise in positive responses to these questions corresponds with the rise in the personal knowledge of the UNCRC in the 2015 survey. This evidences our efforts to ensure Councillors and staff are aware of Children's Rights. However, it also highlights areas for development to improve awareness and training.

Training and Workforce Development Programme

As outlined in our Children and Young People's Rights Scheme we are committed to educate and develop the understanding of staff, partners and other stakeholders and have developed a suite of training programmes, which will help them to understand the processes they need to embed rights-based practice.

To do this, a training plan offering a range of opportunities has been developed. The plan includes:

A UNCRC-specific online training course

This package has been developed by Welsh Government and offers an introduction and basic overview of the UNCRC and its history. The course sits on the corporate e-learning pool and acts as a universal offer to staff.

Explicit links between the UNCRC and mandatory corporate training

The UNCRC has been incorporated into the following mandatory training for staff:

- Corporate Safeguarding
- Corporate Induction
- Customer Services and Equalities

Bespoke training for staff, partners and other stakeholders

Specific UNCRC training has been delivered by the Children & Young People's Rights Team to 314 individuals representing 53 services including council departments and wider partners such as:

- Young People's Service
- Nant Y Felin Residential Care Home
- Family Partnership Team
- 20 play organisations
- Children & Young People's Strategy Unit
- Family Information Service
- Team around the Family
- 27 early years settings, i.e. day nurseries, Flying Start settings, child-minders

Packages that support rights-based practice, i.e. training on National Participation Standards, Philosophy 4 Children, Communities of Enquiry and Cultural Participation have been delivered to 124 individuals representing 59 services:

- Young People's Service
- Family Learning Signature and Restorative Practice
- SNAP
- Info-Nation
- Careers Wales
- Lifelong Learning and Employment Training Service
- Play Team
- Team Around the Family
- ELiS
- SPARK Blaenymaes
- ABMU Health Visiting
- Smart Steps
- Stepping Stones

- Young Families Scheme
- Menter Iaith
- Family Partnership Team
- 26 day nurseries and flying start settings
- 17 National Cultural Organisations, e.g. National Museum of Wales

The following training has been delivered by UNICEF on behalf of the Council as a part of the Rights Respecting Schools Contract Agreement

- Agreed training days for schools have been facilitated:
 - 66 teachers have received Rights Respecting Schools Award training over 4 days;
 - A specific cluster event saw 138 members of teaching and support staff from schools in the Townhill ward being trained on the Award;
 - Schools have received individual support that has been bespoke to developing RRSA in that school, e.g. through additional sessions where up to 100 members of staff within the school received some Rights Respecting Schools Award related training.
- Sessions to Governors and Senior Leadership Teams have been delivered.
- Professional Learning Communities (PLCs) have been successfully facilitated with 66 schools (198 individuals) currently engaged.
- Training on the Award to services outside of school have been delivered to:
 - The Ethnic Minority Language and Achievement Service (EMLAS);
 - Staff in Pupil Referral Units;
 - The Behaviour Support Unit Team;
 - Young People's Service;
 - The Family Partnership Team;
 - Team around the Family;
 - Family Information Service;
 - The Children & Young People's Strategy Unit;
 - Engaging Learners in Swansea (ELiS);
 - The Traveller Education Service;
 - The Play Team.

Promotion and Awareness Raising

We are committed to raise awareness of the rights of the child and actively seek out opportunities to join up work and promote our work on embedding the UNCRC.

Promoting and awareness raising opportunities and events that the Children & Young People's Rights team have supported include;

- Wales Observatory Conference in September 2014 covering Implementing Children and Young People's Rights in the work of Local Authorities
- St David's Trinity College session to year 1 students in October covering Children and Young People's Rights in the work of Local Authorities
- Flying Start Conference
- Youth Support Services Conference
- Childcare Network Events

- The UNCRC overview for decision makers
- National Play day event at Spark Blaenymaes
- Foster Swansea Event
- AMBU Children’s Rights Conference – November 2014, Swansea’s journey embedding Children’s Rights
- Families First Conference
- National Participation Workers Forum
- Presentation to Welsh Government on how Swansea meets the requirements of Shared Purpose Shared Delivery
- Presentation to the Children & Young People’s 3rd Sector Forum
- Interplay Conference
- Rights Respecting Schools Award ‘Swansea – Doing it the Rights Way’ Conference
- Presentations to Headteachers of both Primary and Secondary Schools Presentation to the Strategic Equality Plan Working Group
- Early Years Tri County Conference

Case Studies

Below are some case studies outlining how the training and workforce development opportunities have impacted on practice.

Play

Children’s Rights has been an integral part of the work of the Play Team for a long time. It is clear that the values of the Team are underpinned by a child’s right to play, but importantly also by their right to voice, regularly consulting with children in decisions that affect them, e.g. about Play Spaces and on the content of the Play Sufficiency Assessment.

Children’s Rights are intrinsic in the training that the Play Team offers to others, ensuring that understanding and awareness of children’s rights is extended through our communities.

The Play team have been leaders in advocating children’s rights within their work across departments, e.g. championing the right to play and the need for play spaces in the development of planning processes.

Recently, having attended the Philosophy 4 Children training offered by the Council, Play Workers have integrated this learning into their practice using the techniques to facilitate group work such as that which takes place at the 123 Forum.

Early Years

“We believe that all those caring and working with children have a role to fulfil in recognising children’s rights and helping them to reach their potential as individuals. We want to provide an opportunity to all childcare workers across Swansea to learn and understand how to embed the rights respecting theme in their setting”.

Successes so far include:

- The impetus of children rights as a council priority led to the 2014 Family Information Service Annual Childcare Networking event focusing solely on rights. The event at Hafod Primary hosted 64 child minders and workers in childcare settings and aimed to develop their understanding of the UNCRC and the UNICEF Rights Respecting Schools Award. The event offered an opportunity for childcare workers to make explicit links between their work and its contribution to meeting children’s rights and to develop new skills that could facilitate conversations with young children about children’s rights. As a result of this, settings are using story telling approaches to implement and evidence rights based practice that mirrors the Rights Respecting Schools Award.
- Further requests for training and organisational support have led to Children’s Rights training being integrated into the Family Information Service training programme. This has led to a further 58 individuals participating in ‘Children’s Rights in Early Years’ training in 2014, reporting to have extended their understanding of children rights and their confidence in facilitating conversation’s about them in their settings.
- As a result of the Family Information Service’s enhanced understanding of the UNCRC, they have taken the decision to use children’s rights to underpin their small childcare grants. The criteria for the grants have been amended to encourage applicants to consider the impact on children’s rights when applying for equipment and resources.
- The workforce development packages offered to Early Years practitioners in Swansea has invited national interest from Officers, researchers and academics across Wales. A presentation on good practice in Early Years in Swansea will take place at the Children’s Rights Early Years Research and Development Network in November 2015 to share what has worked well so far.

Extending Workforce Development Opportunities

Nominated UNCRC leads in the Early Intervention Service and in Communities First have undertaken ‘UNCRC Trainer the Trainer’ courses delivered by Children in Wales. This means that capacity to enhance knowledge and understanding has been extended to a wider range of officers working with children, young people and families.

Housing

Officers within the City and County's Housing Teams have been working with young people for 12 months to develop mechanisms for young people affected by housing issues to have their voices heard in the development of its housing services. Young people from Action for Children, Swansea Young Single Homeless Project, BAYS and the Fi-Forum have come together to work with decision makers to identify issues relevant to young people in Swansea and to seek a way forward for change.

Issues such as learning to manage a household budget, support to live independently, anti-social behaviour in the community and homelessness were issues raised by young people.

As a result, a group of young people are now working with officers within the Authority to develop an advisory group which will consider how housing support for young people can be more widely publicised.

Whole Council Approach

Our ethos in Swansea is that everyone working for the Council is a member of the team committed to developing services to deliver the best outcomes for children and young people. Services for children and young people are at the heart of all our work with Safeguarding being our top corporate priority. Our commitment to children and young people is enshrined in our decision to become the first local authority in the UK to adopt the UN Convention on the Rights of the Child (UNCRC) as part of our Policy Framework. This approach has transformed the way the council works, developing services which are integrated and joined-up approach and deliver outcomes which are best for children and young people. An example of this is our work to embed Children's Rights being acknowledged within the Strategic Equality Plan, with every department across the Council is now contributing to specific objectives around the UNCRC.

The significance of Swansea's 'everyone is a member of the team' approach cannot be underestimated with us delivering the best outcomes for children and young people in our city. The integrated approach, under-pinned by our commitment to the UNCRC, has helped create an environment in Swansea in which children feel safe, supported and listened to.

Our approach has been recognised nationally at the MJ Achievement Awards in London in 2015, where Swansea Council's work on taking a whole council approach to embedding the rights of the child was recognised as a finalist in the Children's Services category. The MJ Awards are an opportunity to praise and promote the inspiring work that takes place in Local Authority teams displaying innovation and enthusiasm to frontline services.

Case Studies

Below are some case studies of how the departments across the council have embedded rights-based practice.

Child & Family Social Services is the first in Wales to implement 'Signs of Safety' as a driver for practice change to manage risk and promote well-being, and to enhance the voice of children and young people in our Child and Family Social Work teams.

The Signs of Safety model takes a safety and strengths approach to casework and it's all about practice with families. It's a way of working involving all the child's naturally-connected relationships, schools and friendship groups to safeguard the child. The approach continues to evolve through feedback from children, families, practitioners and professionals. The CSSIW has described what we do as 'refreshing', 'positive' and 'empowering'. It actually places children at the heart of everything we do.

Some of our biggest achievements from implementing Signs of Safety include;

- 15% reduction in the number of looked after children.
- Using engagement tools to learn children's views, wishes and hopes (*one child has their work enlarged on their bedroom wall*)
- Involving more children in their statutory reviews (*one young person chaired their own LAC review*)
- Providing children with a words and pictures storyboard safety plan (*one child showed a Police Officer their plan when they called to their home during a crisis visit and the Officer fed back that they were clear in how they needed to respond*)
- Reduced the number of children subject to Public Law Outline and Care Proceedings meaning more children remain living in their family
- Increased Special Guardianship Orders achieving permanence for children with their naturally-connected relationships.

Corporate Communication Department considers how children and young people can access Article 12 - *a child's right to say what they think should happen and be listened to* - and Article 13 - *a child's right to have information* - when preparing consultation and engagement opportunities.

Planning Department references Article 31 of the UNCRC - *a child's right to relax and play* - when writing to residents about proposed housing developments.

Library Services has introduced a Right of the Month promotion, identifying appropriate books linking to that Right

Strategic Equality Plan - The City and County of Swansea Council is required by law to develop and publish a Strategic Equality Plan (SEP). The purpose of the SEP is to show how we commit to fairness across all aspects of the Council's work. As part of the SEP there is a requirement to set Equality Objectives which demonstrate how the Council will go about promoting equality for all and making a real difference to the lives of those living and working in Swansea.

In our approach to embedding children's rights, we have now developed equality objectives that encompass children's rights alongside protected characteristics, across all service areas. All service areas have been required to set at least three UNCRC objectives with a focus on: Training & an increased knowledge and understanding of the UNCRC within each service area, Promotion and Awareness Raising of the UNCRC within each service area, by making the explicit link to the relevant articles, and use of "Dilly" (Children's Rights logo for Swansea) along with Compliance with the EIA process.

Work has already begun to consider how a similar model may be used within educational settings.

Participation of Children & Young People

Whilst local authorities have a statutory duty to promote and facilitate the participation of children and young people, the City and County of Swansea Council supports children's right to participate, recognising the value and importance of listening to what children and young people have to say about decisions that affect them.

The Big Conversation is a project co-ordinated by the Council's Partnership Team which aims to offer inclusive, safe and meaningful opportunities for children and young people to exercise their right to voice. The Big Conversation facilitates the widest possible participation of children and young people, by providing:

- opportunities to inform service delivery through consultation;
- opportunities to initiate agendas through philosophical enquiry;
- opportunities to be supported by an advocate/ or on an individual level to have their voice heard;
- opportunities to access online mechanisms, e.g. the Children & Young People Super Survey which covers a multitude of subject areas and themes;
- opportunities to engage through pupil voice and through the Rights Respecting Schools Award Framework.

Big Conversation Mechanisms

In 2014/15 there have been numerous opportunities for children and young people to inform service delivery through consultation, initiate agendas through philosophical enquiry and/ or be supported on an individual level.

In total 337 individual children and young people have participated in opportunities to have their voices heard in decisions that affect them. Some of the themes discussed, the key issues raised and outcomes of the engagement are outlined below;

Bullying and Stereotyping

- Young people explored reasons why bullying might occur and why people might choose to bully others. The enquiry provided a safe space for young people who have been bullied and those who may have bullied to talk about their experiences and make some sense of the concept.

Outcomes of engagement:

- Young people agreed that no further action needed to be taken as they were satisfied that there were lots of local and national support services that support anti-bullying.

Children's Rights and Looked After Children

- Young people felt it is important where possible to keep families together and for services to identify and provide the support required for families to be able to do that;
- Choice and location of foster placements are important, particularly in responding to the needs of young people being placed, e.g. being placed near friends and school;
- It is critical that services, carers and others listen to young people in care and work with them so that they receive the best care for them.

Outcomes of Engagement:

- This engagement took place at an event hosted by Foster Swansea. Issues raised by children and young people were linked to articles of the UNCRC and will be used to inform the work of Foster Swansea in 2015.

Sustainable Swansea and associated Budget Proposals

As part of the Big Conversation process and the on-going Sustainable Swansea consultation, 120 children and young people came together to discuss how Swansea Council can be smarter and leaner and provide the best possible services for children, young people, families and the wider communities of Swansea.

Key issues discussed were;

- reconfiguration of Youth Services;
- remodeling residential and outdoor centre provision including an increase in charging and income generation options;
- increase in price of school meals;
- review of delivery of free breakfast clubs;

- revised home school transport schemes;
- independent living - linked to social services proposals for the re-ablement of older people and people with disabilities;
- Park and Ride and other Bus service reductions and efficiencies;
- Children’s services proposals – linked to Foster Swansea and keeping children safe;
- smarter and more efficient use of resources included money and space.

Outcomes of engagement:

- a comprehensive report of input from children and young people was submitted to Council as a part of the wider Sustainable Swansea Consultation;
- feedback has been provided to children and young people about how their contributions have/have not been able to influence budget decisions. A clear area where young people’s voice has been influential in budget decisions has been in the reconfiguration of youth services; largely as a result of young people’s input, the closure of satellite youth clubs did not take place in the way that was proposed.

Children’s Rights and the UNCRC

Children and young people, via a series of road show sessions, were asked what they thought about the Children & Young People’s Rights Scheme as developed, which sets out the arrangements the City & County of Swansea has made to ensure we take into consideration and pay due regard to Children’s Rights when making decisions. These workshops also linked in to the consultation on Welsh Government’s Rights Scheme.

Outcomes of engagement:

The input from children and young people was heavily utilised in the development of the Swansea’s Children & Young People’s Rights Scheme. There was also an opportunity for staff to feedback to young people about how this has been done; young people agreed at this session that felt they had been listened to and that their input was apparent within the Children & Young People’s Rights Scheme. Examples of where this happened include monitoring arrangements; young people agreed that the implementation scheme should be monitored more frequently than every 2.5 years. This led to a decision being made that the Children & Young People’s Rights Scheme would be monitored continuously and reported on annually.

National Participation

Children and young people in Swansea were also supported to participate in opportunities to inform service delivery at a National Level. Some of the opportunities, themes and outcomes of the engagement are outlined below;

Informing national priorities through the Young Wales (Children in Wales) Project

Young people from Swansea attended the first National Youth Forum event under Children in Wales where they worked to refine a set of priorities across Wales for the year;

Outcomes of engagement:

- Young people agreed 6 National themes for consideration by children and young people in 2015-16; Domestic abuse and healthy relationships; Online safety; Raising awareness of children's rights; Substance Abuse; Mental Health and Bullying

British Youth Council

As a part of the 'Make Your Mark' project, young people from Swansea were supported to take part in a special event at the Houses of Parliament to decide on the priorities for the British Youth Council for 2015.

Outcomes of engagement:

- Young people agreed that the UK wide priority for British Youth Council members to focus on this year will be, "**Everyone should be paid at least the Living Wage** of £7.85 per hour (£9.15 in London). Anyone who works, regardless of age, should have a decent standard of living";
- The living wage will be a focus of discussion at a Big Conversation in 2015, and will be also be an all-Wales priority for young people.

Review of Children's Commissioner

Young people took part in the review of the current Children's Commissioner for Wales, led by Dr. Mike Shooter. Young people were able to discuss how well they knew about the work of the Commissioner and his office and how this could be improved.

Outcome of engagement:

- Through discussion, young people developed a better understanding of the role of the Children's Commissioner;
- A full report of young people's contributions has been published.

Examples of the impact of the Big Conversation mechanisms as evaluated by children, young people and colleagues:

On children and young people:

- Increased motivation to enquire and learn
- More critical and reflective thinkers and learners
- Improved confidence and self-esteem
- Enhanced literacy, numeracy and oracy
- Independent thinking
- Higher order thinking skills
- Increased co-operative skills

- Improvements in behaviour, and a reduction in bullying
- Better relationships with peers and parents
- Increased self-awareness

On colleagues and organisations:

- New strategies to enhance facilitation skills
- Greater confidence with using open-ended questioning and dialogue
- Greater engagement of young people in learning and decision making processes
- Process is adaptable to a range of settings

Children & Young People Super Survey

The Super Survey is an online mechanism designed for children & young people aged 11 – 19 to complete to listen to the views of children and young people. Data gathered informs and provides evidence for a range of partnership priorities and service delivery including; education, safeguarding, leisure opportunities, health and lifestyle choices, community cohesion and barriers to participation in local services. In 2014 the views of **3,160** young people were gathered, primarily in Secondary Schools, but also in community settings **50%** of the young people were male (n = 1,587) and **50%** female (n = 1,566) and the majority of respondents were aged 13-15 (72%), 25% were aged 11 – 12 and 3% aged 16 – 19.

The Super Survey primarily seeks to address Article 12, when adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account.

Overall the findings of the 2014 Survey were more positive than the 2013 Survey. A full report with comparative data is available⁸.

As part of the Survey children and young people were asked if they had heard of Children's Rights or the United Nations Convention on the Rights of the Child.

- **61% said they *had* heard of Children's Rights. This is a significant increase in the response given in 2013 where only 43% said they had heard of the UNCRC.**

Rights Respecting Schools

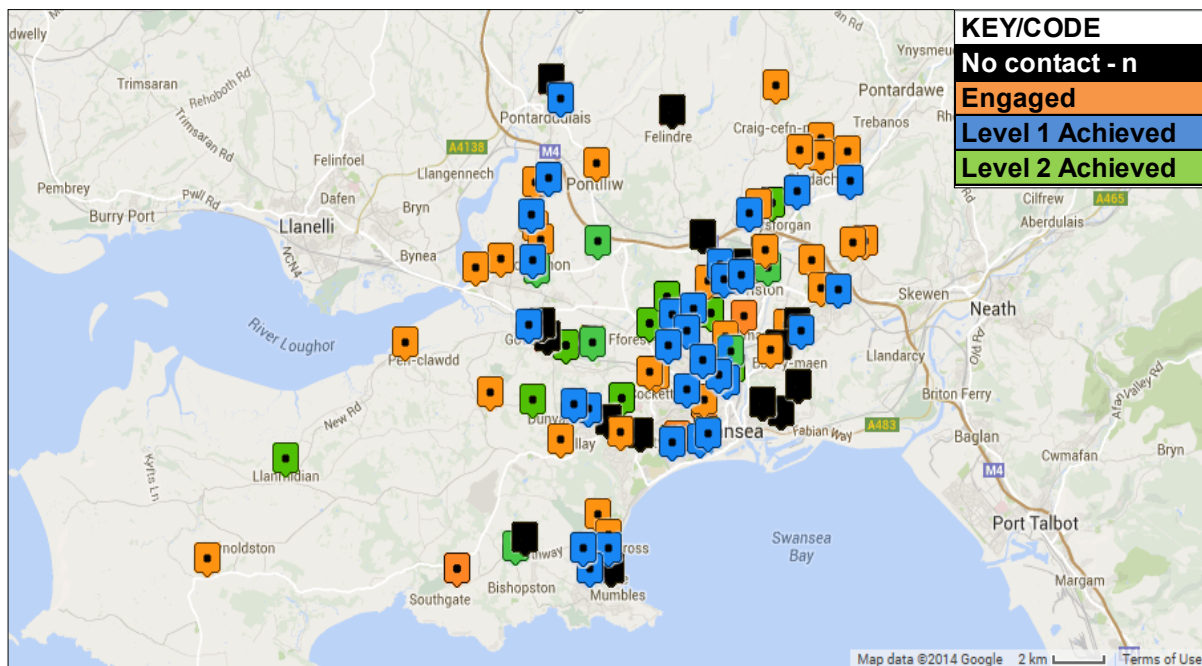
In May 2013 the City & County of Swansea signed an agreement with UNICEF UK to deliver the Rights Respecting Schools Award with a target set by the City & County of Swansea to ensure **all** schools become Rights Respecting School by 2017 with the support of UNICEF UK. The Rights Respecting Schools Award (RRSA) recognises achievement in **putting Children's Rights at the heart** of a school's planning, policies, practice and ethos. A rights-respecting school not only teaches about children's rights but also models rights and respect in all its relationships between teachers and pupils, between parents and between pupils.

⁸ Super Survey Full Report 2014-15

Our key achievement to date is how children’s rights have been embedded in schools. The Rights Respecting School initiative supported the decision by Cabinet to promote and raise awareness of Children’s Rights in Swansea. Before this agreement was in place only 31% had engaged on a Rights Respecting Schools journey. To date 84% of schools have engaged on their Rights Respecting Schools journey.

- 33% have already achieved Level 1
- 16% have already achieved Level 2
- Only 16% of Schools have yet to start their Rights Respecting journey

The map below indicates which schools in Swansea as at September 2015 have engaged with the Rights Respecting Schools Award and the stage of their journey.



The aim is to target school clusters to ensure transition is in place for children and young people when they move from Secondary to Primary School. The challenge is to get Secondary Schools to engage in the process as in the past this has been seen as a primary model.

Case Studies

Below are some examples of the success of the Rights Respecting Schools approach and how this approach is contributing to improving outcomes for children and young people in Swansea.

Evidence of the success of the Rights Respecting Schools Award Approach

There have been a number of notable successes in Swansea including:

- Two Swansea primaries have been successfully re-assessed at level 2 (3 years) evidencing the sustainability of the programme. The reports were validated by Unicef UK Accreditation & Standards Committee
- Pentrehafod Secondary became the first Secondary in Wales to achieve RRSA level 1 and subsequently the first Secondary School in Wales to achieve RRSA level 2
- Ysgol Gyfyn Bryntawe became the first Welsh Medium School in Wales to achieve RRSA level 1
- Cefn Hengoed Secondary became the Second Secondary in Wales to achieve RRSA level 1
- Uptake of Welsh Medium Schools has significantly increased
- Estyn recognised rights as sector leading practice in Hafod Primary inspection. Following the report, Estyn produced and published a good practice review on rights and the impact on the whole school environment:
<http://www.estyn.gov.uk/english/docViewer/343324.8/respecting-rights/?navmap=33,53,158>

This recognition was published in South Wales Evening Post:

<http://www.southwales-eveningpost.co.uk/School-praised-pupil-rights-teaching/story-26207440-detail/story.html>

- Projected number of assessments for summer term is higher than any previous year
- Keith Towler ended his role as Children's Commissioner for Wales with a visit to a rights respecting school and spoke about the difference learning in a rights based environment can have on children. This was followed by an article in South Wales Evening Post:

<http://www.southwales-eveningpost.co.uk/Human-rights-work-Hafod-Primary-outstanding-says/story-26181996-detail/story.html>

On the 3 July 2015 we held a celebration event run by pupils from Rights Respecting Schools in Swansea, who outlined the difference a rights based approach has made to them and their school and how this has impacted on attainment and wellbeing.

Children and young people from across Swansea demonstrated the positive impact a rights based approach has made to their lives and encouraged other schools to adopt the Rights Respecting Schools approach.

Initial feedback from School across Swansea have noted that adopting a rights based approach has had a positive contribution to pupils attendance, well-being and attainment indicators, with a reduction in exclusions and improved behaviour.

Accountability

Scrutiny

The Council's Scrutiny Programme Committee will undertake an approach to act as champions for Children's Rights when assessing the work of the Council and the way the Children & Young People's Rights Scheme is being implemented across the Council and its impact.

Questioning strategies will be developed so that any scrutiny activity is deemed to have a direct or indirect impact on children and young people (aged 0-18 years), scrutiny councillors can both champion children's rights and scrutinise how due regard to the United Nations Convention on the Rights of the Child (UNCRC) has been paid.

A training session will be held in October 2015 to develop scrutiny councillors' understanding of children's rights and the policy context within which they sit in Swansea. The session will enable members to feel comfortable and supported to both champion children's rights and apply them in their scrutiny role.

External Monitoring

From an external perspective, the Advisory Group continues to meet bi-annually. This group of external partners includes representation from Welsh Government Empowering Children & Young People, Fairer Futures Division; Children's Commissioners Office for Wales; UNICEF UK and the Wales Observatory on Human Rights of Children and Young People at Swansea University. The group works alongside Officers and Cabinet Members in Swansea to identify and share areas of good practice and make recommendations on areas for development.

The Children's Commissioners Office for Wales and officers from the City & County of Swansea continue to work in partnership to address Children's Rights issues as they arise in Swansea through quarterly scheduled meetings.

The Wales Observatory on Human Rights of Children and Young People contributed to the development of the scheme and to the child rights aspects of Swansea's equality impact assessment procedures. The Observatory continues to attend the Advisory Group and to share best practice on impact assessment and evaluative methods derived from its national and international work on embedding rights. Furthermore, collaboration between City and County of Swansea and the Observatory and the Centre for Criminal Justice and Criminology on research studies, for example on education, mental health, asylum and child and family interventions, continues to produce findings supportive of implementation of the duty. The Observatory have a clear role in assessing the application of the UNCRC due regard duty within the City and County of Swansea and is able to make representation to relevant parties both within and outside the City & County of Swansea within this context.

Outcomes and Impact

Initial reports from schools who have already adopted a rights-based approach show how this approach has contributed to attainment, attendance and well-being outcomes for children and young people in Swansea. This has been recognised through the Estyn Inspection Framework and many of our Swansea Schools have had Estyn Best Practice Guides published to this effect.

Although it is early days, initial reports have shown us that a rights-based approach is having an effect on children and young people and adults.

Impact on Children and Young People

- Improved self-esteem and feelings of being valued and listened to
- Increased levels of respect, leading to improved relationships with others
- A sense of security as rights respecting language and behaviour is used consistently throughout service received
- Improved attainment and attendance and a reduction in exclusions in schools
- An understanding of religion, cultures, beliefs and abilities different to their own
- A wider and deeper understanding of the world in which they live
- Are able to recognise that rights apply everywhere not just in school
- Having more confidence to speak out about child protection or welfare issues
- Enhanced moral understanding and positive attitudes towards diversity in society and the reduction of prejudice
- Children and young people becoming more involved in decision making.

Impact on Adults

- Increased consultative approach – a platform is developed for engagement and discussion with adults and children, young people and their families
- A sense of ownership in developing an approach that meets the needs and aspirations of those we serve
- A sense that the whole authority is working towards a common goal, leading to feelings of empowerment for both staff and public.
- A whole Council approach to children's rights is emerging with many departments contributing a range of work that supports children and young people in Swansea (both directly and indirectly) and are making explicit links between that work and the UNCRC
- An emerging culture shift is happening where services are continuing to, or beginning to, recognise their work as rights based, and developing an understanding of how this contributes to our Corporate Priorities.

National Participation Standard for Children and Young People in Wales

The National Participation Standards sets out an accountability framework that organisations working with children and young people should aim to work by, to ensure that children and young people have a quality experience when participating or engaging in services or in decisions that affect their lives.

The Standards should underpin any work with children, young people and their families and as such the Children and Young People's Rights Team offer support to services/organisations to embed them into their practice. This involves completing a brief questionnaire based on the Standards to encourage services to think about how they can ensure a good experience for those engaging in their services. Sometimes this level of support is enough; on other occasions further support work has been offered to plan/develop opportunities for children and young people.

Good examples of where support has been provided include:

- ABMU 'Changing for the Better' – the ABMU Health Board used the Participation Standards to develop a series of sessions to engage with children and young people from Swansea, Neath Port Talbot and Bridgend on the proposed changes to health services across the ABMU area
- Western Bay Safeguarding Board – Swansea Children and Young People's Rights Team supported the Business Unit of the Western Bay Safeguarding Children's Board to use the Participation Standards to think about how young people could enjoy a quality experience in engaging in the development of the Board's business plan. This led to providing support to run a session (using Big Conversation techniques) to determine priorities for 2014/15.

Internally, this accountability framework has been embedded into contractual agreements. All service providers contracted within the Families First and Flying Start programmes are required to give consideration to Children's Rights and to the National Participation Standards when making policy or service decisions that affect children and young.

In practice this means that these services should:

- make commitments to develop their knowledge and understanding of the UNCRC through training and workforce development opportunities;
- take opportunities to promote and raise awareness of children's rights in their work and settings, and;
- make use of the National Children and Young People Participation Standards to self-assess the quality of the participation experience for children and young people receiving their service.

The incorporation of the National Participation Standards into contractual agreements has meant that quality engagement of children and young people has been placed at the forefront of people's minds. As well as increasing awareness of what quality means in practice, training and support to understand the practical application of the standards has led to organisations recording the work they do to encourage quality experiences for those accessing these services.

Looking Ahead

Since the launch of the event, work has been on-going to implement and measure impact of the Children & Young People's Rights Scheme. An UNCRC Action plan has been developed which is based on clearly identified priorities for the year and encompasses a whole council approach to Children's Rights. There are five key areas which focus on:

1. Making such arrangements as is considered suitable to promote and facilitate participation by children in decisions of the authority which might affect them, as required in the Children and Families (Wales) Measure 2010.
2. Developing knowledge and understanding of the UNCRC through training for all staff and decision makers within the City and County of Swansea, including other statutory and key voluntary partners.
3. Promotion and awareness raising of the UNCRC.
4. Ensuring appropriate and robust mechanisms are in place to receive feedback and complaints in relation to the UNCRC.
5. Ensuring compliance, accountability and impact of the UNCRC due regard duty that is evidenced based.

Listening to and involving children and young people

Big Conversation

The following themes will be considered by young people in Swansea during Big Conversations in 2015 -16:

- Housing and homelessness;
- The changing nature of youth work and services for young people (and their families) in Swansea;
- Impact of the implementation of the Children & Young People’s Rights Scheme including RRSA;
- Domestic abuse and healthy relationships;
- Anti-Bullying;
- Sustainable Swansea and allocation of resources in Swansea during budget decision making periods.

These are themes that have been set by young people through feedback from previous Big Conversations and through emerging data derived from the previous Super Survey.

Super Survey

The Super Survey will be developed and rolled out in the Summer Term 2016 and information will be used to inform service delivery planning, improve service delivery and develop strategies and work plans.

Whilst Article 12 of the UNCRC states we should listen to the views and opinions of children and young people, it is also important to recognise how we feedback to children and young people, explaining what has changed as a result of the Survey. This will be done in the following way:

- all schools will receive an individual summary report
- discussion with the Children & Young People Participation Team and children and young people in each school via the school council
- school councils to disseminate wider via the pupil voice.

Rights Respecting Schools

The agreement with UNICEF UK will continue to support schools on their Rights Respecting Schools journey, with a view to all schools in Swansea achieving Level 1 RRSA status by 2017. There will be a focus on targeting the 10 remaining schools that have yet to register an interest, especially Secondary Schools.

Training, Promotion and Awareness Raising

Bespoke rights-based training packages will be delivered to senior decision makers, including the Council's Cabinet Members, Scrutiny Board Members and Pupil Governors.

Building on the success and enthusiasm in embedding children's rights into early years settings, a bespoke six-day course opportunity has been developed. Taking place over one year, the course is aimed at Managers or Nursery Leaders in early years' settings, and is designed to develop knowledge and understanding of the UNCRC and its practical application. Included will be the introduction of tools to enhance settings e.g. storytelling and Philosophical Play, practices that have been shown to promote children's language skills and enhance their well-being. Based on action research, the course will culminate in the creation of case studies that will explore how rights-respecting provision impacts on individual children in childcare settings.

Promotion and Awareness Raising

Work has been on-going to promote and raise awareness of Children's Rights including publication of the arrangements for promoting and facilitating the participation of children.

The Children's Rights Team have been working closely with the Communications department to establish a communication strategy and campaign plan with key objectives to be delivered across the whole of Swansea including the use of our Rights Logo "Dilly".

Future developments will include online mechanisms for children and young people to have their say in decisions that affect their lives as individuals or as groups (such as Twitter or Facebook) and for young people to access information about the UNCRC and the work the City and County of Swansea.

Use of the Dilly Logo on Edunet sites across Swansea as a direct portal to local and national children's rights information as well as useful contacts, has been a recent suggestion by schools and one which we plan to explore.

The Children's Rights Team has also been working closely with the Children's Commissioner's Office and our Corporate Complaints Team to establish advocacy arrangements and ensure that children, young people and their families or support workers are able to explore queries around children's rights and the appropriate advice or action be taken and monitored for the best possible outcome.

Children's Rights Impact Assessments

By incorporating Children's Rights within the existing EIA process, the Children's Rights Team has forged a strong working relationship with Access to Services and colleagues across the local authority.

Work has already started to ensure that monitoring arrangements of EIA responses and record keeping is efficient and effective across the two teams by developing shared systems. It has also been identified that further work is required around the impact on Children's Rights and it is envisaged that, with increased training and continued use of Children's Rights within day to day practise, the quality of information provided by individual services will strengthen.

A working group has already been established to explore the use of a similar model within educational establishments and proposals will be presented to Headteachers in 2016.

Children and Young People's Partnership Board

A new Children & Young People's Plan will be developed for Swansea with a clear vision and aims for children and young people that will be aligned to our work on embedding Children's Rights. The new plan will:

- align to the One Swansea Plan and will outline the role of the Children & Young People's Partnership Board in overseeing the relevant section (B – People Learn Successfully);
- oversee our statutory requirements as defined in the One Swansea Plan, in line with the Shared Purpose: Shared Delivery paper Annex B; Child Participation;
- capture our strengths – what we are already doing - in order for us to note them and not duplicate but identify gaps where the action needs to take place for add value to what we already do as a partnership;
- capture our actions/areas for development as a partnership;
- identify plans/strategies the Children & Young People's Partnership Board will oversee;
- ensure we are able to evidence what difference a children's rights approach has made.

The re-established Children & Young People's Partnership Board will reinvigorate the partnership working on children and young people's issues, ensuring that the Council's top priorities around safeguarding, educational attainment, building sustainable communities and poverty reduction are reflected, along with the commitment to Child Rights, ensuring rights based practice is embedded.

The Children & Young People Participation Network, now re-named "Children's Rights Network" has agreed terms of reference to ensure a more robust set-up, which supports the Children's Rights work in Swansea and feeds into the Children & Young People Board to co-ordinate and further promote rights based working across Swansea.

Agenda Item 7

Report of the Chair

Scrutiny Programme Committee – 9 November 2015

PROGRESS REPORT – SERVICE IMPROVEMENT & FINANCE 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 Service Improvement & Finance Scrutiny Performance Panel. Councillor Chris Holley, 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, Convener of the Local Service Board Scrutiny Performance Panel
Lead Officer & Report Author	Karen Bewen-Chappell, Scrutiny Officer Tel: 01792 636292 E-mail: karen.bewen-chappell@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.
- 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. These regular reports ensure awareness amongst the committee as well as visibility across the council and public.

- 1.4 This report focuses on the Service Improvement & Finance Scrutiny Performance Panel. Councillor Chris Holley, convener of the Panel, will provide a progress report. To focus the discussion, a short written report is attached as **Appendix 1**. This includes a summary of Panel activities, correspondence between the Panel and Cabinet Members, proposals made and impact.
- 1.5 The Membership of the Panel (11) is as follows:

Labour Councillors: 4

David Cole	Joe Hale
Phillip Downing	Des Thomas

Liberal Democrat Councillors: 3

Chris Holley (CONVENER)	Mary Jones
Jeff Jones	

Independent Councillor: 2

Lynda James	Keith Marsh
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Conservative Councillor: 2

Anthony Colburn	Paxton Hood-Williams
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2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

Service Improvement & Finance Scrutiny Performance Panel Update

1. Remit of the Panel

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

2. Introduction

The Panel is focused on contributing to the budget process and annual improvement process by providing a critical friend for the Cabinet, and helping to ensure accountability. This is particularly important when the Council is experiencing one of the most difficult budget settlements it has ever faced, with cuts to the Local Government Settlement increasing from an anticipated 1.5% to a potential 4.5% in 2015/16.

3. Key Activities

The Panel held 3 meetings between July and October. This has involved speaking to a range of Cabinet Members (3) and has resulted in 3 convener's letters being sent to Cabinet Members and 2 letters sent to external organisations

In their September meeting the Panel agreed to change their meeting times from 1.30 to 11.00, this came into effect from the October meeting onwards.

The main issues covered were as follows:

12 August

- Q & A session with Cllr Mark Child, Cabinet Member for Well Being & Healthy City to discuss the implementation and impact of budget decisions within his portfolio.
- Q & A session with Cllr Clive Lloyd, Cabinet Member for Transformation & Performance to discuss the implementation and impact of budget decisions within his portfolio.

16 September

- A Cabinet Member session about performance indicator GTC4 and the City Centre Regeneration Programme.
- The end of the Year Budget Report and the 1st Quarter Budget Monitoring Report including Budget Savings

14 October

- The end of year performance monitoring report 2014-15 and the 1st quarter performance monitoring report.

4. Achievements / Impact

The Panel has met with 3 Cabinet Members since July, holding them to account on a range of issues. This has included:

- **Cabinet Member for Well Being & Healthy City** - The Panel noted that the Parks service is currently helping to establish Friends groups to run parks across the authority. We raised a number of questions about this, the self-management of sports clubs and activities and why participation in sports is in decline since the 2012 Olympics. The Panel also requested clarification round some aspects of the forthcoming Cultural Services review which includes Leisure services.
- **Cabinet Member for Transformation & Performance** – The Panel discussed the wider aspects of this portfolio which includes; Sustainable Swansea and a thorough overview of the context of budget savings and commissioning reviews. We raised concerns about the new performance review process being undertaken across the authority and the need to access timely, pertinent and accurate financial and performance information especially for decision making. The Panel recommended that Sustainable Swansea documents available to the public contain a glossary or summary that is ‘public-friendly’.
- **Cabinet Member for Enterprise, Development & Regeneration** – The Panel raised concerns about the decline in performance relating to visits to the Grand Theatre. We decided to further explore and focus on the following topics and questions for further scrutiny of the Grand Theatre and the arts in Swansea:
 - Are the catering facilities at the Grand Theatre cost effective and value for money ?
 - Staff and pay conditions within the public sector in comparison with cultural and leisure industry rates ?
 - Investigate the number of WNO performances in Swansea.
 - The funding does the WNO receive from the Arts Council Wales ?
 - How does the Arts Council Wales ensure that there is a balance in the funding subsidies given out across Wales.

The Panel has written to and received replies from both the WNO and Arts Council Wales. Representatives from both organisations will attend future meetings. We have also requested an update on the tender documents and proposals regarding the redevelopment of the Civic Centre and St David sites later in the year.

- **Budget Monitoring** – We have discussed issues around:
 - the financial outlook for the next two years
 - job evaluation and equal pay.
 - VAT rebate and school reserves.

- **Performance Monitoring** – The Panel has raised questions around local and national performance indicators in terms of matching CCOS performance against other authorities. We noted that the authority is aiming to move performance information onto an online management information system. This will enable officers to present performance information live, identify trends in a more accessible format. The Panel also discussed the Balance Scorecard, member training for understanding and interpreting performance data and inviting external organisation such as; BIDS to attend future meetings.

5. Future Work Programme

- The Panel's work plan for 2015/16 will be updated to reflect the additional topics as a result of the Work Planning Conference and the external organisations that the Panel would like to attend future meetings.
- The Panel will continue to send letters to external organisations as a result of their attendance at meetings and to further explore topics on their work plan.
- The Panel will also to discuss performance with external organisations and plan to do some work around this.
- The Panel will continue with the Q & A sessions with Cabinet Members and to monitor the budget at key points throughout the year.
- The Panel has added an extra pre budget meeting in their work plan for 2015/16.

6. Action required by the Scrutiny Programme Committee

None.

Report of the Chair

Scrutiny Programme Committee – 9 November 2015

SCRUTINY WORK PROGRAMME 2015/16

Purpose	This report reviews the current scrutiny work programme.
Content	The current work programme is described, including the plan for future committee meetings, and progress of panels and working groups.
Councillors are being asked to	<ul style="list-style-type: none">• accept or make changes to the scrutiny work programme• plan for the committee meetings ahead• review progress of established panels and working groups• consider opportunities for pre-decision scrutiny
Lead Councillor	Councillor Mary Jones, Chair
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 work of scrutiny aims to:

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

1.3 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.

It also needs to be:

- manageable, realistic and achievable given resources available
 - relevant to council priorities
 - adding value and having maximum impact
 - coordinated and avoid duplication
- 1.4 The work of scrutiny is undertaken primarily in three ways – through the committee itself, by establishing informal panels or via one-off working groups.
- 1.5 Scrutiny will regularly send letters to Cabinet Members communicating findings, views and recommendations for improvement and, where appropriate, by producing reports. 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 the implementation of agreed recommendations and the impact of their work – usually 6-12 months following cabinet decision.
- 1.6 Although much of the work of scrutiny is carried out by informal panels and working groups these meetings are accessible to the public. Agendas, reports and letters relating to all scrutiny activities are published on-line: <http://swansea.gov.uk/scrutinypublications>.

2. Scrutiny Work Programme

2.1 Scrutiny Programme Committee:

- 2.1.1 The committee's work plan for the year ahead is attached as **Appendix 1**. This includes a schedule of future Cabinet Member Question & Answer Sessions. This should be kept under review to ensure it represents a robust and effective plan.
- 2.1.2 Committee members should review and confirm items for the next and future meetings giving specific consideration to who should attend so that meetings are always well planned and prepared for, e.g. information required and key questions that the committee wishes to ask. The committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g. pre-decision scrutiny which may require extra meetings.
- 2.1.3 Pre-decision scrutiny – the committee is invited to consider the available information on future cabinet business (see Forward Look attached as **Appendix 2**) and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications. Any requests will require discussion with relevant Cabinet Member(s) to confirm timescales and window of opportunity for scrutiny involvement. Pre-decision scrutiny enables scrutiny to develop understanding about and ask questions on proposed Cabinet reports to provide 'critical friend' challenge and influence decision-making.

2.1.4 Committee Review - the review of the Gypsy & Traveller Site Search Process (commenced in February 2014) has been carried out via special meetings of the Scrutiny Programme Committee. Evidence gathering has now been completed and a final report is being prepared to conclude this review.

2.2 Panels and Working Groups:

2.2.1 **Appendix 3a & 3b** provide a snapshot of progress with the informal panels and working groups established by the committee to carry out specific activities and their current position.

2.2.2 Following a pre-inquiry Working Group meeting, the Terms of Reference recently agreed by the Child & Adolescent Mental Health Services Inquiry Panel are also included. The key question that the Panel will explore is: *How is the Council working with health and other partners to reduce demand for specialist child and adolescent mental health services?*

2.2.3 For further information a contact list for lead scrutiny members and officers is also contained in **Appendix 4**.

3. **Council Priorities - Update**

3.1 Dean Taylor, Director - Corporate Services, will attend the meeting to provide an update on council priorities and main strategic challenges facing the council. This follows on from the information he provided to the Scrutiny Work Planning Conference in May.

3.2 The purpose of the Director's report is to ensure that the committee is given advice to inform the Scrutiny Work Programme and help ensure that major activities are aligned with corporate priorities and contribute to the big issues facing the Council.

3.3 The Director's paper is attached as **Appendix 5**.

4. **Public Requests for Scrutiny / Councillor Calls for Action**

4.1 None.

5. **Financial Implications**

5.1 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.

6. **Legal Implications**

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

Background papers: None

Legal Officer: Wendy Parkin
Finance Officer: Paul Cridland

Appendices:

- Appendix 1: Committee Work Plan 2015/16
- Appendix 2: Forward Look (Cabinet Business)
- Appendix 3a: Overall Scrutiny Work Programme Timetable 2015/16
- Appendix 3b: Progress of Panels and Working Groups
- Appendix 4: Scrutiny Councillor / Officer Leads
- Appendix 5: Update on Council Priorities

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)
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 Letters	<ul style="list-style-type: none"> To review scrutiny letters and Cabinet Member responses arising from 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 (12 Oct; 11 Jan; 11 Apr)
Scrutiny Events	<ul style="list-style-type: none"> Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development & improvement Issues; WLGA / CfPS network meetings)

Items for Specific Meetings:

Meeting	Reports	Purpose
13 Jul	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Leader of the Council
	<ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> Final Inquiry Reports: <ul style="list-style-type: none"> Corporate Culture 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Andrew Jones, prior to submission to Cabinet for decision
	<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 2014/15, as required by the constitution
	<ul style="list-style-type: none"> Work Programme 2015-16 	<ul style="list-style-type: none"> To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings

10 Aug	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Deputy Leader / Cabinet Member for Services for Children & Young People
	<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"> • Councillor Support and Development 	<ul style="list-style-type: none"> • Discussion on training and development needs develop knowledge and skills • Consideration of services on offer from the WLGA
14 Sep	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Wellbeing & Healthy City
	<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"> • Children & Young People’s Rights 	<ul style="list-style-type: none"> • To consider report from Director – People on involvement of scrutiny in assessing the Children & Young People’s Rights Scheme, and possible actions in relation to training needs and becoming champions for this work
12 Oct	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Education
	<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"> • Final Inquiry Reports: <ul style="list-style-type: none"> ▪ Education Inclusion 	<ul style="list-style-type: none"> • To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Cheryl Philpott, prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> • Annual Local Government Performance Bulletin 2014-15 	<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
9 Nov	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Transformation & Performance
	<ul style="list-style-type: none"> • Council Priorities 	<ul style="list-style-type: none"> • Update from Director - Corporate Services, on council priorities, strategic challenges, key decisions
	<ul style="list-style-type: none"> • Children & Young People’s Rights Scheme – Compliance and Progress 	<ul style="list-style-type: none"> • To discuss annual progress report on implementation of Children & Young People’s Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014)
	<ul style="list-style-type: none"> • Scrutiny / Audit Committee Coordination 	<ul style="list-style-type: none"> • Chair of Audit to attend to share work plan of Audit Committee. Discussion to ensure: <ul style="list-style-type: none"> - mutual awareness and understanding of respective work plans and co-ordination - issues relating to work programmes can be discussed

	<ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements
14 Dec	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Finance & Strategy
	<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"> Final Inquiry Reports: <ul style="list-style-type: none"> School Governance 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Fiona Gordon, prior to submission to Cabinet for decision
11 Jan	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Services 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 on headlines from the Panel’s work and achievements
8 Feb	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Services for Adults & Vulnerable People
	<ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements
14 Mar	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Next Generation Services
	<ul style="list-style-type: none"> Crime & Disorder Scrutiny 	<ul style="list-style-type: none"> Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc
	<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
11 Apr	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Enterprise, Development & Regeneration
	<ul style="list-style-type: none"> Final Inquiry Reports: <ul style="list-style-type: none"> CAMHS 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from the convener, prior to submission to Cabinet for decision
	<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

9 May	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Environment & Transportation
	<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
- Referrals from other council bodies, such as cabinet

APPENDIX 2 - FORWARD PLAN
Internal Plan 2015 - 2016

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Aspiring to a Digital Business 2020	The Council's direction of travel towards becoming a digital business enabled by ICT	Sarah Crawley	Cabinet Member - Transformation and Performance	Cabinet	19 Nov 2015
Award of Framework Contract for Provision of Taxi Services.	To seek Cabinet approval to award a framework contract for the procurement of taxi services.	Cath Swain	Cabinet Member - Education	Cabinet	19 Nov 2015
Disposal of Land Adjoining the Rear of Lidl Foodstore, Sway Road, Morriston.	The Council own unused vacant land, approx. 2,000 sq m (0.49 acres), and wishes consider its disposal.	Stuart Ramsey	Cabinet Member - Finance and Strategy (Leader)	Cabinet	19 Nov 2015
Disposal of Penllergaer Civic Centre.	To agree way forward on disposal of Penllergaer Civic Centre.	Geoff Bacon	Cabinet Member - Finance and Strategy (Leader)	Cabinet	19 Nov 2015
Gypsy & Traveller Site Provision - Legislative Context.	The report provides an overview of the expectations placed on the Council to deliver appropriate Gypsy & Traveller site provision.	Emyr Jones	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	19 Nov 2015

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
<p>Continuation of Swansea City Centre Business Improvement District (BID)</p>	<p>Swansea BID was incepted in 2006 and a continuation BID was agreed in 2011. The current BID is coming to the end of its current 5 year term and will be subject to a ballot renewal process for a subsequent third term in February 2016.</p> <p>The purpose of the Report is to overview the BID scheme to date and, as one of the largest BID members, to set out the implications for the Council of the continuance of the BID with a view to seeking the support of members.</p>	<p>Lisa Wells</p>	<p>Cabinet Member - Enterprise, Development and Regeneration</p>	<p>Cabinet</p>	<p>19 Nov 2015</p>
<p>Review of Car Parking Enforcement at the Guildhall.</p>	<p>To review the current arrangements for staff and Member parking at the Guildhall.</p>	<p>Martin Nicholls</p>	<p>Cabinet Member - Finance and Strategy (Leader)</p>	<p>Cabinet</p>	<p>19 Nov 2015</p>

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Proposed Changes to the Hackney Carriage Fares.	The report sets out the legislative background, provides details of the proposed changes to the fares, the effects of the proposed changes on certain fares charged, details of the consultation undertaken and the responses received and officer observations in respect of the proposed changes.	Lynda Anthony,	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	19 Nov 2015
Proposed Highway Gyrotory at the Junction of Westway and Wellington Street, Swansea City Centre	To seek Cabinet approval to add the project to the Capital Programme funded via the Welsh Gvt Vibrant & Viable Places (VVP) Programme - 2015/16 and 2016/17: Strategic Infrastructure Project CCS008	Gareth Hughes	Cabinet Member - Environment and Transportation	Cabinet	19 Nov 2015

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Review of the Gambling Policy	The report sets out the legislative requirements for reviewing the Gambling Policy, provides details of the consultation undertaken and the responses received, details officer observations in respect of the responses and details the proposed changes to the policy.	Lynda Anthony,	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	19 Nov 2015

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
<p>Swansea LSB & Healthy City Ageing Well and Strategy for Older People Action Plan 2015-19.</p>	<p>Each local authority needs to develop a local ageing well plan that responds to the Ageing Well in Wales programme. The overall aim of the programme is to ensure that there is an improvement in the wellbeing of people aged 50+ and it has the following priority areas:</p> <ul style="list-style-type: none"> · Age Friendly Communities · Dementia Supportive Communities · Falls Prevention · Opportunities for Learning and Employment · Loneliness and Isolation <p>The plan has been developed as a partnership LSB & Healthy City initiative as part of implementing the One Swansea Plan priority on older people's independence.</p>	<p>Euros Owen</p>	<p>Cabinet Member - Services for Adults and Vulnerable People, Cabinet Member - Wellbeing and Healthy City</p>	<p>Cabinet</p>	<p>19 Nov 2015</p>

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Ward Members Allowance Scheme	Amendments to existing Members Environmental Allowance Scheme to increase the scope of permitted areas of expenditure.	Martin Nicholls	Cabinet Member - Finance and Strategy (Leader)	Cabinet	19 Nov 2015
Cultural Services Commissioning Review	A review of all Cultural Services under the Sustainable Swansea New Models of Delivery Strand within the Commissioning framework. The report details what transformation of services is required in order to achieve the £5m savings target including reduction of services, testing the market place for alternative providers and which services may be appropriate for community groups.	Tracy McNulty	Cabinet Member - Environment and Transportation, Cabinet Member - Wellbeing and Healthy City	Cabinet	19 Nov 2015

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
Adoption of the Ffynone and Uplands Conservation Area.	<p>The report provides a summary of the final SPG document in terms of:</p> <ul style="list-style-type: none"> - Its aims/objectives - How it has been compiled - The character appraisal for the area - The management plan for the area - Outline of the draft article 4 direction that is proposed to be served on selected properties (this will require further consultation and a report back to the Planning Committee) <p>Ultimately the document will become a material planning consideration for all developments and alterations in the conservation area.</p>	Steve Smith	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	10 Dec 2015
Depot Rationalisation Project	<p>The report outlines the project and preferred options and sets out the operational and financial case for the changes.</p>	Geoff Bacon	Cabinet Member - Finance and Strategy (Leader)	Cabinet	10 Dec 2015

Details of the Decision to be taken	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision
<p>City Centre Development Sites – Selection of Preferred Developer(s).</p>	<p>Two city centre sites, the former St Davids Shopping Centre/LC car park site and the existing Civic Centre site with adjoining car parks, have been marketed as significant development opportunities. Following an OJEU open dialogue procurement process bidders put forward their development proposals and these have now been given detailed consideration and analysis by CCS officers and their professional advisors. Cabinet will be asked to select preferred developer(s) based on analysis of bids and recommendations</p>	<p>Huw Mowbray</p>	<p>Cabinet Member - Enterprise, Development and Regeneration</p>	<p>Cabinet</p>	<p>17 Dec 2015</p>
<p>Delivering for Swansea - Corporate Plan 2015/17 - update for 2016/17.</p>	<p>To publish updates and revisions to the Council's Corporate Plan for 2015/17.</p>	<p>Richard Rowlands</p>	<p>Cabinet Member - Finance and Strategy (Leader)</p>	<p>Cabinet</p>	<p>17 Mar 2016</p>

Scrutiny Work Programme 2015-16

Appendix 3a

ACTIVITY	November	December	January	February	March	April
Scrutiny Programme Committee	9	14	11	8	14	11
Inquiry Panels						
Current:						
School Governance (started May 2015)	2 19 30					
CAMHS (start Oct 15)	17	1 15	5 19	2 16		
Follow Up:						
Inward Investment (Cabinet 20/1/15)						
Streetscene (Cabinet 14/4/15)						
Social Care at Home (Cabinet 20/8/15)						
Corporate Culture (Cabinet 15/10/15)						
Education Inclusion (Cabinet 19/11/15)						
	Key for Inquiries:					
	Scoping	Evidence Gathering	Final Report	Cabinet	Follow Up	
Performance Panels						
Service Improvement & Finance	11	9	13	10	9	13
Schools	3	3	21	18	17	14
Child & Family Services	23	21	18	15	14	11
Local Service Board (multi-agency panel)		7	4	22	21	25
Other Panels / Working Groups						
Transformation of Adult Social Services Panel	16	14	11	8	7	4
Building Sustainable Communities (pre-inquiry)	26					
ERW Regional Scrutiny Group						
Local Flood Risk Management						
Civic Events	12					
Welsh Housing Quality Standard						
Tethered Horses						

Progress Report – Current Scrutiny Panels and Working Groups

1. Inquiry Panels:

a) **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:

Planning	Evidence Gathering	Draft Final Report

The Panel’s final report is being presented to the Cabinet on 19 November.

Projected End Date: Complete

b) **School Governance** (convenor: Cllr Fiona Gordon)

Key Question: How can the Council ensure that school governors provide effective challenge for their schools?

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

Most of the evidence gathering has now been completed. The Panel is due to meet with the Cabinet Member for Education on 2 November. This will be the final evidence along with the results of a survey of all governors and feedback from school observations.

Projected End Date: December 2015

c) **Child & Adolescent Mental Health Services** (convenor: Cllr Mary Jones)

Key Question: How is the Council working with health and other partners to reduce demand for specialist child & adolescent mental health services?

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The panel has scoped the inquiry and agreed its terms of reference (attached). It will gather evidence between November and February 2016.

Projected End Date: April 2016

2. Pre-Inquiry Working Groups:

a) Building Sustainable Communities (convener: Terry Hennegan)

The work will commence on 26 November with a pre-inquiry working group where the Cabinet Member/Officers will attend to provide an overview of the Community Action Strand. The Working Group will then plan the inquiry.

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	15 Jul 2014 (Follow up complete)
Public Transport	12 Nov 2013	13	1	0	20 Oct 2014 (Follow up complete)
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	24 Jun 2015 (Follow up complete)
Attainment & Wellbeing	1 Jul 2014	11	0	0	11 Jun 2015 (Follow up complete)
Inward investment	20 Jan 2015	10	0	2	14 Jul 2015 Further follow up tba (March 2016)
Public Engagement	17 Feb 2015	15	1	0	25 Aug 2015 (Follow up complete)
Streetscene	14 Apr 2015	14	4	3	Nov 2015
Social Care at Home	20 Aug 2015	16	5	1	May 2016
Corporate Culture	15 Oct 2015	19	0	0	Jul 2016

4. Performance Panels:

a) **Service Improvement & Finance** (convener: Cllr Chris Holley)

See separate report - item 7 of the agenda.

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

The Panel met on the 14 October to carry out pre-decision scrutiny on the Cabinet report about the Future of Education Other Than At School Services. A member of the Panel then fed the comments raised to Cabinet on the 15 October.

The Panel meet on in 8 October with the Challenge Advisor, the Headteacher and Chair of Governors of a Swansea Primary School to discuss their school improvement plan and prospects for improvement.

The Panel will next meeting on the 3 November where they will look at the Annual Report of School Audits for 2014-15 and the Chair of Audit has been invited (the panel have agreed that they would like to develop better links with other bodies that are working to regulate and work with schools and the Audit Committee was highlighted as an example). The Panel will also look at the Post Inspection Action Plan progress report arising from the Estyn Inspection of Education 1 year one.

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

The Panel met on October 19th to have a workshop about their work plan for 2015/16, recap on the work they carried out so far, the next steps for the Panel and the Wellbeing & Future Generations Act. The Panel agreed a number of questions to ask each organisation that sits on the Local Service Board. These include; the contribution of each organisation to the Older People's Independence priority and the progress and outcomes of their contribution. The Panel will look at the work of other Local Service Board Scrutiny Panels and the work carried out around the terms of reference for the Public Service Board.

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

The panel met on 26th October and discussed the progress with the development of the Post-16 Service. This meeting focused on the tender process to award the contract for delivery to Barardos.

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 in a closed session on 19 October to consider a follow up report on unit costings for local authority residential care homes and local authority domiciliary care.

b) **Education Through Regional Working** (regional scrutiny group)

A meeting for scrutiny councillors and officers from the six councils participating in ERW was held in Port Talbot on 22 September. Swansea was represented by Cllr Fiona Gordon and Cllr Cheryl Philpott. It was agreed that a scrutiny councillors group will be set up in order to coordinate scrutiny work and ensure a consistent approach. The next meeting will be held in Swansea and is being arranged for February 2016. Swansea Scrutiny Team will provide the support for this group as the Council's contribution to ERW.

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

The draft Flood Risk Management Plan has been completed. A meeting will be arranged in November/December for the working group to participate in the consultation process for the draft plan.

d) **Civic Events** (convener: Cllr Anthony Colburn)

The Civic Events Working Group will meet on 12 November to consider a report on the types of events that the Council organises and manages and any issues that have arisen from recent events.

d) **Welsh Housing Quality Standard** (convener: Cllr Terry Hennegan)

The members of the Working Group will be discussing which officers in addition to the relevant Cabinet Member they would like to invite to their meeting. They plan to agree what information, issues, questions and ideas they would like to be included within the report. The report will enable the Working Group to consider the Council's progress towards achieving the Welsh Housing Quality Standard within its social housing stock.

Further Working Groups to be convened in the future as time and resources allow, in the order of priority shown:

1. Tethered Horses

the relevant cabinet member / officer will be requested to provide a report covering policy and practice in relation to issue of tethered horses, and extent of problem. Issues have been raised about horse welfare, impact on local communities and council resources, and whether there has been any learning from examples / actions elsewhere. The Council has also received a petition which presses for a ban on the tethering of

horses on public spaces across Swansea. The Deputy Leader (in accordance with petitions protocol) has referred this to scrutiny therefore the Working Group will be asked to consider this.

Expressions of interest from scrutiny councillors have been invited and are reported to the committee for agreement. The Working Group will then be convened as soon as possible.

2. Tree Preservation Orders (TPOs)

the relevant cabinet member / officer will be requested to provide a report covering assessment of current service in relation to TPOs (objectives, procedures and practice, challenges, improvement plans etc.) for questions and discussion. Some issues raised about the identification / maintenance of TPOs, enforcement process and sanctions, also in relation to the interface with local members about information relevant to their areas.

3. Corporate Building Services

the relevant cabinet member / officer will be requested to provide a report covering assessment of current service (objectives and achievements, procedures and practice, value for money, challenges, improvement plans etc) for questions and discussion. Some issues raised in relation to procurement, costs / competitiveness, joined up working across the Council.

4. Roads / Highway Maintenance

the relevant cabinet member / officer will be requested to provide a report covering service practices and procedures (e.g. dealing with pot holes), use of resources, prospects for improvement. This will enable 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.

Child & Adolescent Mental Health Scrutiny Inquiry Panel Terms of Reference

Key Question

The panel has agreed that the primary focus for the inquiry should be on prevention and early intervention to reduce the numbers of children seeking specialist CAMHS support. The key question, therefore, is:

How is the Council working with health and other partners to reduce demand for specialist child and adolescent mental health services?

Lines of Inquiry

- a) **Multi-agency prevention & early intervention:** how do partners (education, health, youth offending, child and family services, third sector) work together to provide prevention and early intervention services?
- b) **Accessing services:** what is the new referral process and how does it operate? Is a diagnosis/dual diagnosis the best course of action to access services?
- c) **Training:** how are professionals who work with children and young people trained to identify mental health issues? How does the expert patient scheme operate and what are the benefits?
- d) **Transition:** how effective is the transition from child & adolescent mental health services to adult services?

These lines of inquiry will form the basis for evidence gathering and for questioning strategies in panel meetings.

Intended Impact and Contribution

- Evidenced proposals that will lead to better access to child & adolescent mental health services
- The views of key stakeholders including health professionals providing services, the voluntary and community sector, social services and education officers
- Consideration of the conclusions and recommendations from regional and national reports
- Increased councillor understanding about how child and adolescent mental health services are delivered and the effectiveness of the services
- Greater public awareness of child and adolescent mental health services.

Appendix 4

Lead Scrutiny Councillor / Officer Contacts:

Activity	Lead Councillor	Lead Scrutiny Officer
Scrutiny Programme Committee	Mary Jones cllr.mary.jones@swansea.gov.uk	Brij Madahar (01792 637257) brij.madahar@swansea.gov.uk
Inquiry Panels:		
School Governance How can the Council ensure that school governors provide effective challenge for their schools?	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Child & Adolescent Mental Health Services How is the Council working with health and other partners to reduce demand for specialist child and adolescent mental health services?	Mary Jones cllr.mary.jones@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Inquiry Panels (follow up)		
Inward Investment	Jeff Jones cllr.jeff.w.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Streetscene	John Bayliss cllr.john.bayliss@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Social Care at Home	Uta Clay cllr.uta.clay@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Corporate Culture	Andrew Jones cllr.andrew.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk

Education Inclusion	Cheryl Philpott cllr.cheryl.philpott@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Performance Panels:		
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	Chris Holley cllr.chris.holley@swansea.gov.uk	Karen Bewen-Chappell (01792 636292) karen.bewen-chappell@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	Karen Bewen-Chappell (01792 636292) karen.bewen-chappell@swansea.gov.uk
Other Panels / Working Groups:		
Transformation of Adult Social Services	tbc	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Local Flood Risk Management	Susan Jones cllr.susan.m.jones@swansea.gov.uk	Karen Bewen-Chappell (01792 636292) karen.bewen-chappell@swansea.gov.uk

Building Sustainable Communities (pre-inquiry)	Terry Hennegan clr.terry.hennegan@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Civic Events	Anthony Colburn clr.anthony.colburn@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Welsh Housing Quality Standard	Terry Hennegan clr.terry.hennegan@swansea.gov.uk	Karen Bewen-Chappell (01792 636292) karen.bewen-chappell@swansea.gov.uk

APPENDIX 5 - SCRUTINY PROGRAMME COMMITTEE
9 NOVEMBER 2015
COUNCIL PRIORITIES – DIRECTORS’ OVERVIEW

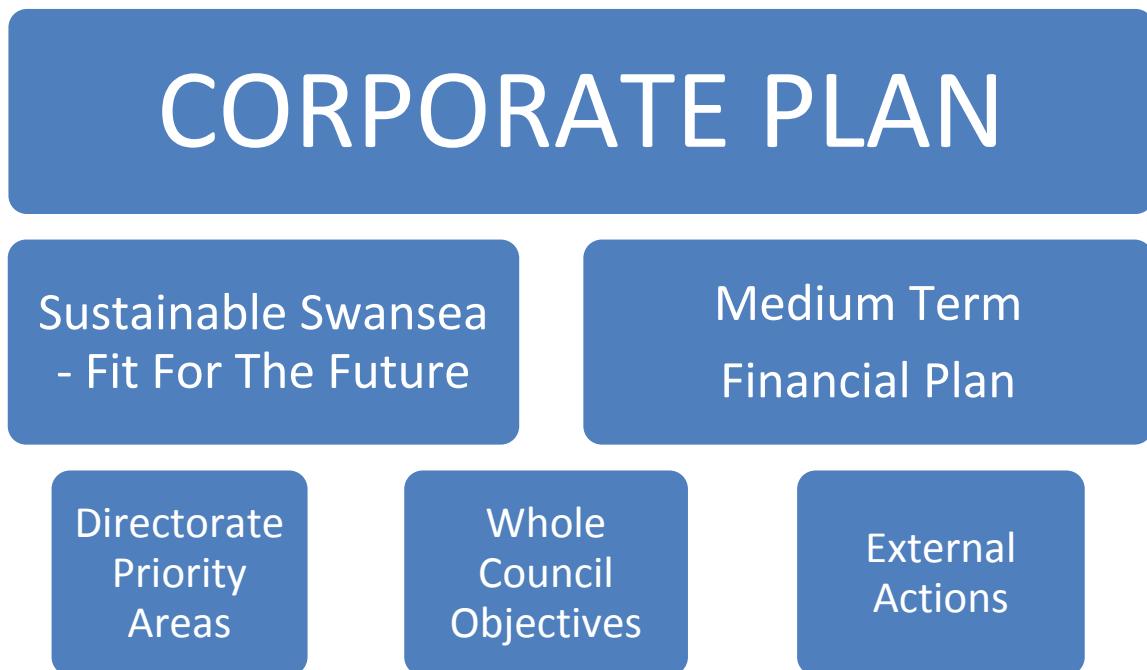
A PURPOSE

This brief paper provides an update (following discussion at the Scrutiny Conference in June 2015) on the Council’s Priorities and the main strategic challenges facing the Council.

B BACKGROUND

Scrutiny wishes to focus its time on the major challenges facing the Council and the key decisions that Cabinet will need to take during the course of the year.

This paper provides the context for this from the following areas:



C CORPORATE PLAN

The Corporate Plan 2015/17, *Delivering for Swansea* was approved by Council in February 2015. It sets out our top 5 Priorities for the medium term as follows:

City and County of Swansea Corporate Plan Priorities
Safeguarding Vulnerable People
Improving Pupil attainment
Creating a Vibrant and Viable City Centre Economy
Tackling Poverty
Building Sustainable Communities

The Priorities are underpinned by 3 key principles:

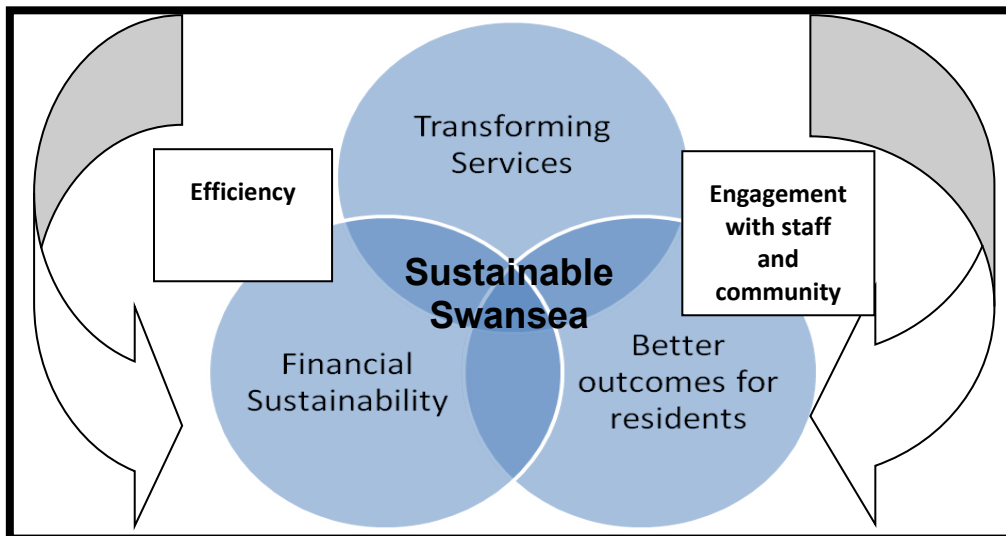
1. *Sustainability*
2. *Prevention*
3. *Partnerships*

Action includes:

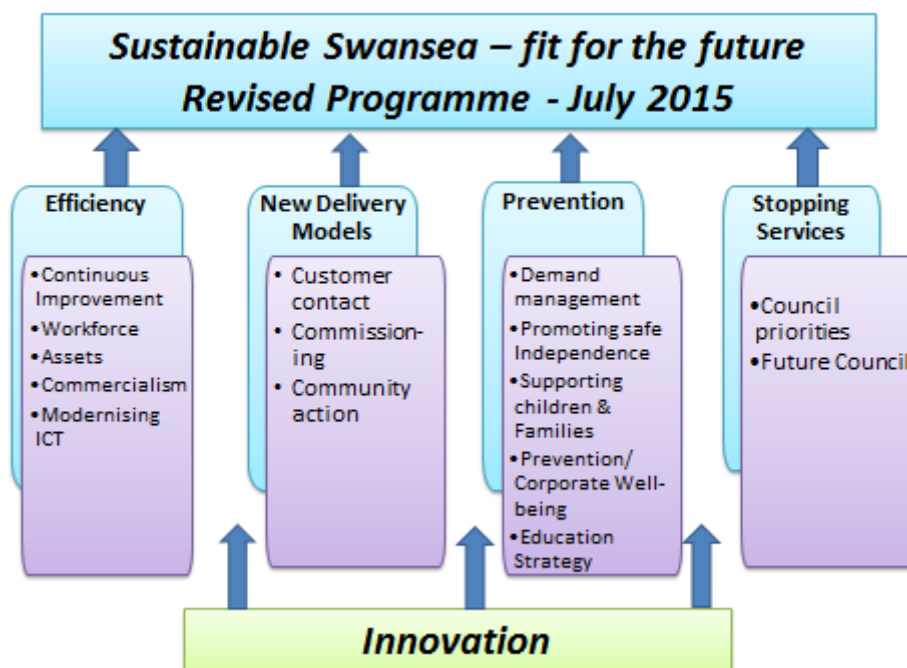
- Increasing the amount of resources directed to achieving these priorities – some form of Outcome Based Budgeting is envisaged
- Prioritising and aligning the policy commitments with the 5 Priorities
- Review of the outcomes linked to the 5 Corporate Plan Priorities for the 2016/17 refresh

D SUSTAINABLE SWANSEA – FIT FOR THE FUTURE

Sustainable Swansea sets out our strategic and long term framework for whole Council change and service transformation to meet the financial and other challenges that we face. *Sustainable Swansea* has 3 key objectives:



The *Sustainable Swansea* strategy (revised by Cabinet in July 2015) is as follows:



Action includes:

- The Delivery Programme for *Sustainable Swansea* is being aligned with major service change in Directorates so that the contribution of all services to the different Strands is clearly identified and monitored
- The first round of Commissioning Reviews have been approved by Cabinet and implementation has commenced
- Activity across the commercialism strand is increasing with new ideas for income generation in most Services

E MEDIUM TERM FINANCIAL PLAN (MTFP)

The MTFP sets out the Council's 3 year spending plans, how we propose to manage financial pressures and how we will fund our priorities. As well as the annual (February) MTFP, we have also introduced a Mid-Year Budget Statement (October).

The current estimate of savings for the next 3 years, 2015/16 to 2017/18, is £80m. The MTFP sets out the following strategic savings targets for major service blocks:

Service	Current Budget £m	Percentage Reduction/Increase over 3 Years	Amount Realised £m
Schools & Education	159.5	-15	-23.9
Social Care: Child & Families	39.1	-15	-5.9
Social Care- Adults	65.6	-20	-13.1
Poverty & Prevention*	3.5	+5	+0.2
Place	54.0	-50	-26.5
Corporate Services	25.1	-50	-12.5
Total	346.8m		-81.7m

The revised *Sustainable Swansea* Delivery Programme sets out how these savings will be delivered through the 4 Workstreams and 14 Delivery Strands and Projects.

Action includes:

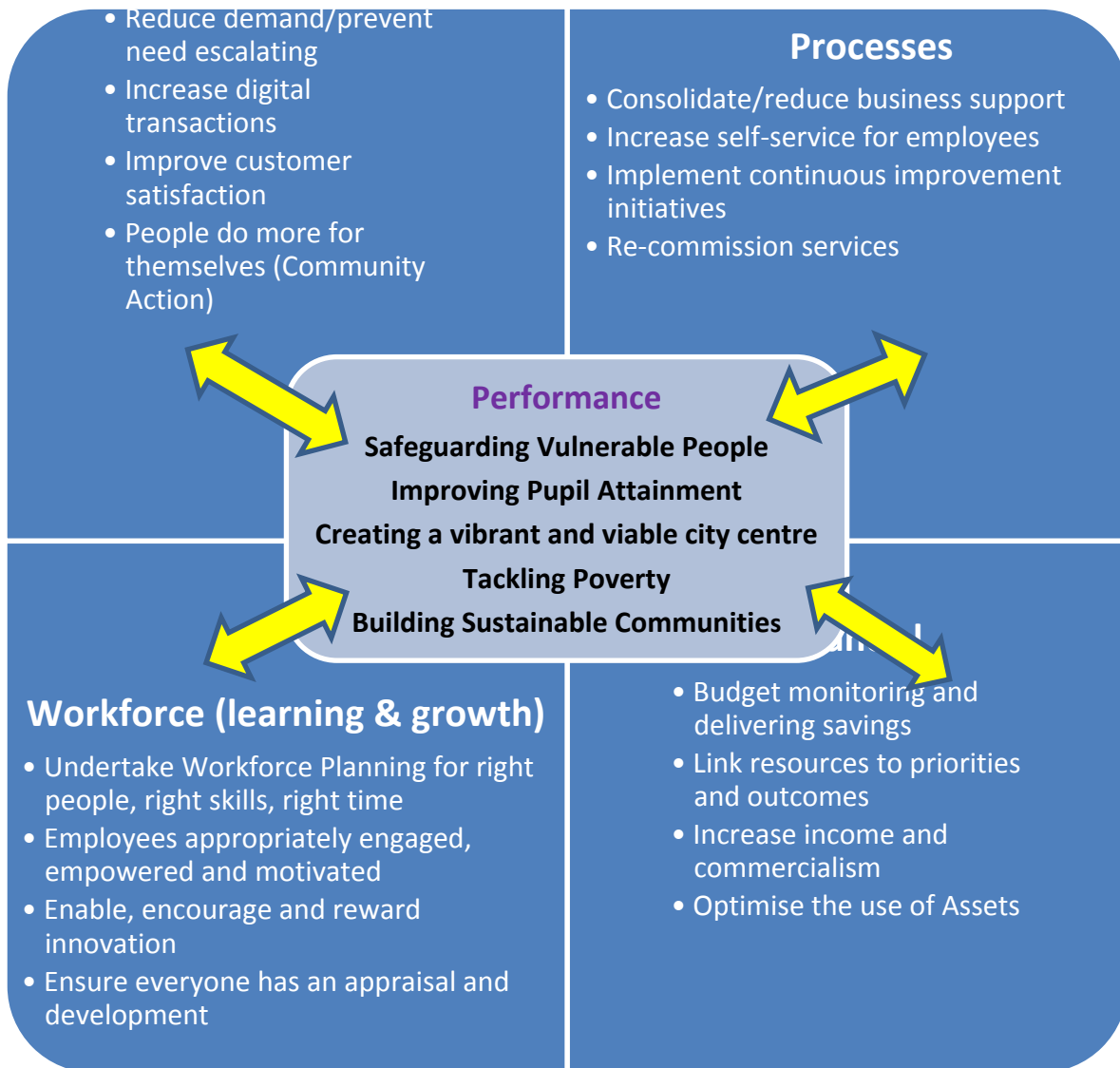
- Review of existing MTFP savings proposals to check they are still deliverable and options for other savings
- Stocktake of the Adult Social Care budget strategy
- Work with Schools on the future Education/Schools Budget Strategy

NB: Scrutiny will wish to agree when to engage in the development of budget proposals for 2016/17 and the revised MTFP

F WHOLE COUNCIL OBJECTIVES

The Corporate Plan and *Sustainable Swansea* contain our priorities for the medium term, within the financial framework of the MTFP.

The Executive Board has identified a number of whole Council objectives that sit within the “balanced scorecard” quadrants, as illustrated below:



These are being monitored by the Executive Board.

Action includes:

- Monthly Reputation Tracker with a range of customer data and feedback
- Roll out of further self-service for staff eg: annual leave
- Sampling of appraisals
- Monthly budget savings tracker

G EXTERNAL ACTIONS

The Council is also required to respond to a range of external inspections, reports and recommendations. These are linked to the relevant priorities and other work above. The major (not exhaustive) current external actions are as follows:

EXTERNAL AGENCY	COMMENT
Estyn	<ul style="list-style-type: none">• Improvement Plan following the inspection in 2013• Action plan is in place and monitored by the Chief Executive's Improvement Board
Welsh Audit Office	<ul style="list-style-type: none">• Corporate Assessment undertaken in November 2014• Report and action plan considered by Council in August 2015
WLGA Peer Review	<ul style="list-style-type: none">• Peer Review undertaken in September 2014• Action Plan has been reported to Council and is monitored by the Executive Board
CSSIW	<ul style="list-style-type: none">• Report on social care in the Council, reported to Council in Autumn 2014• Action Plan being implemented

H CURRENT PRIORITY AREAS

Flowing from the Corporate Plan and the work on *Sustainable Swansea*, the following is a summary of the key priority areas over the next year or so:

DIRECTORATE	STRATEGIC CHALLENGES
Corporate	<ul style="list-style-type: none"> • Sustainable Swansea Delivery, including: <ul style="list-style-type: none"> ○ Commercialism ○ Customer Contact Transformation ○ Commissioning Reviews ○ Prevention Strategy • Medium Term Financial Plan and Budget Savings • Performance Management and Improvement (including Action Plans from Peer Review and WAO Corporate Assessment) • Information Management and Technology improvements (including the new in housed managed ICT service) • Council wide Cultural change/Innovation Programme
People	<ul style="list-style-type: none"> • Remodelling Adult Services and changing the balance of care • Integrating care services with community health services • Safeguarding children and vulnerable people • Implementing new provider models in care services • Safely reducing the numbers of Looked After Children • Improving educational attainment at all levels • Improving education attendance • Implementing the Estyn Post-Inspection Action Plan • Remodelling education provision post the behaviour review • implementing the Social Services and Wellbeing Act • Review of the corporate Tackling Poverty Strategy • Providing effective support to reduce the numbers Not in Education, Employment or Training • Develop partnerships to manage introduction of Universal Credit • Embed the UNCRC in Council services and systems • Through the LSB – take action to promote independence of older people, and to reduce incidents of domestic abuse
Place	<ul style="list-style-type: none"> • City Centre Regeneration • City Region • European Funding • Meeting the Welsh Housing Quality Standard • Building More Homes • Waste – Recycling strategy and commissioning review • Highways – City Centre infrastructure, highways condition • Leisure, Cultural Services & Libraries Commissioning Reviews • Asset management and disposal strategy

These issues reflect the priorities for the relevant Cabinet Members.

Agenda Item 9

Report of the Chair

Scrutiny Programme Committee – 9 November 2015

MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

Purpose	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established. This report advises of relevant matters that need to be considered.
Content	This report is provided to facilitate any changes that need to be made. Proposed membership changes are highlighted for agreement.
Councillors are being asked to	<ul style="list-style-type: none">• Agree the membership changes of Panels and Working Groups, as noted in section 2.• Consider any other actions in respect of scrutiny panel and working group membership.
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

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

2. Revision to Scrutiny Panel / Working Group Membership

2.1 Child & Family Services Performance Panel

- REMOVE Councillor Uta Clay
- ADD Councillor Ceri Evans

2.2 Transformation of Adult Social Services Panel

- REMOVE Councillor Bob Clay (convener)
- APPOINT Councillor Uta Clay as convener

3. New Tethered Horses Scrutiny Working Group

3.1 Expressions of interest were invited from scrutiny councillors and are reported for agreement, as follows:

Labour Councillors: 8

Cyril Anderson	Gloria Tanner
Joe Hale	Des Thomas
Yvonne Jardine	Lesley Walton
Robert Smith	Mike White

Liberal Democrat Councillors: 1

Jeff Jones (CONVENER)	
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Conservative Councillor: 2

Anthony Colburn	Linda Tyler-Lloyd
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3.2 The committee should indicate whether there is any other action that is necessary in respect of scrutiny panel and working group membership.

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

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

Agenda Item 10

Report of the Chair

Scrutiny Programme Committee – 9 November 2015

SCRUTINY LETTERS

Purpose	To ensure the committee is aware of the scrutiny letters produced following various scrutiny activities, and to track responses to date.
Content	The report includes a log of scrutiny letters produced this year and provides a copy of correspondence between scrutiny and cabinet members, where discussion is required.
Councillors are being asked to	<ul style="list-style-type: none">• Review the scrutiny letters and responses• Make comments, observations and recommendations as necessary
Lead Councillor(s)	Councillor 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 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.

2. Reporting of Letters

- 2.1 All scrutiny letters, whether they are written by the Programme Committee or conveners of panels / working groups, are published on the Council's website (<http://swansea.gov.uk/scrutinypublications>) to ensure visibility of the outcomes from meetings, across the council and public.

2.2 The Scrutiny Programme Committee agenda also includes a copy of letters to/from Cabinet Members where specific discussion is required. Letters are included where cabinet member responses were awaited and have now been received or where a scrutiny letter did not require a response.

2.3 Letters relating to the work of Performance Panels are part of an ongoing dialogue with Cabinet Members and are therefore reported back and monitored by each Panel. However the convener will provide a quarterly progress report to the committee, including summary of correspondence with Cabinet Members and outcomes.

3. Letters Log

3.1 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 letters activity over the year – see **Appendix 1**.

3.2 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. For this municipal year the letters log now shows the average time taken by Cabinet Members to respond to scrutiny letters.

4. Legal Implications

4.1 There are no legal implications.

5. Financial Implications

5.1 There are no financial implications.

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

Scrutiny Letters Log (20 May 2015 - 19 May 2016)

Ave. Response Time (days): 18 (target within 21 days)

No.	Committee / Panel / Working Group	Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken	Reported to SPC (if applicable)
1	Schools Performance Panel	18-May	EMLAS and the School Improvement Grant	Education	01-Jun	22-Jun	21	n/a
2	Schools Performance Panel	18-May	Elective Home Education	Services for Children & Young People (Deputy Leader)	01-Jun	19-Jun	18	n/a
3	Service Improvement & Finance Panel	13-May	ICT - Procurement of Oracle Support via a Third Party Supplier	Transformation & Performance	08-Jun	03-Jul	25	n/a
4	Service Improvement & Finance Panel	13-May	Q & A Session - Progress against Budget Savings Targets	Communities & Housing	08-Jun	17-Jun	9	n/a
5	Child & Family Services Performance Panel	11-May	Child & Family Services Performance Report (March 2015)	Services for Children & Young People (Deputy Leader)	09-Jun	29-Jun	20	n/a
6	Transformation of Adult Social Services Panel	01-Jun	Social Services and Well Being Act Seminar, Carers Consultation and the Workplan	Services for Adults & Vulnerable People	12-Jun	23-Jun	11	n/a
7	Sustainability Working Group	09-Jun	Food Security	Transformation & Performance	15-Jun	Not required	n/a	13-Jul

8	Child & Family Services Performance Panel	08-Jun	Workplan / Issues from Previous Letters	Services for Children & Young People (Deputy Leader)	15-Jun	Not required	n/a	n/a
9	Service Improvement & Finance Performance Panel	10-Jun	New Performance Framework & Indicators	Transformation & Performance	24-Jun	25-Aug	62	n/a
10	Attainment & Wellbeing Inquiry Panel	11-Jun	Follow Up on Recommendations and Impact of Inquiry	Services for Children & Young People (Deputy Leader)	29-Jun	13-Jul	14	10-Aug
11	Transformation of Adult Social Services Panel	29-Jun	Domiciliary Care Commissioning Review	Services for Adults & Vulnerable People	13-Jul	23-Jul	10	n/a
12	Child & Family Services Performance Panel	06-Jul	Signs of Safety Practice Framework	Services for Children & Young People (Deputy Leader)	22-Jul	28-Jul	6	n/a
13	Economic Inactivity Inquiry Panel	24-Jun	Follow Up on Recommendations and Impact of Inquiry	Enterprise, Development & Regeneration	27-Jul	Not required	n/a	10-Aug
14	Committee	13-Jul	Cabinet Member Question Session	Finance & Strategy (Leader)	03-Aug	Not required	n/a	10-Aug
15	Inward Investment Inquiry Panel	14-Jul	Follow Up on Recommendations and Impact of Inquiry	Enterprise, Development & Regeneration	06-Aug	Not required	n/a	14-Sep
16	Schools Performance Panel	13-Aug	Additional Learning Needs Reform	Education	01-Sep	21-Sep	20	n/a

17	Child & Family Services Performance Panel	10-Aug	Performance Monitoring Report	Services for Children & Young People (Deputy Leader)	10-Sep	28-Sep	18	n/a
18	Committee	10-Aug	Cabinet Member Question Session	Services for Children & Young People (Deputy Leader)	16-Sep	25-Sep	9	12-Oct
19	Service Improvement & Finance Performance Panel	12-Aug	Cabinet Member Question & Answer Session and an overview of Parks & Gardens	Wellbeing & Healthy City	16-Sep	06-Oct	20	n/a
20	Service Improvement & Finance Performance Panel	12-Aug	Cabinet Member Question & Answer Session	Transformation & Performance	16-Sep	05-Oct	19	n/a
21	Transformation of Adult Social Services Panel	24-Aug	Network Hubs	Services for Adults & Vulnerable People	30-Sep			
22	Service Improvement & Finance Performance Panel	16-Sep	Grand Theatre, City Centre Regeneration and Arts & Culture	Enterprise, Development & Regeneration	08-Oct			
23	Schools Performance Panel	10-Sep	Performance and support for LAC children and for Gypsy and Traveller children	Education	13-Oct	28-Oct	15	n/a
24	Schools Performance Panel	21-Sep	Reviewing the School Improvement Service	Education	14-Oct	28-Oct	14	n/a
25	Committee	14-Sep	Cabinet Member Question & Answer Session	Wellbeing & Healthy City	20-Oct			
26	Service Improvement & Finance Performance Panel	16-Sep	Grand Theatre, City Centre Regeneration and Arts & Culture	Welsh National Opera	21-Oct	23-Oct	n/a	n/a

Agenda Item 13

Report of the Chair

Scrutiny Programme Committee – 9 November 2015

AUDIT COMMITTEE WORK PLAN AND ANNUAL REPORT

Purpose	This report is provided in order to share information that will help develop the relationship between scrutiny and the Audit Committee.
Content	The report includes: <ul style="list-style-type: none">• Audit Committee Work Plan• Audit Committee Annual Report 2014/15 The chair of the Audit Committee, Alan Thomas, will attend the meeting.
Councillors are being asked to	<ul style="list-style-type: none">• ensure awareness of the work of the Audit Committee• consider whether there are any work plan issues in terms of coordination / duplication
Lead Member	Alan Thomas, Chair of the Audit Committee
Lead Officer(s)	Paul Beynon, Chief Auditor
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Developing the Relationship between Scrutiny and the Audit Committee.

1.1 It has been agreed that there is a need for:

- Mutual awareness and understanding of the work of scrutiny and audit committee
- Respective work plans to be coordinated and avoid duplication / gaps
- Clear mechanism for referral of issues, if necessary

1.2 In support of this the follow actions are being carried out:

- i) Chair of Scrutiny Programme Committee / Convener of Service Improvement & Finance Scrutiny Performance Panel copied into Audit Committee agenda and vice versa
- ii) Scrutiny Work Programme / Service Improvement & Finance Panel Work Plan published in Audit Committee agenda for information and vice versa

- iii) At least once a year chair of Scrutiny Programme Committee appears at Audit Committee to share work plan and for a 'health-check' and vice-versa
- iv) Audit Committee chair invited to Annual Scrutiny Work Planning Conference
- v) Chairs raise any issues re. coordination / duplication on ongoing basis
- vi) Where matters to be referred from Audit Committee chair writes letter to chair of Scrutiny Programme Committee

2. Audit Committee

- 2.1 The chair of the Audit Committee, Alan Thomas, will attend to talk about the work of the committee and has provided:
 - a) the latest Audit Committee Work Plan
 - b) the Audit Committee Annual Report 2014/15 (presented to Council in August)

3. Legal Implications

- 3.1 There are no legal implications.

4. Financial Implications

- 4.1 There are no financial implications.

Background Papers: None

Legal Officer: Wendy Parkin
Finance Officer: Paul Beynon

Appendix 1 – Audit Committee Work Plan
Appendix 2 – Audit Committee Annual Report 2014/15

AUDIT COMMITTEE WORKPLAN 2015/16

Date of Meeting	Reports
17 November 2015	Corporate Governance Review – Update Wales Audit Office Performance Audit – Mid Term Report PwC Controls Report 2014/15 Risk Management Half Yearly Review 2015/16 Housing Benefit Investigation Team Annual Report 2014/15 Internal Audit Monitoring Report Quarter 2 2015/16
15 December 2015	Cabinet Advisory Committees – briefing Chair of Scrutiny Programme Committee WLGA Peer Review – Progress Update PwC Annual Audit Letter 2014/15 Recommendations Tracker Report 2014/15 YGG Lon Las Lessons Learned – Referral from Cabinet Audit Committee – Training Programme
16 February 2016	Wales Audit Office Performance Audit Update Internal Audit Monitoring Report Q3 2015/16 Internal Audit Plan 2016/17 - Methodology Audit Committee Review of Performance 2015/16
19 April 2016	External Auditor Annual Financial Audit Outline 2015/16 Internal Audit Charter 2016/17 Internal Audit Annual Plan 2016/17 Risk Management Annual Review 2015/16 Draft Audit Committee Annual Report 2015/16

Report of the Chair of the Audit Committee

Council – 27th August 2015

AUDIT COMMITTEE – ANNUAL REPORT 2014/15

Purpose:	This report provides the Audit Committee's Annual Report 2014/15 municipal year
Report Author:	Paul Beynon
Finance Officer:	Paul Beynon
Legal Officer:	Tracey Meredith
Access to Services Officer:	Sherill Hopkins

FOR INFORMATION

1. Introduction

- 1.1 The Council is required, under the Local Government (Wales) Measure 2011 to have an Audit Committee which among other things must include at least 1 lay member.
- 1.2 The Measure requires the Audit Committee to review and scrutinise the Council's financial affairs, risk management, internal control and governance arrangements. It also requires the Committee to oversee the Council's internal and external audit arrangements and review its financial statements.
- 1.3 The work of the Audit Committee is structured so that the Committee can gain assurance over the areas identified above
- 1.4 This report describes the assurance that has been gained by the Audit Committee from various sources during 2014/15 and also outlines a number of other areas where briefings have been provided to the Committee.

2. Committee Membership

- 2.1 The membership of the Audit Committee during 2014/15 is shown in the following table

Mr AM Thomas – Lay Member & Chair	Cllr PM Meara
Cllr RA Clay	Cllr G Owens

Cllr P Downing replaced by Cllr JC Bayliss 31/03/15	Cllr JA Raynor replaced by Cllr D Phillips 30/09/14
Cllr R Francis-Davies replaced by Cllr AM Cook 30/09/14	Cllr RV Smith
Cllr PR Hood-Williams	Cllr DWW Thomas
Cllr L James	Cllr LV Walton
Cllr JW Jones – Vice Chair	

- 2.2 The Committee met on 10 occasions during 2014/15 with attendance over the course of the year being 68%

3. Internal Audit Assurance

- 3.1 The Audit Committee approved the Internal Audit Charter as required by the Public Sector Internal Audit Standards
- 3.2 The Audit Committee also approved the Internal Audit Annual Plan and has received quarterly monitoring reports from the Chief Auditor showing progress against the Plan.
- 3.3 The quarterly monitoring reports identified any audits that received a 'moderate' or 'limited' level of assurance along with an outline of the issues which led to the audit receiving the negative assurance level.
- 3.4 The Internal Audit Annual Report 2013/14 was reported to the Audit Committee which included a review of actual work completed compared to the Annual Plan.
- 3.5 The Internal Audit Annual Report also included the Chief Auditor's opinion on the internal control environment for 2013/14 which stated that based on the audit testing carried out reasonable assurance can be given that the systems of internal control are operating effectively and that no significant weaknesses were identified which would have a material impact on the Council's financial affairs.
- 3.6 The Internal Audit Annual Report of School Audits 2013/14 was presented to the Audit Committee. This report summarised the school audits undertaken during 2013/14 and identified some common themes found across school audits. The report identified that generally good controls were in place in schools but also highlighted procurement as the area which led to the most audit recommendations being made. As a result, a briefing was provided to the Committee by the Procurement Section. Following the briefing, the Chair discussed the procurement issues the Cabinet Member for Education and the Committee provided a written submission to the School Governance Scrutiny Working Group.

4. Annual Governance Statement 2013/14

- 4.1 The draft Annual Governance Statement 2013/14 was presented to the Audit Committee prior to being reported to Cabinet for approval. This gave the Committee the opportunity to review and comment upon the Statement.

5. Annual Statement of Accounts 2013/14

- 5.1 The Head of Finance and Delivery presented the draft Statement of Accounts 2013/14 for the Council and the Pension Fund to the Committee and answered a number of queries raised by members of the Committee.
- 5.2 Following the audit of the Statement of Accounts 2013/14, PwC on behalf of the Wales Audit Office presented its Audit of Financial Statements reports to the Audit Committee. The reports presented the detailed findings of the audit and stated that an unqualified audit report on the financial statements had been issued

6. External Audit Assurance

- 6.1 As well as the Audit of the Statement of Accounts reports mentioned above, the external auditors also provided assurance to the Audit Committee by presenting the following reports
- Annual Financial Outline 2014/15 – City and County of Swansea
 - Annual Financial Outline 2014/15 – City & County of Swansea Pension Fund
 - Internal Controls Report 2013/14
 - Annual Audit Letter 2013/14
 - Certification of Grants and Returns 2012/13
 - Audit Completion Certificate 2013/14 - Update

7. Implementation of Audit Recommendations

- 7.1 An important role undertaken by the Audit Committee is monitoring the implementation of agreed audit recommendations arising from both internal and external audits.
- 7.2 The implementation of any Internal Audit recommendations arising from the fundamental audits is reported to the Audit Committee in the Recommendations Tracker report. For 2013/14, the results of the tracker exercise were extremely positive with 95% of agreed recommendations due for implementation by 31st January 2015 being implemented
- 7.3 The implementation of any high or medium risk recommendations arising from non-fundamental audits is subject to follow up procedures by Internal Audit to confirm they have been implemented. The results

of the follow ups are reported in the quarterly Internal Audit Monitoring Reports.

7.4 A number of follow up audits were reported to the Committee in the quarterly monitoring reports and in most cases it was found that substantial progress had been made by management in implementing the agreed recommendations. However there were a small number of audits where the non-implementation of recommendations at the time of the follow up visit was identified and this was escalated to the relevant Head of Service or Chair of the Governing Body in the case of schools.

7.5 The Internal Controls Report presented to the Audit Committee by the external auditors shows any recommendations made as a result of their work and the action taken by management to implement the recommendations.

8. Risk Management

8.1 The Local Government (Wales) Measure 2011 makes the overview of risk management a function of the Audit Committee

8.2 The Head of Finance and Delivery provided both a mid-year and an annual review of Risk Management to the Committee.

9. Performance Audit

9.1 For the first time this year, the Audit Committee received regular briefings from the Wales Audit Office on the performance audit work being undertaken within the City and County of Swansea

9.2 The Wales Audit Office's Performance Audit Plan 2014/15 was reported to the Committee and regular updates on progress against the Plan were provided by the Wales Audit Office throughout the year.

10. Relationship with Scrutiny Function

10.1 The Chair met with the Chair and Vice Chair of the Scrutiny Programme Committee to discuss developing the relationship between the Audit Committee and Scrutiny. The objectives of the meeting were

- Mutual awareness and understanding of the work of Scrutiny and the Audit Committee
- Respective workplans are coordinated to avoid duplication / gaps
- Clear mechanism for referral of issues if necessary

10.2 A series of actions were agreed at the meeting including the sharing of agendas and workplans, Chairs to attend each other's meetings

periodically and relevant matters to be referred by letter where necessary.

11. Briefings

11.1 The Audit Committee also received a number of briefings during 2014/15 as noted below

- Housing Benefits Investigation Team - Annual Report 2013/14
- Coastal Project
- School Budget Delegation
- Council Tax Single Person Discount
- Waste Management
- Procurement by Schools
- Internal Audit Plan Methodology
- All Wales Audit Committee Chairs Group
- Peer Review
- Corporate Governance Review

12. Audit Committee – Performance Review

12.1 The Audit Committee undertook a review of its performance during 2014/15 using a Self-Assessment of Good Practice Questionnaire published by CIPFA in its *Audit Committees – Practical Guidance for Local Authorities and Police Bodies* publication.

12.2 The outcome of the performance review was that the Committee felt that it was generally performing well measured against the Questionnaire although some issues were identified where improvements could be made to ensure the Committee was following best practice. The issues, which will be addressed during 2015/16, are shown below

- The Committee should consider ways of ensuring that its role and purpose is understood by relevant persons / groups across the Authority
- The Committee should formally consider the wider areas of responsibility put forward by CIPFA.
- The Committee's membership should be assessed against the core knowledge and skills framework put forward by CIPFA.
- A series of training updates for the Committee should be arranged for early in the new municipal year.
- The Committee should consider ways of obtaining formal feedback on its performance from those who interact with the Committee and rely on its work.
- The Committee should consider ways of evaluating how it is adding value to the Council and how this can be captured and recorded.

13. Future Audit Committee Meetings

13.1 The Council Diary for the new municipal year includes Audit Committee meetings on a 2 monthly basis. The change is based on experience over the last 2 years.

13.2 Meetings will now be held on the 3rd Tuesday of every 2nd month and will start at 2pm.

13.3 The Committee will have the ability to call additional meetings if necessary.

14. Equality and Engagement Implications

14.1 There are no equality and engagement implications associated with this report

15. Financial Implications

15.1 There are no financial implications associated with this report.

16. Legal Implications

16.1 There are no legal implications associated with this report.

Background Papers: None

Appendices: None