

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, 14 December 2015

Time: 4.30 pm

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on the 14 December 2015. The main items are a question and answer session with the Cabinet Member for Finance & Strategy, Child & Family Services Scrutiny Performance Panel, and pre-decision scrutiny of Cabinet report on City Centre Development Sites – Selection of Preferred Developer(s).

AGENDA

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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):**

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

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

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Local Flood Risk Management	Working Group	14 Dec	11.00 am	Committee Room 3B (GH)
Transformation of Adult Social Services	Panel	14 Dec	2.00 pm	Committee Room 3B (GH)
Child & Adolescent Mental Health Services	Inquiry Panel	15 Dec	9.00 am	Committee Room 3A (GH)
Child & Family Services	Performance Panel	21 Dec	2.00 pm	Committee Room 5 (GH)
Local Service Board	Performance Panel	4 Jan	4.00 pm	Committee Room 4 (GH)
Child & Adolescent Mental Health Services	Inquiry Panel	5 Jan	9.30 am	Committee Room 5 (GH)

16 Pre-Decision Scrutiny - Role of the Committee.

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17 Exclusion of the Public.

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18 Pre-Decision Scrutiny: City Centre Development Sites - Selection of Preferred Developer(s) - Report of the Cabinet Member for Enterprise, Development & Regeneration. (Report to Follow).

- a. Presentation of Cabinet Report and Questions.
- b. Committee's Views for Cabinet.

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

Connect with Scrutiny:

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Patrick Arran

Head of Legal and Democratic Services

Tuesday, 8 December 2015

Contact: Democratic Services - 01792 636923

SCRUTINY PROGRAMME COMMITTEE (16)

Labour Councillors: 11

Uta Clay	T J Hennegan
A M Cook	D J Lewis
D W Cole	G Owens
S E Crouch	R V Smith (Vice Chair)
J P Curtice	G J Tanner
N J Davies	

Liberal Democrat Councillors: 3

M H Jones (Chair)	P M Meara
J W Jones	

Independent Councillor: 1

E W Fitzgerald	
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Conservative Councillor: 1

A C S Colburn	
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Co-opted Members:

Name	Term of Office
David Anderson-Thomas	14.03.2014 – 13.03.2017
Vacancy	

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, 9 NOVEMBER 2015 AT 4.30 PM

PRESENT: Councillor M H Jones (Chair) Presided

Councillor(s)	Councillor(s)	Councillor(s)
U Clay	N J Davies	D J Lewis
A C S Colburn	E W Fitzgerald	G Owens
D W Cole	T J Hennegan	R V Smith
A M Cook	J W Jones	G J Tanner
A C S Colburn		

Co-opted Member: Dave Anderson-Thomas

Also Present:

- Councillor C Lloyd (min no. 71) - Cabinet Member for Transformation & Performance
- Councillor C Holley (min no. 71-73) - Convener, Service Improvement & Finance Scrutiny Performance Panel
- Councillor F Gordon (min no. 72) - Convener, Schools Scrutiny Performance Panel
- A Thomas (min no. 79) - Chair of Audit Committee

Officers:

- D Taylor - Director – Corporate Services
- B Madahar - Scrutiny Co-ordinator
- W Parkin - Senior Lawyer

67 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors P M Meara.

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Apologies for absence were received from Councillor P M Meara.

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

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

69 **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.

70 **MINUTES.**

RESOLVED that the Minutes of the Scrutiny Programme Committee held on 12 October, 2015 be agreed as a correct record.

71 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR TRANSFORMATION & PERFORMANCE.**

The Committee took the opportunity to question Councillor C Lloyd, Cabinet Member for Transformation & Performance.

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

Discussion during the question and answer session focused on:

- Sustainable Swansea
- Innovation Programme
- Performance Improvement
- Customer Contact
- Commercial Approach
- ICT

Although Councillor Lloyd was happy to talk about this work it was noted commercialism was now in the Next Generation Services cabinet portfolio.

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.

72 **CHILDREN & YOUNG PEOPLE'S RIGHTS SCHEME - PROGRESS REPORT.**

Chris Sivers, Director – People, and Jane Whitmore (Poverty & Prevention), presented the committee with a report on the progress of the implementation of the Children & Young People's Rights Scheme in Swansea. The report detailed progress since:

- Council agreed in September 2013 to embed the United Nations Convention on the Rights of the Child (UNCRC) within the Council's policy framework; and
- the launch of a Children & Young People's Rights Scheme by Cabinet in November 2014 which provided an overview of the arrangements in place to demonstrate 'due regard' to the UNCRC and consider the rights of the child in decision making processes.

This report included details of:

- how the Children & Young People's Rights Scheme was developed and is being implemented
- how knowledge and understanding of the UNCRC has been promoted through training and awareness raising sessions
- How a whole Council approach to embedding Child Rights has been taken
- 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

The Chair praised the recent awareness raising training session for scrutiny councillors which helped to develop understanding of children's rights and the policy context within which they sit in Swansea. The session also covered the role of scrutiny and questioning in relation to championing children's rights and monitoring the council's implementation of a Children's Rights Scheme.

The committee noted the four guiding principle articles of the UNCRC which could be used as the foundation for monitoring by scrutiny. These guiding principles represent the underlying requirements for all the rights on the convention to be realised by children and young people:

- Non-Discrimination (Article 2)
- Best Interests (Article 3)
- Survival and Development (Article 6)
- Participation (Article 12)

The discussion focussed on:

- The training and awareness work with staff and councillors.
- The work in schools to become 'Rights Respecting'. It was noted that the majority of schools have now engaged in this, although it has been more of a challenge to get Secondary Schools involved.
- The need to focus on engaging children educated other than at school in this work
- How children and young people have been listened to and involved e.g. the Big Conversation
- Outcomes and impact
- Future work and challenges.

It was noted that Swansea has been the first Local Authority to voluntarily make a public commitment to Children's Rights, embed the UNCRC and adopt a Rights Scheme, therefore this was effectively ground breaking work.

The committee welcomed the report and congratulated the good work and progress detailed.

A number of suggestions were made by the committee:

- a session on 'Children's Rights' should be part of the councillor induction programme and recommended that officers liaise with the Head of Democratic Services on this.
- more clarity in the mapping of schools in the report which showed the level of engagement with the Rights Respecting School initiative.
- close working with Governors (which include councillors) in encouraging those schools not already engaged in the Rights Respecting School Initiative, as well as supporting the rights of children and young people generally.
- more use of social media to develop the involvement and participation of children and young people. It also suggested promotion of the City & County of Swansea as 'rights respecting' in corporate branding.

The chair highlighted the need for scrutiny councillors to champion children's rights and scrutinise how due regard to the UNCRC has been paid by asking pertinent questions.

RESOLVED that the views of the committee noted above be considered by the Lead Cabinet Member and Lead Director.

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

The Convener of the Service Improvement & Finance Scrutiny Performance Panel, Councillor Chris Holley, presented an update on the work of the Panel.

He highlighted key activities over the last three months which has involved meeting with 3 Cabinet Members to either discuss the implementation and impact of budget decisions within their portfolios or discuss issues from performance monitoring.

In respect of future work he stated that the Panel would be discussing performance on selected issues with external organisations in order to hear different perspectives to help test and challenge reported levels of performance. He also referred to issues with the format of corporate monitoring reports and ease of understanding (particularly for the public) which the Panel has been discussing with relevant officers. The Panel is also planning its involvement in scrutiny of the forthcoming budget.

RESOLVED that the report be **NOTED**.

74 **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 the recently published CSSIW Performance Evaluation Report 2014/15. She stated that it was a very positive report about Swansea social services and it was very pleasing to read within the inspectors report praise for scrutiny, specifically the work of the Child & Family Services and Transformation of Adult Social Services Scrutiny Panels.

Amongst the positive comments noted were:

- Clear work programmes
- Close working with officers
- Robust challenge provided by councillors
- Improved information about scrutiny activities

Overall the report cited 'effective and well managed scrutiny arrangements' as an area of progress. The chair congratulated the two Panels and their conveners for their work and recognition.

Dean Taylor, Director – Corporate Services, had been invited to attend and gave advice on council priorities and main strategic challenges, following on from his contributions to the Scrutiny Work Planning Conference in May. His report provided information on the Corporate Plan, Sustainable Swansea programme, Medium Term Financial Plan, Whole Council Objectives, External Inspection Reports and Recommendation, and Current Directorate Priority Areas. This was intended to help the committee reflect on the work programme and the alignment of major activities with corporate priorities to ensure scrutiny can contribute to the big issues facing the council.

It was confirmed to the committee that a number of topics have been identified for potential inquiries, and these, including the issue of Sustainability – Food Security, will be looked at in order of agreed priority.

RESOLVED that:

1. the committee work plan be accepted; and
2. a request for pre-decision scrutiny be made in respect of the proposed cabinet report on 'City Centre Development Sites – Selection of Preferred Developer(s)', scheduled for 17 December Cabinet meeting.

75 **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 & Family Services Performance Panel – Councillor Uta Clay be removed and Councillor Ceri Evans be added; and

2. Transformation of Adult Social Services Panel – Councillor Bob Clay (convener) be removed and Councillor Uta Clay be appointed convener.
3. the membership of the Tethered Horses Scrutiny Working Group be agreed as follows:

Cyril Anderson	Robert Smith
Anthony Colburn	Gloria Tanner
David Cole	Des Thomas
Joe Hale	Linda Tyler-Lloyd
Yvonne Jardine	Lesley Walton
Jeff Jones (CONVENER)	Mike White

76 **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**.

77 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

The Chair referred to the recent meeting of the National Assembly for Wales Committee for the Scrutiny of the First Minister, held in Swansea. It was agreed that observations about the meeting and learning points be circulated to committee members.

78 **UPCOMING SCRUTINY EVENTS.**

The Chair referred a joint Welsh Government / WLGA seminar on Welsh Local Government Finance taking place on 19 November, focusing on the challenges and opportunities for local service delivery in Wales. It was noted that the convener of the Service Improvement & Finance Scrutiny Performance Panel would be attending.

79 **AUDIT COMMITTEE WORK PLAN AND ANNUAL REPORT.**

The Chair of the Audit Committee, Alan Thomas, attended in support of developing the relationship between the scrutiny and the Audit Committee.

He provided the committee with the Audit Committee's work plan and the annual report in order to share information about the work and focus of the Committee. He highlighted that the work of the Audit Committee is concerned with looking at and gaining assurance about the Council's financial affairs, risk management, internal control and governance arrangements, as well as overseeing the Council's internal and external audit arrangements. It also reviews the Council's financial statements.

The purpose of the discussion was to ensure mutual awareness and understanding of respective work, and raise any issues regarding coordination / duplication or gaps, or raise any matters that may need to be referred.

Mr Thomas was pleased with the relationship between the two committees, coordination, and mechanisms for dialogue and raising issues. He was also pleased at being able to participate in the Annual Scrutiny Work Planning Conference. He did not feel there were any concerns about duplication in work plans. He also remarked at the significant amount of scrutiny being undertaken and work completed, and praised the commitment of those scrutiny councillors involved and management of the overall work programme. He acknowledged that it was not possible to look at everything therefore the challenge remains to focus on the big issues and prioritise.

The chair of the Scrutiny Programme Committee echoed the view of the Mr Thomas. It was noted she was scheduled to attend the Audit Committee on 15 December.

The Chair thanked Mr Thomas for his attendance.

80 **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.

81 **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 6.32 pm

CHAIR

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SPECIAL SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON
WEDNESDAY, 18 NOVEMBER 2015 AT 5.00 PM

PRESENT: Councillor M H Jones (Chair) Presided

Councillor(s)	Councillor(s)	Councillor(s)
U C Clay	S E Crouch	G Owens
A M Cook	E W Fitzgerald	G J Tanner
A C S Colburn	J W Jones	
D W Cole		

Co-opted Members: David Anderson-Thomas

Also Present:

Councillor C A Holley

Also Present:

G Bacon	-	Corporate Strategic Manager
B Madahar	-	Scrutiny Co-ordinator
W Parkin	-	Senior Lawyer
J Parkhouse	-	Democratic Services Officer

84 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors J P Curtice, T J Hennegan, D J Lewis, P M Meara and R V Smith.

85 **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 E W Fitzgerald – Minute No.89 – Pre-decision scrutiny on disposal of former Civic Centre and adjoining land, Penllergaer – Ward Member and Trustee/Board Member of Penllergare Trust – Personal.

86 **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.

87 **PRE-DECISION SCRUTINY - ROLE OF THE COMMITTEE.**

The report advised the committee of the aim of the meeting and provided guidance on pre-decision scrutiny ahead of consideration of the Cabinet report on 'Disposal of Former Civic Centre and Adjoining Land, Penllergaer'.

The report was focussed on the role of the committee in undertaking pre-decision scrutiny. Members were asked to consider the Cabinet report and proposals and agree any views on the proposed decision that were to be submitted to Cabinet.

A councillor request for pre-decision scrutiny of the Cabinet report on the 'Disposal of Former Civic Centre and Adjoining Land, Penllergaer' was received. The report was due to be considered by Cabinet on 19 November 2015. As a result, a special Scrutiny Programme Committee had been arranged in order to undertake pre-decision scrutiny of this report. The committee noted that the Cabinet report was an exempt report which necessitated discussion by the committee in closed session.

88 **EXCLUSION OF THE PUBLIC.**

The Committee were requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendations to the report(s) on the grounds that it / they involve the likely disclosure of exempt information as set out in the exclusion paragraph of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 relevant to the items of business set out in the report(s).

The Committee considered the Public Interest Test in deciding whether to exclude the public from the meeting for the item of business where the Public Interest Test was relevant as set out in the report.

RESOLVED that the public be excluded for the following item(s) of business.

(CLOSED SESSION)

89 **PRE-DECISION SCRUTINY : DISPOSAL OF FORMER CIVIC CENTRE AND ADJOINING LAND, PENLLERGAER - REPORT OF THE CABINET MEMBER FOR FINANCE & STRATEGY.**

G Bacon, Corporate Strategic Manager presented the report which considered the options for disposal of the former Civic Centre and adjoining land, Penllergaer.

The Committee highlighted a number of issues contained in the report.

RESOLVED that the Chair of the Scrutiny Programme Committee presents the views, conclusions and recommendations regarding the report to the Cabinet meeting on 19 November 2015, prior to the Cabinet decision.

The meeting ended at 5.55 pm

CHAIR

Agenda Item 5

Report of the Chair

Scrutiny Programme Committee - 14 December 2015

CO-OPTION OF SCRUTINY PERFORMANCE PANEL CONVENERS

Purpose	This report seeks committee approval for the co-option of Scrutiny Performance Panel Conveners to enable attendance at Committee meetings.
Content	Guidance on the proposed co-option and benefit is provided.
Councillors are being asked to	Approve the co-option of Scrutiny Performance Panel Conveners to the Committee
Lead Councillor(s)	Councillor Mary Jones, Chair of Scrutiny Programme Committee.
Lead Officer & Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Guidance on Co-option

- 1.1 Scrutiny has the power to co-opt non-voting members for either a topic or a term up to the next Annual Meeting of Council. There is no formal mechanism for co-option and relevant legislation / guidance focuses on co-option as a way of involving those who are not councillors in the scrutiny process. However that does not preclude the co-option of other councillors as non voting members. But there is no automatic right for members to be co-opted onto a scrutiny committee / body or their request to be placed on an agenda.
- 1.2 Co-opted members would not count towards a quorum of a meeting nor be eligible to serve as Chairman or Vice Chairman. Co-optees would also be required to declare any interest / conflict of interest / predetermination.
- 1.3 Co-option in the main is about scrutiny reaching out for expert knowledge or skills from others to support elected members in their deliberations and adding value to their work. This report is solely concerned with the proposed co-option to the Scrutiny Programme Committee of those councillors that are acting as Scrutiny Performance Panel Conveners, and not already represented on the Committee.

2. Co-option to the Scrutiny Programme Committee

- 2.1 The Scrutiny Programme Committee has established a scrutiny work programme which is based on establishing informal Panels and Working Groups to examine issues, with membership and conveners (to chair meetings) appointed by the committee. Much of this work is carried out on a 'task and finish' basis, however a number of Performance Panels have been created which effectively operate on an ongoing basis and these undertake in-depth performance and financial monitoring. As well as a general Service Improvement & Finance Performance Panel, there is a Performance Panel for Child & Family Services, Schools, and the Local Service Board. The conveners of these Panels are required to attend the committee every 4 months to provide an update on the Panel's activities and achievements.
- 2.2 It is recognised that Performance Panel conveners have developed knowledge and expertise about specific services and add value to the work of committee when those areas are being discussed. Current practice has been to invite relevant Performance Panel Conveners when relevant Cabinet Members are appearing for a Q & A session and where the committee may be discussing a particular report, in order that they can contribute to questioning. There will also be wider benefit to the work programme from co-option, enabling better co-ordination between the work of the Committee and Performance Panels, including identifying issues for pre-decision scrutiny.
- 2.3 It is proposed that the committee recognise the valuable contribution of Performance Panel Conveners by formalising their involvement through co-option to the committee. This will enable Performance Panel Conveners to receive committee agendas and attend to participate for relevant items. It will also provide clarity to Cabinet Members and officers attending the committee about the membership of the Committee.
- 2.4 The convener of the Local Service Board Performance Panel is already designated as the chair of the Scrutiny Programme however the other councillors currently acting as Performance Panel Conveners would be co-opted:

Service Improvement & Finance	–	Cllr. Chris Holley
Child & Family Services	–	Cllr. Paxton Hood-Williams
Schools	–	Cllr. Fiona Gordon

Legal Officer: Wendy Parkin
Finance Officer: Carl Billingsley

Background Papers:

Council Constitution

Statutory Guidance from the Local Government Measure 2011 (Welsh Government June 2012)

Agenda Item 6

Report of the Chair

Scrutiny Programme Committee – 14 December 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 Rob Stewart – Cabinet Member for Finance & Strategy
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 – 14 December

2.1 The following Cabinet Member will appear before the committee:

a) Councillor Rob Stewart – Cabinet Member for Finance & Strategy

Within this Cabinet portfolio, Councillor Stewart is responsible for:

- a. Finance Strategy
- b. Delivery & Performance
- c. Information & Business Change (inc. ICT)
- d. Strategic Estates & Property
- e. Poverty
- f. Local Service Board (LSB) / Community Leadership
- g. Regional Working / Collaboration
- h. Lead elements of Sustainable Swansea.

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 Stewart

4.1 The committee last met with Councillor Stewart in July 2015. Amongst the issues discussed included:

- Budget
- Commercialism in the Council
- City Centre
- Developments
- Adult Social Care
- Local Service Board

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

4.2 Other contact with Councillor Stewart by scrutiny over the last year:

- Service Improvement & Finance Scrutiny Performance Panel (Budget; Corporate Performance Monitoring; Regional Working)
- Local Service Board Scrutiny Performance Panel (One Swansea Plan)

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: Carl Billingsley



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor Rob Stewart,
Leader of the Council**

*Please ask for:
Gofynnwch am:*

Scrutiny

*Direct Line:
Linell Uniongyrochol:*

01792 637257

*e-Mail
e-Bost:*

scrutiny@swansea.gov.uk

BY EMAIL

*Our Ref
Ein Cyf:*

SPC/2015-16/1

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

03 August 2015

Summary: This is a letter from the Scrutiny Programme Committee to the Leader of the Council following the meeting of the Committee on the 13th July 2015. It reflects on the question and answer session held with the Leader about his responsibilities as Leader and chair of Cabinet, including the budget, commercialism in the council, city centre, developments, adult social care and the Local Service Board.

Dear Councillor Stewart,

Cabinet Member Question Session – 13 July

Thank you for your attendance at the Scrutiny Programme Committee on 13 July 2015 answering questions on your work. We focused on your role as Leader and chair of Cabinet, and wanted to explore priorities, actions, achievements and impact in relation to your areas of responsibility.

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

Budget

You highlighted the current challenging financial position and projections. You were particularly pleased with progress against savings targets however stated that the situation remained very difficult. You indicated that there would be in-year cuts in Welsh Government funding that would affect local government across Wales and anticipated the need to find additional savings. For Swansea this would mean losing around an additional £3.5m which would threaten grant funded services; money which the authority cannot replace.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

CITY AND COUNTY OF SWANSEA / DINAS A SIR ABERTAWE
GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE

www.swansea.gov.uk / www.abertawe.gov.uk

You felt this one was of major challenges ahead as cuts will have an impact on continuing improvement and needed a strategic refocusing of services. You referred to a number of commissioning reviews of various services, underway as part of the Sustainable Swansea Programme, including adult social care. You also told us that you were learning from authorities elsewhere, looking at what they have done in dealing with the impact of significant cuts.

You also highlighted the importance of ambition, innovation and creativity to future improvement and success for the City and County. You questioned the UK policy of continuing cuts against the need for growth, particularly in Swansea and the region. As an example you talked about plans for a new council house building programme.

Commercialism in the Council

You stressed the importance of exploring ways to generate income to reduce to impact of budget cuts and loss of grants, in order to protect services and jobs. We discussed the investment the council is making in this new approach. We heard that you were looking to progress a number of schemes to make the council more commercial and business-like.

The committee did highlight the need for oversight of the approach to ensure that decisions about commercial ventures are made at the appropriate level between members and officers i.e. to encourage innovative approaches but ensure a clear framework so that schemes can stand up to scrutiny. You recognised that this was new territory and required a degree of cultural change within the organisation for members as well as officers.

You provided an example of the running of car parks in Nottingham to illustrate the benefits of adopting business-minded practices, and ensuring council services are attractive and competitive with other providers. We raised some issues members had with the costs quoted from within the council of environmental improvements identified in their wards. You agreed that this needed to be looked at.

City Centre

We asked about progress with the marketing of Civic Centre and St. David's sites. You informed the committee that the marketing process (following OJEU advert and presentations for interested parties) has resulted in the council currently working with 5 national / multinational consortia. We learned that some of these were interested on only one of the sites, some both. You were working towards a preferred developer being identified before the end of 2015. You stated that the St David's site was likely to see work first due to the relative readiness of the site for development. You clarified that at this stage the discussions were about development proposals and assessing those, not simply the sale of land. Consideration of financial implications and options will

follow in due course and what is best for Swansea, but you stressed that it would be private money that would be behind the development of the sites.

Developments

You referred to a number of positive developments for Swansea. You mentioned the Tidal Bay Lagoon project, Swansea University's Bay campus, and the expansion of the University of Wales Trinity Saint David. You spoke with excitement of Swansea becoming a 'major league' university city.

We also discussed the development of the City Region and benefits. You clarified that this was about authorities across the region working in collaboration for mutual benefits and the ability to attract funding for schemes that would otherwise be difficult to achieve through competition with each other. It was about getting organised and coordinating work across the region with a coherent strategic foundation. You believed that a strong Swansea city centre was good for region as a whole. You stressed the importance of the city and wider region being able to encourage graduates to stay and work, and creating the right environment to attract business, and for business in the area to flourish.

Adult Social Care

We received a question from a member of the public via Twitter (@angrees9) which asked about "action being taken on crisis in elderly care, respite and emergency being moved out of county and the private sector overwhelmed". You stated that you would provide a full response in writing although did speak about the council's transformation of adult social services and commitment of resources to helping older people to stay in their own homes. You also talked about the value of newly appointed Local Area Coordinators as part of investment in prevention, as well as the collaborative working under the Western Bay Health & Social Care programme. It would be helpful if you could provide a copy of the response to the public question to us when you do so.

Interface with the Local Health Board

We discussed the issue of funding of the National Health Service in Wales and the interface with council social services. The example of bed-blocking was cited which costs the NHS but raises the argument of whether funding is being directed at the right areas in order to ensure capacity within social services to provide suitable care elsewhere. We recognised it was a complicated picture and you stated that closer working with the health board and through the Western Bay Health & Social Care Programme will help ensure better service delivery, however things are funded.

Local Service Board

The committee welcomed the news that the multi-agency Local Service Board (LSB), which you chair, will be meeting in public from July onwards. This is something which the Local Service Board Scrutiny Performance Panel has been calling for over the last year. It is very pleasing that members of the public will not only be able to observe but have a chance to ask questions at each LSB meeting. We understand that Swansea is the first LSB in Wales to do so!

A number of other matters were discussed:

Inspection Reports - You highlighted outcomes from recent inspections. You reflected on some very good reports, despite the financial climate, and praised the excellent work across the council which has led to positive reports from Estyn, CSSIW and Wales Audit Office.

Anti-Poverty - You informed the committee that tackling poverty was still a key policy commitment. We noted that whilst the approach to target the areas of greatest need was still prevalent, the impact of cuts across Swansea meant that any area of need must be covered.

School Buildings - You talked about investment in the school rebuilding programme. You referred to the recent opening of Morryston Comprehensive following a major rebuild, as well as future plans (e.g. Lôn Las and Gorseinon primary schools) as part of the Council's QEd 2020 programme.

Local Government Reorganisation - You cited Local Government Reorganisation as another challenge but we noted that ahead of formal changes you felt it important to be in discussion with counterparts in Neath Port Talbot about working together and relative strengths and weaknesses to identify where collaboration can make the biggest difference.

Energy - We asked for your thoughts on sustainability and in particular energy supply. We asked about the prospect of setting up a local energy company, with supply independent of the national grid. You stated that less local government funding has to come with greater freedoms and flexibility and with the available land in Swansea it was feasible that this could be used for energy generation. You stated that renewable and reliable energy in Swansea is something that you would be interested in.

Ward Visits - We noted with interest your programme as Leader to visit all wards in the City & County of Swansea. You stated that you had already toured a number of areas (e.g. Penderry and Cockett) to gain an insight and see first-hand what is happening in local communities. You indicated that you would be in touch with local members ahead of any planned visits.

Scrutiny and Cabinet

We noted comments made by the Auditor General in the Annual Improvement Report about the role of Cabinet Advisory Committees (CACs) and need to avoid duplication with scrutiny. This issue was raised at our Scrutiny Work Planning Conference in June at which time the Director – Corporate Services indicated that you were preparing a report for Council to address this issue. We asked about progress in this regard. You agreed that there was a need to clarify the role of CACs and coordination with scrutiny in light of experience. We look forward to your report to Council.

We invited your comments on the scrutiny work programme and our interaction with cabinet members. We noted your positive comments about the way scrutiny has been working and the way cabinet members were being challenged and held to account. You felt that we were already looking at the major areas but of course the financial challenges facing the authority and its impact on services, as well as the cultural changes necessary, required scrutiny. You also welcomed any input on the commercialisation agenda.

We did raise an issue with the Cabinet Forward Plan (Forward Look) and limitations in the information provided as this is what use to inform opportunities for pre-decision scrutiny. We would welcome improvements in this matter.

Your Response

We hope that you find the contents of this letter useful and would welcome any further comments however **we do not expect you to provide a response**. While no response is required we noted that you have agreed to:

- look into the cost issue identified by members in relation to environmental improvements in their local areas;
- respond directly to the member of the public who raised a question about adult social care, with a copy sent to the committee; and
- look at how the quality of information about future cabinet business can be improved, particularly to benefit the pre-decision scrutiny process.

Finally, we look forward to meeting you again in December when the committee will be able to focus on your specific Finance & Strategy portfolio responsibilities and follow up on developments.

Yours sincerely,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Agenda Item 7

Report of the Chair

Scrutiny Programme Committee – 14 December 2015

PROGRESS REPORT – CHILD & FAMILY SERVICES SCRUTINY PERFORMANCE PANEL

Purpose	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will attend the committee on a regular basis to provide a progress report, updating the committee on headlines from their Panel's work and impact.
Content	This report focuses on the Child & Family Services Scrutiny Performance Panel. Councillor Paxton Hood-Williams, convener of the Panel, will 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 Paxton Hood-Williams, Convener of the Child & Family Services Scrutiny Performance Panel
Lead Officer & Report Author	Delyth Davies, Scrutiny Officer Tel: 01792 637491 E-mail: delyth.davies@swansea.gov.uk

1. Introduction

- 1.1 The Child & Family Services Scrutiny Performance Panel is one of four Performance Panels that have been established by the committee. Whilst the work of Inquiry Panels leads to the production of a final report with conclusions and recommendations for cabinet based on evidence gathered on a specific issue, the work of Performance Panels represent regular monitoring of particular services.
- 1.2 Performance Panels are expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services.
- 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 Child & Family Services Scrutiny Performance Panel. Councillor Paxton Hood-Williams, 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: 8

Jan Curtice	Erika Kirchner
Ceri Evans	Hazel Morris
Terry Hennegan	Ceinwen Thomas
Yvonne Jardine	Des Thomas

Liberal Democrat Councillors: 1

John Newbury	
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Independent Councillor: 1

Susan Jones	
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Conservative Councillor: 1

Paxton Hood-Williams (convener)	
--------------------------------------------	--

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

Child & Family Services Scrutiny Performance Panel Update

1. Remit of the Panel

The overarching purpose of the Panel is to ensure that performance in Child & Family Services is effectively monitored and challenged.

2. Introduction

The Panel is focused on contributing to good performance in child & family services by providing a critical friend for the Cabinet and helping to ensure accountability. This is particularly important because of the need to safely reduce the numbers of looked after children and ensure good delivery of support to children and their families, all within an increasingly reduced budget.

3. Key Activities

The Panel held 4 meetings between August and November. This has involved speaking to the Head of Child and Family Services and senior officers from the department; engagement with the Head of Poverty and Prevention; 4 convener's letters to the Cabinet Member.

The main issues covered were as follows:

10 August

- Quarterly performance monitoring of Child & Family Services (June 2015)

28 September

- Assessing the effectiveness of prevention services to reduce demand for Child & Family Services

26 October

- Development and implementation of the Post-16 Service

23 November

- Quarterly performance monitoring of Child & Family Services (September 2015)

4. Achievements / Impact

- **Changes to the performance monitoring data –**
 - the Social Services and Well Being Act will have implications on performance reporting. The Panel has agreed to provide its views and opinions on the development of the new performance report.

- The panel requested that data be added to the performance report on the number of children who cease to be looked after and went on to become looked after again
- **Performance** – A number of key issues/questions have been raised over the last 4 months and these include the numbers of Children in Need cases, numbers of unborn and under 3-month babies on the Child Protection Register, sickness absence and management, supervision, inconsistent performance in Core Assessments, how Western Bay will address the reduction in the number of Adoption Orders granted, staff supervision. Action taken has included the Cabinet Member providing a detailed response to the panel's concerns and on action taken within the department to address the concerns.
- **Engagement with the Head of Poverty and Prevention**
 - The Panel wanted to understand how effective early intervention services were in reducing the demand for child and family services. Overall the panel felt that so far, the impact was positive and that children and families were being diverted away from social services interventions (where safe and appropriate) and into other non-statutory support services.
 - The panel raised 2 concerns – i)children living just outside postcode areas could miss out on vital Flying Start services, ii)the number of 3 year olds not achieving their developmental norm.
- **Development of a Post-16 Service**
 - The panel has been engaged in scrutinising the development of the Post-16 Service over the last 2 years. It has been able to give its views on important aspects of the development, such as the contract and tender process, the importance of the service user voice in service development, robust performance management and appropriate oversight of the new service. The panel is pleased that the new contract has been awarded and it has agreed to engage with Barnardo's once the service is up and running. It will continue to receive monitoring reports on the new service.

5. Future Work Programme

- The Panel will continue to meet on a monthly basis.
- The Panel's work plan for the remainder of 2015/16 has been agreed.

6. Action required by the Scrutiny Programme Committee

None.

Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 14 December 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. It is anticipated that this will be presented to committee for agreement in December / January.

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

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

3.1 None.

4. **Introduction of a Public Question Time**

4.1 The committee recently discussed Scrutiny Improvement Outcomes and agreed actions to help deliver these. One of the Improvement Outcomes is 'We need more members of the public contributing to scrutiny meetings so that we can reflect their views in our work'. Following the committee's agreement to develop opportunities for public participation it is proposed to introduce a 'Public Question Time' at future committee meetings, starting with the meeting on 11 January 2016.

4.2 In accordance with Council Procedure Rules the Public Question Time will operate in the same way that it operates at Council and Cabinet. In practice for the committee this will mean:

- Any member of the public present may put a question to the Chair of the Scrutiny Programme Committee and any Cabinet Member(s) present on any matter included on the open part of the agenda, excluding Apologies for Absence, Councillors Disclosures of Interest, and Minutes of Previous Meetings.
- A 10 minute period will be allocated for Public Question Time
- No notice has to be given of a Public Question but any submitted in advance will receive priority within the allotted 10 minutes.

4.3 The committee will need to raise awareness of this with Cabinet Members as well as promote the opportunity, to get more members of the public contributing to scrutiny meetings and increase public participation.

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: Carl Billingsley

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

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"> Pre-decision Scrutiny: City Centre Development Sites – Selection of Preferred Developer(s) 	<ul style="list-style-type: none"> To undertake pre-decision scrutiny of proposed Cabinet report, of the Cabinet Member for Enterprise, Development & Regeneration, and decision scheduled for 19 November cabinet meeting.
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"> 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
	<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
	<ul style="list-style-type: none"> • Scrutiny of Swansea Public Services Board 	<ul style="list-style-type: none"> • To consider implication of introduction of statutory Public Services Boards (in place of Local Service Boards) through the Wellbeing of Future Generations (Wales) Bill.
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	Exempt Details
Draft Flood Risk Management Plan	To seek Cabinet authority to adopt Draft Flood Risk Management Plan	Mike Sweeney	Cabinet Member - Environment and Transportation	Cabinet	21 Jan 2016	Open
Everyone's IT – The Move to an In House managed ICT Service Progress Update	To provide cabinet with an update on progress with the exit from the Capgemini Contract and implementation of an in house managed ICT service and related developments.	Jo Harley	Cabinet Member - Finance and Strategy (Leader)	Cabinet	21 Jan 2016	Open
Review of Employment Training	The report is outlining options for the future delivery of Employment Training and seeks approval to transfer the work based learning function currently undertaken by the Lifelong Learning and Employment Training Service (LLETS) to Gower College.	Chris Sivers	Cabinet Member - Education	Cabinet	21 Jan 2016	Fully exempt

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APPENDIX 2 - FORWARD PLAN
Internal Plan 2015 – 2016

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Review of Abergelli and The Beeches</p>	<p>The Beeches Alternative Day Service (Uplands) and Abergelli Alternative Day Service (Fforestfach) provide day time support and activities for older people with a learning disability (50+ is an age guide) and some people with a learning disability who need a slower pace of life (yet are still active) than the local day services are able to provide (as they cater for anyone over 18 years). The services run Monday to Friday 8.30am – 4pm. All service users have received their annual review which has identified a range of alternative support to the day services. This means that only one day service is now required. Abergelli ADS is the preferred option as it has better access to people with mobility needs.</p>	<p>Rob David</p>	<p>Cabinet Member - Services for Adults and Vulnerable People</p>	<p>Cabinet</p>	<p>21 Jan 2016</p>	<p>Open</p>

APPENDIX 2 - FORWARD PLAN
Internal Plan 2015 – 2016

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Swansea City Centre Strategic Framework Review</p>	<p>In January 2015 Cabinet approved a draft Swansea City Centre Strategic Framework Review (SCCSFR), which identifies a new role for the City centre, and its potential for regeneration. The report was approved as a basis for public consultation, and this current report outlines the consultation exercise that has been undertaken, summarises the comments received, and recommends refinements to the SCC SFR and its adoption as Council policy.</p>	<p>Gail Evans</p>	<p>Cabinet Member - Enterprise, Development and Regeneration</p>	<p>Cabinet</p>	<p>21 Jan 2016</p>	<p>Open</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>	<p>Open</p>

Scrutiny Work Programme 2015-16

Appendix 3a

ACTIVITY	November	December	January	February	March	April
Scrutiny Programme Committee	9 18*	14	11	8	14	11
Inquiry Panels						
Current:						
School Governance (started May 2015)	2 19 30					
CAMHS (started Oct 15)	17	1 15	5 19	2 16		
Building Sustainable Communities			14	27 3 17	3 14	14
Follow Up:						
Inward Investment (Cabinet 20/1/15)						
Streetscene (Cabinet 14/4/15)			20			
Social Care at Home (Cabinet 20/8/15)						
Corporate Culture (Cabinet 15/10/15)						
Education Inclusion (Cabinet 19/11/15)						
	Key for Inquiries:					
	Planning		Evidence Gathering		Final Report	Cabinet
Performance Panels						
Service Improvement & Finance	11	9	13	10	9	13
Schools	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 Councillor Group					11	
Local Flood Risk Management		14				
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 was presented to the Cabinet on 19 November. A response to the recommendations from Cabinet is expected within two months.

Projected End Date: Complete

b) **School Governance** (convener: 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

The evidence gathering has now been completed and the Evidence Pack has been published on the scrutiny publications page. The Panel is considering its final report and expects this to be presented to the January meeting of the Committee.

Projected End Date: January 2015

c) **Child & Adolescent Mental Health Services** (convener: 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 started gathering evidence. The panel met with Julie Thomas, Head of Child and Family Services, to understand the types

of CAMHS services the authority accesses, what works well and what could be improved.

Projected End Date: April 2016

2. Pre-Inquiry Working Groups:

a) Building Sustainable Communities (convener: Terry Hennegan)

The work commenced on 26 November with a pre-inquiry working group where Officers attended and provide an overview of the Building Sustainable Communities Corporate Priority and particularly the Community Action Strand. The working group has agreed to have an inquiry and are now in the process of scoping this piece of work.

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	20 Jan 2016

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)

The Panel met on the 11 November for an ICT update, an overview of the mid-year budget statement and to consider the Local Government Performance report for 2014-15. The Panel noted the transition and implementation work of the ICT project and discussed the mid-year budget statement. The Panel agreed to further explore the figures within the Local Government Performance report.

b) Schools Performance (convener: Cllr Fiona Gordon)

The Panel met on the 3 November to look at the Annual Report of School Audits for 2014-15 (*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 also discussed the Post Inspection Action Plan progress report to Cabinet arising from the Estyn Inspection of Education 1 year one.

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

The Panel will next meet on December 7th to have an overview of Healthy Cities (phase VI 2014-2018 – specifically referring to theme of Older People) and Premature Mortality Rates. The Panel will also consider and discuss the draft statutory guidance for the Well Being of Future Generations (Wales) Act – SPSF3 – Collective role (Public Services Boards).

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

See separate report - item 7 of the agenda.

5. Other Panels / Working Groups:

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

a) Transformation of Adult Social Services (convener: Bob Clay)

The panel met on 16 November to review its work plan. The panel agreed to review the evidence it has collected to date to identify its key findings and conclusions and present these to the Cabinet Member for consideration in the relevant commissioning reviews.

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 March 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 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 met on 12 November and considered a report on the types of events that the Council organises and manages and issues that had arisen from recent events. Overall the panel agreed that the role of the Lord Mayor needed to be safeguarded and that the position should be more widely promoted. The panel was specifically asked for its views on the role of the Lord Mayor in leading Holocaust Memorial Day which has wider appeal than a civic event. The panel recommended that the event be transferred with a small budget to a host school each year. The panel has written to the Cabinet Member with its conclusions and recommendations.

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

The Working Group will be meeting in January, with the relevant Cabinet Member and officers, to consider the Council's progress towards achieving the Welsh Housing Quality Standard within its social housing stock.

e) **Tethered Horses** (convener: Cllr Jeff Jones)

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.

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

1. 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.

2. 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.

3. 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.

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 cldr.cheryl.philpott@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Performance Panels:		
Child & Family Services	Paxton Hood-Williams cldr.paxton.hood-williams@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Service Improvement & Finance	Chris Holley cldr.chris.holley@swansea.gov.uk	Karen Bewen-Chappell (01792 636292) karen.bewen-chappell@swansea.gov.uk
Schools	Fiona Gordon cldr.fiona.gordon@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Local Service Board (multi-agency)	Mary Jones cldr.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	Uta Clay cldr.uta.clay@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Local Flood Risk Management	Susan Jones cldr.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
Tethered Horses	Jeff Jones clr.jeff.w.jones@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk

Agenda Item 9

Report of the Chair

Scrutiny Programme Committee – 14 December 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.
Councillors are being asked to	<ul style="list-style-type: none">• agree any membership changes of Panels and Working Groups necessary
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 There are no membership changes to report. However this report is provided to facilitate any changes that may need to be made at the meeting in respect of scrutiny panel and working group membership.

3. Legal Implications

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

4. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Report of the Chair

Scrutiny Programme Committee – 14 December 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 The following letter(s) are also attached for discussion:

	Activity	Meeting Date	Correspondence
a.	Committee	12 Oct	Letter to / from Cabinet Member for Education

3.3 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: Carl Billingsley

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

Ave. Response Time (days): 20 (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	21-Oct	21	n/a
22	Transformation of Adult Social Services Panel	21-Sep	Unit costs - in-house residential and domiciliary care	Services for Adults & Vulnerable People	05-Oct	Not required	n/a	n/a
23	Service Improvement & Finance Performance Panel	16-Sep	Grand Theatre, City Centre Regeneration and Arts & Culture	Enterprise, Development & Regeneration	08-Oct	03-Nov	26	n/a
24	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
25	Schools Performance Panel	21-Sep	Reviewing the School Improvement Service	Education	14-Oct	28-Oct	14	n/a
26	Committee	14-Sep	Cabinet Member Question & Answer Session	Wellbeing & Healthy City	20-Oct			



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor Jennifer Raynor
Cabinet Member for Education**

*Please ask for:
Gofynnwch am:*

Scrutiny

*Direct Line:
Linell Uniongyrochol:*

01792 637257

*e-Mail
e-Bost:*

scrutiny@swansea.gov.uk

BY EMAIL

*Our Ref
Ein Cyf:*

SPC/2015-16/4

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

28 October 2015

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Education following the meeting of the Committee on 12 October 2015. It is about Gorseinon Primary School / Parc y Werin, School Budgets, Education Inclusion, School Attendance, and Safeguarding.

Dear Councillor Raynor,

Cabinet Member Question Session – 12 October

Thank you for your attendance at the Scrutiny Programme Committee on 12 October 2015 answering questions on your work as Cabinet Member for Education. We wanted to explore priorities, actions, achievements and impact in relation to your areas of responsibility. Thank you for the written information also provided to the committee that gave us the headlines, as well as the more detailed background reading on the portfolio.

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

Proposed New Primary School in Gorseinon

As you are aware we invite members of the public and other councillors not on the committee to suggest questions to us. We received a number of questions in relation to concerns about the proposed new primary school in Gorseinon and appropriation of land at Parc Y Werin. To summarise the questions received from Mr Aaron Phillips we asked you to advise on the current position with regard to the proposed new primary school and inform

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the Committee of the rationale for the project, options considered and how the public views have influenced the decision.

You stated that there had been numerous public meetings and previous correspondence with residents over concerns raised. You referred to a letter that had already been sent to the Parc y Werin Committee (resident's group) addressing their concerns. It would be helpful if you could supply a copy of that correspondence with your response to this letter.

You were very clear about the positives that the proposed new school would bring and community benefits, as well as providing assurance about the impact on Park and local area. You took us through the public engagement and decision making process.

We invited Mr Phillips to ask a supplementary question. You were asked about progress with a petition that had been submitted. In response you referred to 2 petitions that had been received on this matter and stated that the petitions were in the process of being validated and would then be dealt with in accordance with agreed protocols. We understood that a planning application would be considered by committee in the next few weeks, which still allowed for representations to be made.

With regard to a question on the display of statutory notices within the vicinity, you stated that you would look into this and provide respond in writing. There was some concern about the absence of notices around the Park.

Overall Performance

Despite difficult times, you stated that overall there were many positive stories about education in Swansea, for example in relation to national reading and numeracy tests; and we noted that at Key Stage 4 the Summer term 2015 GCSE results were the best ever for Swansea. There was also good performance at 'A' and 'AS' level.

You stated that there was no reason to be complacent and sit back because the financial situation was going to force a number of changes upon the authority and schools, and we needed to ensure that good progress can be maintained.

School Budgets

You pointed to the financial challenges facing all Councils. 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. Schools faced the challenge of developing new models of delivering services whilst maintaining standards.

We asked a question on school budgets and impact of 5% cuts, as well as measures in place to help schools in difficulty. You reported that many schools have been able to cope but recognised that things would be extremely challenging in future years and will impact on the delivery of services. It required Head Teachers to be innovative. We were informed that a number of areas were being looked in conjunction with schools that provided scope for change to meet financial pressures, but alongside this you were committed to increasing non-financial support and advice to help schools deal with challenges ahead and maintain standards.

We noted that 20 different areas have been discussed with Head Teachers and that 10 of these were being taken forward at pace, including: nursery provision; collaborative / joint working; use of VOIP instead of fixed landlines; use of schools as community resources; Additional Learning Needs provision; and removal of the cheque book facility. The use of schools as community resources was something that we were particularly enthusiastic about.

Schools with Outsourced Services

We asked a question about schools buying in services from outside of the local authority and what measures were in place to ensure consistency of standards. You stated that schools were aware of the need for due diligence when contracting out services. This was an issue for school governing bodies to ensure that sound decisions were being made and things were done properly when managing delegated budgets. You stated that schools were different therefore their needs will differ, so the issue was not necessarily about standardisation but making the best decisions for that particular school.

Education Inclusion

On our agenda for this meeting we were presented with and agreed the final report of the Education Inclusion Inquiry Panel, which asked how services were being improved for those children and young people who need or are at risk of being educated other than at school. This is being presented to Cabinet on 19 November and we look forward to the response in due course.

There was some discussion at the meeting about urgency and pace of change since issues were raised by Estyn in 2013 about performance and outcomes. Also, members were particularly concerned about some of the buildings within the Pupil Referral Unit (PRU) of the buildings not being fit for purpose. You stated that you shared these concerns but told us that the service has presented very difficult issues which have taken time to resolve. With regard to accommodation you stated that alternative buildings were being identified but will most likely require reconfiguration, and you welcomed suggestions.

You cited that things have moved forward since the appointment of a new Chief Education Officer, and were now in a position to present proposals to Cabinet on 15 October. We had agreed for the Schools Scrutiny Performance Panel to undertake pre-decision scrutiny of your Cabinet report.

We were able to hear from the Chief Education Officer about the progress that has been made during the last year on taking the service forward, including: the Pupil Referral Unit coming out of special measures; appointment of a dedicated Challenge Advisor; the PRU Management Committee has been revised to include an independent chair (who is a Head Teacher), councillors and a challenge advisor; the setting up of an intervention board with external input, and the appointment of a new Head Teacher for the PRU.

School Attendance

We asked about school attendance. You stated that figures for secondary school attendance were positive. However, concerns remained with regard to primary school attendance, where there was a large variation between schools. You were looking at the role of Education Welfare Officers and Social Services. You stated that it was a big challenge to improve towards 100% because of illness, but were looking at incentive schemes (e.g. recognising best classes / rewarding achievement of targets) as well as penalty notices.

We asked whether the introduction of fines had made any impact on increasing levels of attendance. You stated that this differed school to school but felt that it did help to reinforce the seriousness of school absence in the minds of parents.

We did feel that data should be disaggregated from overall figures in relation to pupils using Special Teaching Facilities because they can have health needs which have significant impact on their attendance.

In terms of helping to avoid pupils being taken out for holidays during school terms we discussed opportunities for changes to school terms. You agreed this needed to be looked at, learning from experiences elsewhere.

Safeguarding

We asked about safeguarding and whether you looked at this when you visited schools and met with staff. You stressed that safeguarding was everyone's responsibility and that you would always speak to Head Teachers and staff if you had any specific concerns, and would not hesitate to refer matters to the Chief Executive where appropriate. You added that the Education Department included a Safeguarding Officer and there has been an increase in training offered to School Governors.

Issues for Scrutiny

You praised the work of the Education Inclusion Scrutiny Inquiry Panel and of scrutiny in general in terms of its contribution to service improvement and helping to tackle important issues in relation to education. You looked forward with interest to the conclusion of the School Governance Scrutiny Inquiry and recommendations for improvement. It was pleasing to hear you say that scrutiny was targeting the issues of concern.

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:

- our request for copy of your letter regarding the new Gorseinon primary school / Parc y Werin;
- our query about the display of statutory notices around Parc y Werin; and
- our view that data should be disaggregated from overall attendance figures in relation to pupils using Special Teaching Facilities.

Please provide your response by 18 November. 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

✉ cllr.mary.jones@swansea.gov.uk

24 November 2015

Dear Councillor Jones,

Scrutiny Programme Committee 12 October 2015

Thank you for your letter dated 28 October. I am sorry for the delay in replying we have been experiencing some technical difficulties.

1. Copy of letter

You asked for a copy of the letter to the secretary of Parc y Werin Committee which I enclose as Appendix A. I also enclose a copy of the presentation delivered to the Public Meeting held in the Junior School in Gorseinon. Members of the Parc y Werin Committee were present and asked questions (Appendix B).

2. Statutory Notice

With regard to the statutory notice, the notice but more particularly the plan has to be available for inspection by the public and it is usually put up in the notice space at Civic Centre. A local member may request a copy and arrange additional displays. No notices have to be put anywhere else other than a local newspaper nor does it have to be "advertised" anywhere else and neither do notices have to be put on site.

The notice for Parc y Werin was published in the South Wales Evening Post 23 May and 30 May 2015.

3. School Attendance – Special Teaching Facilities

- We do not hold specific data on the attendance of pupils attending STF. This could be obtained but would be very time consuming and involve manually interrogating the records of each school hosting an STF.
- However, the vast majority of pupils attending STF do so for reasons relating to learning rather than health.
- The exceptions would be pupils attending the STF for pupils with profound and multiple learning disabilities at Penllergaer Primary and Pontarddulais Comprehensive who are likely to have greater health needs and be more at risk of health related absences.
- WG data for 2014/15 comparing attendance of pupils with statements of special educational needs and pupils without SEN shows slightly lower rates of attendance for those with statements of SEN: 93.1% for those with statements of SEN and 95.1% for those without. However rates for pupils with SEN at school action and school action plus, who would be educated in mainstream settings, show similar rates of absence at 93.6% and 92.8% respectively.
- Formal disaggregation of the STF students' attendance data from the mainstream school attendance data is not possible as the STF students are registered solely at the school in which the STF is based.
- However, schools may informally disaggregate the data to demonstrate any effect on the school's overall attendance, for example in preparation for a school

Estyn inspection, but this would not impact on the formal school attendance data reporting.

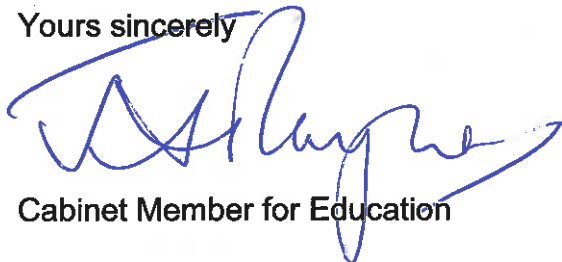
- For all pupils, including those in STFs, we have comprehensive attendance tracking systems in place, including building this data into the VAP.

Categorisation

- An amber support category, within national categorisation, is the result of a three step process. The explanation below is with specific reference to primary schools, including those with STFs.
- Step 1 is an objective view of a school's performance data measures. There is a formula to calculate the standards group of a school. The formula includes six measures. Attendance is one of the six measures. Welsh Government specifies the standards group for each school in Wales. The standards groups can range between 1 and 4. Group 1 indicates high performance.
- Step 2 requires a professional dialogue about the strength of leadership and teaching and learning within the school and this generates a letter between A and D. A indicates the strongest capacity to improve.
- Agreement on the school's support category (step 3) can only take place after step 2. The support category is indicated by four colours ranging from green, yellow, amber and red. Green indicates that less support is required than schools, for example in an amber support category.
- For schools with STFs, the number in step 1 cannot be changed. However, capacity to improve in step 2 can be as high as A provided that the school can evidence that pupils make good progress from their starting points. For STFs, challenge advisers across Wales, will ask the same questions to establish the strength of the school. As a result, schools with STFs and a low standards group of 3 or 4 do not automatically get placed in amber or red.
- Disaggregation is not applied to any of the six measures in step 1 because disaggregation could result in the school being placed in a different benchmark group.
- Step 1 is the start of the categorisation process and does not generate a colour such as amber.

If you require any additional information please do not hesitate to get back to me.

Yours sincerely



Cabinet Member for Education



Appendix A

CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Mr Aaron Phillips

BY EMAIL

Please ask for:
Gofynnwch am:
Direct Line:
Llinell Unlongyrcchol:

Councillor Jennifer Raynor
(01792) 637429

E-Mail / E-Bost:
Our Ref / Ein Cyf:
Your Ref / Eich Cyf:
Date / Dyddiad:

clr.jennifer.raynor@swansea.gov.uk
JR/SH

18 September 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 Mr Phillips

Many thanks for your letter dated 15 August 2015 and received on 18 August 2015 regarding the proposed development at Parc y Werin which has been passed to me to reply to you from the Leader.

I can assure you that the Council has considered a number of alternative options for a united Gorseinon Primary School on one site.

The school needs to be in the Gorseinon Primary School catchment area to ensure easy and convenient access for pupils and parents. The school needs to have green space on-site so pupils can play and for 'Foundation Phase' learning and, given the economic climate, it needs to be affordable. A new Gorseinon Primary School at Parc y Werin would meet all the above needs more effectively and more efficiently than any other alternative.

During the community engagement in February of this year, approximately 3500 leaflets were distributed to residential accommodation throughout the Gorseinon Primary School catchment area, including Gorseinon Hospital and local sheltered accommodation. Leaflets, posters and comment boxes were also placed within the three school sites, the Canolfan Gorseinon Centre, the library and the Gorseinon Institute.

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

CABINET OFFICE, THE GUILDHALL, SWANSEA, SA1 4PE
SWYDDFA'R CABINET, NEUADD Y DDINAS, ABERTAWE, SA1 4PE

☎ (01792) 637429

✉ clr.jennifer.raynor@swansea.gov.uk www.swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

- 2 -

Community information sessions were held at Canolfan Gorseinon Centre on 23 February 2015, 2 March 2015 and 4 March 2015 and a presentation was given to a Town Council meeting held at the Town Council Offices on 4 March 2015.

All the queries/suggestions received during this time have been published on our website and responses provided. I have asked officers to re-visit all points to ensure that all concerns/views are addressed.

Under the proposal, the park could still benefit from hosting weekly bowls and football tournaments and a new junior all-weather pitch would allow children to benefit from using this pitch all-year round, whatever the weather.

Gorseinon Primary School was established in September 2012 following the amalgamation of Gorseinon Infant and Junior Schools and is currently located across three sites. No Welsh Government funds were awarded to the project in 2012.

All the worries that you raise have and are being considered. The community will have a further opportunity to share its views when a planning application is submitted in the coming months.

Yours sincerely

COUNCILLOR JENNIFER RAYNOR
CABINET MEMBER FOR EDUCATION

COUNCILLOR/Y CYNGHORYDD
JENNIFER RAYNOR
CABINET MEMBER FOR EDUCATION /
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1

Appendix B

Proposed new build for Gorseinon Primary School

Adeilad newydd arfaethedig ar gyfer
Ysgol Gynradd Gorseinon

Community presentation / Cyflwyniad cymunedol

23 September 2015 / 23 Medi 2015

City and County of Swansea
Dinas a Sir Abertawe



2

Introductions

**Cllr Rob Stewart
(Leader)**

**Cllr Jen Raynor
(Cabinet Member for Education)**

**Lindsay Harvey
(Chief Education Officer)**

**City and County of Swansea
Dinas a Sir Abertawe**



3

Key issues

- The school on three sites, is not appropriate for the 21st century and is not acceptable in the long term to the local community.
- Gorseinon has been waiting a long time for a replacement school and, thanks to the Welsh Government and the work of Swansea Council, the opportunity to secure a new school has arisen.
- The infant school, for ages four to eight, was built in Victorian times and is no longer fit for purpose, despite significant maintenance work by the Council and the efforts of teachers, staff and governors.
- An external wall is being held up by a wooden buttress, damp is a daily experience and there is no green space for sport or lessons.
- Classes have to be walked to the nearest green space half a mile away with an escort of up to six staff.



Progress to date

- Identification of possible sites in Council ownership
- Initial investigations and scoping of requirements
- Community engagement
- Presentations to stakeholders and consideration of feedback
- Traffic assessment
- Publication of notice of intention to develop on Public Open Space
- Refining the school's requirements
- Welsh Government approval of the full business case
- Appointment of contractor to develop design



5

Which site?

- Any new site for the school has to already be in the Council's ownership and within the Gorseinon catchment area.
- The site has to be capable of meeting the needs of a 21st century school.
- Potential sites were identified following an area review of local authority-owned assets in the Gorseinon area.



6

Why build at Parc Y Werin?

All pupils would have easy, direct and safe access to green space for lessons and for play, encouraging children to follow their sporting dreams in rugby, football and other pursuits.

For the first time ever, pupils at Gorseinon Primary School would have the same degree of access to green space as pupils of nearby primary schools at Pontybrenin and Penyrheol have taken for granted for many years.



Why build at Parc Y Werin?

There is an opportunity to enhance and improve the community facilities at Parc y Werin:

- Provision of a 3G mini pitch that will be available for letting by community groups and sports clubs
- Re-siting and upgrading of the existing playground
- The new car park which will serve the school will be available for community use when the school is closed at evenings, weekends and holidays
- Community room in the school building available for hire to community groups



8

Why build at Parc Y Werin?

- It will help develop Parc y Werin as a community park, discourage anti-social behaviour and increase perceptions of the park as a place in the heart of its community available for people to relax and enjoy.
- This site would reinforce links between the new school and its community to help promote the fact that all education relates to the life and well-being of the wider community, as well as the social and economic benefits to the individual.
- There would be no disruption to pupils while construction is underway.
- This option is the most cost-effective solution and would provide better value for money.



9

Why not build on the junior school site?

- Traffic, highway and child safety issues would be much greater.
- Improvements to access and parking arrangements that may be required are likely to impact on the available site.
- Access to the site for demolition and construction purposes would be challenging.
- The shape and topography of the site is more difficult both in terms of layout and construction costs.
- There would be significant disruption to junior school pupils while the new school was built either on a live site or possibly having to be relocated.



Why not build on the junior school site?

- Additional costs arising from the decant and temporary classroom provision.
- Loss of playing field during construction.
- The junior school site would not bring the same community benefits as the Parc Y Werin proposal.
- The junior site would be less cost effective and give less value for money than the Parc y Werin proposal.



11

Highways issues at the junior school site

- The school is primarily accessed off a classified road and is shared with a busy rear car parking facility for a Sainsbury's supermarket. This potentially will give rise to many highway safety concerns especially in view of increasing pupil/staff numbers from the locality.
- The existing highway infrastructure at the 'school gate' and peripheral is not ideal, and may be inadequate given the current lack of highway infrastructure; however, this may be challenging given the existing highway footprint.
- There are no controlled or uncontrolled crossing facilities for pedestrians who wish to head towards Alexandra Road and in general there is little provision for pedestrians and especially potential foot fall of children.



What will happen to the existing school buildings if this project goes ahead?

- The future use of the existing sites would be determined as part of the Council's corporate asset management process.
- No decisions have been made as it would pre-empt the outcome of this planning process.
- Initially the local authority would consider whether the existing buildings have an educational benefit.

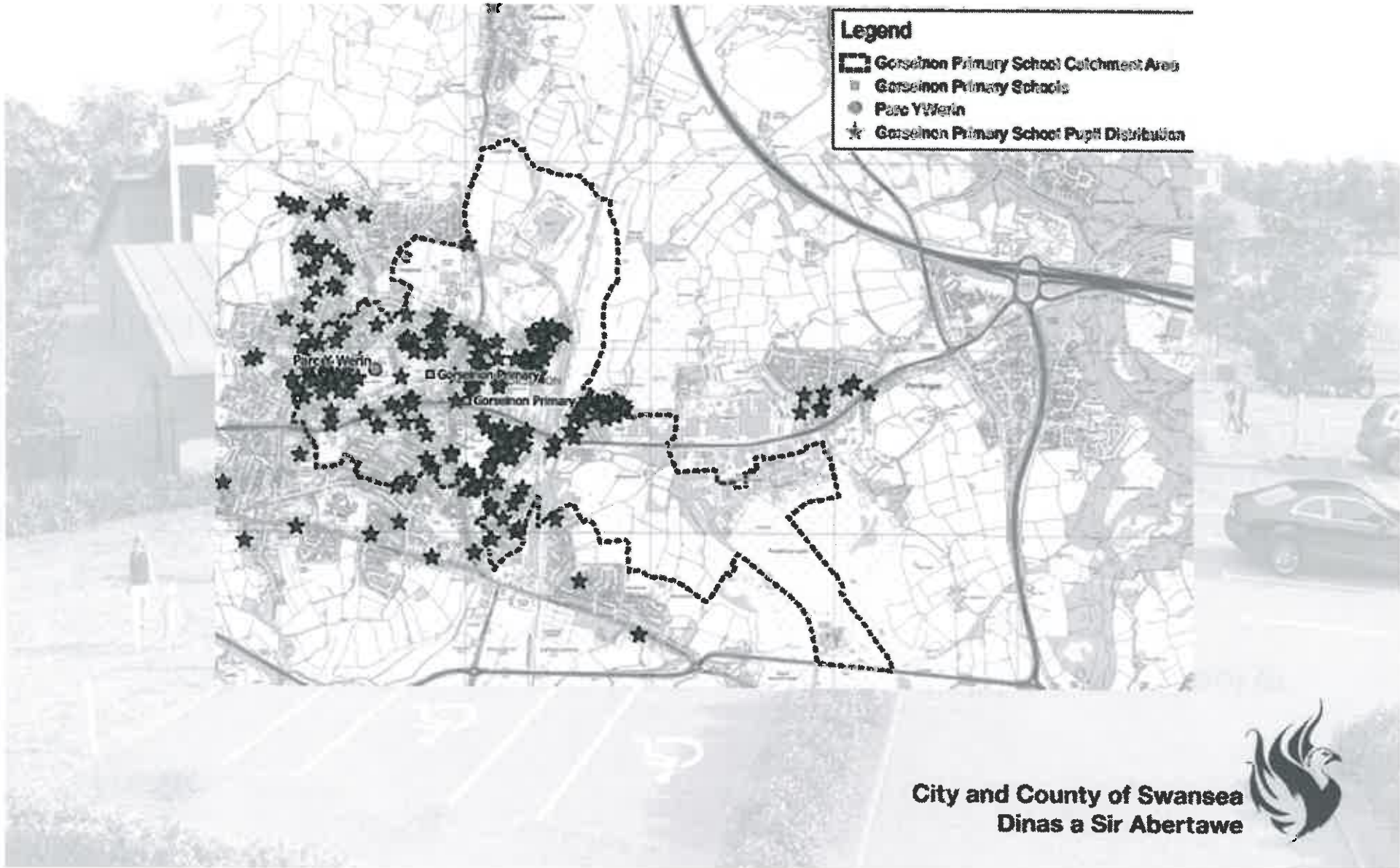
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Traffic

- Traffic is always a concern in any proposal to build a new school or expand an existing school.
- A traffic assessment has been undertaken by an independent consultant and this will be submitted with the planning application.
- The school will also have a travel plan for the new build which they will be required to implement and monitor going forward, this is intended to encourage pupils, parents and staff to use modes of transport other than cars.
- The school is on three sites now; it is expected that this will help reduce volume of car journeys undertaken by parents.
- The school car park will be available for community use when the school is closed.



Pupil distribution



5

What happens if we don't proceed?

- It is unlikely the school will be built.
- Funding is dependent on accessing a Welsh Government grant this year. If that doesn't happen the children of Gorseinon Primary School will continue to be educated in facilities not fit for the 21st century for the foreseeable future while alternatives are considered.
- Welsh Government confirmed this again in a letter to Local Authority Chief Executives this month, stating '...we are still evidencing slippage, which is disappointing, and as a consequence there are now budget pressures for the next financial year. It is important to avoid further slippage in light of these pressures and Welsh Government may not be able to guarantee funding in future years where slippage continues.'



Community benefits

- Relocated and upgraded playground with new equipment designed to meet the needs of local children.
- The school would also include a community room that would be available for letting by arrangement with the school.
- Externally a 3G mini pitch would be provided that would be available for letting by arrangement with the school.
- The car park, will be open during evenings and weekends, so that it can be used by the community.
- Co-located existing facilities that will remain include: the grass sports pitch, the bowling green and pavilion.
- Provision has also been included in the cost plan to invest in other pitch facilities in the locality.

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18

How will the new school build benefit local businesses?

- 80% of contract delivered by suppliers based in in Wales, of those 20% within 10 miles, 30% within 25 miles, and 75% within 50 miles
- 75% spent on business in Wales
- 100% of money spent on businesses in Wales spent on SMEs in Wales



The new school build will:

- achieve British Research Establishment Environmental Assessment Method (BREEAM) 'excellent'; and
- have a minimum recycled content of at least 15% of the total value of the materials used.



When will the relocated and upgraded play area be installed?

- The location of a new play area, including equipment, will form part of the planning application due for publication in the coming weeks.
- It would be the first work to be carried out once construction begins.
- Cwmbwrla and Manselton Wards are already benefiting from a new community changing room block, developed as part of the new school for Burlais as promised by the Council.
- Similarly, the Gowerton Ward is already benefiting from a new children's play area with new equipment on the public park at the Elba as part of a new primary school for the community.

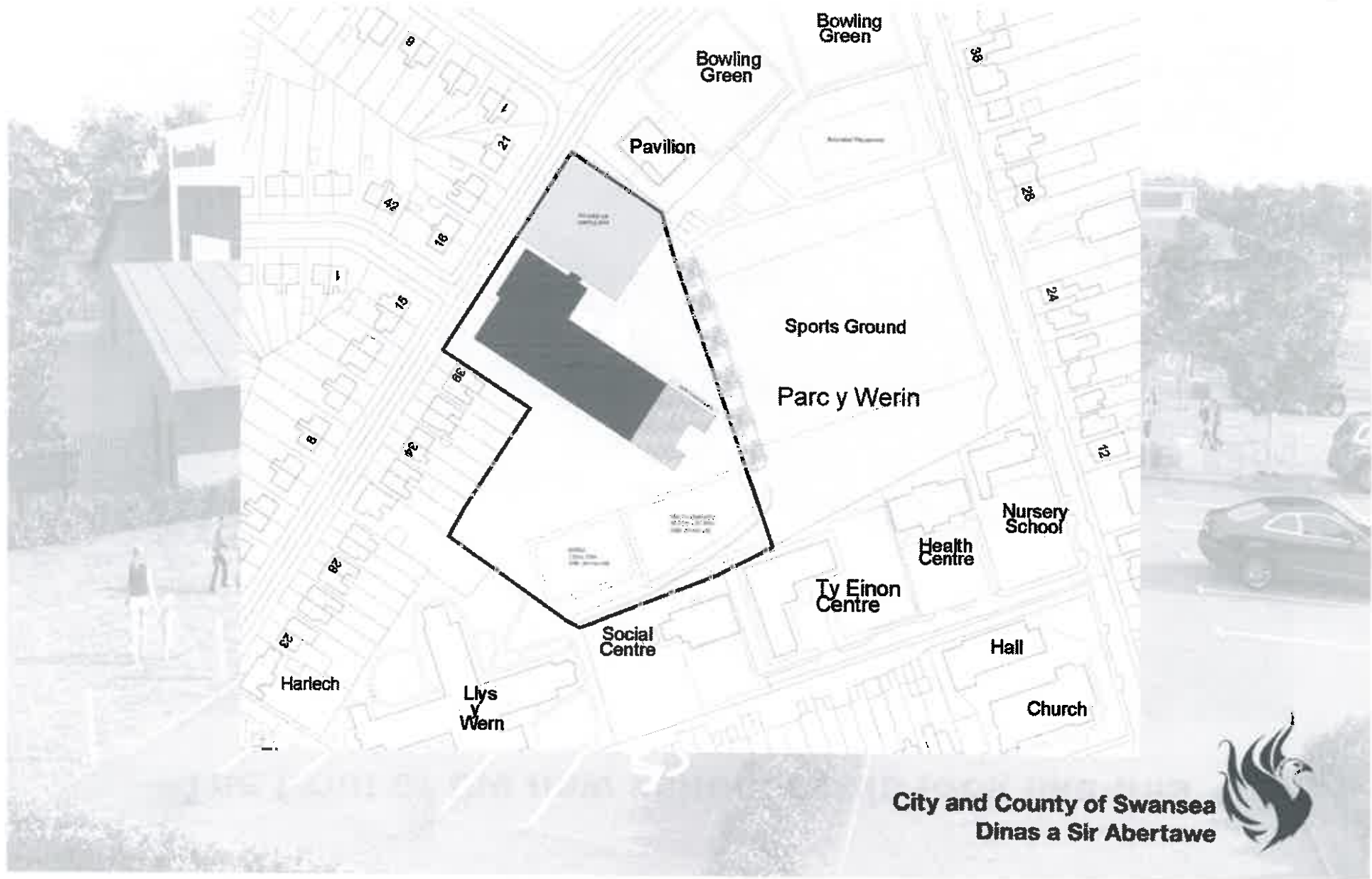


Site plan showing the new build, car park, 3G and MUGA



21

Site layout plan



The front of the new school could look like this

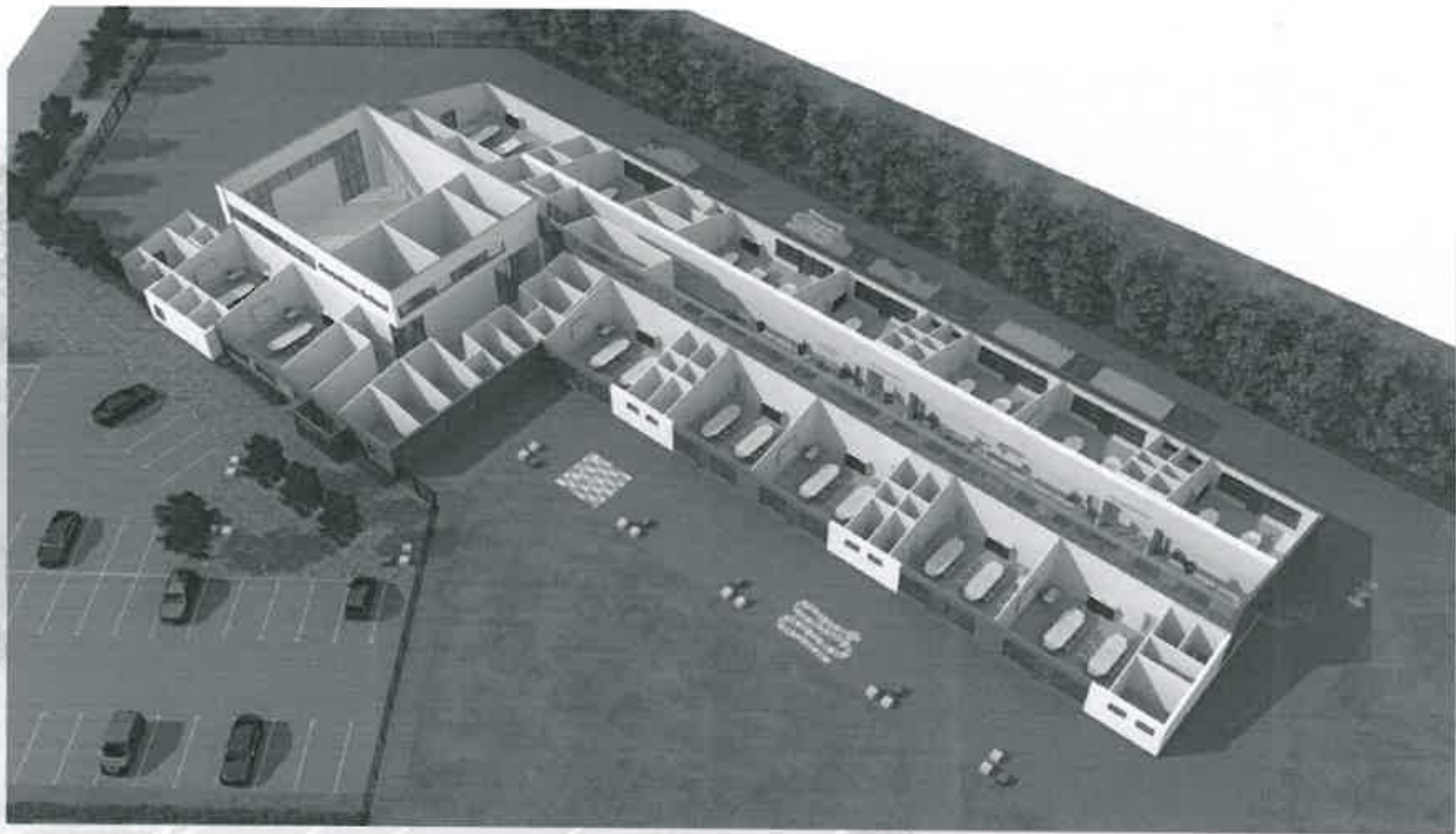


This is a 3D eye-level perspective



24

3D cut-away plan

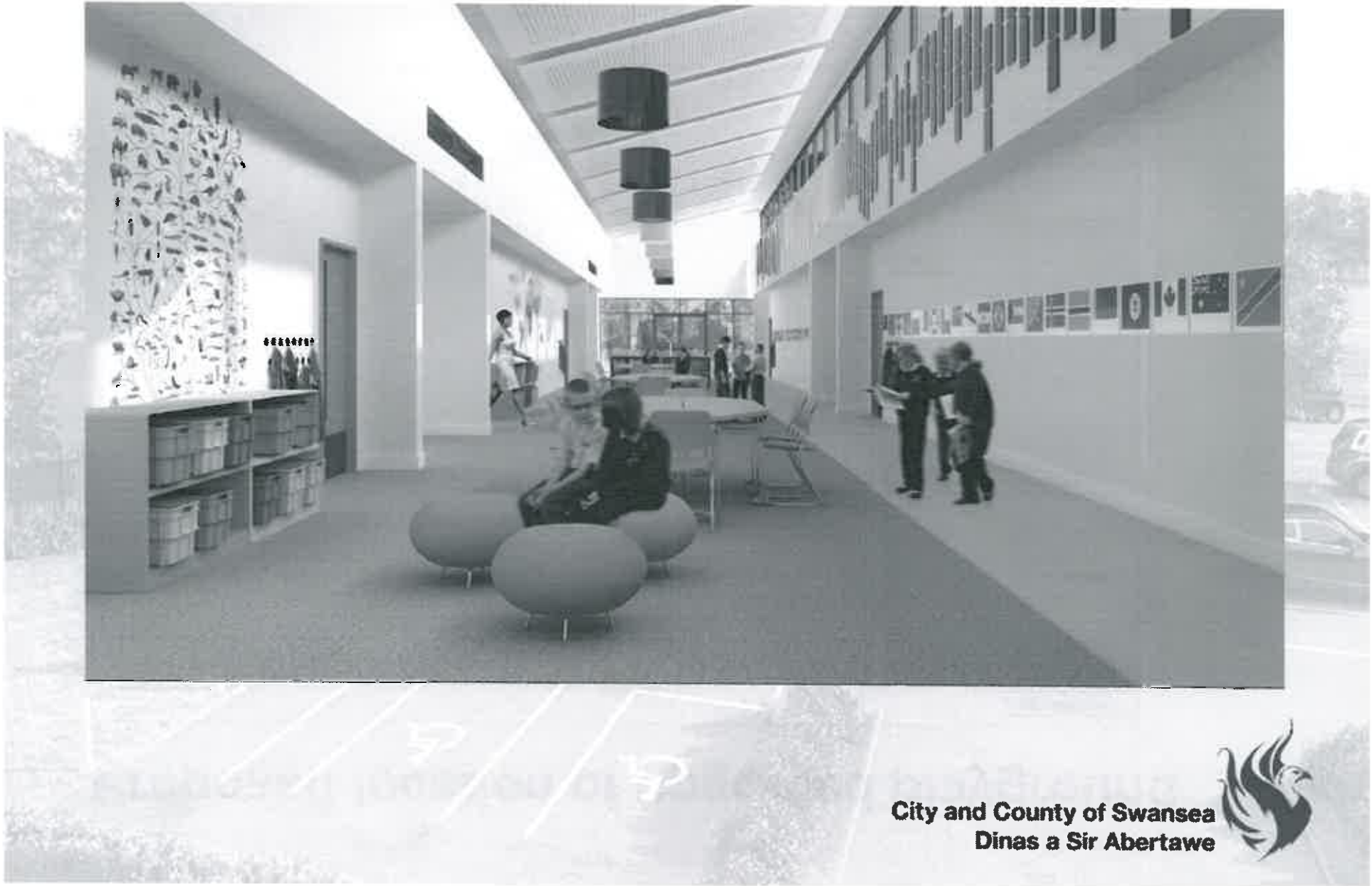


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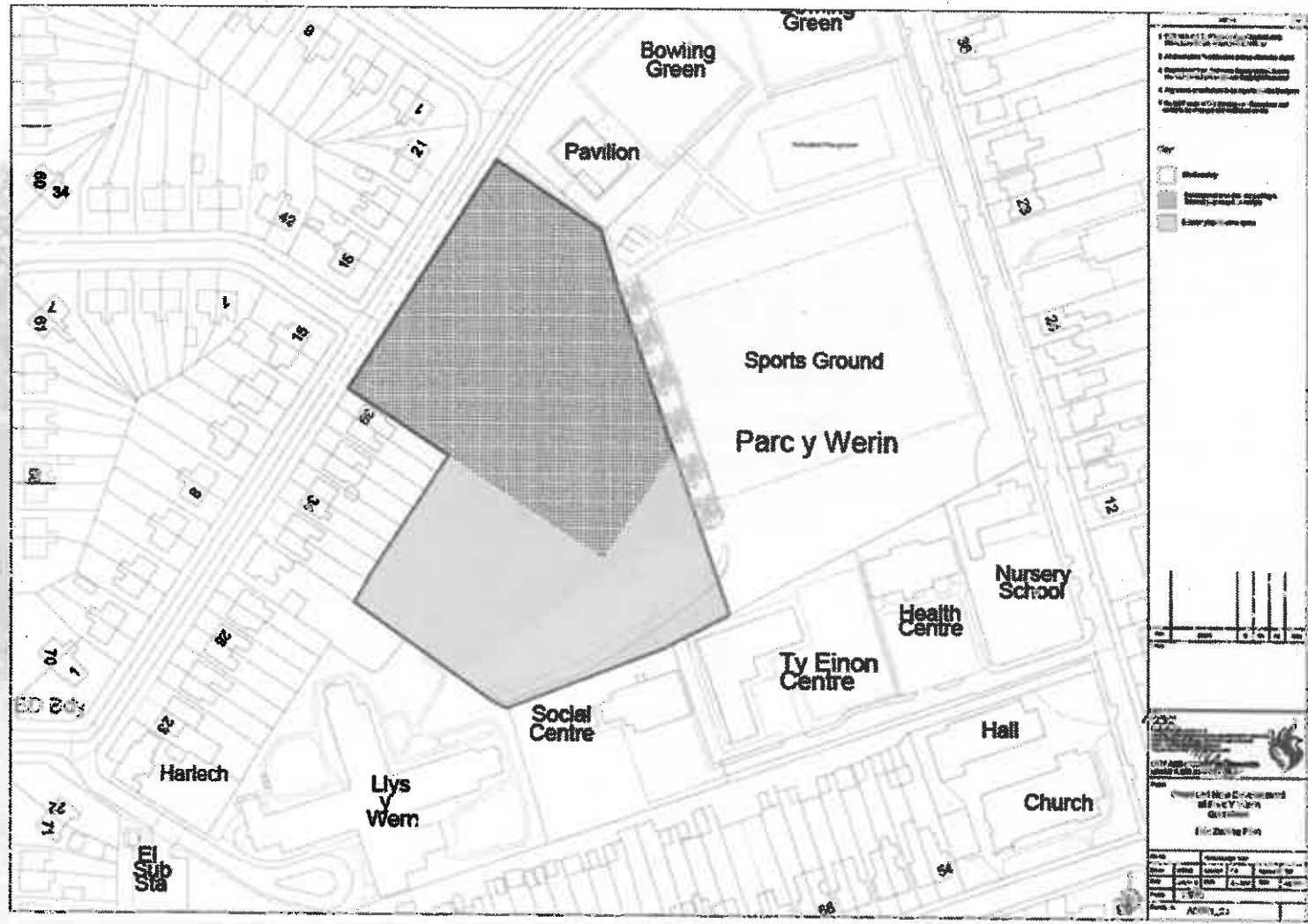
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The learning street could look something like this....



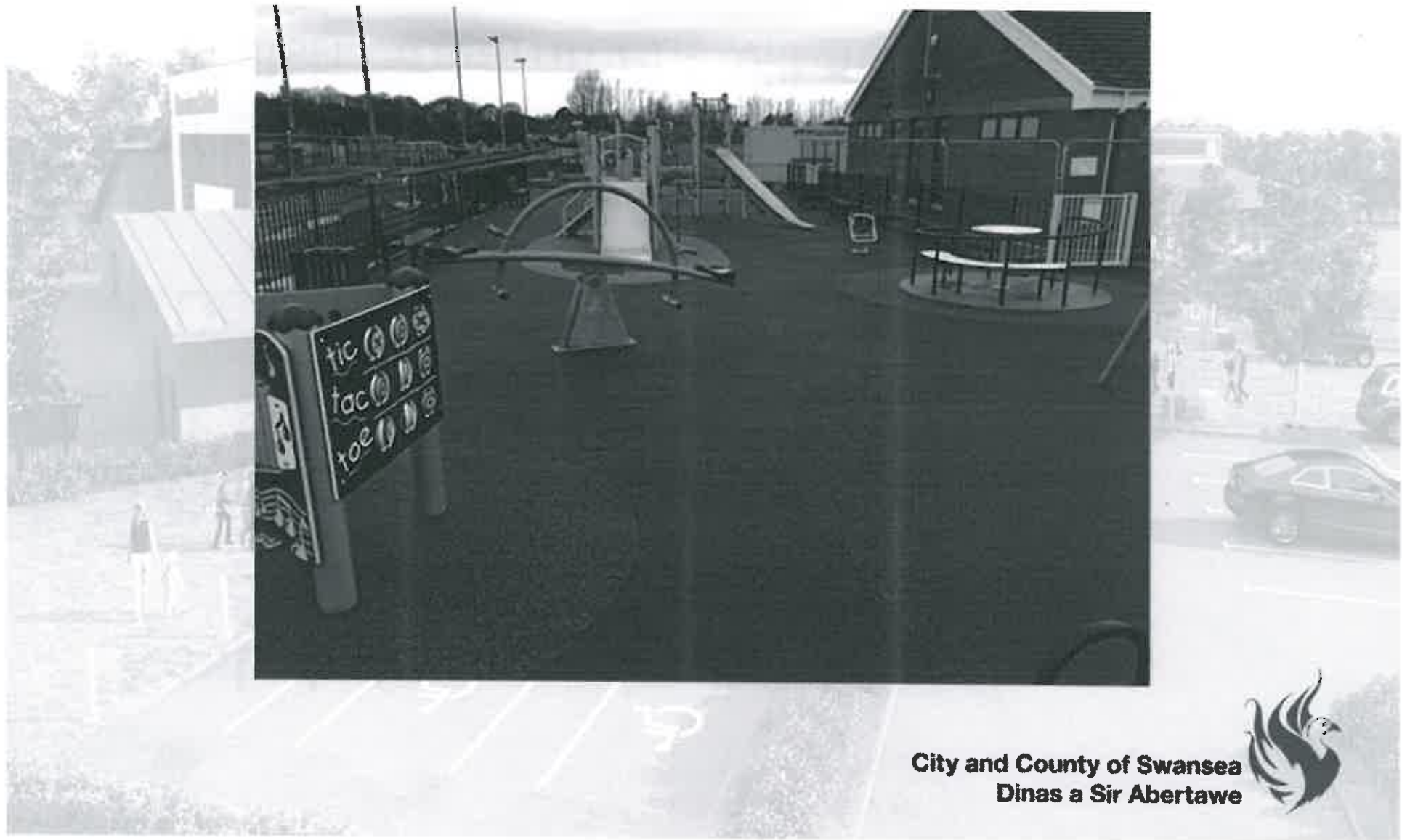
Proposed location of upgraded playground



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**The image below is of the new playground at The Elba.
We would expect that a new playground at Parc Y Werin would be similar.**



Next steps

- Submission of planning application
- Detailed design development
- If planning permission is granted, the Welsh Government will award the Grant

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Milestones

September/October 2015

Design development and submission of planning application

January 2016

Start on site

January 2016

Works start on new playground

January 2017

Completion

Spring 2017

School opens in new build



Frequently asked questions



Swansea Council wants to build on all of Parc y Werin

No, we don't.

It's anticipated the amount of space for a new school building will occupy about 12% of the park.

Improved sports facilities the community has been campaigning for over the last few years will also form part of the project including a new 3G pitch and MUGA (multi-use games area).

As is the case with the bowls pavilion and bowls pitches, a section of the school grounds will be fenced off to protect the facilities.

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If the Council builds a new school on Parc y Werin, it'll take over the rest of the park in a decade

This isn't the case and there is no evidence to support that claim.

The new school will bring together the junior section, the primary and the nursery section together on one site for the first time in Gorseinon's history - just as is the case at Penyrheol Primary School.

It is being built with current and potential future demand.

The design will create enough space on the school site for 315 pupils (plus a nursery) but also future-proof the school to take an additional 105 pupils (if needed) and extra land will not be needed in the years ahead.



Why hasn't the Council considered alternatives?

The Council has considered alternative options for a united Gorseinon Primary School on one site.

The school needs to be in the Gorseinon Primary School catchment areas to ensure easy and convenient access for pupils and parents.

It needs to have green space on-site so pupils can play and for 'Foundation Phase' learning. Pupils who don't have access to such facilities place them potentially at a natural learning disadvantage which teachers and staff have to overcome.



We won't be able to play sport at Parc y Werin any more

Not true.

Informal sport and formal sport such as rugby and football would continue to be played there.

This is because the majority of the park would be open, green space.

Sports facilities would be improved as part of the Gorseinon Primary School project.



We should stop and start the engagement process again

- All the concerns and issues currently being raised were raised in February and March. They were also addressed at that time.
- The planning application for the new Gorseinon Primary School will give residents an opportunity to comment on the proposals again and issues such as traffic management and plans for the play area will be considered as part of the process.
- A new Gorseinon Primary School is much-needed. At the moment pupils learn on three sites, one of which is Victorian-built, has no immediate access to green space and is not fit for purpose.
- If, for any reason, work does not start on the school in this financial year, it is unlikely Gorseinon Primary School will be built. This is because it is partly dependent on the allocation of Welsh Government grants which are available for Gorseinon Primary School only in this financial year.



Many thanks for listening
Diolch yn fawr iawn am wrando

Questions?
Cwestiynau?

www.swansea.gov.uk/gorseinonprimaryproject

education@swansea.gov.uk

City and County of Swansea
Dinas a Sir Abertawe



Agenda Item 13

FOR INFORMATION

This report provides the Audit Committee work plan to May 2016.

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

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

The Scrutiny Work Programme is also reported to the Audit Committee.

At least once a year respective chairs will attend the committee in order to discuss work programmes and effectiveness.

The Chair of the Audit Committee is attended the Scrutiny Programme Committee on 9 November.

The Chair of the Scrutiny Programme Committee is scheduled to attend the Audit Committee on 15 December.

AUDIT COMMITTEE WORKPLAN 2015/16

Date of Meeting	Reports
15 December 2015	Cabinet Advisory Committees – Briefing Chair of Scrutiny Programme Committee Corporate Governance Review – Update PwC Annual Audit Letter 2014/15 Risk Management Half Yearly Review 2015/16 Chair’s Letter to Interim Chief Social Services Officer/Head of Adult Services Chair’s Letter to Head of Highways and Transportation
16 February 2016	WLGA Peer Review – Progress Update Wales Audit Office Performance Audit Update YGG Lon Las Lessons Learned – Referral from Cabinet Recommendations Tracker Report 2014/15 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

Agenda Item 16

Report of the Chair

Scrutiny Programme Committee – 14 December 2015

PRE-DECISION SCRUTINY OF CABINET REPORT – CITY CENTRE DEVELOPMENT SITES – SELECTION OF PREFERRED DEVELOPER(S)

Purpose	This report provides guidance on pre-decision scrutiny ahead of consideration of the Cabinet report on 'City Centre Development Sites – Selection of Preferred Developer(s)'
Content	This report is focussed on the role of the committee in undertaking pre-decision scrutiny.
Councillors are being asked to	<ul style="list-style-type: none">• consider the Cabinet report and proposals• agree any views on the proposed decision that are to be submitted to Cabinet
Lead Councillor	Councillor Mary Jones, Chair of Scrutiny Programme Committee
Lead Cabinet Member / Officer(s)	<ul style="list-style-type: none">• Councillor Robert Francis-Davies – Cabinet Member for Enterprise, Development & Regeneration• Phil Roberts, Director – Place
Report Author	Brij Madahar, Scrutiny Coordinator Telephone: 01792 637257 brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 Following a review of future cabinet business at a recent meeting the committee requested to undertake pre-decision scrutiny of the Cabinet report on the 'City Centre Development Sites – Selection of Preferred Developer(s)'. The report is due to be considered by Cabinet on 17 December.

2. Cabinet Report

- 2.1 The committee will note that the Cabinet report is an exempt report which necessitates discussion by the committee in closed session. The report is included in the agenda papers as Item 18.

3. Role of the Committee

- 3.1 Pre-decision scrutiny provides the opportunity for consultation with non-Executive Members on fully developed proposals, where a clear recommendation exists, before decisions are taken by the Executive.

3.2 This meeting will enable the committee to gain information and develop an understanding of this matter, and, acting as a 'critical friend', to ask questions and comment on the report. This gives scrutiny a valuable opportunity to inform and influence decision-making through debate and challenge.

3.3 Councillor Rob Stewart, Leader / Cabinet Member for Finance & Strategy, will attend the meeting to present the report and answer questions, along with relevant officer(s) involved in the development of the report who will assist the committee and provide appropriate advice. Apologies from Councillor Robert Francis-Davies who is unable to attend.

3.4 In terms of key questions, the Committee may want to consider:

- the rationale for the report
- robustness of the proposed decision and process
- potential impact and implications (including policy / performance / budget issues) and risks
- how different options have been considered
- the extent of consultation undertaken

3.5 In sharing its views with cabinet this may include giving support, providing other suggestions on the way forward, or flagging up any concerns.

3.6 The committee (through the chair) will have the opportunity to present its views, conclusions and recommendations about the report to Cabinet on 17 December. These views are required to be formally considered by Cabinet before it makes the decision and feedback should be given to the committee including explanation for any rejection of views expressed.

4. Legal Implications

4.1 In accordance with the Council's Constitution "pre-decision scrutiny gives scrutiny the opportunity to influence Cabinet decision making as a critical friend". "The views of the scrutiny committee are formally presented (either in a written report or verbally by the scrutiny Chair) to the Cabinet meeting for the Cabinet to consider and inform its decision making".

5. Financial Implications

5.1 There are no specific financial implications raised by this report. Financial implications of the actual cabinet report are contained within that report which is appended.

Background Papers: None

Legal Officer: Wendy Parkin
Finance Officer: Carl Billingsley

Report of the Head of Legal, Democratic Services & Procurement

Scrutiny Programme Committee – 14 December 2015

EXCLUSION OF THE PUBLIC

Purpose:	To consider whether the Public should be excluded from the following item of business.	
Policy Framework:	None.	
Reason for Decision:	To comply with legislation.	
Consultation:	Legal.	
Recommendation(s):	It is recommended that:	
1)	The public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	Item No.	Relevant Paragraphs in Schedule 12A
	18	14
Report Author:	Democratic Services	
Finance Officer:	Not Applicable	
Legal Officer:	Patrick Arran – Head of Legal, Democratic Services and Procurement (Monitoring Officer)	

1. Introduction

- 1.1 Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, the Committee will be requested to exclude the public from the meeting during consideration of the item of business identified in the recommendation to the report on the grounds that it involves the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as

amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

3. Financial Implications

- 3.1 There are no financial implications associated with this report.

4. Legal Implications

- 4.1 The legislative provisions are set out in the report.
- 4.2 Councillors must consider with regard to each item of business set out in paragraph 2 of this report the following matters:
 - 4.2.1 Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.
 - 4.2.2 If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test as set out in paragraph 2.2 of this report.
 - 4.2.3 If the information falls within paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test but must consider whether they wish to waive their privilege in relation to that item for any reason.

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
12	Information relating to a particular individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. His view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
13	Information which is likely to reveal the identity of an individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. His view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. His view on the public interest test was that:</p> <p>a) Whilst he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or</p> <p>b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts.</p> <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

No.	Relevant Paragraphs in Schedule 12A
15	<p>Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 15 should apply. His view on the public interest test was that whilst he is mindful of the need to ensure that transparency and accountability of public authority for decisions taken by them he was satisfied that in this case disclosure of the information would prejudice the discussion in relation to labour relations to the disadvantage of the authority and inhabitants of its area. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
16	<p>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</p>
	<p>No public interest test.</p>
17	<p>Information which reveals that the authority proposes: (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) To make an order or direction under any enactment.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 17 should apply. His view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by the public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
18	<p>Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 18 should apply. His view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>