

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 1, Civic Centre, Swansea

On: Monday, 8 February 2016

Time: 4.30 pm

AGENDA

Page No.

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on the 8 February 2016. The main items are a question and answer session with the Cabinet Member for Adults & Vulnerable People, Commissioning Review Process, and Service Improvement & Finance Scrutiny Performance Panel.

- 1 Apologies for Absence.**
- 2 Disclosures of Personal & Prejudicial Interest.**
- 3 Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 Minutes.** **1 - 6**
To approve and sign as a correct record the Minutes of the Scrutiny Programme Committee held on 11 January 2016.
- 5 Public Question Time.**
- 6 Cabinet Member Question Session: Cabinet Member for Adults & Vulnerable People. (Councillor Jane Harris)** **7 - 19**
- 7 Scrutiny Performance Panel Progress Report - Service Improvement & Finance. (Councillor Chris Holley)** **20 - 24**
- 8 Overview of Commissioning Review Process. (Martin Nicholls, Chief Operating Officer)** **25 - 35**
- 9 Scrutiny Work Programme 2015-16.** **36 - 59**
- 10 Membership of Scrutiny Panels and Working Groups.** **60 - 62**

11 Scrutiny Letters.

63 - 74

	Activity	Meeting Date	Correspondence
a	Committee – Cabinet Member Q & A	14 Dec	Letter to Cabinet Member for Finance & Strategy (Leader)

12 Feedback from Recent Scrutiny Events.**13 Upcoming Scrutiny Events.****14 Audit Committee Work Plan. (For Information)**

75 - 76

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

14 March 2016	11 April 2016	9 May 2016
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16 Date and Time of Upcoming Panel / Working Group Meetings.

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Transformation of Adult Social Services	Panel	8 Feb Jan	1.30 pm	Committee Room 3 (CC)
Schools	Performance Panel	9 Feb	5.00 pm	Room 235 (GH)
Service Improvement & Finance	Performance Panel	10 Feb	11.00 am	Committee Room 6 (GH)
Schools	Performance Panel	11 Feb	3.30 pm	Room 1.2.1 (CC)
Child & Family Services	Performance Panel	15 Feb	2.00 pm	Committee Room 6 (GH)
Child & Adolescent Mental Health Services	Inquiry Panel	16 Feb	9.30 am	Council Chamber (GH)
Building Sustainable Communities	Inquiry Panel	17 Feb	10.30 am	Committee Room 5 (GH)
Local Service Board	Performance Panel	22 Feb	4.00 pm	Committee Room 4 (GH)
Building Sustainable Communities	Inquiry Panel	3 Mar	10.30 am	Committee Room 5 (GH)
Inward Investment	Inquiry Panel (follow up)	3 Mar	4.00 pm	Room 235 (GH)
Transformation of Adult Social Services	Panel	7 Mar	1.30 pm	Committee Room 3B (GH)

Schools	Performance Panel	17 Mar	3.30 pm	Committee Room 3B (GH)
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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

2 February 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	
C A Holley	Convener (Service Improvement & Finance Performance Panel)
P Hood-Williams	Convener (Child & Family Services Performance Panel)
F M Gordon	Convener (Schools Performance Panel)

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: 33

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON
MONDAY, 11 JANUARY 2016 AT 4.30 PM

PRESENT: Councillor R V Smith (Vice-Chair) presided

Councillor(s)

U C Clay
A M Cook
N J Davies
J W Jones
R V Smith

Councillor(s)

A C S Colburn
S E Crouch
E W Fitzgerald
P M Meara
G J Tanner

Councillor(s)

D W Cole
J P Curtice
T J Hennegan
G Owens

Co-opted Member(s)

D Anderson-Thomas

Councillor F M Gordon

Councillor P R
Hood-Williams

Officer(s)

Brij Madahar
Dave Mckenna
Sandie Richards

Overview & Scrutiny Co-ordinator
Overview & Scrutiny Manager
Principal Lawyer

Apologies for Absence

Councillor(s): M H Jones

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

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

109 **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.

110 **MINUTES.**

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

111 **PUBLIC QUESTION TIME.**

There were no public questions.

112 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR ANTI-POVERTY.**

The Committee took the opportunity to question Councillor Will Evans, Cabinet Member for Anti-Poverty.

The question session focussed on Councillor Evans' role as Cabinet Member for Anti-Poverty in terms of priorities, actions, achievements and impact.

Councillor Evans was invited to make any opening remarks prior to taking questions from the committee.

The question session led to discussion around the following topics:

- The key priority of tackling poverty which is one of the five themes in the Corporate Plan;
- Tackling Poverty Strategy and Action Plan;
- Local Service Board Strategic Needs Assessment, Local Service Board Research Group and Established indicators;
- The effective running of the Communities First Programme – Welsh Government's tackling poverty programme in communities;
- The Council's Tackling Poverty Strategy and how well the Corporate priority and Poverty Strategy fit together;
- How a good education affects an individual's chances of getting out of poverty;
- People having a decent standard of living by receiving the maximum benefits they are entitled to and by receiving a good income if they are working;
- Income levels linked to basic acceptable minimum standards which are £17k for a single person and £40k for a couple;
- Work done to tackle poverty outside Communities First areas;
- Details of Foodbanks, allotments and growing spaces in Swansea and the support provided by the Authority;
- Levels of rent, particularly in Communities 1st areas;
- Homeless figures within the Authority and the reasons why people fall into poverty / homelessness;
- The involvement of Councillors in tackling poverty within their Wards;
- The impact of welfare reforms on households;
- Portfolio priorities going forward and long term objectives including regularly reviewing the services and assessing how they link with the Corporate Plan, developing a food and growing enterprise and the Communities for Work Programme – European Social Fund.

In response to Member questions the Cabinet Member confirmed that:

- There were currently 5 foodbanks run by the Trussell Trust and 5 run by churches within Swansea;
- The support provided to allotments was reduced from £50k to £30k per annum in the Sustainable Swansea Budget Report in 2014 and was further reduced to £20k for 2015/16 and will continue at that level for 2016/17;

- For the period April 2014 to March 2015 £27k in grants towards food and growing had been awarded;
- 22 grants had been awarded this year for food and growing and £9,400 had been spent to date. 6 organisations had received grants and 2 applications had been deferred subject to further information;
- The Authority would not be increasing the number of allotments but was encouraging people to increase growing spaces, which were smaller areas of land that did not require a lease.

He added that he would circulate the following: -

- Figures relating to homelessness in Swansea;
- Details of the food and growing enterprise business plan and the list of grants provided;
- A list of what has been transferred to date and what is being considered by the Community Action Transfer Fund;

The Chair thanked the Cabinet Member for his attendance.

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

113 **FINAL SCRUTINY INQUIRY REPORT: SCHOOL GOVERNANCE.**

Councillor F M Gordon, Convenor, presented the School Governance Scrutiny Inquiry final report.

Councillor Gordon highlighted that the report presented the conclusions and recommendations arising from the inquiry that sought to answer the following question:

'How can the Council ensure that school governors provide effective challenge for their schools?'

She outlined that the role of school governors had changed significantly over recent years, with governors playing an increasingly important part in the management of schools and school improvement. She added that in many schools, governing bodies had responded to this change and had sought new ways of ensuring they adapted to changing demands. However, in other schools old ways of working remained and required updating. Roles within governing bodies could become fixed with a lack of questioning and clarity about those roles and it was noted that relationships could become too 'cosy', therefore impacting on the capacity to challenge schools sufficiently.

The Panel looked at good practice within schools which involved a range of different methods and visited schools that had been identified for good practice. She added that the Panel were not convinced that governors were clear regarding their roles and further training would improve the situation.

Members discussed the report and key issues included:

- The need for governors to be both supportive and challenging;
- Improved training for governors would improve the situation and how the current nature of the role could put people off volunteering;
- The policy within the Authority of giving Councillors priority for vacant governor posts;
- Attendance and re-appointments of governors who had poor attendance records;
- The importance, knowledge and effectiveness of the chair of governors;
- Possible remuneration of governors and combining governor bodies;
- The large amount of information being reported to governors which could overwhelm people;
- The timing of governor meetings which could cause difficulty for individuals who work.

The committee also noted that the Panel's report has identified an issue for further scrutiny – the function and operation of the Local Authority Governor Panel to ensure that it supports the work of governing bodies.

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

RESOLVED that:

- 1) The report be **AGREED** for submission to Cabinet; and
- 2) Scrutiny of the LA Governor Panel be added to the list of future Working Groups.

114 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - SCHOOLS.**

Councillor F M Gordon, Convenor presented an update on the work of the Schools Scrutiny Performance Panel.

She added that the Panel was currently meeting on a monthly basis and the work completed since the last update in September included:

- a) In September the panel met twice to look at the performance and support for Looked After Children and for Gypsy Traveller Children and would also review the work of the School Improvement Service.
- b) In October the Panel also met twice to meet with the Challenge Advisor, Headteacher and the Chair of Governors of a Primary School and again to carry out pre-decision scrutiny on a report about the future of Education Other Than At School Services
- c) In November the Panel looked at the Post Inspection Action Plan arising from the Estyn Inspection 1 year on plus the Annual Audit of Schools report.
- d) Over this period the Panel had also kept up to date with individual school Estyn Inspections publications and any advisory/practice documents including for example: relevant Estyn Inspection outcomes for Swansea, Estyn and other guidance information.

She highlighted that the skills and good practice learnt in developing Gypsy Traveller education at Cefn Hengoed Community School be shared with others; particularly EOTAS services.

She also referred to the meeting with a primary school in October that had been identified as causing concern and spoke to the new Headteacher, Chair of Governors and the allocated Challenge Advisor. The Panel were pleased to find the improvements made with the development of an effective management team and all the building blocks in place for improvement moving forward.

The Chair commented that prevention of schools falling into difficult circumstances was a country-wide problem and a decision was required regarding who would support schools in difficulty.

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

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

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

RESOLVED that the report be agreed and presented to Council.

116 **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.

RESOLVED that the committee work plan be accepted.

117 **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) Tethered Horses Working Group – Councillor K E Marsh to be added;
- 2) Child and Family Services Performance Panel – Councillor C R Evans be removed.
- 3) Child and Adolescent Mental Health Services Inquiry Panel – Councillor C R Evans to be added.

118 **SCRUTINY LETTERS.**

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

There was discussion regarding the findings of the Civic Events Working Group. The convener of the Working Group felt that a further meeting of the Working Group was needed to discuss the Cabinet Member's response and deal with any outstanding issues.

RESOLVED that:

- 1) the Scrutiny Letters Log be **NOTED**; and
- 2) the convener of the Civic Events Working Group be authorised to convene a further meeting as necessary.

119 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

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

120 **UPCOMING SCRUTINY EVENTS.**

The Chair stated that there were no upcoming scrutiny events to report on.

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

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

122 **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.

123 **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 6.15 pm

CHAIR

Report of the Chair

Scrutiny Programme Committee – 8 February 2016

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 Jane Harris – Cabinet Member for Adults & Vulnerable People
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 3 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 – 8 February

2.1 The following Cabinet Member will appear before the committee:

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

Within this Cabinet portfolio, Councillor Harris is responsible for:

- a. Elderly Care
- b. Activities to Promote Independence & Health
- c. Mental Health
- d. Supporting People
- e. Learning Disability
- f. Joint Equipment
- g. Assessment / Care Management
- h. Domestic Abuse
- i. Integration of Health & Social Care
- j. Western Bay
- k. Older People's Champion
- l. Transforming Adult Social Services (TASS) Programme
- m. Drugs / Alcohol
- n. Sheltered Housing (Link with Next Generation Services)
- o. Lead elements of Sustainable Swansea.

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

3. Approach to Questions

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

- priorities / objectives
- specific activities and achievements, progress against policy commitments, key decisions taken, and impact / difference made
- headlines on the performance of services and the key targets monitored to measure improvement and success
- their engagement with service users / public and what influence this has had
- what they hope to achieve over the next 12 months and challenges (e.g. resources / budget)
- key decisions they are expecting to take to Cabinet over the next year
- interactions with scrutiny over the last year, and whether there is any specific scrutiny activity they would welcome

3.2 Cabinet Members will be invited to make introductory remarks before taking questions from the committee. Following the session the chair will write to the Cabinet Member in order to capture the main issues discussed, views expressed by the committee, and any actions for the Cabinet Member to consider.

3.3 If the committee wishes to conduct more detailed scrutiny of any of the issues raised during this item then this should be agreed through the normal work planning process and planned for a future meeting. This will also allow proper time for preparation.

4. Previous Correspondence with Councillor Harris

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

- Local Area Coordinators
- Budget

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

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

- Transformation of Adult Social Services Scrutiny Panel (regular correspondence)

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

Adults and Vulnerable People: Cabinet Member Jane Harris

No	Issue	Activity
1	Portfolio Priorities and Objectives	<p>Priorities: Develop a response to individuals asking for help that is fit for people in the 21st century, and cost effective.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • To respond to the individual's desires for their future so that they maintain their interests, motivation, skills and strength so as to be able to use their resources and the resources available to maintain their quality of life • To ensure that there is accessible information for all groups and a range of accessible community activities that are available across the city. • To ensure that any provision understands that the individual will remain at the centre of the intervention • Ensure that where there is a need for a rapid response that there are timely services • There are appropriate levels of human resource to respond to individuals that are used effectively whether they are provided by public institutions or privately • There is a non judgemental culture that recognises that listening, self reporting, discussion, and learning underpin good care • Staff receive an agreed level of training, clinical supervision and feel supported.
2	Specific Activities and achievements Progress against Corporate Priorities/ policy commitments Key Decisions Taken and Impact/ Difference made	<p>Adult services contribute in the main to two of the corporate priorities namely Safeguarding Vulnerable Adults and Building Sustainable Communities.</p> <p>Key Achievements include:</p> <ul style="list-style-type: none"> • Implementation of the hubs in April 2015 leading to integrated multi-disciplinary teams with health and an interface with the GP clusters • Safeguarding across adult services • Fully implemented and complying with legislative requirements in relation to Deprivation of Liberty standards. • Recent inspection of domiciliary care by Welsh Government with positive feedback • CSSIW inspections and internal audits reporting good practice • Review of performance and budget reporting mechanisms • Review of individual day service packages of care for older people with learning disabilities and the development of community focused activities as appropriate • Improved management of Delayed Transfers Of Care (DTC) • Implementation of Direct Payments • Review of Commissioning and Contracting Arrangements • Monitoring, evaluation and continuing development of the supporting peoples agenda across ABMU • Monitoring, evaluation and continuing development of the substance misuse services across ABMU • Monitoring, evaluation and continuing development of services for vulnerable people including mental health, domestic abuse and modern slavery • Approval being finalised to enter in to Section 33 agreement in relation to Intermediate Care. • Engage users and carers with the health clusters

3	Headlines on the Performance of services and the key targets monitored to measure improvements and success	<ul style="list-style-type: none"> • New performance framework is being developed including: Safeguarding & Wellbeing, Adult Service Provision, Integrated Services, Mental Health & Learning Disability Services. • Latest Performance Results attached.
4	Engagement with service users/ public and what influence this has had	<ul style="list-style-type: none"> • Reviewing provision for Advice, Information, and Assistance to improve access for users in conjunction with ABMU, The Healthy Cities Board, The third sector, The Local Services Board, 111 health directory and other partners in line with the requirements of the Social Services and Wellbeing Act . • Reviewing and developing a practice framework that meets the challenge of the Social Service and Wellbeing Act 2014 that will be implemented in April 2016 to ensure improved access to information, person centred care, reablement and accessible help for all carers. • As part of the Commissioning Reviews the service is developing a comprehensive, communication, engagement and consultation plan to allow active engagement with the service users and the public and meaningfully consult on the proposed options for developing services.

5	Proposed achievements and challenges for the next 12 months	<ul style="list-style-type: none"> • Completion of the 4 Commissioning Reviews, decision on model and plans for implementation • Revised front door arrangements with improved access to information and referral on to a range of community and local authority services where required and thought appropriate by users. • Role clarification for Hospital and Social work function. • Role clarification for Occupational Therapists • Revised systems for access and use of adaptations in line with housing • Revised systems for access to mobility and telecare equipment • Review with housing of sheltered and extra care services • A balanced budget position • Regular collection of intelligent performance data to inform developments of the service and monitor the quality of outcomes • Monitoring safeguarding • Monitoring the implementation of the Social Services and Wellbeing Act. • Working with all other appropriate council departments, the third sector, people in all communities to ensure good practice, accessibility and effectiveness for adults and vulnerable people in provision that could and should promote independence and wellbeing. • Work with health to develop preventative and crisis responses so as to maintain individuals in their communities and avoid hospital admissions • Train and support staff through a period of change ensuring clinical supervision • Review senior management structure and business systems to ensure effective delivery while maintaining quality • Review the use of Direct Payments • Review carers access to information and help • Development of paid services provided by the council outside the parameters of the provision that falls within the Welsh Government Fairer Charging Policy. • Review complaints system to improve first response when users/carers query service delivery
6	What key decisions are you taking to Cabinet over the next year	Outcomes of the 4 Commissioning Reviews.
7	Your interactions with scrutiny over the last year and whether there is any scrutiny activity you would welcome	<p>TASS scrutiny has worked effectively with the service to determine resource allocation.</p> <p>Once budget and performance framework is developed it would be appropriate for scrutiny to monitor.</p>

November 2015 Results

Statutory Measures												
Performance Results for Nov 2015 Data as at 18 December 2015	Period	Numerator*	Denominator*	Swansea 2015/16	Swansea Result 2014/15	Wales Average 2014/15	Swansea Target 2015/16	Desired direction of travel	Status	Distance from Target	Improving 15/16	PO
SCA001: Delayed transfers per 1,000 people aged 75+	October 2015	4	21,254	0.19	4.70	4.83	6	↓	G	-27.1%	Yes	KG/AM
	2015/16	93	21,254	4.38				↓				
SCA002a: Rate per 1,000 older people helped to live at home at end of period	2015/16 Q1	2,295	45,361	50.59	70.28	67.30	72	↑	R	-29.7%	No	KG/AM
SCA002b: Rate per 1,000 older people supported in care homes at end of period	Nov 2015	916	45,361	20.19	20.46	18.85	19.5	↓	A	3.6%	Yes	KG
SCA003a: % people 18-64 supported in the community during the year	2015/16 Q1	1,797	2,150	83.58	97.33	93.54%	97.50	↑	R	-14.3%	No	AM
SCA003b: % people 65+ supported in the community during the year	2015/16 Q1	3,275	5,077	64.51	79.01	82.19%	81.00	↑	R	-20.4%	No	KG/AM
SCA007: % of reviews carried out	Nov 2015	4,234	6,207	68.21	71.62	80.0%	80.00	↑	R	-14.7%	No	KG/AM
SCA018a: % of identified carers offered assessment	Nov 2015	982	1,050	93.52	94.95	88.3%	97.50	↑	A	-4.1%	No	KG/AM
SCA018b: % of identified carers who received a specific carers assessment	Nov 2015	397	1,050	37.81	38.02	33.0%	40.00	↑	R	-5.5%	No	KG/AM
SCA018c: % of carers who received an assessment who received carers services as a result	Nov 2015	165	397	41.56	45.87	24.1%	70.00	↑	R	-40.6%	No	KG/AM
SCA019: Reducing risk to vulnerable adults	2014/2015**	352	380	92.63	92.63	95.6%	96.50	↑	A	-4.0%	No	RE/FL
SCA020: % all adults supported in the community	2015/16 Q1	5,072	7,227	70.18	84.77	85.2%	85.30	↑	R	-17.7%	No	KG/AM

November 2015 Results

Non-Statutory												
Performance Results for October 2015 Data as at 9 November 2015	Period	Numerator*	Denominator*	Swansea 2015/16	Swansea Result 2014/15	Wales Average 2014/15	Swansea Target 2015/16	Desired direction of travel	Status	Distance from Target	Improving 15/16	PO
SSA1 - The MEDIAN number of working days between initial enquiry and completion of the care plan, including specialist assessments	To Nov 2015	18	1	17.75	21.30	—	18.50	Down	G	-4.1%	Yes	KG/AM
SSA2 - The average number of working days taken from completion of the care plan and / or installation of aids / equipment	2015/16 Q1	8,722	965	9.04	8.40	—	7.00	Down	R	29.1%	No	KG
AS4 - Percentage of clients returning home following RESIDENTIAL reablement	To Nov 2015	78	150	52.00	53.90	—	62.00	Down	R	-16.1%	No	KG

Monthly results for carer's assessments - July

Performance Results for October 2015 Data as at 9 November 2015	Period	Numerator*	Denominator*	Swansea 2015/16	Swansea Result 2014/15	Wales Average 2013/14	Wales Average 2014/15	Desired direction of travel	Status	Distance from Target	Improving 15/16	PO
SCA018a: % of identified carers offered assessment	Nov 2015	112	119	94.12	97.31	85.8%	88.3%	↑	A	-3.5%	No	KG/AM
SCA018b: % of identified carers who received a specific carers assessment	Nov 2015	47	119	39.50	36.54	33.8%	33.0%	↑	G	6.7%	Yes	KG/AM
SCA018c: % of carers who received an assessment who received carers services as a result	Nov 2015	26	47	55.32	68.34	63.8%	24.1%	↑	R	-21.0%	No	KG/AM

* See 'NumsDenoms' sheet for descriptions of numerators / denominators

** To be calculated later in November 2015



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor Jane Harris,
Cabinet Member for Services for
Adults & Vulnerable People**

BY EMAIL

*Please ask for:
Gofynnwch am:*

Scrutiny

*Direct Line:
Llinell Uniongyrochol:*

01792 637257

*e-Mail
e-Bost:*

scrutiny@swansea.gov.uk

*Our Ref
Ein Cyf:*

SPC/2014-15/10

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

11 February 2015

Dear Councillor Harris,

Cabinet Member Question Session – 19 January

Thank you for your attendance at the Scrutiny Programme Committee on 19 January 2015 and answering questions on your work. As stated we are writing to you in order to reflect on what we learnt from the discussion, share the views of the committee, and raise any outstanding issues / actions for your response.

We were aware that this was your first appearance before the Scrutiny Programme Committee as Cabinet Member. We felt it was a good opportunity to learn about your responsibilities, priorities, and your approach to taking forward improvement in services for adults and vulnerable people.

Thank you for preparing a handout which gave us a summary of your portfolio objectives, activities and achievements and impact in relation to your areas of responsibility, as well as challenges.

You talked about the increasing demand for adult social care, pressure on budgets. You also spoke about implementing the new Social Services and Wellbeing Act and the transformation that is required in order to improve the wellbeing of people who need care and support, and promote people's independence to give them stronger voice and control.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

CITY AND COUNTY OF SWANSEA / DINAS A SIR ABERTAWE
CIVIC CENTRE, SWANSEA, SA1 3SN / CANOLFAN DDINESIG, ABERTAWE, SA1 3SN

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The main issues discussed are summarised below:

Local Area Coordinators

At our meeting we had earlier heard from Councillor Mark Child, Cabinet Member for Wellbeing & Healthy City, and discussed the new approach involving the establishment of Local Area Coordinators. You reinforced the importance of this approach, calling it a 'cornerstone', in helping to reduce the demand for social services thought admitted it may not be easy to achieve. You stressed the need to manage the tipping point between care being able to be provided within the community and social services intervention. Much of this will depend on resources and take up of domiciliary care, as well as effective partnership working with health and the third sector. As well as that we felt that this depended a lot on community awareness and public engagement, especially as this approach places and emphasis on co-production.

Budget

You explained that you were looking in detail at spending across the whole of adult services. You informed the committee that you were focussed on reviewing services before proposing any big budget decisions, including looking at what is happening in the private sector. However, the committee shared some concern that there were perhaps mixed messages about what is happening within social services as far as staff may be concerned, and suggested better communication about the financial situation and your plans (short and long term) to make services more effective and sustainable. The committee was also concerned that increasing financial pressures may drive changes through prematurely, though you assured us that decisions would not be taken until ready to do so.

Areas for Scrutiny

As you know we have already established a Panel to look at the Transformation of Adult Social Services. We were pleased to hear you welcomed scrutiny and contribution of ideas for improvement. We asked about the benefits from the recent independent review of older people's services. You stated that it had helped the authority to reflect and it confirmed that the direction of travel was right, however recognised significant challenges ahead.

We would be grateful for your comments on the issues raised in this letter. It would be helpful to receive your reply to this letter by 4 March so that it can be included in the agenda of a future committee meeting at the earliest opportunity.

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

Yours sincerely,

A handwritten signature in cursive script that reads "Mary Jones".

COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ mary.jones@swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor Mary Jones
Chair, Scrutiny Programme Committee

BY EMAIL

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

Councillor Jane Harris
(01792) 636926

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

cllr.jane.harris@swansea.gov.uk

JH/SH
SPC/2014-15/10
26 March 2015

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

Dear Councillor Jones

Cabinet Member Question Session – 19 January

Firstly may I apologise for the delay in responding to your letter of 11 February 2015.

I would like to reassure the Panel that I entirely agree with your view that the success of the Introduction of the Local Area Coordination approach will be dependent on how we engage with communities. As the Panel will be aware we have identified 3 pilot sites across Swansea and I am pleased to inform you that interview for the 3 coordinators took place last week involving members of the local community in the recruitment process. This is an innovative approach to recruitment and has not been without its challenges but demonstrates our commitment to community engagement throughout the whole process.

There will be an article in the local media highlighting our approach so far and once in post the 3 coordinators will start to engage with local residents. We also have some other initiatives that will be supporting the Local Area Coordination approach and I am happy to present more information to the Panel on this at a later date.

COUNCILLOR/Y CYNGHORYDD
JANE HARRIS
CABINET MEMBER FOR SERVICES FOR ADULTS & PEOPLE /
AELOD Y CABINET GWASANAETHAU OEDOLION A PHOBL DDIAMDDIFFYN

CABINET OFFICE, THE GUILDHALL, SWANSEA, SA1 4PE
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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

- 2 -

The Panel is absolutely correct in identifying the very complex nature of managing demand and that it is not just about tightening up on eligibility criteria but often involves intervening earlier to prevent problems arising or progressing, both Local Area Coordination and the development of the Intermediate Care service are local examples of how we are developing ways of managing demand. We are now well on the way to developing the second phase of Intermediate Care which is all about identifying people with high support needs much earlier on and providing intensive support to enable them to remain independent for as long as possible.

I would like to reassure you that whilst the budget pressures we are facing are unprecedented and change is inevitable, we will ensure that any service changes are well thought through, are evidence based and that service users and carers and staff have played a part in shaping the proposals. An example of this commitment is our involvement of APSE in taking forward the recommendations contained within the Older Peoples review conducted by Cardiff University, which is now being progressed via the Commissioning workstream of the Sustainable Swansea Programme. I will update the Panel on how this area of work is progressing at subsequent Panel meetings.

Given the considerable changes that are taking place we have regular staff events where we discuss what the outcomes are for the Client Group to make sure that there are no gaps and to verify that the budget proposals are effective.

I look forward to working together to ensure our citizens have access to the right support at the right time delivered by the right people and welcome the oversight and challenge that the Panel continue to provide.

Yours sincerely

COUNCILLOR JANE HARRIS
CABINET MEMBER FOR SERVICES FOR ADULTS & VULNERABLE PEOPLE

COUNCILLOR/Y CYNGHORYDD
JANE HARRIS
CABINET MEMBER FOR SERVICES FOR ADULTS & PEOPLE /
AELOD Y CABINET GWASANAETHAU OEDOLION A PHOBL DDIAMDDIFFYN

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Agenda Item 7

Report of the Chair

Scrutiny Programme Committee – 8 February 2016

PROGRESS REPORT – SERVICE IMPROVEMENT & FINANCE SCRUTINY PERFORMANCE PANEL

Purpose	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will attend the committee on a regular basis to provide a progress report, updating the committee on headlines from their Panel's work and impact.
Content	This report focuses on the Service Improvement & Finance Scrutiny Performance Panel. Councillor Chris Holley, convener of the Panel, will provide the update.
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness / understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Chris Holley, Convener of the Service Improvement & Finance Scrutiny Performance Panel
Lead Officer & Report Author	Rosie Jackson, Scrutiny Officer Tel: 01792 636292 E-mail: rosie.jackson@swansea.gov.uk

1. Introduction

- 1.1 The Service Improvement & Finance Scrutiny Performance Panel is one of four Performance Panels that have been established by the committee. Whilst the work of Inquiry Panels leads to the production of a final report with conclusions and recommendations for cabinet based on evidence gathered on a specific issue, the work of Performance Panels represent regular monitoring of particular services.
- 1.2 Performance Panels are expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services.
- 1.3 The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panels Conveners will therefore attend the committee throughout the year to provide a progress report to enable a more detailed discussion on the work of each Panel, achievements, effectiveness and impact. The committee may also need to consider any issues arising from Panel activities which may

have an impact on the overall scrutiny work programme. These regular reports ensure awareness amongst the committee as well as visibility across the council and public.

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

Labour Councillors: 4

David Cole	Joe Hale
Phillip Downing	Des Thomas

Liberal Democrat Councillors: 3

Chris Holley (CONVENER)	Mary Jones
Jeff Jones	

Independent Councillor: 2

Lynda James	Keith Marsh
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Conservative Councillor: 2

Anthony Colburn	Paxton Hood-Williams
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2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Service Improvement & Finance Scrutiny Performance Panel Update

1. Remit of the Panel

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

2. Introduction

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

3. Key Activities

The Panel held 3 meetings between November and January. This has involved speaking to a range of Principal Officers and Heads of Service (9) about performance, improvement and budget monitoring. This has resulted in 3 convener's letters being sent to Cabinet Members and 3 letters sent to external organisations

The main issues covered were as follows:

11 November

- Mid-Year budget statement.
- Update on the ICT project - The Move to an In-House Managed ICT Service.

9 December

- Welsh Public Library Standards – Annual Performance Report
- Recycling and Landfill – Annual Performance Monitoring
- Overview of Commercial Service and Procurement

20 January

- 2nd Quarter Performance Monitoring Report, including Policy Commitments Tracker
- Annual Review of Performance
- 2nd Quarter Budget Monitoring Report, including Budget Savings Tracker

4. Achievements / Impact

The Panel has met with 9 Principle Officers and Heads of Service since October, holding them to account on a range of issues. This has included:

- **Budget Monitoring** – We have discussed issues around:
 - Unprecedented scale of challenge facing the council in delivering future required savings.
 - The Mid-Year Budget Statement is consistent with last year’s report and MTFP.
 - Current overspend in 15/16 so it is unlikely that a balanced outturn can be achieved for this year at this time – will struggle to deliver 15/16 within budget.
 - The need to accelerate pace and scale in order to implement the Sustainable Swansea delivery programme.
 - Unusual year – draft budget proposals go to Cabinet on December 10th (without the indicative settlement from WG).
 - Use of reserves – mechanism used year on year then they are clawed back. Restructuring reserve for costs involved in setting up new models of delivery.
 - Updated Assessment of future funds position
- **Update on the ICT Procurement Framework for Oracle Support** – The Panel noted the progress on the ICT project and that we now have a hybrid model – some in-house, more technical support by the third party contract Infosys (also some onsite presence). The Panel was concerned about resilience of the new systems and whether any simulations/tests/scenarios have been carried out – what emergency preparations are in place. We also raised questions about the evaluation and monitoring of the project by Gartner and what has been implemented via self service and what will be implemented in the future. The Panel has requested a breakdown and outline of the savings achieved from the project. We will be looking at this and a review of the project at a later meeting.
- **Welsh Public Library Standards – Annual Performance Report** – The Panel discussed the fifth framework of the Welsh Public Library Standards and the performance of Swansea Libraries against them. We were pleased to hear that Swansea Libraries has met all of the 18 core entitlements in full and that the overall assessment by WG was a good performance. The service has the highest level of active customer use in Wales. The Panel had requested beforehand that the presentation address these questions:
 1. Specific activities and achievements.
 2. Key decisions that have been taken and impact / difference made.
 3. What you hope to achieve over the next 12 months and what the challenges are (e.g. resources / budget).
 4. Any specific issues where you would welcome the involvement of scrutiny.

The Panel noted that the service is maintaining a high level of customer satisfaction within the current climate and context of budget savings, also that the service is putting measures in place to try and achieve business as usual. The Panel will look at the results of the Libraries commissioning review and the different options for the service in a future meeting.

- **Commercial Service and Procurement** – The Panel had an update about the role of procurement and the current status of it within the Council. The Panel understood that the Council now has a wider commercialisation agenda and that it has to think in a more business like way. It will monitor and review the performance of the improvement plans that have been put in place for more informed spending and procurement processes.
- **Recycling and Landfill – Annual Performance Monitoring** - The noted the work that has been carried out to meet the statutory targets for Recycling and Landfill and the plans to address any target shortfalls. The Panel questioned the long term plans for Waste to Energy and Baling Plants and will look at the results of the commissioning review. The review could change the direction of the service and how it is delivered. Therefore, the Panel would like to wait and see what the outcomes of review will be.
- **Performance Monitoring** – The Panel has raised questions around local performance indicators in terms of aspiration and how external organisations view the authority’s performance. The Panel would like to discuss the performance of the authority with these organisations to assist their monitoring and evaluation.
- The Panel has written to BIDs, the Chamber of Commerce and Swansea Bay Business Club. Representatives from these organisations have been invited to attend future meetings. We have also requested training on how to analyse and interpret performance data in order to improve our monitoring of performance information.

5. Future Work Programme

- The Panel will continue to send letters to external organisations as a result of their attendance at meetings and to further explore topics on their work plan.
- The Panel will also to discuss performance with external organisations and plan to do some work around this.
- The Panel will continue with the Q & A sessions with Cabinet Members and to monitor the budget at key points throughout the year.
- The Panel will look at the review of the ICT project once it is available at a later date.
- The Panel will consider the draft and final budget figures in their next two meetings.

6. Action required by the Scrutiny Programme Committee

None.



City and County of Swansea
Sustainable Swansea – fit for the future
Commissioning Service Reviews
YR 2 Reviews
Scrutiny
8th February 2016

By

Martin Nicholls

**Commissioning Strand Lead
& Commissioning Team**

Purpose

- What are Commissioning Reviews?
- What does Commissioning mean in Swansea?
- Commissioning Principles and '4 Stage' Process
- High-level timeline for all **YR 2** - Phase 1 Service
- Scoping templates



Commissioning in Swansea

- Commissioning in Swansea means:

Identifying community needs, specifying the outcomes to be achieved, deciding how best to deliver and monitoring delivery

The key features are:

- **Outcomes and Transformation** ... its not just about modifying services
- That it addresses the fundamental question ... **why do we do what we do?**
- That it needs to be strategic ... a whole system view, not just the Council
- That it's evidence based ... if we are not getting results, we need to change
- That it's a continuous process ... which ensures long term, continuous improvement
- That it's a process for finding ways to deliver outcomes as efficiently as possible

Commissioning is not about outsourcing, procurement or contracting. What matters is what works to deliver the best outcomes for our customers

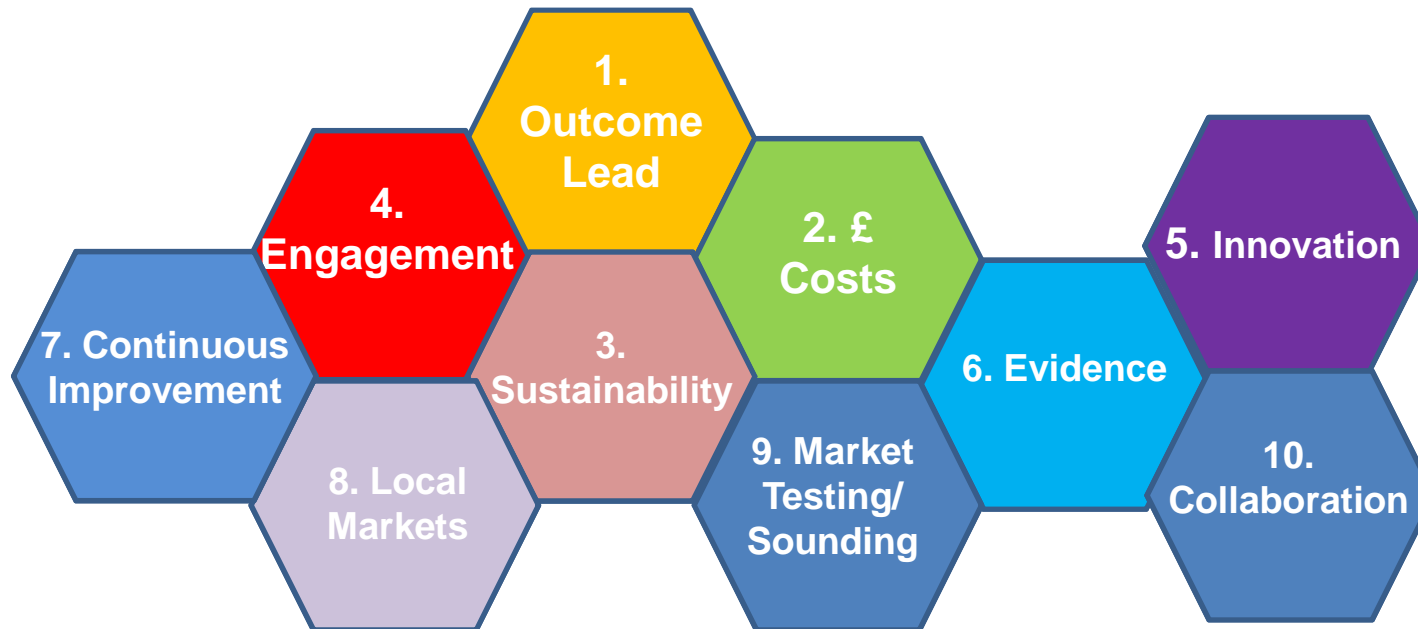
What service improvement are we looking for?

Service Reviews aim to ensure that all services identify their current and potential future performance in relation to **what they do, how they do it and the cost involved**, so that we provide the **right services** in the **right way** to meet the **needs** of our customers

They are usually aimed at identifying opportunities for:

- ✓ Service and activity improvements - benefits
- ✓ Cost savings and income generation
- ✓ Service level optimisation
- ✓ Improved efficiency and resource usage
- ✓ Options available for an alternative service delivery
- ✓ Changing the organisations way of working
- ✓ Changing our customers behaviours
- ✓ Invest to save opportunities

10 Key Principles

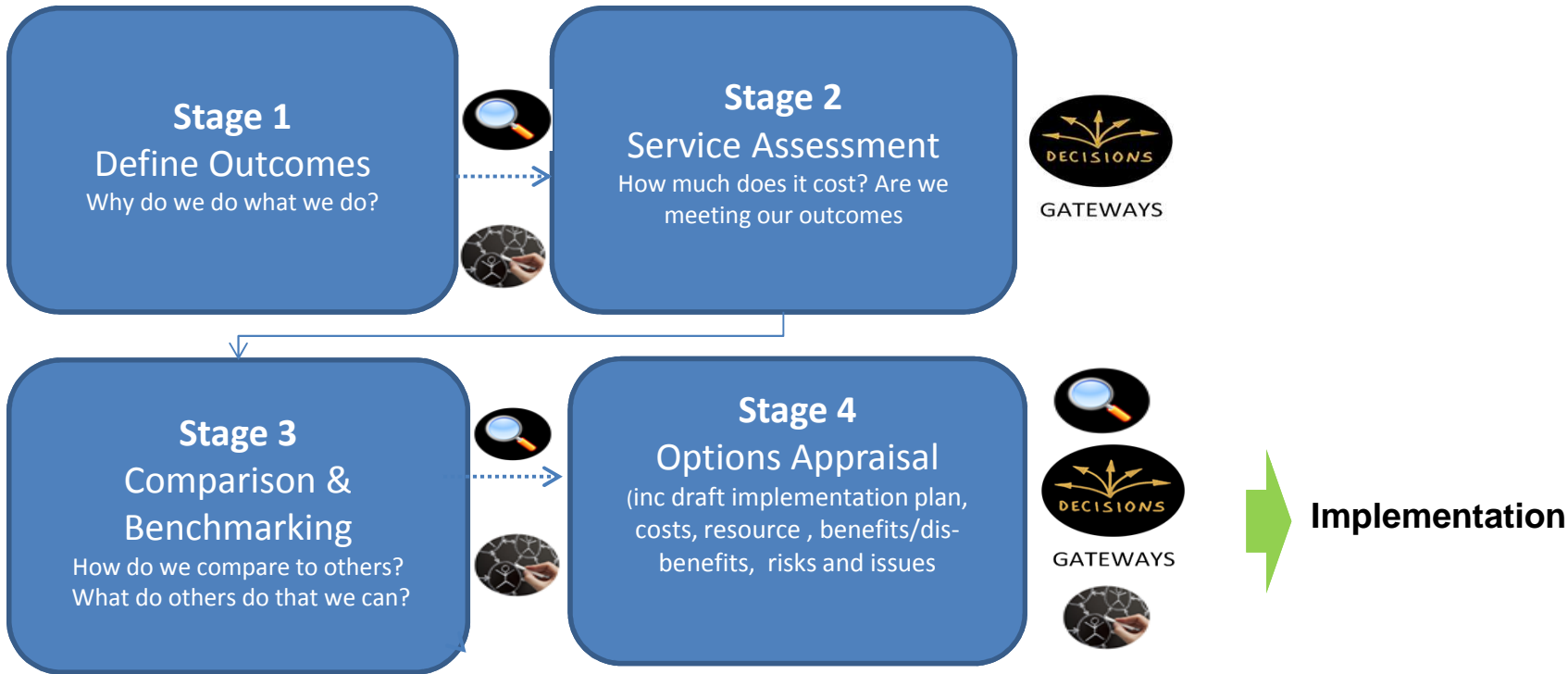


Commissioning Process & Timeline

Reviews will follow a '4' Stages process

Maximum of **22 wks** Process depending on the complexity of the review
(smaller reviews can reduce the timeline)

Getting Started



Engagement is key!!

Each review would have identified key stakeholders they will need to consult, engage or inform during getting started, but here is a list of the minimum groups you should have identified, this is not definitive!

Stakeholder	Getting Started	Stage 1	Stage 2	Stage 3	Stage 4	Implementation
All Staff	☑	☑	☑	☑	☑	☑
Members/Cabinet	☑	☑	☑	☑	☑	☑
Trade Unions (JCC)	☑	☑	☑	☑	☑	☑
Public Consultation – using customer user groups	-	☑	☑	-	☑	☑
Public consultation – service users specific after options agreed					☑	☑
Other HoS	-	☑	☑	-	☑	
Supplier groups	-	☑	-	☑	☑	-
Scrutiny	☑	☑	-	-	☑	☑
Partners (ABMU, NHS, NPT etc)		☑	-	-	☑	☑
Governing Bodies	-	☑	-	-	☑	☑
Local Groups (Conservation/Community groups)	-	☑	-	-	☑	☑

Review Process – Stage 1 & 2

Stage 1

Define Outcomes

- Why do we do what we do?
- What do our customers need and what do they currently think?

Approx. Weeks 1- 2



Stage 2

Service Assessment

- Getting to understanding your service inside out
- How much does it cost is it 'value for money'?
- Who does what and why?
- Are we performing?
- Can we process to Stage 3?

Approx. Weeks 3- 9



Gateway 1 & 2



GATEWAYS

- ✓ During the process there are 2 Gateways
- ✓ At the end of Stage 2 and end of Stage 4
- ✓ Its an opportunity for the Service Review to provide review findings and for decision making
- ✓ Opportunity for challenge or provide guidance to the service areas
- ✓ Agree for the review to progress to Stage 3
- ✓ Opportunities might have been identified in Stage 2 to stop a service or implement a change to a process – the service review might be stopped - decision will be made at this point
- ✓ Agree for the reviews 'Options Appraisal' at Stage 4 to progress for Cabinet decision



Review Process – Stage 3 & 4

Stage 3

Benchmarking & Comparison

- What is everyone else delivering?
- How are they delivering the same service?
- How do we compare with others performance?
- Data and information to inform our Option Appraisal

Approx. Weeks 10- 16



Stage 4

Options Appraisal

- Journey of the review and the Service Review recommendations
- Gateway 2 and then onto Cabinet for final decision on preferred model implementation

Approx. Weeks 17- 22

Who's Who - YR 2 – Phase 1

Review	Lead Member	Review Lead	Delivery Lead	Review Support	Start Date
Accommodation and Accommodation related support, Day Care and Services for Mental Health, Learning Disabilities & Physical Disabilities	Cllr Jane Harris	Alex Williams	Rachel Evans - interim Lisa Banks (LD & PD) Anita Evans (MH)	Phil John <i>(Across all 4 reviews for Adult Services)</i>	January 2016
Corporate Building & Property Services	Leader - Rob Stewart Cllr Andrea Lewis	Martin Nicholls	Rachel Lewis Gordon Rees	Chantelle Ellis Marlyn Dickson	February 2016
Highways & Transportation – Cross Cutting <i>(incl Education & SS)</i>	Cllr David Hopkins	Stuart Davies	Sue Miles	Mandy Jones	March 2016
All Catering Services (TBC)	Cllr Jen Raynor	Lyndsey Harvey	Nick Williams	TBA	April 2016
Family Support	Cllr Christine Richards Cllr Mark Child	Julie Thomas	Karen Benjamin	Gemma Whyley Marlyn Dickson	April 2016
Parks and Cleansing	Cllr David Hopkins Cllr Mark Child	Chris Howell	Mark Russ	Paul Jones	March 2016

Agenda Item 9

Report of the Chair

Scrutiny Programme Committee – 8 February 2016

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 has been prepared to conclude this review. A special meeting is taking place on 4 February to agree the final report.

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**.

2.2.3 Public Transport

At a recent meeting it was agreed that further work in relation to the scrutiny of public transport was necessary. Reference was made to the previous Scrutiny Inquiry on Public Transport completed in 2013 and outstanding actions. As the monitoring of this Inquiry was completed in 2014 it is proposed that either:

- a) questions be put to the Cabinet Member for Environment & Transport when he appears before the committee on 9 May 2016.
- b) a Working Group is held to deal with any current issues that are causing concern. If this is preferred the committee is asked to confirm the focus of this work so that appropriate arrangements can be made.

(Background to previous scrutiny: the Public Transport Inquiry, convened by Cllr John Newbury, focused on how we can ensure that public transport improves social inclusion. The inquiry was followed up by the Inquiry Panel in October 2014. This represented the conclusion of monitoring of recommendations and a letter was sent to the relevant Cabinet Member. Overall the Panel was pleased that the majority of recommendations had been completed and were satisfied that the work of the Panel can be concluded. However the letter did highlight outstanding issues for the Cabinet Member's attention in relation to: disability training for bus drivers; First Cymru's Customer Panel; publicity for the 'Better and Safer Journeys' initiative; new technology and travel information; promotion of community bus services; and the condition of bus shelters. Most significantly there was concern about a decision not to progress work to develop a Quality Bus Contract. The Cabinet Member provided a written response in February 2015, taking on board the issues raised)

3. Public Requests for Scrutiny / Councillor Calls for Action

- 3.1 A request for scrutiny was received from Councillor Chris Holley, on behalf of the Independent, Conservative and Liberal Democrat Groups. There is concern about aspects of the current planning committee system, which has been in place since January 2015, calling for this matter to be included in the scrutiny work programme.
- 3.2 Taking into account relevant advice, it is proposed to request that the Cabinet Member for Enterprise, Development & Regeneration, Cllr Robert Francis-Davies, provide a report to the committee on the current planning system with information on performance and effectiveness. This will enable questions from the committee and for the Cabinet Member to hear and take on board specific concerns.
- 3.3 Councillor Francis-Davies is already scheduled to attend the committee on 11 April for a question and answer session therefore it will be opportune to ask for a report on planning at that meeting.
- 3.4 The committee is asked to accept this proposal.

4. Financial Implications

- 4.1 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.

5. Legal Implications

- 5.1 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 Report: <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 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
	<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"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from the

11 Apr	<ul style="list-style-type: none"> ▪ CAMHS 	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 & Transport
	<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

APPENDIX 2 - FORWARD PLAN 2015 – 2016

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Capital Programme Authorisation for the Design and Refurbishment of Ysgol Gyfun Gwyr School Incorporating The Use of Gowerton Infant and Nursery.	21st Century Schools (Band A) Programme Contract award for curriculum-led remodelling at Ysgol Gyfun Gwyr including to incorporate the former Gowerton Primary School infant site and buildings.	Alayne Smith	Cabinet Member - Education	Cabinet	18 Feb 2016	Open
Community Asset Transfer Report and Proposed Procedure.	To approve the proposed procedure for future Community Asset Transfers as part of the budget process.	Martin Nicholls	Cabinet Member - Finance and Strategy (Leader)	Cabinet	18 Feb 2016	Open
More Homes - Pilot Scheme Progress.	To provide an update on progress with the pilot scheme of new Council housing, an indicative timetable for the development and to propose a third site for reserve purposes.	David Evans	Cabinet Member - Next Generation Services	Cabinet	18 Feb 2016	Open

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APPENDIX 2 - FORWARD PLAN 2015 – 2016

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Swansea Central Area Regeneration Framework Report on the Public Consultation Exercise.</p> <p>Page 45</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>18 Feb 2016</p>	<p>Open</p>
<p>Extension of Appointment of Temporary Assistant Coroner</p>	<p>To extend the term of the temporary Assistant Coroner</p>	<p>Patrick Arran</p>	<p>Cabinet Member - Transformation and Performance</p>	<p>Cabinet</p>	<p>18 Feb 2016</p>	<p>Open</p>

APPENDIX 2 - FORWARD PLAN 2015 – 2016

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
The Redevelopment of the Surface Level Car Park at Mariner Street, Swansea.	In February 2008 Cabinet approved the heads of terms to enable the development agreement and all associated documentation to be completed and the development to proceed. The recession unfortunately halted progress. The Developer is now in a position to move forward. The scheme is funded and this report seeks support for the updated heads of terms and recommendations to secure delivery.	Lee Richards	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	18 Feb 2016	Fully exempt
Capital Maintenance Programme 2016/17.	This Report sets out the way in which the capital maintenance resources for 2016/17 will be deployed.	Andrew Shaw	Cabinet Member - Finance and Strategy (Leader)	Cabinet	17 Mar 2016	Open
Corporate Plan 2015/17 - updated for 2016/17.	To publish updates and revisions to the Council's Corporate Plan for 2015/17.	Richard Rowlands	Cabinet Member - Finance and Strategy (Leader)	Cabinet	17 Mar 2016	Open

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APPENDIX 2 - FORWARD PLAN 2015 – 2016

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Update on Corporate Asset Management Plan 2016.	To update on progress to date with regards to the Corporate Asset Management Plan for the period 2013/17.	Geoff Bacon	Cabinet Member - Finance and Strategy (Leader)	Cabinet	21 Apr 2016	Open

Scrutiny Work Programme 2015-16

Appendix 3a

ACTIVITY	November	December	January	February	March	April
Scrutiny Programme Committee	9 18*	14	11	4* 8	14	11
Inquiry Panels						
Current:						
School Governance (started May 2015)	2 19 30			18		
CAMHS (started Oct 15)	17	1 15	19 27	16 23	22	
Building Sustainable Communities			14 27	3 17	3 14	14
Follow Up:						
Inward Investment (Cabinet 20/1/15)					3	
Streetscene (Cabinet 14/4/15) COMPLETE			20			
Social Care at Home (Cabinet 20/8/15)						
Corporate Culture (Cabinet 15/10/15)						
Education Inclusion (Cabinet 21/1/16)						
	Key for Inquiries:					
	Planning		Evidence Gathering		Final Report	Cabinet
Performance Panels						
Service Improvement & Finance	11	9	20	10	9	13
Schools	3		21	9 11	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				3		
Tethered Horses			7	1		

Progress Report – Current Scrutiny Panels and Working Groups

1. Inquiry Panels:

a) 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 Panel’s final report will be presented to Cabinet on 18 February. A response to the recommendations from Cabinet will then be expected within two months.

Projected End Date: Complete

b) 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 is due to meet the SCVS Mental Health Forum on 27 January. Following this the panel has planned evidence gathering sessions with the following:

- 16 February – Chief Education Officer and councillors Richards and Raynor
- 23 February – Head teachers from primary and secondary schools
- 22 March – Head of Adult Services

Projected End Date: April 2016

c) Building Sustainable Communities (convenor: Cllr Terry Hennegan)

Key Question: How can the council best support residents to run services in their own communities?

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

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The Panel have now agreed their Terms of Reference (attached) and work programme for the inquiry and started the evidence gathering with a meeting on the 27 January with Poverty and Prevention looking at the Community Transformation Fund. The panel also spoke to the Head of Legal and discussed how the council is preparing for and currently dealing with aspects of community action. The panel will now put together a survey and also speak to frontline staff and community organisations around this matter.

Projected End Date: April 2016

2. Pre-Inquiry Working Groups:

a) Tackling Poverty (convener: Sybil Crouch)

Preparations for this inquiry will begin shortly.

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 (3 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 (Follow up complete)
Social Care at Home	20 Aug 2015	16	5	1	May 2016
Corporate Culture	15 Oct 2015	19	0	0	Jul 2016
Education Inclusion	21 Jan 2016	19	0	1	Oct 2016

4. Performance Panels:

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

See separate report - item 8 of the agenda.

b) Schools Performance (convener: Cllr Fiona Gordon)

The School Performance met on the 21 January to consider the Annual Education Performance Data including the ERW data packs. They will also meet on the 9 February to look at the Education part of the Annual Budget and on the 11 February when they will have an event to look at best practice in schools across Swansea.

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

The Panel's next meeting is on 22 February which will be attended by Cllr Rob Stewart, Leader of the City & County of Swansea in his capacity as Chair of the LSB. The purpose of the meeting will be to discuss what progress the panel has made in scrutinising the LSB priority of Older People's Independence.

The Panel will also receive a briefing from Dave McKenna, Scrutiny Manager, on the transition from Local Service Boards to Public Service Boards as a result of the introduction of the Well Being of Future Generations (Wales) Act 2015. The Panel are being asked for their views on the draft terms of reference of the Public Service Board and the on-going role of scrutiny in the new arrangements.

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

The Panel met on 18 January to examine the performance of the Domestic Abuse Multi-Agency Safeguarding Hub and to consider its impact on children and families. The panel was pleased with the performance of the domestic abuse hub. In particular:

- The Equilibrium Programme which educated perpetrators of domestic abuse to change their behaviour and was a solutions focussed programme in line with the Sings of Safety practice framework.

- The various campaigns that encouraged women to seek help and support, eg Ask and Act
- The Ray Project which worked with schools (some, not all schools in Swansea) to help identify controlling and abusive behaviour in young people. The panel felt that all schools would benefit from working with this project.
- The multi-agency approach of the hub and the inclusion of all the agencies in the recent systems review.
- The panel was particularly supportive of the proposal to employ a Health Visitor and adult services and substance misuse social workers which would then give the hub a full complement of staff.
- The ability of the Hub to work with families quickly, preventing duplication through the cross-agency working and to enable better commissioning of services.

The panel highlighted a number of concerns:

- Some schools were not receptive to the work of the Ray project. The panel felt that domestic abuse occurred across all areas of Swansea and therefore all schools could benefit from engaging with the Ray project.
- Following up on families who had accessed support but were not necessarily formal cases. In these instances the panel was informed that the Hub would monitor the number of police referrals of domestic violence via Public Protection Notices (PPNs)

5. Other Panels / Working Groups:

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

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

The Panel met on 11 January. Its key business was to undertake pre-decision scrutiny on the review of Abergelli and the Beeches.

The panel submitted the following views the Cabinet Member for consideration alongside the report that was presented to Cabinet on 21 January.

- The panel understood the need for the review of the current service and the need to deal with the under capacity that was identified was part of the review.
- The panel was broadly supportive of the proposed remodelling of Abergelli and the Beaches alternative day services by consolidating the 2 services, using the Abergelli building as the premises and it supports the creation of additional capacity which will be created at Abergelli.
- The panel's main concern was that service users, who as a result of their individual reviews, decided to withdraw from the day services

at the Beeches and Abergelli, had a follow-up assessment to ensure that their decision remained right for them. The panel also felt that a further review at 6 months should be undertaken to ascertain that the service user continues to be comfortable with the choice they made.

- Two known cases were highlighted of service users who were unhappy with the move to Abergelli. The panel requested that, subject to the carers being in agreement, these cases would be referred to the Head of Adult Services.

Furthermore, the panel raised concerns regarding **safeguarding** and **personal development**. While these were not specifically related to the recommendations contained in the Cabinet Member's report – Review of Abergelli and the Beeches Alternative Day Services, they related to the delivery of day services

1. **Personal development:** the key workers in day centres did significant work with service users in helping them to realise their aspirations and develop their potential. This is highly skilled work which needs insights, training and expertise. Who will do this aspect in future? This task should be carried out by a professionally trained person, not through informal arrangements taking a group to a café in the community.
2. **Safeguarding:** given the key role day centre workers played over recognising signs that a service user might be subjected to forms of abuse, including financial exploitation, it is necessary to stipulate who will be tasked under the new arrangements to fulfil this responsibility and what training they will receive in order to discharge this responsibility.

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 hosted by Swansea and is being arranged for 11 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 Local Flood Risk Management Working Group met on 14 December to consider the Local Flood Risk Management Plan. The Group identified a number of issues and recommendations which will be included in their letter to the Cabinet Member. They felt that the authority should have a joined up, holistic and strategic approach to the management of flood risk. The Working Group will also write to the

Committee requesting to meet on an annual basis in order to provide an on-going scrutiny involvement in the annual review of the Plan.

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

The Convener of the Civic Events Working Group requested a follow-up meeting to address a number of issues that the working group felt needed further consideration.

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

The Working Group will meet on 3 February with Councillor Andrea Lewis, the Cabinet Member for Next Generation Services, 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 Working Group met on 7 January and heard from Friends of Swansea Horses, the Pettifor Trust, the RSPCA and the Cabinet Member. A second meeting is being planned for early March when further evidence will be received. The working group will consider the Council's overall approach and has been asked to comment on a petition from Friends of Swansea Horses that calls for a ban on the tethering of horses on public spaces across Swansea.

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.

Building Sustainable Communities Scrutiny Inquiry Panel

Terms of Reference

Key Question

The panel has agreed that the primary focus for the inquiry should be building sustainable communities through developing community action. The key question, therefore, is:

How can the council best support residents to run services in their own communities?

Lines of Inquiry

The panel will specifically be looking at the following aspects:

- **What does the community action strand mean in practice:** what is the Community Action Strand and how does it help to Build Sustainable Communities?
- **Level of support:** what level of support will the authority provide
- **Transition:** how do/will the transition of services from the local authority to communities actually work in practice and are the processes effective
- **Finance:** how will the transition and support be financed
- **Cross Authority/agency working:** how do we/will we work across the authority and with others to deliver the community action schemes?
- **Working with Communities:** how are we working with local communities to develop this strand
- **Impact:** What has been the impact of community action schemes to date
- **Good Practice:** look at successful and unsuccessful community action schemes and good practice here and elsewhere
- **Sustainable:** how do we/will we ensure continuity of the service provision

Intended Impact and Contribution

This inquiry intends to support the work of the council by:

- Drawing together some general principles for the development of the Community Action Strand
- Offering proposals for improvement in the long, medium and short term
- Providing a councillor perspective on how well the aspect is working
- Pointing to good practice examples
- Sharing of views of different people involved within this aspect

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:		
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
Building Sustainable Communities How can the council best support residents to run services in their own communities?	Terry Hennegan cllr.terry.hennegan@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Inquiry Panels (follow up)		
Inward Investment	Jeff Jones cllr.jeff.w.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Streetscene	John Bayliss cllr.john.bayliss@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Social Care at Home	Uta Clay cllr.uta.clay@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Corporate Culture	Andrew Jones cllr.andrew.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk

Education Inclusion	Cheryl Philpott cllr.cheryl.philpott@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
School Governance	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Performance Panels:		
Child & Family Services	Paxton Hood-Williams cllr.paxton.hood-williams@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Service Improvement & Finance	Chris Holley cllr.chris.holley@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Schools	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Local Service Board (multi-agency)	Mary Jones cllr.mary.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Other Panels / Working Groups:		
Transformation of Adult Social Services	Uta Clay cllr.uta.clay@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Local Flood Risk Management	Susan Jones cllr.susan.m.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk

Civic Events	Anthony Colburn cllr.anthony.colburn@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Welsh Housing Quality Standard	Terry Hennegan cllr.terry.hennegan@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Tethered Horses	Jeff Jones cllr.jeff.w.jones@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Tackling Poverty (pre-inquiry)	Sybil Crouch cllr.sybil.crouch@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk

Agenda Item 10

Report of the Chair

Scrutiny Programme Committee – 8 February 2016

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. Proposed Revision to Scrutiny Panel / Working Group Membership

- 2.1 Tackling Poverty Inquiry

ADD Councillors Andrew Jones, David Phillips and Lynda James

- 2.1.1 The revised membership will be 11:

Labour Councillors: 8

June Burtonshaw	David Phillips
Sybil Crouch (CONVENER)	Gloria Tanner
Joe Hale	Yvonne Jardine
Andrew Jones	Mike White

Liberal Democrat Councillors: 2

Mike Day	Jeff Jones
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Independent Councillors: 1

Lynda James	
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2.2 Child & Adolescent Mental Health Services Inquiry Panel

REMOVE Councillor Fiona Gordon

The revised membership will be 13:

Labour Councillors: 8

Uta Clay	Elliot King
Ceri Evans	Erika Kirchner
Terry Hennegan	David Lewis
Yvonne Jardine	Hazel Morris

Liberal Democrat Councillors: 3

Mary Jones (CONVENER)	Cheryl Philpott
Paul Meara	

Independent Councillor: 1

Susan Jones	
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Coopted Members: 1

Dave Anderson-Thomas	
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2.3 Building Sustainable Communities Scrutiny Inquiry Panel

ADD Councillor Phil Downing

The revised membership will be 12:

Labour Councillors: 7

June Burtonshaw	David Lewis
David Cole	Gloria Tanner
Phil Downing	Mike White
Terry Hennegan (CONVENER)	

Liberal Democrat Councillor: 1

Chris Holley	
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Independent Councillors: 3

Wendy Fitzgerald	Keith Marsh
Lynda James	

Conservative Councillor: 1

Anthony Colburn	
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2.4 Welsh Housing Quality Standard Scrutiny Working Group

ADD Councillor Phil Downing

The revised membership will be 11:

Labour Councillors: 7

June Burtonshaw	Terry Hennegan (CONVENER)
Uta Clay	Gloria Tanner
David Cole	Mike White
Phil Downing	

Liberal Democrat Councillor: 2

Peter Black	Graham Thomas
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Independent Councillor: 1

Lynda James	
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Conservative Councillor: 1

Linda Tyler-Lloyd	
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(NOTE: this working group automatically includes the membership of the former Affordable Housing Inquiry Panel)

- 2.5 The committee should consider whether there are any other changes that need to be made 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 – 8 February 2016

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 – Cabinet Member Q & A	14 Dec	Letter to Cabinet Member for Finance & Strategy (Leader)

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): 22 (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	30-Dec	71	11-Jan

27*	Service Improvement & Finance Performance Panel	16-Sep	Grand Theatre, City Centre Regeneration and Arts & Culture	Welsh National Opera	21-Oct	23-Oct	n/a	n/a
28*	Service Improvement & Finance Performance Panel	16-Sep	Grand Theatre, City Centre Regeneration and Arts & Culture	Arts Council Wales	21-Oct	28-Oct	n/a	n/a
29	Schools Performance Panel	14-Oct	Future of Education other than at School services	Education	26-Oct	02-Dec	37	n/a
30	Schools Performance Panel	08-Oct	Meeting with Casllwchwr Primary School	Education	26-Oct	Not required	n/a	n/a
31	Committee	12-Oct	Cabinet Member Question & Answer Session	Education	28-Oct	25-Nov	28	14-Dec
32	Child & Family Services Performance Panel	28-Sep	Prevention and early intervention	Services for Children & Young People (Deputy Leader)	09-Nov	30-Nov	21	n/a
33	Transformation of Adult Social Services Panel	19-Oct	Unit costs - in-house residential and domiciliary care	Services for Adults & Vulnerable People	10-Nov	08-Dec	28	n/a
34	Schools Performance Panel	03-Nov	Estyn recommendations 1 year on and Annual Audit of Schools	Education	18-Nov	31-Dec	43	n/a
35	Child & Family Services Performance Panel	26-Oct	Development of the Post-16 Service	Services for Children & Young People (Deputy Leader)	30-Nov	23-Dec	23	n/a
36	Civic Events Working Group	12-Nov	Management & Organisation of Civic Events	Transformation & Performance	07-Dec	18-Dec	11	11-Jan
37	Committee	09-Nov	Cabinet Member Question & Answer Session	Transformation & Performance	08-Dec	22-Dec	14	11-Jan



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor Rob Stewart
Cabinet Member for Finance &
Strategy (Leader)**

*Please ask for:
Gofynnwch am:*

Scrutiny

*Direct Line:
Llinell Uniongyrochol:*

01792 637257

*e-Mail
e-Bost:*

scrutiny@swansea.gov.uk

*Our Ref
Ein Cyf:*

SPC/2015-16/6

BY EMAIL

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

7 January 2016

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Finance & Strategy following the meeting of the Committee on 14 December 2015. It is about the budget, city centre, regional working, poverty, and local government reorganisation.

Dear Councillor Stewart,

Cabinet Member Question Session – 14 December

Thank you for your attendance at the Scrutiny Programme Committee on 14 December 2015 answering questions on your work as both Leader and Cabinet Member for Finance & Strategy. We 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 referred to your recent report which considered budget proposals for 2016-2017 to 2018-2019 as part of the Council's Budget Strategy Sustainable Swansea - Fit for the Future. You stated that despite a better than anticipated provisional local government settlement from the Welsh Government the detail behind the budget indicated that the net result for the council was not as good as it may seem. This was because the Welsh Government has included a previous improvement grant of £2.7m in the sum. Whilst the settlement was welcome you explained it did not solve any problems.

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 stressed that the bigger picture was still the need to meet significant savings target for the next three years (well over £80m) therefore recent announcements did not make a huge difference and there was need to continue with the change programme. The funding gap for the next year was £35.8m. You talked about delivery of savings against the previous year and stated that around 85% of the £26.7m had been achieved to date. We asked about the implication of not achieving 100%. Although it would add pressure to next year's budget you were confident that this will be achieved by the end of this financial year.

We noted pressures on the budget and financial challenges ahead. This included managing pressures from Adult Social Services to bring down an overspend, but you reported a better picture of Child & Family Services, particular because of a drop in numbers of Looked After Children. There was also a need to honour commitments to Education as the Government intended to continue protecting schools and social care, so the final picture remained unclear. You also mentioned impacts from the recent UK budget e.g. decisions made about National Insurance rebate changes, National Living Wage adding over £8m to the budget pressures. We acknowledged that the overall position was not fully known because the council was still waiting for information about various grants e.g. Communities First, Pupil Deprivation Grant, Flying Start, Families First etc. You stated that the budget plan was working but there was a need to keep working to ensure savings are delivered.

We also asked about the impact of the budget on schools, given a 5% reduction. You stated that you have highlighted a clear message to Head Teachers and Governors that they need to prepare for the longer term, at least the next 3 years. You warned that more cuts were to be expected and it would be unwise for schools to take too much comfort from the 1.85% protection from the Welsh Government, particularly with additional pressures from National Insurance changes being introduced in 2016 and Teachers pay award and pensions costs. You also pointed out that the impact will be different for each school as a result of decisions made by the Welsh Government about grants e.g. pupil deprivation. We understood that you were talking to schools to help mitigate the implications of austerity. You stated that 5% was a planning assumption not necessarily a real cut across all schools. Nevertheless you painted a bleak future and stated that mergers or closures, in the future could not be ruled out.

We also asked about the capital budget and situation with the 21st Century Schools Programme. We asked about any funding gap and work to close that. You stated that a funding gap was normal and much effort was being directed at the disposal of assets to raise capital receipts, and you argued this should include consideration of every part of the school estate.

There was some concern from the point of view of Community Councils about when it would be made known what cuts are to be made to services and what buildings closed / disposed of. Community /Town Councils were concerned because they will be fixing their budgets by January 2016 and thereafter will have no free money to pick up services etc. You responded that whilst it was not yet known what cuts are to be made to services and what buildings would be closed / disposed of prior to January 2016 when Community Councils set their budgets, the authority was happy to speak to communities about specific services / buildings / facilities of interest and provide advice and support regarding asset transfer if required. You added that there was already information in the public domain about specific service savings proposals although more decisions will be taken as a result of the outcome of various commissioning reviews underway.

Leader / Cabinet Member responsibilities

We asked about the burden of being both Leader of the Council and Cabinet Member with responsibilities for the Finance & Strategy. You told us that it was a conscious decision to ensure continuity with the Finance & Strategy portfolio since becoming Leader last September, given the financial challenges faced and work in progress to meet this. We noted that more recently you have made changes so that although you retain responsibility and oversight for strategy, the Cabinet Member for Transformation & Performance is now responsible for day to day management of the financial portfolio and financial monitoring across the Council. Your view was that it was really important to understand the financial challenges and need for strategy, therefore it should be a part of a Leader's portfolio.

City Centre

You spoke about progress on city centre development referring to the St David's and Civic Centre sites. We of course had the opportunity to discuss this in more detail with our pre-decision scrutiny of the cabinet report that went to the meeting on 17 December, and give our views.

Regional Working

In terms of regional working generally you were pleased with the way the Swansea Bay City Region was working to get investor confidence in the area, and spoke about a 'Team Swansea' approach, and how collaboration between agencies has never been stronger.

We asked about the role played by Sir Terry Matthews in the City Region and his influence. You confirmed that he was investing around £1m (via his Alacrity Foundation) into providing support for budding entrepreneurs / business start-ups, in particular to help new graduates to develop business locally.

You talked about the move from the existing Local Service Board to a statutory Public Services Board and welcomed the inclusion of Natural Resources Wales as one of the four statutory partners. You felt that the work being done in Swansea regarding the Wellbeing of Future Generations Act made Swansea well placed for the transition to a Public Services Board and associated challenges. Opening up Local Service Board meetings to the public was something both you and the Committee were very pleased about.

Poverty

You underlined the Council's continuing commitment to tackling poverty – the challenge remains severe in the context of austerity. You highlighted the rise in the number of food banks in Swansea. You pointed out that inroads have been made within Target Areas however recognised that poverty existed across other parts of Swansea. You argued that the approach to deal with the worst affected areas was correct but the challenge was to widen the scope.

Cabinet Advisory Committees

We had previously raised issue about the need for clarity about the role of Cabinet Advisory Committees, particularly with concern about duplication with scrutiny. You highlighted that this was about the wider engagement of councillors with Cabinet business, taking the best of a committee system way of working so that members from all parties can participate more directly in policy development / formulation and report creation, and improve Cabinet work and the decision-making process.

Ward Visits

Further to our previous discussion with you we asked about progress. You confirmed that visits will continue in the New Year, but after work on the budget has been completed, from March.

Local Government Re-organisation

You talked about local government reform and felt that realistically any reorganisation may take until 2020 to implement. You stated that in principle the Council was still open to merging with Neath Port Talbot, and will continue to explore opportunities for collaboration. However, there were outstanding issues about funding and democratic representation that needed to be answered by the Welsh Government before progress can be made.

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.**

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

Yours sincerely,

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

COUNCILLOR MARY JONES
Chair, Scrutiny Programme Committee
✉ cllr.mary.jones@swansea.gov.uk

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 attended the Scrutiny Programme Committee on 9 November.

The Chair of the Scrutiny Programme Committee attended 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 Risk Management – Update 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
March 2016 (TBC)	Section 106 Planning Obligations – Update Audit Committee - Training
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