

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 3A, Guildhall, Swansea

On: Monday, 14 March 2016

Time: 4.30 pm

AGENDA

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on the 14 March 2016. The main items are the Crime & Disorder, Next Generation Services and Child & Family Services.

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interest.**
www.swansea.gov.uk/disclosuresofinterests
- 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 8 February, 2016.
- 5 **Public Question Time.**
- 6 **Crime & Disorder Scrutiny - Progress on Safer Swansea Partnership Performance. Questions to Co-Chairs:** 7 - 11
 - *Chief Superintendent Joe Ruddy (South Wales Police);*
 - *Chris Sivers (Director – People).*
- 7 **Cabinet Member Question Session: Cabinet Member for Next Generation Services. (Councillor Andrea Lewis).** 12 - 19
- 8 **Scrutiny Performance Panel Progress Report - Child & Family Services. (Councillor Paxton Hood-Williams).** 20 - 23
- 9 **Scrutiny Work Programme 2015-16.** 24 - 43
- 10 **Membership of Scrutiny Panels and Working Groups.** 44 - 45

11 Scrutiny Letters.**46 - 73**

	Activity	Meeting Date	Correspondence
a	Local Flood Risk Management Working Group	14 Dec	Letter to / from Cabinet Member for Environment & Transport
b	Committee Cabinet Member Q & A	11 Jan	Letter to / from Cabinet Member for Anti-Poverty

12 Older People's Commissioner for Wales - Guidance on Equality & Human Rights Impact Assessments and Scrutiny. 74 - 104**13 Feedback from Recent Scrutiny Events.****14 Upcoming Scrutiny Events.****15 Audit Committee Work Plan. (For Information). 105 - 107****16 Date and Time of Future Committee Meetings for 2015/16 Municipal Year. (all at 4.30 p.m. except where noted).**

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

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Child & Family Services	Performance Panel	14 Mar	2.00 pm	Committee Room 6 (GH)
Building Sustainable Communities	Inquiry Panel	15 Mar	10.30 am	Room 235 (GH)
Child & Adolescent Mental Health Services	Inquiry Panel	16 Mar	9.30 am	Committee Room 5 (GH)
Schools	Performance Panel	17 Mar	3.30 pm	Committee Room 3B (GH)
Local Service Board	Performance Panel	21 Mar	4.00 pm	Chamber Meeting Room (CC)
Child & Adolescent Mental Health Services	Inquiry Panel	22 Mar	9.30 am	Chamber Meeting Room (CC)
Transformation of Adult Social Services	Panel	4 Apr	1.30 pm	Committee Room 3B (GH)

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

Connect with Scrutiny:

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Patrick Arran
Head of Legal and Democratic Services
Monday, 7 March 2016

Contact: Democratic Services - 01792 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 2, CIVIC CENTRE, SWANSEA ON
MONDAY, 8 FEBRUARY 2016 AT 4.30 PM

PRESENT: Councillor M H Jones (Chair) Presided

Councillor(s)

U C Clay
S E Crouch
T J Hennegan
R V Smith

Councillor(s)

A C S Colburn
N J Davies
J W Jones

Councillor(s)

D W Cole
E W Fitzgerald
P M Meara

Co-opted Member(s)

D Anderson-Thomas

Co-opted Member(s)

C A Holley

Co-opted Member(s)

P R Hood-Williams

Officer(s)

Allison Lowe
Brij Madahar
Wendy Parkin

Democratic Services Officer
Scrutiny Co-ordinator
Senior Lawyer

128 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors A M Cook, J P Curtice, G Owens and G J Tanner.

129 **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.

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

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

131 **MINUTES.**

RESOLVED that the Minutes of the Scrutiny Programme Committee held on 11 January 2016 be agreed as a correct record.

132 **PUBLIC QUESTION TIME.**

There were no public questions.

133 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR ADULTS & VULNERABLE PEOPLE. (COUNCILLOR JANE HARRIS)**

Councillor Harris provided opening remarks prior to taking questions from the Committee. She emphasised a priority to ensure services which fit the needs of people and are cost effective.

The question session led to discussion around the following topics:

- Person-centred care - this was about service users having an input into their own personal requirements and listening to what people say about what they need. This was a feature of the Social Service and Wellbeing Act 2014 that will be implemented in April 2016. The subsequent service and budget implications would also need to be assessed. It was noted that work was being done to develop a practice framework that meets the challenges of the Act.
- Performance – the number of “red” status results in the November 2015 performance table were highlighted and assurance sought. It was noted that a new performance framework was being developed to improve performance measurement and management, particularly in gathering more qualitative information and outcome measures, and ensuring closer alignment with priorities. It was felt that some of the performance result headings were too generic and needed to be more specific so the results were more measurable and meaningful.
- Re-ablement – patients who were discharged from hospital required re-ablement in order to go back into their own homes. The committee asked about the rate of older people helped to live at home (performance measure SCA002a) and sought further information on the reasons behind the current performance.
- Local Area Coordinators – the committee was aware that a review of the effectiveness of this approach was being carried out by Swansea University, The Cabinet Member agreed to share this with the committee.
- Initiatives to involve people in health and social care - particularly the community clusters.
- GP Service – the reduction in the number of GP’s in the country and issues in relation to making an appointment with GP’s was highlighted as an issue. Although a national problem it was noted that GPs are looking at new ways of working.
- Preventing falls for older people and the work that Swansea Local Service Board are doing on this.
- Modern Slavery – Members were concerned whether modern slavery was an issue locally. Something the Cabinet Member stated she was monitoring.
- Alcohol Misuse – it was felt that more help was required for people with alcohol misuse issues (e.g. drinking within the home) although it was acknowledged that significant work was ongoing in relation to help with substance misuse. Noted that work on this was being done by the Healthy Cities initiative but Cabinet Member will have closer look and share any information on this.
- The work of the adult services scrutiny panel and their continuing focus on budget issues, which was praised by the Cabinet Member.

Councillor Harris added that she would circulate the following:

- The assessment into Local Area Co-ordinators conducted by Swansea University;
- The Older Peoples review conducted by Cardiff University.

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

134 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - SERVICE IMPROVEMENT & FINANCE. (COUNCILLOR CHRIS HOLLEY)**

Councillor Chris Holley, Convener, presented the Service Improvement & Finance Scrutiny Performance Panel progress report.

He outlined the remit of the Panel and stated that the Panel was focused on contributing to the budget process and annual improvement process by providing a critical friend for the Cabinet, and helped to ensure accountability.

The key activities were discussed as follows:

- Budget monitoring – The Panel had received several questions from the Public and expected more to be received in advance of their next meeting on 10 February 2016. The Leader would be attending to present the draft budget and answer questions.
- Update on ICT Procurement Framework for Oracle Support – the Panel has been asking questions about the new ICT service model and effectiveness and is continuing to look at this.
- Welsh Public Library Standards – Annual Performance Report – the positive results were noted and the Panel looked forward to receiving the results of the Libraries commissioning review.
- Performance Monitoring – some difficulty in understanding the information presented within the corporate report, and Panel is planning to reality check some areas of performance by engaging with external bodies such as BIDS, Chamber of Commerce, and Swansea Bay Business Club.

He concluded by highlighting the items for the Panel's future work programme.

The Chair thanked Councillor Holley for the update.

135 **OVERVIEW OF COMMISSIONING REVIEW PROCESS. (MARTIN NICHOLLS, CHIEF OPERATING OFFICER)**

The Chief Operating Officer presented an overview of the Commissioning Service Reviews in his role as Commissioning Strand Lead, in order to aid understanding of the purpose and process, and discuss scrutiny involvement. He outlined the principles of the commissioning review and indicated that he had circulated the scoping templates in relation to Year 2 - Phase 1 to the Committee members prior to the meeting.

As part of Sustainable Swansea – Fit for the Future, Year 2 of the Commissioning review would improve on the lessons learned during Year 1. He acknowledged that some of this was about improving communication, including scrutiny involvement, and with members generally. He stated that some of the reviews undertaken in year 1 were now complete however some were still ongoing. The reviews in Year 2 would follow a 4 stage process (maximum of 22 weeks), depending on the complexity of the review. He added that those reviews originally earmarked for Year 3 of the programme would now be carried out earlier, during the second half on this year.

Discussions centred on:

- Commissioning not being about outsourcing, but identifying what works to deliver the best outcomes for our customers. This did not necessarily mean stopping doing things, but finding alternative ways of delivery.
- Widening communication and engagement – it was felt there was a need to maximise opportunities for councillors to be involved. It was suggested that all non-executive councillors (and lay members) should receive information to ensure awareness with a clear point of contact should they have interest in specific reviews.
- Simplifying the commissioning process so that it can be more easily understood, e.g. use of process mapping.
- Scrutiny involvement in the commissioning process – Getting Started, Stage 1 (Defining Outcomes), Stage 4 (Options Appraisal) and Implementation were clearly identified as appropriate stages, with scrutiny needing to be sufficiently removed from other stages to avoid any conflict of interest.
- The timetable of Year 2 – Phase 1 reviews:
 - Day Care Services for Mental Health, Learning Disabilities, & Physical Disabilities
 - Corporate Building & Property Services
 - Highways & Transportation
 - Catering Services
 - Family Support
 - Parks and Cleansing

RESOLVED that the Chief Operating Officer be asked to ensure relevant communication is forwarded to all non-executive Councillors & Lay Members so that they can consider their involvement in future meetings / commissioning workshops.

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

The report of the Chair reviewed the Scrutiny Work Programme.

The report provided the Committee with:

- The current Scrutiny Work Programme;
- A plan for future committee meetings;
- A progress report on the various existing Panels and Working Groups;
- Cabinet forward plan for opportunities for pre-decision scrutiny.

The Chair also presented a proposal to deal with 2 issues which had been recently raised for inclusion in the work programme: Public Transport and Planning.

The Chair also referred to consultation on the proposal to end the West Glamorgan Music Service to create a single music service in Swansea and Neath Port Talbot.

RESOLVED that:

- 1) The Committee Work Plan be accepted;
- 2) In the first instance, Councillor R Francis-Davies, Cabinet Member for Enterprise, Development & Regeneration be asked to provide a report to the committee on 11 April 2016 on the current planning system with information on performance and effectiveness – with committee to consider whether further scrutiny (via a Working Group) is necessary;
- 3) Current issues regarding Public Transport be raised with the Cabinet Member for Environment & Transport during the question and answer session scheduled with him on 9 May; and
- 4) The consultation on the West Glamorgan Music Service be referred to the Convener of the Schools Scrutiny Performance Panel for action / response.

137 **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) Tackling Poverty Inquiry - Councillors Chris Holley, Andrew Jones, David Phillips and Lynda James to be added;
- 2) Child & Adolescent Mental Health Services Inquiry Panel – Councillor Fiona Gordon to be removed;
- 3) Building Sustainable Communities Scrutiny Inquiry Panel – Councillor Phil Downing to be added;
- 4) Welsh Housing Quality Standard Scrutiny Working Group – Councillor Phil Downing to be added.

138 **SCRUTINY LETTERS.**

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

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

139 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

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

140 **UPCOMING SCRUTINY EVENTS.**

The Scrutiny Co-ordinator reported the following events:

- 1) An application would be submitted to the MJ Local Government Achievement Awards: Excellence in Governance and Scrutiny regarding the Authority's distinctive scrutiny arrangements;
- 2) The Annual Councillor Scrutiny Survey would be circulated shortly;
- 3) The Scrutiny Work Planning Conference was tentatively scheduled for 12 May 2016 at 4.00 pm – further information and confirmation to follow in due course.

141 **AUDIT COMMITTEE WORK PLAN. (FOR INFORMATION)**

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

142 **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 2015-2016 Municipal Year was **NOTED**.

143 **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 6.13 pm

CHAIR

Report of the Chair

Scrutiny Programme Committee – 14 March 2016

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

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

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

- what are the headlines
 - key activities and achievements / progress against strategic priorities
 - effectiveness of the partnership working
 - relevant performance and crime statistics (including trends / comparisons elsewhere)
 - evidence of improvement and impact made
 - key challenges ahead and plans to tackle these
4. This session follows from the committee's previous meeting on crime and disorder in February 2015 (see extract of minutes at **Appendix 1**).
5. It is up to the Committee to determine future engagement in crime and disorder scrutiny and how best to incorporate the scrutiny of the Safer Swansea Partnership into the overall work programme.

Background papers: None

Contact Officer: Brij Madahar, Scrutiny Coordinator
☎ 01792 637257

Legal Officer: Wendy Parkin
Finance Officer: Carl Billingsley

**EXTRACT FROM SCRUTINY PROGRAMME COMMITTEE MINUTES –
16 FEBRUARY 2015**

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

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

A presentation was given which encompassed:

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

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

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

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

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

- The Help Point facility based at the Strand has been very successful in promoting a healthy nightlife and similarly the drop off zone has helped enable issues to be dealt with there and then and away from the centre.
- Car theft had reduced – attributable largely to more sophisticated car security systems. Additionally, CCTV in Swansea is very good. Whilst car crime has reduced, growth in other areas of crime, such as cyber crime had increased.
- Although drug trafficking was down significantly (down 24.6%) the Police are never complacent about drugs which underlie a lot of criminality. Organised crime groups are on the Police radar and a proactive approach is taken to dealing with the problem. Drugs will always be prevalent in

Swansea. However, the Police are proactive in working with the drugs agencies.

- The Police concentrate on Class A drug usage as this is still a problem area. A recent night-time operation using a drug itemiser machine in the City Centre tested 400 people, 100 of which were positive for Class A Drugs. 25 individuals were caught in possession of cocaine, which tends to be taken as recreational drug.
- In relation to Cumulative Impact, the Policy has been positive and enabled the Authorities to have some control in attracting the right businesses to contribute to the night time economy. It had been very effective and provided the responsible authorities the power to challenge licenced premises coming into the City. He reiterated that the policy was not about being anti-business but trying to prevent an increase in problems associated with the drinking culture.
- Crime in Gower is highest in the summer months but is not a year long issue. It is important that the resources are allocated to the correct areas at the right times. Whilst statistics have increased, it was small compared to other parts of the City.
- PACT meetings are useful as one form of public engagement and Police Officers are encouraged to get involved, however in order to be successful there must be a collective view on issues.
- All agencies are included in information sharing. Whilst there have been previous difficulties with the Health Authority in respect of patient confidentiality, they are now fully engaged. Early prevention at the front end does ease the pressure on accident and emergency services.
- The purple flag accreditation had been successful. However, the challenge now was to ensure that it is sustained.
- The Police engage in prevention work in relation to community cohesion and race crime and Swansea does not have high levels in this respect. However, tensions can increase on the lead up to an election.

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

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

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

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

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

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

Agenda Item 7

Report of the Chair

Scrutiny Programme Committee – 14 March 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 Andrea Lewis – Cabinet Member for Next Generation Services
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

2.1 The following Cabinet Member will appear before the committee:

- a) Councillor Andrea Lewis – Cabinet Member for Next Generation Services

Within this Cabinet portfolio, Councillor Lewis is responsible for:

- a. Council House Management
- b. Council House Repairs
- c. Housing Policy, Affordable Housing & Housing Options
- d. Housing Renewal Schemes
- e. Housing Renewals and Adaptations
- f. Welsh Housing Quality Standard (WHQS)
- g. Community Building & Asset Transfer
- h. Identify & implement new Commercial Models
- i. Deliver income from new Commercial Models
- j. Councillors Delegated Budget Schemes
- k. Improve Procurement Frameworks
- l. Energy Schemes
- m. City Deal (Link with Enterprise, Development & Regeneration)
- n. District Heating Schemes
- o. Sheltered Housing (Link with Adults & Vulnerable People)
- p. School Building Programme - Quality in Education (QEd) 2020
- q. Lead elements of Sustainable Swansea

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

3. Approach to Questions

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

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

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

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

4. Previous Correspondence with Councillor Lewis

4.1 This will be the first time this new portfolio is being discussed by the Committee and Councillor Lewis' first appearance for questions since her appointment in September 2015.

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

- Local Service Board Scrutiny Performance Panel – she provided an overview of her portfolio's role within Older People's Independence e.g. sheltered housing and disabled adaptations and advice and support regarding housing.
- Welsh Housing Quality Standard Scrutiny Working Group – she attended as lead Cabinet Member.

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

**COUNCILLOR ANDREA LEWIS
CABINET MEMBER FOR NEXT GENERATION SERVICES**

**REPORT FOR SCRUTINY PROGRAMME COMMITTEE
14 MARCH 2016**

HOUSING

Landlord Services

- Landlord Services includes management of our 13,500 Council-owned stock, District Housing Offices, Lettings, Tenancy Management, Rent Payments and Rent Arrears.
- The key priorities and objectives are ensuring estates are well managed to meet WHQS including tenancy and estate management and tackling anti-social behaviour (ASB) to help tenants sustain their tenancies.
- Challenges are largely around maintaining the Welsh Housing Management Standard for tackling ASB on estates, reducing the number of voids and maximising rental income and arrears recovery.
- There is an on-going review of the Sheltered Housing Service in response to the Aylward Report. Extensive engagement continues across the service, including the Big Housing Conversation for 16-24 year olds, to seek continual improvement of the service to our tenants.
- The next 12 months will see the production of a new Rent Strategy, the implementation of a standardised Tenancy Contract and tackling the challenge of Welfare Reform and the impact this will have on rental income.

Community Housing

- Community Housing incorporates Housing Options, Tenancy Support, Renewals & Adaptations and Renewal Areas. The key priorities and objectives include maximising the level of investment in energy efficiency measures for homes in Swansea and the delivery of the Sandfields Renewal Area 5 year programme which began in April 2014.
- The challenges for the service over the next 12 months will be the delivery of budget savings of £147k in 2016/17, whilst continuing to reduce waiting times for Disabled Facilities Grants, implementing the next phase for the Sandfields Renewal Area, sourcing additional funding for the Renewal Area Programme and securing further ECO (Energy Company Obligation) funding from a partner Utility Company to fund home energy efficiency improvement programmes.

Business Planning Division

- Business Planning manages a range of support services including the Local Housing Strategy, the repairs and maintenance investment plan for Council Housing, business planning and the More Homes Programme.
- The challenges include the delivery of the Pilot Scheme with our return to Council House building together with the implementation of a £47.6m capital programme to meet the Welsh Housing Quality Standard (WHQS).
- The next 12 months will see the implementation of the Local Housing Strategy, the development of a More Homes Strategy and an update on the Pilot programme.

CORPORATE BUILDING & PROPERTY SERVICES (CBPS)

Priorities

The main priorities for CBPS are the provision and maintenance of affordable social housing, providing a sustainable educational property portfolio and maximising financial return whilst considering alignment with financial objectives and corporate well-being.

Achievements (2015 examples)

- Achieve Housing Response times Category A – 99.83% (Target 99.7%)
- Realise statutory compliance across public building assets – 100% (Target 100%)
- Achieve minor void CB&PS turnaround completion time – 11 days (Target 13 days)
- Ratings - £179,000 savings made (Target £50,000)
- Additional Income – new lettings and regearings £82,000 (Target £50,000)
- Accommodation M2 per person within core administrative civic building 10%(Target 2%)
- 2015 –APSE Service Awards – Winner of the Waste and Sustainability Award
- 2015 – APSE Service Awards – Finalist for Council of the Year Award
- 2015 – Public Sector Sustainability Awards – Winner of the Best refurbishment Project – Morryston Comprehensive
- 2016 IESE National Finalists for Waste & Sustainability plus Workforce Development Strategy

What CB&PS hope to achieve over next 12 months:

- Complete Commissioning Review of CB&PS and implement appropriate actions
- Commence delivery of More Homes pilot project
- Deliver on significant increase in Housing Capital Programme
- Amend and embed Corporate Asset Management Plan and Corporate Landlord function across the Council.
- Maintain existing high levels of service delivery.
- Corporate Energy Strategy.

ENERGY

SCEES:

The Swansea Energy and Enterprise Scheme (SCEES) concerns the development of community-scale renewable energy projects in the most economically deprived areas within Swansea, where local people benefit from the renewable energy produced, promoting skills, enterprise, economic growth and job creation by creating an income out of environmental assets and maximising the social and economic benefits for the local community. 18 buildings, primarily schools, in the poorest areas of Swansea have been targeted for the first phase.

Despite significant policy changes from central Government, reducing financial support and incentives for Solar PV and community energy projects that has placed 90% of community energy projects in the pipeline at risk; Council support has meant that SCEES has been protected by these threats. The aim is to get PV panels installed and operating on roofs by end of September to take advantage of higher Feed in Tariff rates.

City Centre District Heat Network:

Feasibility have concluded that the establishment of a district heating network in Swansea is a viable option which would deliver key environmental, social and economic benefits in line with CCS's aims and objectives.

A start-up solution (Phase 1) linking key anchor loads south of Oystermouth Road-the LC, National Waterfront Museum were identified as the most logical option to begin a DH network in Swansea. New developments, such as two City Centre Development Sites, the Sailbridge site and UWTSD new campus on SA1, present an opportunity for expansion in line with CCS's long term aim to create a city-wide district heating network.

As such CCS has commissioned a further feasibility study, funded by CCS and the Department of Energy and Climate Change (DECC) Heat Network Distribution Unit (HNDU). The study will assess the feasibility of connecting existing sites in the Maritime Quarter (start-up solution) with the City Centre Development Sites, Sailbridge Site and UWTSD SA1 Peninsula Development. The feasibility study is closely linked to the procurement of Development Partner(s) for the City Centre Development Sites and as such the two pieces of work will run alongside each other.

SMART Living and Green Growth:

CCS is investigating the opportunities that may be provided through the development of SMART Living Infrastructure. SMART Living can provide a platform for innovation that can smartly integrate resources through technology systems and processes to provide environmental, social and economic benefits. CCS is working with WG and neighbouring authorities in SW Wales on a commission to identify Zero/Low Carbon Zones that can add value to current activity in Swansea and SW Wales.

Commercialisation of Sustainable Development Function:

Following the development of a comprehensive business plan, the Council's Sustainable Development Team have recently successfully tendered for a contract from Colegau Cymru, valued at just under £10k, researching the implications of the Wellbeing of Future Generations Act on FE colleges in Wales.

COMMERCIALISM

The Commercial Team supports income growth and cost savings across the Council and is one of the core elements of the Sustainable Swansea agenda providing advice, guidance and expertise to the entire organisation as it seeks to move from its dependence on diminishing public funds to sustainably generated income. The team works to support all Council departments and Service Areas and prides itself on being a trusted partner.

Some key successes and projects to note:

- **£167,000 has been raised from external sponsorship**, and the team has actively worked to create a suite of marketing opportunities that are available to potential sponsors ranging from sponsorship of our Council events portfolio through to generating income from everything from school diaries through to advertising on lampposts and pillar wraps, buddy benches in schools, bus station washrooms and the bus station screens as well as creating advertising opportunities in the Swansea Leader. This is an area that we intend to grow significantly going forward.
- The Commercial Team also assists with cost savings – with advice and expertise provided on procurement matters on everything from the implementation of LED lighting in lampposts to driving down the cost of more standard products such as electricity and building materials. **£500,000 of budget savings has been identified through this route.**
- We have also worked with a number of Service Areas on collaborative projects including with the South Wales Evening Post: for this project we looked at how we might reduce our spending on 'public notices' by working across the Council to buy such services (public notices being the formal notices that we place in the press relating to things like road closures); **we will save £100,000 in 2016/17** as a result of this work led by the Commercial Team, where a block rate was negotiated on behalf of the entire Council.
- A large range of our other and varied projects have also been supported including a successful **£80,000 environmental services tender** that was won by the Council; in addition we are supporting our parking services division to generate income - **the new jobs brought into the city centre by BT have resulted in £100,000 of estimated income to parking in 2016/17** and we have also pursued projects with a more social objective such as the provision of free of charge equipment at the Swansea Vale Resource Centre.

- In addition our commercial expertise is sought for a variety of purposes by Council departments; we are currently working with the chief officer for social services and assisting him and his colleagues **maximise income from other public sector contracts, particularly the Health Board, and this piece of work alone is expected to generate hundreds of thousands of pounds income back to the Council** and we hope to grow our support in collaboration with this department.

Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 14 March 2016

PROGRESS REPORT – CHILD & FAMILY SERVICES SCRUTINY PERFORMANCE PANEL

Purpose	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will attend the committee on a regular basis to provide a progress report, updating the committee on headlines from their Panel's work and impact.
Content	This report focuses on the Child & Family Services Scrutiny Performance Panel. Councillor Paxton Hood-Williams, convener of the Panel, will provide the update.
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness / understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Paxton Hood-Williams, Convener of the Child & Family Services Scrutiny Performance Panel
Lead Officer & Report Author	Delyth Davies, Scrutiny Officer Tel: 01792 7491 E-mail: delyth.davies@swansea.gov.uk

1. Introduction

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

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

1.4 This report focuses on the Child & Family Services Scrutiny Performance Panel. Councillor Paxton Hood-Williams, convener of the Panel, will provide a progress report. To focus the discussion, a short written report is attached as **Appendix 1**. This includes a summary of Panel activities, correspondence between the Panel and Cabinet Members, proposals made and impact.

1.5 The current Membership of the Panel (10) is as follows:

Labour Councillors: 7

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

Liberal Democrat Councillors: 1

John Newbury	
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Independent Councillor: 1

Susan Jones	
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Conservative Councillor: 1

Paxton Hood-Williams (convener)	
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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

Child & Family Services Scrutiny Performance Panel Update

1. Remit of the Panel

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

2. Introduction

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

3. Key Activities

The Panel held 3 meetings between December and March. This has involved speaking to the Head of Child and Family Services; engagement with the Western Bay Youth Justice and Early Intervention Service Manager; 3 convener's letters to the Cabinet Member.

The main issues covered were as follows:

21 December

- Progress on bringing together the 3 youth justice services in Bridgend, Neath Port Talbot and Swansea into a single Western Bay Youth Justice and Early Intervention Service.

18 January

Progress on the development and performance of the Domestic Violence Hub

15 February

- Quarterly performance monitoring of Child & Family Services and Service Quality Assurance and Regional Performance and Quality reporting frameworks

4. Achievements / Impact

- **Performance monitoring –**
 - From April performance monitoring data for the regional Youth Justice Prevention and Early Intervention Service will be included in the monthly performance reports that the panel scrutinises on a quarterly basis
 - Revised sickness and absence data reporting will be included in the next report to the panel

Performance – A number of key issues/questions have been raised over the last 3 months and these include access to mental health services for young people in the youth justice service; the general trend for contacts at the Child & Family Services front door is up; performance in Core Assessments has dipped. Action taken has included the Cabinet Member providing a detailed response to the panel's concerns and on action taken within the department to address the concerns. The Social Services and Well Being Act could be impacting on some of these areas of performance but overall the implementation of the Act in April should support improvement in the areas highlighted by the panel.

The panel has been keen to highlight good performance and it was particularly pleased with the reduction in first time entrants into the youth justice system from 533 in 2009/10 to 103 in 2014/15.

The panel welcomed the recent positive inspection of the Western Bay Youth Justice Early Intervention and Prevention Service and was confident that the areas identified for improvement would be addressed quickly and successfully.

- **Engagement with Domestic Violence Hub**

- The Panel wanted to examine performance on the multi-agency domestic violence hub and consider its impact on children and families. The panel supported the genuine multi agency approach of the hub which had plans to bring in a health visitor, an adult services social worker and a substance misuse social worker. The panel also supported the RAY project which worked with schools and the Equilibrium Programme which was successfully working with the perpetrators of domestic violence to change their behaviour.
- The panel was concerned however that some schools had not engaged with the RAY project and the panel conveyed to the Cabinet Member the importance of all schools being on board with this project, ii)the number of 3 year olds not achieving their developmental norm. The Cabinet Member in her response pointed to the recently published Welsh Government guidance and best practice on a whole school approach to tackling domestic violence and gave detailed how the Act places new obligations to report on the Local Authority's response to violence against women and domestic and sexual abuse.

5. Future Work Programme

- The Panel will continue to meet on a monthly basis.
- The Panel will develop a new work plan for 2016/17.

6. Action required by the Scrutiny Programme Committee

None.

Agenda Item 9

Report of the Chair

Scrutiny Programme Committee – 14 March 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 now concluded with a report that was presented to Cabinet on 17 February. A Cabinet decision is expected in the next two months and a follow up on implementation of the learning points / recommendations will be scheduled in the committee's work plan in due course.

2.2 Panels and Working Groups:

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

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

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

3.1 None.

4. **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
11 Apr	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Enterprise, Development & Regeneration Report on Planning System
	<ul style="list-style-type: none"> Progress Report – Schools 	<ul style="list-style-type: none"> Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and

	Performance Panel	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"> Final Inquiry Reports: <ul style="list-style-type: none"> CAMHS 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from the convener, prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Progress Report – 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 - CITY & COUNTY OF SWANSEA
FORWARD PLAN
2015 – 2016**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Review of Car Parking Enforcement at the Civic Centre.	To update on parking arrangements at the Civic Centre including implementation of charging visitors.	Geoff Bacon	Cabinet Member - Finance and Strategy (Leader)	Cabinet	21 Apr 2016	Open
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
Waste Commissioning Review	Report will provide detail on the Waste Commissioning Review and provide recommendations, options and impact. It will seek formal approval for implementation, including necessary consultation.	Chris Howell	Cabinet Member - Environment and Transportation	Cabinet	21 Apr 2016	Open

**APPENDIX 2 - CITY & COUNTY OF SWANSEA
FORWARD PLAN
2015 – 2016**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Review of School Music Service Arrangements with Neath Port Talbot Council	The report seeks a decision following the joint consultation on a proposal with Neath Port Talbot County Borough Council to disaggregate the shared music service and to establish a new music service in Swansea to support Swansea schools from 1 September 2016.	Kelly Small	Cabinet Member - Education	Cabinet	21 Apr 2016	Open
European Social Fund (ESF) Cynnydd Funding Acceptance.	To seek approval to deliver the new Cynnydd ESF Project. Project is being lead regionally by Pembrokeshire County Council.	Sarah Hughes	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	21 Apr 2016	Fully exempt
Depot Rationalisation Project.	The report outlines the project and preferred options and sets out the operational and financial case for the changes.	Geoff Bacon	Cabinet Member - Finance and Strategy (Leader)	Cabinet	21 Apr 2016	Fully exempt

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				17	
CAMHS (started Oct 15)	17	1 15	19 27	16 23	16 17 22	
Building Sustainable Communities			14 27	3	3 15	14 27
Follow Up:						
Inward Investment (Cabinet 20/1/15) COMPLETE					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 23	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				3	
Welsh Housing Quality Standard				3		
Tethered Horses			7	1	8	
Tree Preservation						

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 17 March. 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 has the following evidence gathering sessions remaining

- 16 March – Phil Monaghan, Educational Psychologist
- 17 March - SCVS Parent Carer Forum
- 22 March – Head of Adult Services

Projected End Date: May 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

The Panel will at their next meeting speak to the Cabinet Member for Wellbeing and Healthy City and the Lead Officer for the Building

Sustainable Communities Corporate Priority. In April the panel will speak to the Head of Poverty and Prevention about the role Community First has in relation to Community Action. The panel has also produced a survey that is currently open. It has been particularly targeted at Councillors, Community Councils and Community Groups although it is also available online and in hard copy in a number of locations.

Projected End Date: May 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)

The Panel met with Cllr Rob Steward, Cabinet Member for Finance and Strategy (Leader) on 10 February in order to discuss the Cabinet Budget Report. The Conveners of the other scrutiny performance panels were invited to attend and members of the public were also given the opportunity to ask questions. Cllr Chris Holley attended the Cabinet Meeting on 15 February to provide the views of scrutiny.

Specifically the Panel wished Cabinet to note that they felt that once the results of the numerous Commissioning Reviews become available, then robust public consultation should take place on the various options. The Budget Consultation process asked high level questions on whether people would be prepared to pay for services as an alternative to losing them. However, the Panel considered that more detailed information should be provided to people to enable them to make a fully informed decision. They understood that this information would be available once the reviews are complete. The Panel also stated that the relevant scrutiny panels should be involved in the consultation processes.

The Panel is meeting on 9 March where they will hold Q&A sessions with Cllr Christine Richards, Cabinet Member for Services for Children & Young People and Cllr Jane Harris, Cabinet Member for Adults & Vulnerable People. The purpose will be to monitor the implementation and impact of savings targets for 2015/16 within their portfolios. The Panel will also consider the 3rd Quarter Budget monitoring report.

b) Schools Performance (convener: Cllr Fiona Gordon)

The Panel will next meet on the 17 March where they will meet with the Challenge Advisor, Headteacher and Chair of Governors of a Primary School to discuss the schools current performance and prospects for improvement. The Panel in April will look at some examples of good practice sent in by schools and they will also complete a pre-decision exercise on the proposed changes to the West Glamorgan Music Service.

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

The Panel met on 22 February where they discussed their work to date with Councillor Rob Stewart (Chair of the LSB) looking at the LSB priority of Older People's Independence, in order to extrapolate conclusions about the effectiveness of the LSB as a whole.

The Panel noted that the final meeting of the LSB is taking place in March, before transition to the Public Services Board (PSB). The Panel agreed it was timely to present its conclusions from its work to date, informed by its specific work on Older People's Independence. It was agreed that a formal letter be sent to the Chair of the LSB on the Panel's conclusions, which should help influence the development of the new PSB.

The Panel also looked at the draft terms of reference for the PSB and discussed the on-going role of scrutiny in the new arrangements, and made some comments that will be fed back to the LSB.

The Panel will now focus on the development of the Public Services Board and associated work. The Panel is meeting on 21 March where they will discuss the Wellbeing Assessment that needs to be produced by the PSB. They will also look at the LSB Driver Diagrams.

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

The panel met on 15 February and examined the quality assurance framework and audit processes in place in Child & Family Services and the December 2015 performance report.

Quality Assurance

The panel had asked officers to bring a briefing on audit and quality assurance processes because it wanted to satisfy itself that these were robust. Officers demonstrated that the department had rigorous quality assurance and audit processes and also how it fed into the Western Bay Performance and Impact Framework and the Quality and Performance Management Group.

Performance Report

Overall the panel was pleased with the performance report. In particular it was pleased with the highest performance on children seen alone at Initial Assessment, low numbers of repeat referrals, levels of supervised contact undertaken. It did highlight some areas which it felt needed to be brought to the attention of the department. These were:

- The general trend for Contacts is up – it was suggested that the increase could be down to the entitlement under the Act to have an assessment. This will be closely monitored over the next few months
- Lack of data in the report on sickness and absence – the panel was told that the data is being reviewed to make it clearer and

more robust. The Head of Service has a regular report which details sickness and absence and this will be in the next report to the panel

- Core Assessment performance has fallen and work is being duplicated. The Act will support improvements in this area.

While not in the report the panel felt it needed to raise the budget reduction that was in the recent draft budget report. The Head of Service informed the panel that the savings will come from current underspend within the Department but making savings in the future will get harder.

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 8 February to examine the objective setting and performance appraisal process for senior officers and the draft Adult Services Budget report.

Performance/Appraisal Report

The panel was keen to understand the content of the objectives as well as the overall process and agreed that further evidence should be sought to allow the panel to understand whether TASS objectives have been translated into service delivery. Specifically in respect of Director of People, Chief Social Services Officer, Head of Adult Services, Head of Finance.

Budget Report

The panel noted that there was a proposed increase in the adult services budget and no additional savings proposals. The emphasis was on ensuring that services were excellent, citizens are safe and arrangements are as cost effective as they can be. The assumption was that, by ensuring services meet people needs effectively, costs will reduce over time. This was the experience in child and family services.

The Panel further noted that the expected overspend in Adult Services will be balanced by an equivalent underspend in child and family services. This is a reversal of the position in the past.

The panel was concerned about the financial risk associated with the transformation programme. Previous savings targets associated with programmes such as TASS have not been delivered and it is not clear that lessons have been learnt. The Panel urged the Cabinet Member to ensure that monitoring of these savings is robust.

The panel agreed to provide its views on the budget to the Service Improvement and Finance Performance Panel to be included in the Convener's report to the Cabinet.

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 Working Group met on 14 December and the letter to the Cabinet Member for Environment & Transport is included in the Committee's agenda for discussion. The Committee is asked agree to the Working Group's request to meet on an annual basis in order to provide an on-going scrutiny involvement in the annual review of the Local Flood Risk Management 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. This will take place later on in March.

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

The Working Group met with Councillor Andrea Lewis, Cabinet Member for Next Generation Services, and officers, on 3 February in order to consider the Council's progress towards achieving the Welsh Housing Quality Standard within its social housing stock.

The Working Group was pleased to find out that the Council is on course to deliver the WHQS to all Council homes by 2020. It was clear that the Council has a good grasp on what is required to achieve the standard by 2020 and that the mechanisms are in place to ensure that progress is measured and reported accurately. Some concerns were raised regarding the level of information available on long terms plans, to enable tenants and Members to understand where their properties/wards fall in the investment programme priorities.

The Working Group made a number of recommendations in a letter to the Cabinet Member, which will be reported to the Committee in due course once a response is received.

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

A second meeting is taking place on 8 March to receive further evidence, including practice elsewhere. The working group is considering 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

The Working Group will enable scrutiny councillors to ask questions about the Council's work in relation to the tree preservation process, including the making, monitoring and enforcement of Tree Preservation Orders (TPOs). The relevant Cabinet Member / officer(s) will be invited to provide assessment of current service and information on objectives, procedures / practice, challenges, and improvement plans etc. Following discussion the views of the Working Group and any recommendations will be presented in a letter to the relevant Cabinet Member. The Scrutiny Programme Committee agreed to establish Working Group after some issues were raised by members about the identification / maintenance of TPOs, enforcement process and sanctions, and also in relation to the interface with local members about information relevant to their areas. Scrutiny councillors have been invited to express interest in participating and proposed membership will be reported to the committee for agreement.

2. Corporate Building Services

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

3. Roads / Highway Maintenance

the relevant cabinet member / officer will be requested to provide a report covering service practices and procedures (e.g. dealing with pot holes), use of resources, prospects for improvement. This will enable questions about the quality and effectiveness of highway maintenance and repair, and also issues relating to the relationship with utilities and strategic planning / co-ordination of works to minimise disruption to major access roads.

Appendix 4

Lead Scrutiny Councillor / Officer Contacts:

Activity	Lead Councillor	Lead Scrutiny Officer
Scrutiny Programme Committee	Mary Jones cllr.mary.jones@swansea.gov.uk	Brij Madahar (01792 637257) brij.madahar@swansea.gov.uk
Inquiry Panels:		
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 – 14 March 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 There are no membership changes to existing Panels / Working Groups report. However this report is provided to facilitate any changes that may need to be made at the meeting in respect of scrutiny panel and working group membership.

3. New 'Tree Preservation' Scrutiny Working Group

- 3.1 Expressions of interest have been invited from scrutiny councillors for this new Working Group, and will be reported for agreement.

4. Legal Implications

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

5. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Agenda Item 11

Report of the Chair

Scrutiny Programme Committee – 14 March 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 – a request for further scrutiny in relation to Local Flood Risk Management is presented for the committee's approval• 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	Local Flood Risk Management Working Group	14 Dec	Letter to / from Cabinet Member for Environment & Transport
b	Committee Cabinet Member Q & A	11 Jan	Letter to / from Cabinet Member for Anti-Poverty

- 3.3 The Local Flood Risk Management Working Group recommends that the Working Group meets annually to monitor and review the progress of the Flood Risk Management Plan, including scrutinising and assessing the progress of the priority measures and to consider the Flood Risk Maps in more detail. It also expects scrutiny to be involved in the 6 year review of the Plan. The Cabinet Member also welcomes further involvement in meeting annually to monitor and review the progress of the Plan.

The committee is asked to agree to include this in the scrutiny work programme.

- 3.4 Where requested Cabinet Members are expected to respond in writing to scrutiny letters within 21 calendar days. The response should indicate what action (if any) they intend to take as a result of the views and recommendations made. For this municipal year the letters log now shows the average time taken by Cabinet Members to respond to scrutiny letters.

4. Legal Implications

4.1 There are no legal implications.

5. Financial Implications

5.1 There are no financial implications.

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

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

Ave. Response Time (days): 20 (target within 21 days)

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

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

17	Child & Family Services Performance Panel	10-Aug	Performance Monitoring Report	Services for Children & Young People (Deputy Leader)	10-Sep	28-Sep	18	n/a
18	Committee	10-Aug	Cabinet Member Question Session	Services for Children & Young People (Deputy Leader)	16-Sep	25-Sep	9	12-Oct
19	Service Improvement & Finance Performance Panel	12-Aug	Cabinet Member Question & Answer Session and an overview of Parks & Gardens	Wellbeing & Healthy City	16-Sep	06-Oct	20	n/a
20	Service Improvement & Finance Performance Panel	12-Aug	Cabinet Member Question & Answer Session	Transformation & Performance	16-Sep	05-Oct	19	n/a
21	Transformation of Adult Social Services Panel	24-Aug	Network Hubs	Services for Adults & Vulnerable People	30-Sep	21-Oct	21	n/a
22	Transformation of Adult Social Services Panel	21-Sep	Unit costs - in-house residential and domiciliary care	Services for Adults & Vulnerable People	05-Oct	Not required	n/a	n/a
23	Service Improvement & Finance Performance Panel	16-Sep	Grand Theatre, City Centre Regeneration and Arts & Culture	Enterprise, Development & Regeneration	08-Oct	03-Nov	26	n/a
24	Schools Performance Panel	10-Sep	Performance and support for LAC children and for Gypsy and Traveller children	Education	13-Oct	28-Oct	15	n/a
25	Schools Performance Panel	21-Sep	Reviewing the School Improvement Service	Education	14-Oct	28-Oct	14	n/a
26	Committee	14-Sep	Cabinet Member Question & Answer Session	Wellbeing & Healthy City	20-Oct	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

38	Child & Family Services Performance Panel	23-Nov	September 2015 Performance Report	Services for Children & Young People (Deputy Leader)	09-Dec	24-Dec	15	n/a
39	Committee	14-Dec	Cabinet Member Question & Answer Session	Finance & Strategy (Leader)	07-Jan	Not required	n/a	08-Feb
40	Service Improvement & Finance Performance Panel	11-Nov	Update about the procurement of Oracle Support from a third party supplier.	Transformation & Performance	11-Jan	28-Jan	17	n/a
41	Service Improvement & Finance Performance Panel	09-Dec	Welsh Public Library Standards and Annual Performance Report	Enterprise, Development & Regeneration	13-Jan	Not required	n/a	n/a
42	Service Improvement & Finance Performance Panel	09-Dec	Recycling & Landfill	Environment & Transportation	13-Jan	Not required	n/a	n/a
43	Transformation of Adult Social Services Panel	14-Dec	Performance data - integrated service hubs, older people's services income generation, local aread co-ordination evaluation	Services for Adults & Vulnerable People	15-Jan	05-Feb	21	n/a
44	Child & Family Services Performance Panel	21-Dec	Western Bay Youth Justice & Early Intervention Service	Services for Children & Young People (Deputy Leader)	18-Jan	29-Jan	11	n/a
45	Child & Family Services Performance Panel	18-Jan	Performance of Domestic Abuse Hub	Services for Children & Young People (Deputy Leader)	27-Jan	11-Feb	15	n/a

46	Transformation of Adult Social Services Panel	11-Jan	Pre-decision Abergelli & Beeches	Services for Adults & Vulnerable People	27-Jan	Not required	n/a	n/a
47	Schools Performance Panel	21-Jan	Annual Education Performance data	Education	28-Jan	Not required	n/a	n/a
48	Service Improvement & Finance Performance Panel	20-Jan	Annual Review of Performance; 2 nd Quarter Budget Monitoring Report; sickness monitoring; arrangements for the scrutiny of the Council's Budget proposals.	Finance & Strategy (Leader)	02-Feb	23-Feb	21	n/a
49	Service Improvement & Finance Performance Panel	20-Jan	Improvement Objective G – Healthy Lifestyles and new growing spaces; and Performance Indication SUSC3.	Anti-Poverty	02-Feb	11-Feb	9	n/a
50	Local Flood Risk Management Working Group	14-Dec	Flood Risk Management Plan; Joint Working arrangements between council departments; Monitoring and further scrutiny work to take place annually when plan goes through its annual monitoring process	Environment & Transport	04-Feb	19-Feb	15	14-Mar
51	Committee	11-Jan	Cabinet Member Question Session	Anti-Poverty	10-Feb	24-Feb	14	14-Mar
52	Service Improvement & Finance Performance Panel	10-Feb	Budget consultation	Finance & Strategy (Leader)	29-Feb			



CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

BY EMAIL

Councillor David Hopkins
Cabinet Member for Environment &
Transport

*Please ask for:
Gofynnwch am:*

*Direct Line:
Llinell
Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Scrutiny

01792 636292

scrutiny@swansea.gov.uk

4th February 2016

Summary: This is a letter from the Local Flood Risk Management Scrutiny Working Group to the Cabinet Member for Environment and Transport, following the meeting of the Working Group on 14 December 2015. It is about the Draft Flood Risk Management Report.

Dear Councillor Hopkins,

**Local Flood Risk Management Scrutiny Working Group
14th December 2015**

The Local Flood Risk Management Scrutiny Working Group met on 14 December to consider the Draft Flood Risk Management Report.

The members of the Working Group would like to thank Mike Sweeney for attending the meeting to present the report and to answer our questions. Members have had the opportunity to look at the general parts of the plan previous to the meeting; it contains a large amount of information and lists individual flood risk maps for all areas within Swansea.

This letter reflects the main issues we discussed and the questions we raised about this topic. Therefore we would be grateful if you could respond to some of the points, information and recommendations outlined within this letter.

The Flood Risk Management Plan

The Working Group noted that the Flood Risk Management Plan is the final part in a process which required the preparation of:

- Preliminary Flood Risk Assessment
- Production of Flood Hazard and Risk Maps
- A Flood Risk Management Plan.

We also learnt that work on the Flood Risk Management Plan has progressed down to ward level with the development of Flood Risk Maps for each of the communities not only within Flood Risk area but also for those situated outside, effectively, to cover the whole of the administrative area, which is a consistent approach used by all other Welsh Authorities. The Working Group was pleased to note this holistic approach in the production of the Flood Risk Maps. We also noted the analysis that has been undertaken, the conclusions drawn and the measures listed to mitigate the flood risk for each community.

The Working Group considered the impact of external influences that could impact on the Flood Risk Management Plan, for example: the Tidal Lagoon, City Centre Regeneration project and Climate Change. We felt that the authority should incorporate these elements into the process even if it is not their responsibility to address any issues or provide mitigating measures for them.

Joint Working

The Working Group discussed the importance of including flood risk management within the planning process and monitoring new build developments to determine any potential impact in terms of risk. Also how the Local Authority measures and evaluates the impact of lots of smaller developments. If within high risk areas the Local Authority should look at preventative and construction work measures, possibly compulsory purchasing and whether it is cost effective.

We looked at how the Highways Service interacts with the Flood Risk Management Plan and whether it feeds into the Highways planned maintenance programmes. For example, gully cleaning regimes for high flood risk areas. This emphasised to us the importance of services within the Authority working together as this is a complex issue. We agreed with the principle of a strategic, holistic approach to prioritising high risk and hotspot areas for all services. There is a need for more joined up thinking within the Authority and the relevant service areas.

Monitoring and further scrutiny work

The Working Group recognised the importance of the monitoring and review process of the Flood Risk Management Plan. The first review of the FRMP will be completed by June 2021 and subsequent reviews will be carried out at 6 year intervals. After the review the Authority will prepare a revised Flood Risk Management Plan which has to include an assessment of the progress made towards implementing the measures contained in the Plan.

Following on from the completion of this, every year the current position regarding the implementation of each measure listed will be monitored. We believe that there is now a role for regular scrutiny of this process and for consultation with the Working Group around the priority measures.

The Working Group considered the financial funding and resources required for the plan to be successful. We understand that the authority could bid for a grant from EU/WG to address some of the issues/priorities within the plan.

Recommendations

As a result of our consideration of the Draft Flood Risk Management report, we recommend:

- A more joined up approach and thinking between services within the Authority. There is scope for improvement and the potential for more strategic working across departments e.g. Planning and Highways
- The introduction of a reporting mechanism on the website and clarity of information about how the public can obtain sandbags. A look at alternative methods of delivery if the current system isn't working.
- Officers Investigate potential sources of funding to support the Flood Risk Management Plan and address priorities within the plan.
- Ensure that the Authority is consulted and has input into external schemes that could impact on the Flood Risk Management plan.

Finally, we plan to recommend to the Scrutiny Programme Committee that the Working Group meets annually to monitor and review the progress of the Flood Risk Plan, including scrutinising and assessing the progress of the priority measures and to consider the Flood Risk Maps in more detail. We also expect to see scrutiny involvement in the 6 year review.

Your response

In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful if you could specifically refer to the points and recommendations outlined. Please provide your response by 25th February 2016.

Yours sincerely,

Councillor Tony Colbourn
(Temporary) Convener of the Flood Risk Management Scrutiny Working Group



CITY AND COUNTY OF SWANSEA
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Councillor Tony Colburn
(Temporary) Convener
Flood Risk Management Scrutiny
Working Group

Please ask for:
Gofynnwch am:
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Councillor David Hopkins
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19 February 2016

**If you require this or any other information in another format
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Dear Councillor Colburn

**LOCAL FLOOD RISK MANAGEMENT SCRUTINY WORKING GROUP – 14
DECEMBER 2015**

Thank you for your letter dated 4th February 2016 regarding the views and recommendations expressed in the Local Flood Risk Management Scrutiny Working Group meeting on the 14th December 2015.

You have been advised that it was a legal requirement for the City and County of Swansea to prepare a Flood Risk Management Plan for its area and to have it published before December 22nd 2015 in order to comply with legislation. I am happy to inform you that this deadline was met and the next step which is in hand is for Natural Resources Wales to report the plan to Europe by March 22nd 2016 to accord with European Floods Directive 2007/60/EC.

I am pleased to hear that you had learnt that the Flood Risk Management Plan has progressed down to ward level as this was a consistent approach taken by all Welsh Lead Local Flood Authorities. You have noted that the plan sets out a series of measures for each ward which will ensure that flood risk in the City and County of Swansea is managed during the 6 year period. Some of the measures have been termed borough wide measures which are measures currently ongoing to manage flood risk. However, following conclusions being drawn from the surface water flood

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maps this inevitably showed some communities or wards were susceptible to greater significant flooding than others which resulted in new specific measures assigned to areas considered to be the most at risk communities.

Referring to the recommendations that you have made, I wish to respond by answering the points raised as they have been listed.

A more join up approach and thinking between services within the Authority. There is scope for improvement and the potential for more strategic working across departments e.g. Planning and Highways

I agree with this recommendation as the more joined up and strategic integrated approach we have then the more effective the delivery of our flood risk management objectives will be across departments within the Authority.

In particular, I have noted the point raised by the working group concerning how the Flood Risk Management Plan can be used as a useful tool to inform the highway planned maintenance programme. In reply, I would like to confirm that there is already some excellent flood prevention works currently ongoing within the Authority. For example, the Authority currently categorises the maintenance activities for the watercourses and grids under the Council's ownership so that priority or 'hotspot' areas are given more frequent attendance during the Autumn/Winter months and inspections are also increased following weather warnings. However, I do agree with group that following the production of our Flood Risk Management Plan and the more detailed undertaking on the assessment of our communities at risk then there is scope to review our maintenance regime as this will provide an essential link between the communities with 'significant' flood risk and our operational regimes but this will have to be achieved in accordance to available budget.

In terms of Planning and the potential impacts in terms of flood risk, I wish to confirm that there is good collaborative work being undertaken between relevant departments so that flood risk from all sources is properly assessed and this work will continue in order to comply with the objectives as set out Local Flood Risk Management Strategy.

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The introduction of a reporting mechanism on the website and clarity of information about how the public can obtain sandbags. A look at alternative methods of delivery if the current system isn't working.

I am pleased to inform you that there already exists a reporting mechanism on the website to report flooding and blocked gullies, with the complaints currently being received by the Authority's Highways Department.

With regard to the clarity of information regarding sandbags I wish to inform you that the Authority has adopted a sandbag policy and this can be seen on our Guidance to flooding leaflet which is currently on the Authority's website. See link below.

However, I am of the opinion that this could be improved to provide additional information on where the public can obtain sandbags and also other products which are commonly used for flood protection. I wish to assure you that this will be looked into with the aim of providing further information on available flood prevention products.

<http://www.swansea.gov.uk/article/8031/Flooding-advice>

Officers investigate potential sources of flooding to support the Flood Risk Management Plan and address priorities within the plan.

I concur with the working group that this will be the biggest challenge for the Authority to steer funds in the direction of the Flood Risk Management Plan which inevitably places an additional financial burden on to the Authority. Nevertheless, it is essential that the Authority shows commitment of ensuring that our flood risk management plan is successful and to access available funding streams will need to be explored further. Currently, the Authority has access to the Single Revenue Grant issued by Welsh Government. It is recognised that the existing allocation will need to be increased to support the plan in order to show the necessary progress required. Other funding streams will also be investigated to meet the objectives as set out in the 6 year plan together with seeking potential of collaborative working with our flood risk partners should joint funding opportunities arise.

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Ensure that the Authority is consulted and has an input into external schemes that could have an impact on the Flood Risk Management Plan.

I wish to assure the working group that as Lead Local Flood Authority responsible for our own Flood Risk Management Plan then it is essential that good collaboration continues with other risk management partners such as Welsh Water and Natural Resources Wales to ensure that maximum benefits can be gain from collectively working together. Consultation between these risk management Authorities will continue through the planning process with any external schemes which have an influence on flood risk being screened accordingly by the Authority so that impacts to the plan can be avoided.

To conclude, I wish to acknowledge and thank you for the recommendations of the working group and welcome your further involvement in meeting annually to monitor and review the progress of the plan.

Yours sincerely



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**To/
Councillor Will Evans
Cabinet Member for Anti-Poverty**

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*Our Ref
Ein Cyf:*

SPC/2015-16/7

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

10 February 2016

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Anti-Poverty following the meeting of the Committee on 11 January 2015. It is about Tackling Poverty, Food & Growing, Homelessness, and Community Action.

Dear Councillor Evans,

Cabinet Member Question Session – 11 January

Thank you for your attendance at the Scrutiny Programme Committee on 11 January 2015 answering questions on your work as Cabinet Member for Anti-Poverty. We wanted to explore priorities, actions, achievements and impact in relation to your areas of responsibility. We noted that there have been some changes to your portfolio since we last met with you – now taking on responsibility for Community Cohesion, Community Development, Homelessness, and Neighbourhood Working.

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:

Tackling Poverty

You stressed the commitment to reducing poverty in Swansea and its impacts. You stated that poverty had an effect throughout society and tackling poverty was not something that the council alone could deal with. You highlighted in particular the part education and employment played in helping to reduce poverty, and outlined work to deliver poverty strategies and progress against targets for 2017.

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You pointed out that this was a generational issue and whilst there may be some short-term actions, the life of the strategy and its delivery needed to be seen over a 5-10 year+ period. We asked about the balance between quick wins and long term impact for anti-poverty work. You stated that you were happy with the current plan, which you oversee, though we pressed you on your personal objectives for the next two years. You again stressed the need to focus on education and getting people into employment. You also wanted to see the development of a food growing enterprise by the end of this year. You stated that a food poverty conference was in the works. You also talked about the new 'Communities for Work Programme' within Communities First areas, which will focus on tackling poverty through sustainable employment and help to provide mentoring and support for employment. We asked about the funding for this scheme and any financial risk to the Council in relation to objectives. You confirmed that this was European funding via the Welsh Government, therefore there was no risk to the Council.

The committee asked about the effectiveness of established indicators that are measured in order to affect poverty and its outcomes. You referred to a framework containing a range of national and local indicators, measuring income levels, standard of living, and deprivation. This led to a discussion about who qualified as being in poverty and other relevant factors, e.g. rent levels. You referred to the current Minimum Income Standard (MIS) for the UK which is one of the key measures, and the Living Wage which is linked to the MIS. There was some surprise to find out that current MIS identifies a two-child family as needing to earn at least £40k combined to achieve MIS.

There was some concern for those living outside of target areas / Communities First areas not having the same access to support. We also asked about how councillors should be involved in tackling poverty. You acknowledged that poverty existed in all areas and stressed the role of ward members in understanding the issues, community engagement and signposting to help. You stated that helping members to embed community development in their roles was within the Poverty Strategy action plan.

You acknowledged that the next Scrutiny Inquiry will be based on the 'Tackling Poverty' Corporate Priority, and offered some ideas about the contribution that scrutiny could contribute to improvement. Aside from scrutiny of the performance management framework and monitoring the delivery of outcomes, you invited a view about the focus and effectiveness of current strategy / plans, multi-agency working, whether there were gaps in services, and whether more could be done, and the resourcing and sustainability of work to tackle poverty.

Food and Growing

We wanted you to advise as to whether targets for increasing the number of allotments, community gardens and other food growing opportunities have been met and advise as to what work was being done to encourage and support this work.

Grow Local Scheme

Given the levels of poverty and establishment of food banks we asked for an update on the Grow Local Scheme, which has the potential to alleviate poverty. You explained that the Scheme was continuing albeit with reduced funding. Although the Scheme began with a £50k budget, this became £30k in 2014/15 and was further reduced to £20k for 2015/16 and will continue at that level for 2016/17.

We learned that for 2014/15 there had been 8 applications received to date, (total amount requested £12,968), of these 6 awards have been made, to the value of £9.4k, 5 of these in respect of new growing spaces. Two applications have been deferred and are pending. Further applications are expected and it was anticipated that the £20k budget would be spent by the end of March 2016.

You informed that committee that you were looking at ways in which to maximize funding for the Scheme in the future. We asked if you could you provide a list of Grow Local Grants awarded in the past 12 months, as well as any more information about plans for the scheme for 2016/17. We were not sure whether local councillors were automatically informed of grants awarded for schemes in their areas but felt that they should be.

Could you also advise on progress towards setting up a social enterprise for a Community Cooking organisation as per the model in Liverpool?

Allotments

You confirmed that there were currently 16 allotment sites, 5 of these managed by the Council. You stated that the budget has been overspent for some time and therefore an operational review, including management / leasing arrangements, costs (including rents), and the support provided by the Council, has been undertaken. You told us that existing leaseholders would be consulted before any changes were made.

We were aware of waiting lists for allotments and healthy living strategies having targets for introducing new allotments, so we asked how that was consistent with your statement that there were no plans to identify and introduce new allotments. You clarified that an increase in the number of growing spaces was encouraged, but there was some disagreement with your comment that these could be effectively regarded as allotments.

Homelessness

We noted work in relation to homeless prevention. We asked about the number of homeless presentations and anticipated rises due to issues such as welfare reform. It was interesting that 63% of cases presenting in 2014/15 were prevented or found not homeless, and we discussed some of the reasons why. We asked if you could provide a more detailed breakdown of homelessness figures.

Community Action

We noted information about the Community Action Transformation Fund created in 2014 to support the delivery of the aims of the Community Action strand within the Sustainable Swansea strategy. We understood that Community Action was all about finding new, innovative methods of delivery to save facilities and services for the benefit of Swansea residents.

You reported that there have been 3 rounds to date, with funding aimed at proposals from community groups to:

- develop proposals to run Council services locally and/or
- facilitate the transfer of community assets.

We would appreciate a list of what services / community assets have been transferred to date or in progress.

Your Response

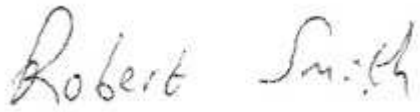
In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to:

- our request for a list of Grow Local Grants awarded in the past 12 months, as well information about any plans for the scheme for 2016/17;
- ensuring that local councillors are automatically informed of Grow Local grants awarded for schemes in their areas;
- progress towards setting up a social enterprise for a Community Cooking organisation as per the model in Liverpool;
- our request for a more detailed breakdown of homelessness figures; and
- our request for a list of what services / community assets have been transferred to date or in progress.

Please provide your response by 2 March. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,

A handwritten signature in black ink that reads "Robert Smith". The letters are cursive and slightly slanted to the right.

COUNCILLOR ROBERT SMITH
Vice-Chair, Scrutiny Programme Committee
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Councillor Robert Smith
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24th February 2016

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 Smith

Re: Cabinet Member question session on the 11th January 2016

Thank you for your letter dated 10th February 2016, regarding the Cabinet Member question session held on 11th January 2016. I will outline below responses to your specific questions.

- 1) A list of Grow Local Grants awarded in the past 12 months, as well as information about any plans for the scheme for 2016/17;**

This is a list of all the Grow Local grants awarded to date in 2015/16:

Ref	Description: Grow Local - Awards Apr 2015- Jan 2016 £20,000 Budget	£20,000
	Budget	
GL15-01	Clase Family Centre	600.00
GL15-02	HIPPO Hafod	2,750.00
GL15-03	Oaktree Playgroup	1,200.00
GL15-04	Clase Primary School	2,000.00
GL15-06	Walsingham Support	2,300.00
GL15-08	CHAPS (Gwalia)	550.00
	Total	9,400.00

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Ref	Deferred by Panel 01.12.15	
GL15-05	Mumbles Development Trust	1,000.00
GL15-07	Friends of Fairfield Allotments	2,568.00

The Grow Local Grants scheme will continue to run in 2016/17, supported by the Partnerships team in Poverty & Prevention.

2) Ensuring that local councillors are automatically informed of Grow Local grants awarded for schemes in their areas;

The panel met in December 2015 and awarded 6 grants whilst deferring 2 pending further information. Acceptance paper work must be received before payments are made and as a result these payments were not made until mid-January 2016. Both deferred applications are almost complete and awards will be made imminently. All associated ward Councillors will then be notified of the 8 approved schemes.

3) An update on progress towards setting up a social enterprise for a Community Cooking organisation as per the model in Liverpool.

Initial work to date:

- An assessment of the size and capacity of the social enterprise sector in Swansea
- Scoping the scale of food poverty in Swansea
- Meetings with key officers and local agencies regarding buy-in and resources
- Planning a Food Poverty Conference – to launch the CIC
- Obtaining all the forms and advice ready to register the Community Interest Company
- Identification of the Swansea Model, based on Liverpool's experience
- Development of an outline business case, discussions with senior officers

4) A more detailed breakdown of homelessness figures;

The figure of 63% of not homeless or prevented cases refers to cases where no homelessness duty was accepted by the Council. We aim to engage with households at risk of homelessness as early as possible in order to improve the possibility of attaining a successful outcome.

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Therefore, these cases had a solution to their housing need prior to them becoming homeless.

A typical and common example of a case in such circumstances may be a household living in rented accommodation with rent arrears. They may be at risk of losing their home but are not actually homeless at that time. The Council's approach is to intervene early, negotiate with the landlord and give advice to reduce arrears.

Where cases were either at risk of homelessness or actually homeless and the Council had a legal duty to provide advice and assistance / a duty to find a solution, the majority will have been assisted into alternative accommodation with either the Council, Registered Social Landlords or the Private Rented Sector.

For the cases who remained at home, we provided measures such as target hardening for cases of Domestic Abuse, Money Advice for those who were struggling with their rent/mortgage and negotiating with family and friends who were asking an applicant to leave their home.

'Target hardening' refers to work arranged at a property to assist someone to stay put in cases of domestic violence.

The Police advise on appropriate measures such as security locks and intruder alarms. Works are determined based on the circumstances of each particular case.

5) A list of what services / community assets have been transferred to date or in progress.

The Community Action Transformation Fund (CATF) has been created to support the delivery of the aims of the Community Action strand. In particular, funding will be aimed at proposals from community groups to:

- Develop proposals to run Council services locally and/or
- Facilitate the transfer of community assets.

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There have been three funding rounds, December 2014, March 2015 and September 2015:

- 17 Applications received in total
- 9 Applications approved to the amount of £171,300
- 8 Applications refused or deferred for further information

Round 1 December 2014

Group	Proposal Synopsis	Amount
Bonymaen RFC	East Side Academy For Sport The application is to fund a feasibility study for a proposed project entitled the 'East Side Academy for Sport'.	£20,000
Mumbles Community Association	Underhill Park Mumbles The City and County of Swansea Council has recently granted, subject to negotiation, a lease for 125 years on Underhill Park to Mumbles Community Association. The grant requested is based on the cost of setting up the organisation as a Charity, receiving Legal and Architectural advice, ensuring that the trustees and Management Committee are adequately prepared and have the resources to undertake the transfer, management	£19,985
Swansea Gymnastics Club	Re-establish Swansea Gymnastics Club in a non-council facility. The Club propose using the funds to pay for costs relating to the start-up costs in operating from a new premises, which would be entirely owned by the centre, without reliance on further Council support. These are listed under specific financial costs later in the application but include professional fees in entering into a new lease, allowing us to vacate the existing property. Removal costs of dismantling and transferring equipment, IT and office/café equipment	£24,931
Boys and Girls Club of Wales	Redevelopment of Swansea Boys Club Boys' and Girls' Clubs of Wales has a vision to redevelop the old Swansea Boys' Club site, situated at the top of Mayhill, and create a Community Hub which would rate as one of the finest in the country. The centre would be dedicated to serving the needs of the whole of the community, both locally and across the city, supporting equality and the fight against poverty.	£25,000
TOTAL		£79, 931

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Round 2 April 2015

Group	Proposal Synopsis	Amount
Mumbles Community Council	Oystermouth Bowling Green Mumbles Community Council is applying for fees which will enable them to be granted a lease of not less than 25 years over the bowling green at Oystermouth with MCC then being responsible for maintaining the green and any associated buildings. C&CS currently maintain the green and building at their own expense of £10,000 per annum.	£5,500
Friends of Dunvant Park	Dunvant Park Pavilion The 'Friends of Dunvant Park' (FDP) was established in April 2014. The historic pavilion, located in the centre of the park is seen as key to the future development and improvement of the park. However, its use has become more and more restricted and it lacks some basic amenities and services. The purpose of the grant would be to fund a feasibility study to assess the condition of the pavilion and the viability of the FDP taking on its management.	£7,524
Ospreys Rugby	King George V Playing Fields Sport Facilities Swansea RFC, Swansea University and Ospreys Rugby have held preliminary discussions about the need for creating a range of sustainable sports facilities that will support the local authority in achieving its aim of Swansea becoming the 'City of sport', as well as utilising the power of sport and the 3 organisations to tackle key social objective such as poverty, obesity, healthy living, educational attainment and social inclusion. The projects aim is to Conduct a feasibility study into the opportunity to create a Joint Venture Company that will have the opportunity to create and operate a range of community sports facilities at King George V playing Fields	£25,000
TOTAL		£38,024

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Round 3 September 2015

Group	Proposal Synopsis	Amount
Ynystawe Cricket and Football Club	<p>Ynystawe Park – Maintenance of Pitches</p> <p>The project is for the transfer of asset and responsibility for the Cricket and Football pitches at Ynystawe Park to the club.</p> <p>The grant will be utilised to purchase various items of machinery to enable the club to take over the maintenance and administration of facilities to a high standard for use by football and cricket clubs, schools and the wider local community.</p> <p>Estimated (by Applicant) saving to CCS: approximately £15,000 pa</p>	£23,070
Coed Bach Park Community Bowls Association	<p>Merger of Bowling Clubs</p> <p>The application is made by Coed Bach Park Community Bowls Association. The Association is recently formed to represent three lawn bowls clubs of long standing, who are based at Coed Bach Park, Pontarddulais, Swansea. The associated bowls clubs being Coed Bach Bowls Club (incorporating Merched Coed Bach Ladies), Graig Merthyr Bowls Club and Pontarddulais Bowls Club.</p>	£30,275
TOTAL		£53,345

I trust this provides you with the information requested.

Yours sincerely



COUNCILLOR WILLIAM EVANS
CABINET MEMBER FOR ANTI POVERTY

Page 6

COUNCILLOR/Y CYNGHORYDD
WILLIAM EVANS
CABINET MEMBER FOR ANTI POVERTY & COMMUNITIES /
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Agenda Item 12

Report of the Chair

Scrutiny Programme Committee – 14 March 2016

OLDER PEOPLE'S COMMISSIONER FOR WALES – GUIDANCE ON EQUALITY & HUMAN RIGHTS IMPACT ASSESSMENTS AND SCRUTINY

Purpose	To inform the committee of guidance from the Older People's Commissioner for Wales which contains implications for local authority scrutiny. The guidance relates to Equality and Human Rights Impact Assessments (EHRIA) and Scrutinising Changes to Community Services in Wales.
Content	The report appends: <ul style="list-style-type: none">• a letter from the Older People's Commissioner for Wales dated 16 February 2016• Guidance for Local Authorities – Scrutinising Changes to Community Services
Councillors are being asked to	<ul style="list-style-type: none">• Understand the guidance and note details of workshop taking place on 18 April• Consider appropriate action to ensure compliance with the Guidance.
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 Older People's Commissioner for Wales, Sarah Rochira, has published new guidance under Section 12 of the Commissioner for Older People (Wales) Act 2006.
- 1.2 The purpose of the guidance is to ensure that local authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery, in order to maintain their health, independence and well-being.

- 1.3 Part 1 of the guidance covers Equality Impact Assessments (EIA), however Part 2 examines the role of scrutiny around changes to community services. The aim is to improve the quality of scrutiny and ensure that the impact of closing down or reducing the provision of a community service on older people is thoroughly and rigorously analysed and considered. The guidance on scrutiny is **appended**, along with a letter from the Older People's Commissioner for Wales.

Both parts of the guidance are available on-line here: http://www.olderpeoplewales.com/en/Publications/pub-story/16-02-16/Section_12_Guidance_Equality_and_Human_Rights_Impact_Assessments_Scrutiny.aspx

- 1.4 Community services are identified as those non-statutory services such as day centres, public toilets, libraries and transport that are often described as 'lifelines' by older people. The Commissioner recognises that within a challenging financial climate, community services across Wales are at risk due to reductions in public spending, something of great concern for many older people. Furthermore, the Commissioner points out that older people often feel that they have few opportunities to voice their concerns over changes to community services, or that their needs are not fully considered when decisions are made.
- 1.5 The Commissioner emphasises that protecting and improving community services will lead to cost savings for Local Authorities and other public services providers in the medium to longer term by supporting people to maintain their independence, reducing the need for costly formal support delivered through statutory health and social care services. An innovative approach to service delivery, underpinned by effective Equality and Human Rights Impact Assessments can make a huge difference to our communities and, ultimately, to older people's lives.
- 1.6 There is an expectation that scrutiny councillors will question community service proposals, including asking to see Impact Assessments and check that they are based on strong evidence and engagement. The committee will need to ensure that there is due regard to the guidance and consider how we will ensure compliance.
- 1.7 Following the publication of the new Guidance, the Older People's Commissioner for Wales is arranging for training to be delivered across Wales to upskill councillors and officers on the guidance and how to take forward a rights-based approach to impact assessments and scrutiny around changes to community services.

A councillor and staff workshop is taking place on Monday 18 April at 2.00 pm, in the Council Chamber, Guildhall. The programme will include:

- Introduction to the Guide - what's in it, how it applies to councillors and officers.
- Introduction to the 'Rights Based Approach' – introducing the term EHRIA, how human rights can strengthen the EIA process and scrutiny.
- Top tips and recommendations - how can advisers and officials using the guide in future, important things to consider.
- A Q & A session.
- Conclusions: what are the key messages, how to work together in the future.

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



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Mount Stuart Square
Cardiff CF10 5FL

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Caerdydd CF10 5FL

To: Local Authority Leaders & Chief Executives
CC: Local Authority Older People's Champions
CC: Local Authority Older People's Strategy Coordinators
CC: Local Authority Equality Leads/Officers
CC: Local Authority Scrutiny Managers
CC: Steve Thomas CBE, Chief Executive, WLGA; Naomi Alleyne,
Director, Social Services and Housing, WLGA; Daniel Hurford, Head of
Policy, Improvement and Governance, WLGA

16th February 2016

Dear colleague,

Publication of Section 12 Guidance, Commissioner for Older People (Wales) Act 2006: Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales

Following my letter to you in April 2015, I write to inform you that I have this week published new [Guidance](#), issued under Section 12 of the Commissioner for Older People (Wales) Act 2006¹.

The purpose of the Guidance, entitled 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales', is to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

This Guidance is delivered in two parts:

¹ Section 12 Guidance: "The Commissioner may issue guidance on best practice in connection with any matter relating to the interests of older people in Wales" <http://www.legislation.gov.uk/ukpga/2006/30/contents>

- Part 1 examines the importance of current Equality Impact Assessments and promotes the need to use Equality and Human Rights Impact Assessments (EHRIAs) when changes to community services are being considered. Part 1 applies to all public service bodies responsible for delivering community services for older people.
- Part 2 examines the crucial role of scrutiny around changes to community services and is targeted towards elected members and officers in local government. The aim is to improve the quality of scrutiny and ensure that the impact of closing down or reducing the provision of a community service on older people is thoroughly and rigorously analysed and considered.

This Guidance was produced in collaboration with the Welsh Government and the Welsh Local Government Association, and was also shared for consultation with Strategy for Older People coordinators and equalities and scrutiny officers within Welsh Local Authorities. It complements the Section 12 Guidance I published in July 2014, entitled ‘Best Practice Guidance for Engagement and Consultation with Older People on Changes to Community Services in Wales’².

At a time of real change for local government, this Guidance is designed to be a useful, practical document that will lead to better, high quality impact assessments and scrutiny. It should be embedded within working practices to ensure that high quality and thorough EHRIAs and scrutiny underpin future proposals on community services. An innovative and preventative approach to service delivery, supported by effective EHRIAs and robust scrutiny, can make a huge difference to our communities and, ultimately, to older people’s lives.

The online version may be found here:

http://www.olderpeoplewales.com/en/Publications/pub-story/16-02-16/Section_12_Guidance_Equality_and_Human_Rights_Assessments_Scrutiny.aspx. Hard copies of the Guidance will be sent to your Strategy for Older People coordinators, and I would be grateful for your support in disseminating the publications within your Authorities. **I would be grateful**

² http://www.olderpeoplewales.com/en/Publications/pub-story/14-07-01/Canllawiau_ymarfer_gorau_ar_gyfer_ymgysylltu_ac_ymgynghori_%c3%a2_phobl_h%c5%b7n_ar_newidiadau_i_wasanaethau_cymunedol_yng_Nghymru.aspx

if your Authority would confirm receipt of this Section 12 Guidance and how your Authority intends to ensure that it is complied with. Please note as Commissioner I may at any point in time seek to receive verifiable evidence that due regard has been paid to this Guidance. I am sure however I will not need to.

Following the publication of the new Guidance, I will deliver training sessions across Wales in the Spring 2016 to upskill elected members and officers on the Guidance and how to take forward a rights-based approach to impact assessments and scrutiny around changes to community services. Further information on the training sessions will be shared with you in due course.

I understand the significant budgetary pressures on Local Authorities and that many difficult decisions will need to be made, however I am clear that older people must be fully considered when changes to community services are proposed, and that every consideration has been given to mitigate the impact on older people and consider alternative provision in order to maintain their health, independence and wellbeing.

Please do not hesitate to contact me or my Communities, Local Government and Wellbeing Lead, Iwan Williams (iwan.williams@olderpeoplewales.com, 02920 445 045) to discuss the Section 12 Guidance in further detail.

Best wishes,



Sarah Rochira
Older People's Commissioner for Wales



Older People's Commissioner for Wales
Comisiynydd Pobl Hŷn Cymru

Scrutinising Changes to Community Services

Guidance for Local Authorities

The Older People's Commissioner for Wales

The Older People's Commissioner for Wales is an independent voice and champion for older people across Wales. The Commissioner and her team work to ensure that older people have a voice that is heard, that they have choice and control, that they don't feel isolated or discriminated against and that they receive the support and services that they need.

The Commissioner and her team work to ensure that Wales is a good place to grow older, not just for some but for everyone.

How to contact the Commissioner:

The Older People's Commissioner for Wales
Cambrian Buildings
Mount Stuart Square
Cardiff
CF10 5FL

Phone: 029 2044 5030

Email: ask@olderpeoplewales.com

Website: www.olderpeoplewales.com

Twitter: [@talkolderpeople](https://twitter.com/talkolderpeople)

Section 12 Guidance

This Guidance is issued under Section 12 of the Commissioner for Older People (Wales) Act 2006.

Bodies subject to this Guidance issued under this section must have regard to the Guidance in discharging their functions.

<http://www.legislation.gov.uk/ukpga/2006/30/contents>

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Foreword

One of my priorities as Commissioner, as set out in my Framework for Action 2013-17¹, is to protect and improve community services – services such as day centres, public toilets, libraries and transport that are often described as ‘lifelines’ by older people.

Despite the fact that they are as important to older people’s health, independence and wellbeing as statutory health and social care services, community services across Wales are at risk due to reductions in public spending, something of great concern for many older people.

Furthermore, older people often feel that they have few opportunities to voice their concerns over changes to community services, or that their needs are not fully considered when decisions are made.

Within a challenging financial climate, I understand the difficult decisions facing Local Authorities. However, I expect Local Authorities and other key service providers to fully consider and review the implications upon older people of closing a key community service and that every effort has been made to mitigate any impact.

That is why I have published this Guidance, which is issued under Section 12 of the Commissioner for Older People (Wales) Act 2006². It is designed to ensure that robust scrutiny is undertaken when changes to community services are proposed, essential to ensure that there is not a disproportionate impact upon older people and that alternative approaches are considered.

This Guidance is delivered in two parts:

- Part 1 examines the importance of current Equality Impact Assessments and promotes the need to use Equality and Human Rights Impact Assessments (EHRIsAs) when changes to community services are being considered. Part 1 applies to all public service bodies responsible for delivering community services for older people.
- Part 2 examines the crucial role of scrutiny around changes to community services and is targeted towards elected members and officers in local government. The aim is to improve the quality of scrutiny and ensure that the impact of closing down or reducing the provision of a community service on older people is thoroughly and rigorously analysed and

¹ http://www.olderpeoplewales.com/Libraries/Uploads/Framework_for_Action.sflb.ashx

² <http://www.legislation.gov.uk/ukpga/2006/30/contents>

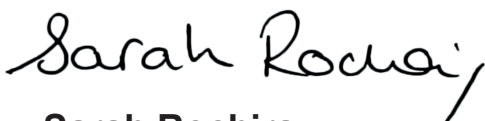
considered.

This Guidance was produced in collaboration with the Welsh Government and the Welsh Local Government Association, whose advice and expertise has been invaluable and I am very grateful for their contribution. I would also like to thank colleagues in the Wales Audit Office, Scottish Human Rights Commission and Welsh Local Authorities, in particular Pembrokeshire County Council and Cardiff Council, for their support in developing this Guidance.

At a time of real change for local government, this Guidance is designed to be a useful, practical document that will lead to better, high quality impact assessments. It should be embedded within working practices to ensure that high quality and thorough EHRIAs underpin future proposals on community services.

As I have consistently emphasised, protecting and improving community services will lead to cost savings for Local Authorities and other public services providers in the medium to longer term by supporting people to maintain their independence, reducing the need for costly formal support delivered through statutory health and social care services.

An innovative approach to service delivery, underpinned by effective EHRIAs can make a huge difference to our communities and, ultimately, to older people's lives.



Sarah Rochira
Older People's Commissioner for Wales

Context

The loss of key community services, such as public buses, toilets, community and day centres, libraries and lifelong learning continues to be a matter of great concern for older people. The closure or reduced provision of these services is already having an impact on their lives as a result of decisions made by Local Authorities and other public service deliverers across Wales.

The Well-being of Future Generations (Wales) Act³ is, potentially, a groundbreaking and transformative piece of legislation, which should ensure that public bodies take a longer-term, sustainable view on service delivery, with the focus on prevention and outcomes for the individual.

However, the financial outlook for Local Authorities for the coming years remains considerably challenging. Since 2010, Local Authorities have had to reduce funding by £720m, and can expect to face a further £941m budget shortfall by 2019^{4,5}. It is expected that funding will not return to 2010-11 levels until 2022-23 at the earliest, meaning the continued retrenchment of public service spending⁶.

With further budgetary reductions expected, further difficult decisions will be made on the future of community services across Wales. It is therefore imperative that Local Authorities and others fully consider the implications of these decisions on older people, an age group that often rely on these services to maintain their health, independence and wellbeing.

Whilst the Commissioner recognises the budgetary pressures placed on Local Authorities, older people must be able to continue to access community services in one form or another. Community services must not be seen not as optional costs or non-essential luxuries, but as the vital community assets that they are for individuals. It is therefore essential to take an asset-based approach and see community services as integral to delivering key policy priorities and containing the costs of statutory services.

Local government reform in Wales is also likely to have a significant impact on the structures and services provided by Local Authorities over the coming months and years. There has been a great deal of debate since the Welsh Government published its proposed local government map in the Summer of

3 <http://gov.wales/legislation/programme/assemblybills/future-generations/?lang=en>

4 <http://www.wlga.gov.uk/media-centre-l-wlga-e-bulletins/councils-and-unions-to-lobby-parliament-over-fair-funding-for-wales>

5 <http://www.wlga.gov.uk/media-centre-l-wlga-e-bulletins/latest-wao-report-issues-warning-on-cuts-to-council-services>

6 <http://www.cfps.org.uk/publications?item=11641&offset=0>

2015 and whilst a decision on the debate on the number, size and structure of Local Authorities is yet to be made, it is crucial that the emphasis on the quality of services provided for older people and others is not lost.

This two part Guidance complements the following priorities within the Commissioner's Framework for Action 2013-17⁷:

- Embedding the wellbeing of older people at the heart of public services;
- Protecting and improving community services, facilities and infrastructure; and
- Tackling prejudice, inequality and discrimination.

This Guidance also follows on from the Commissioner's previous publications on community services:

- The Importance and Impact of Community Services within Wales (February 2014)⁸;
- Effective Engagement with Local Authorities: Toolkit for Older People (July 2014)⁹; and
- Best Practice Guidance for Engagement and Consultation with Older People on Changes to Community Services in Wales (July 2014)¹⁰.

This Guidance is published under Section 12 of the Commissioner for Older People (Wales) Act 2006¹¹. The purpose of the Guidance is to ensure that high quality EHRIAs and scrutiny on changes to community services exist across local government and other public service bodies in Wales. When changes are proposed this Guidance should help Local Authorities and other bodies to fully consider the implications on older people. Tighter and more impactful assessments and scrutiny from the outset should lead to Local Authorities and other service deliverers taking a longer-term view within current financial parameters.

7 http://www.olderpeoplewales.com/en/Publications/pub-story/13-05-23/Framework_for_Action.aspx#.VWwfyGctAdU

8 http://www.olderpeoplewales.com/en/Publications/pub-story/14-02-25/The_Importance_and_Impact_of_Community_Services_within_Wales.aspx

9 http://www.olderpeoplewales.com/en/Publications/pub-story/14-07-01/Effective_Engagement_with_Local_Authorities_Toolkit_for_Older_People.aspx

10 http://www.olderpeoplewales.com/en/Publications/pub-story/14-07-01/Canllawiau_ymarfer_gorau_ar_gyfer_ymgysylltu_ac_ymgynghori_%c3%a2_phobl_h%c5%b7n_ar_newidiadau_i_wasanaethau_cymunedol_yng_Nghymru.aspx

11 <http://www.legislation.gov.uk/ukpga/2006/30/section/12>

Previous research and evidence in this area suggests that scrutiny in Wales could be improved. For example:

- The 'Commission on Public Service Governance and Delivery' (2014) concluded that the fundamental importance of scrutiny in driving improvement was not recognised, that scrutiny is often under-developed and that organisations must regard scrutiny as an investment to deliver improvements and future savings¹².
- The Wales Audit Office 'Good Scrutiny? Good Question!' improvement study (2014) found that whilst local government scrutiny in Wales is improving, councils need to do more to develop consistently rigorous scrutiny to increase public accountability in decision-making¹³.
- The Welsh Government's 'Evaluation of Welsh Local Government Executive and Scrutiny Arrangements' (2015) concluded that there is considerable variation in the ways that the cabinet system has impacted upon local decision making processes, that scrutiny of partnerships and joint scrutiny is currently poorly developed, and that there is limited public engagement and participation in decision-making processes¹⁴.
- The Wales Audit Office study 'Supporting the Independence of Older People: Are Councils Doing Enough?' (2015) found that a lack of data is making it difficult for councils to demonstrate the impact of their services in supporting the independence of older people and that this weakens their decision making and scrutiny when setting future priorities. Measures should be established to judge inputs, outputs and impact in order to better understand the effect of budget reductions and provide support for oversight and scrutiny¹⁵.

The voices of older people are heard throughout the Commissioner's work and their views, concerns and priorities are reflected in the Guidance. A series of discussions were held with older people's networks and groups in Autumn 2015, and the Commissioner's office met with older people at the following venues: Bridgend, Gwalchmai (Anglesey), Haverfordwest (Pembrokeshire), Blaenavon (Torfaen), Llandudno (Conwy), Abergavenny (Monmouthshire), Cardiff, Carmarthen (Carmarthenshire), Wrexham, Connah's Quay (Flintshire).

12 <http://gov.wales/docs/dpsp/publications/psgd/140120-psgd-full-report-env2.pdf>

13 <http://audit.wales/publication/good-scrutiny-good-question-auditor-general-wales-improvement-study-scrutiny-local>

14 <http://gov.wales/docs/caecd/research/2015/150108-welsh-local-government-executive-scrutiny-arrangements-en.pdf>

15 <http://www.audit.wales/system/files/publications/Independence-Older-People-2015-English.pdf>

As listed bodies under the Commissioner for Older People (Wales) Act, all Local Authorities and other relevant bodies must have due regard to this Guidance.

Future changes to community services must not proceed without a full and robust analysis of the impact that these will have on the health, independence, wellbeing and rights of older people.

Scrutiny: What is it?

Robust scrutiny and challenge can help Local Authorities to promote equality of opportunity and demonstrate engagement with stakeholders such as older people. Effective scrutiny takes on-board EHRIA recommendations and fully considers the likely impact on different protected groups. It can provide a neutral forum on debates around community services, bridging local people, communities and decision-makers. The key question is: how does scrutiny add value?

The Welsh Government Statutory Guidance from the Local Government Measure 2011 recognised that scrutiny “needs to be independent, well-resourced and effective in order to identify any weaknesses in service delivery and then to propose improvements...it is vital that all councillors play a full and vigorous role in scrutiny¹⁶”, whilst the Commission on Public Service Governance and Delivery concluded that “public scrutiny is a particular and essential form of accountability in the public sector...the independence of scrutiny must be strongly asserted and protected...to be effective in holding to account and constructively identifying opportunities for improvement, scrutiny must be well resourced to support robust and challenging questioning¹⁷.”

“Most equality impact assessments never see the light of day, most reports to the Council board never go through scrutiny...the cuts to services always affect the most vulnerable in society...I can’t go to the shops because there’s no public toilet.” (Wrexham Over Fifties Forum & ‘Wrexham Include’ Group members)

Taking into consideration demographic changes and the need to take an asset-based approach to maintain the independence of older people, **it is crucial that scrutiny focuses on longer term outcomes as much as possible in the current financial climate¹⁸.**

Scrutiny should review policy priorities and outcomes and challenge the executive about its actions to deliver stated policy goals. Scrutiny also has the right to ‘call in’ key decisions and ask the decision-maker to think again, or to refer the decision to full council for consideration. Scrutiny should be seen as the ‘last line of defence’, and elected members should make sure the right questions are asked around community service proposals and answered before agreeing to any service delivery changes that may affect older people.

¹⁶ <http://gov.wales/topics/localgovernment/publications/statguide/?lang=en>

¹⁷ <http://gov.wales/topics/improvingervices/public-service-governance-and-delivery/?lang=en>

¹⁸ <http://www.cfps.org.uk/publications?item=11641&offset=0>

Good Practice

Pembrokeshire County Council has a dedicated scrutiny committee to address older people's issues. The role of the Older Persons, Health and Wellbeing Overview and Scrutiny Committee is to review or scrutinise issues and services relevant to health and wellbeing, particularly those relating to older persons¹⁹.

One example of how the Committee can influence decisions was the recent 'Learning Pembrokeshire – Managing the Welsh Government Funding Reduction for Adult and Community Learning' proposal. Committee members expressed concerns regarding how the cabinet decision had been reached without public consultation and without sufficient consideration of how closing down Community Learning Centres will impact on older people and others²⁰. As a result, the cabinet decided to undertake a public consultation exercise to examine the issue further, with a final report to cabinet by November 2015²¹.

Scrutiny can help elected members to challenge levels and quality of delivery, conduct detailed investigations into the progress of specific objectives or projects, and add value to impact assessments to ensure they are robust. The WLGA report 'The use of EIAs in the Public Sector' found that scrutiny of EIAs needs to be strengthened, with a greater role for equality leads and to ensure that scrutiny panels, e.g. boards and committees, have the necessary equalities skills and knowledge to fulfil their role²². Another key issue is the support provided to scrutiny. Practitioners often have to deal with 'crowded' Forward Work Programmes, hectic schedules and often have to ensure that discussions over crucial community services are given sufficient time and attention and do not fall behind other priorities.

“Across Pembrokeshire, only 7 of 83 earmarked public toilets were actually closed (following consultation)... This is good, although no one asks if these are up to the standard they were before.” (50+ Central member, Pembrokeshire)

19 http://www.pembrokeshire.gov.uk/content.asp?nav=101,2159,2170&parent_directory_id=646

20 <http://mgenglish.pembrokeshire.gov.uk/ieListDocuments.aspx?CId=283&MID=3305#A122904&LLL=0>

21 [http://mgenglish.pembrokeshire.gov.uk/Published/C00000281/M00003161/\\$\\$\\$Minutes.doc.pdf?LLL=0](http://mgenglish.pembrokeshire.gov.uk/Published/C00000281/M00003161/$$$Minutes.doc.pdf?LLL=0)

22 <http://www.wlga.gov.uk/equalities-publications/report-l-review-of-the-use-of-equality-impact-assessments-in-the-public-sector/>

Looking ahead, the reform of local government and the introduction of the Wellbeing of Future Generations (WFG) (Wales) Act with statutory Public Services Boards mean that scrutiny in Wales will undergo some radical changes in the coming years. The development of effective joint scrutiny arrangements for new and emerging collaborations is also likely to be a key focus for public services over the next few years²³.

Who scrutinises and how to scrutinise?

Scrutiny applies to all Local Authority elected members, particularly the following:

- **Cabinet/Executive:** The cabinet or executive is responsible for proposing key strategies, the policy and budget framework. It has power to take all executive decisions within the policy and budget framework agreed by the Local Authority.
- **Scrutiny Chair:** Good chairing can enhance the effectiveness of scrutiny by providing leadership, ensuring that scrutiny works efficiently and making best use of resources, and by promoting scrutiny both within the organisation and externally.
- **Scrutiny councillors:** Their role is to review policies and proposals and challenge whether the executive has made the correct decisions to deliver policy goals. These councillors examine the impact and implementation of cabinet decisions, hold the Leader and cabinet to account, and scrutinise external organisations who provide services to residents.
- **Scrutiny panels:** When scrutiny boards or committees are discussing community service proposals they should request information about the EHRIAs that have been conducted. EHRIAs help to inform their discussions and comment on proposals. Scrutiny panels can explore these EHRIAs in greater detail to ensure that they are based on strong evidence and engagement.

²³ http://www.audit.wales/system/files/publications/WAO_Scrutiny_Report_English_2014.pdf

According to the Four Principles of Good Public Scrutiny²⁴, published by the Centre for Public Scrutiny, effective scrutiny should:

- Be a ‘critical friend’ to executives, external authorities and agencies;
- Reflect the voice and concerns of the public and its communities;
- Take the lead and own the scrutiny process on behalf of the public; and
- Make an impact on the delivery of public services.

The Centre has also identified characteristics of good scrutiny, including the following (further details may be found in Annex A)²⁵:

Better Outcomes	Ensure democratic accountability succeeds in driving improvement in public services. Scrutiny should have a clearly defined and valued role in the council’s improvement and governance arrangements. It has dedicated support from officers who are able to undertake independent research effectively, and provide councillors with high-quality analysis, advice and training.
Better Decisions	Ensure democratic decision-making is accountable, inclusive and robust. Local Authorities should ensure that scrutiny councillors have the training and development opportunities they need to undertake their role effectively, and that scrutiny is councillor-led and meetings and activities are well-planned, chaired effectively and make best use of the resources available to them.
Better Engagement	Ensure the public is meaningfully engaged in democratic debate about the current and future delivery of public services. Scrutiny should be recognised as an important council mechanism for community engagement, and facilitating greater citizen involvement in governance. It should enable the ‘voice’ of local people and communities across the area to be heard as part of decision and policy-making processes

24 <http://www.cfps.org.uk/mission-and-purpose>

25 <http://www.cfps.org.uk/publications?item=11641&offset=0>

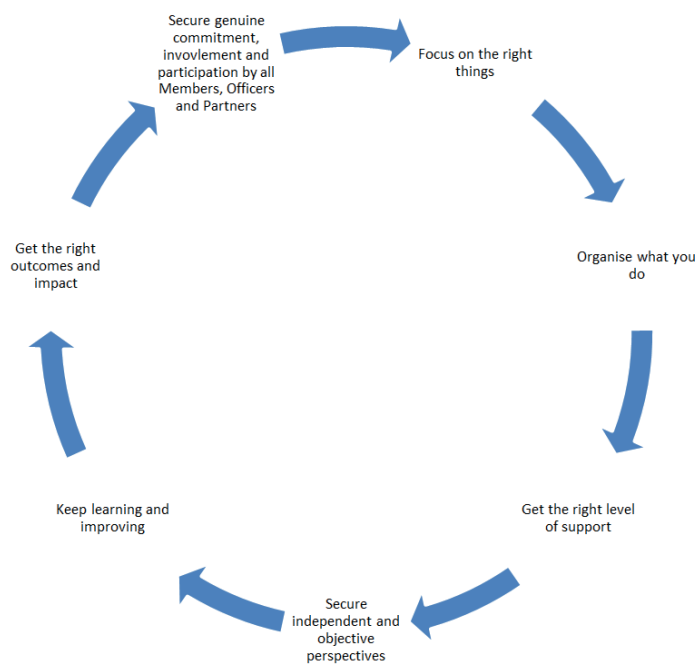
Good Practice

In 2011/12, Anglesey County Council' Environment and Technical Services Scrutiny Committee produced a report on the 'Future Provision of Public Toilets on Anglesey'²⁶. The report acknowledged that public toilets are "often seen as a lifeline to the elderly community" and that it was therefore vital that older people were consulted with "in relation to any proposed shortlist for closure at an early stage".

Following consultation with older people it was found that awareness about alternative provision was low, and therefore it was recommended that "officers work with existing organisations offering the Public Toilet Grant Scheme to improve signage and promotion of these facilities".

"They may do some consultation...but if they do this in the evening, then that's too late for older people, not to mention transport...everything is moving online now and not everyone can use it or afford it." (Blaenavon Older People's Forum member, Torfaen)

The WLGA's 'Role of Overview and Scrutiny in Assessing Equality Performance' guide refers to the Welsh Government's 'Seven Success Factors' model (2008) to ensure effective scrutiny²⁷:



²⁶ <http://www.anglesey.gov.uk/Journals/2011/12/08/scrutiny-review-public-toilets-review.pdf>

²⁷ <http://www.wlga.gov.uk/equalities-publications/wlga-publication-the-role-of-overview-and-scrutiny-in-assessing-equality-performance/>

Useful recommendations

- Secure genuine commitment, involvement and participation by all Members, Officers and Partners: Have the Older People's Champions and Equality Champions, for example, been consulted on the proposal? Is the cabinet/executive open to concerns raised through scrutiny about inequalities?
- Focus on the right things: Does scrutiny take into account the Local Authority's Strategic Equality Plan and Equality objectives²⁸? Is it clear how older people's needs, concerns and rights make it onto the scrutiny agenda?
- Organise what you do: Read information in advance and ask relevant and timely questions. Does scrutiny review community service proposals alongside an EIA/EHRIA? Remember that elected members have a legitimate right to challenge Local Authority finances and how these are used
- Get the right level of support: Are scrutiny councillors trained in equality issues? Is there sufficient access to equalities officers?
- Secure independent and objective perspectives: Do scrutiny committees make provisions to hear from community groups or older people's forums when a community service proposal is put forward?
- Keep learning and improving: Are there any training or skills gaps that need to be addressed? Are lessons learnt from previous scrutiny reviews?
- Get the right outcomes and impact: Is scrutiny helping to ensure that the Local Authority is achieving the aims of the Public Sector Equality Duty (PSED) (eliminate unlawful discrimination, advance equality of opportunity between people, foster good relations between people) and Human Rights Act 1998?

28 <http://www.wlga.gov.uk/equality-and-diversity-local-government>

Scrutiny Questions for Elected Members

<p>The effective use of EHRIAs (see Part 1 of the Guidance for further information)</p>	<ul style="list-style-type: none"> • Has an EHRIA been carried out? If so, can the Leader and Cabinet/Senior Officers provide members with copies and a detailed explanation of the EHRIA conducted in respect of these proposals? Have specific actions been identified to mitigate the impact on older people? • What engagement and consultation work with older people was conducted with older people as part of the EHRIA of these proposals? Have the National Principles for Public Engagement in Wales been applied²⁹? • Does the Local Authority's EHRIA process adequately capture the needs and views of older people? What steps have been taken to ensure that older people have been given every opportunity to voice their needs and concerns? Are these fully reflected in the EHRIA?
<p>Compliance with the Equality and Human Rights Legal Framework</p>	<ul style="list-style-type: none"> • Can the Leader and Cabinet/ Senior Officers assure members that these proposals comply with Equality and Human Rights legislation in respect of older people? Do the proposals comply with the Local Authority's Strategic Equality Plan? • What steps has the Local Authority taken to ensure these proposals meet statutory commitments to older people under the Equality Act 2010 and Human Rights Act 1998? • Is there any danger these proposals may represent a breach of older people's human rights? Are older people with multiple protected characteristics affected? Have the UN Principles for Older Persons and Declaration of Rights for Older People in Wales been fully considered and applied? Has the UN Convention on the Rights of Persons with Disabilities been considered?

<p>Compliance with the Equality and Human Rights Legal Framework (cont.)</p>	<ul style="list-style-type: none"> • Have the National Welsh Characteristics of Good Scrutiny been applied (see Annex A)?
<p>Mitigating the effects of austerity measures</p>	<ul style="list-style-type: none"> • What is the anticipated impact on older people? Can the Leader and Cabinet/Senior Officers provide members with details of the plans to mitigate the impact of these proposals on older people? • If...These proposals clearly have a disproportionate impact on older people. How will the Local Authority manage this? Have alternative arrangements and provision been put in place? Have innovative cost-saving approaches e.g. Community Asset Transfer been explored³⁰? • How much will maintaining the community service cost? Is this cost for this financial year or is it on-going? What happens if this is not funded? Is there any external funding available? Could a charge be made for this? Can the proposal be deferred? Will the impact on older people be monitored and reviewed? • How does the proposal contribute to the Local Authority's medium to long-term savings plan? How were decisions arrived at in order to decide between options? Were groups of older people, including the local 50+ Forum, consulted with? • Taking the asset-based approach to community services, how do the decisions contribute to the 'older people as assets' model and help increase their £1bn annual contribution to the Welsh economy, helping individuals, communities and local economies in the process?

<p>Mitigating the effects of austerity measures (cont.)</p>	<ul style="list-style-type: none"> • How do the decisions contribute to the Older People’s Commissioner’ ‘Quality of Life’ model for older people i.e. ‘I feel safe and listened to, valued and respected’; ‘I can do the things that matter to me’; ‘I can get the help that I need’; ‘I live in a place that suits me and my life’³¹? • The Local Authority is committed to establishing age-friendly communities via the Dublin Declaration, a commitment as part of the Ageing Well in Wales Programme³². How do these proposals contribute to the establishment of age-friendly communities and the Local Authority’s commitment to empower older people and maintain their health and independence?
<p>Specific questions on community services</p>	<p>Public buses</p> <p>Public transport is vital to reduce physical and mental health problems amongst older people. It is also crucial to connect older people with their friends and family, GPs and hospitals, shops and key services, and does much to tackle social isolation. A free bus pass for older people is worth little without a bus:</p> <ul style="list-style-type: none"> • Has the Local Authority fully considered the potentially devastating impact of removing this ‘lifeline’ service on older people • Is there alternative provision e.g. a community transport scheme in place to mitigate the impact?

31 http://www.olderpeoplewales.com/Libraries/Uploads/Framework_for_Action.sflb.ashx

32 <http://agefriendlyworld.org/en/the-dublin-declaration-on-age-friendly-cities-and-communities-in-europe-2013/>

Specific questions on community services (cont.)

Public toilets

Public toilets are crucial in maintaining the health and independence of older people. Without the provision of public conveniences, older people and others will not leave their homes, and as a result are exposed to a wide range of physical and mental health problems. Everyone needs a public toilet, and removing these facilities can make our villages/towns/cities ‘no go’ areas:

- Has the Local Authority fully explored the impact of closing down this public toilet not only on older people but others in society (including the impact on tourism)?
- Have alternative arrangements been explored or put in place e.g. local businesses offering their toilet facilities to the public, or community asset transfer plans?

Public libraries

Libraries play a significant role in the lives of older people. The importance of libraries goes far beyond books, they are places where older people develop digital skills, socialise and undertake a range of activities that helps to keep them physically and mentally active:

- Has the Local Authority fully considered the impact of closing down this library on older people?
- What alternative arrangements are in place to ensure that older people can continue to access books, digital learning and other social activities?

Specific questions on community services (cont.)

- Does the Local Authority have another community hub in place for older people? Is the Local Authority committed to tackling loneliness and isolation amongst older people by proposing other venues where older people can meet, socialise and contribute to their local communities (these questions also apply to proposals around community and day centres)?

Lifelong learning

Learning for older people has a range of benefits. For some, it is an important way of helping them to keep physically and mentally active in retirement. For others, it is a crucial way of remaining in or re-entering employment. Learning helps to tackle social isolation, contributes to the development of personal skillsets and increases efficiency as workers or volunteers:

- Has the Local Authority fully explored the impact of closing down this lifelong learning provision on older people and others?
- Has the Local Authority provided alternative arrangements so that older people can continue to access much needed learning opportunities?

The ongoing role of scrutiny

Remember that scrutiny is an ongoing process; **scrutiny does not end when a decision is made on a community service proposal, nor does it end when a report is sent to Cabinet.** It is crucial that any changes to community services are monitored and that the impact on older people and others are taken into consideration. The closure or reduced provision of a key community service, a service that might be described as a 'lifeline' by older people, may significantly impact on the health and wellbeing of older people, and therefore scrutinising the proposal at a later stage may therefore be needed (see Part 1 of the Guidance for further information on EHRIA Transparency and Review (Annex A)).

Consider the following questions within a year of the decision:

- Was any mitigation applied or was the community service proposal delivered as originally proposed before the EHRIA was undertaken?
- Were the intended outcomes of the proposal achieved or were there other results? Has it proved to be an effective cost-saving proposal for the Local Authority? Is there any evidence that health and social care needs for older people have increased as an indirect consequence?
- Were the impacts confined to the group you initially thought would be affected i.e. older people, or were others affected e.g. people with disabilities, parents with young children?

Annex A: National Welsh Characteristics of Good Scrutiny³³

Democratic accountability drives improvement in public services: Better Outcomes

Overview and scrutiny:

- Has a clearly defined and valued role in the council's improvement and governance
- Has the dedicated officer support it needs from officers who are able to undertake independent research effectively, and provides councillors with high-quality analysis, advice and training
- Inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives
- Regularly engages in evidence based challenge of decision makers and service providers
- Provides viable and well evidenced solutions to recognised problems

Democratic decision making is accountable, inclusive and robust: Better Decisions

- Overview and scrutiny councillors have the training opportunities they need to undertake their role effectively
- The process receives effective support from the council's corporate management team who ensure that information provided to overview and scrutiny is of high quality and is provided in a timely and consistent manner
- Overview and scrutiny is councillor-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance
- Overview and scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it
- Decision makers give public account for themselves at scrutiny committees for their portfolio responsibilities

³³ <https://www.cardiff.gov.uk/ENG/Your-Council/Councillors-and-meetings/Scrutiny/Documents/Guidelines%20for%20effective%20Scrutiny%20in%20Wales.pdf>

The public is engaged in democratic debate about the current and future delivery of public services: Better Engagement

- Overview and scrutiny is recognised by the executive and corporate management team as an important council mechanism for community engagement, and facilitates greater citizen involvement in governance
- Overview and scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability
- Scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict
- Overview and scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders
- Overview and scrutiny enables the ‘voice’ of local people and communities across the area to be heard as part of decision and policy-making processes

FOR INFORMATION

This report provides the Audit Committee work plan to May 2016, and draft work plan for 2016/17.

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
16 February 2016	YGG Lon Las Lessons Learned – Referral from Cabinet Wales Audit Office Performance Audit Update 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)	Audit Committee – Training
19 April 2016	WLGA Peer Review – Progress Update Section 106 Planning Obligations – Update Wales Audit Office - Annual Plan 2016 Internal Audit Charter 2016/17 Internal Audit Annual Plan 2016/17 Draft Audit Committee Annual Report 2015/16

DRAFT AUDIT COMMITTEE WORKPLAN 2016/17

Date of Meeting	Reports
19 April 2016	WLGA Peer Review – Progress Update Section 106 Planning Obligations – Update Wales Audit Office - Annual Plan 2016 Internal Audit Charter 2016/17 Internal Audit Annual Plan 2016/17 Draft Audit Committee Annual Report 2015/16
June 2016	Corporate Governance Review Report Internal Audit Monitoring Report Q4 2015/16 Risk Management Annual Review 2015/16
July 2016 – Special Meeting	Draft Statement of Accounts 2015/16 Draft Annual Governance Statement 2015/16
August 2016	Internal Audit Annual Report 2015/16 Corporate Fraud Team Annual Report 2015/16 Annual Report of School Audits 2015/16 Internal Audit Monitoring Report Q1 2016/17
September 2016 – Special Meeting	Audited Statement of Accounts 2015/16 Wales Audit Office ISA 260 Report 2015/16
October 2016	Chair of Scrutiny Programme Committee Wales Audit Office Performance Audit – Mid Term Report Risk Management Half Yearly Review 2016/17
December 2016	Wales Audit Office Controls Report 2015/16 Wales Audit Office Annual Audit Letter 2015/16 Internal Audit Monitoring Report Q2 2016/17 Recommendations Tracker Report 2014/15
February 2017	Wales Audit Office Performance Audit Update Internal Audit Monitoring Report Q3 2016/17 Internal Audit Plan 2017/18 - Methodology Audit Committee Review of Performance 2016/17
April 2017	Wales Audit Office Annual Plan 2017 Internal Audit Charter 2017/18 Internal Audit Annual Plan 2017/18 Risk Management Annual Review 2016/17 Draft Audit Committee Annual Report 2016/17