

## 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, 11 April 2016

**Time:** 4.30 pm

**Chair:** Councillor Mary Jones

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on the 11 April 2016. The main items are Enterprise, Development & Regeneration, Schools, and the Public Services Board.

The use of Welsh is welcomed. If you wish to use Welsh please inform us by noon on the working day before the meeting.

Mae croeso i chi ddefnyddio'r Gymraeg. Os dymunwch ddefnyddio'r Gymraeg, rhowch wybod i ni erbyn canol dydd ar y diwrnod gwaith cyn y cyfarfod.

### AGENDA

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<b>1 Apologies for Absence.</b>	
<b>1 Apologies for Absence.</b>	
<b>2 Disclosures of Personal &amp; Prejudicial Interest.</b>	
<b>3 Prohibition of Whipped Votes and Declaration of Party Whips.</b>	
<b>4 Minutes.</b> To approve and sign as a correct record the Minutes of the previous meeting.	<b>1 - 7</b>
<b>5 Public Question Time.</b>	
<b>6 Cabinet Member Question Session: Cabinet Member for Enterprise, Development &amp; Regeneration. (Councillor Robert Francis-Davies)</b> (a) Portfolio Q & A. (b) Planning Performance and Effectiveness.	<b>8 - 66</b>
<b>7 Scrutiny Performance Panel Progress Report - Schools. (Councillor Fiona Gordon)</b>	<b>67 - 71</b>
<b>8 Scrutiny of Swansea Public Services Board.</b>	<b>72 - 78</b>

- 9 Scrutiny Dispatches - Quarterly Impact Report. 79 - 84**
- 10 Scrutiny Work Programme 2015-16. 85 - 109**
- 11 Membership of Scrutiny Panels and Working Groups. 110**
- 12 Scrutiny Letters. 111 - 132**

	Activity	Meeting Date	Correspondence
a	Streetscene Inquiry Panel (follow up)	20 Jan	Letter to/from Cabinet Member for Environment & Transportation
b	Welsh Housing Quality Standard Working Group	3 Feb	Letter to/from Cabinet Member for Next Generation Services
c	Inward Investment Inquiry Panel (follow up)	3 Mar	Letter to Cabinet Member for Enterprise, Development & Regeneration

**13 Feedback from Recent Scrutiny Events.**

**14 Upcoming Scrutiny Events.**

(a) Annual Scrutiny Work Planning Conference – 12 May 2016, 4.00 pm, Lord Mayor’s Reception Room, Guildhall.

**15 Audit Committee Work Plan. (For Information)**

**133 - 135**

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

9 May 2016

**17 Date and Time of Upcoming Panel / Working Group Meetings.**

	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Child & Family Services	Performance Panel	11 Apr	2.00 pm	Committee Room 6 (GH)
Service Improvement & Finance	Performance Panel	13 Apr	11.00 am	Committee Room 6 (GH)
Building Sustainable Communities	Inquiry Panel	14 Apr	10.30 am	Committee Room 6 (GH)
Schools	Performance Panel	14 Apr	4.00 pm	Committee Room 3B (GH)
Tackling Poverty	Pre-inquiry Working Group	20 Apr	4.00 pm	Committee Room 6 (GH)
Tree Preservation	Working Group	21 Apr	1.30 pm	Committee Room 6 (GH)
Local Service Board	Performance Panel	25 Apr	10.30 am	Committee Room 4 (GH)
Building Sustainable Communities	Inquiry Panel	27 Apr	10.30 am	Committee Room 5 (GH)



**Patrick Arran**  
**Head of Legal and Democratic Services**  
**5 April 2016**

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**Contact: Democratic Services - 01792 636923**

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON  
MONDAY, 14 MARCH 2016 AT 4.30 PM

**PRESENT:** Councillor M H Jones (Chair) Presided

**Councillor(s)**

U C Clay  
A M Cook  
N J Davies  
J W Jones  
D J Lewis

**Councillor(s)**

A C S Colburn  
S E Crouch  
E W Fitzgerald  
R V Smith

**Councillor(s)**

D W Cole  
J P Curtice  
T J Hennegan  
G J Tanner

**Co-opted Member(s)**

D Anderson-Thomas

**Co-opted Member(s)**

C A Holley

**Co-opted Member(s)**

P R Hood-Williams

**Officer(s)**

Brij Madahar  
Wendy Parkin  
S Woon

Overview & Scrutiny Co-ordinator  
Senior Lawyer  
Democratic Services Officer

144 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor P M Meara.

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

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

146 **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.

147 **MINUTES:**

**RESOLVED** that the Minutes of the Scrutiny Programme Committee held on 8 February, 2016, be agreed as a correct record.

148 **PUBLIC QUESTION TIME.**

There were no public questions.

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

Chief Superintendent Joe Ruddy (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:

- Recorded Crime Trends;
- Domestic Abuse;
- Sexual Offences;
- Robbery;
- Burglary;
- Hate Crime;
- Autocrime;
- Other Thefts;
- Criminal Damage and
- Sectors Recording Biggest Crimes.

The Chief Superintendent stated that crime has reduced over 5 years, making Swansea one of the safest Cities in the UK to live.

With effect from 1<sup>st</sup> April 2015 the revised Home Office Counting Rules came into effect. The Home Office Counting Rules provide a national standard for the recording and counting of 'notifiable' offences recorded by police forces in England and Wales (known as 'recorded crime').

Despite the changes made to how crime is recorded Swansea has only experienced a 0.7% increase (118 more offences) in recoded crime during 2015 compared against a 1.3% increase in recorded crime across the South Wales Police area.

Violent crime continues to be a priority for the Community Safety Partnership. It is important to note that while reported incidents of overall violent crime increased by 17% (826) the sub-category violence with injury actually reduced by 0.5% (10). The largest increases were seen in the 'less serious' sector of this crime category (assault without injury, harassment, public order offences).

He referred to the work being undertaken with Licensees and TASS (Tackling Alcohol Substance in the Community). The main theme and priority for Safer Swansea Partnership was domestic violence. 29.3% of all violent crime was domestic related.

The Director of People referred to the 13.9% increase in domestic violence since last year which was a significant increase in terms of how this is managed across the board. A strategic group had been established to deal with this, and work was underway to embed this within Partnership. Additionally, a systems review had been undertaken. Changes were in the process of being implemented. The domestic violence 'one stop shop' which had opened last year had proved to be a success.

It was noted that domestic abuse was a Local Service Board top priority. All Councillors will be offered domestic abuse training from the Summer of 2016. The Welsh Government have revised the funding arrangements for Domestic Abuse and work was underway regarding a plan of how this money would be spent. Progress was being made to analyse the data and understand the issues surrounding the high levels of domestic abuse and implications for children in Swansea.

The Chief Superintendent referred to the Police and Crime Reduction Plan in order to increase the level of recording. He referred to the high level of crime in Wind Street and the need to draw resources from other areas of the City.

In response to Member questions, the Chief Superintendent stated that there was an upsurge of incidents of domestic abuse on sports international days.

The Chief Superintendent referred to an increase of 17.2% (52 more cases) in respect of sexual offences, many of which were historic cases. He referred to the work of the Sexual Assault Referral Centre (SARC) which provided emotional and practical support. The increased figures were deemed to be a success in providing victims with the confidence to come forward.

Members' noted that:

- There had been a reduction of 2.9% in relation to robbery;
- There had been a reduction of 13% in relation to burglary;
- Hate Crimes has increased by 52 in 2015 and racial crimes had increased to 50;
- There had been a 11.2% increase in auto crime;
- There had been no increases in other crimes such as shop lifting;
- There had been a 2.5% increase in criminal damage and a restorative approach had been adopted in dealing with such issues;
- The sectors recording biggest crime were Gorseinon, Townhill (and other areas);
- The emerging crime areas included cyber crime; child sexual exploitation; community cohesion; new psycho-active substances and the student population.

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

- The Police had met with students during 'freshers week' to raise awareness of burglaries and the need to secure properties. It was felt that police operations and close working with the Universities has contributed to a reduction in burglaries;
- The Police were working with other agencies in the community to target specific areas suffering with high levels of anti-social behaviour. He referred to the work of the targeted action meeting and the need to deal with issues in a proportionate manner. He referred to the benefit of ISTAM meetings as part of this work. He was asked to review whether these meetings would benefit from councillor involvement;
- The Police often see 'peaks and troughs' in areas as a result of premises becoming less secure or known individuals being in custody;

- The violent crime reduction campaign in the press had been used to address crimes against women and girls. However, this type of crime is difficult to manage when it is committed in the home. He stated that much of the effort needed to be about reducing alcohol consumption because of the link to domestic violence;
- There was no clear connection between alcohol and sexual crimes. Work was on-going with SARC in order to raise awareness and increase victim support. Work was also being progressed with schools to let them know what is and is not acceptable behaviour;
- There were no current plans to introduce a drunk tank within the City although discussions had taken place between the Leader regarding the redevelopment of the City Centre and ways to manage crime;
- The Council's decision to reduce budgets for CCTV within the City was a political matter although the Police and Crime Commissioner has had discussions with the Leader and Chief Executive;
- CCTV is a useful tool in protecting the City, and Swansea does enjoy more CCTV coverage than other cities in England and Wales;
- The seemingly high turnover of Police Officers at senior level in Swansea was linked to a previous Police recruitment initiative and many reaching the age of retirement. He expected the number of PCSOs in the area to be more settled now;
- A lot of work is ongoing with schools at Key Stage 1, 3 and 4. Crucial Crew are involved in raising awareness regarding internet safety for young people.

In response to Member questions, the Director of People stated that discussions had taken place with Councillor P M Meara regarding research to better understand the problem and relatively high levels of domestic violence / abuse within Swansea. This issue remains as a top priority when Welsh Government grant money is received.

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

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

150 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR NEXT GENERATION SERVICES.**

Councillor A S Lewis referred to her written report which detailed the areas covered within her Portfolio.

She detailed work ongoing in Housing (which included Landlord Services, Community Housing and the Business Planning Division); the priorities, achievements and plans for the next 12 months in Corporate Building and Property Services; Energy and Commercialism.

She stated that the Commercial Team works to support all Council departments and service areas. A report would be submitted to Council over the forthcoming months which would detail progress. She referred to the particular success in relation to

public sector contracts which had produced an additional £1.8m savings bringing the total to £3m.

In response to Member questions, the Cabinet Member for Next Generation Services stated that:

- The More Homes Pilot provided the Authority with an opportunity to test the capability of Corporate Building and Property Services who have to be competitive and build properties to a certain standard. Whilst Corporate Building and Property Services undertake work on schools and other buildings and do have building skills in-house, the pilot scheme should identify any gaps
- The air tightness of properties, insulation and quality of building products all had an impact into reducing fuel poverty. Whilst the houses cost slightly more to build, the savings are realised over time;
- In relation to commencing the pilot homes building works, whilst the timeline was aspirational it was intended that work would be progressed to deliver the first homes around early March/April 2017.
- Timescales in relation to Disabled Facilities Grants (DFG) were governed by the Occupational Therapist's (OT) ability to assess individuals. The appointment of 2.5 OT posts directly to Housing had made a positive impact of waiting times and there was an argument for expanding this service within Housing;
- The process of assessment for DFG's involves input from the OT and the Surveyor. Each recommendation and every property is different. The surveyors visit is a critical part of the whole process.
- The commercialisation agenda includes looking at advertisements on pillars in multi-story car parks. Organisations such as Admiral or Great First Western could provide commercial income; and

The Cabinet Member for Next Generation Services stated that she would provide more information about the income generation achieved through the new commercial approach. The committee also asked her to look into the overall process in relation to Disabled Facilities Grants and timescales / waiting involved at various stages to see what could be done.

The Chair thanked the Cabinet Member for Next Generation Services for her informative presentation.

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

151 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - CHILD & FAMILY SERVICES.**

Councillor P Hood-Williams, Convenor, Child & Family Services Scrutiny Performance Panel referred to his third update to the Committee on the work of the Panel.

He highlighted the key activities; achievements/impact and future work programme.

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



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

The report of the Chair reviewed the current 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; and
- Cabinet forward plan for opportunities for pre-decision scrutiny.

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

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

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

**RESOLVED** that the following changes be made:

- 1) Councillor S M Jones to be added to the proposed Tackling Poverty Inquiry; and
- 2) Councillors D W Cole (Convenor); A C S Colburn, R Doyle, E W Fitzgerald, M H Jones, L James, K E Marsh, I Richard, G J Tanner and T M White be confirmed as members of the Scrutiny Working Group on Tree Preservation.

154 **SCRUTINY LETTERS.**

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

The committee was asked to discuss the recommendation of the Local Flood Risk Management Scrutiny Working Group that it should meet annually to monitor and review progress of the Local Flood Risk Management Plan.

**RESOLVED** that:

- 1) the Scrutiny Letters Log be **NOTED**; and
- 2) the Local Flood Risk Management Working Group be authorised to meet annually to monitor the authority's flood risk management plans.

155 **OLDER PEOPLE'S COMMISSIONER FOR WALES - GUIDANCE ON EQUALITY & HUMAN RIGHTS IMPACT ASSESSMENTS AND SCRUTINY.**

The Chair referred to the report which informed the committee of guidance from the Older People's Commissioner for Wales which contains implications for scrutiny in relation to changes to community services.

It was noted that a workshop was taking place on 18 April, 2016 to help members and officers understand the guidance and take forward a rights-based approach to

impact assessment for older people and scrutiny around changes to community services.

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

156 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

There were none.

157 **UPCOMING SCRUTINY EVENTS.**

There were none.

158 **AUDIT COMMITTEE WORK PLAN.**

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

159 **DATE AND TIME OF FUTURE COMMITTEE MEETINGS FOR 2015/16 MUNICIPAL YEAR.**

The date and time of future Committee meetings for the 2015-2016 Municipal Year was **NOTED**.

160 **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 6.10 pm

**CHAIR**

# Agenda Item 6

## Report of the Chair

### Scrutiny Programme Committee – 11 April 2016

#### CABINET MEMBER QUESTION SESSION

<b>Purpose</b>	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.
<b>Content</b>	The following Cabinet Member will appear before the committee to participate in a question and answer session: <ul style="list-style-type: none"><li>• Councillor Robert Francis-Davies – Cabinet Member for Enterprise, Development &amp; Regeneration</li></ul>
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Question the Cabinet Member on relevant matters</li><li>• Make comments and recommendations as necessary</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 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 Robert Francis-Davies – Cabinet Member for Enterprise, Development & Regeneration

Within this Cabinet portfolio, Councillor Francis-Davies is responsible for:

- a. City Region
- b. Economic Development & Investment
- c. Tourism & Destination Marketing
- d. Planning Policy / Local Development Plan (LDP)
- e. Adult Learning / Workways
- f. City Centre
- g. City of Culture
- h. Heritage
- i. Science City
- j. Universities
- k. Creative City
- l. Suburban Centres
- m. Licensing
- n. City Deal (Link with Next Generation Services)
- o. Lead elements of Sustainable Swansea

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

## 3. Approach to Questions

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

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

- 3.2 Cabinet Members will be invited to make introductory remarks before taking questions from the committee. Following the session the chair will write to the Cabinet Member in order to capture the main issues discussed, views expressed by the committee, and any actions for the Cabinet Member to consider.
- 3.3 If the committee wishes to conduct more detailed scrutiny of any of the issues raised during this item then this should be agreed through the normal work planning process and planned for a future meeting. This will also allow proper time for preparation.

#### **4. Previous Correspondence with Councillor Francis-Davies**

- 4.1 The committee last met with Councillor Francis-Davies in April 2015. Amongst the issues discussed included:

- Civic Centre and St David's Site Marketing
- City Centre Strategic Framework Review
- The Kingsway
- City of Culture / Creativity
- Libraries
- Special Events
- Science City

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

- 4.2 Other contact with Councillor Francis-Davies by scrutiny over the last year:

- Service Improvement & Finance Performance Panel – discussion on:
  - Grand Theatre
  - percentage of reinforcement cases resolved within 12 weeks
  - visits to public libraries
  - City Centre Regeneration Programme
  - Welsh Public Library Standards and Annual Performance Report
- Economic Inactivity Inquiry Panel (follow up) – he attended a meeting in June 2015 and provided a report on the impact of the scrutiny inquiry and implementation of agreed recommendations / cabinet action plan. The Panel has now concluded monitoring of this work.
- Inward Investment Inquiry Panel (follow up) – he attended meetings in July 2015 and March 2016 and provided a report on the impact of the scrutiny inquiry and implementation of agreed recommendations / cabinet action plan. The Panel has now concluded monitoring of this work.

## **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 ROBERT FRANCIS-DAVIES  
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT AND  
REGENERATION**

**Culture and Tourism**

As part of the wider Sustainable Swansea Fit for the Future programme, the whole of Cultural Services was taken through the Council's Commissioning Review process. The purpose of the Review was to describe the impact on the Service of a 50% reduction in its revenue budgets; evaluate performance and operating models of other authorities; assess whether mitigating factors, efficiencies, transformed systems and new income could sustain the service or whether a commissioning model might prove viable.

The outcomes of the Review were the identification of a number of efficiencies and in-house transformations that will achieve around 20% of the savings target of £5m – at £1.4m for 16/17, but it was considered that any further reductions were not feasible within the current model.

On this point, it is perhaps worth noting that we have several legally binding financial agreements with third parties, including the National Waterfront Museum, National Pool and LC, which add further pressure on the revenue budgets for the Council run facilities. As a result, we are now undertaking a market test to assess whether there is a credible partner and/or other governance model that may be able to achieve greater efficiencies, economies of scale, or new income streams and sustain the service despite the necessary further reductions in funding.

We advertised the whole culture portfolio last week, as a 'Prior information notice' (PIN). There is no commitment to follow through on any interest, but we are open to interested parties that are able to bring expertise, investment, good practice and sustainable outcomes for our communities. Assessing this will be a year long process involving several stages, from EoI; to pre-qualification; to invitations to submit detailed solutions; to invitations to Tender at the end of the process. At every stage we'll be comparing the responses against the current model and options for transformed in-house, or newly established not for profit bodies such as if we choose to set up a Trust. The documentation includes caveats around some of the Services, including those that are not yet ready for a new partner but which may become so in the future.

The closing date for Expressions of Interest is 24<sup>rd</sup> March and a period of assessment will take place before inviting selected organisations to undertake the PQQ stage. In the meantime we continue to brief all our teams, colleagues, Members, Unions and stakeholders but as we are not aware of the options, or as yet proposing any changes to the current model of delivery or governance, we are limited on the level of consultation we can undertake with statutory bodies and users.

Against this backdrop and despite the savings and transformation agenda, it's business as usual to ensure Culture and Tourism remain key to our ambitions to be a world class city and we continue to work with partners to secure high impact events. 2016 will see the return of the Airshow in July, signalling the start of this event as an annual show and anchor event within the tourism calendar, encouraging advance bookings as well as efficiencies as we strive for better deals with sponsors and suppliers due to the contract terms we can now negotiate. We are also committed to greater digital marketing reach and increasing our audiences, for example over the last year, we have had over 400,000 visits to VisitSwanseaBay.com with 1.9m unique page views and 57,000 'likes' on Facebook demonstrating ever increasing impact of our social media campaigns and reach. This is as well as the marketing campaigns we undertake in other cities' train stations – e.g. Victoria and the London Underground; the work we do with Visit Wales and Visit Britain and the coverage we achieve in various travel magazines promoting Swansea as a holiday destination.

Infrastructure continues to play a part in developing our cultural profile and we recently achieved Practical Completion on the Glynn Vivian Art Gallery. A detailed get in programme is necessary to bring back the thousands of artefacts and artworks from storage and fit out the Gallery ready for its opening in the autumn, where it will take its rightful place as a destination Gallery of national and international status. We also submitted a funding application in partnership with Swansea University to kick start the regeneration of the Hafod copperworks as a heritage attraction, skills and learning facility, working with a private sector partner to create new jobs and restore this piece of Swansea's industrial heritage. We await the outcome in due course.

## **Regeneration Projects**

### **1. St David's/ Civic Centre**

**St Davids** - A significant retail and leisure opportunity in the heart of the regional capital of South West Wales. Plans for this site include significant new leisure and retail uses together with a 3,500 seat arena capable of hosting major international performers, exhibitions and conferences, a state-of-the-art cinema and new car parking stretching from Whitewalls to Oystermouth Road. This will also create a new link between the city centre and the sea.

**Civic Area** - A once in a generation opportunity to develop a prime beach front site with unrivalled views across Swansea Bay. It is Wales' number one development opportunity as designated by Welsh Government. It creates a strong cultural offer and is enabled by residential and commercial uses. This waterfront destination will include a new commercial hub with restaurants on the waterfront. A major tourist attraction - the Hydro Hub: a water based research and aquarium in conjunction with Swansea University. Apartments, town houses, hotels and a public space giving better access than ever to a world class seafront.



## **2. The Kingsway**

The City Centre Strategic Framework seeks to transform this area into a city centre business district employing thousands of people. Research shows one of the failures of the city is that there are not enough people working and living in the city. An ideal location for tech industries, graduate retention, as well as ICT sector businesses, it is within close proximity to the train and bus station and will be served with the highest digital connections through the new broadband proposals being promoted by the City Region..

## **3. Mariner Street**

The project has been named “Icon 21” and represents a key landmark mixed - use development on a gateway site at the entrance to the city on the carparks opposite the railway station.

This £50m regeneration project will include a mixture of student accommodation within a 21 storey tower together with retail, restaurant and café uses on the ground floor. The scheme proposals meet the criteria and key principles set out in the City Centre Framework and has a critical mass that will create a destination and important gateway focus to stimulate further regeneration of the High street whilst also increasing dwell time within the city and contributing to the local economy.

The scheme has been supported by the Design Commission and will relocate the Rail carpark to the High Street multi storey car park.

## **4. Wind Street Pedestrianisation**

Wind St has seen significant investment and change over a number of years but is now at a critical point as occupiers have to invest to refit and create sustainable business. There has been a move towards restaurant uses from solely pubs which is changing the dynamic of the street. However, the businesses want to create a better environment for trading including tables and chairs and a pedestrianised street.

## **5. Vibrant & Viable Places**

Vibrant and Viable Places is a programme of grant (£8.3m) provided by Welsh Government to create new homes, support regeneration and prevent poverty. A key output of the project is job creation which is linked to the projects delivered.

V&VP supports a number of partners with Coastal Housing on High Street and Gwalia on Kingsway as well as helping fund the Neighbourhood renewal works in the Sandfields. It provides grants to help regenerate city centre properties through the Building Above Shops and Property Development

Fund Grants. Welsh Government will seek funding for a V&VP 2 scheme later this year.

## **6. Business Improvement District**

The third BID Renewal Ballot concluded at 5pm on Thursday 25 February, the successful outcome of which was officially announced on Friday 26 February with 70% of those voting in number being in favor of the continuation of BID and a majority of 64% by rate-able value.

This means that the BID will continue for a further 5 year term until 31 July 2021, the basis of which has been set out in the BID Business Plan.

The Business Plan sets out the continuation of the existing BID projects across 5 core themes. Basic governance arrangements and performance management measures are also included as is the financial management of the £2.16million budget collected via the 1% levy on the rate-able value of business premises in the BID area over 5 years.

## **Licensing**

### **1. Portfolio Priorities/ Objectives**

There are a number of activities subject to licensing requirements. The Licensing Division is responsible for licensing the following:

- Premises to sell alcohol and provide entertainment (which includes activities involving music and dance, indoor sporting events, performance of plays, exhibition of films, boxing and wrestling) and late night refreshment. There are approximately 1050 premises in Swansea licensed to carry out one or more of these activities;
- Premises that provide facilities for gambling which includes casinos, bingo premises, betting shops, tracks, adult gaming centres and family entertainment centres. There are approximately 50 premises in Swansea licensed for gambling;
- Sex establishments which includes sex shops, sex cinemas and sexual entertainment venues (SEVs). SEVs are premises where activities include lap dancing, pole dancing, table dancing, strip shows and peep shows. There are currently 2 licensed sex shops in Swansea and the Council has a nil policy in relation to licensing SEVs;
- Hackney carriages and private hire. This includes licensing drivers, vehicles and for private hire also includes operators. There are approximately 1100 licensed drivers, 900 licensed vehicles and 30 private hire operators
- Charitable collections which includes street and house to house collections. There are approximately 120 street collections and 60 house to house collections applications made each year.
- The overall objective is public safety by safeguarding the health safety and welfare of the public at licensed events, in licensed premises and in licensed vehicles;
- Meet relevant statutory deadlines when dealing with licence applications;

- Prioritise enforcement to target high risk premises/activities
- 2. Specific activities and achievements, progress against policy commitments, key decisions that have been taken and impact / difference made**

- The Council's Gambling Policy reviewed, amended and published in accordance with legal requirements;
- Continue to work in partnership with other statutory agencies to ensure compliance with licensing requirements;
- Continue to review licensing criteria and procedures to ensure requirements are up to date and to identify and implement improvements to service delivery.

**3. Headlines on the performance of services and the key targets monitored to measure improvement and success**

Key performance measures include:

- Inspect all Category A (high risk) licensed premises; 92% was achieved in 14/15
- Ensure at least one out of hours enforcement operation is carried out per month for taxi licensing;
- Respond to service requests within the target time. This was achieved for all relevant areas in 14/15.

**4. Engagement with service users / public and what influence this has had**

- The changes to the Gambling Policy were introduced following extensive consultation with the relevant bodies and other interested parties. All responses were considered before final decisions made;
- The relevant members of the taxi trade are consulted on any proposals that directly impact on their business. In 2014/15 this included a proposed increase in hackney carriage fares and a consultation on the introduction of new inspection standards for vehicles is currently ongoing;
- Newsletters sent to the taxi trade to update on changes to legislation, processes, procedures etc.

**5. What you hope to achieve over the next 12 months and what the challenges?**

- Review cumulative impact policy (CIP) for licensed premises in the city centre
- Review conditions and criteria for taxi licensing and implement changes where appropriate e.g. driver fitness criteria, vehicle criteria/inspection standards, driver, vehicle and operator conditions,

- Implement changes to taxi licensing procedures following changes in legislation, changes in staffing, procedures and accommodation provision in the contact centre.
- 6. What key decisions you are expecting to take to Cabinet over the next year**
- The review of the CIP requires any proposed changes to be issued for consultation. The proposed changes are agreed by Cabinet before issue.
- 7. Your interactions with scrutiny over the last year and whether there is any specific scrutiny activity you would welcome?**
- A number of licensing issues have been the subject of reports to Cabinet and Cabinet Advisory Committees but not scrutiny.



**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

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

**BY EMAIL**

*Please ask for:  
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**Scrutiny**

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*Our Ref  
Ein Cyf:*

**SPC/2014-15/15**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**30 April 2015**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Enterprise, Development & Regeneration following the meeting of the Committee on the 13<sup>th</sup> April 2015. It reflects on the question and answer session held with the Cabinet Member about their portfolio responsibilities, including Civic Centre and St David's Site Marketing, City Centre Strategic Framework Review, the Kingsway, Culture, Libraries and Special Events.

Dear Councillor Francis-Davies,

**Cabinet Member Question Session – 13 April**

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

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

**Civic Centre and St. David's Site Marketing**

We asked you to outline the thinking behind the marketing of these sites. The committee noted that this was a key part of the City Centre Strategic Framework. You explained the outcomes sought, including increasing the number of people working and living in the city centre.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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

[www.swansea.gov.uk](http://www.swansea.gov.uk) / [www.abertawe.gov.uk](http://www.abertawe.gov.uk)

We heard that the Civic Centre site was considered to be the number one site of Welsh national priority, and was identified within the City Region as integral to achieving a vibrant city centre, to benefit both Swansea and the region, with a mix of leisure, shopping, eating, and living space that will improve the city centre offer and quality of environment.

The committee asked about which areas of the city centre could provide additional living space. We acknowledged that the expansion of Swansea University would inevitably lead to an increase in demand for student accommodation and many may desire to live in the city centre. However, we felt that there was a need for additional accommodation within the city centre other than exclusively for students or as social housing stock.

You mentioned that significant interest has been shown by developers and as part of the procurement process proposals would be coming forward for consideration. You reiterated however that the offer must be right for the city, rather than accepting development at any price. There was some concern from the committee about the current state of the economy and how we could obtain the best price for the site. You argued that we should have confidence about what we have in Swansea, and the Bay was unquestionably a fantastic site, and the development of the St David's site was long overdue.

We also queried the relocation of the central library and the archives service. You considered the library to be an important anchor for city centre footfall, and cited Norwich as a particularly good example. With regard to the archives service we heard that you were looking at a developing a partnership in order to provide a service jointly with the University and Carmarthen Council. We noted that a location was being discussed, although much of the service is accessed on-line, and consideration was being given to those who will need access to primary source material.

### **City Centre Strategic Framework Review**

With regard to the City Centre Strategic Framework Review we noted that there has been wide ranging consultation on the quality and future of the city, and would be grateful if you could share the results of that consultation with the committee. We suggested that this should be available to all councillors.

We also talked about the plans for a business district on the Kingsway and what you meant when you referred to 'meaningful' office locations in the city centre core. You clarified that there was a particular aim to increasing office space in the City Centre and the Kingsway has been identified as an area with the greatest potential. You stated that this offered the opportunity for purpose built office space, as opposed to utilising / adapting existing buildings. We were told that the authority is looking at a purchase of the Oceana site for this purpose.

With regarding to supporting business elsewhere we noted progress at Felindre towards the establishment of a Business Park. Whilst this scheme looks very promising committee members wanted to bring to your attention some concern that members of the public have raised about access and safety around the roundabout off Junction 46 of the M4.

### **Kingsway**

We asked about the current situation with the Kingsway with the erection of barriers following the recent accident. Assuming that this is a temporary measure committee members highlighted the need for a proper and holistic solution to improve safety along the Kingsway taking into account the needs of pedestrians, cyclists as well as retailers, looking at experiences and examples elsewhere to identify innovative solutions. At the moment the barriers reinforce the appearance of the road as a no go area for pedestrians, and for businesses. You shared our concerns and agreed that a thriving city centre depended on safe access to and through the city. We acknowledged that you would work closely with the Cabinet Member for Environment & Transport in developing solutions that will benefit the city centre. You felt that a better public transport system was an important factor.

### **City of Culture / Creativity**

We were interested in specific activities in relation to this. Of course Swansea missed out on the City of Culture to Hull last time around. You were keen that Swansea bid again, subject to finance and other priorities, but you were particularly proud of the cultural offering, and emphasised the importance of culture and arts in the development of Swansea as a city.

We asked about the Grand Theatre and whether there were plans to review entrance fees. You highlighted that the Theatre was already highly subsidised, and the key to the success of the Theatre was not necessarily the cost but the quality of the programme of performances and its appeal to a range of audiences. We were told that you were working closely with the management team on this.

### **Libraries**

You were asked about progress with the review of library service, as it has been some time since a review was announced. We noted that you had asked for further work to be carried out as part of the review to ensure the review is thorough. You stated that the conclusion of the review was anticipated during the summer.

## Special Events

The committee praised the quality of road races already established in Swansea, including the first half marathon which took place last year. On the back of this success we suggested that we should be looking at the feasibility of holding a marathon in Swansea. You agreed that this was worth pursuing and that thinking has already been done about possible attractive routes around the city taking in the most scenic locations, including the marina and bay.

## Science City

The committee asked about what this meant in practical terms for the city. You clarified that this was about developing a strategic alliance with the city's two universities with close working and collaboration to support a knowledge economy, innovation, research and development in Swansea. You informed us that a concordat had already been signed with the University of Wales Trinity Saint David and a further agreement was in the pipeline with Swansea University.

## Your Response

While we hope that you find the contents of this letter useful and would welcome any further comments **we do not expect you to provide a response.**

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

Yours sincerely,



### **COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

✉ [cllr.mary.jones@swansea.gov.uk](mailto:cllr.mary.jones@swansea.gov.uk)



## Report of the Cabinet Member for Enterprise, Development & Regeneration

Scrutiny Programme Committee – 11 April 2016

### PLANNING PERFORMANCE & EFFECTIVENESS

<b>Purpose</b>	To provide a briefing requested by the Committee about the performance and effectiveness of the Planning Service.
<b>Content</b>	This report includes a summary of the performance and effectiveness of the Planning Service and reviews progress that has been made since the publication of the Swansea Annual Performance report 2014/15.
<b>Councillors are being asked to</b>	Give their views
<b>Lead Councillor(s)</b>	Cllr Robert Francis Davies, Cabinet Member for Enterprise, Development & Regeneration.
<b>Lead Officer(s)</b>	Phil Holmes, Head of Economic Regeneration & Planning.
<b>Report Author</b>	Ryan Thomas <a href="mailto:ryan.thomas@swansea.gov.uk">ryan.thomas@swansea.gov.uk</a> Tel. 01792 635731

#### 1. Introduction

- 1.1 In November 2015 the Authority submitted its first Annual Performance Report (APR) to Welsh Government for the period 2014-15. A copy of this APR is attached as Appendix 1 to this report.
- 1.2 The APR is seen by Welsh Government as a key mechanism for the monitoring of Local Planning Authorities (LPA's) in Wales against a key set of measures set out in a National Performance Framework. The APR also represents a key tool for benchmarking the performance of Authorities across Wales but importantly must also be seen in the context of Welsh Government proposals to intervene where LPA's exhibit consistent underperformance. In this respect the Wales Planning Annual Performance report was subsequently published by Welsh Government in March 2016.

#### 2.0 Context

- 2.1 The Authority underwent a significant change process during 2014-15, partly as a result of budgetary pressures, and partly in response to Welsh Government proposals associated with the Planning (Wales) Act 2015.

- 2.2 In this respect the Planning Control Service underwent restructuring in August 2014 to accommodate the implications of ER/VR and a comprehensive review of its enforcement function and planning application process was also undertaken following the introduction of the Idox electronic document management system.
- 2.3 Despite accommodating budget savings in excess of 40% over a 3 year period additional staff resources were also allocated to reinforce the enforcement function.
- 2.4 In addition the Authority's Committee structures and scheme of delegation were also amended in January 2015 to broadly align with the recommendations of Welsh Government contained within its consultation document entitled 'Planning Committees, Delegation and Joint Planning Boards (October 2014)'.

### **3.0 Performance**

- 3.1 The positive changes introduced during 2014-15 have significantly improved the Authority's development management performance in both qualitative and quantitative terms. This was not, however, fully reflected in returns for the APR submitted to Welsh Government in November 2015 given the timescales involved and the interim measures in place both prior to restructuring of the Planning Control service and following amendments to the Committee size, structures and scheme of delegation in January 2015.
- 3.2 A copy of the Welsh Government Performance Framework update to reflect the Authority's performance for 2015-16 is attached as Appendix 2. Please note that comparative data for Wales is not currently available and the statistics quoted for 2015-16 do not include data for the full period of Q4.
- 3.3 During this time there has, however, been a consistent improvement in performance when assessed against measures for both efficiency and quality of decisions. In efficiency terms the percentage of all applications determined within 8 weeks in Q1 was 80%, with 83% in Q2, 86% in Q3 and 89% in Q4 reflecting a top quartile performance in Wales during Q3.
- 3.4 The percentage of all major applications determined within required timescales has increased from 6% in 2014-15 to 32% in 2015-16, with the average time taken to determine all major applications reducing from 247 days to 207 days.
- 3.5 In qualitative terms the percentage of Member made decisions made against officer advice has reduced from 23% in 2014-15 to 11% in 2015-16 in line with the Welsh Average for 2014-15. With the total number of decisions made contrary to officer advice reducing from some 26 to 7 during these timescale. An analysis of Committee performance between the years 2011/12 and 2015/16 is reproduced at Appendix 3.

- 3.6 The percentage of appeals dismissed has also improved from 55% in 2014-15 to 61% in 2015-16. These figures are, however, heavily influenced by the performance of one individual Inspector who determined approximately 30% of all appeals heard during 2015-16 allowing 65% of appeals compared to 28% by all other Inspectors.
- 3.7 A partial award of costs amounting to £461 was made against the Authority on one occasion in respect of a delegated decision on grounds that the Authority had not evidenced one of its reasons for refusal relating to insufficient car parking (Planning Application Ref. 2014/1667 refers).
- 3.8 Similarly significant progress has been made in terms of reducing the backlog of outstanding enforcement cases, however, this has influenced performance relating to the average time to resolve cases as the historic caseload is reduced. The table reproduced as Appendix 4 illustrates the total number of outstanding enforcement complaints which has reduced from some 674 in July 2014 to 450 in March 2016.
- 3.9 LDP progress has been delayed over the past year whilst engaging with the public, stake holders and Members and hearing petitions on proposed sites to be allocated in the Plan. Whilst this has provided a far more robust basis upon which to move forward it has added some 9 months to the process. It is, however, anticipated that a Draft Deposit LDP will be presented to Council for approval in June 2016.

#### **4.0 Conclusion**

- 4.1 The APR submitted to Welsh Government in November 2015 provides a useful tool to benchmark the Authority's performance against other Authorities in Wales and to monitor progress in future years. Over the last year there has, however, been a significant improvement when assessed against key measures set in the Welsh Government Performance Framework reflecting the Authority's commitment to addressing areas of performance that were in need of improvement and in embracing the Welsh Governments agenda for the modernisation of the planning system in Wales.
- 4.2 Moving forward the Authority faces significant budgetary pressures at a time of transformational change for the City and its region and to meet these challenges is inevitable that difficult decisions will have to be made regarding the Authority's priorities and service levels in the future.

#### **Background papers:**

Draft Planning (Wales) Bill and Positive Planning: proposals to reform the planning system in Wales published 04/12/2013 - <http://gov.wales/consultations/planning/draft-planning-wales-bill/?lang=en>

Wales Planning Annual Performance Report published 21/03/16 –

<http://gov.wales/topics/planning/planningstats/annual-performance-report/?lang=en>

Planning Committees, Delegation and Joint Planning Boards (October 2014) -

<http://gov.wales/consultations/planning/planning-committees-delegation-and-joint-housing-boards/?lang=en>



## Appendix 1 - Swansea Local Planning Authority (LPA)

### PLANNING ANNUAL PERFORMANCE REPORT (APR) – 2015-2016

#### PREFACE

Introduction to the report by the Cabinet Member responsible for the planning service, or equivalent.

*I have the pleasure of introducing the first Annual Performance Report (APR) for the City and County of Swansea's Planning Service. APR's have been introduced as part of Welsh Government proposals, embodied with the Planning (Wales) Act 2015, to modernise the planning system and improve local delivery of planning services. The Council's Planning Service is responsible for protecting the amenity and environment of our city and countryside in the public interest and facilitating sustainable development and the economic regeneration of our urban and rural areas. This is achieved though having an up to date planning policy framework in place which sets out a clear vision for future growth and development of the City and County against which planning applications can be determined. The Council's planning policy framework is currently being reviewed and, at a time of transformational change in the Swansea Bay and City Region, the APR provides a mechanism for ensuring that the Planning Service is responding positively to the challenges of evolving national planning guidance and the goals of sustainable development. The Planning Service presents the most tangible means of translating the Council's corporate objectives and regeneration agenda into development on the ground with the overall aim of improving the quality of life for local residents and building more sustainable communities.*

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

#### CONTEXT

- 1.0 This section sets out the planning context within which the local planning authority operates.**
- 1.1 The City and County of Swansea covers an area of 378 square kilometres (about 2% of the area of Wales), approximately 66% of which is rural and 34% urban. The City is the second largest in Wales and the regional centre for South West Wales.
- 1.2 Latest population estimates stand at 241,300 (2014), which represents almost 8% of the total population of Wales. The population is growing by around 1300 per annum.
- 1.3 Swansea contains around 110,100 dwellings, with 67% of all stock owner-occupied. The 2014 Welsh Index of Multiple Deprivation identified 12% of Swansea's local areas as falling within the top 10% most deprived in Wales.
- 1.4 Swansea is a centre of learning - home to Swansea University, University of Wales Trinity St. David and Gower College Swansea, which in total support around 20,000 full-time students.

1.5 GVA (Gross Value Added) per head in Swansea stands at £17,445, slightly above the Wales level but over 25% below the UK average. 75% of Swansea's working age residents are economically active and 106,000 people work in Swansea, mostly in the service sectors, with over 30% employed in the public sector. Over 29,000 people commute into Swansea each day.

1.6 Estimates suggest 4.47 million people visited Swansea Bay in 2014 spending £390 million.

## **2.0 Planning background, including previous adopted or abandoned development plans.**

2.1 City and County of Swansea Unitary Development Plan (UDP) adopted 2008, covers the period 2001 to 31<sup>st</sup> December 2016.

2.2 The replacement Local Development Plan (LDP), currently at Deposit Stage, will provide the future policy context for the period up to 2025

## **3.0 Place and fit within the community strategy and/or wider strategic and operational activity of the authority.**

3.1 A Single Integrated Plan (SIP) known as the One Swansea Plan has replaced the community strategy and the plans for community safety; health, social care and wellbeing; and children and young people. The SIP, which is reviewed and updated annually by the Swansea Local Service Board, has adopted the LDP vision as its vision for Swansea as a place to live, work and visit. The planning system is specifically identified as the mechanism for delivering this vision.

3.2 The SIP has six identified outcomes linked to services and projects, all of which are supported by the planning system, including ensuring people have good places to live and work, have a decent standard of living and can live healthy, safe and independent lives.

3.3 The current UDP and emerging LDP also seek to deliver the land use objectives expressed in other Council strategies, plans and programmes, whilst the evidence gathered for the LDP, such as household projections, retail impact assessment, strategic transport modelling, etc is being used to inform other strategies and wider corporate action, such as the Local Housing Strategy, City Centre Strategic Framework Review, and the Local Transport Plan.

## **4.0 Existing and previous major influences on land use (e.g. heavy industrial, agricultural, energy, transport).**

4.1 Swansea had a pioneering role in Britain's Industrial Revolution. It was a world leader in the smelting of copper, and a centre for the mining of coal and manufacture of tinplate, steel and other metals. Since the decline of these heavy industries, the area has suffered a loss of identity.

- 4.2 National policy supports employment growth within the Swansea Bay region, and there is a requirement to align jobs with housing and infrastructure to reduce the need to travel, especially by car. Current local policy focuses on generating wealth by diversifying the economy away from public sector employment and growing a higher value knowledge economy (life sciences, technology and engineering) that offers higher skilled and better paid employment opportunities. There are a number of projects to help deliver these objectives which are likely to be continued throughout the LDP period, with initiatives such as the ongoing transformation of Swansea's Fabian Way corridor by two universities, plans for the redevelopment of the City Centre and Waterfront area, together with the Tidal Lagoon and new super-hospital proposals.
- 4.3 Between 2001 and 2011 the average property price in Swansea rose by 124.8%. The West of the County now contains some of the more expensive dwellings in South Wales, whilst the North and East of the County contain generally much lower house prices. Since 2006, the average house price to average household income/earnings ratio in Swansea has reduced from over 7 times income to less than 6. However, despite this improvement, the lower availability of mortgage finance for first time buyers means that aspiring households still cannot afford to buy. Almost half of the 35% of households in Swansea that are non-homeowners have annual incomes of under £10,000, and three-quarters have incomes of less than £20,000 per annum. These households can realistically only afford social rented accommodation and in most cases need Housing Benefit support to meet the cost of social rent.
- 4.4 As a result, many developers have put schemes on hold and/or scaled down their building activities. In recent years new house build completions are down by around a third of the average for the past decade. Combined with this, a shortfall in supply of market and affordable housing across Wales has resulted in an intensification of needs, the growth of the private rented sector in response to the fall in supply of other sectors and increasing numbers of conversions of existing housing stock to HMOs.

## **5.0 Historic/landscape setting of the area, including AONBs, conservation areas etc.**

- 5.1 Over 50% of the County's area is identified as being of significant ecological interest. Nearly 70% of the habitats and at least 20% of species identified as being of importance for biodiversity conservation in the UK can be found in the County, and approximately 17% of the County's area is protected by designations at a European (SAC, SPA, RAMSAR) or National (SSSI, NNR) level.
- 5.2 The landscape is of critical importance within the County, as it provides a striking setting for the City and at least 40% of the County (the Gower AONB) is recognised as being landscape of national importance. Most of the AONB coastline is also designated as Heritage Coast which extends for 59km. Gower attracts large numbers of visitors and tourism is very important for the local economy.

- 5.3 There are currently 31 Conservation Areas and 519 Listed Buildings within the County, many of which are characterised as having good authentic surviving historic features that still contribute to the distinctive, special character of the area. However, some Conservation Areas have been degraded in character due to inappropriate alterations to the external features of buildings, or new developments that are out of keeping with the character of the area. The character and size of Conservation Areas can vary greatly, from very small rural hamlets with a cluster of buildings around a church, to urban areas of buildings originally constructed for industrial and commercial purposes.
- 5.4 Most of Swansea's Conservation Areas were designated in the late 1960's and 1970's and therefore, the published documentation supporting these earlier Conservation Areas is often limited. This limits the amount of information available upon which development management decisions in Conservation Areas can be based. A programme of Conservation Areas Review is therefore underway

## **6.0 Urban rural mix and major settlements.**

- 6.1 The County can be broadly divided into four physical areas: the open moorlands of the Lliw Uplands in the north; the rural Gower Peninsula in the west, containing a number of rural villages, contrasting coasts and the Gower Area of Outstanding Natural Beauty (AONB); the suburban area stretching from the edge of Swansea towards settlements in the west and along the M4 corridor; and the coastal strip around Swansea Bay, which includes the city centre and adjacent district centres.
- 6.2 Some two-thirds of the county's boundary is with the sea - the Burry Inlet, Bristol Channel and Swansea Bay.
- 6.3 Most of the population live within the urban areas radiating from the City Centre and in the surrounding nearby urban settlements. There are also rural / semi-rural settlements in and around the edges of Gower and to the north.
- 6.4 The Northern, Eastern and Central parts of the County have historically supported significant levels of housebuilding. The regeneration of the retail heart of the City Centre through mixed use development, including the reintroduction of residential units into the central area, has been seen as a particularly important means of breathing life back into the City. There has been major investment in infrastructure and environmental improvements, and these areas are well located for access to a wide range of employment opportunities. Development has been encouraged within the Maritime Quarter, SA1 and Lower Swansea Valley riverfront areas to reinforce the image and role of Swansea as a 'Waterfront City'.
- 6.5 Within the North West part of the County development has been concentrated on the settlements of Gorseinon, Loughor, Penllergaer and Pontarddulais in support of regeneration initiatives and local employment centres. This has included significant levels of housebuilding over the past decade.

6.6 West Swansea was the focus for the greatest boom in post war building and is now largely built-out to its environmental limits. Beyond this area the Gower Fringe is characterised by rural and semi-rural areas, including the settlements of Penclawdd, Crofty, Dunvant, Three Crosses, Upper Killay and Bishopston, where development has historically been limited to infill and small scale rounding off. Within the Gower AONB restrictive housing policies have historically been applied, however small-scale affordable housing development required to satisfy the overriding economic or social needs of a local community may be permitted.

## **7.0 Population change and influence on LDP/forthcoming revisions.**

7.1 The County has a population of 241,300 (mid-2014, ONS estimates) - the second largest unitary authority in Wales. Official estimates suggest that between 2004 and 2014, Swansea's population increased by 13,100 - an average annual growth of around 1,300 people (0.6%). 104,800 households live in Swansea, with an average household size of approximately 2.25 people. A falling average household size can be attributed to the significant rise of single-person households who now account for a third of all households.

7.2 Comparison of the age structure for Swansea against the Wales average shows a higher proportion of young adults, which is largely associated with the significant local student population. Numbers of those of pensionable age are comparable with the Welsh average; however the older population is projected to grow as a result of better health and associated improvements in life expectancy. Life expectancy at birth in Swansea now stands at 77.6 years for males (Wales 78.3) and 82.1 for females (Wales 82.3)

7.3 78% of the population were born in Wales, with 11.4% of people aged three and over able to speak Welsh. The latest official estimates suggest a non-white ethnic population of around 14,300 - 6.0% of Swansea's total population. 34.9% of Swansea's residents (aged 16-64) are qualified to NVQ level 4 (Degree level) and above.

7.4 The population of Swansea is projected to grow to over 250,000 by 2025 as a result of birth rates exceeding death rates and net in-migration. The County will need sufficient new homes, additional employment opportunities and improved infrastructure and community facilities to support this level of growth and raise standards of living.

7.5 Key influences on the LDP include:

- The link between housing land supply and support for local economic growth - the LDP seeks to provide for over 17000 new dwellings and support 14000 new jobs,
- Supply of new house building not keeping pace with demand as the local population grows,
- A shortfall of affordable housing across the County with the recession increasing the demand for such housing,
- Need for greater variety of size and tenure mix within new housing developments to contribute towards sustainable balanced communities,
- The age and condition of the current social, and to a lesser extent, private housing stock means that substantial improvement is required, particularly in relation to energy efficiency,
- Designing houses to meet the needs of an increasingly elderly population to live independently for as long as possible,
- The lack of suitable alternative accommodation for the elderly.

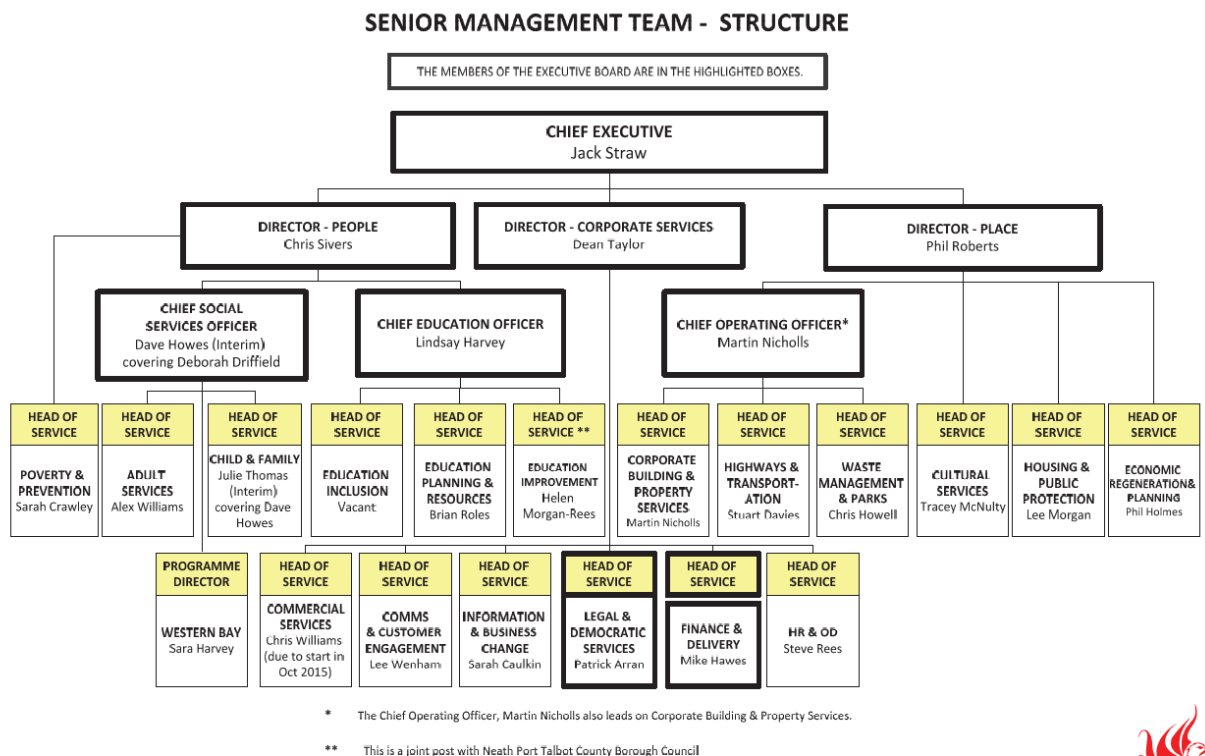


## PLANNING SERVICE

This section should in the main be drawn from sections prepared and approved for department's internal service report.

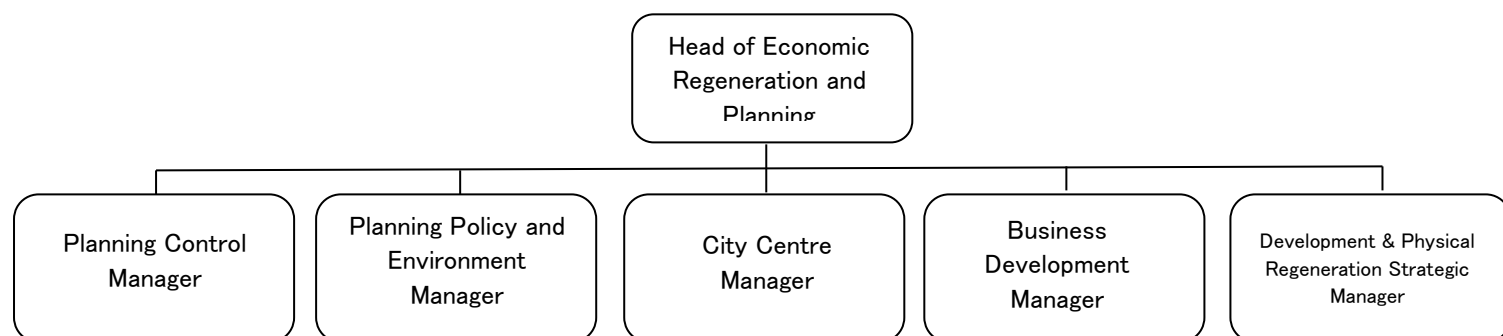
- 8.0 Setting within wider organisation, including organisation chart. How is the department structured? What is the reporting line to the Chief Executive? Are the development management and forward planning team co-located? Are they headed by a single separate head of service? If not, do they report along the same lines?

Chart 1 - Organisational Structure



- 8.1 The Council is organised into three Corporate Directorates reporting directly to the Chief Executive Officer, as detailed in Chart 1 above. Both the development management and forward planning functions sit within the Economic Regeneration and Planning Service under a single Head of Service who reports to the Director of Place.
- 8.2 As detailed in Chart 2 below the Economic Regeneration and Planning Section, itself, is organised into 5 separate service areas namely Planning Control, Planning Policy and Environment, City Centre Management, Business Development and Development and Physical Regeneration.

**Chart 2 – Organisational Structure**



**9.0 Wider organisational activities impacting on the service – how has the department responded to financial constraints imposed during budget setting? What cross departmental activities has the department been involved in or been affected by, e.g. closer joint working in advance of Williams implementation, IT changes, real estate rationalisation?**

9.1 The planned budget savings target for Economic Regeneration and Planning Section for the period 2014/15-2017/18 is £1,190,000. This target is currently under review with the aim of providing up to 50% savings over the next 3 financial years.

9.2 The Planning Policy and Environment Service is also currently undergoing a review of its structure in response to these budgetary pressures, to accommodate the retirement of the Planning Policy and Environment Manager at the end of February 2016 and to meet current planned budget savings of £1,110,000 over the period 2014/15-2017/18.

9.3 With a view to meeting this target the Planning Control Service has undergone a significant change process in an attempt to address current planned budgets savings of in excess of £460,000 over the same period.

9.4 This includes an ongoing year on year reduction of staff costs in the Planning Control service of £230k including, to-date, the loss of a Team Leader post, 4 Administration Officer posts and a Conservation Officer in the Urban Design and Conservation Team. Fee income targets in the budget have been increased for planning applications (+£50k) and fees were introduced for pre-application advice (+£50k target) and S106 monitoring (+£10k target) on 1<sup>st</sup> April 2015. Costs associated with the loss of the Planning Improvement Fund grant (£70k) have also been absorbed within the budget. In addition to efficiency savings detailed below, press advertising costs have also been reduced through contract re-negotiation (£25k saving).

9.5 Within the Planning Control Service an electronic document management system has been introduced to improve efficiency and processes and procedures have been reviewed using “Systems Thinking” methodology to remove blockages and double handling in the system.

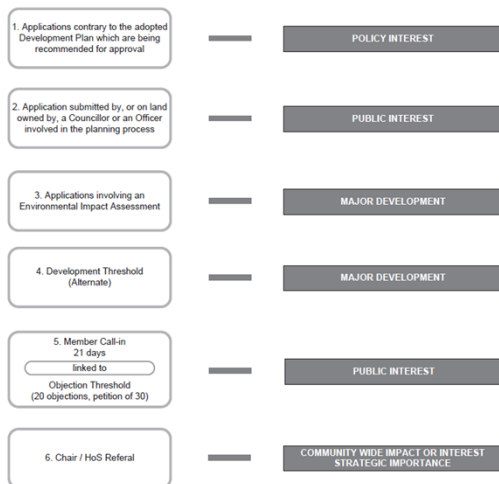
9.6 The Planning Control Service was also restructured in August 2014 and job descriptions were rationalised to accommodate staff savings and ER/VR and to provide flexible working for example, planning and enforcement officers now have the same job descriptions, as do all technicians and all administrative staff on the same grade.

- 9.7 Historically the Service area was organised into two separate Area Development Control Teams, a Major Projects Team, a separate Enforcement and Appeals Team, a team of Technicians, DC Admin and General Admin Teams, together with an Urban Design and Conservation Team.
- 9.8 The new structure detailed in Chart 4 at paragraph 11.1 below comprises of three self-contained Area Teams incorporating development control, enforcement and technical staff, a single Business Support Team providing administrative support and a rationalised Urban Design and Conservation Team.
- 9.9 The Council’s Committee structure was also amended in January 2015 to align with the recommendations of Welsh Government contained within its consultation document entitled “Planning Committees, Delegation and Joint Planning Boards (October 2014)”. In this respect the two former Area Planning Control Committees, the Rights of Way Sub-Committee and the Development, and Management and Control Committee comprising of all 72 Councillors have been amalgamated to form one single Planning Committee of 12 members dealing with all planning and rights of way issues.
- 9.10 In addition the Authority’s scheme of delegation has also been amended broadly in line with the National Scheme of Delegation recommended in the above referenced Welsh Government consultation document and as detailed in Chart 3 below. The Chair of Planning Committee, however, has referral and veto powers in certain circumstances and the Head of Service can also refer applications of strategic significant to Committee for decision.

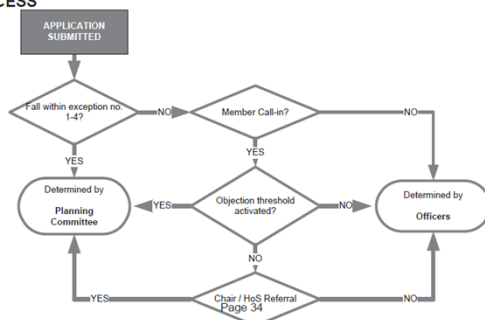
**Chart 3 – Scheme of Delegation**

Member Call-In linked to objection threshold:

**STRUCTURE**



**PROCESS**



9.11 The Authority is currently waiting with Neath Port Talbot BC (NPT) following the procurement of the same replacement back office system (Ibox) by both Authorities with shared hosting facilities. This will provide further opportunities for efficiency savings and shared working.

**10.0 Operating budget – including budget trend over 3 years, and fee income. Does the planning department retain fee income? Is this used to calculate its operating budget? Has a discrepancy between expected fee income and actuals affected the forward planning or operational activity of the department?**

10.1 The operating budget dedicated specifically to the development management and forward planning functions is difficult to establish as staff within the Planning Control and Planning Policy and Environment Service areas input into a range of functions including central administration for the Section as a whole, Rights of Way, Sustainability, Ecology and AONB functions and land charges for which fee income is not retained within the service area.

10.2 Whilst the overall budget for Planning Control and Planning Policy and Environment has reduced over the past three years fee income has risen since 2010/11 as illustrated in Table 1 below:

**Table 1 – Planning Application Fee Income**

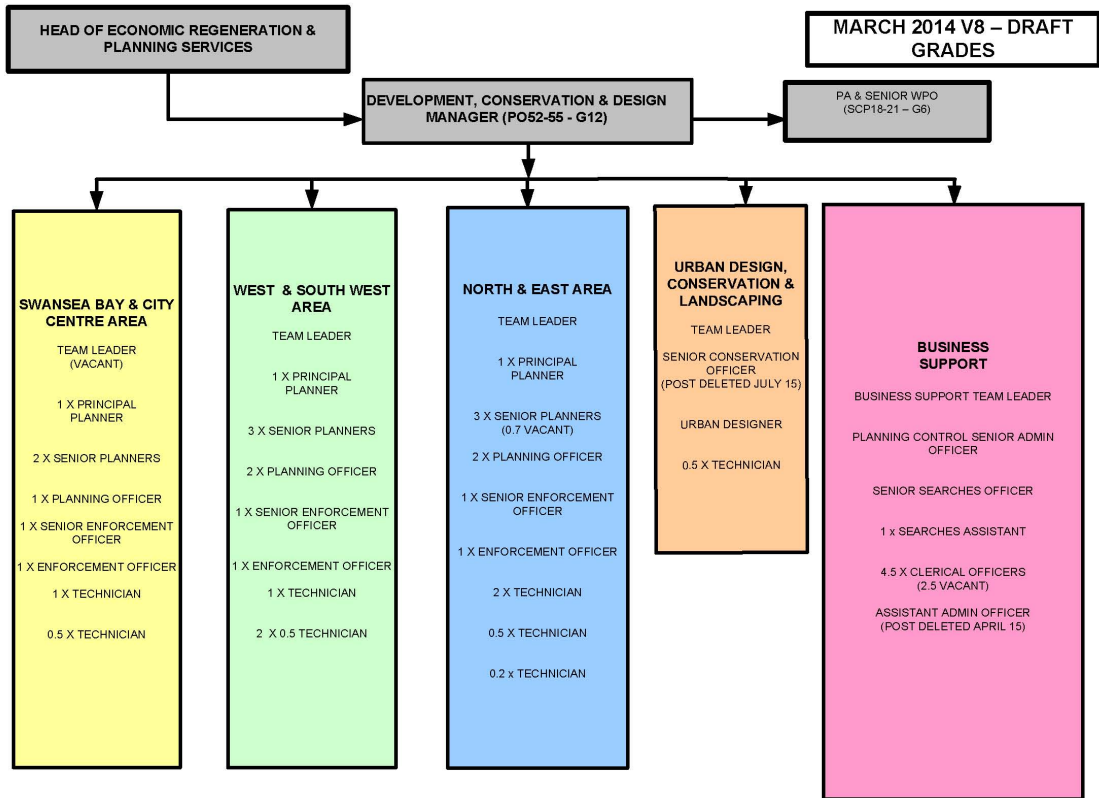
Income (£)	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Target	1,010,000	780,000	639,000	639,000	689,000	787,600
Actual	870,572	589,069	670,199	908,679	841,171	957,352

10.3 Fee income is retained within the Planning Control Section budget which is, however, set demanding fee income targets for each financial year to cover a growing proportion of the costs of the Service. This places a heavy emphasis on fee income as a means of sustaining the core business of the Service and represents a significant risk to service delivery should fee income fall or fee income targets be increased further to accommodate budget savings.

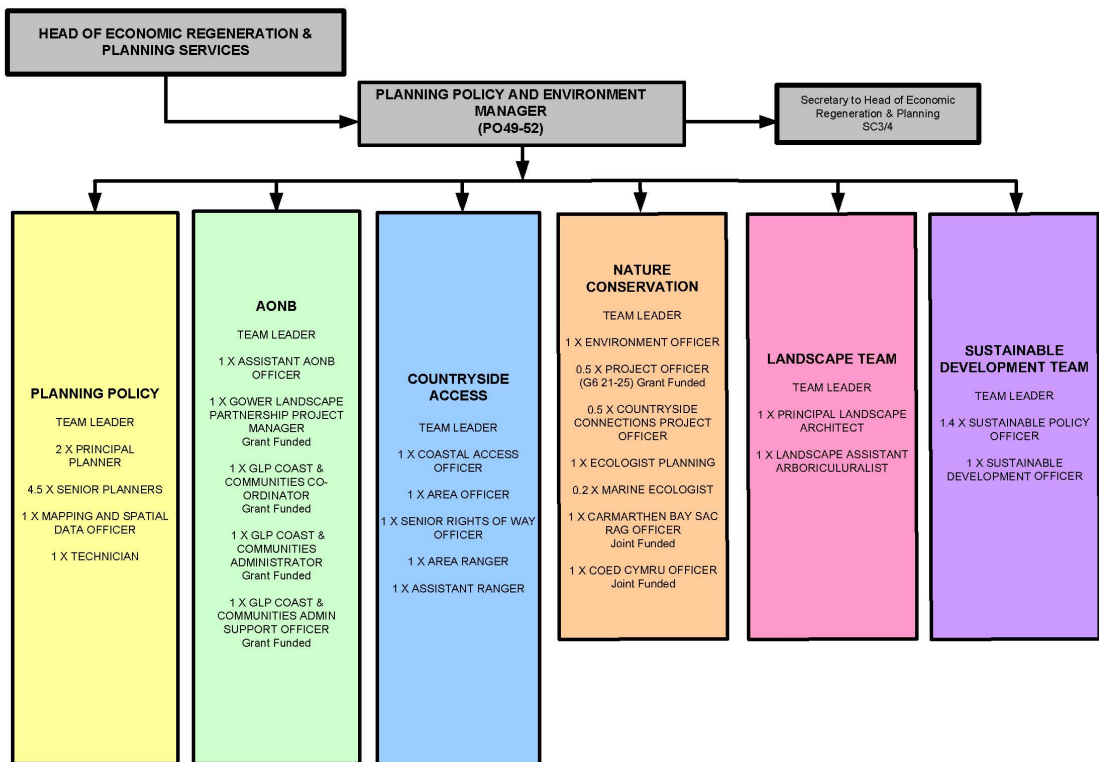
**11.0 Staff issues – what is the current staffing level of the department? What are the current plans for staff skills development and succession planning? Are any vacancies being carried? Has the service had to manage with redundancies (with reference to budget section above)? Has a loss of skills through sickness absence or other reasons, adversely affected the department? What are the coping mechanisms for this?**

11.1 The current staffing structure for Planning Control and Planning Policy and Environment is summarised in Chart 4 and 5 below respectively:

**Chart 4 – Planning Control Structure**



**Chart 5 – Planning Policy & Environment Structure**



- 11.2 As part of previous rounds of budget savings the Planning Control Section carries a vacancy provision in its budget equivalent to 12.5% of its total staff costs to be met through holding posts vacant on an ongoing basis. It currently carries one vacant Team Leader post, 2.5 vacant clerical officer posts and two members of staff on temporary contracts in its Business Support Team. It also has a number of staff members working reduced or family friendly hours.
- 11.3 As detailed above the Section has been restructured and job descriptions rationalised to provide more flexible working. Through on the job training, staff from previously discrete teams e.g. DC Admin. and General Admin. carry out a much wider range of functions. An Urban Design post and a Buildings Conservation Officer post have been merged to form a single post with the loss of heritage skills now being carried by the Team Leader.
- 11.4 Responsibility and authority has also been delegated further down the staff structure to accommodate a reduction in Team Leaders as a result of restructuring and to help facilitate change.
- 11.5 Upskilling and reskilling of staff in this way is an ongoing process but is seen as a robust mechanism to manage the risk to the Service as ongoing budget cuts bite deeper and harder.

#### **YOUR LOCAL STORY**

- 12.0 Workload. What are the current planning pressures the service is facing? What is the status of the LDP? Is development/monitoring/revision proceeding as planned? What is the impact on support of development management services, e.g. for master planning? What is the DM workload per officer?**
- 12.1 Development management pressures stem from a year on year increase in the number of planning applications received from 1482 in 2012/13 to 1832 in 2014/15 reflecting both an upturn in the development industry but also the additional number of applications submitted under the new non material amendment procedure introduced by Welsh Government. This has had the effect of increasing applications but reducing fee income for some developments which would previously have required the submission of a revised planning application. The number of planning applications received per case officer (FTE) was 146 per annum in 2014/15. This excludes the provision of pre-application advice, and appeals and input into the change process described above, appeals, enforcement cases, corporate projects and initiative and policy/SPG formulation.
- 12.2 The Planning Control Service was also under interim management arrangements until restructuring in August 2014 which has had an impact upon performance during the first and second quarters of 2014/15.
- 12.3 There has also been a review of the enforcement service by Scrutiny Working Group and significant political pressure to resolve an historic underinvestment in the enforcement service which had resulted in a build up of a significant enforcement backlog, with 674 outstanding cases being investigated by the Authority in July 2014.

- 12.4 Unpredictable workload associated with the submission of NSIP applications such as the Swansea Bay Tidal Lagoon and Abergelli Power, significant appeals and a compensation claim in respect of an Article 4 Direction has also had a significant impact upon available staff resources and the Planning Control budget.
- 12.5 Significant planning policy pressures include the current UDP approaching the end of the plan period; the lack of a five year housing land supply; advancing strategic LDP sites ahead of adoption of the plan; and the viability of introducing a Community Infrastructure Levy (CIL).
- 12.6 The UDP covers the period until the end of 2016, after which time, and until the adoption of the LDP (anticipated late 2017), there will be a local planning policy vacuum. Coupled with a housing land supply shortage, this could potentially result in speculative planning applications being submitted for housing development on currently unallocated greenfield land outside settlement boundaries. To attempt to address this, a guidance note for developers on 'departure' applications was approved by the Authority at Planning Committee on 10<sup>th</sup> November 2015. The note, which is due to be reported to Planning Committee for endorsement in November, puts in place a clear strategy for dealing with the housing land shortfall and prioritises early applications on appropriate LDP Sites, and in particular on Strategic Sites and sites for affordable housing.
- 12.7 Most of the Strategic Sites will deliver wider physical infrastructure improvements and are in the process of being master-planned. However there may be some gaps in infrastructure provision, particularly in relation to highways improvements that may need to be funded by CIL. Further research needs to be undertaken to establish whether CIL would be viable.
- 13.0 Reference to the Annual Monitoring Report (as an attachment). In the absence of an AMR, the authority should report on its progress towards adoption of the LDP, and any key issues arising in the year.**
- 13.1 LDP progress has been significantly delayed over the past year whilst engaging with the public on proposed sites to be allocated in the Plan. Members heard petitioners, visited sites and considered representations during a process which lasted 9 months. In addition, the ongoing failure to identify a gypsy and traveller site under the provisions of the UDP has had a knock-on effect on the LDP which will be found unsound if advanced without meeting gypsy and traveller needs.
- 13.2 Progress has however been made on LDP background evidence, including:
- Strategic Highway Network Capacity Study and assessment of impact of proposed Strategic Sites
  - 2014 & 2015 Joint Housing Land Availability Studies (JHLAS) published
  - Green Wedge/settlement boundary review completed
  - Ongoing Strategic Site Master planning including preparation of cross-boundary SPG for Fabian Way Innovation Corridor
  - Swansea City Centre Strategic Framework Review completed
  - Retail & Leisure Capacity Study completed
  - Housing Market Assessment Updated
  - Sustainability Appraisal of all LDP Candidate Sites

- 14.0 Current projects. Any specific items of research, best practice development or other initiatives being undertaken within the planning service. Examples could include a “development team” approach to major applications, work on a Local Development Order or process reviews.**
- 14.1 Joint Supplementary Planning Guidance has been drafted with NPT for the Fabian Way innovation corridor. It is a strategic site in the LDP and is due to be subject of public consultation later this year. Masterplans are also being produced for the other proposed LDP Strategic Sites.
- 14.2 Joint working with NPT and the agreement of a Memorandum of Understanding with Tidal Lagoon Swansea has assisted effective working between the relevant service areas from both Authorities and Natural Resources Wales.
- 14.3 The introduction of the Idox back office system to replace Northgate M3 and associated process change provides the potential for joint working with NPT.
- 14.4 A review of the enforcement process in conjunction with Legal Services to reduce failure demand and improve efficiency is ongoing.
- 15.0 Local pressures. Major applications or other planning issues having a disproportionate impact on the efficiency of the service. Could include specific development pressures, enforcement issues such as major site restoration issues, monitoring compliance of conditions with non-devolved consents (e.g. wind energy applications) or applications of national significance (e.g. LNG storage site).**
- 15.1 Responding to the Swansea Bay Tidal Lagoon NSIP application has had a significant impact on the Service and the Authority as whole. One Team Leader plus support staff were dedicated to furnishing the application process within Planning Control alone with significant input from colleagues in Services such as Pollution Control, Ecology, Highways. Significant external specialist expertise also had to be commissioned and resourced from existing budget.
- 16.0 Service improvement. What were the recommendations of the previous service improvement plan? In future years, this will also refer to actions identified in the previous Annual Performance Report (ideally they will share actions). For each of these:**
- 1. Have they been implemented?**
  - 2. If no, what are the obstacles and what is being done to overcome them?**
  - 3. If yes, have positive changes been observed as a result?**
  - 4. Have any secondary or new issues emerged to be addressed?**
  - 5. What are the next steps, if any?**



- 16.1 The Services Business Plan identified a number of key actions for Planning Control which are summarised as follows:
- Planning Improvement Services project,
  - Continued review of the democratic processes in line with the findings of the Wales Audit Office AIR and follow-up work,
  - Address Burry Inlet constraint to Development,
  - Member Training,
  - Completion of Corporate Property's Universal Asset Review,
  - Implementation of the Section 106 Register,
  - Deliver an agreed programme of Conservation Area Appraisals,
  - Implement Buildings at Risk Strategy.
- 16.2 The Planning Improvement Services Project included the restructuring of the Service which was complete in August 2014 and the introduction of revised business processes which were completed by January 2015. This has facilitated significant improvement to key elements of performance of the development management and enforcement functions in Quarter 3 and 4 of 2014/15.
- 16.3 The Authority's democratic processes were reviewed, structures amended and scheme of delegation changed in January 2015 broadly in line with Welsh Government recommendations contained within its consultation document entitled "Planning Committees, Delegation and Joint Planning Boards (October 2014)". External training has also been provided for Members of the new Planning Committee. This has facilitated an increase in delegation and reduction in the levels of Member overturns although not fully reflected in performance for 2014/15 given the transitional arrangement in place for the final quarter of that year.
- 16.4 Burry Inlet issues remain a significant potential constraint to development and is being addressed through a Memorandum of Understanding between Dwr Cymru/Welsh Water, Natural Resources Wales, Carmarthen and Swansea Council's. This is subject to review to provide a focus on capacity issues.
- 16.5 A Housing Land Availability, CIL and Section 106 Monitoring Database has been procured and populated. Revised processes have also been established and have been subject to internal Audit and scrutiny by Audit Committee to ensure that a robust mechanism is in place for the monitoring of Obligations. The Authority's Universal Property Review, which provides advice on Council sites subject to asset disposal, has also been completed.
- 16.6 Progress on delivering a programme of Conservation Area Appraisals has been delayed as a result of staff restructuring and the loss of one FTE within a small Team of specialists. The Fynone Conservation Appraisal is, however, at an advanced stage and is scheduled for adoption in December 2015.
- 16.7 Significant work has been completed on the Buildings at Risk Strategy with grant funding secured and work to key listed buildings at risk undertaken, including at the Hafod/Morfa Copperworks, Palace Theatre, Danbert House, Scotts Pit and Roman Bridge, completed or progressed during the year. A summary of the work to-date is summarised below:

**Table 2- Listed Buildings at Risk**

Listed buildings repaired and no longer at risk	7
Listed buildings still at risk that have been subject to urgent repairs	7
Vulnerable listed buildings that have been repaired	11
Current number of listed buildings at risk	40 (7.8%)
Current number of vulnerable listed buildings	80 (15.5%)
Listed buildings not at risk	(76.7%)

16.8 The Services Business Plan also identified a number of key actions for the Planning Policy and Environment Section which are summarised below:

- Progress the preparation of the Local Development Plan,
- Undertake and complete assessments to inform the evidence base for LDP.

16.9 LDP preparation is progressing behind the dates specified in the original Delivery Agreement, however, an amended Delivery Agreement was agreed with Welsh Government in June 2013.

**17.0 Performance Framework. What are the identified areas for improvement set out in Annex A? What steps will the authority take to address these? How will they be resourced? How will success be measured?**

17.1 The Delivery Agreement was reviewed in 2013 and the LDP is being progressed within 12 months of the revised date. A further revision is currently being prepared.

17.2 Once a Delivery Agreement has been revised beyond 18 months of the original dates specified there is little possibility of recovering slippage time, and the original agreement is in any event superseded. It is considered that the performance measure should be refined to follow the most recent Delivery Agreement.

17.3 The Councils current land supply stands at 3 years. Given that the Council is currently preparing the LDP, it does not consider it necessary at this stage to produce a formal review of the UDP housing land supply (e.g. by producing an Interim Housing Land Policy Statement). Furthermore this would cause confusion with, and ultimately delay, the LDP preparation process. However, in the interim, the Council is seeking to bring forward certain sites identified in the LDP Preferred Strategy which are recommended for inclusion in the Deposit LDP. This applies to sites that represent a departure to the adopted UDP policy framework which will not prejudice the Council's future growth strategy, as well as sites within the current settlement boundary. In particular the Council will prioritise strategic sites and also 'exception' sites that will deliver a high proportion of affordable housing. Prioritising Strategic Sites is necessary to ensure the high unit numbers attributed to these sites can be fully delivered over the Plan period up to 2025. The Authority approved Developer Guidance and Planning Applications for Non-Householder Residential Development to guide this process on 10<sup>th</sup> November 2015

- 17.4 In efficiency terms the Authority has seen a significant improvement in performance since restructuring in August 2014 with the percentage of all applications determined within 8 weeks rising to 84% in Q3 and 75% in Q4 2014/15.
- 17.5 The Authority sets a local target of 13 weeks for the determination of major applications which is considered to be a more realistic target given the average time to determine major applications in Wales last year was 206 days. 34% of all major applications were determined within this time whilst the average time for the determination of all major applications at 247 days was heavily influenced by the determination of a number of very old applications.
- 17.6 More accurately recording of timescales in relation to applications subject to S106 Planning Obligations and taking fuller advantage of provisions for the extension of time will help improve performance against this measure.
- 17.7 The Authority proposes to carry out a further review of its processes and procedures as part of the introduction of a replacement back office system in April 2016. Whilst this may have a short term impact upon performance it is anticipated that this will reduce the administrative burden associated with current incompatible systems and bring about opportunities further efficiency savings.
- 17.8 The percentage of Member made decisions contrary to officer advice appears high compared to the Welsh average although the way this is measured has changed since the previous year which appeared to represent a percentage of all decisions rather than those decision made by Members.
- 17.9 As detailed above the Authority amended its Committee structures and scheme of delegation in January 2015 to broadly align with Welsh Government proposals. This has resulted in an increase in delegation and a reduction in the total number of decisions made contrary to officer advice. This is not, however, reflected in performance in 2014/15 given the transitional measures in place during the last quarter of this recording year.
- 17.10 Enforcement performance has been under significant scrutiny by the Authority and through the Authorities Scrutiny Working Group following the build-up of a significant backlog of enforcement cases as a result of historic under resourcing of the junction.
- 17.11 Following restructuring in August 2014 additional staff resources have been allocated to the enforcement of planning control resulting in a significant reduction in the backlog of outstanding enforcement cases from in excess of 650 cases in August 2014 to some 500 in April 2015. This has had an impact upon the percentage of cases resolved within the required timescales.
- 17.12 The enforcement process and procedures are, however, currently subject to further review, in conjunction with Legal Services, with a view to removing blockages and failure demand in the system and improving efficiency.
- 17.13 Moving forward, the above improvements will have to be resourced from existing budget with difficult decisions having to be made regarding priorities to accommodate identified budget savings with improvement measured against existing suite of measures and PI's.

## WHAT SERVICE USERS THINK

17.14 In 2014-15 the Wales Data Unit conducted two customer satisfaction surveys on behalf of the Planning Officers Society Wales aimed at assessing the views of people that had received a planning application decision during the period. The first covered the period April 2014 – September 2014 and the second covered the period October 2014 – March 2015. The following feedback is based on the combined results of both surveys.

17.15 The surveys were sent to 554 people, 19% of whom submitted a whole or partial response. The majority of responses (64%) were from local agents. 21% were from members of the public. 12% of respondents had their most recent planning application refused.

17.16 We asked respondents whether they agreed or disagreed with a series of statements about the planning service. They were given the following answer options:

- Strongly agree;
- Tend to agree;
- Neither agree nor disagree;
- Tend to disagree; and
- Strongly disagree.

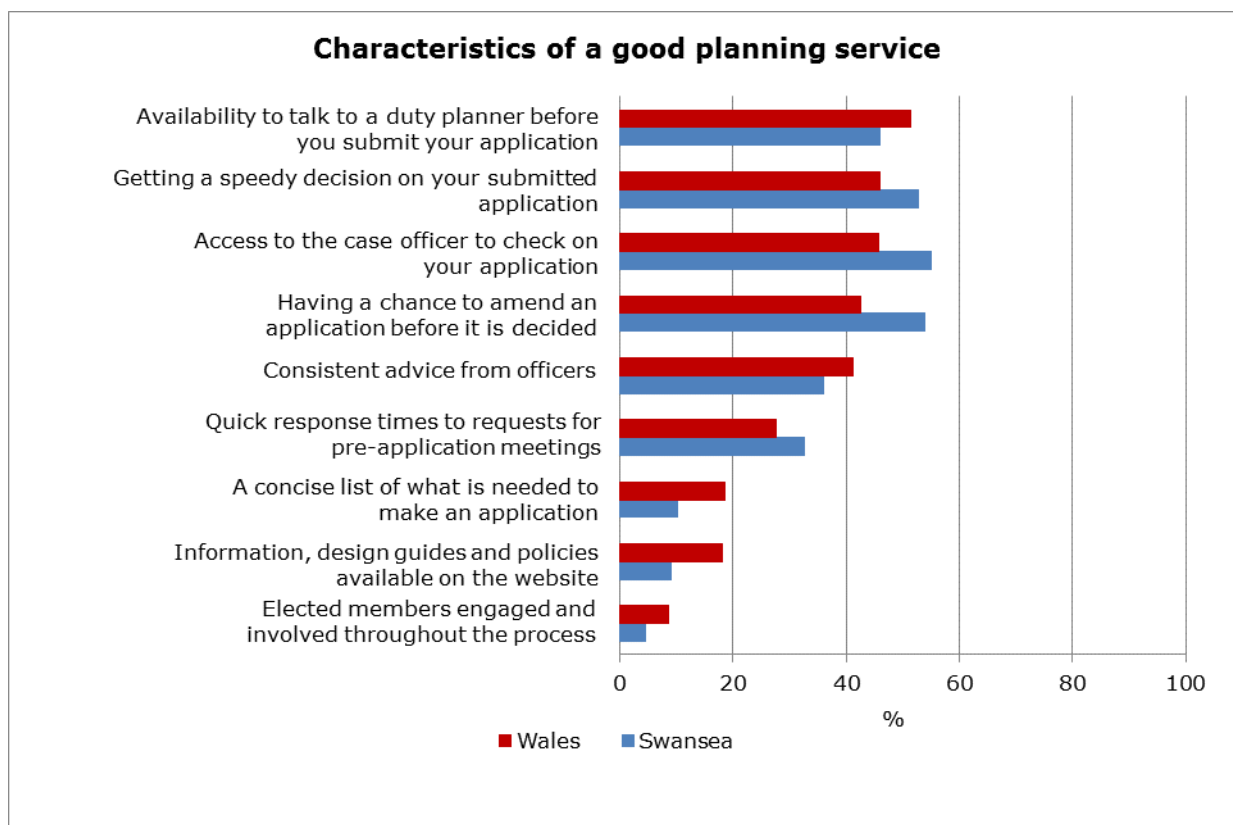
17.17 Table 1 shows the percentage of respondents that selected either 'tend to agree' or 'strongly agree' for each statement for both our planning authority and Wales.

**Table 1: The percentage of respondents who agreed with each statement, 2014-15**

	<b>%</b>	
<b>Percentage of respondents who agreed that:</b>	<b>Swansea LPA</b>	<b>Wales</b>
The LPA enforces its planning rules fairly and consistently	46	45
The LPA gave good advice to help them make a successful application	58	57
The LPA gives help throughout, including with conditions	51	48
The LPA responded promptly when they had questions	52	55
They were listened to about their application	58	56
They were kept informed about their application	40	46
They were satisfied overall with how the LPA handled their application	52	57

17.18 Respondents were also asked to select three planning service characteristics from a list that they thought would most help them achieve successful developments. Figure 1 shows how often each characteristic was selected as a percentage of the total number of selections. For us, 'having access to the case officer to check on applications' was the most popular choice.

**Figure 1: Characteristics of a good planning service, Swansea LPA, 2014-15**



Comments received include:

"Swansea is an efficient planning authority."

"Speed of response needs to be greatly improved"

"I do notice some inconsistency of approach and interpretation of policy between some officers."

17.19 Against this background the Authority also carried out its own customer satisfaction survey of applicants and agents. Of the 175 respondents 96% stated they were either satisfied or very satisfied with the overall service provided by the Authority.

**OUR PERFORMANCE 2014-15**

17.20 This section details our performance in 2014-15. It considers both the Planning Performance Framework indicators and other available data to help paint a comprehensive picture of performance. Where appropriate we make comparisons between our performance and the all Wales picture.

17.21 Performance is analysed across the five key aspects of planning service delivery as set out in the Planning Performance Framework:

- Plan making;
- Efficiency;

- Quality;
- Engagement; and
- Enforcement.

## Plan making

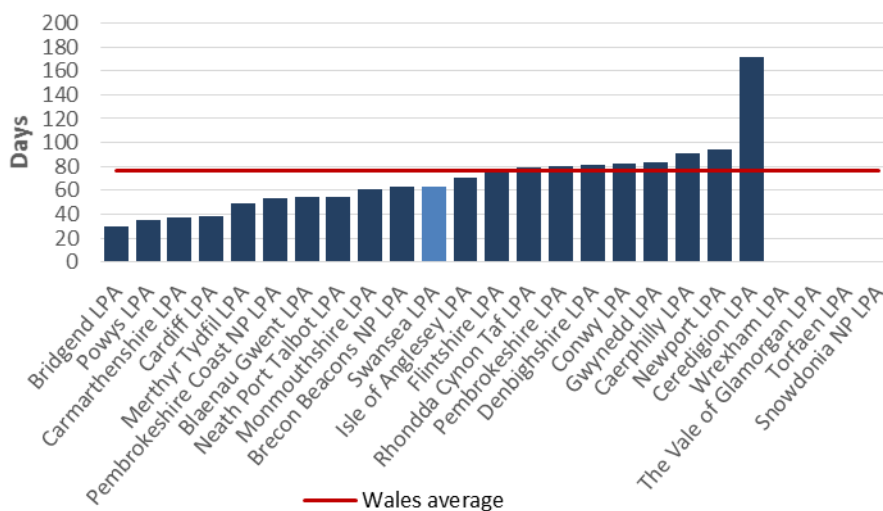
17.22 As at 31 March 2015, we were one of 21 LPAs that had a current development plan in place. We are currently working towards adopting our LDP/updating our LDP. So far, we are 30 months behind the dates specified in the original Delivery Agreement.

17.23 During the APR period we had 3.0 years of housing land supply identified (2015 JHLAS), making us one of 18 Welsh LPAs without the required 5 years supply.

## Efficiency

17.24 In 2014-15 we determined 1,734 planning applications, each taking, on average, 64 days (9 weeks) to determine. This compares to an average of 76 days (11 weeks) across Wales. Figure 2 shows the average time taken by each LPA to determine an application during the year.

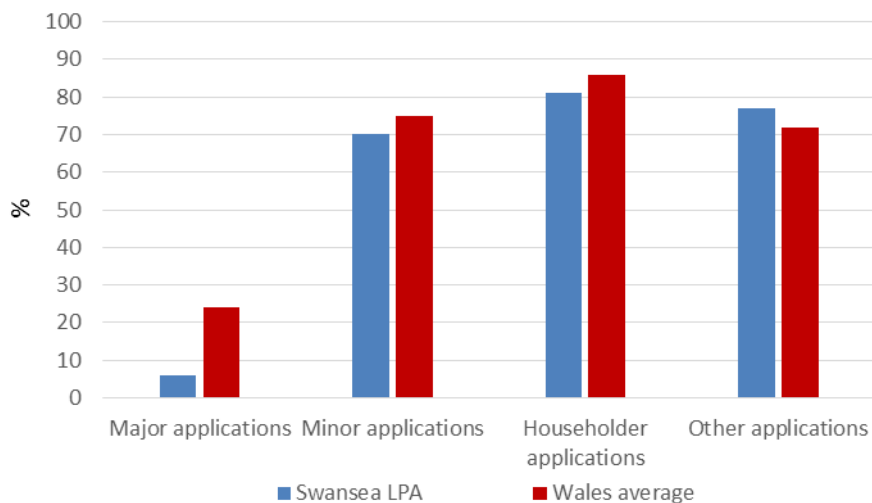
**Figure 2: Average time taken (days) to determine applications, 2014-15**



17.25 71% of all planning applications were determined within the required timescales. This compared to 73% across Wales and was below the 80% target. Only 5 out of 25 LPAs met the 80% target.

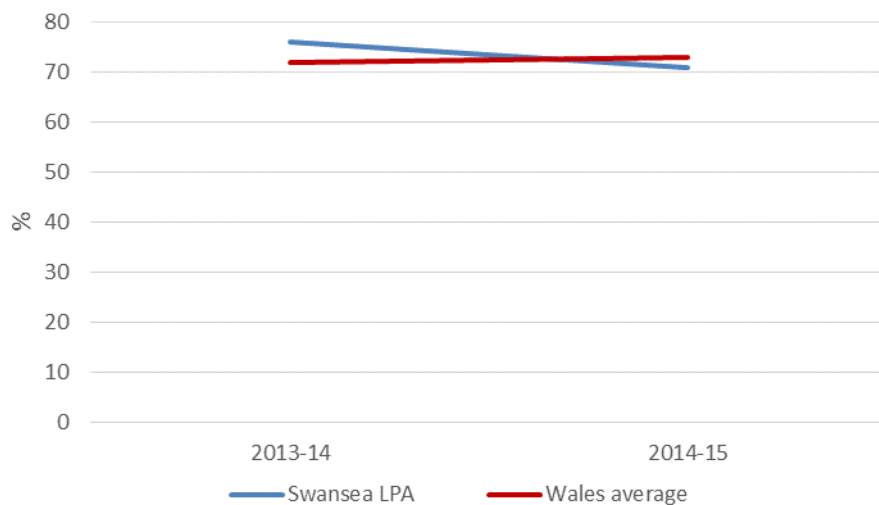
17.26 Figure 3 shows the percentage of planning applications determined within the required timescales across the four main types of application for our LPA and Wales. It shows that we determined 81% of householder applications within the required timescales.

**Figure 3: Percentage of planning applications determined within the required timescales, by type, 2014-15**



17.25 Between 2013-14 and 2014-15, as Figure 4 shows, the percentage of planning applications we determined within the required timescales decreased from 76%. Wales saw an increase this year.

**Figure 4: Percentage of planning applications determined within the required timescales**



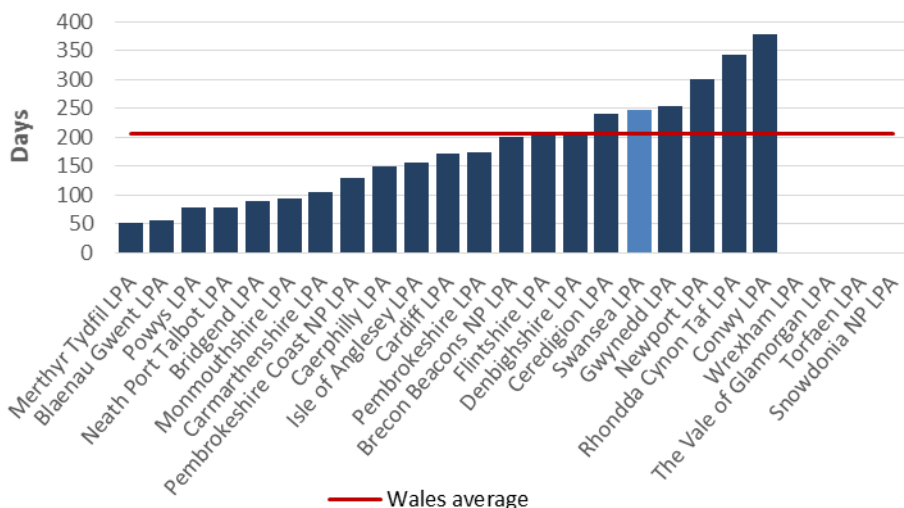
17.26 Over the same period:

- The number of applications we received increased;
- The number of applications we determined increased; and
- The percentage of applications we approved increased.

**Major applications**

17.27 We determined 32 major planning applications in 2014-15, 3% (1 application) of which were subject to an EIA. Each application (including those subject to an EIA) took, on average, 247 days (35 weeks) to determine. As Figure 5 shows, this was the fifth longest average time taken of all Welsh LPAs

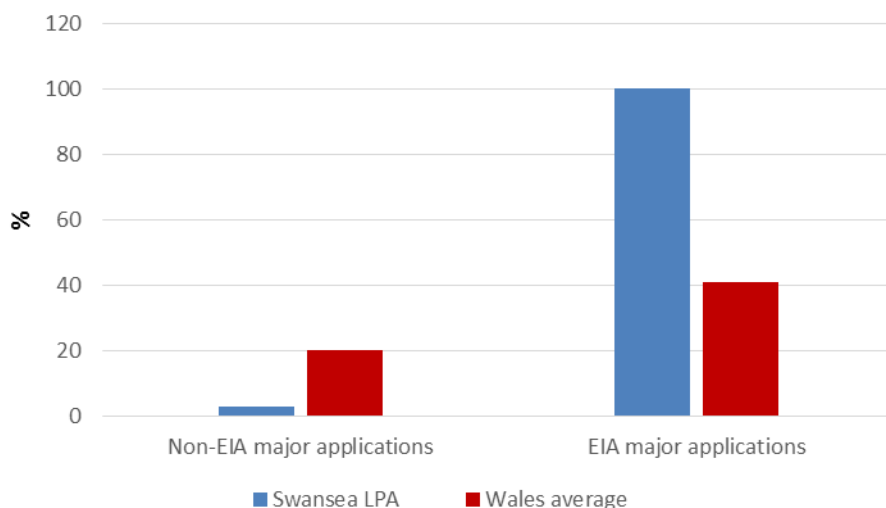
**Figure 5: Average time (days) taken to determine a major application, 2014-15**



17.28 6% of these major applications were determined in the required timescales, the lowest percentage of all Welsh LPAs.

17.29 Figure 6 shows the percentage of major applications determined within the required timescales by the type of major application. 3% of our ‘standard’ major applications i.e. those not requiring an EIA, were determined within the required timescales during the year.

**Figure 6: Percentage of major applications determined within the required timescales during the year, by type, 2014-15**

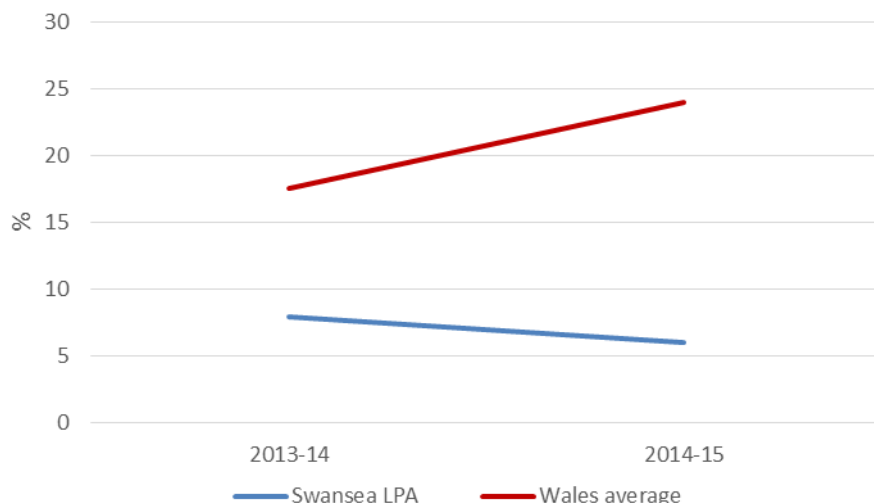


17.30 Since 2013-14 the percentage of major applications determined within the required timescales had decreased from 8%. In contrast, the number of major applications determined increased as had the number of applications subject to an EIA determined during the year.

17.31 Figure 7 shows the trend in the percentage of major planning applications determined within the required timescales in recent years and how this compares to Wales.



**Figure 7: Percentage of major planning applications determined within the required timescales**



17.32 Over the same period:

- The percentage of minor applications determined within the required timescales decreased from 75% to 70%;
- The percentage of householder applications determined within the required timescales decreased from 83% to 81%; and
- The percentage of other applications determined within the required timescales decreased from 84% to 77%.

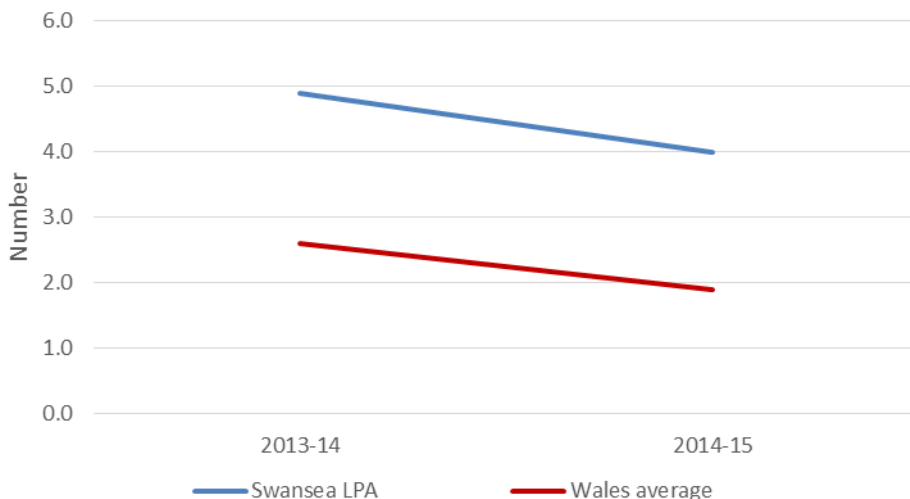
## Quality

17.33 Our Planning Committee made 47 planning application decisions during the year, which equated to 6% of all planning applications determined. Across Wales 7% of all planning application decisions were made by planning committee.

17.34 23% of these member-made decisions went against officer advice. This compared to 11% of member-made decisions across Wales. This equated to 1.3% of all planning application decisions going against officer advice; 0.7% across Wales.

17.35 In 2014-15 we received 73 appeals against our planning decisions, which equated to 4 appeals for every 100 applications received. This was the highest ratio of appeals to applications in Wales. Figure 8 shows how the volume of appeals received has changed since 2013-14 and how this compares to Wales.

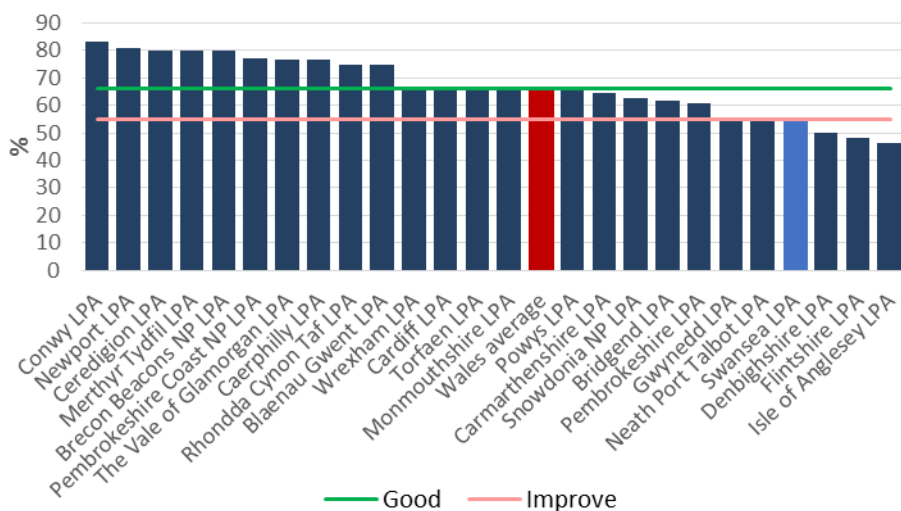
**Figure 8: Number of appeals received per 100 planning applications**



17.36 Over the same period the percentage of planning applications approved decreased from 87% to 85%.

17.37 Of the 71 appeals that were decided during the year, 55% were dismissed. As Figure 9 shows, this was the fourth lowest percentage of appeals dismissed in Wales and was below the 55% threshold.

**Figure 9: Percentage of appeals dismissed, 2014-15**



17.38 During 2014-15 we had no applications for costs at a section 78 appeal upheld.

**Engagement**

17.39 We are:

- one of 22 LPA's that allowed members of the public to address the Planning Committee; and

- one of 20 LPAs that had an online register of planning applications, which members of the public can access, track their progress (and view their content).

17.40 As Table 2 shows, 58% of respondents to our 2014-15 customer satisfaction survey agreed that the LPA gave good advice to help them make a successful application.

**Table 2: Feedback from our 2014-15 customer satisfaction survey**

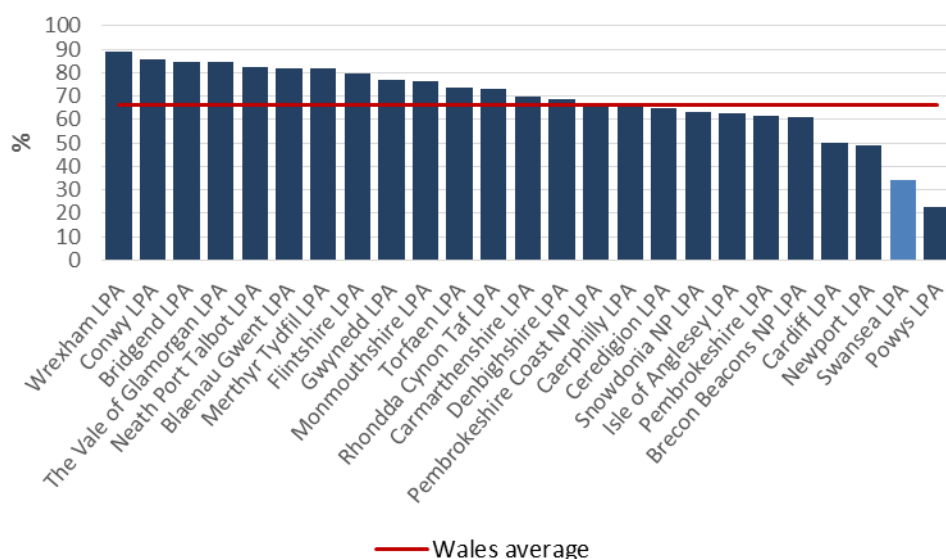
	%	
Percentage of respondents who agreed that:	Swansea LPA	Wales
The LPA gave good advice to help them make a successful application	58	57
They were listened to about their application	58	56

## Enforcement

17.41 In 2014-15 we investigated 687 enforcement cases, which equated to 2.8 per 1,000 population. This was the fifth highest rate in Wales. We took, on average, 115 days to investigate each enforcement case.<sup>1</sup>

17.42 We investigated 34% of these enforcement cases within 84 days. Across Wales 66% were investigated within 84 days. Figure 10 shows the percentage of enforcement cases that were investigated within 84 days across all Welsh LPAs.

**Figure 10: Percentage of enforcement cases investigated within 84 days, 2014-15**

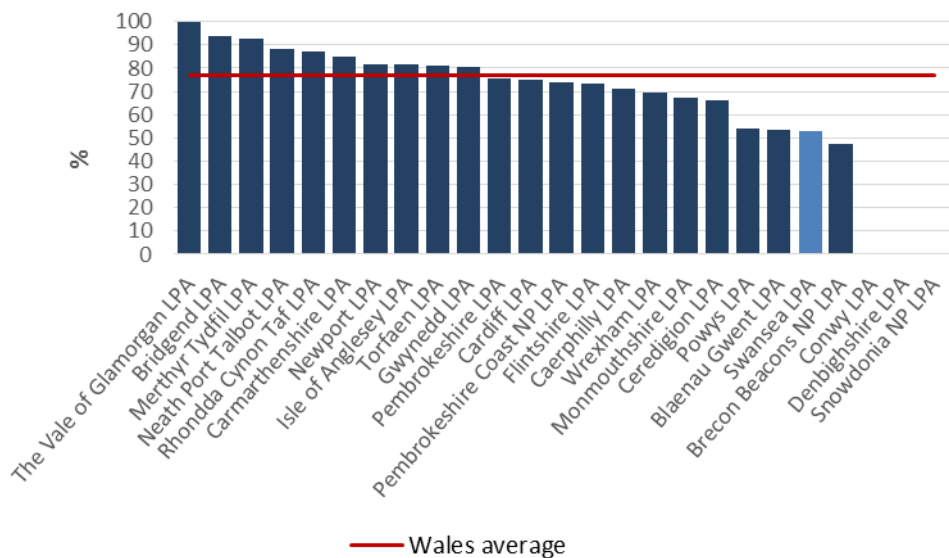


17.43 Over the same period, we resolved 49 enforcement cases, taking, on average, 184 days to resolve each case.

<sup>1</sup> Robust comparisons are not currently available as only 14 of the 25 LPAs supplied data for this indicator.

17.44 53% of this enforcement action was taken within 180 days from the start of the case. As Figure 11 shows this was the second lowest percentage in Wales.

**Figure 11: Percentage of enforcement cases resolved in 180 days, 2014-15**



## ANNEX A - PERFORMANCE FRAMEWORK

### OVERVIEW

MEASURE	GOOD	FAIR	IMPROVE
<b>Plan making</b>			
Is there a current Development Plan in place that is within the plan period?	Yes		No
LDP preparation deviation from the dates specified in the original Delivery Agreement, in months	<12	13-17	18+
Annual Monitoring Reports produced following LDP adoption	Yes		No
The local planning authority's current housing land supply in years	>5	4-4.9	<4
<b>Efficiency</b>			
Percentage of "major" applications determined within time periods required	Not set	Not set	Not set
Average time taken to determine "major" applications in days	Not set	Not set	Not set
Percentage of all applications determined within time periods required	>80	60.1-79.9	<60
Average time taken to determine all applications in days	Not set	Not set	Not set
<b>Quality</b>			
Percentage of Member made decisions against officer advice	Not set	Not set	Not set
Percentage of appeals dismissed	>66	55.1-65.9	<55
Applications for costs at Section 78 appeal upheld in the reporting period	0	1	2
<b>Engagement</b>			
Does the local planning authority allow members of the public to address the Planning Committee?	Yes		No
Does the local planning authority have an officer on duty to provide advice to members of the public?	Yes		No

WALES AVERAGE	Swansea LPA LAST YEAR	Swansea LPA THIS YEAR
Yes	Yes	Yes
60	18	30
Yes	N/A	N/A
4.2	5.1	3.0
24	8	6
206	No Data	247
73	76	71
76	No Data	64
11	1.6	23
66	55	55
0	3	0
Yes	Yes	Yes
-	-	-

MEASURE	GOOD	FAIR	IMPROVE
Does the local planning authority's web site have an online register of planning applications, which members of the public can access, track their progress (and view their content)?	Yes	Partial	No
<b>Enforcement</b>			
Percentage of enforcement cases investigated (determined whether a breach of planning control has occurred and, if so, resolved whether or not enforcement action is expedient) within 84 days	Not set	Not set	Not set
Average time taken to investigate enforcement cases	Not set	Not set	Not set
Percentage of enforcement cases where enforcement action is taken or a retrospective application received within 180 days from the start of the case (in those cases where it was expedient to enforce)?	Not set	Not set	Not set
Average time taken to take enforcement action	Not set	Not set	Not set

WALES AVERAGE	Swansea LPA LAST YEAR	Swansea LPA THIS YEAR
Yes	Yes	Yes
<b>Enforcement</b>		
66	No Data	34
71	No Data	114.5
77	No Data	53
175	No Data	184

IC: 001

**SECTION 1 – PLAN MAKING**

<b>Indicator</b>	<b>01. Is there a current Development Plan in place that is within the plan period?</b>	
<b>“Good”</b>	<b>“Fair”</b>	<b>“Improvement needed”</b>
A development plan (LDP or UDP) is in place and within the plan period	N/A	No development plan is in place (including where the plan has expired)

<b>Authority’s performance</b>	<b>Yes</b>
The adopted Unitary Development Plan is up to date and covers the period until 31 <sup>st</sup> December 2016.	

<b>Indicator</b>	<b>02. LDP preparation deviation from the dates specified in the original Delivery Agreement, in months</b>	
<b>“Good”</b>	<b>“Fair”</b>	<b>“Improvement needed”</b>
The LDP is being progressed within 12 months of the dates specified in the original Delivery Agreement	The LDP is being progressed within between 12 and 18 months of the dates specified in the original Delivery Agreement	The LDP is being progressed more than 18 months later than the dates specified in the original Delivery Agreement

<b>Authority’s performance</b>	<b>30</b>
The Delivery Agreement was reviewed in 2013 and the LDP is being progressed within 12 months of the revised date. A further revision is currently being prepared.	
Once a Delivery Agreement has been revised beyond 18 months of the original dates specified there is little possibility of recovering slippage time, and the original agreement is in any superseded. It is considered that the performance measure should be refined to follow the most recent Delivery Agreement.	

<b>Indicator</b>	<b>03. Annual Monitoring Reports produced following LDP adoption</b>	
<b>“Good”</b>		<b>“Improvement needed”</b>
An AMR is due, and has been prepared		An AMR is due, and has not been prepared

<b>Authority’s performance</b>	<b>N/A</b>
No adopted LDP is in place.	

<b>Indicator</b>	<b>04. The local planning authority's current housing land supply in years</b>	
<b>"Good"</b>	<b>"Fair"</b>	<b>"Improvement needed"</b>
The authority has a housing land supply of more than 5 years	The authority has a housing land supply of between 4 and 5 years	The authority has a housing land supply of less than 4 years

<b>Authority's performance</b>	3.0
<p>Given that the Council is currently preparing the LDP, it does not consider it necessary at this stage to produce a formal review of the UDP housing land supply (e.g. by producing an Interim Housing Land Policy Statement). Furthermore this would cause confusion with, and ultimately delay, the LDP preparation process. However, in the interim, the Council is seeking to bring forward certain sites identified in the LDP Preferred Strategy which are recommended for inclusion in the Deposit LDP. This applies to sites that represent a departure to the adopted UDP policy framework which will not prejudice the Council's future growth strategy, as well as sites within the current settlement boundary. In particular the Council will prioritise strategic sites and also 'exception' sites that will deliver a high proportion of affordable housing. Prioritising Strategic Sites is necessary to ensure the high unit numbers attributed to these sites can be fully delivered over the Plan period up to 2025.</p>	

**SECTION 2 - EFFICIENCY**

<b>Indicator</b>	<b>05. Percentage of "major" applications determined within time periods required</b>	
<b>"Good"</b>	<b>"Fair"</b>	<b>"Improvement needed"</b>
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

<b>Authority's performance</b>	6
<p>The Authority has set a local performance indicator with a target of 13 weeks for the determination of major applications which is considered to be a more realistic target given the average time to determine major applications in Wales last year was 206 days. 34 % of all major applications were determined within this time period.</p> <p>More accurately recording of timescales in relation to applications subject to S106 Planning Obligations and taking fuller advantage of provisions for the extension of time will help improve performance against this measure.</p>	



<b>Indicator</b>	<b>06. Average time taken to determine "major" applications in days</b>	
<b>"Good"</b>	<b>"Fair"</b>	<b>"Improvement needed"</b>
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

<b>Authority's performance</b>	247
The average time taken to determine major applications was 247 which compares to a Welsh average of 206 days and was heavily influenced by the determination of a number of old and historic applications and timescales for the completion of S106 Planning Obligations.	

<b>Indicator</b>	<b>07. Percentage of all applications determined within time periods required</b>	
<b>"Good"</b>	<b>"Fair"</b>	<b>"Improvement needed"</b>
More than 80% of applications are determined within the statutory time period	Between 60% and 80% of applications are determined within the statutory time period	Less than 60% of applications are determined within the statutory time period

<b>Authority's performance</b>	71
The percentage of all applications determined within 8 weeks was 62.1% and 63.9% during Q 1 and 2 while the service was under interim management arrangements pending restructure which took place in August 2014. Performance against this measure rose to 84.4% in Q3 and 74.7% in Q2 which was well above the respective Welsh average of 73.3% and 70.8%.	
This upward trend in performance has continued throughout 2015/16.	

<b>Indicator</b>	<b>08. Average time taken to determine all applications in days</b>	
<b>"Good"</b>	<b>"Fair"</b>	<b>"Improvement needed"</b>
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

<b>Authority's performance</b>	64
The average time to determine all applications was 64 days which is below the Welsh average of 73 days for the same period. This reflects a focus on determining applications at the earliest possible decision date rather than working towards the 8 week deadline.	

### SECTION 3 - QUALITY

<b>Indicator</b>	<b>09. Percentage of Member made decisions against officer advice</b>	
<b>“Good”</b>	<b>“Fair”</b>	<b>“Improvement needed”</b>
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

<b>Authority’s performance</b>	23
<p>The percentage of Member made decisions contrary to officer advice appears high compared to the Welsh average although the way this is measured has changed since the previous year which appeared to represent a percentage of all decisions rather than those decision made by Members.</p> <p>As detailed above the Authority amended its Committee structures and scheme of delegation in January 2015 to broadly align with Welsh Government proposals. This has resulted in an increase in delegation and a reduction in the total number of decisions made contrary to officer advice. This is not, however, reflected in performance in 2014/15 given the transitional measures in place during the last quarter of the last recording year.</p>	

<b>Indicator</b>	<b>10. Percentage of appeals dismissed</b>	
<b>“Good”</b>	<b>“Fair”</b>	<b>“Improvement needed”</b>
More than 66% (two thirds) of planning decisions are successfully defended at appeal	Between 55% and 66% of planning decisions are successfully defended at appeal	Less than 55% of planning decisions are successfully defended at appeal

<b>Authority’s performance</b>	55
<p>The percentage of appeals dismissed was heavily influenced by the number of decisions made contrary to officer advice. Of the 71 appeals that were decided during the year 37 were dismissed and 34 were allowed. Of the 34 appeals that were allowed 15 were determined by Committee and 12 were Member overturns. A performance of 20%.</p>	

<b>Indicator</b>	<b>11. Applications for costs at Section 78 appeal upheld in the reporting period</b>	
<b>“Good”</b>	<b>“Fair”</b>	<b>“Improvement needed”</b>
The authority has not had costs awarded against it at appeal	The authority has had costs awarded against it in one appeal case	The authority has had costs awarded against it in two or more appeal cases

<b>Authority’s performance</b>	0
No comment.	

**SECTION 4 – ENGAGEMENT**

<b>Indicator</b>	<b>12. Does the local planning authority allow members of the public to address the Planning Committee?</b>	
<b>“Good”</b>		<b>“Improvement needed”</b>
Members of the public are able to address the Planning Committee		Members of the public are not able to address the Planning Committee

<b>Authority’s performance</b>	Yes
No comment.	

<b>Indicator</b>	<b>13. Does the local planning authority have an officer on duty to provide advice to members of the public?</b>	
<b>“Good”</b>		<b>“Improvement needed”</b>
Members of the public can seek advice from a duty planning officer		There is no duty planning officer available

<b>Authority’s performance</b>	Yes
Office cover is provided at all times. The Authority also provide a “Householder Surgery” on a Wednesday afternoon for members of the public only to obtain advice from a professional planning officer so that they are informed before engaging with an architect and/or agent.	

<b>Indicator</b>	<b>14. Does the local planning authority’s web site have an online register of planning applications, which members of the public can access track their progress (and view their content)?</b>	
<b>“Good”</b>	<b>“Fair”</b>	<b>“Improvement needed”</b>
All documents are available online	Only the planning application details are available online, and access to other documents must be sought directly	No planning application information is published online

<b>Authority’s performance</b>	Yes
It is anticipated that the current search engine will be upgraded with enhanced functionality as part of the planned replacement of its current back office system.	

**SECTION 5 – ENFORCEMENT**

<b>Indicator</b>	<b>15. Percentage of enforcement cases investigated (determined whether a breach of planning control has occurred and, if so, resolved whether or not enforcement action is expedient) within 84 days</b>	
<b>“Good”</b>	<b>“Fair”</b>	<b>“Improvement needed”</b>
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

<b>Authority’s performance</b>	34
<p>There are recognised anomalies in the way this indicator is measured by different Authorities. This matter will be resolved as part of future returns.</p> <p>Enforcement performance has, however, been under significant scrutiny by the Authority and through the Authority’s Scrutiny Working Group following the build-up of a significant backlog of enforcement cases as a result of historic under resourcing of the service.</p> <p>Following restructuring in August 2014 additional staff resources have been allocated to the enforcement of planning control resulting in a significant reduction in the backlog of outstanding enforcement cases from in excess of 650 cases in August 2014 to 500 in April 2015. This has had an impact upon the percentage of cases investigated within the required timescales.</p>	

<b>Indicator</b>	<b>16. Average time taken to investigate enforcement cases</b>	
<b>“Good”</b>	<b>“Fair”</b>	<b>“Improvement needed”</b>
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

<b>Authority’s performance</b>	114.5
See comments above.	

<b>Indicator</b>	<b>17. Percentage of enforcement cases where enforcement action is taken or a retrospective application received within 180 days from the start of the case (in those cases where it was expedient to enforce)</b>	
<b>“Good”</b>	<b>“Fair”</b>	<b>“Improvement needed”</b>
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

<b>Authority's performance</b>	53
<p>There are recognised anomalies in the way this indicator is measured by different Authorities. This matter will be resolved as part of future returns.</p> <p>A reduction in the backlog of old and historic enforcement cases has had an impact upon performance when assessed against this measure.</p>	

<b>Indicator</b>	<b>18. Average time taken to take enforcement action</b>	
<b>"Good"</b>	<b>"Fair"</b>	<b>"Improvement needed"</b>
Target to be benchmarked	Target to be benchmarked	Target to be benchmarked

<b>Authority's performance</b>	184
See comments above.	

**SECTION 6 – SUSTAINABLE DEVELOPMENT INDICATORS**

17.45 The purpose of the Sustainable Development Indicators is to measure the contribution the planning system makes to sustainable development in Wales.

17.46 The Sustainable Development Indicators will be used to measure the progress against national planning sustainability objectives, set out in Planning Policy Wales, and can be used to demonstrate to our stakeholders the role and scope of the planning system in delivering wider objectives. The information will also be useful to local planning authorities to understand more about the outcomes of the planning system and help inform future decisions.

<b>Authority's returns</b>	<p>In quarter 1 we provided no data;                  In quarter 2 we provided no data;                  In quarter 3 we provided no data;                  In quarter 4 we provided no data.</p>
<ul style="list-style-type: none"> <li>• <i>[What are the reasons for missing data?]</i>                      Data for major developments for each quarter has been provided to Welsh Government. The Authority's current M3 back office does not have the functionality to capture the full dataset.</li> <li>• <i>[What actions are being taken to provide full returns?]</i>                      The Authority's M3 back office system was upgraded on 5<sup>th</sup> November 2015 and provides better functionality to capture the data.</li> <li>• <i>[When will complete data returns be provided?]</i>                      Data for major developments for each quarter has been provided to Welsh Government. Full data returns should be provided by Q4 2015/16.</li> </ul>	

<b>Indicator</b>	<b>SD1. The floorspace (square metres) granted and refused planning permission for new economic development on allocated employment sites during the year.</b>
------------------	--

<b>Granted (square metres)</b>	
<b>Authority's data</b>	0

<b>Refused (square metres)</b>	
<b>Authority's data</b>	0

A full dataset has not been collected. See comments at 17.46 above.

<b>Indicator</b>	<b>SD2. Planning permission granted for renewable and low carbon energy development during the year.</b>
------------------	--

<b>Granted permission (number of applications)</b>	
<b>Authority's data</b>	1

<b>Granted permission (MW energy generation)</b>	
<b>Authority's data</b>	18.69

A full dataset has not been collected. See comments at 17.46 above.

<b>Indicator</b>	<b>SD3. The number of dwellings granted planning permission during the year.</b>
------------------	--

<b>Market housing (number of units)</b>	
<b>Authority's data</b>	696

<b>Affordable housing (number of units)</b>	
<b>Authority's data</b>	259

Source: JHLAS April 1<sup>st</sup> 2014 to March 31<sup>st</sup> 2015

<b>Indicator</b>	<b>SD4. Planning permission granted and refused for development in C1 and C2 floodplain areas during the year.</b>
------------------	--

**Number of residential units (and also hectares of non-residential units) that DID NOT meet all TAN 15 tests which were GRANTED permission**

<b>Authority's data</b>	0
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**Number of residential units (and also hectares of non-residential units) that did not meet all TAN 15 tests which were REFUSED permission on flood risk grounds**

<b>Authority's data</b>	0
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**Number of residential units (and also hectares of non-residential units) that MET all TAN 15 tests which were GRANTED permission**

<b>Authority's data</b>	0
-------------------------	---

**A full dataset has not been collected. See comments at 17.46 above.**

This information is not collected for the JHLAS

<b>Indicator</b>	<b>SD5. The area of land (ha) granted planning permission for new development on previously developed land and greenfield land during the year.</b>
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**Previously developed land (hectares)**

<b>Authority's data</b>	2088
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**Greenfield land (hectares)**

<b>Authority's data</b>	58.5
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**A full dataset has not been collected. See comments at 17.46 above.**

Only residential development is monitored though the JHLAS, not all development types

<b>Indicator</b>	<b>SD6. The area of public open space (ha) that would be lost and gained as a result of development granted planning permission during the quarter.</b>
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**Open space lost (hectares)**

<b>Authority's data</b>	0
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<b>Open space gained (hectares)</b>	
<b>Authority's data</b>	0

A full dataset has not been collected. See comments at 17.46 above.

<b>Indicator</b>	<b>SD7. The total financial contributions (£) agreed from new development granted planning permission during the quarter for the provision of community infrastructure.</b>
------------------	---

<b>Gained via Section 106 agreements (£)</b>	
<b>Authority's data</b>	5000

<b>Gained via Community Infrastructure Levy (£)</b>	
<b>Authority's data</b>	0

A full dataset has not been collected. See comments at 17.46 above.

## APPENDIX 2 - PERFORMANCE FRAMEWORK

### OVERVIEW

MEASURE	GOOD	FAIR	IMPROVE	WALES AVERAGE 2014-15	Swansea 2013-14	Swansea 2014-15	Swansea 2015-16
<b>Plan making</b>							
Is there a current Development Plan in place that is within the plan period?	Yes		No	Yes	Yes	Yes	Yes
LDP preparation deviation from the dates specified in the original Delivery Agreement, in months	<12	13-17	18+	60	18	30	42
Annual Monitoring Reports produced following LDP adoption	Yes		No	Yes	N/A	N/A	N/A
The local planning authority's current housing land supply in years	>5	4-4.9	<4	4.2	5.1	3.0	No data
<b>Efficiency</b>							
Percentage of "major" applications determined within time periods required	Not set	Not set	Not set	24	8	6	32*
Average time taken to determine "major" applications in days	Not set	Not set	Not set	206	No Data	247	207*
Percentage of all applications determined within time periods required	>80	60.1-79.9	<60	73	76	71	85*
Average time taken to determine all applications in days	Not set	Not set	Not set	76	No Data	64	62*
<b>Quality</b>							
Percentage of Member made decisions against officer advice	Not set	Not set	Not set	11	1.6 **	23	11*
Percentage of appeals dismissed	>66	55.1-65.9	<55	66	55	55	61*
Applications for costs at Section 78 appeal upheld in the reporting period	0	1	2	0	3	0	1*
<b>Engagement</b>							
Does the local planning authority allow members of the public to	Yes		No	Yes	Yes	Yes	Yes

MEASURE	GOOD	FAIR	IMPROVE	WALES AVERAGE 2014-15	Swansea 2013-14	Swansea 2014-15	Swansea 2015-16
address the Planning Committee?							
Does the local planning authority have an officer on duty to provide advice to members of the public?	Yes		No	-	-	-	-
Does the local planning authority's web site have an online register of planning applications, which members of the public can access, track their progress (and view their content)?	Yes	Partial	No	Yes	Yes	Yes	Yes
<b>Enforcement</b>							
Percentage of enforcement cases investigated (determined whether a breach of planning control has occurred and, if so, resolved whether or not enforcement action is expedient) within 84 days	Not set	Not set	Not set	66	No Data	34	33*
Average time taken to investigate enforcement cases	Not set	Not set	Not set	71	No Data	114.5	31*
Percentage of enforcement cases where enforcement action is taken or a retrospective application received within 180 days from the start of the case (in those cases where it was expedient to enforce)?	Not set	Not set	Not set	77	No Data	53	45*
Average time taken to take enforcement action	Not set	Not set	Not set	175	No Data	184	215*

**Notes:**

\* Accurate at date of publication and does not include data for full quarter Q4.

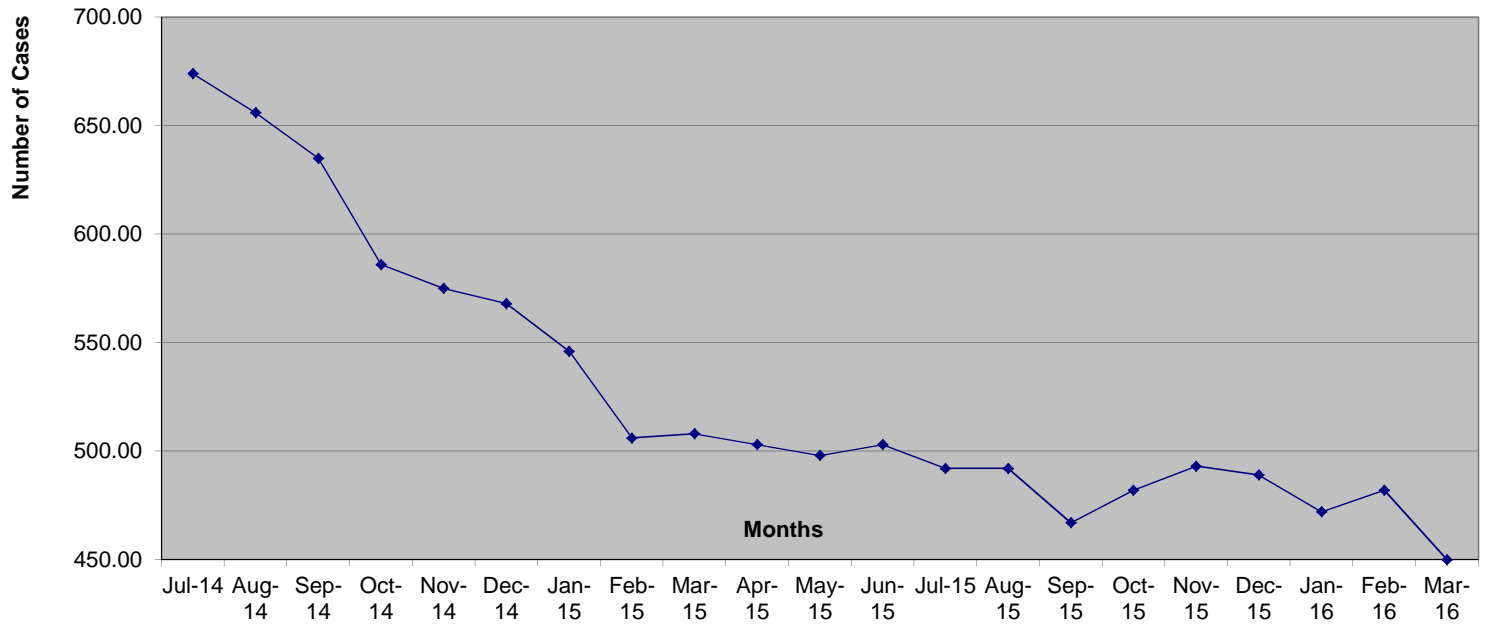
\*\* This measure has been amended from % of all decisions in 2013/14 to % of Committee decisions in 2014/15 and 2015/16.

**Appendix 3**

Year	Total no of apps decided	Delegated Apps Decided	% of Delegated apps decided	Committee Apps Decided	% of Committee apps decided	No of Apps decided contrary to officer recommendation	% of Committee Decisions overturned	% of all Decisions overturned
11/12	1421	1278	90%	143	10%	16	11%	1.1%
12/13	1279	1122	88%	157	12%	27	17%	2.1%
13/14	1548	1440	93%	108	7%	37	35%	2.4%
14/15	1747	1623	93%	124	7%	29	23%	1.7%
15/16	1794	1727	96%	66	4%	7	11%	0.4%

Months Cases

### Number of Unresolved Enforcement Complaints



Jul-14	674
Aug-14	656
Sep-14	635
Oct-14	586
Nov-14	575
Dec-14	568
Jan-15	546
Feb-15	506
Mar-15	508
Apr-15	503
May-15	498
Jun-15	503
Jul-15	492
Aug-15	492
Sep-15	467
Oct-15	482
Nov-15	493
Dec-15	489
Jan-16	472
Feb-16	482
Mar-16	450

## Report of the Chair

### Scrutiny Programme Committee – 11 April 2016

#### PROGRESS REPORT – SCHOOLS SCRUTINY PERFORMANCE PANEL

<b>Purpose</b>	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.
<b>Content</b>	This report focuses on the Schools Scrutiny Performance Panel. Councillor Fiona Gordon, convener of the Panel, will provide the update.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• Ensure awareness / understanding of the work of the Panel</li> <li>• Consider its effectiveness and impact</li> <li>• Consider any issues arising and action required</li> </ul>
<b>Lead Councillor(s)</b>	Councillor Fiona Gordon, Convener of the Schools Scrutiny Performance Panel
<b>Lead Officer &amp; Report Author</b>	Michelle Roberts, Scrutiny Officer Tel: 01792 637256 E-mail: <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 The Schools 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 provide a regular progress report to the committee 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 Schools Scrutiny Performance Panel. Councillor Fiona Gordon, convener of the Panel, will provide a progress report. To focus the discussion, a short written report is attached as **Appendix 1**. 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 (9) is as follows:

**Labour Councillors: 4**

Beverley Hopkins	Hazel Morris
<b>Fiona Gordon (CONVENER)</b>	Robert Smith

**Liberal Democrat Councillors: 3**

Mike Day	Cheryl Philpott
Paul Meara	

**Conservative Councillor: 1**

Anthony Colburn	
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**Other: 1**

Dave Anderson-Thomas – Statutory Co-opted Member (Parent Governor)
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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

## Schools Scrutiny Performance Panel Update

### 1. Remit of the Panel

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

### 2. Key Activities

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

- a) In January the Panel received the Annual Education Performance report. This report includes all the verified performance data for Swansea, included pupil attendance and exclusion data, along with comparisons with other local authorities. The Panel also considered the latest school categorisation matrix resulting from the autumn term school visits.
- b) In February the Panel met twice, to ask questions and give views on:
  - Relevant Education Budget proposals for 2016/17.
  - Proposed changes to the West Glamorgan Music Service, which were being consulted upon by the authority.
- c) In March the Panel met for a Q & A with head teacher (Kathryn Richards) and Chair of Governors (Cllr Mike White) from Brynhyfryd Primary School, as part of its series of challenge sessions with individual schools. The Panel wanted to challenge the performance of the newly merged Brynhyfryd Primary School.
- d) Over this period the Panel has also kept up to date with individual school Estyn Inspections publications and any advisory/practice documents including for example: relevant Estyn Inspection outcomes for Swansea, Estyn and other guidance information.

### 3. Achievements / Impact

The convener's letters to the Cabinet Member have raised some of the points below, some requiring a response from the Cabinet member which have been received. Key points:

#### Performance

- We were impressed with improvements in performance of pupils across both the primary and secondary sectors in Swansea, particularly how we compare with others in the region and across Wales.
- We were pleased with improvements in reducing the gap between pupils who are receiving free school meals and those who are not, although we did feel that this gap is still too large and the authority and schools must continue to focus on this issue.
- The majority of schools in Swansea are performing very well but there are a few that still need to recognise that further improvement is required - we were pleased to hear that these are receiving the necessary support from challenge advisors.
- The Panel has found the performance data to be quite difficult to negotiate fully and felt that some things were missing when looking at the analysis of the year across education in Swansea. The Panel has requested that improvements to the information provided in future years, including a précis of the key performance data.

#### Budget

- The Panel supported the budget priority of *'radically changing the way support for pupils is provided – more flexible earlier intervention and support, as local a possible'*.
- The Panel felt that the consultation with young people on the budget was not representative because it was based on such a small number of pupils.
- The Panel shared the concerns raised by the Schools Budget Forum about the impact of cuts.



### School Music Service

- The proposal to end the West Glamorgan Music Service and create a single music service in each authority has attracted a lot of public interest and strong feelings and we provided an opportunity for members of the public to address the Panel to inform our conclusions.
- The Panel was unclear about the rationale for splitting the service. We agreed that the service for Swansea had to be affordable for parents and for schools. We were pleased to hear that funding had been extended to August 2016, and the appointment of a business manager to deliver a sustainable service.
- We encouraged greater communication between Swansea and Neath Port Talbot, particularly in putting the Music Service on a more formal footing, including better clarity about who is responsible for what and music managers given the opportunity to disaggregate the service more effectively. The Cabinet Member for Education agrees with this point. We also recommended exploration of alternative models of delivery and practice elsewhere to inform decision-making. There was concern about proposed staffing allocation for Swansea in comparison with Neath Port Talbot. We recommended that the status quo is kept until the end of the next financial year 31 March 2017, thus giving more opportunity for the managers of the service to meet the challenge to decrease costs and increase income by:
  - Investigating and implementing further efficiencies within the service
  - Investigating further income and funding opportunities including use of the service by Pupil Referral Unit, SEN provisions and Adult Education
  - Potential use of Pupil Deprivation Grant for free school meals pupils

### Brynhyfyrd Primary School

- The Panel was pleased that its assessment of the performance of the Head Teacher in bringing together the two schools into a new Brynhyfyrd Primary School mirrored that of the Challenge Adviser.
- We were pleased to learn that the Head Teacher drew on support and guidance from the challenge adviser and good practice in other schools to identify and improve teaching in Brynhyfyrd primary School.
- The Head identified a number of areas for the panel that needed to be improved, namely that when a training need was identified, training should be carried out in a timely manner so that the training remains relevant. The Panel supported this and will be captured in a letter to the Cabinet Member.

## **4. Future Work Programme**

In April the Panel will undertake pre-decision scrutiny of the Cabinet report on the School Music Service Arrangements with Neath Port Talbot Council. This follows the consultation exercise on proposed changes to the West Glamorgan Music Service. The Panel will also focus on good practice in April. We have invited examples of good practice by schools across Swansea and will be looking at those highlighted when we meet, for example practice in relation to:

- children with behavioural issues and reducing exclusions and/or referrals to EOTAS
- improving school attendance
- Improving outcomes and closing the gap in performance of free school meal (FSM) pupils
- listening to the pupil voice
- Involving families and community

In May the Panel will reflect on and evaluate this year's work, identify learning points, and plan for the year ahead. This will include engagement with more schools, taking into account school categorisation data and advice from the Head of School Improvement, and a focus on key performance issues for the Education service.

## **5. Action for the Scrutiny Programme Committee**

None.

**TIMETABLE/PLAN OF WORK 2015/2016**  
**Schools Performance Scrutiny Panel**

<b>Meeting date and venue</b>	<b>Item to be discussed</b>
<b>Meeting 1</b> 18 May 15 – 4.00pm Room 110, Guildhall	<ul style="list-style-type: none"> <li>• Agree Panel work programme for the coming year</li> <li>• Update on current position with EMLAS</li> <li>• Briefing on the Education Improvement Grant</li> <li>• Revisit Elective Home Education letter and Cabinet Response</li> </ul>
<b>Meeting 2</b> 18 June 15 – 4.00pm CR6, Guildhall	<ul style="list-style-type: none"> <li>• ERW Business Plan (Betsan O'Connor, Managing Director ERW, Lindsay Harvey, Helen Morgan-Rees)</li> <li>• Home to School Transport – consultation on policy changes</li> </ul>
<b>Meeting 3</b> 13 Aug 15 – 4.00pm	SEN/ALN reform – What are we doing around this reform agenda
<b>Meeting 4</b> 10 Sep 15 – 4.00pm CR3b, Guildhall	<ul style="list-style-type: none"> <li>• Looked after Children Educational - Performance and Gypsy Traveller Children Education - Performance and support</li> </ul>
<b>**Extra meeting 5</b> 21 Sep 15 – 4pm 3.4.1, Civic Centre	<ul style="list-style-type: none"> <li>• Overview of curriculum change including implications for schools</li> <li>• Reviewing the work of the School Improvement Service Helen Morgan Rees (Hub Head of School Improvement)</li> </ul>
<b>Meeting 6</b> 8 Oct 15 – 4.00pm CR3b, Guildhall	<b>School 1</b> Casllwchwr Primary School (Headteacher and Chair of Governors) <i>Pre meeting with Challenge Advisor</i>
<b>**Extra meeting 7</b> 14 Oct 15 – 4.00pm	Pre-decision Scrutiny on the Future of Education Other Than At School Services
<b>Meeting 8</b> 3 Nov 15 – 4.00pm CR3b, Guildhall	<ul style="list-style-type: none"> <li>• Post Inspection Action Plan progress report - arising from Estyn Inspection 1 year on (Cabinet report 15 Oct 15 - forward look)</li> </ul>
<b>Meeting 10</b> 21 Jan 16 – 4.00pm CR3b, Guildhall	<ul style="list-style-type: none"> <li>• Annual Education Performance Reporting including pupil attendance and exclusion data (verified data); and Latest School Categorisation</li> </ul>
<b>Extra Meeting 11</b> 9 Feb 16 – 5.00pm Room 235, Guildhall	Annual Budget – Education aspects
<b>Meeting 12</b> 23 Feb 16 – 5.00pm CR1 Civic Centre	West Glamorgan Music Service Consultation
<b>Meeting 13</b> 17 Mar 16 – 4.00pm CR3b, Guildhall	<b>School 2</b> Brynhyfryd Primary School (Headteacher and Chair of Governors) <i>Pre meeting with Challenge Advisor for school</i>
<b>Meeting 12</b> 14 Apr 16 – 4.00pm CR3b, Guildhall	<ul style="list-style-type: none"> <li>• Good Practice Event</li> <li>• Pre-decision Scrutiny West Glamorgan Music Service</li> </ul>
<b>Meeting 14 - NEW</b> 11 May 16 – 4.00pm CR6, Guildhall	<ul style="list-style-type: none"> <li>• Evaluate your year</li> <li>• Plan for year ahead</li> </ul>
<b>New municipal year</b>	
<b>Meeting 1</b> 16 Jun 16 – 4.00pm	<ul style="list-style-type: none"> <li>• Cefn Hengoed Secondary School (to be contacted)</li> </ul>
<b>Meeting 2</b> 14 Jul 16 – 4.00pm	<b>Education through Regional Working (ERW) Business Plan</b> (Confirmed) Betsan O'Conner (Managing Director ERW), Helen Morgan Rees (Head of Hub Education Improvement Service), Lindsay Harvey (Chief Education Officer)

As at: 04/04/2016

# Agenda Item 8

## Report of the Scrutiny Manager

Scrutiny Programme Committee - 11 April 2016

### SCRUTINY OF SWANSEA PUBLIC SERVICES BOARD

<b>Purpose</b>	To agree the arrangements for the scrutiny of Swansea Public Services Board.
<b>Content</b>	The report sets out the new statutory requirement for Councils to scrutinise Public Services Boards and proposes that a multi-agency scrutiny performance panel is set up to meet this requirement.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Acknowledge that, for the purposes of the Well-being of Future Generations (Wales) Act 2015, the Scrutiny Programme Committee is the designated scrutiny committee for scrutinising Swansea Public Services Board</li><li>• Agree that a Public Services Board Scrutiny Performance Panel will be set up in order for the Committee to undertake this role</li><li>• Endorses the terms of reference for the Public Services Board Scrutiny Performance Panel set out at APPENDIX ONE</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Report Author</b>	Dave Mckenna, Scrutiny Manager, 636090, <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>

## 1. Background

- 1.1 The Well-being of Future Generations (Wales) Act 2015 requires that a public services board is set up in every local authority area in Wales. There is a duty on specified public bodies to work through these boards to improve the economic, social, environmental and cultural well-being of their areas by contributing to the national well-being goals set out in the Act.
- 1.2 Public services boards are the next generation Local Service Boards. They are specifically required to:
  - a) Undertake a well-being assessment for the area
  - b) Set local well-being objectives as part of a well-being plan
  - c) Take all reasonable steps to meet those objectives
- 1.3 Statutory guidance, setting out how the boards should operate, was published in February on the Welsh Government website:

<http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

- 1.4 Swansea Public Services Board will have its first meeting on 17 May. Scrutiny of the Public Services Board should therefore commence after that date.

## **2. Scrutiny of the Public Services Board**

- 2.1 The Act requires that a local government scrutiny committee is designated to scrutinise the work of the public services board for that area. The intention is to place responsibility for challenge and accountability locally rather than on Welsh ministers (who have relatively few powers).

- 2.2 The Act says that:

*Each Local Authority must ensure its overview and scrutiny committee has the power to;*

- a) *Review or scrutinise the decisions made or actions taken by the public services board;*
- b) *Review or scrutinise the board's governance arrangements;*
- c) *Make reports or recommendations to the board regarding its functions or governance arrangements;*
- d) *Consider matters relating to the board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and*
- e) *Carry out other functions in relation to the board that are imposed on it by the Act.*

- 2.3 Specifically, scrutiny is expected to:

- Formally receive the Wellbeing Assessment and Wellbeing Plan from the Public Services Board
- Act as a statutory consultee for the Wellbeing Assessment and Wellbeing Plan
- Review the Wellbeing Plan if directed to by the Welsh Minister (who has the power of referral but not approval)

- 2.4 In terms of the scrutiny arrangement the guidance says:

*In order to assure democratic accountability there is a requirement for a designated local government scrutiny committee of the relevant local authority to scrutinise the work of the public services board. It will be for each local authority to determine its own scrutiny arrangements for the public services board of which it is a member. For example, existing legislative powers can be used to put in place joint arrangements, such as 'co-opting' persons who are not members of the authority to sit on the committee, and where appropriate to appoint joint committees across more than one local authority area.*

*While it will continue to be entirely legitimate for a subject scrutiny committee (such as a children and young people's scrutiny committee) to scrutinise the public services board's work in relation to a specific issue, it is important that one committee takes an overview of the overall effectiveness of the board. This is the reason one committee must be designated to undertake this work.*

### **3. Proposed Arrangement**

- 3.1 As Swansea has a single committee model of scrutiny the Scrutiny Programme Committee will automatically be responsible for the scrutiny of the Public Services Board.
- 3.2 It is proposed that, in order to discharge this responsibility, the Committee establishes a Multi-Agency Scrutiny Performance Panel. This Panel would follow the same model as the current Local Service Board Scrutiny Performance Panel but with some differences such as the requirements of the Act and the Guidance being reflected in the Panel's terms of reference and workplan. The proposed terms of reference are attached at **APPENDIX ONE**.
- 3.3 The Panel will be convened by the Chair of the Scrutiny Programme Committee and include the conveners of the other scrutiny performance panels as well as the vice chair of the Scrutiny Programme Committee. The intention is to ensure that links to relevant service scrutiny activities are made.
- 3.4 As the partner agencies invited to participate in the Local Service Board Scrutiny Performance Panel reflected the 'core local service board members' set out in the relevant guidance, so it is proposed that the partners invited to participate in the new Panel reflects the Well-being of Future Generations (Wales) Act 2015 and Guidance. This means the statutory members and statutory invited participants (excluding the Council and the Welsh Ministers).
- 3.5 As with the Local Service Board Scrutiny Performance Panel, the intention is to invite non-executive members of the bodies above to work alongside scrutiny councillors. The relevant organisations along with the proposed invited panel members are detailed in the attached terms of reference.
- 3.6 The Committee should remember that, while the Panel will undertake the detailed work of scrutinising the Public Services Board, the Committee retains responsibility. To this end the Committee should:
  - Receive and consider a regular progress report from the Panel about its work and consider any additional actions as part of the scrutiny work programme as required
  - Receive and consider all correspondence between the Convener of the Panel and the Chair of the Public Services Board
  - Ensure that relevant Cabinet members are held to account for the work of the Public Services Board through Cabinet Member Q & A sessions

#### **4. Legal Implications**

- 4.1 The proposals in this report are consistent with the requirements of the Well-being of Future Generations (Wales) Act 2015 and the associated statutory guidance.

#### **5. Financial Implications**

- 5.1 There are no additional budgetary requirements associated with the proposals in this report. The Scrutiny Programme Committee manages its work with the resources allocated for support and prioritises accordingly.

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

## APPENDIX ONE

### Public Services Board Scrutiny Performance Panel Terms of Reference

#### 1. Why this topic is important:

- Scrutiny of Public Services Boards by local scrutiny committees is a statutory requirement set out in the Well-being of Future Generations (Wales) Act 2015 and associated statutory guidance.
- Scrutiny plays an important role; ensuring that partnership working is accountable to elected local councillors.
- Swansea Public Services Board is the overarching strategic partnership of public service providers in the area – scrutiny of this partnership supports the scrutiny of service performance more generally.

#### 2. What is the purpose of the Panel?

The overarching purpose of the panel is to consider:

##### ***What difference is Swansea Public Services Board making for citizens?***

The remit of the Panel includes only the activities of the Public Services Board as a partnership and excludes scrutiny of individual partner organisations.

#### 3. What are the possible lines of inquiry?

The Panel will support the Scrutiny Programme Committee to scrutinise the Public Services Board. The Act says that:

*Each Local Authority must ensure its overview and scrutiny committee has the power to;*

- a) Review or scrutinise the decisions made or actions taken by the public services board;*
- b) Review or scrutinise the board's governance arrangements;*
- c) Make reports or recommendations to the board regarding its functions or governance arrangements;*
- d) Consider matters relating to the board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and*
- e) Carry out other functions in relation to the board that are imposed on it by the Act.*

In addition to these functions the Panel's Lines of Inquiry can include (but not be limited to), the following:

1. The effectiveness of the Wellbeing Assessment
2. The effectiveness of the Wellbeing Plan
3. The effectiveness of performance measurement arrangements

4. The level of commitment from individual partners to the work of the Public Services Board
5. The effectiveness of the Public Services Board in communicating its work, objectives and outcomes to its stakeholders
6. The effectiveness of the Public Services Board in addressing the issue of pooled funding to tackle priorities

These Lines of Inquiry, some of which follow from the work of the Local Service Board Scrutiny Panel, are to be considered when the Panel develops its workplan.

## 5. Who will sit on this Panel?

The Panel will be a multi-agency panel with a core membership of 12 including six scrutiny councillors and six invited non-executives from local partner agencies. The scrutiny councillors will provide links to the committee and performance panels. The invited partner non-executives will be from the organisations listed in the Act as statutory members and statutory invited participants (excluding the Council and the Welsh Ministers).

The six scrutiny councillors will be:

Chair of the Scrutiny Programme Committee (Convener)	Vice Chair of the Scrutiny Programme Committee (Convener)
Convener (or representative from) the Schools Performance Panel	Convener (or representative from) the Child and Family Services Performance Panel
Convener (or representative from) the Service Improvement and Finance Performance Panel	Convener (or representative from) the Adult Services Performance Panel (proposed - to be confirmed by the committee)

The non-executive members of partner organisations who will be invited to join the Panel are as follows:

<b>Public Services Board Statutory Members / Invited Participants</b>	<b>Invitee</b>
Abertawe Bro Morgannwg University Health Board (Statutory Member)	Non-executive Board Member
Mid and West Wales Fire and Rescue Service (Statutory Member)	Member of the Performance, Audit and Scrutiny Committee , Mid and West Wales Fire Authority
Natural Resources Wales (Statutory Member)	Non-executive Board Member
The Chief Constable of South Wales Police (Invited Participant)	Member of the South Wales Police and Crime Panel
The South Wales Police and Crime	



Commissioner (Invited Participant)	
Probation Service Representative (Invited Participant)	Non-executive (tbc)
Swansea Council of Voluntary Services (Invited Participant)	Non-executive management Committee Member

In addition to the core membership the panel will be entitled to co-opt additional members on a temporary basis the length of which to be determined by the Panel. Co-optees should not be acting in an executive capacity for any of the Local Service Board partner agencies and may only be invited to join the Panel with the unanimous agreement of Panel members.

**6. How will the Panel report to the Scrutiny Programme Committee and elsewhere?**

The Panel will report via letters from the Convener to the Chair of Swansea Public Services Board. These letters, together with responses from the Chair of the Local Service Board, will be placed on the appropriate agenda of the Scrutiny Programme Committee. In addition it is expected that these letters will be formally considered by Swansea Public Services Board at full meetings.

The Panel will also provide a progress report to the Scrutiny Programme Committee no less than twice a year.

**7. Public Engagement**

The Panel will seek to gather evidence from the public as an ongoing aspect of its work.

Meetings of the Panel will be open to the public to observe and an item for public questions will be included on each agenda.

To promote public awareness updates from the Panel will be provided through the Swansea Scrutiny website and shared through social media.

Letters and agenda packs will be published via the scrutiny publications page.

## Report of the Chair

### Scrutiny Programme Committee – 11 April 2016

#### SCRUTINY DISPATCHES – QUARTERLY IMPACT REPORT

<b>Purpose</b>	To present a draft of the quarterly report from the committee to council on the impact of scrutiny.
<b>Content</b>	The report appends the draft ‘Scrutiny Dispatches’ report, which headlines recent activities and impact for council and public awareness.
<b>Councillors are being asked to</b>	approve content of the draft ‘Scrutiny Dispatches’ for submission to Council.
<b>Lead Councillor(s)</b>	Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for the overall work programme, including the various informal scrutiny activities, and monitoring progress to ensure that the work is effective.
- 1.2 The committee is also concerned about improving communication and public engagement, and getting more coverage in the media so that the public are more aware of the work of scrutiny.
- 1.3 In order to provide ‘headlines’ from scrutiny activity and give the work of scrutiny greater visibility, both for council and public audience, a quarterly ‘Scrutiny Dispatches’ report is published.

#### 2. Scrutiny Dispatches

- 2.1 The next quarterly report has been drafted for approval (**attached**). This will then be submitted to 28 April Council meeting for discussion.
- 2.2 ‘Scrutiny Dispatches’ is intended to demonstrate scrutiny achievements and outcomes. It is effectively a regular report about impact and how scrutiny is making a difference, rather than a descriptive account of scrutiny activities. The aim is to focus on and promote a small number of ‘significant stories’. A chair’s roundup is also featured to highlight other work.

2.3 As well as being a report to council the content will be shared more widely, with advice and support from the Council's Communications Team and utilising social media. This should help raise awareness of the work and impact of scrutiny, and hopefully encourage more public engagement and participation in scrutiny. It is anticipated that some of the impact stories within Scrutiny Dispatches will generate press releases.

2.4 In order to ensure that people are informed more generally about the work of scrutiny a monthly information list is also being produced. This list is shared via an email subscription, and includes details of:

- Forthcoming panel and working group meetings
- Topics being looked at by scrutiny
- Progress with current activities

### **3. Legal Implications**

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

### **4. Financial Implications**

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

‘How scrutiny councillors are making a difference’

## Supporting school governors through challenging times

(Lead: Councillor Fiona Gordon)

If the relationship between head teachers and school governors is too cosy it may affect the quality of education in your school. This is one of the claims that was investigated by scrutiny.

A panel of councillors recognised and paid tribute to the valuable work carried out by the 1300 school governors in Swansea. This work is done on a voluntary basis for the benefit of the children in their schools. However, responding to claims that many governing bodies simply act as ‘cheerleaders’ for the head teacher, a number of measures have been proposed to improve the confidence of school governors. The main message in the report published is that school governors can make a real difference but only if they have the information, training and support that they need.

The question considered by the Panel was: How can the Council ensure that school governors provide effective challenge for their schools? The report, *A Very Challenging Role*, includes a number of recommendations for the Council’s Cabinet including:

- Clearer guidance for governors about their role and what they should expect
- A mechanism for matching new governors with the governing bodies that have a gap for their particular skills
- Better information for governors provided on websites
- Encourage businesses to give their staff time off to serve as school governors

The report also includes a number of good practice ideas for governing bodies such as:

- Encouraging governors to use independent sources of information such as the [My Local School](#) website
- Mentors to help new governors
- Involvement of children and staff in meetings
- Stronger links with community groups and projects
- Training for the whole governing body wherever possible

The report was presented to Cabinet in March and a decision on the recommendations is expected in April. The report was produced by a cross party panel of councillors and draws on the views of education experts, school inspectors and school governors themselves. Professor Catherine Farrell from the University of South Wales worked with the Panel as a special advisor. Three good practice schools also contributed evidence to the inquiry; Hafod Primary, Bishopston Comprehensive and Ysgol Bryn Tawe. Councillors visited these schools and observed their governors meetings to pick up good practice ideas.

Councillor Fiona Gordon, Convener for the Panel, said: The role of school governors has changed significantly over recent years, with governors playing an increasingly important part in the management of schools, and school improvement. In many schools, governing bodies have responded to this change, but in others, old ways of working need to be updated to ensure governors have the capacity to challenge schools sufficiently. Each governing body has a different dynamic, just as each school is unique, and this report aims to point out general principles of good practice which the Panel recommends that governors are encouraged to consider.

## Ensuring education for all

*(Lead: Councillor Cheryl Philpott)*

Schools should be doing more to keep children in mainstream education, and not in specialist units. This is one of the conclusions of a report looking at services for those children that are educated other than at school.

The Education Inclusion Scrutiny Inquiry concluded that there is a need for improvement in meeting the needs of this group of vulnerable children. It argued that there needs to be a greater emphasis on reintegration of young people back into school, and better communication between professionals. Scrutiny councillors also called for urgent improvements to the fabric and suitability of the buildings used to house those children being educated other than at school.

Cabinet has now accepted recommendations, which means action to improve the quality of education for these children. As a result of the scrutiny inquiry, work will be done to:

- Develop a Behaviour Plan and Strategy
- Encourage school head teachers to explore ways in which joint working could take place as part of this Plan, as well as part of the development of school to school support
- Develop clearly defined entry and exit plans in relation to reintegrating young people back in to school
- Train all EOTAS staff and external providers in UNCRC principles
- Develop a new 14-16 service for young people with emotional and behavioural difficulties as part of an EOTAS Pathways restructure
- Explore other sites for Pupil Referral Unit provision

Councillors working on the Inquiry Panel wanted to ensure that every child is fulfilling its full potential by being able to access education even if they are not able to attend mainstream school. Councillors were concerned at reports that pupil referral units had inconsistent practice and that they are too often seen as an afterthought both within local and national priorities.

Scrutiny Councillors spoke to a number of interested parties including for example Head teachers from Bishop Gore and Pentrehafod Comprehensive Schools and Clase Primary School, Careers Wales West, Youth Offending Service, Swansea Youth Service, and Social Services.

## Challenging spending

*(Lead: Councillor Chris Holley)*

The Council should do more to involve the public in difficult budget decisions.

A meeting of the Service Improvement & Finance Scrutiny Performance Panel called the Leader of the Council, Councillor Rob Stewart, and Chief Accountant to give account for the budget proposals for 2016/17. The scrutiny process also enabled questions from members of the public.

Scrutiny councillors raised issues for the attention of Cabinet, which were presented by Councillor Chris Holley, convener. This included calling for:

- Improvements to budget consultation, such as the level of detail provided, to enable the public to make more informed decisions
- Public consultation on proposals arising from Commissioning Reviews about future service delivery

Questions were asked about the funding of leisure and cultural services, community asset and building transfer, fees and charges, new commercial approaches. The Panel expressed concern that continuing reductions to the Council's budget could feasibly lead to a long term position where there is no money available for anything other than statutory services.

## Meeting the Welsh Housing Quality Standard

*(Lead: Councillor Terry Hennegan)*

Council tenants are on course to benefit from improvements to the quality of their homes, such as new kitchens and bathrooms.

This is part of plans to deliver the Welsh Housing Quality Standard to all Council homes by 2020. It requires all social landlords to improve their housing stock to an acceptable level by 2020, to make sure that all homes are of good quality and suitable for the needs of existing and future residents.

A cross-party Scrutiny Working Group met to discuss progress with this important issue and was pleased with this news. Councillors stated that feedback from tenants in their wards was very positive and offered congratulations to officers on the work that has been done so far and the rapid acceleration of the investment programme. 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. The Working Group wrote to the Cabinet Member for Next Generation Services, who has responsibility for Housing Services. Key points included:

- To expand existing ways of communicating with tenants through increased use of Building Advisory Groups – which are a tried and tested way to ensure that contractors working in an area are able to get to know the tenants and local councillors, and can help to prevent problems escalating.
- To increase the amount of information provided to tenants and councillors on long term plans, to enable them to understand where their properties / wards fall in the investment programme priorities.
- Take 'before and after' photos in order to publicise the improvement works.

## Chair's Roundup:

This is my third quarterly roundup of the work of [scrutiny](#).

### Working on in-depth inquiries

We have been busy gathering evidence over the last few months on:

- Child & Adolescent Mental Health Services – an Inquiry Panel is looking at ways in which the council and its partners can reduce the demand for specialist child & adolescent mental health services.
- Building Sustainable Communities - an Inquiry Panel is focused on how the council can best support residents to run some services in their own communities.

These inquiries will report shortly their findings, conclusions and recommendations.

A new inquiry is expected to start in the next month with a focus on the council's priority and plans on tackling poverty.

### Holding Cabinet Members to account

Each month's Scrutiny Programme Committee meeting features a Q & A session with a Cabinet Member in order to hold them to account for their work. As I write we are due to meet with the Cabinet Member for Enterprise, Development & Regeneration in April and Cabinet Member for Environment & Transportation in May. We will develop a programme for all Cabinet Members to come before the committee during the coming year. Acting as a 'critical friend' we question and challenge them on their priorities, actions, achievement and impact. We invite members of the public and all scrutiny councillors to contribute ideas to ensure the committee asks the right questions. A summary of each session and views of the committee are published in the form of letter to relevant Cabinet Members. Over the last few months we have put questions to the Cabinet Members for Next Generation Services, Adults & Vulnerable People, and Anti-Poverty.

## **Scrutinising proposed Cabinet decisions**

One of the ways in which scrutiny can hold the cabinet to account is to carry out pre-decision scrutiny. This means questioning Cabinet Members on proposals, e.g. rationale, potential impact / implications, options considered, consultation undertaken, and presenting views to Cabinet ahead of decisions. We usually reserve pre-decision scrutiny for matters taking into account strategic impact, public interest and financial implications. Over the last few months we have looked at proposals in relation to the disposal of former Penllergaer Civic Centre, the development of City Centre Sites, and the Review of Abergelli and The Beeches Day Services. A look at changes to the School Music Service Arrangements with Neath Port Talbot Council is also planned for April.

## **Working in different ways to look at some issues**

Adopting a more light-touch approach, one-off Working Groups are set up to look at some topics. However there is flexibility where further work is necessary. One of these has been the issue of Tethered Horses. This work has generated a lot of partner and public interest. The Working Group has been keen to ensure everyone who wishes to express a view is able to do so, and has gathered a range of evidence to help it make recommendations to relevant Cabinet Members. Conclusions will be drawn in relation to a petition that has been made to the Council to ban the tethering of horses on public land. This work is coming to a close.

## **Attracting Inward Investment**

Following our scrutiny inquiry major steps forward had been made in relation to inward investment in the Swansea Bay City Region. The inquiry provided focus for how Swansea and the wider City Regions should be promoted and presented to potential investors. Recommendations identified key elements of an effective process for establishing and operating inward investment response and support. The recommendations made have been put in place, including the creation of a regional marketing suite for inward investment inquiries based at the Swansea Bay University Campus, to provide a welcoming 'front of house' to potential investors.

## **Improving the Streetscene**

Another inquiry carried out has helped lead to a change in structure, with the cleansing service forming part of a new Waste Management and Parks Service. This should result in better working relationships between cleaning and waste services, and operational efficiencies. In response to another recommendation more information about our services to and one to one contact with commercial waste customers has led to an increase in separation of commercial food waste by over 10 tonnes a week.

## **Making the work of scrutiny more transparent and accessible**

Just a reminder about our on-line 'publications page' for easy access to all scrutiny agenda packs, reports and letters as well as responses from Cabinet Members. We know that it is important to make the work of scrutiny transparent and accessible.

## **Looking back and looking forward**

We have been inviting people to reflect on the past year of scrutiny and are collecting views about future work through our annual survey. The Scrutiny Programme Committee will look at the results and host the Annual Scrutiny Work Planning Conference, which will take place on 12 May. All non-executive councillors are invited to participate in this. The work programme will try to balance community concerns with issues of importance to the council. We want to know if people have any issues of concern and will see how best scrutiny could deal with it to make a difference.

### **Connect with Scrutiny:**

Gloucester Room, Guildhall, Swansea. SA1 4PE (Tel. 01792 637732)

**Web:** [www.swansea.gov.uk/scrutiny](http://www.swansea.gov.uk/scrutiny)

**Twitter:** @swanseascrutiny

**Email:** [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)

**Bulletin Board:** [www.swanseascrutiny.co.uk](http://www.swanseascrutiny.co.uk)

## Report of the Chair

### Scrutiny Programme Committee – 11 April 2016

#### SCRUTINY WORK PROGRAMME 2015/16

<b>Purpose</b>	This report reviews the current scrutiny work programme.
<b>Content</b>	The current work programme is described, including the plan for future committee meetings, and progress of panels and working groups.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• accept or make changes to the scrutiny work programme</li> <li>• approve the establishment of an Adult Social Services Performance Panel (<i>see para. 2.2.3</i>)</li> <li>• plan for the committee meetings ahead</li> <li>• review progress of established panels and working groups</li> <li>• consider opportunities for pre-decision scrutiny</li> </ul>
<b>Lead Councillor</b>	Councillor Mary Jones, Chair
<b>Lead Officer</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

## 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**.

### 2.2.3 Transformation of Adult Social Services Panel (TASS)

The TASS Panel is holding its final meeting on 4 April. It will agree its final letter to the Cabinet Member which will contain the Panel's key findings, conclusions and recommendations.

The Panel was established in August 2014 to look at the TASS Programme and change process and provide critical friend challenge to the proposed or anticipated improvements. It was agreed by the Committee that as the work of the Panel and specific focus on TASS comes to an end it would be set up as an Adult Social Services Performance Panel.

The Committee is asked to confirm the establishment of an Adult Social Services Performance Panel and approve Terms of Reference (**Appendix 5**). Whilst it is anticipated that members of the TASS Panel will want to participate it is timely to review membership and invite expressions of interest from all scrutiny councillors. Proposals for membership (including convener) will then be reported back to the Committee for agreement.

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

3.1 The Annual Scrutiny Survey was issued at the end of February and invites, amongst other things, all councillors, staff, partners, and members of the public to suggest topics for the scrutiny work programme. The results of the survey will be shared with the committee once available and topic suggestions will be fed into the Annual Scrutiny Work Planning Conference taking place on 12 May 2016.

#### **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

Appendix 5: Draft Terms of Reference – Adult Social Services Scrutiny Performance Panel

**Scrutiny Programme Committee – Work Plan**

Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> <li>To review future cabinet business and consider opportunities for pre-decision scrutiny</li> <li>To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)</li> </ul>
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>
Scrutiny Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from scrutiny activities</li> </ul>
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> <li>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)</li> </ul>
Scrutiny Events	<ul style="list-style-type: none"> <li>Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development &amp; improvement Issues; WLGA / CfPS network meetings)</li> </ul>

Items for Specific Meetings:

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

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

	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>14 Dec</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Finance &amp; Strategy</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>Pre-decision Scrutiny: City Centre Development Sites – Selection of Preferred Developer(s)</li> </ul>	<ul style="list-style-type: none"> <li>To undertake pre-decision scrutiny of proposed Cabinet report, of the Cabinet Member for Enterprise, Development &amp; Regeneration, and decision scheduled for 19 November cabinet meeting.</li> </ul>
<b>11 Jan</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Services for Anti Poverty</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Report: <ul style="list-style-type: none"> <li>School Governance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Fiona Gordon, prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>8 Feb</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Adults &amp; Vulnerable People</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>14 Mar</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Next Generation Services</li> </ul>
	<ul style="list-style-type: none"> <li>Crime &amp; Disorder Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>11 Apr</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Enterprise, Development &amp; Regeneration</li> <li>Report on Planning System</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Schools</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and</li> </ul>

	Performance Panel	achievements
	<ul style="list-style-type: none"> <li>Scrutiny of Swansea Public Services Board</li> </ul>	<ul style="list-style-type: none"> <li>To consider implication of introduction of statutory Public Services Boards (in place of Local Service Boards) through the Wellbeing of Future Generations (Wales) Bill.</li> </ul>
<b>9 May</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Environment &amp; Transport</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: <ul style="list-style-type: none"> <li>CAMHS</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel from the convener, prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Local Service Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Convener attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>Annual Work Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny</li> </ul>

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

<b>Report Title</b>	<b>Report Summary</b>	<b>Lead Officer</b>	<b>Cabinet Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Background to Charging Policy (Social Services) - Paying for Social Services under the Social Services and Wellbeing (Wales) Act 2014.</b>	This Policy describes how City and County of Swansea will apply charges for Social Services under the Social Services and Wellbeing (Wales) Act 2014 that comes into force from 6th April 2016.	Dave Howes	Adults & Vulnerable People	Cabinet	21 Apr 2016	Open
<b>Capital Allocation to Highway Infrastructure Assets 2016-17</b>		Bob Fenwick	Environment & Transportation	Cabinet	21 Apr 2016	Open
<b>FPR7 - Local Transport Plan 2016/17</b>	The Council has been awarded grant funding from the Local Transport Fund for 2016/17. This report outlines the schemes to which funding has been allocated and consent is sought to add this to the Council's Capital Programme.	Ben George	Environment & Transport	Cabinet	21 Apr 2016	Open
<b>Housing General Fund (HGF) Disabled Facilities and Improvement Grant Programme 2016/17</b>	To approve the detailed breakdown of the 2016/17 Housing General Fund (Disabled Facilities and Improvement Grant) budget and its financial implications.	Mark Wade	Next Generation Services	Cabinet	21 Apr 2016	Open



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

<b>Report Title</b>	<b>Report Summary</b>	<b>Lead Officer</b>	<b>Cabinet Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Proposed disposal of land currently leased by Birchgrove Rugby Football Club (RFC)</b>	To seek approval to negotiate and agree the disposal to Birchgrove RFC of the freehold or leasehold interest in the land currently leased to the club.	Ian Beynon	Wellbeing & Healthy City	Cabinet	21 Apr 2016	Open
<b>Review of Car Parking Enforcement at the Civic Centre</b>	To update on parking arrangements at the Civic Centre including implementation of charging visitors.	Geoff Bacon	Finance and Strategy (Leader)	Cabinet	21 Apr 2016	Open
<b>Review of School Music Service Arrangements with Neath Port Talbot Council</b>	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	Education	Cabinet	21 Apr 2016	Open

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

<b>Report Title</b>	<b>Report Summary</b>	<b>Lead Officer</b>	<b>Cabinet Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Review of the City Centre Cumulative Impact Policy</b>	The report sets out the legislative requirements in respect of producing, publishing and reviewing the Council's Licensing Policy. Provides information on when the Licensing Policy was last reviewed and the introduction of the City Centre cumulative impact policy (CIP). Details the basis for the current review of the policy and the proposed changes to the section of the policy that relates to the CIP.	Lynda Anthony	Enterprise, Development and Regeneration	Cabinet	21 Apr 2016	Open
<b>Update on Corporate Asset Management Plan 2016.</b>	To update on progress to date with regards to the Corporate Asset Management Plan for the period 2013/17.	Geoff Bacon	Finance and Strategy (Leader)	Cabinet	21 Apr 2016	Open
<b>Waste Commissioning Review</b>	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	Environment and Transportation	Cabinet	21 Apr 2016	Open

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

<b>Report Title</b>	<b>Report Summary</b>	<b>Lead Officer</b>	<b>Cabinet Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Depot Rationalisation Project.</b>	The report outlines the project and preferred options and sets out the operational and financial case for the changes.	Geoff Bacon	Finance and Strategy (Leader)	Cabinet	21 Apr 2016	Fully exempt
<b>Disposal of Former Civic Centre and Adjoining Land at Penllergaer</b>	This report provides an update to the previously report of 5th November 2015 regarding the proposed sale of the former Penllergaer Civic Centre.	Stuart Ramsey	Finance and Strategy (Leader)	Cabinet	21 Apr 2016	Fully exempt
<b>European Social Fund (ESF) Cynnydd Funding Acceptance.</b>	To seek approval to deliver the new Cynnydd ESF Project. Project is being lead regionally by Pembrokeshire County Council.	Sarah Hughes	Enterprise, Development and Regeneration	Cabinet	21 Apr 2016	Fully exempt
<b>The Environment Centre, Pier Street</b>	To update Cabinet with lease options available and to seek the views of Cabinet regarding how the Council should proceed in this matter.	Deb Hill	Enterprise, Development and Regeneration	Cabinet	21 Apr 2016	Fully exempt
<b>Castle Square – Development and Public Realm Opportunity</b>		Katy Evans	Environment and Transportation	Cabinet	16 Jun 2016	Fully exempt

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

<b>Report Title</b>	<b>Report Summary</b>	<b>Lead Officer</b>	<b>Cabinet Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Contracts for Home to School Transport Services (SH 16-21)</b>		Cath Swain	Enterprise, Development and Regeneration	Cabinet	21 Jul 2016	Fully exempt

# Scrutiny Work Programme 2015-16

# Appendix 3a

ACTIVITY	November	December	January	February	March	April
<b>Scrutiny Programme Committee</b>	9 18*	14	11	4* 8	14	11
<b>Inquiry Panels</b>						
<b>Current:</b>						
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 (started Jan 2016)			14 27	3	3 15	14 27
<b>Follow Up:</b>						
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)						
	<b>Key for Inquiries:</b>					
	<b>Planning</b>		<b>Evidence Gathering</b>		<b>Final Report</b>	<b>Cabinet</b>
<b>Performance Panels</b>						
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
<b>Other Panels / Working Groups</b>						
Transformation of Adult Social Services Panel	16	14	11	8	7	4
Building Sustainable Communities (pre-inquiry)	26					
ERW Regional Councillor Group					11	
Local Flood Risk Management		14				
Civic Events	12					
Welsh Housing Quality Standard COMPLETE				3		
Tethered Horses			7	1	8	24
Tackling Poverty (pre-inquiry)						20
Tree Preservation						21

**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 was presented to Cabinet on 17 March. A response to the recommendations from Cabinet is 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 completed its evidence gathering and will now begin drafting its final report

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

In April the panel will speak to the Head of Poverty and Prevention about the role Community First has in relation to Community Action and what is being done in those areas not covered by Communities First to engage with communities. The panel has also produced a

survey that is closely shortly. 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. A pre-inquiry Working Group is planned for 20 April. The Scrutiny Councillors involved in this will have an initial meeting, to receive an overview report and relevant information from the Cabinet Member and officers, and come to a view about the focus for any in-depth inquiry and terms of reference.

## 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 & 3 March 2016 (Follow up complete)
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 on 9 March where they held 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 was to monitor the implementation and impact of savings targets for 2015/16 within their portfolios.

The Panel discussed the following areas in detail with the Cabinet Member for Services to Children & Young People:

- The financial strategy for Child & Family Services and the success of the Safe Looked After Children Strategy
- Youth Services and the further development of InfoNation on the Kingwsay as a one-stop-shop, including increasing the number of services operating from there as a response to the response to the challenging budget situation
- Changes to outdoor activity centre provision
- A change in approach to youth work, moving away from the traditional outreach role to a more targeted approach to supporting young people
- Progress of the Regional Adoption Service, including the success of the link between financial contributions and the performance framework.
- Youth Citizenship – the Panel recommended that the Cabinet Member look at the possibility of introducing a Swansea wide award for Youth Citizenship
- The Flying Start Programme and the development of an Early Years Strategy to cover support for the whole of Swansea.

The Panel discussed the following areas in detail with the Cabinet Member for Adults & Vulnerable People:

- The anticipated Adult Services budget overspend including the key areas of pressure and the measures in place to try to address this.
- Demand management/eligibility criteria and the impact of the new Social Services and Well-being (Wales) Act
- Impact of Business Support review on Social Services
- the development of an equipment register



- Plans to develop a business case to make use of Invest to Save funds to improve use of assistive technology
- Deprivation of Liberty Safeguards

The Panel also considered the 3<sup>rd</sup> Quarter Budget monitoring report as part of their regular finance and performance monitoring role.

The Panel will next meet on 13 April. On their agenda is the Cabinet report (January 2016) on the closure of the ICT project to bring the service back in-house. They will also consider the 3<sup>rd</sup> Quarter performance monitoring report.

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

See separate report - item 7 of the agenda.

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

The Panel met on 21 March where they received a briefing on the Wellbeing Assessment that will be produced by the Public Services Board and will form the evidence base of the new local Well-being Plan. They also looked in detail at the Local Service Board Driver Diagrams, which are a tool that helps translate a high level improvement goal into a set of underpinning goals ('drivers') and projects. This was in order to help them understand the performance monitoring arrangements that are being developed.

The Panel are in the process of finalising their findings letter to the Chair of the Local Service Board, which will provide their conclusions and recommendations from their work over the last six months looking at how effective the Board has been in addressing its priority of Older People's Independence. The intention is that the recommendations made by the Panel will assist in the development of the Public Services Board.

The Panel will next meet on 25 April in order to focus on scrutiny's role under the new Public Services Board arrangements and the changes that are required to the Panel's membership in order to reflect the revised statutory membership of the Board. Once the new members have been identified then invitations will be sent to the relevant representatives inviting them to join the Panel. Following this, meeting dates and a work plan will be arranged for the forthcoming municipal year.

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

The panel met on 14 March to discuss the draft Corporate Parenting Strategy. The panel learned that the Corporate Parenting Panel had undergone a revision. The Head of Service and the Corporate Parenting Panel had discussed what the panel should look like, its

terms of reference and membership. The panel will now be a decision making body.

The Corporate Parenting Annual Report will be added to the scrutiny panel's work plan.

The panel was concerned that the Corporate Parenting Strategy did not contain outcomes but was informed that the strategy was still in development and that work on it had been allocated to officers to complete. Lead officers had been identified, multi-agency working was taking place and children were being consulted.

The panel was pleased to hear that the Head of Service supported a rolling programme of corporate parent training and the panel suggested that a councillor briefing on corporate parenting could be arranged.

The panel was informed about the Virtual School which will contain all information on the education of looked after children in one place and that this would be accessible by the children themselves, parents and corporate parents.

Performance data on looked after children has been revised and will now be presented to the panel in 9 categories and this will continue to be presented to the panel each quarter in the performance report.

## **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 has been gathering evidence over the last 18 months in response to the transformation of adult services programme. The overall purpose of the panel was to focus on the transformation and change in adult services and provide critical friend challenge to the proposed changes. This process has now ended and the panel met on 7 March to consider all the evidence it had received and to identify conclusions which it agreed to present to the Cabinet Member for consideration during relevant commissioning reviews and future developments in adult services.

The panel agreed a set of conclusions and the final version will be agreed at the last meeting of the TASS panel to be held on 4 April.

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

A meeting for scrutiny councillors and officers from the six councils participating in ERW was hosted by Swansea on 11 March. Swansea was represented by Cllr Fiona Gordon. It was agreed that a scrutiny councillors group will be set up in order to coordinate scrutiny work and

ensure a consistent approach. The group agreed its terms of reference, discussed individual Councils scrutiny education work programmes, looked at the ERW Business Plan for 2016-19, shared good practice in relation to individual schools scrutiny and looked at the data for school standards and categorisation. The next meeting will be hosted by Pembrokeshire Council and is being arranged for September 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 Committee agreed at its last meeting that the Local Flood Risk Management Working Group can continue 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. The Head of Highways and Transportation has been contacted and asked to provide a timescale for future scrutiny involvement.

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 in April.

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

The Working Group met on 3 February and made a number of recommendations in a letter to Councillor Andrea Lewis, Cabinet Member for Next Generation Services. A response has been received and the letters are on the Committee's agenda.

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

The Working Group met on 24 March to reflect on the evidence gathered and discuss conclusions and possible recommendations looking at the issue of horses tethered on council land. The Working Group has been asked to consider the petition from Friends of Swansea Horses calling for a ban on this practice to be enforced by the Council. The Working Group has also considered the overall approach to this issue. A letter to relevant Cabinet Members is being prepared.

g) **Tree Preservation** (convener: Cllr David Cole)

The Working Group will meet on 21 April. The Cabinet Member has been invited (Councillor Robert Francis-Davies, Cabinet Member for Enterprise, Development & Regeneration), along with the relevant offices, to provide an assessment of current service and information on objectives, procedures/practice, challenges, and improvement plans etc. This 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). Following discussion the views of the Working Group and any recommendations will be presented in a letter to the Cabinet Member.

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

**1. 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.

**2. 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
<b>Scrutiny Programme Committee</b>	Mary Jones <a href="mailto:cllr.mary.jones@swansea.gov.uk">cllr.mary.jones@swansea.gov.uk</a>	Brij Madahar (01792 637257) <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
Inquiry Panels:		
<b>Child &amp; Adolescent Mental Health Services</b> How is the Council working with health and other partners to reduce demand for specialist child and adolescent mental health services?	Mary Jones <a href="mailto:cllr.mary.jones@swansea.gov.uk">cllr.mary.jones@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Building Sustainable Communities</b> How can the council best support residents to run services in their own communities?	Terry Hennegan <a href="mailto:cllr.terry.hennegan@swansea.gov.uk">cllr.terry.hennegan@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
Inquiry Panels (follow up)		
<b>Inward Investment</b>	Jeff Jones <a href="mailto:cllr.jeff.w.jones@swansea.gov.uk">cllr.jeff.w.jones@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Streetscene</b>	John Bayliss <a href="mailto:cllr.john.bayliss@swansea.gov.uk">cllr.john.bayliss@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Social Care at Home</b>	Uta Clay <a href="mailto:cllr.uta.clay@swansea.gov.uk">cllr.uta.clay@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>
<b>Corporate Culture</b>	Andrew Jones <a href="mailto:cllr.andrew.jones@swansea.gov.uk">cllr.andrew.jones@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>

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

<b>Civic Events</b>	Anthony Colburn <a href="mailto:cllr.anthony.colburn@swansea.gov.uk">cllr.anthony.colburn@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Welsh Housing Quality Standard</b>	Terry Hennegan <a href="mailto:cllr.terry.hennegan@swansea.gov.uk">cllr.terry.hennegan@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Tethered Horses</b>	Jeff Jones <a href="mailto:cllr.jeff.w.jones@swansea.gov.uk">cllr.jeff.w.jones@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>
<b>Tackling Poverty (pre-inquiry)</b>	Sybil Crouch <a href="mailto:cllr.sybil.crouch@swansea.gov.uk">cllr.sybil.crouch@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>
<b>Tree Preservation</b>	David Cole <a href="mailto:cllr.david.cole@swansea.gov.uk">cllr.david.cole@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>

**DRAFT Terms of Reference**

**Adult Services Scrutiny Performance Panel**

**1. Name:**

Adult Services Scrutiny Performance Panel

**2. Why this topic is important?**

- The service is undergoing major change and it is vital that performance is maintained and that further improvements are made across all areas of the service
- It is an area of high demand and high spend - there are significant financial pressures in this service area
- Corporate Priority One – Safeguarding Vulnerable People

**3. What is the purpose of the panel?**

The Panel will receive and request relevant performance reports to monitor and challenge assessments on service performance and quality in respect of adult social services

On behalf of the Panel, the convener will write to the relevant Cabinet Member raising issues of concern, comments and recommendations as appropriate following Panel meetings.

**4. Meetings:**

The Panel will be expected to meet on an ongoing basis, 4-6 times a year.

The Panel will report periodically on progress to the Scrutiny Programme Committee.



# Agenda Item 11

## Report of the Chair

### Scrutiny Programme Committee – 11 April 2016

#### MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

<b>Purpose</b>	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.
<b>Content</b>	This report is provided to facilitate any changes that need to be made.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• agree any membership changes of Panels and Working Groups necessary</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer &amp; Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 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. Legal Implications

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

#### 4. Financial Implications

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

Background Papers: None  
Legal Officer: Wendy Parkin  
Finance Officer: Carl Billingsley

## Report of the Chair

Scrutiny Programme Committee – 11 April 2016

### SCRUTINY LETTERS

<b>Purpose</b>	To ensure the committee is aware of the scrutiny letters produced following various scrutiny activities, and to track responses to date.
<b>Content</b>	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.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• Review the scrutiny letters and responses</li> <li>• Make comments, observations and recommendations as necessary</li> </ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 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:

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a	Streetscene Inquiry Panel (follow up)	20 Jan	Letter to/from Cabinet Member for Environment & Transportation
b	Welsh Housing Quality Standard Working Group	3 Feb	Letter to/from Cabinet Member for Next Generation Services
c	Inward Investment Inquiry Panel (follow up)	3 Mar	Letter to Cabinet Member for Enterprise, Development & Regeneration

- 3.2.1 The committee should note that the Streetscene and Inward Investment Inquiry Panels have now concluded their monitoring of agreed recommendations / cabinet action plan.
- 3.2.2 With regard to the work on Streetscene the letter from the convener does highlight the ongoing budget situation and the importance of continuing to provide good quality Streetscene services. It asks the committee to consider how the current budget situation will affect street scene services, as well as keep an eye on progress. This is something which the committee can raise as part of its regular Q & A with the Cabinet Member for Environment & Transportation.
- 3.3 Where requested Cabinet Members are expected to respond in writing to scrutiny letters within 21 calendar days. The response should indicate what action (if any) they intend to take as a result of the views and recommendations made. For this municipal year the letters log

now shows the average time taken by Cabinet Members to respond to scrutiny letters.

**4. Legal Implications**

4.1 There are no legal implications.

**5. Financial Implications**

5.1 There are no financial implications.

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

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

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

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

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

17	Public Engagement Inquiry Panel	25-Aug	Follow Up on Recommendations and Impact of Inquiry	Transformation & Performance	09-Sep	Not required	n/a	
18	Child & Family Services Performance Panel	10-Aug	Performance Monitoring Report	Services for Children & Young People (Deputy Leader)	10-Sep	28-Sep	18	n/a
19	Committee	10-Aug	Cabinet Member Question Session	Services for Children & Young People (Deputy Leader)	16-Sep	25-Sep	9	12-Oct
20	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
21	Service Improvement & Finance Performance Panel	12-Aug	Cabinet Member Question & Answer Session	Transformation & Performance	16-Sep	05-Oct	19	n/a
22	Transformation of Adult Social Services Panel	24-Aug	Network Hubs	Services for Adults & Vulnerable People	30-Sep	21-Oct	21	n/a
23	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
24	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
25	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

26	Schools Performance Panel	21-Sep	Reviewing the School Improvement Service	Education	14-Oct	28-Oct	14	n/a
27	Committee	14-Sep	Cabinet Member Question & Answer Session	Wellbeing & Healthy City	20-Oct	30-Dec	71	11-Jan
28*	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
29*	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
30	Schools Performance Panel	14-Oct	Future of Education other than at School services	Education	26-Oct	02-Dec	37	n/a
31	Schools Performance Panel	08-Oct	Meeting with Casllwchwr Primary School	Education	26-Oct	Not required	n/a	n/a
32	Committee	12-Oct	Cabinet Member Question & Answer Session	Education	28-Oct	25-Nov	28	14-Dec
33	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
34	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
35	Schools Performance Panel	03-Nov	Estyn recommendations 1 year on and Annual Audit of Schools	Education	18-Nov	31-Dec	43	n/a
36	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



37	Civic Events Working Group	12-Nov	Management & Organisation of Civic Events	Transformation & Performance	07-Dec	18-Dec	11	11-Jan
38	Committee	09-Nov	Cabinet Member Question & Answer Session	Transformation & Performance	08-Dec	22-Dec	14	11-Jan
39	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
40	Committee	14-Dec	Cabinet Member Question & Answer Session	Finance & Strategy (Leader)	07-Jan	Not required	n/a	08-Feb
41	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
42	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
43	Service Improvement & Finance Performance Panel	09-Dec	Recycling & Landfill	Environment & Transportation	13-Jan	Not required	n/a	n/a
44	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
45	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

46	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
47	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
48	Schools Performance Panel	21-Jan	Annual Education Performance data	Education	28-Jan	Not required	n/a	n/a
49	Service Improvement & Finance Performance Panel	20-Jan	Annual Review of Performance; 2 <sup>nd</sup> 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
50	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
51	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

52	Committee	11-Jan	Cabinet Member Question Session	Anti-Poverty	10-Feb	24-Feb	14	14-Mar
53	Service Improvement & Finance Performance Panel	10-Feb	Budget consultation	Finance & Strategy (Leader)	29-Feb	21-Mar	21	n/a
54	WHQS Working Group	03-Feb	Progress towards achieving the Welsh Housing Quality Standard	Next Generation Services	01-Mar	22-Mar	21	11-Apr
55	Schools Performance Panel	23-Feb	Consultation on the West Glamorgan Music Service	Education	02-Mar	07-Mar	5	n/a
56	Streetscene Inquiry Panel	20-Jan	Follow Up on Recommendations and Impact of Inquiry	Environment & Transport	03-Mar	16-Mar	13	11-Apr
57	Inward Investment Inquiry Panel	03-Mar	Follow Up on Recommendations and Impact of Inquiry	Enterprise, Development & Regeneration	09-Mar	Not required	n/a	11-Apr
58	Committee	08-Feb	Cabinet Member Question Session	Adults & Vulnerable People	18-Mar			
59	Child & Family Services Performance Panel	14-Mar	Corporate Parenting Strategy	Services for Children & Young People (Deputy Leader)	29-Mar			
60	Committee	14-Mar	Cabinet Member Question Session	Next Generation Services	30-Mar			
61	Local Service Board Performance Panel	21-Mar	Findings & recommendations from Panel's work looking at Older People's Independence Priority	Finance & Strategy (Leader)	31-Mar			





# CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

Councillor David Hopkins  
Cabinet Member, Environment &  
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**03/03/2016**

Summary: This is a letter from the Street Scene Scrutiny Panel to The Cabinet Member for Services for Environment & Transport following the meeting of the Panel on the 20 January 2016. It is about the impact of the street scene scrutiny inquiry and progress in implementing the recommendations

Dear Councillor Hopkins,

## **Street Scene Scrutiny Inquiry Panel, 20 January 2016**

The Panel met on 20 January to assess the impact of its inquiry on Street Scene services. The aims of the meeting were to identify what had changed since the panel's final report was presented to Cabinet (December 2014); whether the agreed recommendations had been implemented; what had been the impact of the inquiry.

We would like to thank you and your officers for attending the meeting and answering our questions. Overall the panel was pleased with the broad impact of the inquiry's recommendations and felt that there had been change as a result of the inquiry.

### **What has changed since the panel's report was presented to Cabinet?**

A very visible change related to the panel's recommendation of better working relationships between cleansing and waste services. Our recommendation helped lead to a change in structure which meant that the cleansing service formed part of a new Waste Management and Parks Service.

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### **Implementation of recommendations**

The panel was pleased with the progress in implementing the agreed recommendations. You provided the panel with assurances that the recommendations that were not yet completed would be implemented by the dates given in the action plan.

It was particularly pleased with the ongoing progress of recommendation 13 which recommended providing information to commercial waste customers on waste collection and recycling services provided by the Council. One to one contact with commercial waste customers has led to an increase in separation of commercial food waste by over 10 tonnes a week. The panel also learned that the Council collected 40-50% of all trade waste.

In responding to our recommendation to review replacement of refuse and recycling bags you informed us about the pilot scheme of reusable pink recycling bags. The panel supported this and was pleased to learn that participation levels were high.

### **Impact of the inquiry**

The panel was really pleased with the impact of the recommendation for better working relationships between cleansing and waste services. You reported that the change in structure had meant the realisation of additional operational efficiencies.

### **Recommendations**

We discussed the ongoing budget situation and the importance of continuing to provide good quality street scene services. The panel therefore recommends to the Scrutiny Programme Committee that it considers adding to its work plan a piece of work on how the current budget situation will affect street scene services.

Some of the panel's members felt it important that the street scene scrutiny panel meet again to discuss progress made with implementing this report's recommendations. We recommend that this is something the Scrutiny Programme Board would need to consider.

The panel was pleased to learn that there were no plans to cut the NEAT programme but that it was not possible to identify further funding at the current time as our report originally recommended. The panel is firm in its support for the NEATS programme. The panel therefore recommends that you investigate the feasibility of councillors using their environmental budgets to help fund the NEATS scheme.

In conclusion, the panel agreed that the monitoring and follow-up work for this inquiry had been completed.

### **Your Response**

I hope that you find this letter useful and informative. We welcome your views on any of the issues raised in this letter but in particular we would like your views on our recommendations.

We would be grateful to receive your response by 21 March.

**Yours sincerely**

**CLLR JOHN BAYLISS**  
**CONVENER OF THE STREET SCENE INQUIRY PANEL**  
✉ [CLLR.JOHN.BAYLISS@SWANSEA.GOV.UK](mailto:CLLR.JOHN.BAYLISS@SWANSEA.GOV.UK)



**CITY AND COUNTY OF SWANSEA**  
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Councillor John Bayliss  
Convener of Street Scene Inquiry  
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3 March 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 Bayliss

**STREET SCENE SCRUTINY INQUIRY PANEL – 20 JANUARY 2016**

In response to the letter from the Streetscene Scrutiny Panel dated 3<sup>rd</sup> March 2016, I would like to thank the panel for their contribution to, and support for the Service Area.

With regards to the NEAT Programme, this will be fully reviewed along with the rest of the Parks and Cleansing Operation through the Commissioning review process starting in April.

Your recommendation to explore the use of Member Environmental Budgets to fund the NEAT Programme is extremely useful and will certainly be included in the Commissioning Review Process.

Yours sincerely

**COUNCILLOR DAVID HOPKINS**  
**CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION**

**COUNCILLOR/Y CYNGHORYDD**  
**DAVID HOPKINS**  
**CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION /**  
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**CITY AND COUNTY OF SWANSEA**

**Dinas A Sir Abertawe**

**BY EMAIL**

Councillor Andrea Lewis  
Cabinet Member for New Generation  
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**1<sup>st</sup> March 2016**

**Summary:** This is a letter from the Welsh Housing Quality Standard Scrutiny Working Group to the Cabinet Member for New Generation Services, following the meeting of the Working Group on 5 February 2016. It is about the Council's progress towards achieving the WHQS by 2020.

Dear Councillor Lewis,

**Welsh Housing Quality Standard Scrutiny Working Group  
3<sup>rd</sup> February 2016**

We wish to thank you and the officers, David Evans, Peter Williams and Andrew Shaw for attending our meeting and engaging in an interesting and productive discussion. This letter reflects on the main areas of our discussion and provides a summary of our views on the matter of the achievement of the Welsh Housing Quality Standard (WHQS) in Swansea.

Overall, we were very pleased to hear that the Council is on course to achieve the WHQS by 2020. The feeling amongst the Working Group is that feedback from tenants in our wards is very positive, notwithstanding that there will always be individual issues of concern that need to be addressed. We would like to offer our congratulations to officers on the work that has been done so far and the rapid acceleration of the investment programme.

It is clear to us 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 through a range of methods, including: the 5-yearly stock condition survey; use of the housing stock

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database; regular reporting to the Welsh Government; and the recently introduced WHQS Compliance Policy, which, we were pleased to hear, will provide an annual report on progress to Members.

We recognise that effective mechanisms are in place for communicating with tenants through the use of the Housing Improvements Team, the Tenants Consultative Panel, Tenants Groups, Open House and various surveys. However, we believe greater use of the Building Advisory Group mechanism, as set out in the Major Works Agreement, would be beneficial. We believe that is a tried and tested way to ensure that contractors working in a particular location are able to get to know the tenants and Members and can help to prevent problems escalating.

We discussed the amount of information that is available to tenants and Members regarding the future investment programme. Some concerns were raised regarding the level of information available on long term plans, to enable tenants and Members to understand where their properties/wards fall in the priority order. We were advised that more information could be provided to give an indication of where the programme will go next i.e. more information could be provided at an area level but not for individual properties. However, it is important to understand that this would just be indicative information and not cast in stone. Officers advised the long term plan is based on the needs identified by the Stock Condition Survey, and a detailed house by house programme is developed per financial year, as future years budgets cannot be guaranteed.

We therefore recommend that thought is given to how best to provide Members and tenants with an indication of where the investment programme will be rolled out over a longer timescale, with the necessary caveats regarding it being subject to change. We also believe that the work should be better publicised through use of "before and after" photos, both to Members and tenants.

We discussed the refurbishment of high rise blocks and were informed that the decision to refurbish instead of demolish the blocks was taken after careful scrutiny, including: the costs of demolition, the cost of relocating tenants, the lack of suitably sized accommodation and views of the tenants involved. It would be helpful if you could outline the steps that took place to inform this decision.

## **Recommendations**

As a result of our consideration of the Council's progress towards achieving the WHQS, we recommend that you:

- Consider increasing the use of Building Advisory Groups (as set out in the Major Works Agreement), adapting them if necessary to suit the needs of the varying elements of the programme.
- Provide the Working Group and Members with Council housing in their Wards with details of the investment programme for forthcoming years

(when budgets have been agreed) and plans for future years for some of the major elements of the standard (i.e. wind and weatherproofing, re-roofing, Kitchens and Bathrooms etc.) as they apply to their ward.

- Provide tenants with broad details of investment plans for the forthcoming year and indications for future years
- Publicise the improvement works more effectively by taking “before and after” photos to demonstrate the significant improvements being made.
- Provide an outline of the steps taken to inform the decision to refurbish high rise blocks as part of the WHQS investment programme.

### **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 recommendations outlined. Please provide your response by 22/3/2016

Yours sincerely,



**Councillor Terry Hennegan**  
**Convener of the Welsh Housing Quality Standard Scrutiny Working Group**



**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

Councillor Terry Hennegan  
Convener of the Welsh Housing  
Quality Standard Scrutiny Working  
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18 March 2016

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

**WELSH HOUSING QUALITY STANDARD SCRUTINY WORKING GROUP  
3 FEBRUARY 2016**

Thank you for your letter dated 1<sup>st</sup> March 2016 regarding the meeting of the Welsh Housing Quality Standard Scrutiny (WHQS) Working Group on 3<sup>rd</sup> February. I have considered the recommendations that the group propose in your letter and I have the following comments and observations regarding each recommendation:-

**1. Increasing the Number of Building Advisory Groups**

The Authority currently has a Buildings Repair Group that tenants can attend which meets quarterly. However we will introduce Building Advisory Groups for major elements of the Capital Programme in 2016/17.

**2. Providing information to Members regarding proposed Capital Works**

Last month Council approved a new WHQS Compliance Policy for the Authority. The policy highlights how Members will be informed about progress in meeting the standard and future planned capital works.

**COUNCILLOR/Y CYNGHORYDD  
ANDREA LEWIS**

**CABINET MEMBER FOR NEXT GENERATION SERVICES /  
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**Page 2**

All Members will receive information annually on:-

- The current level of compliance with the WHQS on an individual element and whole stock basis
- Level of progress achieved in the previous year
- Level of improvements planned for the current year
- Future plans contained within the agreed four year HRA Capital programme (as agreed annually at Council)

**3. Providing information to Tenants regarding proposed Capital Works**

The WHQS Compliance Policy also highlights how tenants will be informed about progress in meeting the standard and future planned capital works. Tenants will be kept up to date via:-

- the tenant magazine 'Open House'
- the Housing Service's public website
- discussion with tenant and leasehold groups
- local forums and one-off participation meetings
- responses to individual enquiries

In addition, new tenants will be provided with the following information:

- Background to the WHQS and what it contains
- The type of improvements being carried out to homes
- The type of cyclical repairs they can expect
- The time-scales for reaching the WHQS

**COUNCILLOR/Y CYNGHORYDD**

**ANDREA LEWIS**

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**4. Taking more 'before and after' photos of properties receiving WHQS work**

Surveyors working within the Housing and Public Protection Service will take a range of photographs of properties and building elements that are due to receive works in the upcoming financial year and after completion of the improvements to enable 'before and after' comparisons to be made.

**5. Decision making process regarding the remaining high rise blocks that do not meet the WHQS**

An appraisal of the cost of refurbishing Matthew St, Clyne Court and Jefferys Court was undertaken and this informed the decision to refurbish the blocks.

If you require further information, please do not hesitate to contact me.

Yours sincerely

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

**COUNCILLOR/Y CYNGHORYDD**  
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**CITY AND COUNTY OF SWANSEA**  
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**To:**  
**Councillor Francis-Davies**  
**Cabinet member Enterprise,**  
**Development and Regeneration**

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This is a letter from the Inward Investment Scrutiny Inquiry Panel to the Cabinet Member for Enterprise, Development and Regeneration following the meeting of the Panel on 3 March 2016. It highlights the Panel's discussion and any outcomes arising from the meeting.

Dear Cllr Francis-Davies

**Inward Investment Scrutiny Inquiry Impact**

We would like to thank you and officers for attending our panel meeting on the 3 March 2016 and for updating us on progress with the outstanding recommendations of those made to Cabinet in relation to inward investment.

We were pleased to hear that major steps forward had been made in relation to inward investment and that the outstanding recommendations made by the Panel had been put in place.

The creation of a regional marketing suite for inward investment inquiries based at the Swansea Bay University Campus was considered a positive move. The idea of a virtual team and marketing manager to take forward inquiries was also seen as an important step forward. We believe that this will go a long way to filling the gap in what the region had lacked previously which was a welcoming 'front of house' available to potential investors. The panel were also pleased to hear that a portfolio of offerings had also been developed.

We would be keen for scrutiny to get feedback in the future when measures for success are developed. The panel members would also like to take up your offer to visit the Marketing Suite and meet the new regional marketing manager.

We do not require a formal response to this letter.

Yours sincerely

**Jeff Jones**  
**Convener of the Inward Investment Scrutiny Inquiry Panel**  
[Cllr.jeff.jones@swansea.gov.uk](mailto:Cllr.jeff.jones@swansea.gov.uk)

## **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.

Arrangements for further engagement in the new municipal year will be made.



## 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