

# DINAS A SIR ABERTAWE

## HYSBYSIAD O GYFARFOD

Fe'ch gwahoddir i gyfarfod

## PWYLLGOR RHAGLEN CHRAFFU

**Lleoliad:** Ystafell Bwyllgor 2, Canolfan Ddinesig, Abertawe

**Dyddiad:** Dydd Llun, 11 Gorffennaf 2016

**Amser:** 4.30 pm

### **Aelodaeth:**

Cynghorwyr:

Mae croeso i chi siarad Cymraeg. Os ydych yn dymuno siarad Cymraeg, dywedwch wrthym erbyn canol dydd y diwrnod gwaith cyn y cyfarfod.

### **AGENDA**

Crynodeb: Dyma becyn yr agenda ar gyfer cyfarfod Pwyllgor y Rhaglen Graffu a gynhelir ar 11 Gorffennaf 2016. Y prif eitemau yw Lles, Dinas Iach, Gwella Gwasanaethau a Chyllid.

### **Rhif y Dudalen**

- 1 Ymddiheuriadau am absenoldeb.**
- 2 Datgeliadau o fuddiannau personol a rhagfarnol.**  
[www.abertawe.gov.uk/DatgeluCysylltiadau](http://www.abertawe.gov.uk/DatgeluCysylltiadau)
- 3 Gwahardd pleidleisiau chwip a datgan chwipiau'r pleidiau.**
- 4 Cofnodion.** **1 - 7**  
Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir.
- 5 Cwestiynau gan y cyhoedd.**
- 6 Sesiwn Holi Aelod y Cabinet: Aelod y Cabinet dros Les a Dinas Iach. (Y Cynghorydd Mark Child).** **8 - 25**
- 7 Adroddiad Blynyddol Craffu 2015/16.** **26 - 52**
- 8 Adroddiad ar Gynnydd y Panel Perfformiad Craffu - Gwella Gwasanaethau a Chyllid. (Y Cynghorydd Chris Holley, cynullydd)** **53 - 56**
- 9 Rhaglen Waith Craffu 2016/17.** **57 - 81**

**10 Aelodaeth paneli a gweithgorau craffu.****82 - 83****11 Llythyrau craffu.****84 - 97**

	Gweithgaredd	Dyddiad y Cyfarfod	Gohebiaeth
a	Gweithgor Ceffylau Wedi'u Clymu	24 Maw	Llythyrau at/gan Aelod y Cabinet dros Les a Dinas Iach

**12 Adborth o ddigwyddiadau craffu diweddar.****13 Digwyddiadau craffu sydd ar ddod.****14 Cynllun Gwaith y Pwyllgor Archwilio. (Er Gwybodaeth)****98 - 99****15 Dyddiad ac amser cyfarfodydd pwyllgor yn y dyfodol ar gyfer blwyddyn ddinesig 2016/17 (pob un am 4.30pm oni nodir yn wahanol):**

8 Awst 2016	14 Tachwedd 2016	13 Chwefror 2017
12 Medi 2016	12 Rhagfyr 2016	13 Mawrth 2017
10 Hydref 2016	9 Ionawr 2017	10 Ebrill 2017

**16 Dyddiad ac amser cyfarfodydd nesaf paneli/gweithgorau**

Pwnc	Dull	Dyddiad	Amser	Lleoliad Canolfan Ddinesig (CDd) Neuadd y Ddinas (NDd)
Perfformiad Ysgolion	Panel	14 Gorff	4.00pm	Ystafell Bwyllgor 2 (CDd)
Gwasanaethau Plant a Theuluoedd	Panel Perfformiad	25 Gorff	10.00 am	Ystafell Bwyllgor 3 (CDd)
Adeiladu Cymunedau Cynaliadwy	Panel Ymchwilio	25 Gorff	10.30am	Ystafell 235 (NDd)
Gwella Gwasanaethau a Chyllid	Panel Perfformiad	27 Gorff	10.00 am	Ystafell Bwyllgor 5 (NDd)

**17 Rhaglen Waith Craffu 2016/17.**

Mae croeso i aelodau'r cyhoedd ddod i gyfarfodydd y Panel/Gweithgor a nodir uchod. Cysylltwch â'r Tîm Craffu os hoffech ddod.

**Cysylltu â'r Adran Craffu:**

Ystafell Gaerloyw, Neuadd y Ddinas, Abertawe SA1 4PW (Ffôn. 01792 637732)

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**Huw Evans**

**Pennaeth Gwasanaethau Democrataidd**

**Dydd Llun, 4 Gorffennaf 2016**

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**Cyswllt: Gwasanaethau Democrataidd – Ffôn 01792 636923**

# Agenda Item 4

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON MONDAY,  
13 JUNE 2016 AT 4.30 PM

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

**Councillor(s)**

C Anderson  
D W Cole  
E W Fitzgerald  
E J King  
G Owens

**Councillor(s)**

U C Clay  
S E Crouch  
T J Hennegan  
D J Lewis

**Councillor(s)**

A C S Colburn  
N J Davies  
J W Jones  
P M Meara

**Co-opted Member(s)**

D Anderson-Thomas

**Co-opted Member(s)**

C A Holley

**Co-opted Member(s)**

P Hood-Williams

**Officer(s)**

Allison Lowe  
Brij Madahar  
Sandie Richards

Democratic Services Officer  
Scrutiny Co-ordinator  
Principal Lawyer

6 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor G J Tanner.

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

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

Councillor N J Davies - personal - Minute No. 13 – employed by Graham Evans & Partners LLP which is involved with Child Protection / Legal issues.

Councillor P M Meara - personal - Minute Nos. 12 & 13 - Member of Foster Panel.

8 **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.

9 **MINUTES:**

**RESOLVED** that the Minutes of the Scrutiny Programme Committee held on 9 May 2016 and 19 May 2016 be approved as correct records.

10 **PUBLIC QUESTION TIME.**

There were no public questions.

11 **ROLE OF THE SCRUTINY PROGRAMME COMMITTEE.**

The Chair presented a report which provided a description of the Council's overview and scrutiny arrangements and terms of reference of the Scrutiny Programme Committee.

**RESOLVED** that the report be noted.

12 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR SERVICES FOR CHILDREN & YOUNG PEOPLE. (COUNCILLOR CHRISTINE RICHARDS)**

Councillor Richards provided opening remarks about her Cabinet portfolio, prior to taking questions from the Committee.

She talked about her regular contact with scrutiny through the Child & Family Services Scrutiny Performance Panel and praised the valuable work of that Panel which she stated made a significant contribution to service improvement. She also spoke about her meeting with the Service Improvement & Finance Scrutiny Performance Panel which covered a number of aspects of her portfolio including the budget.

The Cabinet Member talked about partnership working as one of the main issues and challenges ahead, and area of development despite the likely absence of major local government reorganisation.

Dave Howes, Chief Social Services Officer was also present and assisted the committee as required with their questions.

The question session led to discussion around the following topics:

- The re-establishment of the Children & Young People's Partnership Board;
- The work of Youth Leaders and level of service across Swansea;
- Financial assistance for young people's community sports teams;
- The Cabinet Member's role and involvement in the Public Services Board;
- Children & Young People Strategic Partnership Plan – process of monitoring progress to improve outcomes;
- Progress in relation to Children's Rights;
- The regional Youth Offending Service and availability of reports on performance;
- Early intervention and whether any improvements to outcomes for young offenders had resulted since restorative practice had been introduced;
- The continuity and evaluation of the Flying Start scheme since it had moved into the Education Portfolio;
- The budget for the Children & Young People portfolio;

- The welfare of children being educated at home;
- Safeguarding / Child Protection and training issues.

The Chair thanked Councillor Richards and Dave Howes for attending.

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

13 **CORPORATE SAFEGUARDING ANNUAL REPORT 2014/15 AND ADDENDUM FOR 2015/16.**

The Cabinet Member for Children & Young People and the Chief Social Services Officer presented an overview of the work of the Corporate Safeguarding People Steering Group by providing the Annual Report for the period 1 April 2014 to 31 March 2015 with an updated addendum to reflect progress as at 31 March 2016.

The report included the Safeguarding Annual Report, an addendum and Action Plan.

The background to the establishment of a Corporate Safeguarding People Steering Group was provided. The Committee recognised that Safeguarding Vulnerable People was one of the Council's 5 Corporate Plan Priorities, and perhaps the most important.

It was noted that the annual report for 2014/15 represented the first year's work of the Steering Group. The committee was informed of work carried out over the past 18 months to promote the idea that safeguarding was everyone's responsibility, and other achievements, including:

- identifying clear safeguarding leads across all Council services
- provision of on-line and face-to-face training
- developing a performance framework to provide adequate assurance that systems are working effectively
- a training event on child sexual exploitation

The committee asked about progress in relation to the effectiveness of arrangements with partners, including contractors, and their engagement with safeguarding standards / issues. The committee was informed that this remained an area of development but actions were identified to extend responsibilities across external organisations carrying out work for the council and ensure that they have a level of safeguarding understanding. The committee was keen to see progress in this area and timescales.

The committee was also interested in how the work of the Corporate Steering Group complemented the work of the Western Bay Safeguarding Board, Public Protection Executive Board, and local operational groups.

The committee noted that approaches in Swansea were attracting interest elsewhere.

**RESOLVED** that the Cabinet Member for Services for Children & Young People, and Chief Social Services Officer note the views of the committee on the report.

14 **SCRUTINY WORK PROGRAMME 2016/17.**

The Chair presented the proposed work programme, including a plan for future committee meetings, which showed the topics that would be examined by scrutiny through various Panels and Working Groups. It include work that needed to be carried over, either because of its importance or because work was incomplete, as well as proposed new topics.

The Committee was invited to identify 2 new inquiry topics, and up to 5 new working group topics, taking into account feedback from the annual scrutiny work planning conference held on 12 May, and discussed a number of options. A number of other issues were identified at the conference, as outlined in Appendix 7 of the report, which could be picked up by relevant Performance Panels. The Chair highlighted the various Commissioning Reviews which would be undergoing pre-decision scrutiny during the course of the year.

It was felt that the work of Performance Panels needed greater visibility amongst committee members and it was agreed that future letters to / from Performance Panels should be circulated to committee members for their information.

The committee noted that the Cabinet Member response to the School Governance Scrutiny Inquiry was being reported to the Cabinet meeting on 16 June. Concern was expressed about the proposed response, which led to a discussion about the process and possible improvements e.g. enabling a dialogue between Inquiry Panel Conveners / Members and Cabinet Members over their response prior to any decision.

Committee Members also discussed the pre-decision scrutiny process and progress in relation to the issues raised at the meeting in May. The chair stated that she had met with the Cllr Clive Lloyd, Cabinet Member for Transformation & Performance, to share concerns and discuss possible improvements. A written note is being prepared for the Cabinet Member, for consideration of approaches, e.g. reports being available prior to cabinet agenda publication, discussion between chair / convener and cabinet member prior to cabinet meeting, deferral of cabinet reports where possible etc.

**RESOLVED** that:

- 1) The scrutiny work programme as outlined in the report be accepted.
- 2) The following new Inquiry Panels be set up:
  - a. Partnerships & Collaboration;
  - b. Preparedness for School.

- 3) The following Working Groups be set up:
  - a. Planning & S.106 Agreements;
  - b. Roads & Highway Maintenance;
  - c. Corporate Building Services;
  - d. Digital Inclusion;
  - e. Dog Fouling.
- 4) Council be asked to amend Scrutiny Procedural Rules to require discussion between Cabinet Members and Inquiry Panel conveners / members prior to the publication of Cabinet Member response reports to Cabinet; and
- 5) Letters from Performance Panels to Cabinet Members and responses are emailed to the members of the Scrutiny Programme Committee for information.

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

The Chair presented a report outlining proposed revisions to the Scrutiny Panel / Working Group Membership.

**RESOLVED** that the Membership of the Schools Performance Panel be revised as follows:

- 1) Councillors Cyril Anderson and Susan Jones be added.
- 2) Councillors Robert Smith and Cheryl Philpott be removed.

16 **SCRUTINY LETTERS.**

The Chair reported the Scrutiny Letters Log and referred to the recent correspondence between Scrutiny and Cabinet Members. This included the letter from the Committee to the Cabinet Member for Enterprise, Development & Regeneration and the response. In addition, the letter from the Tree Preservation Working Group to the Cabinet Member for Enterprise, Development & Regeneration and the response was provided.

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

17 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

None.

18 **UPCOMING SCRUTINY EVENTS.**

The Chair referred to the National Municipal Journal Achievement Awards Ceremony on 16 June 2016 which she, Councillor Terry Hennegan and Councillor Paxton Hood-Williams would be attending. This was in relation to the short listing of Swansea Scrutiny in the Excellence in Governance & Scrutiny category.



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

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

20 **DATE AND TIME OF UPCOMING PANEL / WORKING GROUP MEETINGS.**

The date and time of upcoming Panel / Working Group meetings were provided for information.

There was one amendment as follows: The Building Sustainable Communities Inquiry Panel would be held on 30 June 2016.

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

The Chair reported the guidance on pre-decision scrutiny ahead of consideration of the Cabinet report on 'Castle Square – Development & Public Realm Opportunity'.

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

22 **EXCLUSION OF THE PUBLIC.**

The Committee were requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendations to the report(s) on the grounds that it / they involve the likely disclosure of exempt information as set out in the exclusion paragraph of Schedule 14 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 relevant to the items of business set out in the report(s).

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

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

**(CLOSED SESSION)**

23 **PRE-DECISION SCRUTINY: CASTLE SQUARE - DEVELOPMENT & PUBLIC REALM OPPORTUNITY - REPORT OF THE CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION.**

Councillor Rob Stewart, Leader (on behalf of Councillor Robert Francis-Davies, Cabinet Member for Enterprise, Development & Regeneration), Huw Mowbray, Property Development Manager and Katy Evans, Senior City Development Surveyor presented the report on Castle Square ahead of decision at Cabinet on 16 June 2016.

The report sought authority to consider options for redevelopment opportunities at Castle Square.

The committee had the opportunity to ask questions and give views on the proposed decision.

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

**RESOLVED** that Councillor Holley, on behalf of the Chair of the Scrutiny Programme Committee, present the views of the committee on the report to the Cabinet meeting on 16 June 2016 prior to the Cabinet decision.

The meeting ended at 6.36 pm

**CHAIR**

# Agenda Item 6

## Report of the Chair

Scrutiny Programme Committee – 11 July 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 Mark Child – Cabinet Member for Wellbeing &amp; Healthy City</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>	Mike Hawes, Corporate Director Services (Resources)
<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 4 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 Mark Child – Cabinet Member for Wellbeing & Healthy City

Within this Cabinet portfolio, he is responsible for:

- Anti Social Behaviour (ASB)
- Biodiversity
- Community Building & Asset Transfer
- Community Safety/Safer Swansea Partnership
- Culture & Sports (link with Enterprise, Development and Regeneration portfolio)
- Diversity
- Early Intervention & Prevention
- Equalities (Access to Services)
- Healthy Cities / Greener Cities
- Healthy City Partnership
- Healthy Night Life / Purple Flag
- Houses in Multiple Occupation (HMO)
- Lead elements of Sustainable Swansea
- Parks
- Public Protection
- Wellbeing

## **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**

- 4.1 The committee last had a Q & A regarding this portfolio in September 2015. Amongst the issues discussed then included:

- Local Area Coordination
- Best Start in Life for Children
- Smoking
- Parks
- Open Spaces
- Japanese Knotweed
- Healthy Eating
- Allotments
- Cycling

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

- 4.2 Other relevant contact with scrutiny:

- Tethered Horses Working Group – the Working Group has recently written to Councillor Child with recommendations following its consideration of this issue. The correspondence between the Working Group and Cabinet Member is included in the agenda (Item 12 – Scrutiny Letters)
- Transformation of Adult Social Services Panel – the Panel discussed work on Local Area Coordination with Councillor Child and identified risks in relation to: sustainability; financing the development of the project across Swansea; resilience of the local area networks; the volume of referrals; and the ability to deliver what it says it will deliver. The panel felt that the local area networks and co-ordinators should work with and develop relationships with the integrated Network hubs. The panel supported the development of data and performance indicators that would help the development of local area networks.

## **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

## **Cabinet Member Report: Wellbeing and Healthy City Portfolio**

### **Local Area Co-ordinators**

These have been successfully working in their respected communities for nearly a year now. Delighted at their progress and are now up to speed regarding being embedded in their communities, and are picking up workload from a huge variety of official and unofficial referrals. The initial analysis of the introduction by Swansea University was positive, and the subsequent one is due out soon. The anecdotal evidence is powerful, and the staff appointed have been inspirational. We have widened the steering group to have more 3<sup>rd</sup> sector involvement and brought in 2 leading RSLs, who are also contributing to the cost. We have appointed 2 more recently and plan another soon to double our numbers and hope to get at least another 2 in place within a year so that ½ of Swansea will be covered. As a preventative measure I believe they are second to none. Recently Neath Port-Talbot have adopted this model and recruited their first 3 LACs.

### **Best Start in Life**

Under Healthy Cities have set up Groups to try and improve children's readiness for school. As Professor Marmot advocates, ensuring early years development goals are met is the best way of ensuring that child lives a full life, healthy, safe, active and long. Delighted Prof Andrew Davies, chair of ABMU agreed to chair this and has driven forward a shared agenda for all involved in early years across all sectors. Happy this has been selected as a priority for the new PSB, and with the soft launch of publicity material for parents due very soon.

### **Smoking**

Thanks to the CAC chaired by Cllr Erika Kirchner, Caswell has been created as Britain's second smoke free beach. Universal support from all associated with the beach, lots of good publicity and interest from far and wide. All about de-normalising smoking where there are children, but also adds to the Tourism offer and to reducing pollution from butts in the sand. We are hoping to move on smoke free school gates initiative soon too.

### **Friends of Parks**

Growing from strength to strength, and have raised £250,000 for parks in Swansea, and have been key in getting Green Flag status for Coed Bach in Pontarddulais. The forum is increasingly an inter Friends conversation with CCS a contributor. Need to start looking at Parks without Friends.

## **Commissioning Reviews**

These are taking place across a number of areas, and are at various stages, looking at what the service provides, asking what it is for and who, if anyone, could do this better.

- Cultural Services
- Parks and Cleansing
- Community Safety
- CCTV

## **Open Spaces Strategy**

Thanks to the CAC chaired by Phil Downing this very important document is close to being put in place. This will say what space we have, of different types, along with its ecological value, and what ideally we would have. This is key to the Development Plan, so that when the opportunity arises we know what is needed in terms of green space to play in, trees, and wild space, so that when opportunities present themselves, we know what we want, where, and are in a position to influence developer's decisions.

## **Purple Flag**

This has been the second year; a check-up between full inspections, but we were awarded it none-the-less.

## **City Centre Development**

This safety and quality approach has been taken in to influence the new initiatives planned across the City Centre.

## **Healthy Urban design**

Under Healthy Cities to gain an understanding of the factors in development that influence peoples wellbeing, and hence bring these arguments to play in the LDP and subsequent planning applications, large and small.

## **Yet more Flowers**

I am delighted this hugely popular initiative is in my portfolio.





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

**To/  
Councillor Mark Child,  
Cabinet Member for Wellbeing &  
Healthy City**

*Please ask for:  
Gofynnwch am:*

**Scrutiny**

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*Our Ref  
Ein Cyf:*

**SPC/2015-16/3**

**BY EMAIL**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**20 October 2015**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Wellbeing & Healthy City following the meeting of the Committee on 14 September 2015. It is about Local Area Coordination, Smoking, Parks, Open Spaces, Japanese Knotweed, Healthy Eating, Allotments and Cycling.

Dear Councillor Child,

**Cabinet Member Question Session – 14 September**

Thank you for your attendance at the Scrutiny Programme Committee on 14 September 2015 answering questions on your work as Cabinet Member for Wellbeing & Healthy City. We wanted to explore priorities, actions, achievements and impact in relation to your areas of responsibility. Thank you for the written information also provided to the committee that gave us the headlines.

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

**Local Area Coordination**

We asked about the role of Local Area Co-ordinators. You talked about the rationale for Local Area Coordinators as an important preventative measure, with the aim of reducing demand on social services and health, and helping people to stay independent in their communities. You highlighted the personal support that they can provide individuals; it was not just about giving information. You reported that the 3 Local Area Coordinators in post since June appeared to be working well though it was too early to draw any major

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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conclusions. We noted that there will be an effectiveness review late November / early December, carried out by Swansea University, which would help determine scope for expansion, depending on resources. The committee felt it was a positive step forward and looked forward to the outcome of the review. The committee also talked about importance of working with the Fire Authority who also did a good job in community prevention work, spotting vulnerable people and referring issues on.

### **Best Start in Life**

You highlighted work being carried out so that everyone involved in the early years of a child's life in Swansea, is able to contribute to their development with the aim of them being ready for school. You stated that ensuring that children have the best start in life and are ready for school remained the most important thing. There were still examples where children were not toilet trained and unable to attend school and this was likely an indicator of other problems. However, you felt that progress was being made in establishing a shared approach by professionals across sectors so that parents are able to understand and support their child's development.

### **Smoking**

You talked about plans to try to 'de-normalise' smoking, in addition to the direct support and encouragement provided to individuals to stop smoking altogether. For example: tackling issues around peer pressure, and visibility of smoking. You highlighted that smoking was still the biggest factor affecting health and health differentials across Swansea, and a major cause of early deaths in Swansea.

### **Parks**

We heard that you had agreed to participate in the 'Park Lives' scheme, sponsored by Coca Cola, to get more people using parks and take part in activities. You felt this was a positive project which would otherwise be difficult to deliver given budget pressures facing the Council.

We asked about progress in relation to working with community organisations and 'friends of parks' organisations. We were particularly interested in progress with lease of Underhill Park which was a matter of pre-decision scrutiny last November. With regard to Underhill Park you stated that it has taken longer than hoped but the Mumbles Community Association was making progress now and things were on track to proceed with the lease of the Park. You were also pleased at the level of public interest in 'friends of parks' organisations.

We also asked about the use of playing fields by clubs and cost of pitches. You explained that permit fees had to be set in order to cover the Council's costs and were competitive, but clubs were encouraged to consider self-management, in the first instance.

### **Open Space Strategy**

We asked about progress with the Open Space Strategy. You explained that you were working to produce this strategy as a document to support the Local Development Plan (LDP), as the quality of the built environment has a proven direct effect on people's health. You stated that it was important to consider the needs of each community when considering building on open spaces.

### **Commissioning Reviews and Finance**

You talked about significant budget reductions across Leisure services, and need to consider alternatives in order to best maintain provision. You recognised there were difficult choices ahead given the contribution that leisure makes to healthy living, as well to tourism in the area. You highlighted the continued pressure across the Council and increasing reliance on communities to take control of local facilities. This was something the Council was keen to support.

### **Japanese Knotweed**

We asked about specific efforts to adequately control Japanese Knotweed control on Council land. You stressed that the Council wanted to eradicate it, but it was a particularly difficult and resistant weed. You were pleased to inform the committee that the Council was now offering the service commercially to support funding to reinvest into treating Council land. You stated that you would provide a fuller response in writing in relation to work carried to adequately control Japanese Knotweed and resources. You encouraged committee members to contact you to flag up any issues within their local areas that needed attention. We also asked if you had any information about the outcome of trials in Swansea that involved the use of an insect to try to kill the Knotweed.

### **Healthy Eating**

You called this an intractable problem, and a huge challenge. We asked about education in respect of healthy eating. You mentioned the LEAF (Learning about Exercise, Activity and Food) healthy lifestyle project delivered by Swansea Council for Voluntary Service. This project delivers 6 week programmes in family homes and group settings looking at cooking, nutrition and physical activity. You stated that you were also working with health and leisure centres on this important issue and that you were keen to encourage physical activity particularly amongst children and particularly girls to improve health.

We asked about obesity and encouraging walking to school. You were keen to encourage parents to avoid driving children to school and talked about the importance of school gate safety. Linked to anti-smoking efforts you stated that schools would be encouraged to make areas around school gates smoke free zones.

## **Allotments**

We asked about allotments and community garden provision. You confirmed that you wanted to encourage new allotments wherever possible as they were positive for health and wellbeing.

During 2013 a Scrutiny Working Group looked at this matter and wrote to the then Cabinet Member. We were interested in how things have moved forward since then and for your awareness repeat the key points made at the time, for response:

- The Council provides an improved initial online point of contact that is free of jargon and encourages further interest
- Single indicators for community food growing and demand for plots are developed and updated regularly in order to chart progress.
- Usage and demand are mapped against geographic areas of the city and demographic groups
- Usage is benchmarked against other areas.
- Swansea Voices is used to gauge potential further demand.
- Frontline staff in other departments / partner organisations are provided with information about the benefits of community food growing and details of who to signpost people to.
- Community food growing is promoted through a communications campaign including Swansea Leader.
- Community food growing is promoted to and through community and town councils.
- Councillors should also encourage other forms of recreational gardening and growing (e.g. flowerbeds, community orchards, etc).

## **Cycling**

We asked about safety on the Kingsway and the provision of a cycle lane. There was some concern about the temporary arrangements and cycling being restricted to one way only. Of course the concerns about vehicular transport and the safety of pedestrians needed to be addressed but perhaps it gave the wrong signal about cycling. You recognised the concern but felt that the Council needed to be ultra safety conscious, but having one cycling lane was a start, as there was no existing cycle lane, and should be welcomed.

## Your Response

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

- our request for information about work and resources in relation to Japanese Knotweed; and
- whether issues raised by scrutiny in relation to allotments and community food growing have been taken forward.

Please provide your response by 10 November. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,



**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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



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

Councillor Mary Jones  
City & County of Swansea

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

Councillor Mark Child  
(01792) 637441

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

[cllr.mark.child@swansea.gov.uk](mailto:cllr.mark.child@swansea.gov.uk)  
MC/VHD

30<sup>th</sup> December 2015

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

Dear Cllr Jones,

In response to your letter of 20<sup>th</sup> October,

Local Area Co-ordination

Thank you for your interest in this area. The report on the first 3 months is now available, and covers the launch of this initiative. Your point about organisations such as the Fire and rescue service being involved is absolutely right, and we have held an event involving other statutory organisations, the third sector, RSLs and the University along to hear how LAC is being effective in other Authorities, and are now following that up with one to one contacts. The preventative agenda is something we all are faced with, all know it's a difficult nut to crack, but that working together we stand a much greater chance of success with the resources we are able to put in to it. It is pleasing that the Welsh Government have recently asked for more information on our work.

Best Start in Life.

This continues to be the area I feel the biggest long term difference can be made in outcomes for people in Swansea. It is an area we are working increasingly well with ABMU in, but resources remain low and insufficient to fully address it.

-1-

**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
**CABINET MEMBER FOR WELLBEING & HEALTHY CITY /**  
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**DINAS A SIR ABERTAWE**

Smoking

We have a massive issue with this in Swansea, and all efforts to address this are needed, and I think we need to be more sophisticated in our approach. I think the council has a significant role to play here alongside our Health colleagues and have asked Cllr Erika Kirchner to help develop this role through the Corporate Services cabinet Advisory Committee.

Open Space Strategy.

I have asked Cllr Dowling to help develop this with officers through the Development Cabinet Advisory Committee.

Commissioning Review and Finance.

This has now passed through the Cabinet in to phase 5 of the review, and a number of elements are now in the public domain as part of the Councils budget consultations.

Regarding Japanese Knotweed,

Natural Control Trials

The council was involved with the first phase of the natural control trial releases between 2011 and 2014 with the international research group CABI and it was the first ever such trial carried out in Europe. The Welsh Government helped fund the project. There were also several sites in England. The psyllid bug (a type of leaf hopper) was released at a release site and there was also a non-release control site both of which were monitored by CABI on a regular basis. The results are positive and confirmed that the bug had no negative impacts on surroundings plant and insect populations. Field trials are continuing in England only as at the present time there is no Welsh funding. It should be remembered that the bug will not eradicate the plant but will be a long term control option.

Information on the economic effects of Japanese Knotweed and other invasive species can be found in the publication of the CABI's report 'The Economic Cost of Invasive Non-Native Species on Great Britain' (attached) on behalf of WAG, DEFRA (the governments Department of Environment, Food and Rural Affairs) and the Scottish government which was released in November 2010. This report highlights the economic costs of Invasive Non-Native Species (INNS) such as knotweed in Great Britain and acknowledges some of the work carried out here in Swansea.

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**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
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**CITY AND COUNTY OF SWANSEA**  

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**DINAS A SIR ABERTAWE**

You may also be interested to know that the council are now involved with CABI again but this time with the natural control trials of a rust for the control of Himalayan balsam.

Private land and the role of the Council

Swansea probably has the biggest problem in the UK with the plant Japanese knotweed and the council survey in 1998 identified 250 acres of the plant throughout the City and County of Swansea area. The councils policy for dealing with knotweed at the present time is that if it is growing on council land then the relevant land holding department eg housing will be responsible for looking into the situation. If the knotweed is causing a problem then that department will arrange for the plant to be controlled by paying the parks department or perhaps an outside contractor to spray the knotweed over a number of years. A problem could include spreading into a garden or affecting the sale of a property. We do not 'remove' knotweed from site and this should not be confused with treatment or control which should always take place in situ. However if there is not a problem eg its growing in the middle of a wood or not spreading then it does not have to be controlled.

There is no dedicated council budget for the control of knotweed although departments do spend several thousand pounds a year dealing with the plant.

I am afraid that due to the scale of the problem in Swansea there is no timescale for the eradication of the plant within the county as a lot of the plant is on private land and the costs would run into millions of pounds.

The council has no real powers to enforce control of knotweed when it is on private land. Knotweed is classed as a controlled waste and must be disposed of at a licensed landfill site if taken off site and the Wildlife and Countryside Act 1981 makes it an offence to cause the plant to spread in the wild (not into gardens or in urban areas). However both of these pieces of legislation are not dealt with by the local authority but by Natural Resources Wales and/or the police.

The Anti-social Behaviour, Crime & Policing Act 2014 does not mention knotweed and it only gives local authorities a power but not a legal duty to look into knotweed problems. The Home Office information issued is only guidance about how this act might be interpreted.

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**COUNCILLOR/Y CYNGHORYDD**  
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The only real power the Council has is if the knotweed is causing a highways safety problem. If this is the case then the Highways dept can take action against the landowner to solve the problem.

The council has been working to deal with the knotweed problem in Swansea for many years and this includes the following initiatives;

- Large scale treatment schemes from 1993-2009 (mainly grant funded)
- Knotweed planning condition
- Knotweed Action Plan
- Knotweed officer
- Launch of the Knotweed Manual
- 'No knotweed' warning on garden waste bags
- Welsh natural control trials
- Parks dept launch a payable knotweed control service for the public
- On-going awareness raising

To help councillors further understand the issues associated with Japanese Knotweed a session was run for councillors on Thursday 26 Nov at 3pm in the Guildhall Council chamber.

From August of this year the Parks Service established its own trial knotweed team from within current resources, following Service Managers discussions we agreed to create a team of two to 'test' the water and see what sort of income we would hope to achieve.

Our initial aim was to cover the setting up costs to ensure the service is cost neutral, following the launch and various avenues of advertising we have received in excess of 190 request for quotations, of which we have been successful in obtaining 171 orders with an expected income figure of £44k, this falls just short of the cost of running the service.

The breakdown of the orders are 19 external and 152 from internal departments. Our quotations insist on a 3 year programme to treat and manage the knotweed, therefore the amount quoted above will be the minimum for the next 3 years, by which time we are confident the service will surpass its cost recovery, if needed we will obviously allocate additional resource to meet extra demands.

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**COUNCILLOR/Y CYNGHORYDD**  
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It must be noted the income is from internal departments as well as private house owners. As commented we will invest any profits in knotweed treatment on Parks land alone, such profits will not be used against budget cuts.

At present due to the volume of knotweed across the City it is impossible to have a proactive approach to treating on Parks land or for that matter council land, our policy is to be reactive and treat when notified of any issues, the normal rule of thumb is to treat any knotweed within 7 metres of the properties boundary. For the record following publication of Infrastructure Act 2015 we have undertaken treatment on over 50 Park sites.

**Allotments:**

The Council presently has a policy not encouraging more allotments which are statutory managed growing spaces maintained by the Council and charged, but instead encouraging people to create growing spaces within their communities, which are community run and maintained without the need for a lease. As you say allotments and other growing spaces are positive for people's health and wellbeing. These facilities come under Cllr Evans – Communities and Anti-poverty portfolio, and I have asked Cllr Evans assistance in responding to this element of your letter.

In October 2014, in line with Sustainable Swansea – Fit for the Future and the requirement to make budget savings, a decision was taken to reduce the capacity of the Food and Growing Team and reduce the budget for the Grow Local grant scheme. As a result, Council support for community growing is now responsive, rather than proactive. There has been no active promotion of community growing in 2015/16 and requests for information and land are explored and responded to accordingly. In order to maximise limited resources, the Council works in partnership with Swansea Community Growing Network, the Community Land Advisory Service and Federation of City Farms and Community Gardens to continue to develop and support community growing in Swansea.

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- The Council provides an improved initial online point of contact that is free of jargon and encourages further interest – Yes. Requests for information and support are signposted to the following pages on the Council's website.

[www.swansea.gov/foodandgrowing](http://www.swansea.gov/foodandgrowing)

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

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

- Single indicators for community food growing and demand for plots are developed and updated regularly in order to chart progress. An indicator for Community Growing exists in the Council's Corporate Improvement Plan and is updated on a bi-annual basis. Demand for allotment plots is recorded by a waiting list.
- Usage and demand are mapped against geographic areas of the city and demographic groups. Based on data held, the geographic spread and demographic (based on eligibility for concession), on Council managed Allotment sites can be mapped.
- Usage is benchmarked against other areas. Usage of allotments is full on all sites and there are associated waiting lists on all sites. - Benchmarking of community growing spaces isn't possible as there is no national register for comparison.
- Swansea Voices is used to gauge potential further demand. - Due to the existence of a waiting list this is not done.
- Frontline staff in other departments / partner organisations are provided with information about the benefits of community food growing and details of who to signpost people to – Yes. Swansea is nationally recognised as a place where community growing is encouraged.
- Community food growing is promoted through a communications campaign including Swansea Leader. - This has reduced with the reduction in the Grow Local Grants this financial year.
- Community food growing is promoted to and through community and town councils. - This is still happening when requested

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

- Councillors should also encourage other forms of recreational gardening and growing (e.g. flowerbeds, community orchards, etc.). - Yes and is happening.  
Cycling

There are on-going conversations with the cycling fraternity about routes through the City centre, and these have been joined by other groups such as the partially sighted in an effort to ensure a fair, safe and enjoyable balance between all users.

May I also apologise for the delay in replying.

Yours Sincerely,

**COUNCILLOR MARK CHILD**  
**CABINET MEMBER FOR WELLBEING & HEALTHY CITY**

-7-

**COUNCILLOR/Y CYNGHORYDD**  
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# Agenda Item 7

## Report of the Chair

### Scrutiny Programme Committee – 11 July 2016

#### SCRUTINY ANNUAL REPORT 2015-16

<b>Purpose</b>	To provide a report on the work of scrutiny for the municipal year 2015-16.
<b>Content</b>	This report provides background to the annual report and attaches the annual report 2015-16.
<b>Councillors are being asked to</b>	Consider and agree the content of the annual report
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair Councillor Nick Davies, Vice Chair
<b>Lead Officer(s)</b>	Mike Hawes – Corporate Director (Resources)
<b>Report Author(s)</b>	Dave Mckenna, Scrutiny Manager Tel: 01792 636090 E-mail: <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>

1. Every year Council requires that an annual report is produced for the work of scrutiny for the previous municipal year.
2. The Scrutiny Annual Report is used to:
  - Highlight the work carried out by scrutiny
  - Show how scrutiny has made a difference
  - Support continuous improvement for the scrutiny function
3. For the fifth year the report is being produced as a simple scorecard. This approach is intended to highlight a small number of key indicators that illustrate four performance questions. These questions, which are intended to reflect a 'results based' approach, are:
  - What was the impact of scrutiny?
  - How well did we do it?
  - How much did scrutiny affect the business of the Council?
  - How much scrutiny did we do?
4. Charts have been added that show comparative data with previous years where available. Arrows on the main scorecard have also been added to indicate the direction of change for each measure.

5. Councillors should also consider whether the indicators will be suitable for future reports or whether different indicators should be used or developed.
6. Subject to agreement, the annual report could be presented to Council on 28 July 2016.

**Financial Implications**

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

**Legal Implications**

8. The Council Constitution requires that a scrutiny annual report is produced each year although the style and content of the annual report is not prescribed.

**Background Papers:** None

**Appendices:**

1. Scrutiny Annual Report 2015-16

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

# Scrutiny Annual Report 2015/16

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Scrutiny Programme Committee  
City and County of Swansea - Dinas a Sir Abertawe



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## 1. Chair's Foreword

*Councillor Mary Jones, Chair of the Scrutiny Programme Committee*



Over the last year scrutiny in Swansea has continued to improve and has been continued to make a difference. Our flexible approach to scrutiny, which has attracted interest from other councils, was recognised nationally when the City and County of Swansea was shortlisted for an MJ Award (otherwise known as the local government Oscars!) in the category of Excellence in Governance and Scrutiny. Unfortunately we did not claim the top prize but to be shortlisted for this award is a real achievement and shows how far we have come.

This year we have maintained our record of holding each of the Council's 10 Cabinet Members to account in a formal question and answer session with the Committee. Personally I am very pleased about this as this is one of the most important ways that scrutiny contributes to our local democracy. I am grateful to our Cabinet Members for taking the time to provide us with information and for being so constructive in their sessions with us. I look forward to more constructive holding to account over the coming year.

Once again we have used a scorecard approach and this allows us to compare what we have done with previous years. Some of our improved indicators include:

- Number of panel meetings and working groups (105)
- Backbench councillors actively involved in scrutiny (79)
- Number of Cabinet reports subject to pre decision scrutiny (6)
- Scrutiny recommendations accepted or partly accepted by Cabinet (97)
- Staff who say they have a good understanding of the work of scrutiny (96)

I want to pay tribute to the scrutiny councillors who have been working so hard to make a difference. This year we have had more meetings than ever before and this is because scrutiny councillors have been willing to give up their time to work on issues that they feel passionately about and they know are important to the public.

As scrutiny councillors we have been focusing on the issues that matter. Whether school improvement through our school governance inquiry, whether local services through our building sustainable communities inquiry or whether children and young people through our inquiry into mental health services for that age group. This last one is one that I have chaired and is an issue that I am particularly passionate about.

Last year in this report I hoped that we would be doing more pre decision scrutiny and, as you can see, this has indeed been the case. Over the last 12 months we have scrutinised six cabinet reports prior to decision. These have covered issues including the education outside of school, the development of the City Centre, social

care day services and the school music service. I expect that there will be more pre decision scrutiny in the year to come.

In terms of learning and development two import sessions were held this year. One session focused on children's rights and one on community services. Both sessions will help ensure that we ask the righty questions going forward. I am grateful to everyone who came and worked with us on these.

Last year we identified five improvement outcomes – ways that we wanted to improve the work that we do as scrutineers. In this report you will find details of the progress that we have made on those outcomes. There is still much to be done as we continue to improve what we do.

Finally, I want to give thanks to Councillor Robert Smith who recently stood down as Vice Chair of the committee. As well as being an excellent Vice Chair he has steered a particularly challenging piece of work on the Council's search for a Gypsy / Traveller site to a conclusion this year. He led this work with care and consideration and deserves a great deal of credit.

Councillor Nick Davies has taken over as Vice Chair I look forward to working with Nick as we continue to tackle the issue that matter over the coming year.

## 2. Swansea Scrutiny Results Scorecard 2015-16

Scrutiny Practice	<b>A. How much scrutiny did we do?</b>	<b>B. How well did we do it?</b>
	1. Number of committee meetings = 15 ↓ (21) 2. Number of panel meetings/working groups = 105 ↑ (99) 3. Number of in-depth inquiries completed = 4 ↔	4. Councillors who say they have a good understanding of the work of scrutiny = 93% ↑ (91%) 5. Staff who say they have a good understanding of the work of scrutiny = 96% ↑(58%) 6. Average councillor attendance at scrutiny meetings = 68% ↓ (72%) 7. Backbench councillors actively involved in scrutiny = 79% ↑ (77%) 8. Councillors who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 81% ↓ (85%) 9. Staff who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 71% ↓ (75%) 10. Councillors who agree that the scrutiny arrangements are working well = 83%* 11. Staff who agree that the scrutiny arrangements are working well = 75%*
Scrutiny Outcomes	<b>C. How much did scrutiny affect the business of the Council?</b>	<b>D. What were the outcomes of scrutiny?</b>
	12. Number of chairs letters written to cabinet members = 71 ↓ (76) 13. In depth inquiries reported to Cabinet = 4 ↔ 14. Action plans agreed = 3 ↓ (4) 15. Follow ups undertaken = 5 ↑ (4) 16. Number of Cabinet reports subject to pre decision scrutiny = 6 ↑ (2) 17. Cabinet members who attended at least one question and answer session at the Scrutiny Programme Committee = 100% ↔	18. Scrutiny recommendations accepted or partly accepted by Cabinet=97%↑ (90%) 19. Recommendations signed off by scrutiny as completed = 77% ↓ (80%) 20. Councillors who agree that scrutiny has a positive impact on the business of the Council = 76% ↓ (84%) 21. Staff who agree that scrutiny has a positive impact on the business of the Council = 55% ↓(79%) 22. Councillors who agree that that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 74%* 23. Staff who agree that that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 60%*

↓↑ = significant change, ↓↑ = small change, ↔ no change \* new indicator

### 3. About the Indicators

#### A. How much scrutiny did we do?

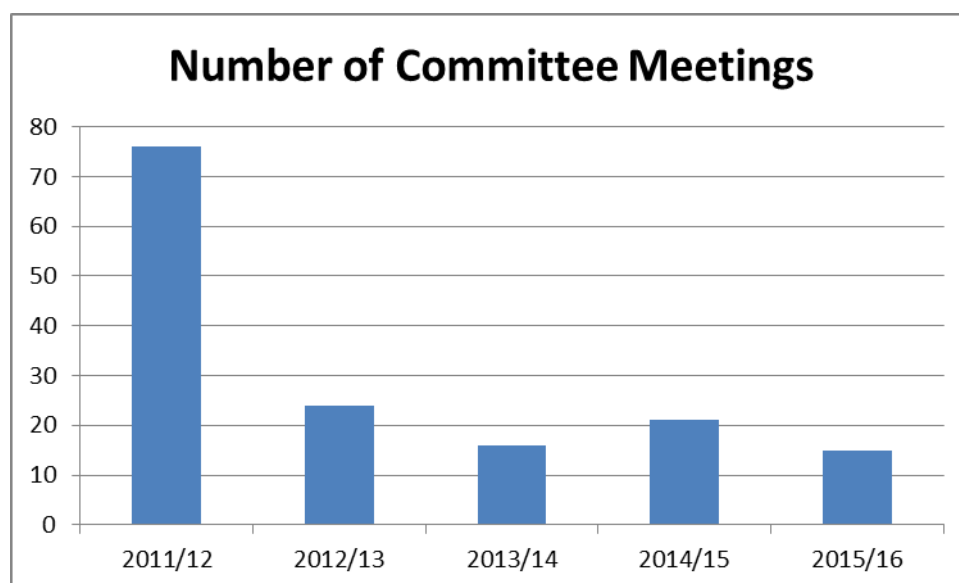
##### 3.1 Number of formal committee meetings = 15

Formal committee meetings for scrutiny are held in public and give councillors the opportunity to hold cabinet members to account and provide challenge on a range of policy and service issues.

The committee meetings for 2015-16 were as follows:

- Scrutiny Programme Committee (13 meetings)
- Special Scrutiny Programme Committee – review of gypsy & traveller site search process (2 meetings)

Comparison with previous years:



(Note: During 2012/13 before the Scrutiny Programme Committee was established three Scrutiny Boards were operating. In 2011/12 there were five boards and two committees)

##### 3.2 Number of panel meetings/working groups = 105

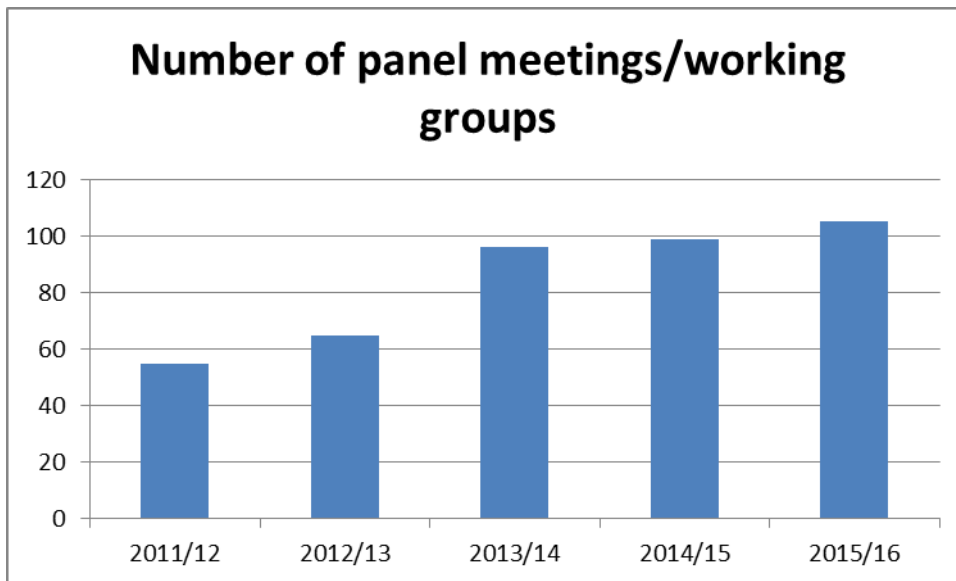
Panel meetings and working groups are established by the Scrutiny Programme Committee with an appointed convener. There are two types of panels:

**Inquiry panels** - these undertake in-depth inquiries into specific and significant areas of concern on a task and finish basis.

**Performance panels** - these provide in-depth monitoring and challenge for clearly defined service areas.

**Working groups** are one-off meetings established when a matter should be carried out outside of the committee but does not need a panel to be set up.

Comparison with previous years:

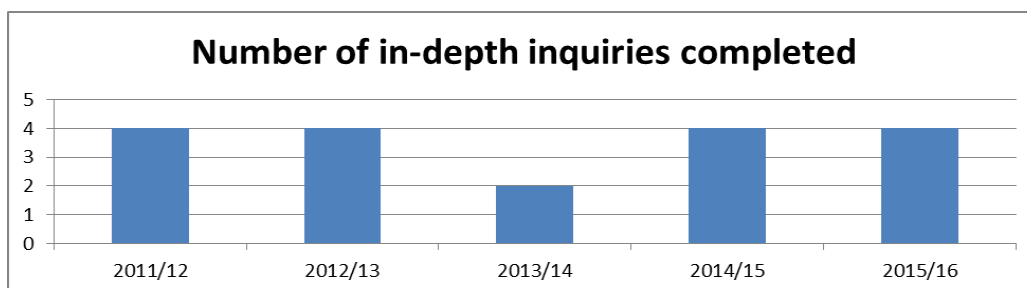


### 3.3 Number of in-depth inquiries completed = 4

Work on the following in-depth inquiries was completed during 2015-16:

Inquiry	Panel
<i>Scrutiny Review:</i> Gypsy Traveller Site Search Process	Scrutiny Programme Committee
<i>A very challenging role:</i> How can the Council ensure that school governors provide effective challenge for their schools?	School Governance Inquiry Panel
<i>High Aspirations:</i> How are services being improved for those children and young people who need or are at risk of being educated other than at school?	Education Inclusion Inquiry Panel
<i>Can do, yes please:</i> How can Swansea Council ensure that service delivery is always supported by a can do culture?	Corporate Culture Inquiry Panel

Comparison with previous years:

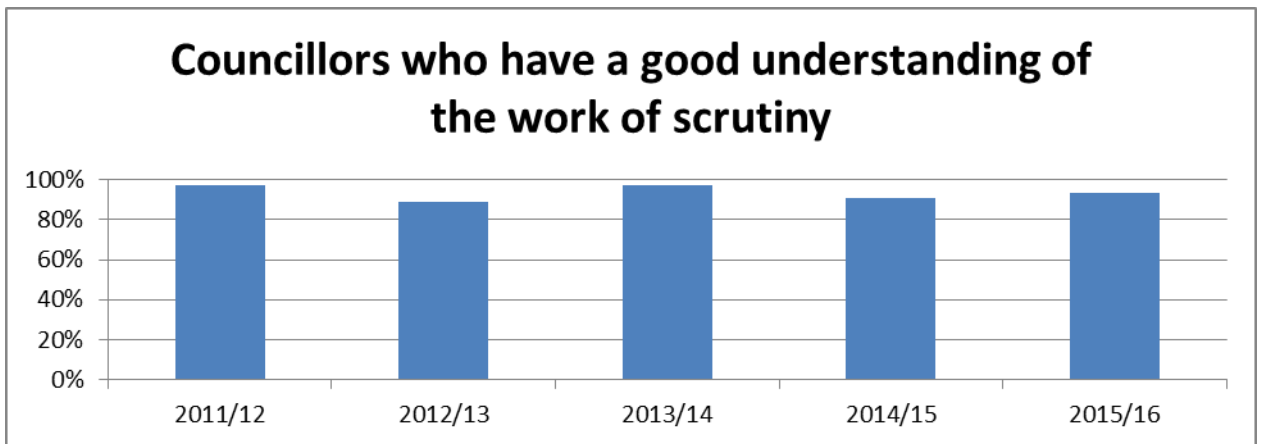


**B. How well did we do it?**

**3.4 Councillors who say they have a good understanding of the work of scrutiny = 93%**

Awareness and understanding of scrutiny is an important aspect of effectiveness. This data is collected via an annual survey of Councillors. The numbers of councillors who responded to the survey was 42 (58% of all councillors).

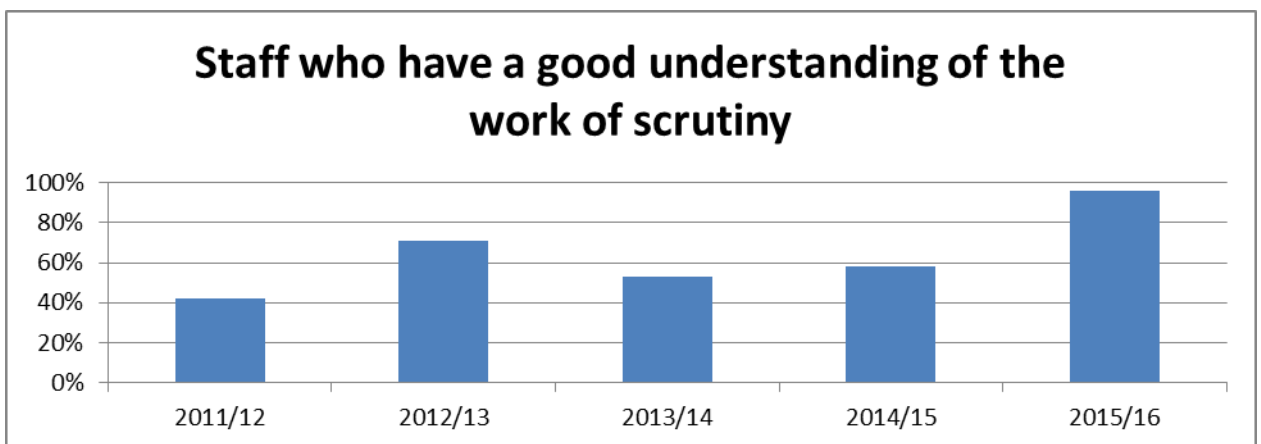
Comparison with previous years:



**3.5 Staff who say they have a good understanding of the work of scrutiny = 96%**

Awareness and understanding of scrutiny is an important aspect of effectiveness. This data is collected via an annual survey of staff and partners. The number of people answering this question was 83 which is a low number from which to draw meaningful conclusions.

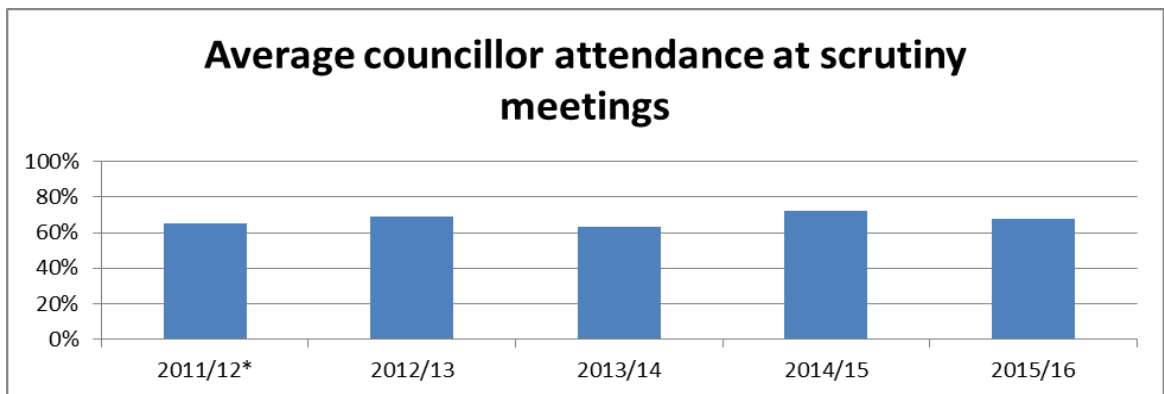
Comparison with previous years:



### 3.6 Average councillor attendance at scrutiny meetings = 68%

The rate of councillor attendance measures an important aspect of effectiveness as it reflects the engagement of councillors in the scrutiny process. Attendance figures for councillors attending formal meetings are collected by the Members Support Team and published on the Council's website. 2015/16's figure is an overall attendance figure that includes the Scrutiny Programme Committee, panel meetings and the working groups.

Comparison with previous years:

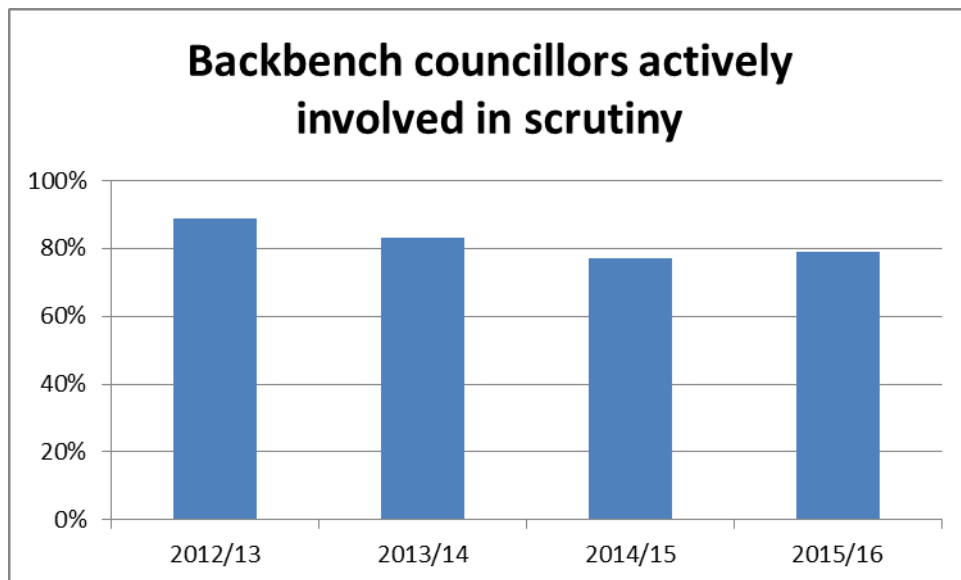


\*formal meetings only

### 3.7 Backbench councillors actively involved in scrutiny = 79%

The large majority of backbench councillors were involved in scrutiny either through the Scrutiny Programme Committee, panels or working groups.

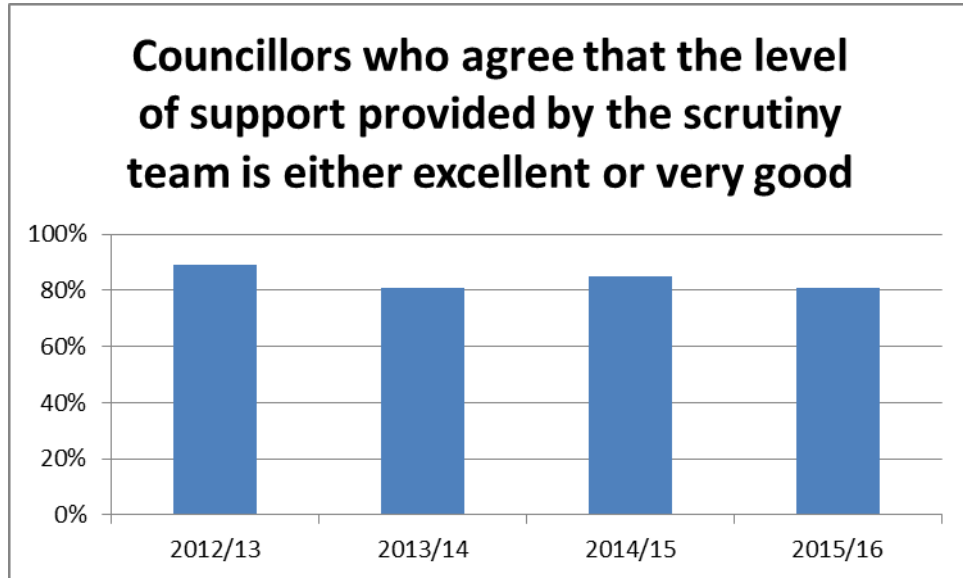
Comparison with previous years:



**3.8 Councillors who have used the service who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 81%**

The Scrutiny Team provides capacity for the committee and the panel meetings/working groups to undertake their work by undertaking, for example, project management, research, report writing and liaison with cabinet and witnesses. This data is collected via an annual survey of councillors. The number of councillors answering this question was 42.

Comparison with previous years:

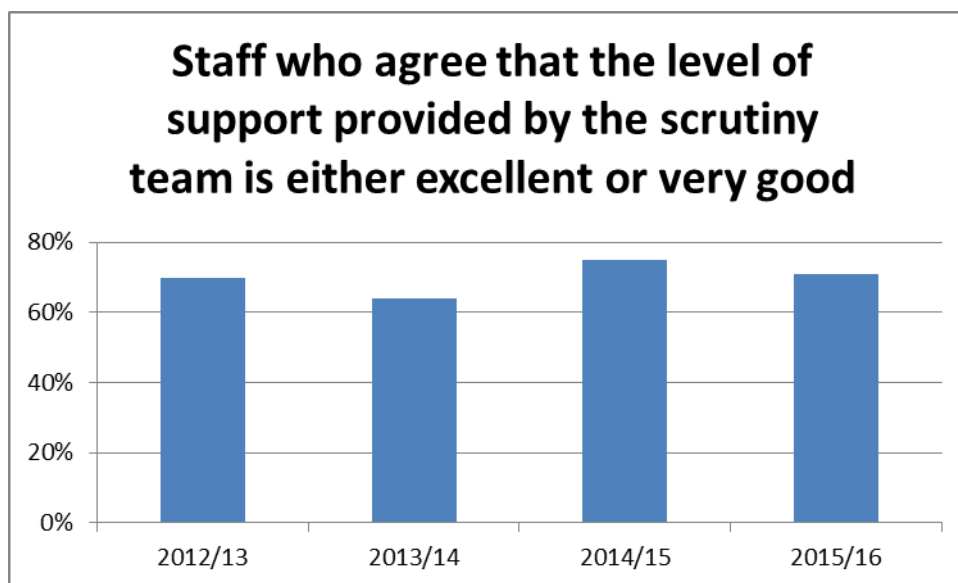




**3.9 Staff who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 71%**

The Scrutiny Team provides capacity for the committee and the panel meetings/working groups to undertake their work by undertaking, for example, project management, research, report writing and liaison with cabinet and witnesses. This data is collected via an annual survey of staff and partners. Only those who have used the service are asked this question. The number of people answering this question was 21.

Comparison with previous years:



**3.10 Councillors who agree that the scrutiny arrangements are working well = 83%**

As part of an annual survey, councillors are asked whether they feel the scrutiny arrangements are working well. The number of councillors answering this question was 42. This was a new indicator for 2015/16.

**3.11 Staff who agree that the scrutiny arrangements are working well = 75%**

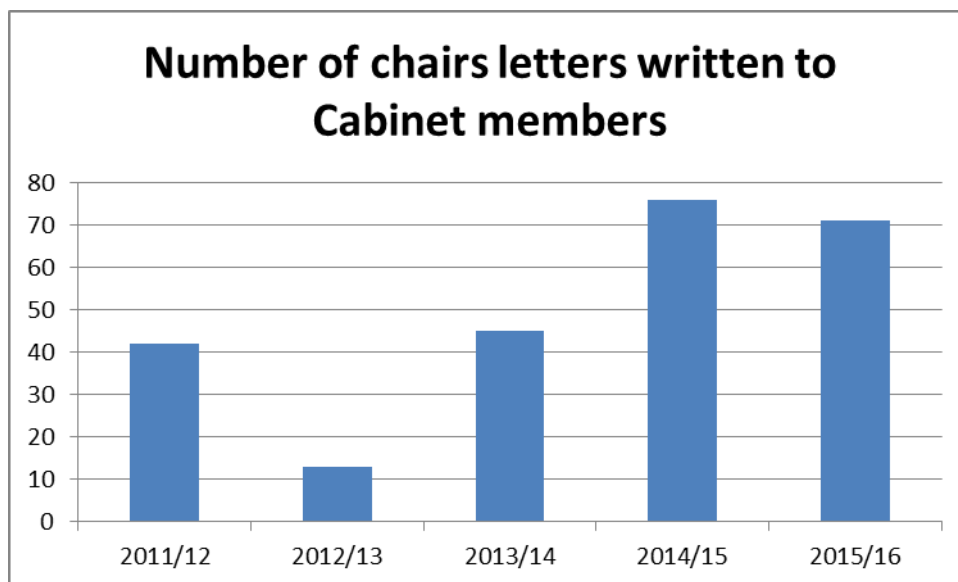
As part of an annual survey, staff and partners are asked whether they feel the scrutiny arrangements are working well. Only those staff and partners who have worked with scrutiny within the last 12 months are asked this question. 20 staff and partners answered this question. This was a new indicator for 2015/16.

### C. How much did scrutiny affect the business of the Council?

#### 3.12 Number of chairs letters written to cabinet members = 71

Chairs letters allow the committee and panel meetings/working groups to communicate quickly and efficiently with the relevant cabinet members. They use these letters to raise concerns, highlight good practice, ask for further information and make recommendations.

Comparison with previous years:

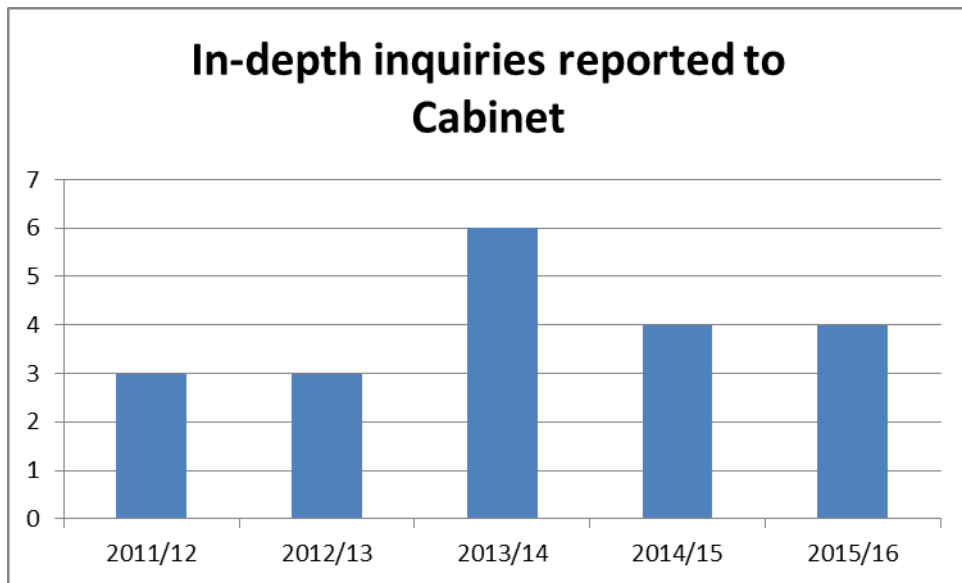


#### 3.13 In-depth inquiries / reviews reported to Cabinet = 4

In depth inquiries are reported to Cabinet for a response to the recommendations agreed by scrutiny and action plan on how the recommendations will be implemented. The following in-depth reviews were reported to Cabinet from scrutiny with the number of recommendations from each shown in brackets:

- Scrutiny Review: Gypsy Traveller Site Search Process (5)
- School Governance (16)
- Education Inclusion (20)
- Corporate Culture (19)

Comparison with previous years:

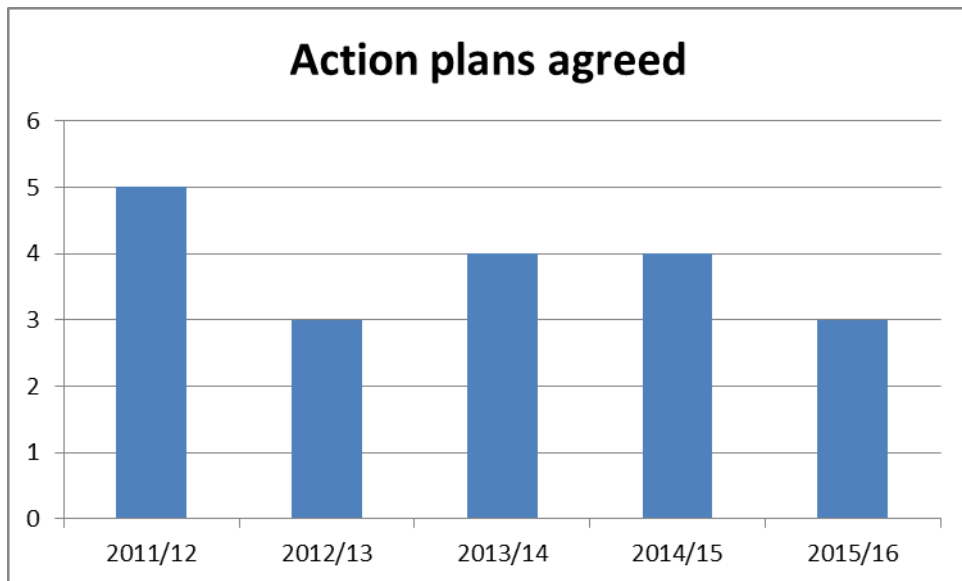


### 3.14 Action plans agreed = 3

Once recommendations and an action plan have been agreed by cabinet, scrutiny will follow up on progress with implementation and impact. The following action plans were agreed following in-depth inquiries during 2015-16:

- Social Care at Home
- Corporate Culture
- Education Inclusion

Comparison with previous years:

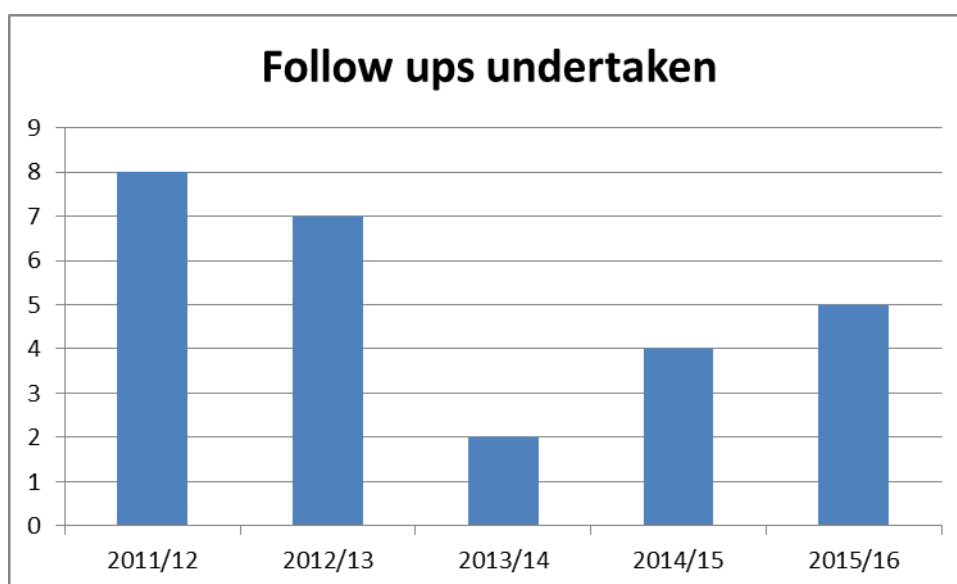


### 3.15 Follow ups undertaken = 5

In order to check whether the agreed action plans have been carried out, scrutiny will ask for follow up reports from cabinet members. If councillors are satisfied they can then conclude the work for that inquiry. The following follow ups were considered in 2015-16:

- Attainment and Wellbeing
- Economic Inactivity
- Inward Investment
- Public Engagement
- Streetscene

Comparison with previous years:

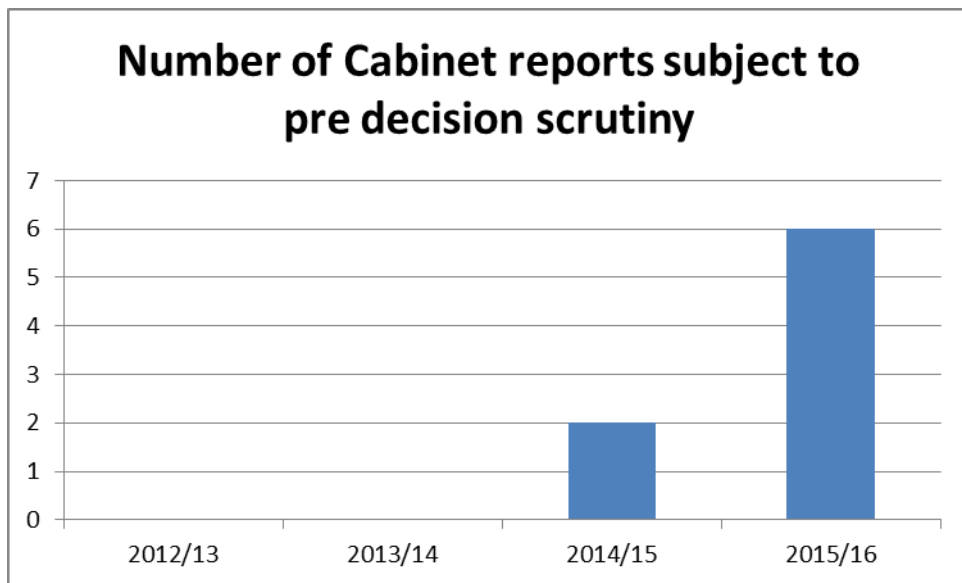


### 3.16 Number of Cabinet reports subject to pre decision scrutiny = 6

Pre decision scrutiny involves scrutiny councillors considering cabinet reports before cabinet makes a final decision. In 2015/16 6 cabinet reports were subject to pre decision scrutiny, these were:

- The Future of Education Other Than At School Services in Swansea
- Disposal of Former Civic Centre and Adjoining Land, Penllergaer
- Development of City Centre Sites – Selection of Development Partner(s) and Authorisation to Amend the Current Year Capital Programme (FPR7)
- Review Of Abergelli & The Beeches Alternative Day Services
- Budget Reports
- Review of School Music Service Arrangements

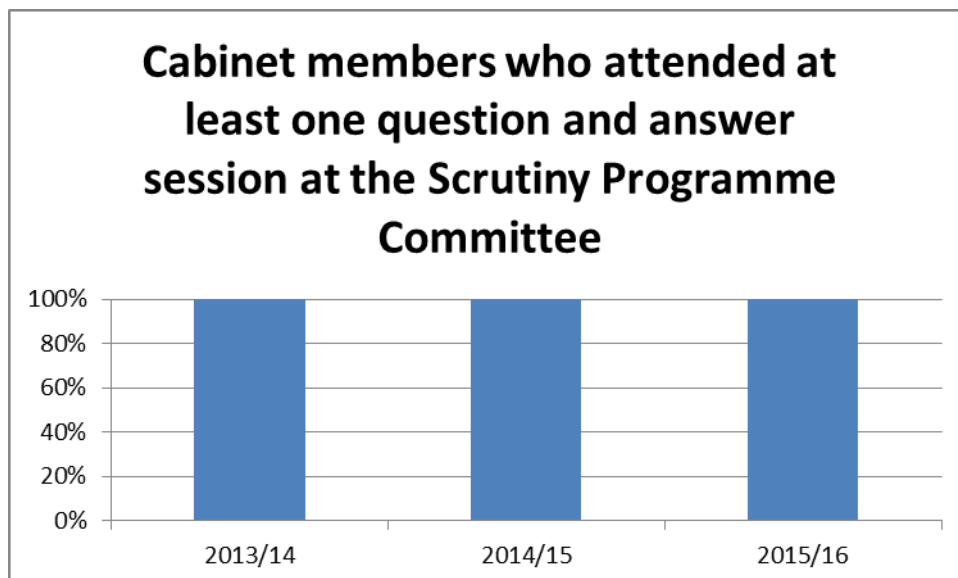
Comparison with previous years:



**3.17 Cabinet members who attended at least one question and answer session at the Scrutiny Programme Committee – 100%**

Cabinet members attend scrutiny meetings to answer questions and provide information. Cabinet attendance at scrutiny meetings is a good indicator that the 'holding to account' role of scrutiny is functioning well. In 2015/16 every Cabinet member attended at least one question and answer session at the Scrutiny Programme Committee. This indicator was added in 2013/14.

Comparison with previous years:

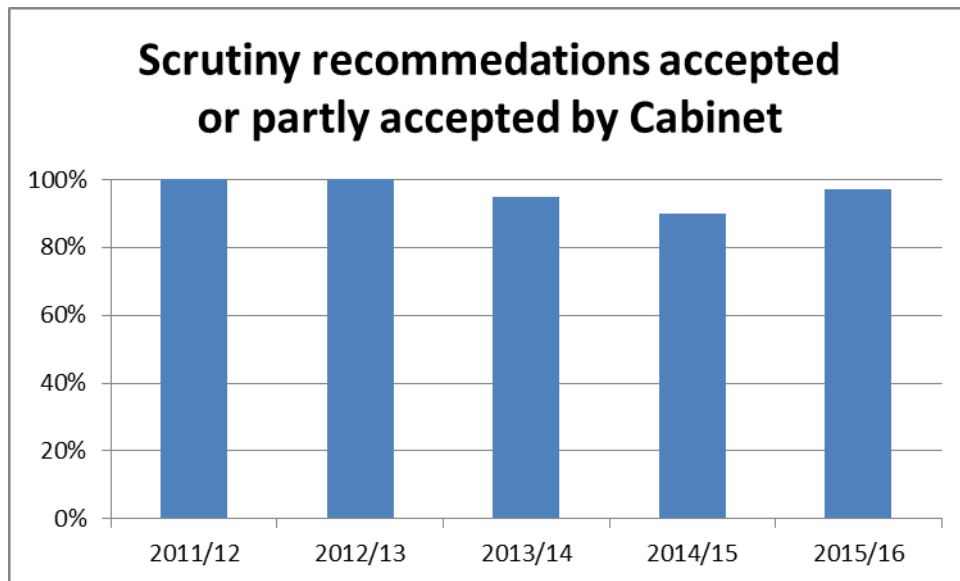


## D. What were the outcomes of scrutiny?

### 3.18 Scrutiny recommendations accepted or partly accepted by Cabinet = 97%

The rate that cabinet accept scrutiny recommendations is a good indicator of whether scrutiny is making strong recommendations based on robust evidence. Cabinet responded to 61 scrutiny recommendations in 2015-16 of which 54 were accepted and 5 were partly accepted. 2 were rejected.

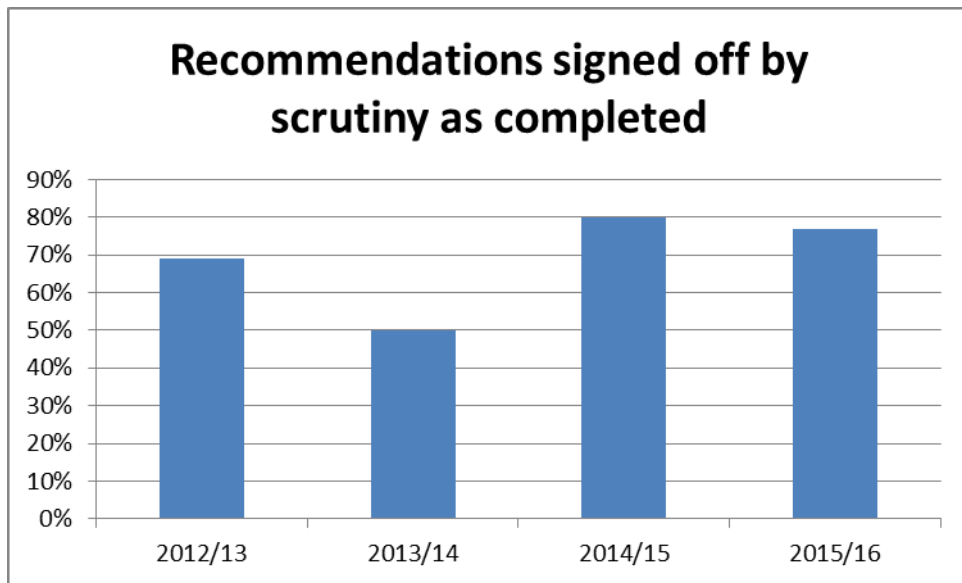
Comparison with previous years:



### 3.19 Recommendations signed off by scrutiny as completed = 77%

When follow up reports are presented to scrutiny they detail which of the recommendations from the in depth inquiry have been completed in line with the cabinet member's action plan and which have not. Scrutiny councillors then consider whether they agree with the assessment taking into account the evidence they are presented with. This indicator represents the percentage of recommendations accepted by scrutiny as being completed for the year (62 recommendations were considered of which 48 were signed off as complete).

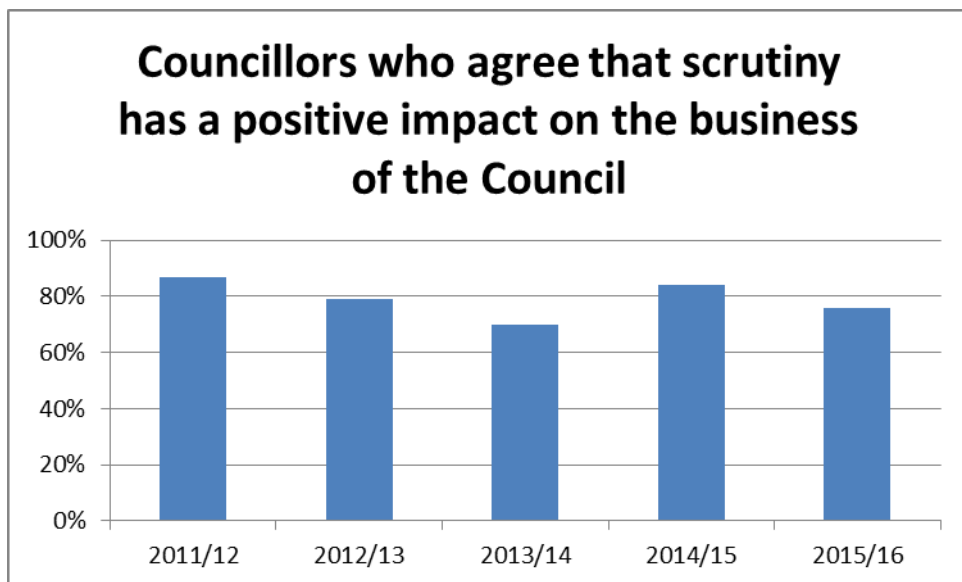
Comparison with previous years:



**3.20 Councillors who agree that scrutiny has a positive impact on the business of the Council = 76%**

As part of an annual survey, councillors are asked whether they believe that scrutiny has made a difference. The numbers of councillors who responded to the survey was 42 (58% of all councillors).

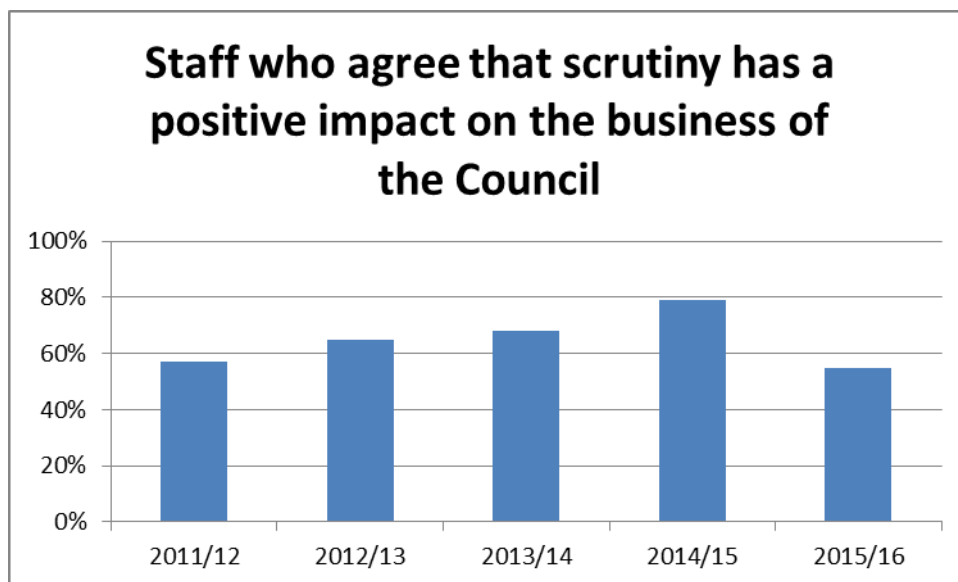
Comparison with previous years:



**3.21 Staff who agree that scrutiny has a positive impact on the business of the Council = 55%**

As part of an annual survey, staff and partners are asked whether they believe that scrutiny has made a difference. The number of people answering this question was 83.

Comparison with previous years:



**3.22 Councillors who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 74%**

It is important that the Scrutiny Work Programme strikes a balance between community concerns and strategic issues. As part of the annual survey, councillors are asked whether they believe that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance. This is a new indicator for 2015/16.

**3.23 Staff who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 60%**

It is important that the Scrutiny Work Programme strikes a balance between community concerns and strategic issues. As part of the annual survey, staff and partners are asked whether they believe that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance. Only those staff and partners who had been involved with the work of scrutiny within the last 12 months answered this question. 22 staff and partners answered this question. This is a new indicator for 2015/16.



## 4. Feedback and Improvement

### 4.1 Quotes about Scrutiny in Swansea

#### **Councillor May Jones, Chair of the Scrutiny Programme Committee**



“The single committee system has become a normal part of how we do things and continues to attract interest from other Councils. Our flexible approach has allowed councillors to follow their own interests but also to focus on topics that matter to the public. At a time when scrutiny faces more and more demands it is vital that we have a system that makes the best use of the resources we have.

I believe strongly that an important role of scrutiny is to hold Cabinet members to account. For this reason we have taken the time to engage fully with all 10 of the Council’s Cabinet Members in a fair and balanced way. Each has taken the time to provide us with information in advance and each has been extremely constructive in the individual question and answer sessions.

As well as chairing the Committee I have been able to lead work on child and adolescent mental health and Swansea Local Service Board (now Swansea Public Services Board).

#### **Councillor Robert Smith, Vice Chair of the Scrutiny Programme Committee**



“For me the strength of our scrutiny system is its flexibility to deal with different topics in different ways. As Vice Chair of the Committee I have been leading a piece of work on our provision of sites for Gypsies and Travellers and this has required the formal setting of the committee. I have also signed up for the Schools Performance Panel and working groups on tethered horses and civic events. These meetings have the option to be less formal and issues can be dealt with quickly – there is no need to apply a one size fits all approach.

#### **Councillor Rob Stewart, Leader of the City and County of Swansea**



“The scrutiny set up we have in Swansea makes an essential contribution to the work of the Council. We know from inspections that the system is effective and that the challenge that backbench councillors provide to Cabinet is robust. I believe I can speak for all of my colleagues in that Cabinet when I say that we are regularly held to account for our performance and made aware of issues of concern by scrutiny. As Leader I have been particularly concerned to ensure that backbench councillors are able to play a full part in council

business and our flexible model of scrutiny has played its part in helping this to happen.

### **Councillor Clive Lloyd, Cabinet Member for Transformation and Performance**



“As the Cabinet Member responsible for councillor support and development I believe the way that scrutiny operates is a real positive for back benchers. I know the in depth inquiry work in particular has helped councillors to get a real grip on the issues in a particular area and do some really good work as a result. As well as hearing positive reports from colleagues I know the system is working well because we have received enquiries from a number of other councils who are interested in how we do things.

### **Catherine M. Farrell, Professor of Public Management, University of South Wales**



“Over the last year, I have participated as a co-opted member of a scrutiny inquiry panel which focused on the authority's improvement of the governance of schools.

It is the strength of the evidence base which has impacted on the quality of the report which is sector leading in a number of respects including the inclusion and involvement of a range of stakeholders.

The report has been distributed widely and is of particular application in the governance of schools. It also has huge relevance in other areas of governance both within and outside local authorities.

### **Dave Anderson Thomas, Parent Governor Co-optee, Scrutiny Programme Committee**



“The members of the scrutiny panel and officers from the authority gave me their full support and guidance from day one. It was the first time I had been involved in the workings of local government and in particular, the challenges of working with various political agendas and the etiquette of formal council meetings. I would recommend getting involved with Scrutiny to Swansea residents who want to make a difference and influence their family's future.

### **Alan Thomas, (Lay) Chair of Audit Committee**



“I have been working closely with scrutiny over the last 12 months to ensure that we are fully aware of each other's forward programme - this ensures that there is no overlap or gaps and that we are clear as to our respective roles. I have attended the Scrutiny Committee and the Chair of Scrutiny has attended my Committee. I was also pleased to be able to participate in the Annual Scrutiny Work Planning Conference.

From an Audit Committee perspective I have no concerns about duplication in work plans. I would also point to the significant amount of scrutiny being undertaken and work completed. I wish to praise the commitment of those scrutiny councillors involved and the management of the overall work programme.

## The Care and Social Services Inspectorate Wales



The most recent **inspection report** that looked at scrutiny was by the Care and Social Services Inspectorate Wales. In October 2015 they reported that Swansea's Scrutiny arrangements were '*effective and well managed*'. Also that:

"CSSIW have attended scrutiny sessions where performance information has been presented and have witnessed the robustness of the challenge given from elected members.

CSSIW attended a number of performance panel meetings for both adult and children's services during the year. Information about the scrutiny activity has been improved with the publication of "Scrutiny Despatches" with access to recent reports and inquiry panel findings. Social media is also being used to improve access to this activity and to evidence work achieved.

## The Wales Audit Office



In June 2015 the Wales Audit Office published their **corporate assessment** of Swansea Council. They concluded that: '*The Council's scrutiny structure enables a flexible and focussed approach and access to information about scrutiny activity has improved in recent months*'. Furthermore:

"In recent months the Council has been taking steps to improve access to the information about its scrutiny work. Scrutiny Dispatches are being published explaining current inquiries and a Scrutiny Reports Library provides better access to the reports produced by inquiry panels. Social media is also being used to raise awareness of scrutiny activity.

## 4.2 Improving Scrutiny

In our last annual report we identified six improvement outcomes; things that we wanted to be better at. Over the course of the year we have discussed these outcomes at the committee and in panel meetings. Below is a summary of some of the things that we have done as a result and some things that we still want to do.

### 1. **We need to talk more to cabinet members so that we can plan better and ensure that our work is making a difference**

*What we have done*

- The Chair of the Scrutiny Programme Committee has established a regular informal meeting with the Cabinet Member for Transformation and Performance to discuss cabinet business and the interface with scrutiny.
- The conveners for the Schools, Child and Family Services and Transforming Adult Social Services Panels have consulted the relevant Cabinet Members about their work programmes.
- The Cabinet Member has been involved in developing the plan for the Building Sustainable Communities inquiry.
- The Convener of the Service Improvement & Finance Panel has met with the Cabinet Member to agree the pre-decision scrutiny of commissioning review cabinet reports
- Suggestions from Cabinet Member letters have been considered and some added to the work plans by the Child and Family Services and Transforming Adult Social Services Panels

*What we still want to do*

- More involvement of Cabinet members in early stages of inquiry to support planning (ie: at pre inquiry working group) to improve impact
- More regular meetings between performance panel conveners and relevant Cabinet members to improve work plans

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

*What we have done*

- The Committee has established new Inquiry Panels on Building Sustainable Communities and Tackling Poverty – these are both corporate priorities.
- The Schools Performance Panel has discussed the corporate priorities that relate to Schools Performance and detail them at the beginning of each agenda.
- Corporate Priorities were considered by the Service Improvement & Finance Panel as part of their work plan discussions for 2016/17.
- The terms of reference for the Child and Family Services Panel were aligned with the priorities in the corporate plan – specifically safeguarding vulnerable people.

*What we still want to do*

- Improve visibility of the corporate priorities on Panel agendas and work plans.
- Review the corporate priorities when planning in depth inquiries.

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

*What we have done*

- The committee has discussed training and identified a need for sessions on; the Council budget and financial scrutiny; scrutiny questioning skills; and effective scrutiny.
- Scrutiny training needs will be met through the Councils training and development programme.
- Scrutiny Councillors received training during the year on Children's Rights and the Scrutiny of Community Services (provided by the Older People's Commissioner for Wales)
- The Schools Performance Panel have received briefings on topics as part of regular meetings.

*What we still want to do*

- Hold extra briefing session where needed to improve the knowledge of Committee and Panel members.
- Prepare an induction programme for scrutiny councillors following the elections in 2017.

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

*What we have done*

- The 'Scrutiny Dispatches' quarterly report is written in a more newsworthy style, and with assistance from the Communications Team press releases have been developed for media coverage.
- Press releases have been posted on the Swansea Scrutiny Bulletin Board and shared via twitter
- Media coverage for a range of scrutiny work including; music service item, inward investment, education inclusion, building sustainable communities, waste management, tackling poverty, budget scrutiny, grand theatre and child and adolescent mental health services.

*What we still want to do*

- More press releases to be issued and published via the Scrutiny Bulletin Board for key agenda items e.g. budget scrutiny and when reports are being published
- Better monitoring of media coverage and feedback to councillors

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

*What we have done*

- The Committee's agenda now includes a public question time
- Invited questions for the Committee's Cabinet Member Q&A sessions and requests for scrutiny
- 25 meetings (22%) had members of the public attending – there were a total of 143 attendances by members of the public in total
- 29 meetings (33%) considered public contributions either through questions or evidence (e.g. surveys)
- A total of 29 members of the public attended six meetings of the Child and Adolescent Mental Health Services Panel and were given the opportunity to participate in 4 of the meetings.

*What we still want to do*

- Continue to develop ways of involving the public in scrutiny

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

*What we have done*

- The Schools performance Panel met with a representative from Audit Committee
- Estyn gave evidence to the School Governance Scrutiny Inquiry
- The Schools Panel have made connections with Estyn via email contact and send them copies of agendas
- Estyn have attended the Schools Panel to observe.
- Service Improvement and Finance Panel receive the Wales Audit Office Annual Report each year and use it to identify any areas of concern that may benefit from scrutiny involvement.
- The Child & Family Services Panel have developed a relationship with the lead CSSIW inspector and provided work plans and letters

*What we still want to do*

- Further discussions with Wales Audit Office to develop links between our work plans, improve mutual awareness and make use of audit and scrutiny findings

### **4.3 Additional Areas for Improvement**

As well as the six improvement outcomes above, the Committee also identified the following issues as part of their end of year review:

- While 79% of back bench councillors were involved in scrutiny last year, there is scope for greater councillor participation
- Pre decision scrutiny is being used more but the process could be improved to ensure that Cabinet can respond properly to the views of scrutiny councillors

These issues will be considered by the committee over the coming months.

# Agenda Item 8

## Report of the Chair

### Scrutiny Programme Committee – 11 July 2016

#### PROGRESS REPORT – SERVICE IMPROVEMENT & FINANCE 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 Service Improvement & Finance Scrutiny Performance Panel. Councillor Chris Holley, 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 Chris Holley, Convener of the Service Improvement & Finance Scrutiny Performance Panel
<b>Lead Officer &amp; Report Author</b>	Rosie Jackson, Scrutiny Officer Tel: 01792 636292 E-mail: <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>

#### 1. Introduction

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

**Labour Councillors: 4**

David Cole	Joe Hale
Phillip Downing	Des Thomas

**Liberal Democrat Councillors: 3**

<b>Chris Holley (CONVENER)</b>	Mary Jones
Jeff Jones	

**Independent Councillor: 2**

Lynda James	Keith Marsh
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**Conservative Councillor: 2**

Anthony Colburn	Paxton Hood-Williams
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**2. Legal Implications**

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

**3. Financial Implications**

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

## Service Improvement & Finance Scrutiny Performance Panel Update

### 1. Remit of the Panel

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

### 2. Introduction

The Panel is focused on contributing to the budget process and annual improvement process by providing a critical friend for the Cabinet, and helping to ensure accountability.

### 3. Key Activities

The Panel held six meetings between February and June 2016. This involved speaking to a range of Cabinet Members (4) and officers about performance, improvement and budget monitoring. This has resulted in seven convener's letters being sent to Cabinet Members. The main issues covered were as follows:

#### 10 February

- Budget Pre-decision Scrutiny – including public Q&A session with Leader

#### 9 March

- Q&A Session with Cabinet Member for Services for Children & Young People to discuss the implementation and impact of budget decisions within her portfolio.
- Q&A Session with Cabinet Member for Adults & Vulnerable People to discuss the implementation and impact of budget decisions within her portfolio.
- 3<sup>rd</sup> Quarter Budget Monitoring

#### 13 April

- ICT – End of Project Report (The Move to and in-house ICT Service)
- 3<sup>rd</sup> Quarter Performance Monitoring

#### 11 May

- Annual Work Plan review

#### 6 June

- Pre-decision scrutiny of Waste Management Commissioning Review Report

#### 22 June

- Corporate Plan 2016/17

### 4. Achievements / Impact

- **Budget Scrutiny**
  - Held the Leader (Cabinet Member for Finance & Strategy) to account through a discussion session on the budget with Panel members

- Provided an additional opportunity for the public to engage with the budget process by providing a public Q&A session with the Leader and 4 members of the public attended
  - Raised concerns regarding the level of public consultation in the budget process. Therefore we recommended that all of the Commissioning Reviews should ensure that robust public engagement takes place, where applicable, on the various options for future service delivery, and noted that scrutiny should also be involved in this consultation process.
- **Pre-decision scrutiny of Commissioning Reviews**  
The Panel agreed that as the Commissioning Review process is a key part of how the Council is seeking to address its financial issues, therefore it is important that scrutiny maintains an oversight of the process and the emerging decisions. The Convener met with the Cabinet Member for Transformation & Performance and the Director of Place in order to agree a process to ensure consistency and awareness amongst all Councillors, Cabinet Members and officers of the importance of this work.  
  
The first pre-decision scrutiny session took place in June on the Waste Management Commissioning Review and the Panel made the following recommendations to Cabinet relating to the review process:
    - All future commissioning review reports should include a section on stakeholder involvement/consultation
    - Ensure that the process for in-house transformation of services is clearly set out
    - Provide full details of the financial implications of the selected options within all commissioning review reports
  - **Budget and performance monitoring**  
The Panel regularly receives quarterly and annual performance and budget reports. This enables it to maintain a good level of understanding of performance and budgetary issues.

## 5. Future Work Programme

The Panel will be considering the following items over the next four months:

- Briefing on the Council's full range of Fees and Charges and process for increases year on year
- Continuing quarterly and annual budget and performance monitoring
- Reserve up-dates and reserves policy
- Mid-year budget statement
- Wales Audit Office Annual Report
- Additional meetings planned to carry out pre-decision scrutiny of Commissioning reviews. Up-coming items include Corporate Building and Property (August) and Highways and Transportation (September) and any other Commissioning reviews within our remit

## 6. Action required by the Scrutiny Programme Committee

None.

# Agenda Item 9

## Report of the Chair

### Scrutiny Programme Committee – 11 July 2016

#### SCRUTINY WORK PROGRAMME 2016/17

<b>Purpose</b>	This report reviews progress with the scrutiny work programme for 2016/17.
<b>Content</b>	The current work programme is described, including the plan for future committee meetings and topics that will be examined by scrutiny through various 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>• 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 of the Scrutiny Programme Committee
<b>Lead Officer</b>	Mike Hawes, Corporate Director (Resources)
<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 A report is provided to each meeting to enable the committee to maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.
- 1.3 The broad aim of the scrutiny function is to:
  - help improve services
  - provide an effective challenge to the executive
  - engage members in the development of policies, strategies and plans
  - engage the public
- 1.4 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

1.5 The work of scrutiny is undertaken primarily in three ways – through the committee itself, by establishing informal panels or via one-off working groups. Panels and Working Groups would be open to all non-executive councillors - the Committee will agree membership and conveners following expressions of interest.

1.6 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.

1.7 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 2016/17**

### **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 – this is carried out by the committee unless delegated elsewhere. 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 Commissioning Reviews – Cabinet reports about the various commissioning reviews that are planned over the coming year will be subject to pre-decision scrutiny. This will be carried out via the committee or relevant Panels as appropriate. The following commissioning reviews are expected:

<b>Commissioning Review</b>	<b>Cabinet Portfolio</b>	<b>Cabinet</b>	<b>Pre-decision by Scrutiny Panel / Committee</b>
Waste Management	David Hopkins	June	Service Improvement & Finance
Corporate Building & Property	Rob Stewart / Andrea Lewis	August?	Service Improvement & Finance
Highways & Transportation	David Hopkins	September	Service Improvement & Finance
Family Support	Christine Richards / Mark Child	November	Child & Family Services
Parks and Cleansing	David Hopkins / Mark Child	November	Service Improvement & Finance
Public Protection	Mark Child	February 2017	Service Improvement & Finance
Special Education Needs	Jennifer Raynor	March 2017	Schools
All Council Catering Services	Jennifer Raynor	March 2017	tbc
Planning Services/Economic Development/City Centre	Robert Francis Davies	March 2017	Service Improvement & Finance
All Residential and Day Care Services provided via: Learning Disability; Mental Health; Physical Disability Services	Jane Harris	June 2017	Adult Social Services
Housing	Andrea Lewis	tbc - 2017	Service Improvement & Finance

## 2.2 Inquiry Panels:

2.2.1 The following Inquiry Panels are currently active:

<b>In progress (yet to report):</b>	<b>Completed (follow up stage)</b>
1. Child & Adolescent Mental Health Services (final report stage) - Expected End: Aug 2016	1. Social Care at Home (Jul 2016) 2. Corporate Culture (Jul 2016) 3. Education Inclusion (Oct 2015) 4. School Governance (tba)

2. Building Sustainable Communities (final report stage) – Expected End: Aug 2016	
3. Tackling Poverty (planning stage) – Expected End: Dec 2016	

2.2.2 The committee has agreed the following as potential new inquiries:

- Partnerships & Collaboration
- Preparedness for School

Preparations for these will begin shortly.

2.3 Performance Panels:

2.3.1 The following Performance Panels are meeting:

1. Service Improvement & Finance	4. Adult Services
2. Schools	5. Public Services Board
3. Child & Family Services	

2.4 Working Groups:

2.4.1 The following Working Groups will be convened during the year ahead:

1. Local Flood Risk Management <i>(the committee has agreed that this Working Group should meet annually to review flood risk plans)</i>	3. Planning & Section 106 Agreements
2. Civic Events <i>(the Convener requested a follow-up meeting to address a number of issues that the Working Group felt needed further consideration)</i>	4. Roads / Highways Maintenance
	5. Corporate Building Services
	6. Digital Inclusion
	7. Dog Fouling

2.5 Regional Scrutiny:

2.5.1 Swansea scrutiny is also involved in a regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A scrutiny councillors group has been set up in order to coordinate scrutiny work across the region and ensure a consistent approach. It is initially meeting bi-annually. The Swansea Scrutiny Team is providing support for this group as the Council's contribution to ERW. Swansea is represented by the chair of the Scrutiny Programme Committee and convener of the Schools Performance Panel. The next meeting taking place in September 2016 will be hosted by Pembrokeshire Council.

2.6 **Appendix 3a & 3b** provide a snapshot of progress with all of the informal Panels and Working Groups established by the committee to carry out specific activities, and current position.

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

2.8 To ensure awareness and avoidance of duplication with the work of Cabinet Advisory Committees (CAC) the committee should note information about CAC work plans – **Appendix 5**.

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

3.1 None.

### **4. Financial Implications**

4.1 Any costs that arise out of work plan activities, for example expenses for witnesses or transport costs, are not envisaged to be significant and will be contained within the existing Scrutiny Budget.

### **5. Legal Implications**

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

**Background papers:** None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Appendices:

Appendix 1: Committee Work Plan 2016/17

Appendix 2: Forward Look (Cabinet Business)

Appendix 3a: Scrutiny Work Programme Timetable 2016/17

Appendix 3b: Progress of Panels and Working Groups

Appendix 4: Scrutiny Councillor / Officer Leads

Appendix 5: CAC Workplans



**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 (8 Aug; 14 Nov; 13 Feb)</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 Jun</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>Annual Corporate Safeguarding Report</li> </ul>	<ul style="list-style-type: none"> <li>To consider report of the Council’s Corporate Safeguarding Group. The report is cross cutting (i.e. covers safeguarding of adults and children) and is not a report on social services performance but on how the Council as whole is meeting its safeguarding responsibilities</li> </ul>
	<ul style="list-style-type: none"> <li>Work Programme 2016-17</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>11 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 Cabinet Member for Wellbeing &amp; Healthy City</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp;</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>

	Finance Performance Panel	
	<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 2015/16, as required by the constitution</li> </ul>
<b>8 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 Cabinet Member for Education</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>Final Inquiry Report: Child &amp; Adolescent Mental Health Services</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Mary Jones, prior to submission to Cabinet for decision</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 to develop knowledge and skills</li> <li>To reflect on agreed Councillor Training and Development programme and actions necessary to further scrutiny related activities</li> </ul>
<b>12 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 Anti-Poverty</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Report: Building Sustainable Communities</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Terry Hennegan, 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>
	<ul style="list-style-type: none"> <li>Relationship with Regulators and Inspectors</li> </ul>	<ul style="list-style-type: none"> <li>To discuss relationship between scrutiny and external regulators and inspectors to ensure more coordinated and effective challenge</li> </ul>
<b>10 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 Enterprise, Development &amp; Regeneration</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Adult Social Services 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>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>Annual Local Government Performance Bulletin 2015-16</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>14 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 Environment &amp; Transportation</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Public Services Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements</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>
<b>12 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 Services 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>9 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 the Leader of the Council / 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>
<b>13 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 Next Generation Services</li> </ul>
	<ul style="list-style-type: none"> <li>• Gypsy &amp; Traveller Site Search Process</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up on agreed recommendations / impact of scrutiny following cabinet decision in June 2016 (report from 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 – 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>13 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 Transformation &amp; Performance</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Adult Social Services 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>

<b>10 Apr</b>	<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>
	<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>

**APPENDIX 2 – CABINET FORWARD PLAN  
2016 – 2017**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>2016 Play Sufficiency Assessment.</b></p>	<p>Under the Children &amp; Families (Wales) Act 2010, each Local Authority has a Duty to assess Play Sufficiency on a 3 year basis. The City &amp; County of Swansea's 2016 Play Sufficiency Assessment was undertaken between July 2015 and March 2016. This Report is intended to support the necessary approval of the Assessment, its key findings and associated Action Plan for its completion.</p>	<p>Stephen Cable</p>	<p>Cabinet Member - Wellbeing and Healthy City</p>	<p>Cabinet</p>	<p>21 Jul 2016</p>	<p>Open</p>
<p><b>Review of the Council's Non Operational Property Investment Portfolio.</b></p>	<p>To report on actions identified following recent review including disposals and the acquisition of property investments with the sole purpose of financial return</p>	<p>Geoff Bacon</p>	<p>Cabinet Member - Transformation and Performance</p>	<p>Cabinet</p>	<p>21 Jul 2016</p>	<p>Fully exempt</p>

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**APPENDIX 2 – CABINET FORWARD PLAN  
2016 – 2017**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Corporate Apprentice and Trainee Strategy.</b>	To outline the proposed Corporate Apprentice and Trainee strategy, along with the timeline for the project implementation.	Martin Nicholls	Cabinet Member - Next Generation Services	Cabinet	21 Jul 2016	Open

**APPENDIX 2 – CABINET FORWARD PLAN  
2016 – 2017**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Disposal of Surplus Land on School Sites - Clase Primary.</b></p>	<p>To report back on the consultation with Clase Primary School Governing Body on the proposed land sale with a view to declaring the land surplus to requirements and progressing to serve notice served in accordance with The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015, or S.123 of the Local Government Act 1972 as appropriate. If it is determined that the land sale proceeds subject to further consideration of any response to the notice as set out above, the receipt will be utilised as set out in the Capital Budget &amp; Programme 2015/16 - 2019/20</p>	<p>Louise Herbert-Evans</p>	<p>Cabinet Member - Education</p>	<p>Cabinet</p>	<p>21 Jul 2016</p>	<p>Open</p>

**APPENDIX 2 – CABINET FORWARD PLAN  
2016 – 2017**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Energy Strategy</b>	<ul style="list-style-type: none"> <li>• To agree scope and content of the Corporate Energy.</li> <li>• Approval of the Energy Strategy Action plan recommendations and timescales for implementation.</li> </ul>	Martin Nicholls	Cabinet Member - Next Generation Services	Cabinet	21 Jul 2016	Open
<b>Establishment of Western Bay Regional Partnership Board and Update of Programme of Work.</b>	The purpose of the report is to seek approval of the establishment of the Western Bay Regional Partnership Board, as required within the statutory guidance for the partnership arrangements under part 9 of the Social Services and Wellbeing (Wales) Act 2014. The report will also provide an update of the programme of work within the Western Bay Health and Social Care Programme	Sara Harvey	Cabinet Member - Adults and Vulnerable People	Cabinet	21 Jul 2016	Open



**APPENDIX 2 – CABINET FORWARD PLAN  
2016 – 2017**

<b>Report Title</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>The Future of Education Other Than AT School (EOTAS) Provision in Swansea.</b>	Members are asked to consider the proposals in respect of the direction of travel for the provision of EOTAS services in Swansea and agree on the proposals are set out in the paper.	Lindsay Harvey	Cabinet Member - Education	Cabinet	21 Jul 2016	Open
<b>Westway Enhancement Project, Swansea City Centre</b>	To increase capital programme allocation agreed on 19/11/15 to include for additional new works.	Gareth Hughes	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	21 Jul 2016	Open
<b>Notification of Contract Award for the Cynnydd Project.</b>	Following Cabinet approval on the 21st April 2016 to participate in the Cynnydd Project, the purpose of this report is to provide notification of Contract Award of all Suppliers from a procured framework (Call-Off) as and when identified for participants of this Project in Swansea.	Tracy Nichols	Cabinet Member - Education, Cabinet Member - Enterprise, Development and Regeneration	Cabinet	18 Aug 2016	Open

**APPENDIX 2 – CABINET FORWARD PLAN  
2016 – 2017**

<b>Report Title</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Strategic Equality Plan 2012 – 2016</b>	Annual review reports on Equalities as required by law	Sherill Hopkins	Cabinet Member - Transformation and Performance	Cabinet	15 Sep 2016	Open

## Scrutiny Work Programme 2016-17

## Appendix 3a

ACTIVITY	May	June	July	August	September	October
<b>Scrutiny Programme Committee</b>	9	13	11	8	12	10
<b>Inquiry Panels</b>						
<b>Current:</b>						
CAMHS (started Oct 2015)	11					
Building Sustainable Communities (started Jan 2016)	18	30	25			
Tackling Poverty		8				
<b>Follow Up:</b>						
Social Care at Home (Cabinet 20/8/15)						
Corporate Culture (Cabinet 15/10/15)			6			
Education Inclusion (Cabinet 19/11/15)						
School Governance (Cabinet decision awaited)						
	<b>Planning</b>		<b>Evidence Gathering</b>		<b>Final Report</b>	<b>Cabinet</b>
<b>Performance Panels</b>						
Service Improvement & Finance	11	6 22	27	31	21	26
Schools	11	9	14		1 29	19
Child & Family Services			27 25	22	6 26	31
Adult Services			21 5			
Public Services Board (multi-agency panel)					TBA	
<b>Other Panels / Working Groups</b>						
ERW Regional Councillor Group					27	
Local Flood Risk Management						
Civic Events						

**Progress Report – Current Scrutiny Panels and Working Groups**

**1. Inquiry Panels:**

**a) Child & Adolescent Mental Health Services (convener: Cllr Mary Jones)**

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

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The panel is drafting its final report

Projected End Date: August 2016

**b) Building Sustainable Communities (convenor: Cllr Terry Hennegan)**

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

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The Panel will meet on the 30 June to discuss their findings and to begin to conclude the inquiry.

Projected End Date: August 2016

**c) Tackling Poverty (convener: Sybil Crouch)**

Key Question: How can the Council’s Tackling Poverty Strategy be improved?

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The Panel held its planning meeting on 8 June and agreed the evidence to be gathered. The inquiry is expected to get fully underway at the beginning of September.

Projected End Date: December 2016

## 2. Pre-Inquiry Working Groups

### a) Partnerships & Collaboration (membership / convener: tbc)

Preparations for this potential inquiry will begin shortly.

Key concerns:

- how are we currently working with others?
- how effective is it?
- how could the Council's collaboration with other authorities/ partners be further developed & improved?
- are we learning from examples elsewhere?

### b) Preparedness for School (membership / convener: tbc)

Preparations for this potential inquiry will begin shortly.

Key concerns:

- how can support for 0-3 year olds be improved so that they arrive at school ready to learn?
- are we getting this right e.g. effectiveness of Flying Start

NB - Expressions of interest from non-executive members in leading / participation in these potential inquiries will be reported to the committee for agreement in due course.

## 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	
Social Care at Home	20 Aug 2015	16	5	1	Jul 2016
Corporate Culture	15 Oct 2015	19	0	0	6 Jul 2016
Education Inclusion	21 Jan 2016	19	0	1	Oct 2016
School Governance	16 Jun 2016	10	2	4	tba

## 4. Performance Panels:

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

See separate report – agenda item 9.

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

The Panel in June met with a school that has been assessed by Estyn as sector leading Cefn Hengoed Secondary School and were very impressed with the progress at and leadership at the school. In July members will meet with the Chief Executive of ERW and the Hub Head of School Improvement Service to discuss the ERW Business Plan and progress being made locally.

c) **Public Services Board** (convener: Cllr Mary Jones)

Due to delays in recruiting external members for the panel the meeting scheduled for June was postponed and the Panel will now meet in September. An induction session will be provided to ensure that the new members are fully aware of their roles and responsibilities. The Panel also intends to invite a representative from the Future Generations Commissioner's Office to provide an overview of the requirements on the Public Services Board and the powers and responsibilities of the scrutiny role. Following this the next step will be to agree its work plan.

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

The panel met on 27 June to agree its work plan. The panel examined the end of year performance report and the monthly service performance monitoring report.

The panel was broadly pleased with performance and welcomed the new format for the monthly performance report. The new format reflects the requirements of the Social Services and Well Being Act.

The panel agreed to add a piece of work on NEETS and care leavers to its work plan as this is an area of concern for the panel and department. The panel also agreed to add an additional meeting to its work plan in September to carry out pre-decision on the Family Support Commissioning Review.

e) **Adult Social Services** (convener: Uta Clay)

The panel met on June 21 and appointed Uta Clay as Convener. The panel has agreed to meet again on 5 July to discuss and agree its work plan. The Head of Adult Services will attend this meeting and the Cabinet Member has been invited.

## **5. Other Panels / Working Groups:**

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

a) **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 27 September 2016. Swansea Scrutiny Team will provide the support for this group as the Council's contribution to ERW.

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

The Committee previously agreed 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.

c) **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 is being arranged.

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

The Working Group has concluded its work and written to the relevant Cabinet Members with their findings and recommendations. A response was received from the Cabinet Member for Wellbeing and Healthy City and was discussed by the working group. A further letter to the Cabinet Member was sent. Correspondence attached within the agenda (Scrutiny Letters)

Further Working Groups to be convened, in the order of priority shown (membership / conveners to be appointed in due course):

**1. Planning & Section 106 agreements**

the relevant cabinet member / officer will be requested to provide a report covering this aspect of the planning service e.g. objectives, procedures, effective use / achievements, challenges, for questions and discussion.

**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 / impact of budget cuts, 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.

**3. Corporate Building Services**

the relevant cabinet member / officer will be requested to provide a report to provide a briefing about Corporate Building Services to enable questions and discussion e.g. about value for money provide, costs / competitiveness for works including councillor ward requests.

**4. Digital Inclusion**

the relevant cabinet member / officer will be requested to provide a report on digital inclusion for discussion and questions e.g. many council services will be digital in future but is the quality of services being preserved? how can we ensure that people are not being excluded from services once they become digital? what is the Council's strategy to ensure that all can access and are not excluded from services?

**5. Dog Fouling**

the relevant cabinet member / officer will be requested to provide a report on dealing with dog fouling, e.g. community initiatives, support for dog owners, deterrents, dealing with complaints, enforcement, resources, achievements etc.



## 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>
<b>Tackling Poverty</b> How can the Council's Tackling Poverty Strategy be improved?	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>
Inquiry Panels (follow up)		
<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>Public Services 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>Adult Social Services</b>	tbc	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Working Groups:</b>		
<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	Delyth Davies (01792 637491)

	<a href="mailto:cllr.anthony.colburn@swansea.gov.uk">cllr.anthony.colburn@swansea.gov.uk</a>	<a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@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>

### Cabinet Advisory Committee Work Plans 2016-17 (main topics)

<b>Communities</b> (chair: Cllr Bob Clay)	<b>Corporate Services</b> (chair: Cllr Erika Kirchner)	<b>Development</b> (chair: Cllr Phil Downing)	<b>Education &amp; Young People</b> (chair: Cllr Des Thomas)	<b>Prevention &amp; Social Care</b> (chair: Cllr Mandy Evans)
<ul style="list-style-type: none"> <li>• Tenancy Support Unit</li> <li>• Ward Member involvement in tackling poverty in Penderry</li> <li>• Welfare Reform &amp; Financial Inclusion</li> <li>• More Homes</li> <li>• Food Enterprise</li> <li>• Restructuring of Communities First</li> <li>• Energy Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Invest to Save Case Studies</li> <li>• Customer Contact Aspect – Terms of Reference</li> <li>• Gender Pay Gap Project</li> <li>• Smoke Free Spaces</li> <li>• Agency Workers</li> </ul>	<ul style="list-style-type: none"> <li>• Open Spaces Strategy</li> <li>• Public Space Protection Order</li> <li>• Regional District Shopping Centres</li> <li>• Section 106 Agreements</li> <li>• Cumulative Impact Policy (being referred to Cabinet &amp; for consultation).</li> <li>• Provision of a Public Toilet in Swansea Market</li> <li>• Community Budgets</li> <li>• Housing Estates Containing Unadopted (Private) Streets</li> <li>• Pedestrianisation of Wind Street</li> <li>• Recycling - Pink Bag Trial</li> <li>• Re-use shop (Baling Plant)</li> <li>• Fly Tipping Policy</li> <li>• Tree Policy</li> <li>• Civic Amenity Sites</li> </ul>	<ul style="list-style-type: none"> <li>• Vulnerability Assessment Profile (VAP) Data</li> <li>• Literacy</li> <li>• European Projects</li> <li>• Education Other Than At School</li> <li>• NEETS</li> <li>• Suitability and Skills of Young People Entering Employment</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioning Review of Day Centres</li> <li>• Commissioning Review of Mental Health, Learning Disabilities and Physical Disabilities</li> <li>• Commissioning Review of Domiciliary Care</li> <li>• Commissioning Review of Residential Care</li> <li>• The Finance Policy relating to the Social Services and Well-being (Wales) Act 2014</li> <li>• Review of Sheltered Housing and Accommodation. Clarify (Role of Wardens)</li> <li>• Carers</li> <li>• CCTV</li> </ul>

# Agenda Item 10

## Report of the Chair

### Scrutiny Programme Committee – 11 July 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 Adult Services Scrutiny Performance Panel

APPOINT Councillor Uta Clay as convener

*(as directed by the committee the Panel met for the first time on 21 June and identified Cllr Clay as convener)*

- 2.2 The committee is reminded that the new Public Services Board Scrutiny Performance Panel includes the conveners of the scrutiny performance panels therefore Cllr Uta Clay will also join that Panel.

- 2.3 Expressions of interest will be invited for new scrutiny work identified by the committee, and reported in due course.

2.4 The committee should consider whether there are any other changes that need to be made in respect of scrutiny panel and working group membership.

**3. Legal Implications**

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

**4. Financial Implications**

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

# Agenda Item 11

## Report of the Chair

### Scrutiny Programme Committee – 11 July 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>	Mike Hawes, Corporate Director (Resources)
<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. The exception to this is the Public Services Board Scrutiny Performance Panel, whose letters will be reported as this committee is the designated committee for scrutinising Swansea Public Services Board (for the purposes of the Well-being of Future Generations (Wales) Act 2015). However all Performance Panel conveners will provide a quarterly progress report to the committee, including summary of correspondence with Cabinet Members and outcomes.

### 3. Letters Log

3.1 This report contains a log of scrutiny letters produced to enable the committee to maintain an overview of letters activity over the last 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	Tethered Horses Working Group	24 Mar	Letters to / from Cabinet Member for Wellbeing & Healthy City

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. The letters log will show the average time taken by Cabinet Members to respond to scrutiny letters, and the percentage of letters responded to within timescale.

### 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 2016 - 25 May 2017)**

Ave. Response Time (days): 15 (target within 21 days) % responses within target: 100

No.	Committee / Panel / Working Group	Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken	Reported to SPC (if applicable)
1	Committee	11-Apr	Cabinet Member Q & A	Enterprise, Development & Regeneration	24-May	01-Jun	8	13-Jun
2	Tackling Poverty Inquiry Panel	20-Apr	Proposed In-depth Inquiry	Anti-Poverty	26-May	Not required	n/a	n/a
3	Child & Family Services Performance Panel	11-Apr	Development of the Post-16 Service; Independent Residential Placement	Services for Children & Young People (Deputy Leader)	31-May	20-Jun	20	n/a
4	Service Improvement & Finance Performance Panel	06-Jun	Pre-decision scrutiny of Waste Management Commissioning Review Cabinet Report	Environment & Transport	13-Jun	30-Jun	17	n/a
5	Committee	13-Jun	Pre-decision scrutiny of Castle Square Cabinet Report	Enterprise, Development & Regeneration	15-Jun			n/a
6	Schools Performance Panel	09-Jun	Cefn Hengoed Community School	Education	17-Jun	Not required	n/a	n/a

7	Tethered Horses Working Group	07-Jun	Further letter to Cabinet Member following response to conclusions / recommendations of the Working Group	Wellbeing & Healthy City	20-Jun	Not required	n/a	11-Jul
8	Adult Services Panel	21-Jun	Agreed terms of reference and agreed to invite 2 people to be co-optees	Adults & Vulnerable People	27-Jun	Not required	n/a	n/a
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**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

**To/  
Councillor Mark Child  
Cabinet Member - Wellbeing and  
Healthy City**

**Councillor Christine Richards  
Cabinet Member - Services for  
Children and Young People (Deputy  
Leader)**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**Scrutiny**

**01792 637257**

**scrutiny@swansea.gov.uk**

**WG/2015-16/TH**

**20 April 2016**

**BY EMAIL**

**Summary:** This is a letter from the Tethered Horses Scrutiny Working Group to the Cabinet Member for Wellbeing and Healthy City and the Cabinet Member for Services for Children and Young People (Deputy Leader). It sets out the conclusions and recommendations from this working group - set up following a petition calling for a ban on the tethering of horses on Council land to be enforced.

**Tethered Horses Scrutiny Working Group**

Dear Councillor Child and Councillor Richards,

**Horses Tethered on Council Land**

I am writing to you with the conclusions and recommendations from the scrutiny working group looking at the issue of horses tethered on council land. As you know, we have been asked to consider the petition from Friends of Swansea Horses calling for a ban on this practice to be enforced by the Council. We have also considered the overall approach to this issue.

I would like to start by expressing our gratitude to those who took the time to provide evidence and to attend the two public meetings. The organisations that we heard from were:

- Friends of Swansea Horses (FOSH)
- Pettifor Trust
- Royal Society for the Prevention of Cruelty to Animals (RSPCA)
- Community Horse and Pony Scheme (CHAPS)

- South Wales Police
- Hillside Animal Sanctuary
- Hartlepool Borough Council

I want to express our thanks also to the members of the public who contributed and who shared their concerns via email. I want to reassure those who wrote in that we took time to carefully consider what they told us.

We are also grateful to you Councillor Child and to Dave Picken from Trading Standards for contributing.

We have produced an evidence pack from our work and this can be found on the scrutiny section of the Council's website. We hope that this will be useful, both to show the detailed evidence that our conclusions are based on, but also as a resource for any work going forward.

The remainder of this letter summarises our conclusions. Our recommendations can be found at the end.

## **1. Horse welfare is the common concern**

Our starting point, and the starting point for everyone that we spoke to, is that the suffering of many horses kept on tethers on Council land is not acceptable. We heard enough examples of neglect and cruelty to convince us that the current situation cannot be allowed to continue and that something needs to be done.

## **2. This is a complex and challenging issue**

Throughout the process of collecting evidence we were aware that this is a difficult issue and that easy answers will not be found.

The Councils current approach is to ensure that statutory responsibilities are met in respect of animal welfare and officers will deal with cases as they become aware of them. Actions include seeking to ensure that owners are acting responsibly, assessing the condition of horses and impounding horses where necessary. Signs are also put up at 'hotspot' locations to make it clear that the practice is not permitted.

Officers seek to be proactive where they can and we want to thank them for the work that they are doing. We note that this is not a statutory duty for the Council in the same way as other animal issues e.g. dogs. Nevertheless, the approach is addressing symptoms rather than causes and there is little sign that the problems associated with tethering are going to reduce. As the Cabinet Member confirmed to us, this is a challenging issue - one that the Council is only able 'to keep a lid on'.

### **3. There are strong arguments in favour of implementing and enforcing a ban**

The petition, along with the emails we received and the evidence from FOSH and from the Pettifor Trust, shows that there is strong public support for implementing a ban on the tethering of horses on public land.

A comprehensive case was put to us by FOSH in which they detailed not just the serious welfare issues that can accompany this practice, but other problems such as loss of public amenity, the potential for community conflict and the poor image that it creates for Swansea.

As a working group we do not believe that Council land is suitable for the tethering of horses, however well the animals are cared for, nor do we believe that people should be allowed to use Council land in this way.

We also heard from FOSH that the Council, by allowing this practice, was permitting a problem cycle to continue. A phased ban, on the other hand, undertaken as part of a proactive partnership approach, could not only address the immediate animal welfare problems but also break a costly cycle. Currently the Council have to spend significant amounts of money dealing with cases of neglect and cruelty by impounding the affected horses.

The evidence we heard about how other Councils such as Hartlepool Borough Council have tackled this issue gives us some confidence that an enforced ban, if managed correctly, can be effective.

### **4. There are also strong arguments against implementing and enforcing a ban**

The first argument against implementing a ban is that it is neither practical nor affordable. We heard from the Trading Standards Officer that while there are simply too many horses to implement a zero tolerance approach across the City and County of Swansea, we should be concerned about the cost implications of any new activity in this area. Given the serious financial challenges facing the Council we cannot take these financial concerns lightly for any additional money spent on this issue means taking resources away from other services. We are also concerned that the fate of impounded horses should a ban be enforced is unclear and that many would need to be euthanised.

A second argument is that a ban would not be effective. We heard evidence from CHAPS that a ban might be counterproductive in terms of horse welfare that horses could be kept in unsuitable stables such as garden sheds and that mistreated horses would no longer be visible to be helped. CHAPS also argued that, given the very low cost of buying horses (sometimes as little as £10), owners would have no difficulty in replacing any horses impounded. Enforcement would be made easier if negligent owners could be prosecuted

for mistreating horses however, as we heard from the RSPCA, proving ownership is extremely difficult. While we were not fully convinced by the evidence presented we nevertheless recognise that these are risks that must be taken seriously.

A third argument, also put to us by CHAPS is that, by enforcing a ban, the Council would be damaging a well-established culture in Swansea and the opportunity for many people living in deprived communities to pursue a positive hobby that might keep them away from crime or drugs. This an alternative approach that focusses on education rather than enforcement. As a working group we accept that owning horses has many positive benefits and, if done properly, can be a positive aspect of community life.

## **5. There is plenty of common ground between the organisations we heard from**

All of the organisations we heard from expressed a strong desire to work in partnership to solve this issue. While there are differences of opinion we hope that these can be respected as part of a constructive partnership process. It seems to us that all that is missing is someone to facilitate a process that will bring together the different resources that are currently being used and the different knowledge and intelligence that people have. We believe that there is a great deal to be gained from bringing everyone together.

In their report to us CHAPS responded to each of the seven points proposed by FOSH as the basis for action. From this it we can see that there is also broad agreement about the need for:

- Effective communication and engagement with the public
- Liaison with rescue and rehoming organisations
- Education and support for responsible local horse owners
- The use of Council land to provide regulated grazing

We believe these points should be part of a multi-agency approach going forward.

## **6. The way forward is a piloted implementation of the ban that combines enforcement and education**

The main disagreement in the evidence that we heard was between those who advocated an enforcement led approach and those proposing that community education should be front and centre.

We believe as a working group that solving this problem will require finding the best balance between both. While we would like to see responsible horse owning encouraged and supported we are also of the view that a small

minority will continue to act irresponsibly regardless of any education measures put in place. An element of enforcement will therefore be required.

In any case it is clear to us that the current situation cannot be allowed to continue.

Given the complexities, risks and costs involved, however, we propose that the Council facilitates a pilot scheme in one area of Swansea. This pilot scheme should be for a ban to be implemented following a delay of six months after announcement. Six months should provide time to work with responsible owners, ensure registration arrangements are in place and find suitable alternative grazing. We would like to see this alternative grazing limited to a manageable number of horses and to those owners who live in the pilot area.

Following the six month delay, we expect that agencies will work together to enforce the ban according to an agreed protocol following the Hartlepool model. We would also like to see additional steps taken to involve the public including a single point of contact that can be used.

We suggest that area for the pilot should be decided by the partnership group who will no doubt want to consider somewhere that amenities are already in place or can be easily established.

We understand that this will not happen quickly enough for everyone however, it is important that a new approach is given a chance to operate.

We also believe that this issue presents a clear opportunity for an 'invest to save' approach and that the Cabinet Member seeks additional resources for the pilot as required on this basis.

Once the pilot has ended it should be reviewed by the Cabinet Member with a presumption that the approach, given any appropriate changes, should be rolled out across the city on a phased basis.

## **Recommendations**

In consideration of the petition from Friends of Swansea Horses, our recommendation to the Cabinet Members is that they:

- 1. Facilitate a partnership pilot scheme in one area for a ban delayed 6 months from its announcement.**
- 2. Invite all of the organisations who gave evidence to this working group to participate in the pilot**
- 3. Ensure that the following are addressed as part of the pilot:**
  - a) Effective communication and engagement with the public**

- b) A proactive approach to identifying and registering horses
  - c) Liaison with rescue and rehoming organisations
  - d) The use of Council land to provide regulated grazing this to include limited use of public land on a zero tolerance approach.
  - e) A partnership protocol for responding to incidents of horse tethering and ensuring effective enforcement following the Hartlepool model
  - f) Education and support for those who wish to own horses responsibly
  - g) A single point of contact for the public
4. Seek additional funding for the pilot on an 'invest to save' basis
  5. Roll out the partnership approach on a phased basis across Swansea taking into account any lessons learnt from the pilot

### Your Response

In your reply we would be happy to hear your views on any of the issues we have raised and whether you agree or disagree with the recommendations that we have made.

In line with the Council Constitution we expect to receive your response by **11 May** at which point it will be published on the scrutiny pages of the Council website.

As a working group we may reconvene to check progress with you. In addition the issue may well be raised as part of the Scrutiny Programme Committee's regular Q&As with Cabinet Members.

I look forward to hearing from you.

Yours sincerely,



**COUNCILLOR JEFF JONES**  
CONVENER  
[cllr.jeff.jones@swansea.gov.uk](mailto:cllr.jeff.jones@swansea.gov.uk)





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

**Councillor Jeff Jones**  
Convenor  
Tethered Horses Scrutiny Working  
Group

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

**Councillor Mark Child**  
(01792) 637441

E-Mail / E-Bost: [clr.mark.child@swansea.gov.uk](mailto:clr.mark.child@swansea.gov.uk)  
Our Ref / Ein Cyf: MC/CM  
Your Ref / Eich  
Cyf:  
Date / Dyddiad: 10th May 2016

**To receive this information in alternative format, please contact the above.  
I dderbyn yr wybodaeth hon mewn fformat arall, cysylltwch â'r person uchod.**

Dear Councillor Jones

**TETHERED HORSES SCRUTINY WORKING GROUP**

Thank you for your letter of the 20<sup>th</sup> April 2016 detailing the work completed to date by the Tethered Horses Scrutiny Working Group.

I am aware that this is a subject that has divided opinion and that there are a number of passionate groups who are committed to horse welfare having competing demands. For that reason I think we should have a fuller understanding of the issues and be clear about the responsibilities of the Council before investing resources in a pilot scheme

Before raising expectations via any scheme, we need to be clear about:

- The availability of an area of land and any existing plans the Council has for it
- Any planning requirements that would have to be met

If these issues can be resolved further fundamental questions about any pilot will require clarity including:

- Who will finance the development of the land to provide the essential basic facilities?
- How much will it cost?
- Who will be responsible for horses on this land particularly if owners lose interest and abandon them?

**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
**CABINET MEMBER FOR WELLBEING & HEALTHY CITY /**  
**AELOD Y CABINET LLES A DINAS IACH**

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

- How will places be allocated?
- How will the success of any scheme be measured?
- What charges will be levied, collected and recovered in the case of default?
- Who would be responsible for horses in the event that a pilot scheme failed?

I am unable to support an invest to save scheme until any scheme is more clearly defined and potential savings as a result of the investment identified.

May I suggest that further evidence is required related to a range of issues and that the numerous potential problems are fully explored before any additional commitment is made by the Council.

Thank you again for your considerable efforts so far in relation to this subject. I look forward to hearing from you again once your working group has had the opportunity to consider the complex issues I have raised above.

Officers will continue to take a proactive approach to the identification of horses and their owners. In addition I have asked them to meet contributors to the working group in order to:

- Use existing resources to develop an education/communication pack about horse welfare, tethering and the responsibilities of owners or keepers
- develop and communicate an agreed system for reporting horse welfare issues to the Council, the RSPCA or other welfare organisations

Yours sincerely



**COUNCILLOR MARK CHILD**  
**CABINET MEMBER FOR WELLBEING & HEALTHY CITY**

**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
**CABINET MEMBER FOR WELLBEING & HEALTHY CITY /**  
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**To/**  
**Councillor Mark Child**  
**Cabinet Member - Wellbeing and**  
**Healthy City**

*Please ask for:*  
*Gofynnwch am:*

**Scrutiny**

*Direct Line:*  
*Llinell Uniongyrochol:*

**01792 637257**

*e-Mail*  
*e-Bost:*

**scrutiny@swansea.gov.uk**

**cc**  
**Councillor Christine Richards**  
**Cabinet Member - Services for**  
**Children and Young People (Deputy**  
**Leader)**

*Our Ref*  
*Ein Cyf:*

**WG/2015-16/TH2**

*Your Ref*  
*Eich Cyf:*

*Date*  
*Dyddiad:*

**20 June 2016**

**BY EMAIL**

**Summary:** This is a letter from the Tethered Horses Scrutiny Working Group to the Cabinet Member for Wellbeing and Healthy City. It sets out the expected next steps.

Dear Councillor Child,

**TETHERED HORSES SCRUTINY WORKING GROUP**

Thank you for your letter of 10 May 2016 and for agreeing to meet informally with us to discuss its contents.

As you know, we were disappointed with your response to our conclusions and recommendations but, having discussed the matter with you more fully, we are pleased to hear about the positive steps that are to be taken.

I am also pleased to note that, in principle, you are happy with the approach that we have proposed. Clearly there are issues that need to be resolved before a pilot project can go ahead and many of these are set out in your letter. This is a complex and challenging issue and we appreciate that you need to proceed carefully given the financial challenge that the Council faces.

The group was happy to hear that you plan to meet with all interested groups to discuss the viability of a pilot. During our work on this issue we were struck by the commitment shown by everyone we heard from to work together so I am sure that there will be a willingness to find answers to the questions that you have raised. We will be happy to direct anyone who wishes to be involved directly to you.

We all share a concern for the welfare of horses and a commitment to resolving the problems associated with the tethering of horses on council land. As a group, therefore, we hope that a way forward can be found. We will await developments with interest.

While we do not expect an immediate response to this letter we are keen to review progress in future. We would therefore ask that you write to me in the coming months on progress that has been made. The Scrutiny Programme Committee will retain an interest as part of its work plan and will no doubt raise this issue as part of your regular annual Q&A session with them.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Jeff Jones', written in a cursive style.

**COUNCILLOR JEFF JONES**  
CONVENER  
[cllr.jeff.jones@swansea.gov.uk](mailto:cllr.jeff.jones@swansea.gov.uk)

# Agenda Item 14

## **FOR INFORMATION**

This report provides the Audit Committee 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 last attended the Scrutiny Programme Committee on 9 November 2015

The Chair of the Scrutiny Programme Committee last attended the Audit Committee on 15 December 2015.

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

## AUDIT COMMITTEE WORKPLAN 2016/17

Date of Meeting	Reports
14 June 2016	Audit Committee - Training
28 June 2016	Corporate Governance Review Report Wales Audit Office – Update Report Section 106 Planning Obligations – Update YGG Lon Las Draft Response to Cabinet PwC Grants Report 2013/14 & 2014/15 Risk Management Annual Review 2015/16 Final Audit Committee Annual Report 2015/16
July 2016 – Special Meeting	Internal Audit Monitoring Report Q4 2015/16 Wales Audit Office – Update Report Draft Statement of Accounts 2015/16 Draft Annual Governance Statement 2015/16
30 August 2016	Wales Audit Office Update Report Internal Audit Annual Report 2015/16 Corporate Fraud Team Annual Report 2015/16 Corporate Fraud Team Plan 2016/17 Annual Report of School Audits 2015/16 Internal Audit Monitoring Report Q1 2016/17
September 2016 – Special Meeting	Audited Statement of Accounts 2015/16 WAO ISA 260 Report 2015/16 – City & County of Swansea WAO ISA 260 Report 2015/16 – Pension Fund
25 October 2016	Chair of Scrutiny Programme Committee Head of Commercial Services – Commercialism Strategy Wales Audit Office Update Report Risk Management Half Yearly Review 2016/17 Bad Debt Write Offs - Update
3 January 2017	Wales Audit Office Financial Statements Report 2015/16 Wales Audit Office Annual Audit Letter 2015/16 Wales Audit Office Update Report Internal Audit Monitoring Report Q2 2016/17 Recommendations Tracker Report 2014/15
14 March 2017	Wales Audit Office Grants Report 2015/16 Wales Audit Office Update Report Internal Audit Monitoring Report Q3 2016/17 Internal Audit Plan 2017/18 - Methodology Audit Committee Review of Performance 2016/17
April 2017 – Special Meeting	Wales Audit Office Annual Plan 2017 Wales Audit Office Update Report Internal Audit Charter 2017/18 Internal Audit Annual Plan 2017/18 Risk Management Annual Review 2016/17 Draft Audit Committee Annual Report 2016/17