

DINAS A SIR ABERTAWE

HYSBYSIAD O GYFARFOD

Fe'ch gwahoddir i gyfarfod

PWYLLGOR RHAGLEN CHRAFFU

Lleoliad: Ystafell Bwyllgor 3A, Neuadd y Ddinas, Abertawe

Dyddiad: Dydd Llun, 10 Gorffennaf 2017

Amser: 4.30 pm

Cadeirydd: Y Cyngorydd Mary Jones

Aelodaeth:

Cynghorwyr: C Anderson, S E Crouch, J P Curtice, N J Davies, C R Evans, E W Fitzgerald, L S Gibbard, D W Helliwell, T J Hennegan, C A Holley, B Hopkins, E J King, I E Mann, M Sykes, G J Tanner a/ac W G Thomas

Aelodau Cyfetholedig: D Anderson-Thomas

AGENDA

Rhif y Dudalen.

- 1 **Ymddiheuriadau am absenoldeb.**
- 2 **Datgeliadau o fuddiannau personol a rhagfarnol.**
www.abertawe.gov.uk/DatgeliadauBuddiannau
- 3 **Gwahardd pleidleisiau chwip a datgan chwipiau'r pleidiau.**
- 4 **Cofnodion:** 1 - 10
Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir.
- 5 **Cwestiynau gan y cyhoedd.**
Sesiwn gofyn cwestiynau i aelodau'r cabinet sy'n bresennol neu i gadeirydd y pwyllgor ynglŷn â'r Rhaglen Waith Craffu 10 munud.
- 6 **Rôl Pwyllgor y Rhaglen Graffu.** 11 - 19
- 7 **Adroddiad Blynyddol Craffu 2016/17.** 20 - 43
- 8 **Rhaglen Waith Craffu 2017/18.** 44 - 101
- 9 **Llythyrau craffu.** 102 - 106
Llythyr Pwyllgor at/gan Aelod y Cabinet (Craffu cyn penderfynu ar Sgwâr y Castell - 13 Mawrth)

- | | | |
|-----------|---|------------------|
| 10 | Cynllun Gwaith y Pwyllgor Archwilio (Er Gwybodaeth). | 107 - 109 |
| 11 | Gwahardd y cyhoedd. | 110 - 113 |
| 12 | Llythyrau craffu.
Llythyr Pwyllgor at/gan Aelod y Cabinet (Trafodaeth ar adeilad Oceana
- 13 Mawrth) | 114 - 132 |

Cyfarfod nesaf: Dydd Llun, 14 Awst 2017 ar 4.30 pm

Huw Evans

Huw Evans
Pennaeth Gwasanaethau Democrataidd
Dydd Llun, 3 Gorffennaf 2017

Cyswllt: Y Gwasanaethau Democrataidd Ffôn (01792) 636923

Agenda Item 4

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SPECIAL SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON
THURSDAY, 9 MARCH 2017 AT 4.30 PM

PRESENT: M H Jones (Chair) Presided

Councillor(s)

C R Evans

J W Jones

Councillor(s)

E W Fitzgerald

E J King

Councillor(s)

P R Hood-Williams

Co-opted Member(s)

D Anderson-Thomas

Co-opted Member(s)

Co-opted Member(s)

Officer(s)

Allison Lowe

Brij Madahar

Pamela Milford

Chris Sivers

Democratic Services Officer

Scrutiny Co-ordinator

Senior Lawyer

Director of People

Apologies for Absence

Councillor(s): U C Clay, N J Davies, T J Hennegan, C A Holley and G J Tanner

Other: P M Black

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

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

146 **PROHIBITION OF WHIPPED VOTES AND DECLARATION OF PARTY WHIPS.**

In accordance with the Local Government (Wales) Measure 2011, no declarations of Whipped Votes or Party Whips were declared.

147 **PUBLIC QUESTION TIME.**

There were no public questions.

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

Chief Superintendent Martin Jones (South Wales Police) and Chris Sivers, (Director – People) attended to provide a progress report on Safer Swansea Partnership Performance and answer questions. Chief Superintendent Jones had recently replaced Chief Superintendent Joe Ruddy as Divisional Commander for the Swansea area.

A joint presentation was provided which provided information on:

- Partnership Chairing and Frequency of Meetings;
- Safer Swansea Partnership Priorities and Key Activities 2016-17;
- Community Safety Commissioning Review;
- Domestic Abuse Action Plan and Hub;
- Evening & Night-time Economy;
- Purple Flag Application;
- Community Safety Project Work;
- Various Crime Statistics:
 - Recorded Crime;
 - Violence Against the Person and Public Order;
 - Sexual Offences;
 - Theft Offences;
 - Hate Crime;
 - Antisocial Behaviour;
- Sectors Recording Biggest Change;
- Next Stages for Safer Swansea Partnership Development.

The two main themes and priority for the Safer Swansea Partnership were noted as:

- Evening & Night Time Economy; and
- Domestic Abuse.

The Director - People referred to the Domestic Abuse Hub, which had recently been approved by Cabinet as part of the Family Support Service Commissioning Review.

She explained that Domestic Abuse was also a priority for the Public Services Board. The project would seek to develop a clear integrated single referral pathway between domestic violence against women, domestic abuse and sexual violence (VAWDASV), substance misuse and mental health agencies resulting in timely appropriate support and interventions for those experiencing these co-existing issues. A Domestic Abuse, Mental Health & Substance Misuse Referral Co-ordinator was in the process of being appointed.

The Chief Superintendent stated that nationally crime figures were going down. However, the partnership found itself dealing more and more with issues of vulnerability and quality of life issues.

Overall recorded crime dropped by 23.1% across Swansea CSP comparing 2015-2016 to 2008-2009.

There was an upward trend in recorded crime since 2014-2015 due to a change in recording processes phased in between April and June 2014, whereby offences such as Anti-Social Behaviour and Public Order were now being recorded as crimes.

There had been a 36.8% increase in violence without injury offences and 35.4% increase in public order offences. As malicious communications was now a recorded

crime under the Violence without Injury heading, this increase was due to the re-categorisation.

13% of Violence Against the Person and 19% of Public Order Offences were committed in the Wind Street area, however he stated that a considerable amount of work was ongoing by the Partnership in order to make the public safer.

Vehicle theft and burglary had reduced but the threat, risk and harm had manifested itself in other ways.

The outcome rate for Violence Against the Person was 27.6%, a reduction on last year and below the force rate of 31.1%, making South Wales one of the top performing in the Country, not just Wales.

Due to high profile cases such as the "Jimmy Saville" case and football related cases, there had been a 14.6% increase Sexual Offences reported. The conviction rate at court in relation to rape cases had increased this year to 70%, compared to 44% the previous year.

In relation to Hate Crime the biggest change was in Racial Crimes which had increased by 22 offences. The Chief Superintendent stated that the reporting figure could be higher as he believed that repeat offences were not being reported.

Anti-Social Behaviour offences had reduced in Morriston but increased in the Cwmbwrla and Castle Wards.

The biggest changes in recorded crime were in Moriston, Eastside and Townhill Sectors.

The Director - People concluded that looking forward they were seeking to re-invigorate the partnership work of Safer Swansea. The future challenges would include:

- Domestic Abuse
- Substance Misuse
- Evening and Night-time Economy
- Hate Crime

Members asked a variety of questions which centred around the following topics:

- Increase in sexual offences and violence against the person – whether perpetrators felt they would not be caught / punished;
- Child Sexual Exploitation (CSE) – the need for greater awareness and vigilance; whether there was safeguarding training for taxi-drivers, as in other authorities, as a condition of granting licence;
- Education for children in school in relation to CSE / Social Media / Cyber-bullying as well as involving the whole community in raising awareness of identifying issues in their locality in order to protect children, young people & vulnerable adults; the extent to which the Police work with schools about on-line safety and prevention etc;

- Vulnerable adolescents and the support services available via the various partnership organisations - a danger that the individual child's needs (often complex) can get lost within the system which can include the Police, Children's Services, and Health;
- How to cease the cycle of vulnerability that sees people entering the criminal justice system; adverse childhood experience studies (impact on adult behaviour);
- Substance misuse – impact from recent legislation banning psychoactive substances; links with mental health; lack of out of hours access to mental health services;
- Family Support Commissioning Review and proposals for a single gateway for Under 11's and Over 11's;
- Vulnerable adults being targeting in the various "scams", including those on-line; dealing with the challenge of protecting the ageing population from being conned out of money;
- Campaigns to remind the public to be vigilant by locking cars / doors at home, even if they feel they live / work in a "safe" area;
- Findings from the recent scrutiny inquiry into Child & Adolescent Mental Health Services (CAMHS) - ensuring that the Youth Justice service and CAMHS are included in the single gateway for family support (as part of the Family Support Commissioning Review proposals).

The Chair thanked Chief Superintendent Martin Jones and Chris Sivers for the informative presentation and looked forward to receiving further updates in due course.

149 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORTS:**

The Chair on behalf of Councillor Uta Clay, Convener and Councillor Peter Black, Acting Convener, referred to the report outlined in the agenda pack in relation to the work that had been undertaken in relation to the Adult Services Performance Panel.

RESOLVED that the update be noted.

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

The Chair presented a draft of the quarterly report from the Scrutiny Programme Committee to Council on the impact of scrutiny, which included a story on the completed Tackling Poverty Scrutiny Inquiry report that would be reported to Cabinet on 16 March 2017 and how the recent Education Inclusion Inquiry Panel and Social Care at Home Inquiry Panel have made a difference.

RESOLVED that the content of the draft 'Scrutiny Dispatches' be agreed and submitted to Council on 23 March 2017.

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

The Chair presented the Scrutiny Work Programme 2016/2017.

The report provided the Committee with:

- The current Scrutiny Work Programme;
- A plan for future committee meetings;
- A progress report and plan for the various existing Panels and Working Groups.

The Chair emphasised the heavy agenda for the meeting scheduled on 13 March 2017 and asked, in particular that Committee members review the cabinet reports that are subject to pre-decision scrutiny and identify any issues and concerns, and any questions they wish to ask in relation to the exempt item on the Oceana Building.

RESOLVED that the contents of the report be noted.

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

There were no updates to report.

153 **SCRUTINY LETTERS.**

The Chair reported the Scrutiny Letters Log.

RESOLVED that the Scrutiny Letters Log and update be noted.

154 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

There had been no recent Scrutiny Events.

155 **UPCOMING SCRUTINY EVENTS.**

There were no upcoming Scrutiny Events to report.

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

The Audit Committee Work Plan for 2016/2017 was noted.

157 **DATE AND TIME OF FUTURE COMMITTEE MEETINGS FOR 2016/17 MUNICIPAL YEAR.**

The dates and times of future Committee meetings for the 2016/2017 Municipal Year were noted.

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

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

The meeting ended at 5.53 pm

CHAIR

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON MONDAY,
10 APRIL 2017 AT 4.30 PM

PRESENT: Councillor M H Jones (Chair) Presided

Councillor(s)

C Anderson
T J Hennegan
J W Jones

Councillor(s)

E W Fitzgerald
C A Holley

Councillor(s)

F M Gordon
P R Hood-Williams

Also Present

Councillor Hazel Morris Convener of School Readiness Scrutiny Inquiry Panel

Officer(s)

Kate Jones Democratic Services Officer
Brij Madahar Scrutiny Co-ordinator
Sandie Richards Principal Lawyer

Apologies for Absence

Councillor(s): U C Clay, S E Crouch, N J Davies, E J King and G J Tanner
Co-opted Member(s): D Anderson-Thomas

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

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

171 **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.

172 **MINUTES.**

RESOLVED that the Minutes of the Scrutiny Programme Committee held on 13 March 2017 be approved and signed as a correct record.

173 **PUBLIC QUESTION TIME.**

There were no public questions.

174 **FINAL SCRUTINY INQUIRY REPORT: SCHOOL READINESS.**

Councillor Hazel Morris, Convener, presented the final report regarding the work that had been undertaken in relation to the School Readiness Scrutiny Inquiry. The

Inquiry focussed on 'How can school readiness be improved in Swansea?'. The following key points were highlighted: -

- There was little consensus as to what constituted being 'ready for school';
- There are excellent initiatives in defined target areas such as flying start which were making a big impact into school readiness;
- There are children and families that need services, such as flying start, but are outside of the defined target areas;
- Research highlighted that investment into early years would result in the need to spend less in later life services;
- The need for continuing support and expansion of early years initiatives;
- A key issue highlighted was whether schools were 'child ready' and greater challenges were needed to be set for schools to be 'child ready schools';
- The importance of keeping Early Years high on the agenda.

A question was raised about the ability to use Pupil Deprivation Grants across clusters.

The Chair thanked the Convener, Panel Members and Scrutiny Officer for their work.

RESOLVED that the report proceeds to Cabinet for decision.

175 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORTS.**

The Chair provided a progress report on the Public Services Board Performance Panel. She highlighted the following: -

- Since the last update to committee in November there have been four panel meetings
- There has been discussion on Public Services Board priorities
- The Panel had provided their comments on the draft Wellbeing Assessment as a statutory Consultee. There were a number of comments which the Panel wished to be considered as part of the consultation.
- A number of Q & A sessions had been held with Public Services Board Core Group members, including the Council, ABMU Health Board, Natural Resources Wales, South Wales Police, and Swansea Council for Voluntary Service.
- The Panel's final meeting, this Municipal Year, was scheduled for 12 April 2017 for a Q & A Session with representatives of the Mid & West Wales Fire & Rescue Service.
- The Panel was writing to the Chair of the Public Services Board with views, issues and recommendations following the Q & A sessions with the Public Service Board Core Group Members.

RESOLVED that the report be noted.

176 **SCRUTINY LETTERS.**

The Chair reported the Scrutiny Letters Log. She highlighted the following: -

- The time taken for a response to some letters.
- The findings of the Houses in Multiple Occupation Scrutiny Working Group
- The letter written by the Digital Inclusion Scrutiny Working Group highlighted a key issue in respect of the language used in digital inclusion. She agreed with the Working Group that - 'the Council should ensure that people are able to communicate through non-digital channels where needed and should not be 'educating' or telling people what they must do but rather working with people and offering choices'.

RESOLVED that the Scrutiny Letters Log be noted.

177 **ANNUAL SCRUTINY WORK PROGRAMME REVIEW 2016/17.**

The Chair presented the Annual Work Programme Review 2016/17. She also noted that she had attended Audit Committee to present the 2015/2016 Scrutiny Annual Report. She reported that the Audit Committee commended the Annual Report and work carried out.

The Scrutiny Co-ordinator highlighted that the report contained a summary of the work completed throughout the year as well as some performance data and the results of the Annual Councillor Scrutiny Survey. As it was the last scrutiny meeting of the municipal year, he noted that this was an ideal time to reflect on the scrutiny experience in consideration of the following questions: -

- What has worked particularly well?
- What has not worked so well?
- Whether the scrutiny work programme focused on the right things?
- What would help scrutiny to be better?

A discussion ensued surrounding the posed questions which focused on the following: -

- The scrutiny of Commissioning Reviews had been a positive step forward, but this would be further improved by having more time to scrutinise such important cabinet reports
- The Scrutiny Team were to be commended for their work, advice and support.
- The need to ensure that future scrutiny work focuses on strategic topics to have maximum impact, and spend less time on very specific and smaller, nonetheless interesting, topics.
- The relationship with cabinet and cabinet members in relation to inquiry reports and response to recommendations. There was some concern whether reports and recommendations, in which much time has been invested, were fully understood and given due consideration.
- The need for more councillors to be involved in scrutiny.

The Chair thanked the Scrutiny Team for their excellent work as well as all Councillors who had been involved in Scrutiny.

RESOLVED that the report and comments be noted.

The meeting ended at 5.00 pm

CHAIR

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

**HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON
THURSDAY, 25 MAY 2017 AT 4.55 PM**

PRESENT:

Councillor(s)

C Anderson
N J Davies
L S Gibbard
C A Holley
E J King
G J Tanner

Councillor(s)

S E Crouch
C R Evans
D W Helliwell
B Hopkins
I E Mann
W G Thomas

Councillor(s)

J P Curtice
E W Fitzgerald
T J Hennegan
M H Jones
M Sykes

1 **TO SUSPEND COUNCIL PROCEDURE RULE 12 "CHAIR OF MEETINGS" IN
ORDER TO ALLOW THE PRESIDING MEMBER TO PRESIDE OVER THE UNDER
MENTIONED AGENDA ITEMS.**

RESOLVED that Procedure Rule 12 be suspended in order to allow the Chair of Council to preside over this meeting.

(COUNCILLOR D W W THOMAS PRESIDED)

2 **TO ELECT A CHAIR FOR THE MUNICIPAL YEAR 2017 - 2018.**

RESOLVED that Councillor M H Jones be elected Chair for the 2017-2018 Municipal Year.

(COUNCILLOR M H JONES PRESIDED)

3 **TO ELECT A VICE CHAIR FOR THE MUNICIPAL YEAR 2017 - 2018.**

RESOLVED that Councillor T J Hennegan be elected Vice-Chair for the 2017-2018 Municipal Year.

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

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

The meeting ended at 4.56 pm

CHAIR

Agenda Item 6

Report of the Chair

Scrutiny Programme Committee – 10 July 2017

ROLE OF THE SCRUTINY PROGRAMME COMMITTEE

Purpose	To ensure understanding about the role of the Scrutiny Programme Committee and discuss effective working.
Content	This report provides a description of the Council's overview and scrutiny arrangements. The terms of reference of the Scrutiny Programme Committee are attached.
Councillors are being asked to	<ul style="list-style-type: none">• Discuss the role of the Committee and effective working as required.• Agree the co-option of Performance Panel conveners as appointed by the Committee
Lead Councillor	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer	Head of Legal, Democratic Services and Business Intelligence
Report Author	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 The main aim of scrutiny is to act as a 'critical friend' to the Cabinet and other decision makers in order to promote better services, policies and decisions. Councillors involved in scrutiny will hold the Council's executive to account and examine the work of Council departments, as well as other public services.
- 1.2 The Scrutiny Programme Committee (first established in October 2012) is the Council's single Overview & Scrutiny Committee and is responsible for managing all scrutiny activity within the Authority through a single work plan.
- 1.3 Although certain work is undertaken by the committee (e.g. holding Cabinet Members to account) detailed scrutiny of specific topics is carried out by establishing informal panels (for in-depth activities) or one-off working group meetings. This provides for greater flexibility within the scrutiny work programme and engagement of all non-executive councillors in the scrutiny process, regardless of committee membership, and participation in topics that match their areas of interest.

- 1.4 Any Panel / Working Group topics that are agreed by the committee are advertised to all non executive councillors and expressions of interest sought. The membership of Panels / Working Groups, as well as a lead councillor for this work (known as 'convener'), will then be determined by the Committee.
- 1.5 In conjunction with the committee the Chair of the Scrutiny Programme Committee maintains overall responsibility for agreed scrutiny activities, monitoring such activities and outcomes to ensure that the work programme is being delivered effectively, and in accordance with any timetable set out.

2. Role of the Scrutiny Programme Committee

2.1 The role of this committee in general is to:

- Establish and manage the informal scrutiny panels and working groups to undertake the detailed work of scrutiny – these to be open to all back bench councillors
- Appoint 'Scrutiny Conveners' to chair the various scrutiny panels / working groups
- Manage the Scrutiny Work Programme and monitor outcomes
- Hold Cabinet Members to account in a formal public setting
- Meet the Council's statutory responsibilities for overview and scrutiny, including performing the Crime and Disorder scrutiny function, and scrutiny of the Public Services Board
- Coordinate pre-decision scrutiny
- Respond to urgent issues and referrals from Council
- To undertake any scrutiny not delegated to a panel / working group
- Agree any scrutiny reports that make recommendations to Cabinet, Council and other bodies

2.2 Terms of Reference are attached at **Appendix 1**.

3. Membership

- 3.1 In addition to the 17 councillors the Committee includes in its membership a place for up to four Education Statutory Co-optees. This is in accordance with the Parent Governors Representatives and Church Representatives (Wales) Regulations 2001 and National Assembly for Wales Circular 2/00.
- 3.2 This is to enable the involvement of parent governors and church representatives (where there are faith schools managed by the authority) in the scrutiny of education matters, with voting rights. They will also be entitled to sit on any relevant Panels and Working Groups focusing on education issues. If the Committee deals with matters

which do not relate wholly or in part to any education functions then the co-opted Members shall not vote on those other matters though they may stay in the meeting and speak.

- 3.3 Mr Dave Anderson-Thomas is currently a member of the Committee (Parent Governor – primary), having been appointed on 14 March 2014 for 4 years. The committee will continue to seek interest for a Parent Governor (secondary), and a representative of the Catholic Church and Church in Wales.
- 3.4 The committee has also previously agreed to co-opt to the committee (in a non-voting capacity) those councillors appointed as Performance Panel conveners not already Committee members. This will enable their attendance and participation at committee meetings. Performance Panels effectively operate on an ongoing basis to undertake in-depth performance and financial monitoring. The conveners of these Panels provide a regular update to the Committee on the Panel’s activities and achievements. Performance Panel conveners will have knowledge and expertise about specific services and can add value to the work of committee particularly when those areas are being discussed, for example contributing questions during Cabinet Member Q & A sessions. Co-option will also enable better co-ordination between the work of the Committee and Performance Panels. Members are asked to agree this approach to enable continued co-option of Performance Panel conveners as appointed by the Committee.

4. Scrutiny Conveners

- 4.1 Scrutiny Conveners are appointed by the Scrutiny Programme Committee to lead specific activities (Panels and/or other informal Working Groups) and are responsible for:
- convening (or chairing) meetings of the relevant Panel / Working Group
 - ensuring that the Panel / Working Group undertakes work to the specifications and timescales agreed by the committee
 - reporting back to the committee with findings, conclusions and recommendations as appropriate

A role description for conveners is attached at **Appendix 2** (taken from ‘New Scrutiny Arrangements’ Council Report – 18 October 2012)

- 4.2 The Committee may appoint conveners from outside of the membership of the committee. In this case conveners will attend the committee by invitation of the chair to provide updates and/or present final reports on the work of the panels.
- 4.3 Councillors who are appointed as conveners will be responsible for ensuring that Panels are operating effectively. If there are any issues with regard to membership (e.g. attendance / representation of different political groups) these should be raised with the chair of the Scrutiny

Programme Committee. The Chair of the Scrutiny Programme Committee will consult informally with group leaders in the first instance and then, if necessary, raise the issue as an item for the Scrutiny Programme Committee to consider.

5. Effective Working

5.1 The committee should take the opportunity to discuss how it can work most effectively, for example in its preparation for meetings:

- Developing Questions and Questioning Strategy
- Use of short Pre-meetings / Post meetings
- Team / Inclusive Working and Communication
- Decorum at meetings
- Meeting times / length
- Any other practical considerations

6. Financial Implications

6.1 There are no additional financial implications associated with this report.

7. Legal Implications

7.1 The Local Government Act 2000 requires that executive arrangements by a Local Authority must include provision for the appointment of one or more Overview and Scrutiny Committees. Guidance from the Welsh Government (on executive arrangements) states that the precise arrangements for overview and scrutiny (including the number, membership and remit of the committees) are a matter for local choice.

Background Papers: None

Appendices:

1. Scrutiny Programme Committee Terms of Reference
2. Scrutiny Convener Role Description

Legal Officer: Sandie Richards

Finance Officer: Paul Cridland

Scrutiny Programme Committee Terms of Reference

1 General

- 1.1 The Scrutiny Programme Committee will have the following general responsibilities:
- a. Holding members of the Council's executive to account.
 - b. Monitoring the performance of public services, policies and partnerships.
 - c. Contributing to corporate and partnership policy and strategy development.
 - d. Conducting in depth inquiries into service and policy areas.
 - e. Involving the public in service improvement and policy development.
 - f. Considering the opinions of external inspectors.
 - g. Making reports and recommendations to Council or Cabinet on the discharge of any functions of the authority as appropriate.
 - h. To undertake reviews as directed by Council.
 - i. Preparing and publishing a regular work plan.
 - j. Contribute to an overall strategic work programme for scrutiny that will be reported regularly to Council.
 - k. Observing the principles of effective scrutiny as set out in the Protocol for Scrutiny.
- 1.2 The Committee will have responsibility for coordinating the scrutiny of the following:
- a. The community strategy / single integrated plan.
 - b. Swansea's Public Services Board.
 - c. The Council budget.
 - d. Central / corporate functions of the local authority.
 - e. Groups and organisations with which the Council has formed links through grant funding, compacts, subscription or service level agreements.
 - f. External bodies which are able to levy a statutory precept upon the Authority.
 - g. The Treasury Management Strategy Statement, Annual Report, Mid Term Report and Quarterly Progress Reports.

2 Scrutiny Panels

- 2.1 The Committee may establish Panels / Working Groups for the purpose of undertaking in depth inquiries or for looking at the performance of particular areas of service delivery.

2.2 Each Panel / Working Group will be led by a Scrutiny Convener who will be responsible for:

- a. Convening meetings of the relevant Panel / Working Group
- b. Chairing meetings of the relevant Panel / Working Group
- c. Ensuring that the Panel / Working Group undertakes work to the specifications and timescales agreed by the parent committee
- d. Reporting back to the parent committee with findings, conclusions and recommendations as appropriate

2.3 Councillors will be appointed to a Panel / Working Group on the following basis:

- a. At least two political groups on the Council to be represented on the Panel / Working Group.
- b. Membership of Panels /Working Groups will be open to any non executive members of the Council regardless of whether they are a member of the Scrutiny Programme Committee.
- c. New Panels / Working Groups will be advertised to all non executive members and expressions of interest sought. The membership of Panels / Working Groups will be determined by the Committee.

3 Scrutiny Work Programme

3.1 The Scrutiny Programme Committee will be responsible for coordinating the work of the Scrutiny Panels / Working Groups. Other tasks linked to the delivery of the work programme include:

- a. Monitoring the delivery of the scrutiny strategic work programme;
- b. Preparing and agreeing the scrutiny annual report as required by Council;
- c. Dealing with business relating to regional / national scrutiny meetings (for example in relation to the Welsh Local Government Association or the Centre for Public Scrutiny);
- d. Considering reports relevant to the development and improvement of the Council's Scrutiny function;
- e. Dealing with consultation and implementation of national policy changes relevant to scrutiny;
- f. Preparing and publishing a regular work plan;
- g. Making reports and recommendations to Council, Cabinet or the Democratic Services Committee on the discharge of any functions of the authority as appropriate.

4 Service and Policy Areas

4.1 Areas of responsibility cover all functions of the Council and specifically:

- a. All of the functions of the Council as a Social Services Authority under all relevant legislation;
- b. All functions of the Council under the Children Act (1989 and 2004);
- c. All of the functions of the Council as a Planning Authority under the Town and Country Planning Acts and all other relevant legislation including countryside, nature conservation and rights of way matters, in force from time to time;
- d. Acting as the Council's designated Crime and Disorder Committee for the purposes of the Police & Justice Act 2006;
- e. All of the functions of the Council as a Housing Authority under the Housing Acts and all other relevant legislation;
- f. Outcomes of reviews undertaken by outside agencies or audit bodies;
- g. Items where Welsh Government Guidance suggests that matters should be considered by scrutiny.
- h. Acting as the Council's designated scrutiny committee for scrutinising Swansea Public Services Board for the purposes of the Well-being of Future Generations (Wales) Act 2015.

5. Cabinet Portfolios

- 5.1 The work of the committee will not be limited to any particular Cabinet portfolio(s). Invitations to attend meetings, reports, letters and recommendations will be directed to the relevant Cabinet Member(s) as each issue requires.

Scrutiny Convener Role Description

1. General

- 1.1 The Scrutiny Convener will be responsible for a portfolio of scrutiny topics that they will manage and deliver. These topics, allocated by the Council's Scrutiny Programme Committee, will not be confined to a single subject or department. The scrutiny work led by these conveners will be done through informal task and finish groups / panels and the conveners will chair the meetings of these groups. Conveners will be accountable to the Scrutiny Programme Committee.

2. Providing leadership

- 2.1 To provide confident and effective management of the topics for which they are responsible.
- 2.2 To promote the role of scrutiny within and outside the council, liaising effectively both internally within the Council and externally with the Council's partners.
- 2.3 To contribute to the development of a balanced scrutiny work programme.
- 2.4 To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues.
- 2.5 To demonstrate an objective and evidence based approach to scrutiny and to facilitate the identification of conclusions and recommendations accordingly.
- 2.6 To evaluate the impact and added value of scrutiny activity and identify areas for improvement.
- 2.7 To promote cross party working.
- 2.8 To keep any relevant deputies fully involved and informed to ensure they are able to cover the conveners' role as required

3. Managing the work programme

- 3.1 To ensure that the work programme is delivered.
- 3.2 To report on progress against the work programme to Council, and others as appropriate.
- 3.3 To liaise with officers, other members and community representatives to resource and deliver the work programme.

4 Effective meeting management

- 4.1 To set agendas containing clear objectives and outcomes for meetings.
- 4.2 To manage the progress of business at meetings, ensuring that meeting objectives are met.
- 4.3 To ensure that the necessary preparation is done beforehand.
- 4.4 To ensure that all participants have an opportunity to make an appropriate contribution

5 Community leadership

- 5.1 Where necessary to act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function.
- 5.2 To build understanding and ownership of the scrutiny function within the community.
- 5.3 To involve fully external stakeholders for example, service users, expert witnesses and partners in scrutiny activity.
- 5.4 To support the involvement and development of scrutiny members
- 5.5 To encourage high performance from all scrutiny councillors in task and finish groups.
- 5.6 To assess individual and collective performance within task and finish groups and facilitate appropriate development.

6 Values

6.1 To be committed to the values of the Council and the following values in public office:

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability.

Agenda Item 7

Report of the Chair

Scrutiny Programme Committee – 10 July 2017

SCRUTINY ANNUAL REPORT 2016-17

Purpose	To provide a report on the work of scrutiny for the municipal year 2016-17.
Content	This report provides background to the annual report and attaches the annual report 2016-17.
Councillors are being asked to	Consider and agree the content of the annual report
Lead Councillor(s)	Councillor Mary Jones, Chair Councillor Terry Hennegan, Vice Chair
Lead Officer(s)	Head of Legal, Democratic Services and Business Intelligence
Report Author(s)	Dave Mckenna, Scrutiny Manager Tel: 01792 637732 E-mail: scrutiny@swansea.gov.uk

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 sixth 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 27 July 2017.

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 2016-17

Legal Officer: Sandie Richards

Finance Officer: Carl Billingsley

Scrutiny Annual Report 2016/17

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



Every year that I have been chair of the scrutiny programme committee I have been proud of the work that scrutiny has done and last year was no exception.

Despite the fact that this was the last year of a five year council, and a local election year, we continued to keep activity levels high and continued to make the difference that our citizens expect. I want to give my thanks to all of the councillors who have contributed this year but particularly to those who have been able to get involved in a number of activities.

Several in-depth reports on key topics were completed over the last 12 months on school readiness, poverty, supporting communities to run services and child and adolescent mental health services. I was convener for the last of these and was really pleased that we were able to raise the concerns that we heard from many parents through this work.

I have also been pleased about the increased use of pre-decision scrutiny and how this has helped us to engage with the commissioning review process. Another area that I am pleased about is the increased coverage that scrutiny work has had in the media and I hope this will continue.

Once again 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. 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.

As we are at the start of a new municipal year and a new council I want to end by looking forward. I am looking forward to working with all of the backbench councillors as we continue to make a difference through the work we do. I hope the returning councillors will bring their knowledge and experience and I hope that the councillors will bring new ideas and fresh enthusiasm. Scrutiny is a challenging and ever evolving area of work and I look forward to seeing how we can make scrutiny even better than before.

Mary Jones

2. Swansea Scrutiny Results Scorecard 2016-17

	A. How much scrutiny did we do?	B. How well did we do it?
Scrutiny Practice	1. Number of committee meetings = 13 ↓ (15) 2. Number of panel meetings/working groups = 91 ↓ (105) 3. Number of in-depth inquiries completed = 4 ↔	4. Councillors who say they have a good understanding of the work of scrutiny = 97% ↑ (93%) 5. Staff who say they have a good understanding of the work of scrutiny = 45% ↓ (96%) 6. Average councillor attendance at scrutiny meetings = 67% ↓ (68%) 7. Backbench councillors actively involved in scrutiny = 76% ↓ (79%) 8. Councillors who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 88% ↑ (81%) 9. Staff who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 63% ↓ (71%) 10. Councillors who agree that the scrutiny arrangements are working well = 89% ↑ (83%) 11. Staff who agree that the scrutiny arrangements are working well = 39% ↓ (75%)
	C. How much did scrutiny affect the business of the Council?	D. What were the outcomes of scrutiny?
Scrutiny Outcomes	12. Number of chairs letters written to cabinet members = 77 ↑ (71) 13. In depth inquiries reported to Cabinet = 4 ↔ 14. Action plans agreed = 4 ↑ (3) 15. Follow ups undertaken = 3 ↓ (5) 16. Number of Cabinet reports subject to pre decision scrutiny = 9 ↑ (6) 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=81% ↓ (97%) 19. Recommendations signed off by scrutiny as completed = 93% ↑ (77%) 20. Councillors who agree that scrutiny has a positive impact on the business of the Council = 69% ↓ (76%) 21. Staff who agree that scrutiny has a positive impact on the business of the Council = 41% ↓(55%) 22. Councillors who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 77% ↑ (74%) 23. Staff who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 34% ↓ (60%)

↓↑ = significant change, ↓↑ = small change, ↔ no change

3. About the Indicators

A. How much scrutiny did we do?

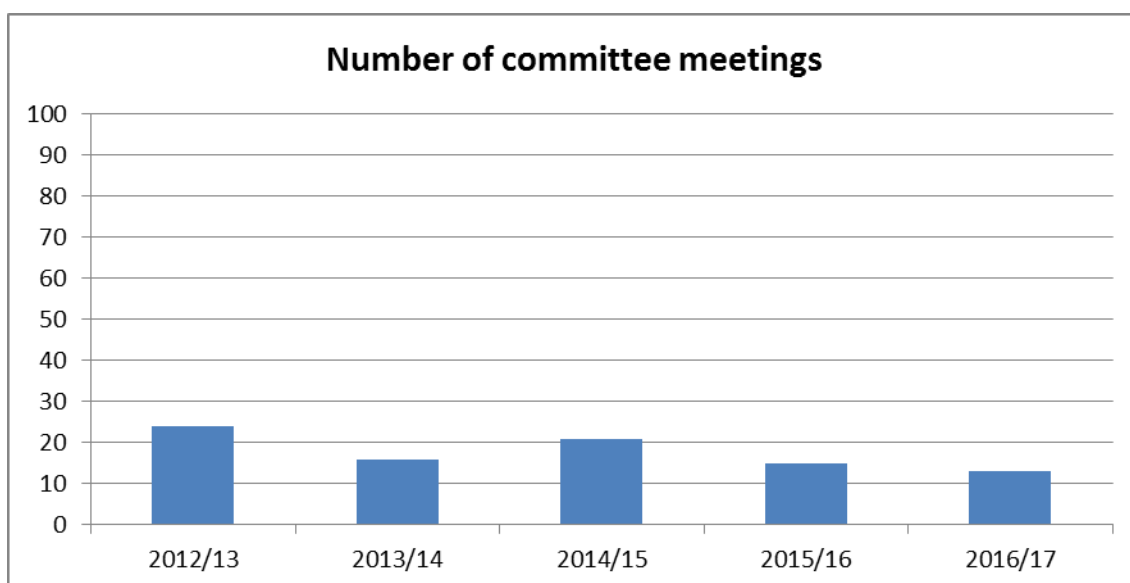
3.1 Number of formal committee meetings = 13

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 2016-17 were as follows:

- Scrutiny Programme Committee (12 meetings)
- Special Scrutiny Programme Committee – Crime and Disorder Scrutiny (1 meeting)

Comparison with previous years:



(Note: During 2012/13 before the Scrutiny Programme Committee was established three Scrutiny Boards were operating)

3.2 Number of panel meetings/working groups = 91

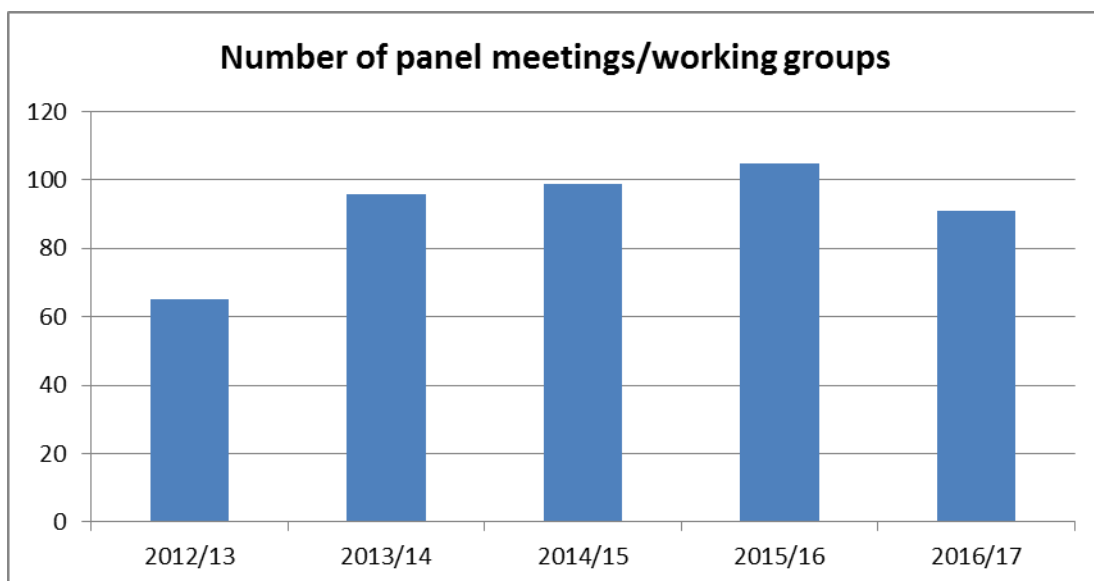
Panel meetings and working groups are established by the Scrutiny Programme Committee with an appointed convener. There are two types of panels:

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:

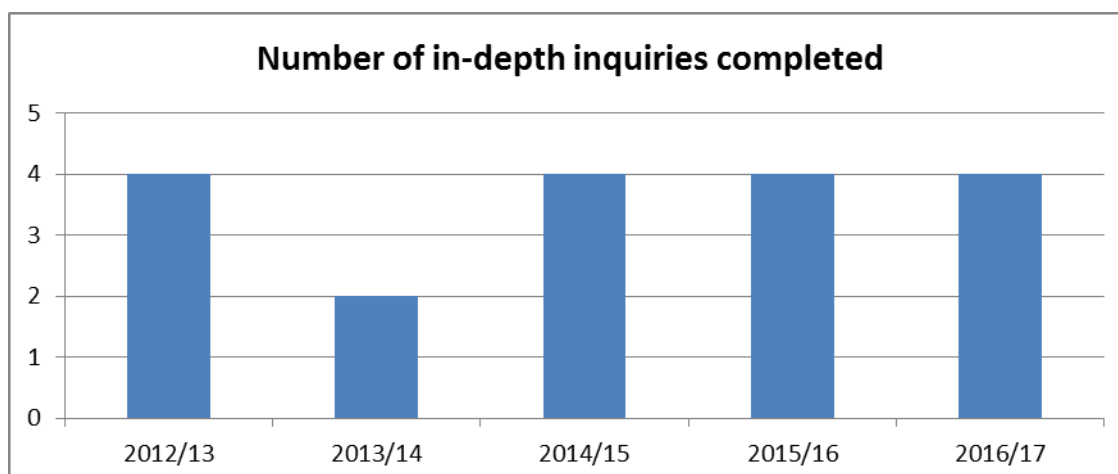


3.3 Number of in-depth inquiries completed = 4

Work on the following in-depth inquiries was completed during 2016-17:

Inquiry	Panel
School Readiness: <i>How can school readiness be improved in Swansea?</i>	School Readiness Inquiry Panel
Action, partnership, participation: <i>How can the Council's Tackling Poverty Strategy be improved?</i>	Tackling Poverty Inquiry Panel
Child and Adolescent Mental Health Services: <i>How can the Council work with health and other partners to reduce demand for child and adolescent mental health services?</i>	Child and Adolescent Mental Health Services Inquiry Panel
Community Action: <i>How can the Council best support residents to run services in their own communities?</i>	Building Sustainable Communities Inquiry Panel

Comparison with previous years:

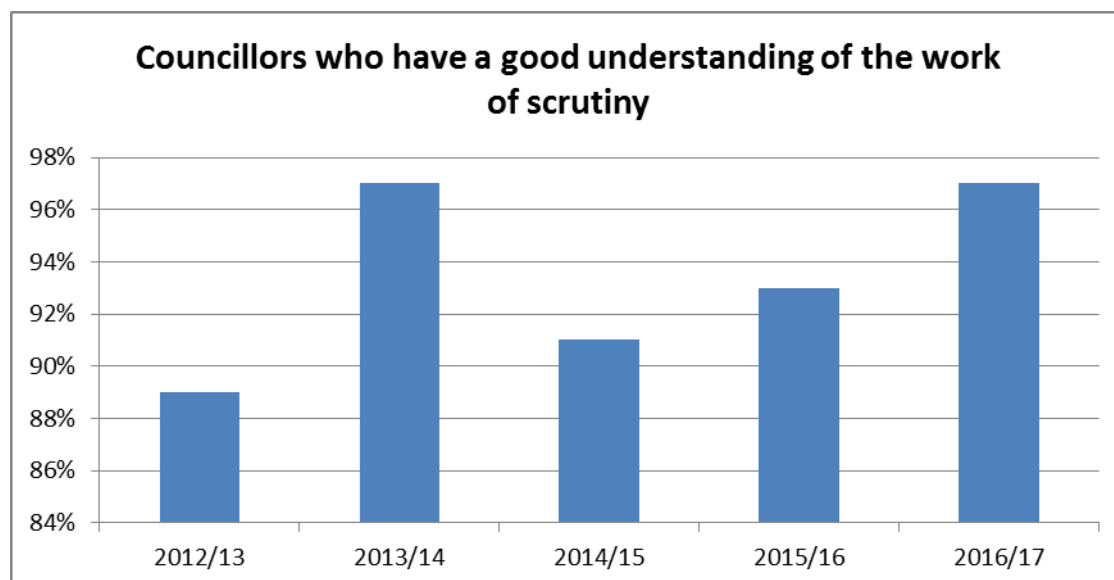


B. How well did we do it?

3.4 Councillors who say they have a good understanding of the work of scrutiny = 97%

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 35 (49% of all councillors).

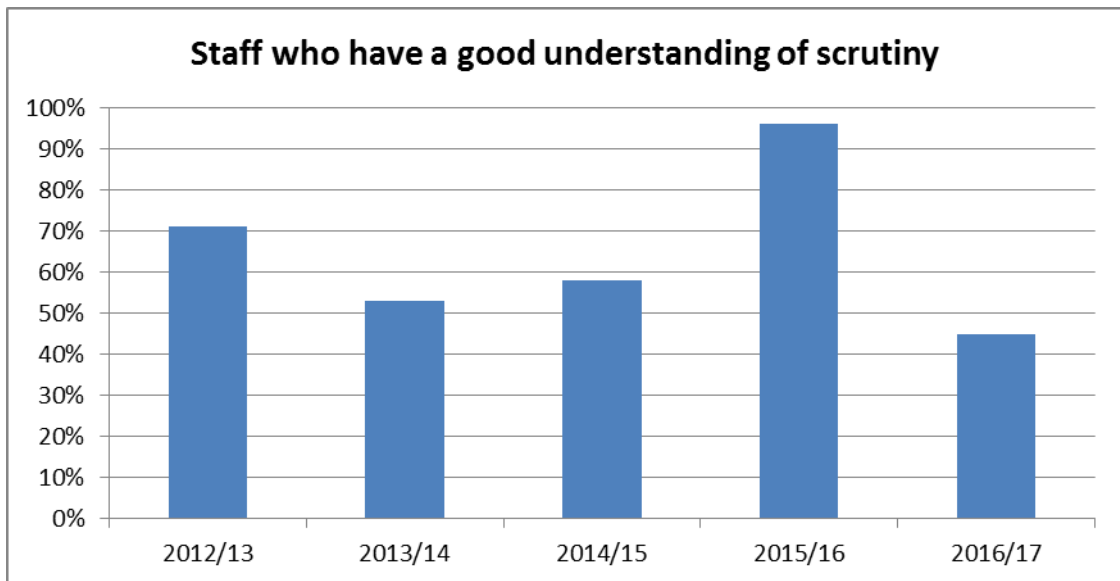
Comparison with previous years:



3.5 Staff who say they have a good understanding of the work of scrutiny = 45%

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 67 which is a low number from which to draw meaningful conclusions.

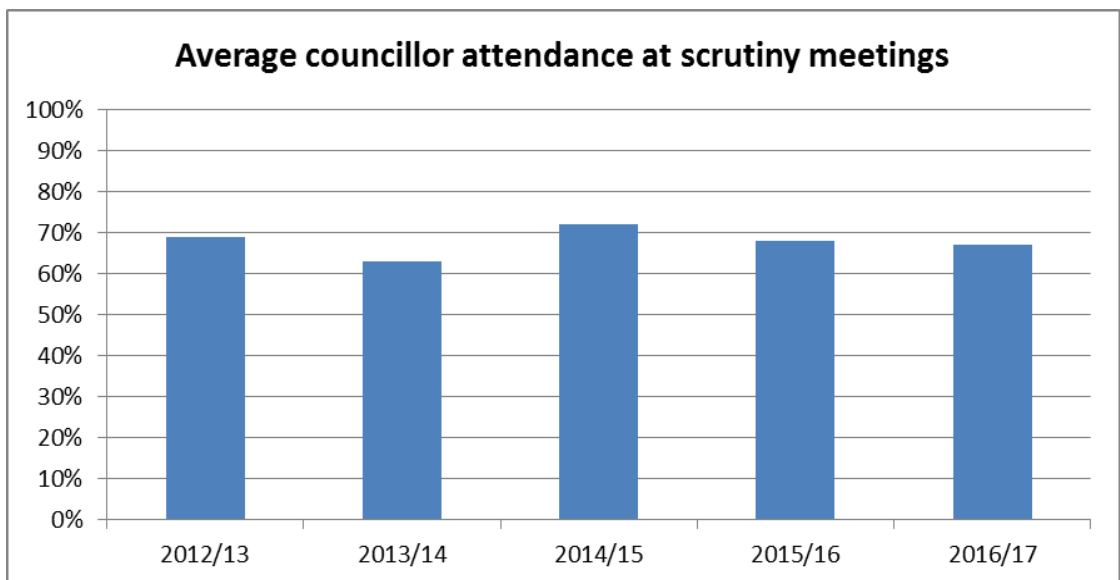
Comparison with previous years:



3.6 Average councillor attendance at scrutiny meetings = 67%

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. 2016/17's figure is an overall attendance figure that includes the Scrutiny Programme Committee, panel meetings and the working groups.

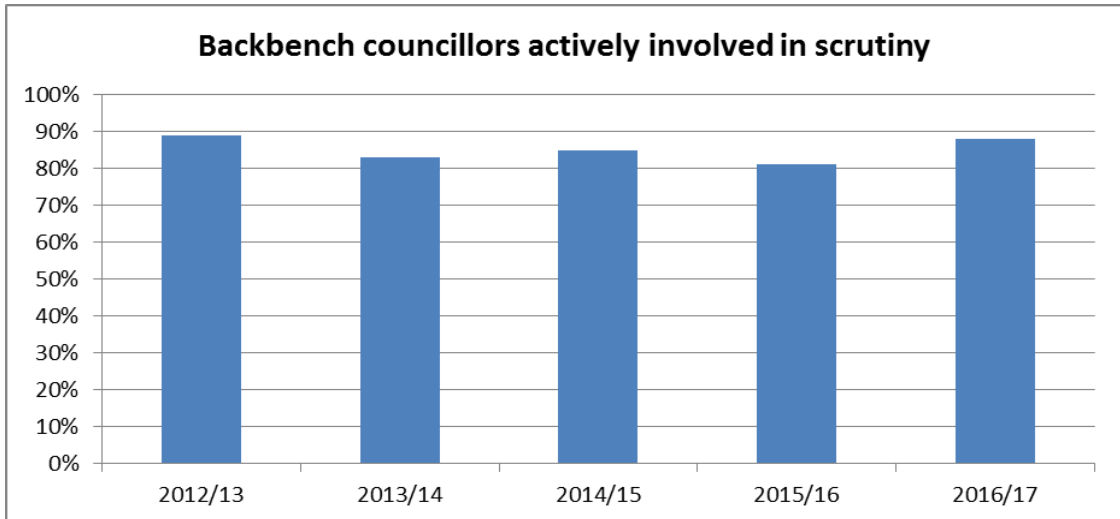
Comparison with previous years:



3.7 Backbench councillors actively involved in scrutiny = 76%

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

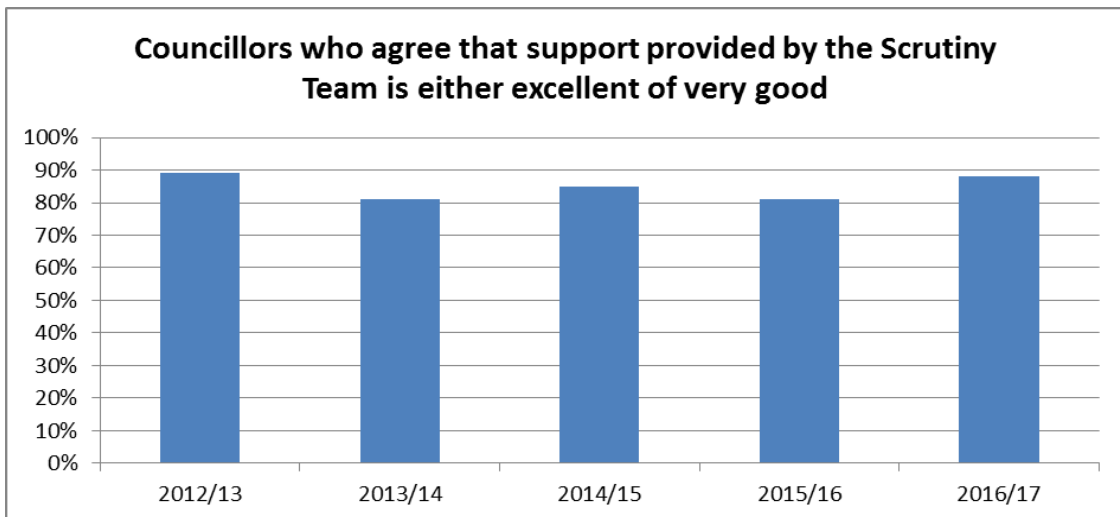
Comparison with previous years:



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 = 88%

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 35.

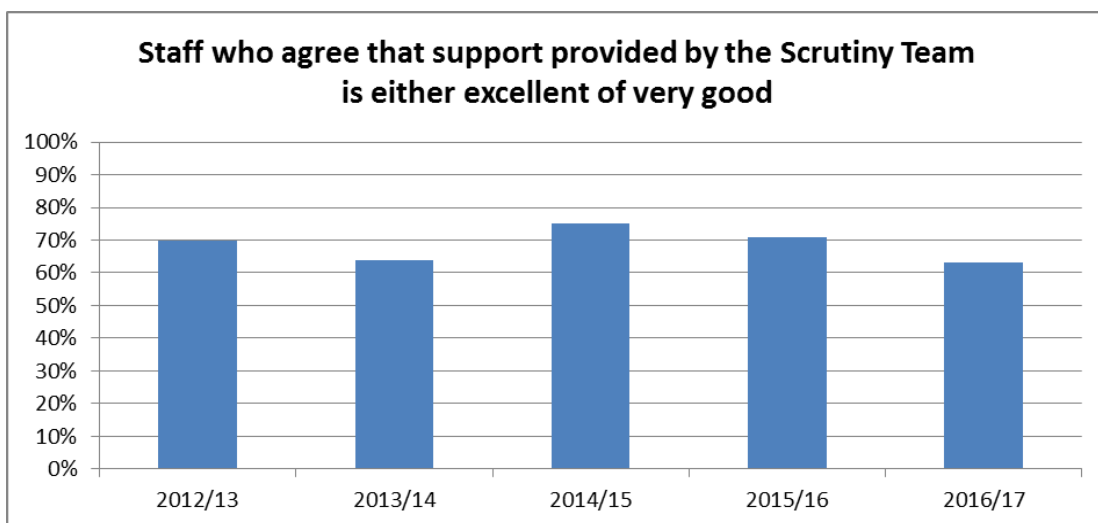
Comparison with previous years:



3.9 Staff who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 63%

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 19.

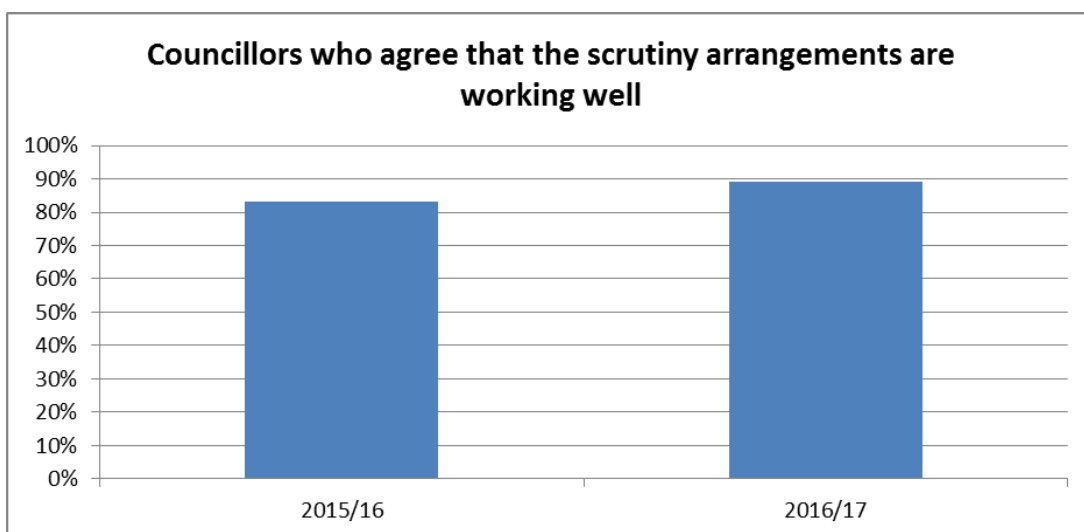
Comparison with previous years:



3.10 Councillors who agree that the scrutiny arrangements are working well = 89%

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 35. This was a new indicator added in 2015/16.

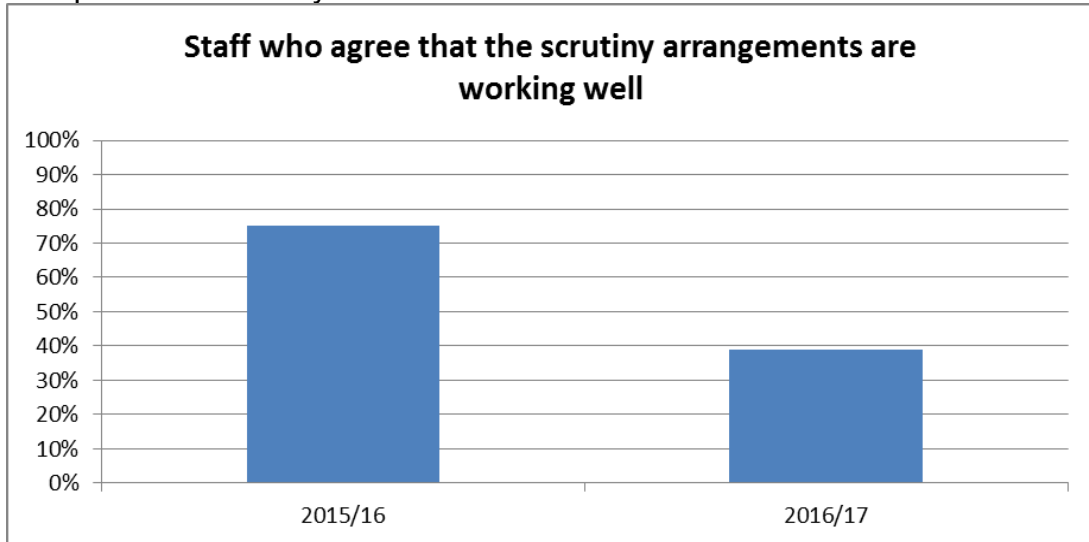
Comparison with last year:



3.11 Staff who agree that the scrutiny arrangements are working well = 39%

As part of an annual survey, staff and partners are asked whether they feel the scrutiny arrangements are working well. The number of people answering this question was 67 which is a low number from which to draw meaningful conclusions. This was a new indicator added in 2015/16.

Comparison with last year:

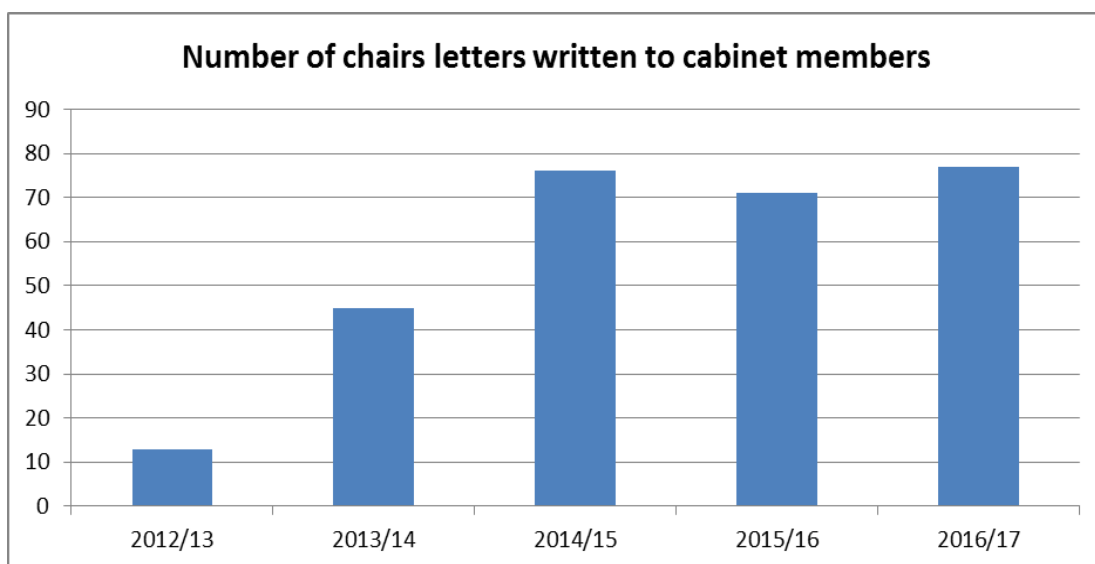


C. How much did scrutiny affect the business of the Council?

3.12 Number of chairs letters written to cabinet members = 77

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:

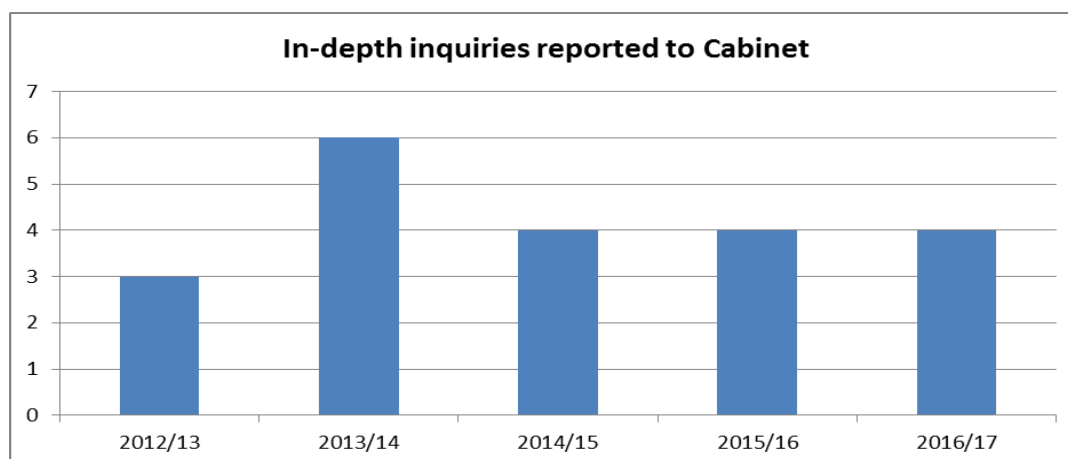


3.13 In-depth inquiries / reviews reported to Cabinet = 4

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:

- Readiness for School (9)
- Tackling Poverty (15)
- Child and Adolescent Mental Health Services (15)
- Building Sustainable Communities (10)

Comparison with previous years:

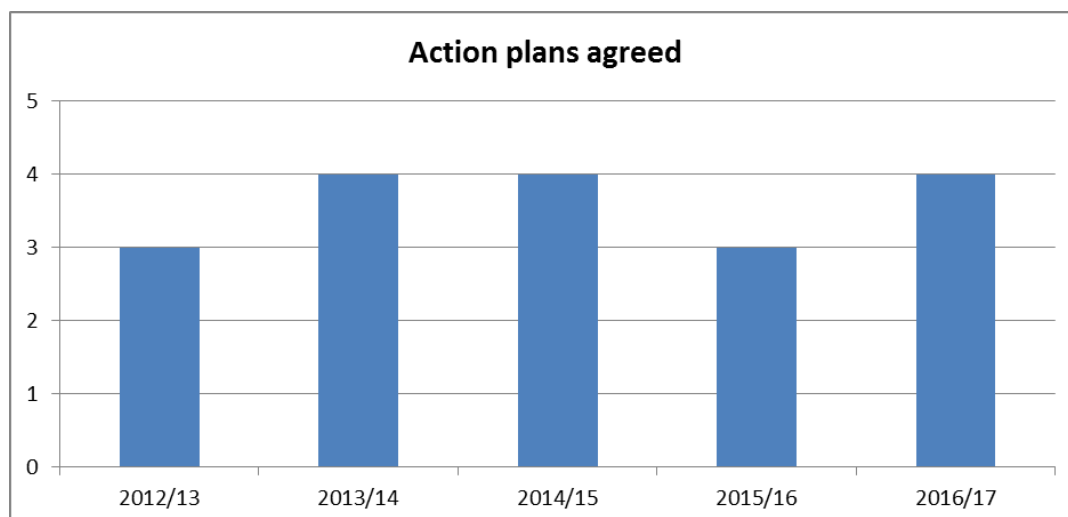


3.14 Action plans agreed = 4

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:

- School Governance
- Gypsy Traveller Site Search Process
- Child and Adolescent Mental Health Services
- Building Sustainable Communities

Comparison with previous years:



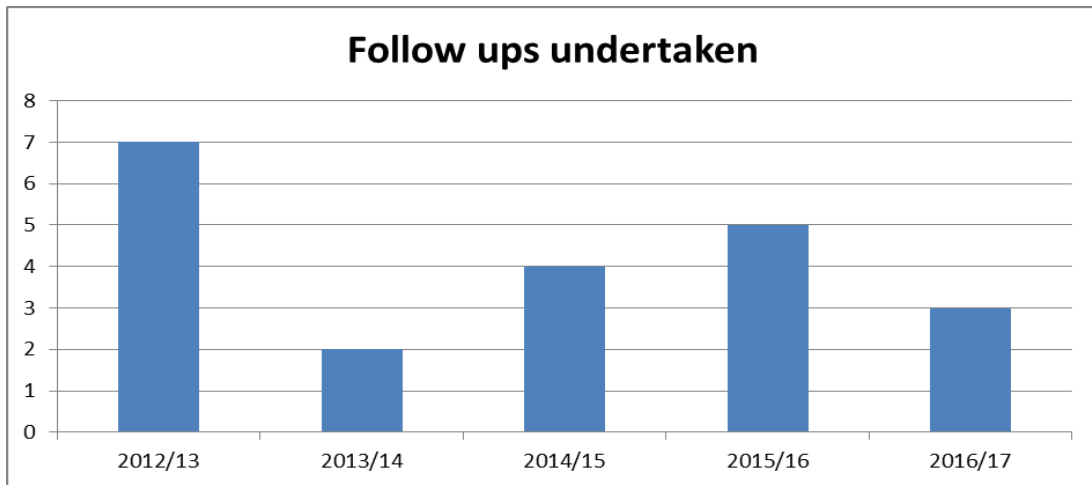
3.15 Follow ups undertaken = 3

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:

- Corporate Culture

- Social Care at Home
- Education Inclusion

Comparison with previous years:

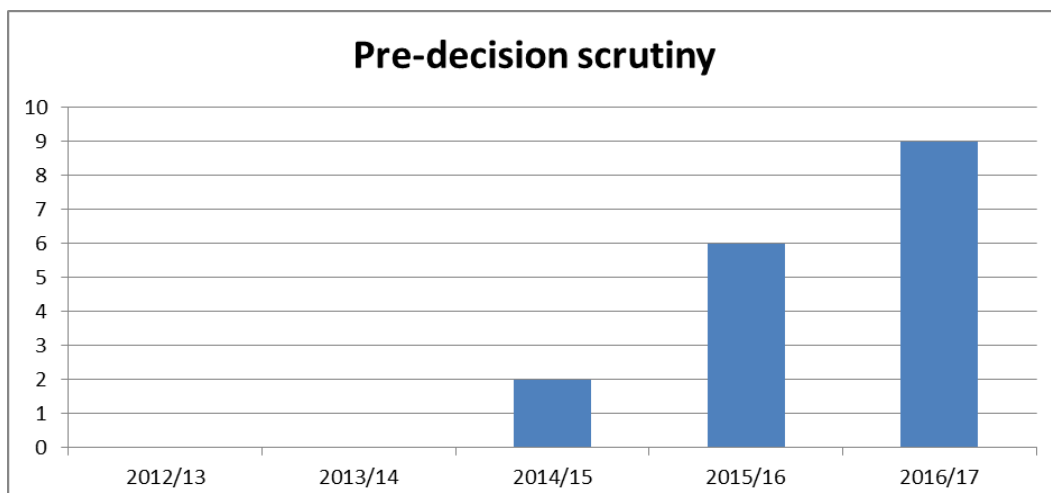


3.16 Number of Cabinet reports subject to pre decision scrutiny = 9

Pre decision scrutiny involves scrutiny councillors considering cabinet reports before cabinet makes a final decision. In 2016/17 9 cabinet reports were subject to pre decision scrutiny, these were:

- Waste Management Commissioning Review
- Castle Square – Development & Public Realm Opportunity
- Corporate Building & Property Services Commissioning Review
- Parks & Cleansing Commissioning Review
- Budget
- Domestic Abuse Commissioning Review
- Family Support (Under 11s and Over 11s Cluster)
- Castle Square Development & Public Realm Opportunities
- Swansea City Centre Regeneration – Funding & Delivery Strategy

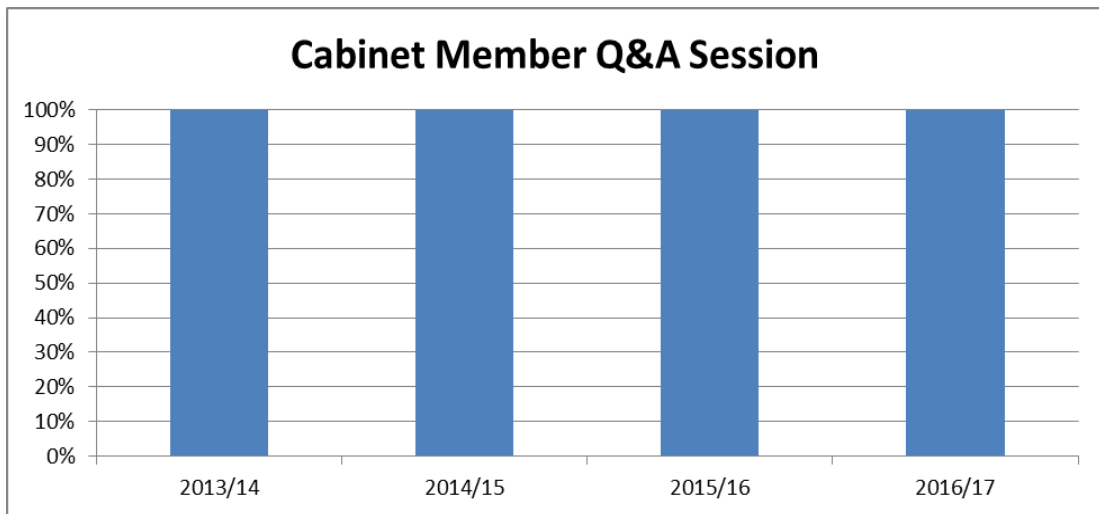
Comparison with previous years:



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 2016/17 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:

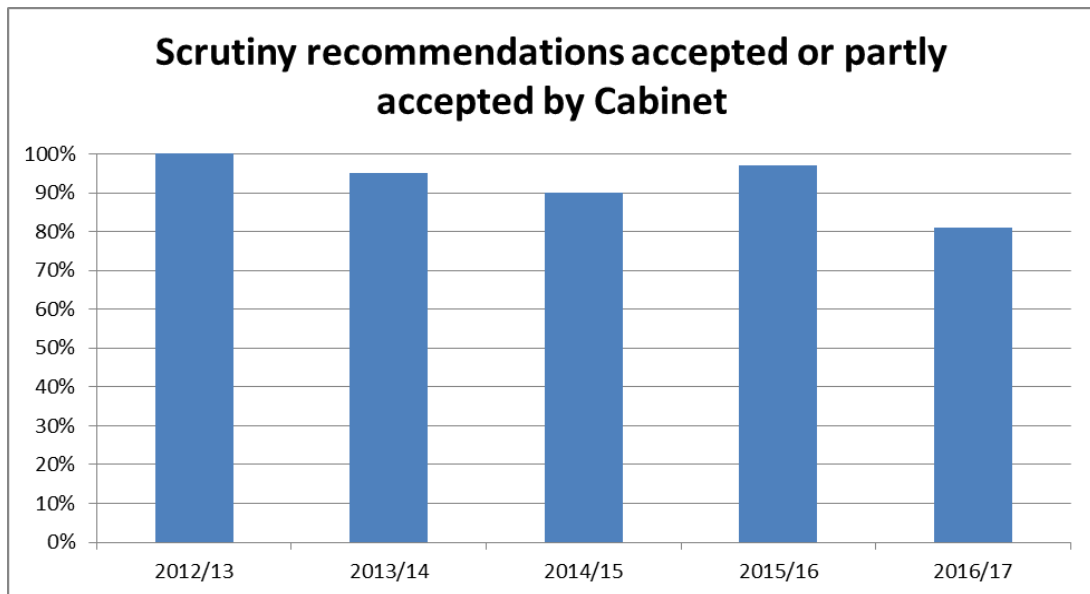


D. What were the outcomes of scrutiny?

3.18 Scrutiny recommendations accepted or partly accepted by Cabinet = 81%

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 46 scrutiny recommendations in 2016-17 of which 34 were accepted and 3 were partly accepted. 5 were rejected.

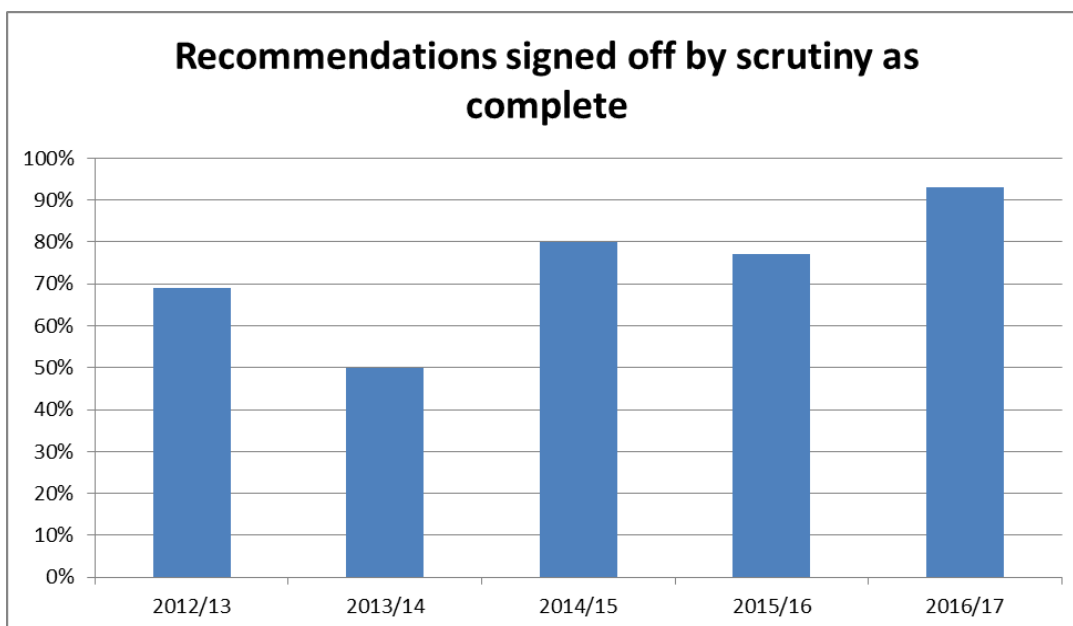
Comparison with previous years:



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 (60 recommendations were considered of which 56 were signed off as complete).

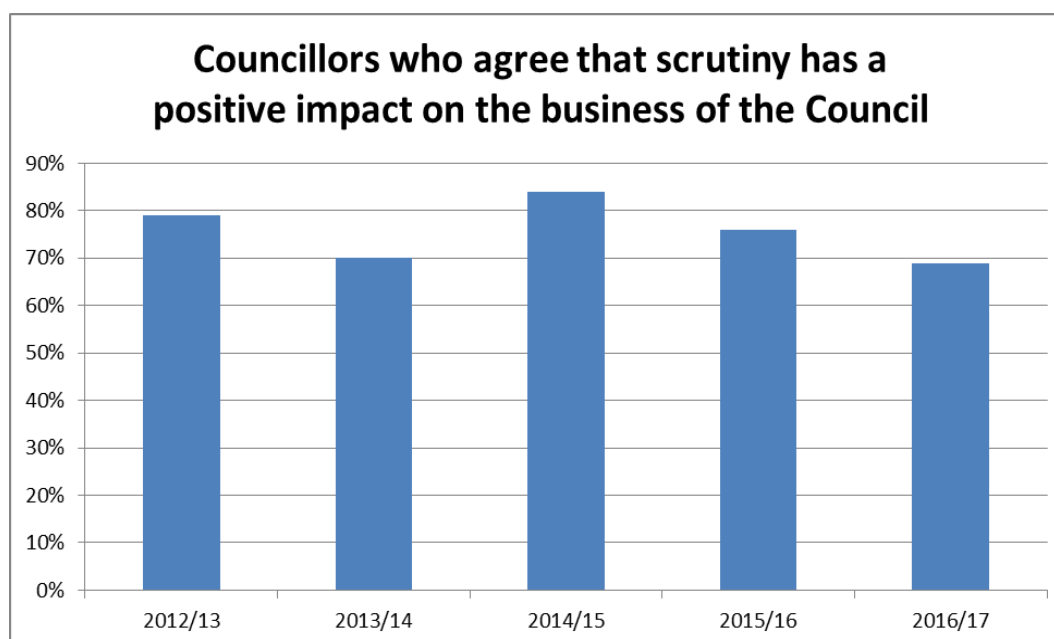
Comparison with previous years:



3.20 Councillors who agree that scrutiny has a positive impact on the business of the Council = 69%

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 35 (49% of all councillors).

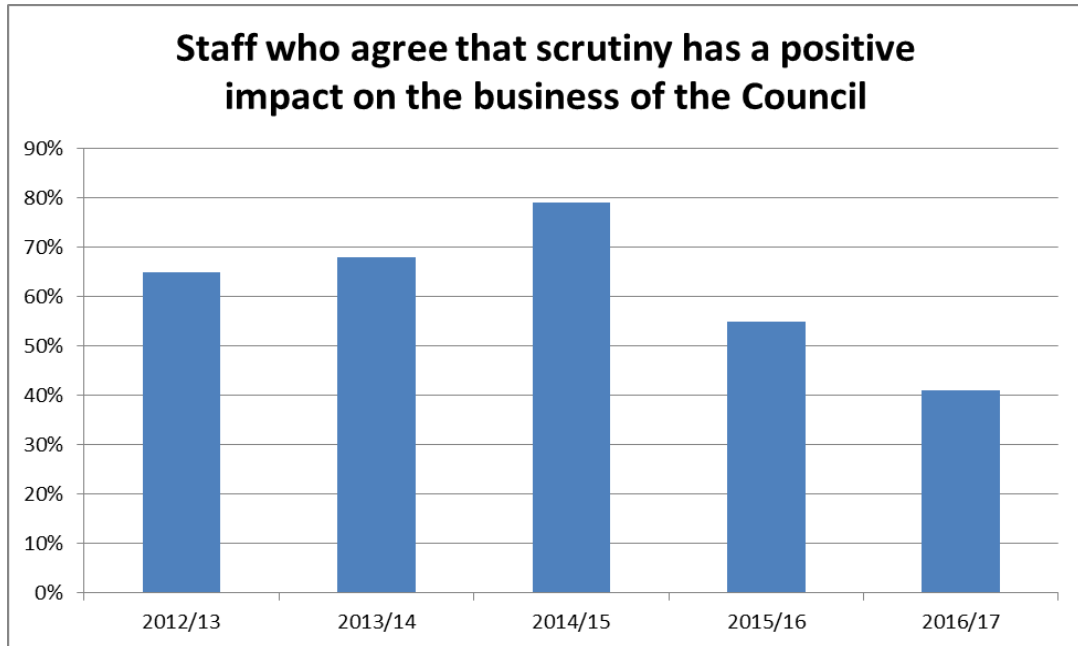
Comparison with previous years:



3.21 Staff who agree that scrutiny has a positive impact on the business of the Council = 41%

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 67.

Comparison with previous years:



3.22 Councillors who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 77%

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 was a new indicator added in 2015/16.

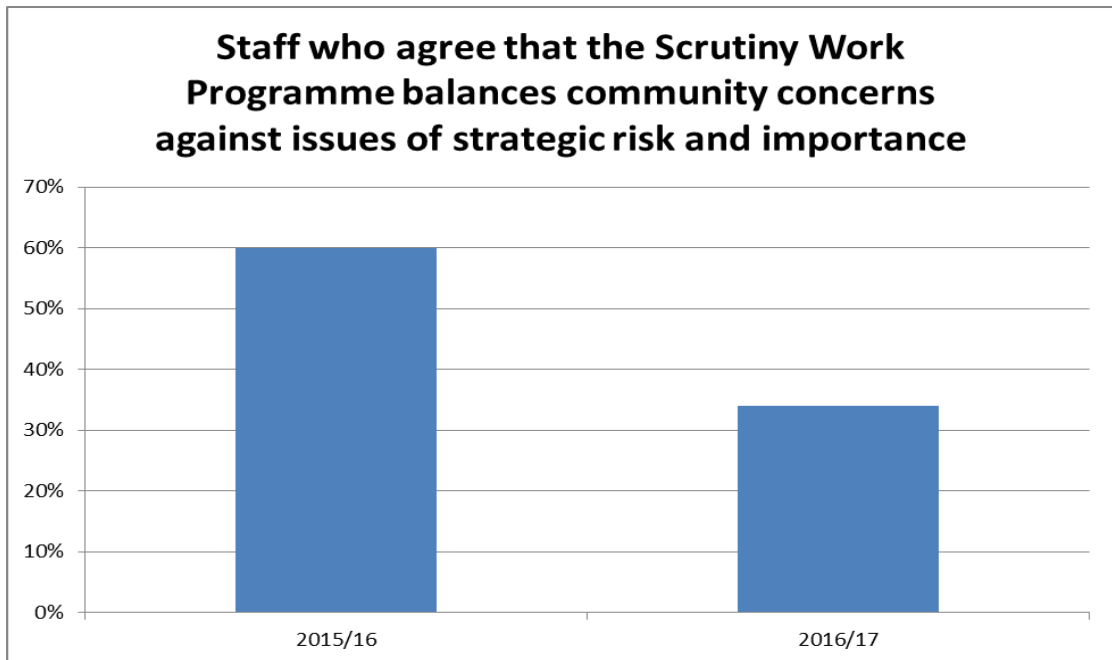
Comparison with last year:



3.23 Staff who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 34%

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 67 staff and partners answered this question. This was a new indicator added in 2015/16.

Comparison with last year:



4. Feedback and Improvement

4.1 Improving Scrutiny

This annual report marks the end of a five year Council. While it is important that areas for improvement are discussed and agreed by scrutiny councillors in the new Council, we believe it is helpful to set out what we think has worked well and what has not worked so well. We hope that scrutiny going forward will be able to continue and expand what has been effective and to try new things in those areas where things could be better.

The suggestions about what has worked well and not so well come from the following sources:

- Scrutiny Annual Survey
- User research with scrutiny councillors conducted in December 2016
- Feedback received throughout the year

4.2 Things that have worked well

Overall both councillors and staff report that scrutiny is working well with 69% of councillors agreeing that scrutiny has had a positive impact on the business of the Council. Survey respondents also highlighted the clarity of the well organised scrutiny process that was challenging and constructive with items that were relevant and justified and interested members asking good questions.

Specific things worth noting include:

1. *Pre-decision scrutiny*

The number of times that pre-decision scrutiny was used continued to increase with eight taking place in 2006/17. At the same time those involved feel that the process works well and has had a positive impact for commissioning reviews in particular.

2. *Councillor commitment*

Scrutiny maintained a high level of activity even in an election year with 104 meetings being held. Councillor attendance also remained high. A core group of councillors have been able to offer a high level of commitment and the system has been able to benefit from this.

3. *Cabinet Member Q&A Sessions*

Cabinet Member Q&As continue to be an important aspect of the Council's scrutiny work and are well regarded by scrutiny councillors. Cabinet Members also feel that Q&As provide a robust test for and that the committee acts respectfully and fairly. Once again every Cabinet member attended a Q&A at least once during the course of the year.

4. Flexible working

The opportunity to do detailed work in some areas, such as child and family services, and quick, light touch work in other areas, is seen as a strength of the system by those involved.

5. In-depth inquiries

From councillors we know that they value the opportunity to explore and question topics in detail and to develop a real sense of team working with fellow councillors. We also had a positive mention for a previous inquiry into corporate culture on the Good Practice Exchange blog [here](#).

6. Media coverage and communications

There has been a good level of media coverage for scrutiny work over the last 12 months. From our survey we also know that councillors feel that there has been good communication to them throughout the scrutiny process and that the scrutiny webpages are seen as 'first class'. The scrutiny bulletin board also had a positive mention on a popular national blog [here](#).

7. Support for scrutiny

We know that councillors value the support that they receive from the scrutiny team and this year 88% rated that support as either excellent or very good. At their last meeting the Scrutiny programme Committee commended the Scrutiny Team for their work, advice and support

8. Regional scrutiny – work with ERW

Regional work will become an increasingly important feature of scrutiny over the next few years so it is good that Swansea's provision of support for scrutiny of ERW (regional education service) has worked well and been well received. The Managing Director said that: "Many thanks for this work. It is coordinated well and the feedback is good"

4.3 Things that could be improved

While overall feedback was positive there were nevertheless a number of general improvement issues raised such as the need to better at focussing on the good as well as the bad, monitoring outcomes, providing opportunities for all councillors to express their views and avoiding 'over scrutiny' of some topics. Respect for the right to speak welsh was also raised as an issue through the survey.

Some of the issues that stood out included:

1. Greater recognition for scrutiny work

Some scrutiny councillors felt that their work was not getting sufficient recognition from Cabinet and Council.

2. Greater staff awareness of scrutiny

Levels of staff awareness of scrutiny continue to be low. Only 45% of those surveyed said they had a good understanding of scrutiny.

3. *Better timings for meetings*

Some councillors have been unable to attend meetings due to the time they have been arranged or because they have been arranged at short notice. Lower levels of attendance can have an impact on the quality of meetings.

4. *Better use of data*

The use of data was raised in the survey suggesting that councillors could use data more effectively and use more than one source where possible.

5. *Less duplication with Cabinet Advisory Committees*

This issue was raised several times in our survey by staff and councillors. While the Cabinet Advisory Committees have now been replaced by Policy Development and Delivery Committees, the issue still needs consideration.

6. *Excluding party politics*

Our survey suggests that, while scrutiny is generally non-partisan, there is a perception that party politics can occasionally be a factor.

7. *More engaged Cabinet responses*

The Scrutiny Programme Committee highlighted that, there had been occasions when the recommendations from in depth reports were fully understood and given due consideration from the perspective of the scrutiny councillors involved.

8. *Expand the group of the most active councillors*

The Scrutiny Programme Committee were keen to see more councillors getting more active in the work so that the bulk of the work did not just fall to a small group. The need to see a wider range of councillors more actively involved was also highlighted in the survey.

9. *Greater strategic focus*

The need to ensure that future scrutiny work focuses on strategic topics to have maximum impact, and spend less time on very specific and smaller, nonetheless interesting, topics, was highlighted by the Scrutiny Programme Committee.

10. *More time to scrutinise commissioning review reports*

The Scrutiny Programme Committee highlighted that, while the scrutiny of Commissioning Reviews had been a positive step forward, this would be further improved by having more time to scrutinise such important cabinet reports.

Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 10 July 2017

SCRUTINY WORK PROGRAMME 2017/18

Purpose	This report explains the background and purpose of the scrutiny work programme. The report invites the committee to consider the scrutiny work programme for the year ahead taking into account feedback from the recent Scrutiny Work Planning Conference.
Content	A proposed work programme is attached, which shows the topics that will be examined by scrutiny through various Panels and Working Groups. A plan for future committee meetings is also proposed.
Councillors are being asked to	<ul style="list-style-type: none">• agree the scrutiny work programme for 2017/18 (<i>appendix 3</i>), in particular :<ul style="list-style-type: none">- the proposed committee work plan (<i>appendix 4</i>)- Inquiry topics and order of priority (<i>para. 4.4</i>)- Performance Panels to be established and appointment of conveners (<i>para. 4.5</i>)- Working Group topics (<i>para. 4.6</i>)• plan for the committee meetings ahead• consider the information on future cabinet business and any opportunities for pre-decision scrutiny (<i>appendix 5</i>)
Lead Councillor	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer	Head of Legal, Democratic Services and Business Intelligence
Report Author	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

1.1 The Scrutiny Programme Committee is responsible for developing the Council's scrutiny work programme, and managing the overall work of scrutiny to ensure that it is as effective as possible.

1.2 The 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

1.3 At the same time the committee must ensure that the work of scrutiny is:

- manageable, realistic and achievable given resources available to support activities
- relevant to council priorities and focused on significant areas
- adding value and having maximum impact
- coordinated and avoids duplication

2. Methods of Working

2.1 The work of scrutiny is undertaken primarily in three ways – through the committee itself and by establishing informal panels (for in-depth activities) or one-off working groups:

- **Formal committee meetings** – as well as developing and managing the overall work programme and keeping an oversight on all scrutiny activities, the committee will focus on holding Cabinet Members to account by holding formal questioning sessions, and provide challenge on a broad range of policy and service issues over the course of the year. Matters considered at committee meetings will typically be ‘one-off’ opportunities for questions, which will result in the committee communicating findings, views and recommendations for improvement through chairs letters to Cabinet Members, and where appropriate by producing reports.
- **Informal panels** – Scrutiny panels are established, with conveners and members appointed by the committee, to carry out in-depth inquiries or undertake in-depth monitoring of particular services. The use of panels helps to ensure that scrutiny can be flexible and responsive to issues of concern:

- a) Inquiry Panels: to undertake discrete in-depth inquiries into specific and significant areas of concern on a task and finish basis. These would be significant topics where scrutiny can make a real difference. Inquiry panels are expected to take no longer than six months to complete and 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.

A pre-inquiry Working Group is arranged at the start of any proposed inquiry. The Working Group will receive a detailed presentation of the subject matter, with advice from relevant Cabinet Members / officers, and existing research and information available. This will enable the Working Group to determine whether an in-depth inquiry is necessary and inform decisions about its focus. If so, the Working Group will

develop and report appropriate terms of reference (including the key question / line of inquiry, and timescales) to the committee for agreement. Alternatively, the Working Group may agree that no further work is needed, but can submit opinion and proposals to Cabinet Member(s) as required.

Inquiry Panels will reconvene to follow up on implementation of agreed recommendations and cabinet action plans, and the impact of their work – usually 6-12 months following cabinet decision, with a further follow up arranged if required.

b) Performance Panels: to provide in-depth monitoring and challenge for clearly defined service areas. 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. Performance Panel conveners are required to provide the committee with regular progress reports on the work and impact of their Panels.

- **Informal working groups** – Although the majority of scrutiny work is carried out through the committee and panels, the committee can also establish informal working groups of councillors. This supports flexible working where it has been agreed that a matter should be carried out outside of the committee but does not necessitate the establishment of a Panel. This method of working is intended to be light-touch – effectively a one-off meeting to consider a specific report or information, resulting in a letter to relevant Cabinet Member(s) with views and recommendations.

2.2 These arrangements help to achieve more focused scrutiny activity and provide flexibility to deal with things in different ways, depending on the issue, and improve impact.

2.3 Non executive councillors who are not members of the committee have the opportunity to participate in panels and other informal task and finish groups. New panel topics, once agreed, are advertised to all non executive councillors and expressions of interest sought. The membership of panels and working groups is then determined by the committee. More than one political group should be represented on each panel / working group. These bodies also need to be of a manageable size in terms of team working and effective questioning. A minimum of 3 members should be present at all meetings.

2.4 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, letters relating to all such scrutiny activities will be published, in the same manner as the committee, on the Council's modern.gov online platform:

<https://democracy.swansea.gov.uk/ieDocHome.aspx?bcr=1&LLL=0>

3. Work Planning Conference

- 3.1 A Scrutiny Work Planning Conference took place on 19 June and was attended by 19 scrutiny councillors, and the Chair of the Audit Committee. The conference papers are attached (**Appendix 1**).
- 3.2 Those in attendance were asked to think about what topics scrutiny should focus on in the year ahead, considering whether anything important was missing from current thinking, and achieving a balance of scrutiny across all Cabinet portfolios.
- 3.3 A range of perspectives were considered, including:
- Review of last year's work plan
 - The council's corporate priorities (provided by Phil Roberts – Chief Executive)
 - Suggestions and ideas from councillors, staff/partners gathered from the annual scrutiny survey, and the public (Swansea Voices and other corporate consultations)
- 3.4 Those present shared views about the work programme and their priorities for the year ahead. There was clear support for a continued focus on Education and Social Services
- 3.5 The main topics coming out of the group discussions were:
- Regeneration
 - Bus Services / Public Transport
 - Resilience and Emergency Planning
 - Community Cohesion
 - Care and Management of the Natural Environment
 - Public Toilets
- 3.6 A number of other topic suggestions were made. A complete summary of the topics suggested at the conference is attached as **Appendix 2**. Consideration has been given as to how these can be incorporated into the work programme.
- 3.7 The committee now needs to discuss and agree the work programme for 2017/8. This should be 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.
- 3.8 The committee should also recognise the importance of aligning scrutiny work more closely to the corporate priorities, but retaining a balance so there is room to look at issues of community concern. The committee should consider whether there will be good coverage of scrutiny activity across all cabinet portfolios.

4. Proposed Scrutiny Work Programme 2016/17

4.1 Overall Programme

4.1.1 Taking into account feedback from the conference, overall scrutiny work programme proposals are set out in **Appendix 3** for consideration. This also shows topic suggestions which are more appropriate for referral to Performance Panels or can be picked up via Cabinet Member Q & A sessions or through other planned work.

4.1.2 Prioritisation of scrutiny activities is vital in view of limited scrutiny time and resources. Aligning the amount of scrutiny with available resources will help to sharpen the focus on the quality of scrutiny and impact. The committee should recognise that a limited number of panels and working groups can be supported in any given year, keeping a degree of flexibility to adapt to issues that may emerge during the year.

4.1.3. The following paragraphs break down the proposed work programme by specific ways of working.

4.2 Scrutiny Programme Committee:

4.2.1 The proposed committee work plan for the year ahead is attached as **Appendix 4**.

4.2.2 As a main feature of committee business the plan includes a schedule of future Cabinet Member Question & Answer Sessions. These provide opportunity to ask cabinet member to give public account for their work and be held to account for their decision-making and issues under their responsibility. The questioning will be focused on their priorities, actions, achievements and impact. It also provides a place where the committee can follow up on any recommendations which may have been made to cabinet members by recent Scrutiny Working Groups, which no longer meet. This includes the following topics: **Planning, Houses in Multiple Occupation**.

4.2.3 The committee work plan will remain under constant review to ensure it is robust and effective. An updated work plan timetable will assist forward planning and help the committee to manage workload and review progress made. Committee members should review and confirm items for the next and future meetings giving specific consideration to who should attend and confirm expectations 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.

- 4.2.4 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 and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications (see Forward Look attached as **Appendix 5**). 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.
- 4.2.5 Commissioning Reviews – it has already been acknowledged that reports about the various commissioning reviews that are planned over the next year are key cabinet decisions and should be subject to scrutiny. There is a general agreement that all Commissioning Reviews will undergo pre-decision scrutiny. This will be carried out via the committee or relevant Panels as appropriate. The following commissioning reviews are expected in the next three months. Therefore scrutiny arrangements for these will need to be scheduled into work plans.

Commissioning Review	Cabinet Portfolio	Expected Cabinet Meeting
Catering Services	Service Transformation & Business Operations	17 Aug
Highways & Transportation Service	Environment Services / Commercial Opportunities & Innovation	tbc
City Regeneration & Planning	Culture, Tourism & Major Projects	tbc
Family Support	Health & Wellbeing	tbc
Public Protection	Environment Services	tbc
Additional Learning Needs	Children, Education & Lifelong Learning	tbc

4.2.6 As there is a report on Catering Services scheduled for 17 August cabinet meeting it could be dealt with at the committee meeting scheduled for 14 August.

4.3 Proposed Panel and Working Groups - taking into account feedback from the Work Planning Conference and relevant considerations (e.g. what makes a good work programme and good topic for scrutiny, resources to support activities) the following Panels and Working Groups are proposed:

4.4 Inquiry Panels:

4.4.1 The committee is asked to agree the establishment of the following in-depth task and finish Inquiry Panels:

1. Regional Working

Exact terms of the reference (with key question) will need to be drawn up by Panel members, but this could explore:

- what does regional working look like at moment?
- how well is it understood (internally and publically)?
- lines of accountability?
- arrangements for scrutiny?
- what needs to be done to improve partnerships / collaboration to achieve Well-being of Future Generations Act outcomes?

2. Natural Environment

Exact terms of the reference (with key question) will need to be drawn up by Panel members, but this could explore:

- how well are we caring for and managing our natural environment?
- green spaces?
- are we maximising the value and benefits?
- how can we meet Well-being of Future Generations Act responsibilities / requirements?
- role of the council / partners in tackling the issues?
- link with planning / other areas of Council?
- impact of budget reductions across services?

4.4.2 The committee should agree which of these inquiries should commence first. Once membership and a convener have been appointed the first task of the Inquiry Panel will be to have a briefing on the issue and then determine the key question and terms of reference for the inquiry.

4.4.3 The following previous inquiries will need to be followed up during the course of the year, to monitor implementation of agreed recommendations and assess the impact of this work. Each of these Panels will be reconvened to carry out the follow up:

- **School Governance**
- **Building Sustainable Communities**
- **Child & Adolescent Mental Health Services**
- **Tackling Poverty**
- **School Readiness**

4.5 Performance Panels:

4.5.1 The committee is asked to agree the establishment of the following ongoing Performance Panels (frequency of meetings in brackets), which will enable regular and structured monitoring of performance within these key areas:

<p>1. Service Improvement & Finance (monthly)</p> <p>2. Schools (monthly)</p> <p>3. Adult Services (monthly)</p>	<p>4. Child & Family Services (4-6 meetings max)</p> <p>5. Public Services Board (multi-agency) (6 meetings)</p> <p>6. Development & Regeneration (quarterly)</p>
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- 4.5.2 This increase in the number of Performance Panels is dependent on a number of things given resources to support activities. The Child & Family Services Panel and Public Services Board Panel will be limited to no more than 6 meetings per year. The new Development & Regeneration Panel will be expected to meet quarterly.
- 4.5.3 The Development & Regeneration Panel will provide for initial discussion about progress on the Swansea Bay City Deal, as well as wider monitoring of the health of the city centre, and the economic development of Swansea.
- 4.5.4 In order to provide continuity for this first year of the new Council term, it is proposed that the councillors previously acting as conveners, and who wish to continue, be re-appointed in that role. The committee should therefore agree to the appointments:

Service Improvement & Finance – appoint Councillor Chris Holley
 Adult Services – appoint Councillor Peter Black
 Child & Family Services – appoint Councillor Paxton Hood-Williams

(NB: the chair of the Public Services Board Panel is fixed as the Chair of the Scrutiny Programme Committee. The Vice-Chair of the committee and Performance Panel conveners are also included in the membership of the Panel, along with partner representatives. It is the only Panel to have a fixed membership.)

4.6 Working Groups:

- 4.6.1 The following one-off Working Groups are proposed for the year ahead in the order of priority shown:

1. Emergency Planning & Resilience 2. Community Cohesion & Hate Crime 3. Roads / Footway Maintenance 4. Homelessness	5. Renewable Energy 6. Digital Inclusion 7. Bus Services 8. Public Conveniences 9. Car Park Charges
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(NB: an annual meeting on **Local Flood Risk Management** is a standing item in the work programme and will take place in Dec/Jan)

- 4.6.2 Working Groups are limited to 1 or 2 meetings in order to have a ‘quick’ look at an issue. It will typically involve getting information from and having discussion with the relevant Cabinet Member and Director / Head of Service, and where necessary input from others. At the conclusion of the Working Group it will write to the cabinet member with its views and recommendations. Additionally any working group could give rise to an inquiry need. If as a result of discussion and consideration of the issues the Group feel that an inquiry is necessary

it can recommend this to the Committee for consideration. The committee will need to respond accordingly as and when that happens.

4.6.3 With a number of new councillors involved in scrutiny an initial focus on Working Groups would be a good way to achieve 'quick wins' for scrutiny. Previously Working Groups have been convened one at a time however it is proposed that the start of a second in-depth inquiry is put back in order that a few Working Groups can take place first, giving councillors time to gain experience and more knowledge about scrutiny, see quick impacts, and settle into new roles.

4.7 Regional Scrutiny:

4.7.1 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 is taking place in 29 September 2017 will be hosted by Powys Council.

4.8 Other Approaches:

4.8.1 The committee may also wish to consider whether there are topics, either current or in the future, that may work best as a one-off all-scrutiny councillor event - a 'scrutiny seminar' type approach - where the main objective is to be briefed about a subject of wide appeal, with opportunity to ask questions.

5. Public Requests for Scrutiny / Councillor Calls for Action

5.1 In accordance with the Local Government (Wales) Measure 2011 the Scrutiny Programme Committee has agreed arrangements to deal with requests for scrutiny from individual councillors (who are not members of the committee) and/or members of the public.

5.2 Councillors who are not on the Scrutiny Programme Committee who have suggestions for scrutiny during the course of the year should make these known to the chair and vice-chair of the Scrutiny Programme Committee (or Scrutiny Team) for consideration. However a more formal route exists for a Councillor Call for Action (CCfA). CCfAs specifically enable councillors to refer issues of local importance to an overview and scrutiny committee, however as a means of 'last resort' in a broad sense, with issues being raised at a scrutiny committee after other avenues have been explored.

5.3 Members of the public are able to make requests for scrutiny by contacting the Chair or Scrutiny Team in writing detailing the issue of concern, its impact, and suggested action.

5.4 In accordance with the agreed protocol for both councillor calls for action and public requests for scrutiny the chair of the Scrutiny Programme Committee will consider any requests received and bring about proposals to deal with these to the committee for consideration.

6. Support

6.1 The work of the Committee, Panels and Working Groups will have the dedicated support of a member of the Council's Scrutiny Team. This lead scrutiny officer will assist with work planning and project-manage scrutiny activities and help to ensure that things runs smoothly, for example for in-depth inquiries they will:

- directly support meetings
- contact and arrange witness sessions
- carry out research and arrange evidence gathering
- liaise with departments, partners and the public
- carry out and assist with any consultation and public engagement exercises
- help to keep the work to time
- capture and reflect back the ideas, evidence gathered and any key issues that have been highlighted
- assist in the drafting of scrutiny letter and reports
- promote work using social media and other methods of communication

6.2 The Corporate Management Team and Service Departments are also an essential source of advice and support. Engagement with departments will be important in providing context for areas of work, knowledge about policies and service delivery, and technical expertise.

7. Monitoring the Work Programme

7.1 A report will be provided to each committee meeting so that the committee can maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.

7.2 In particular the committee will monitor progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility. Performance Panel conveners will be asked to attend the committee on a regular basis to provide updates and enable discussion on key activities and impact.

7.3 To ensure awareness and avoidance of duplication with the work of the new Policy Development & Delivery Committees it may be beneficial for the committee to receive information about their work plans.

8. Next Steps

8.1 Subject to the committee's agreement of a work programme expressions of interest will be sought from scrutiny councillors to participate in these activities. The committee will then need to agree membership and appointment of conveners. Based on the work programme proposals contained within this report, this will mean initially agreeing membership for:

- 1 Inquiry Panel
 - Regional Working or Natural Environment

- 5 Performance Panels
 - Service Improvement & Finance
 - Schools
 - Adult Services
 - Child & Family Services
 - Development & Regeneration

- 2 Working Groups
 - Emergency Planning & Resilience
 - Community Cohesion & Hate Crime

8.2 Expressions of interest in future inquiries and working groups will be sought in due course.

8.3 The next scheduled committee meeting is on Monday 14 August. The Cabinet Member for Housing, Energy, and Building Services will attend for a question and answer session. The committee will need to think about developing questions for this session, and, as is usual, all scrutiny councillors and members of the public will be able to suggest questions. It will be a timely opportunity to ask about actions taken locally and implications following the Grenfell Tower fire regarding the safety of high rise council housing, and other buildings, in Swansea.

9. Financial Implications

9.1 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.

10. Legal Implications

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

Background papers: None

Legal Officer: Sandie Richards

Finance Officer: Paul Cridland

Appendices:

Appendix 1: Scrutiny Work Planning Conference Papers

Appendix 2: Work Planning Conference - Group Feedback on Topics

Appendix 3: Proposed Work Programme for 2017/8

Appendix 4: Proposed Committee Work Plan 2017/18

Appendix 5: Forward Look (Cabinet Business)

Scrutiny Work Planning Conference

19th June 2017, Lord Mayor's Reception Room, Guildhall

Agenda

4.30	Welcome	Councillor Mary Jones, Chair of SPC
4.35	Introduction <ul style="list-style-type: none"> • Aims for the Conference • Overview of the Work Planning Process • What Makes a Good Topic? 	Brij Madahar, Scrutiny Team Leader
4.40	Current Work Plan <ul style="list-style-type: none"> • Reflection on Last Year's Work Programme and Priorities • 'Business as Usual' Items • Opportunities / Challenges Ahead 	Brij Madahar
4.50	Corporate Priorities – CMT Overview <ul style="list-style-type: none"> • Outline of the Council's Priorities and the Main Strategic Challenges facing the Council. 	Phil Roberts, Chief Executive
5.10	Suggestions for the Work Programme <p>From:</p> <ul style="list-style-type: none"> • Councillors (survey) • Staff (survey) • Public (survey & relevant consultations) 	Brij Madahar
5.20	Small Group Discussions <ul style="list-style-type: none"> • What should be the scrutiny work plan priorities for 2017/18, and why? 	All
6.00	Feedback and Conclusions	Brij Madahar
6.15	Close	Councillor Mary Jones

Attachments:

1. Presentation Slides
2. Work Programme Headlines 2016-17
3. Inquiry Case Studies
4. Current Work Programme
5. Work Programme Topic Suggestions and Guidance
6. Cabinet Portfolios

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Slide 1



The Annual
Scrutiny Work Planning
Conference

19th June 2017

Swansea Scrutiny
question...investigate...improve

City and County of Swansea
Swansea - A City of Ambition

The slide features a light blue header bar at the top. The main content is centered on a white background. At the bottom, there is a dark grey footer bar containing the Swansea Scrutiny logo and a small image of people in a meeting.

Slide 2



Aims for Today

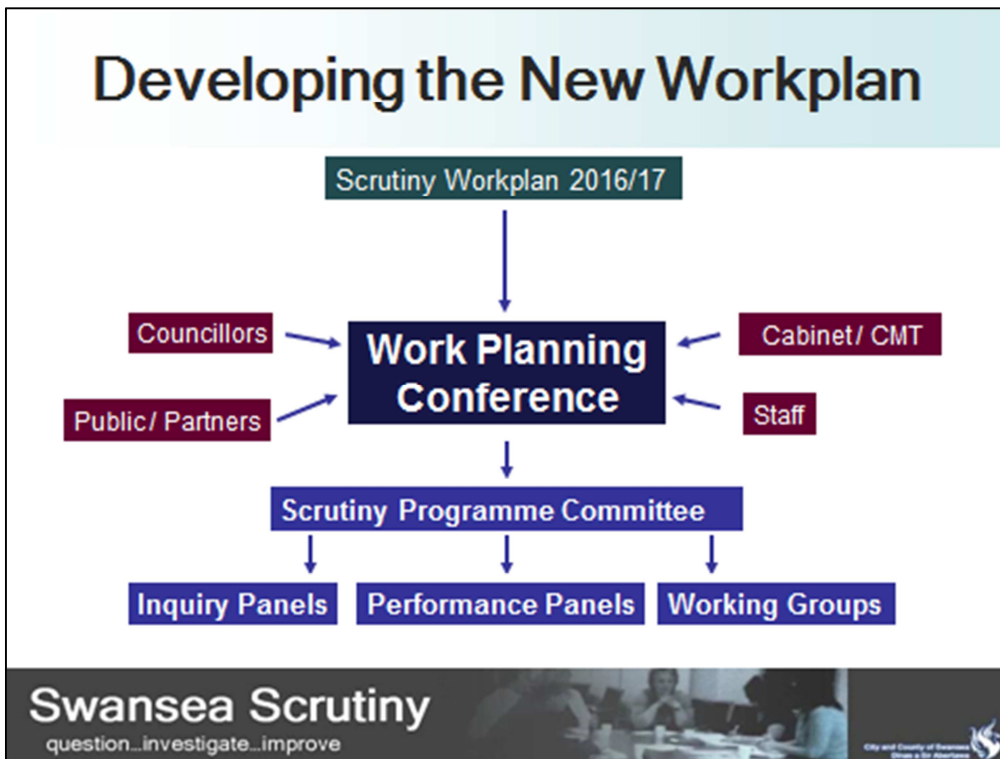
- To outline the scrutiny work planning process
- To understand what makes a good topic
- To review the 'current' work plan
- To consider different perspectives and suggestions
- To gather your views

Swansea Scrutiny
question...investigate...improve

City and County of Swansea
Swansea - A City of Ambition

The slide features a light blue header bar at the top with the title 'Aims for Today'. Below the header, there is a list of five bullet points. At the bottom, there is a dark grey footer bar containing the Swansea Scrutiny logo and a small image of people in a meeting.

Slide 3



Slide 4

What Makes a Good Workplan?

Overview and scrutiny is councillor-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance.

Characteristics of Effective Scrutiny
(Wales Audit Office / Centre for Public Scrutiny in Wales)

Swansea Scrutiny
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Slide 5

What Makes A Good Topic?

- Strategic and significant
- An issue of concern
- A good use of scrutiny time and resources



Swansea Scrutiny
question...investigate...improve



Slide 6

Current Workplan

Swansea Scrutiny
question...investigate...improve



Slide 7

Last Year's Conference Suggestions

- Readiness for School
- Digital Inclusion
- Corporate Complaints
- Planning Services
- Corporate Building Services Commissioning Review (pre-decision)
- Some issues picked up through Cabinet Member Q & As (e.g. More Homes Project)
- Some work carried over due to time/resources

Swansea Scrutiny
question...investigate...improve



Slide 8

'Business As Usual' Items

- Performance Panels
 1. Schools
 2. Service Improvement and Finance
 3. Child and Family Services
 4. Adult Services
 5. Public Services Board *Statutory Item
- Cabinet Member Q & As
- Crime and Disorder *Statutory Item
- Pre-decision (e.g. Commissioning Reviews)

Swansea Scrutiny
question...investigate...improve



Slide 9

Commissioning Reviews

Underway (Pre Decision Scrutiny July–Sep?)

- Highways & Transportation
- City Regeneration & Planning
- Family Support
- Catering Services
- Public Protection
- Additional Learning Needs

Future

Swansea Scrutiny
question...investigate...improve



Slide 10

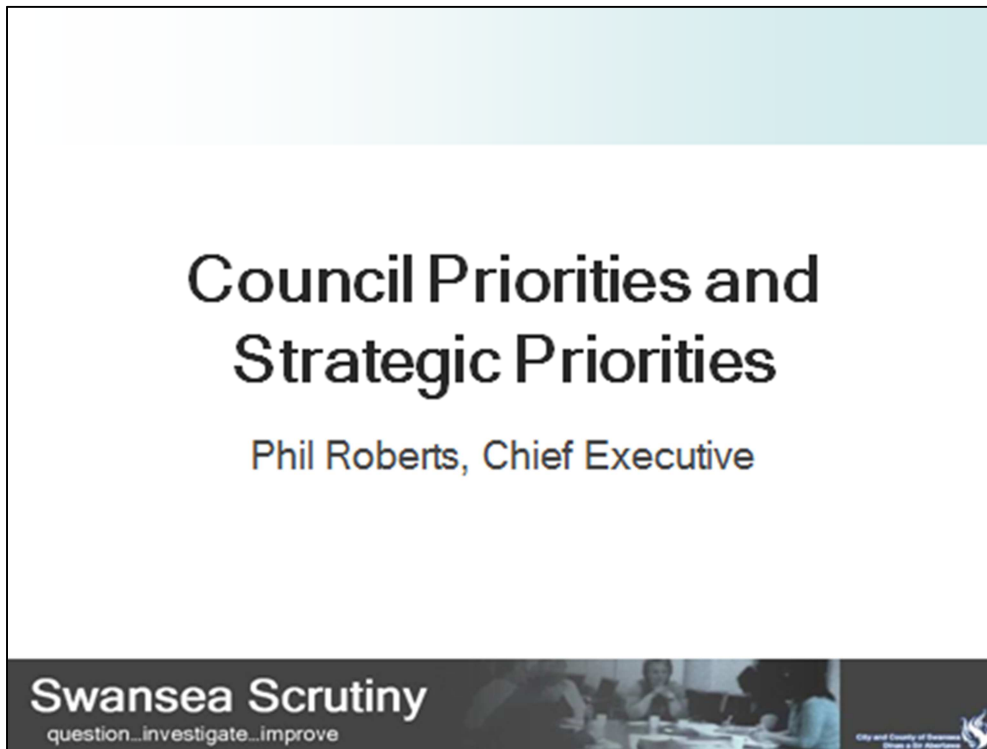
Some Opportunities / Challenges Ahead

- Wellbeing of Future Generations Act
- Collaborative / Regional Scrutiny
 - ERW Councillor Scrutiny Group established
 - Western Bay (Health & Social Care) scrutiny?
- City Deal
- Relationship with Audit and Inspection bodies

Swansea Scrutiny
question...investigate...improve



Slide 11



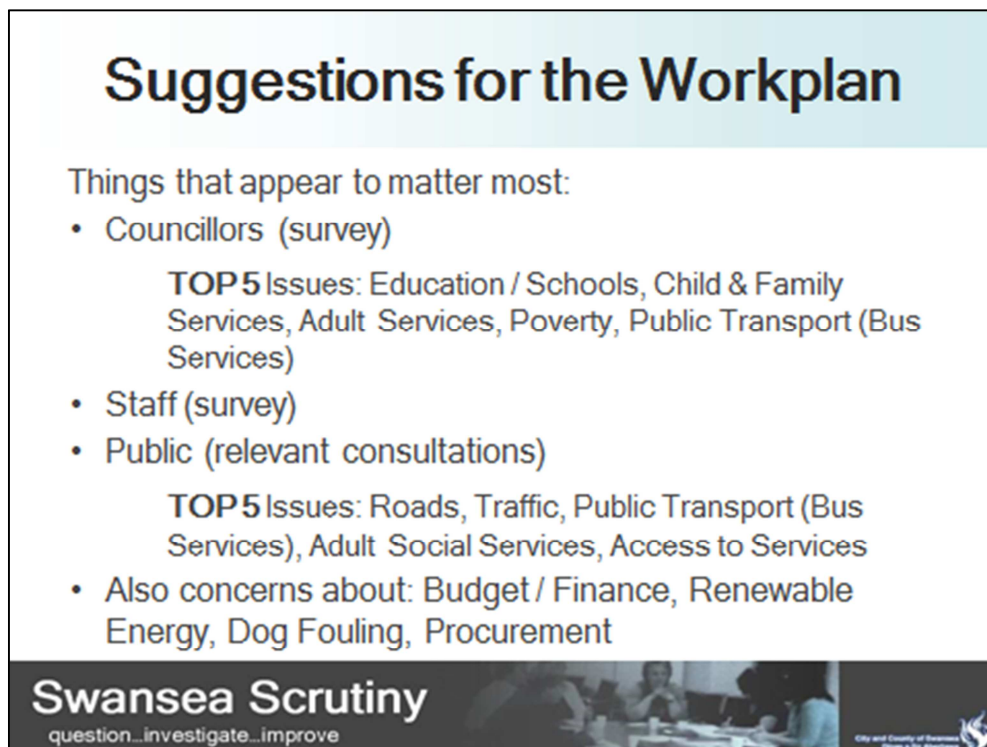
Council Priorities and Strategic Priorities

Phil Roberts, Chief Executive

Swansea Scrutiny
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City and County of Swansea
Swansea & Gŵylfa

Slide 12



Suggestions for the Workplan

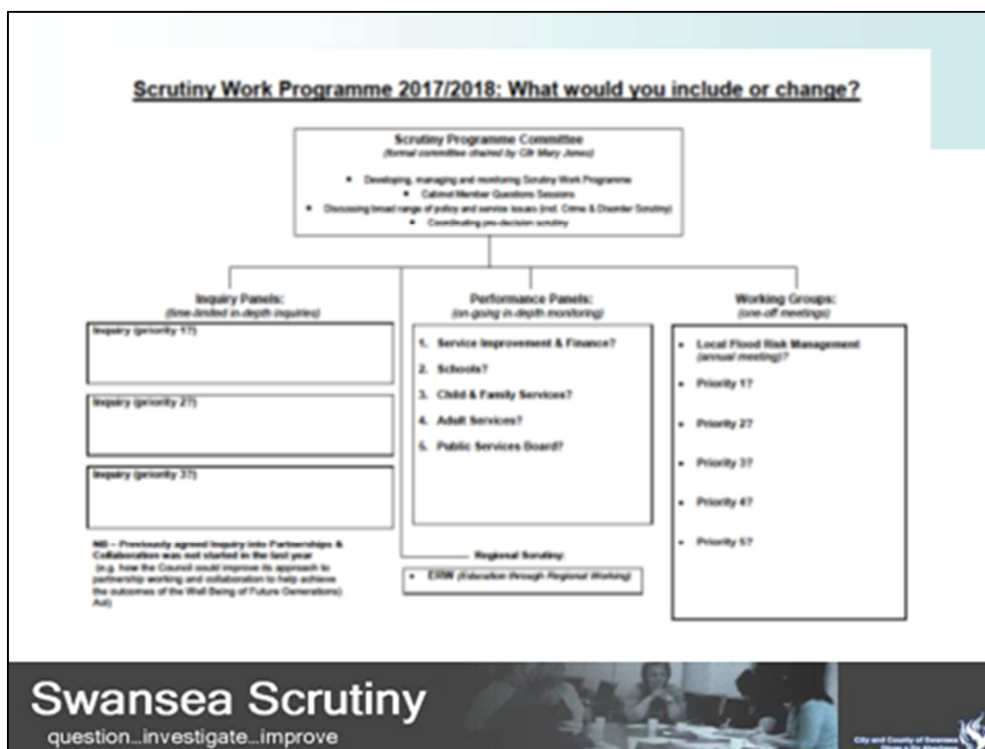
Things that appear to matter most:

- Councillors (survey)
 - TOP5** Issues: Education / Schools, Child & Family Services, Adult Services, Poverty, Public Transport (Bus Services)
- Staff (survey)
- Public (relevant consultations)
 - TOP5** Issues: Roads, Traffic, Public Transport (Bus Services), Adult Social Services, Access to Services
- Also concerns about: Budget / Finance, Renewable Energy, Dog Fouling, Procurement

Swansea Scrutiny
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City and County of Swansea
Swansea & Gŵylfa

Slide 13




Slide 14

Group Discussion

- What should be the work plan priorities for 2017/18 and why?
 - Performance Panels - What would you change, if anything, from the previous plan and why?
 - Inquiry / Working Group - For any topic identified, what are the concerns?
 - Will there be a good balance of scrutiny across all Cabinet portfolios?

Swansea Scrutiny
question...investigate...improve



Slide 15



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Annual Scrutiny Work Planning Conference

Chief Executive's briefing
19th June 2017

Purpose

- Outline the Council's Priorities
- Share the views of the Chief Executive and Corporate Management Team on the main strategic challenges facing the Council
- Identify important areas of focus and key strategic challenges
- Assist Scrutiny Members in setting a work programme for the municipal year.

Corporate priorities

- Poverty reduction
- Safeguarding
- Education & skills
- Infrastructure and Economy
- Transformation and future council

Areas of focus

- Regulator reports
 - ESTYN
 - CSSIW
 - W.A.O.
- Commissioning reviews
- Policy commitments
- Budget and major strategic investment decisions
- Local government reform – next steps and impact on scrutiny

Key strategic challenges

- Budget
- Transformation
 - Sustainable communities and co-production
 - Cross cutting commissioning reviews
 - Commercialism
 - Aspiring to be a Digital Business
 - Performance Improvement and outcomes
- Public Service Board
- Safeguarding
- Delivery of the More Homes strategy
- City Regeneration
- School improvement programme and EOTAS
- Adult social services
- Legislation ; WCFG, SS&WB, Welsh language standards

2

Scrutiny Work Programme Headlines: 2016-17

Over the course of 12 Scrutiny Programme Committee meetings and 92 Scrutiny Panel / Working Group meetings the following scrutiny activities were carried out (lead councillors shown in brackets):

Inquiry Reports (in-depth scrutiny reviews):

- Inquiries completed and reports published on:
 - **Building Sustainable Communities** (Cllr Terry Hennegen)
 - **Child & Adolescent Mental Health Services** (Cllr Mary Jones)
 - **Tackling Poverty** (*Cabinet response awaited*) (Cllr Sybil Crouch)
 - **School Readiness** (*Cabinet response awaited*) (Cllr Hazel Morris)
- **School Governance** – Cabinet Response received (Cllr Fiona Gordon)
- **Gypsy Traveller Site Search Process** – Cabinet Response received (Cllr Robert Smith)

(Of the 4 reports considered by Cabinet in the last year – 81% of recommendations accepted in full or part)

- Inquiries followed up – to monitor implementation of recommendations and assess impact:
 - **Corporate Culture**
 - **Social Care at Home**
 - **Education Inclusion** (Cllr Cheryl Philpott)

Performance Monitoring:

Five Performance Panels met every month over the last year to provide in-depth monitoring and challenge for these areas:

- **Service Improvement & Finance** (Cllr Chris Holley)
- **Schools** (Cllr Fiona Gordon)
- **Child & Family Services** (Cllr Paxton Hood-Williams)
- **Adult Services** (Cllr Peter Black)
- **Public Services Board** (*multi-agency Panel*) (Cllr Mary Jones)

Working Groups:

One-off meetings were arranged to enable questions and discussion on the following topics:

- **Planning** (Cllr Chris Holley)
- **Houses in Multiple Occupation** (Cllr Mary Jones)
- **Local Flood Risk Management** (Cllr Susan Jones)
- **Digital Inclusion** (Cllr Lesley Walton)

Cabinet Member Questioning Sessions:

- All 10 Cabinet Members attended Committee Q & A Sessions throughout the year, enabling the committee to explore their work, looking at priorities, actions, achievements and impact.

Pre-decision Scrutiny:

- Pre-decision Scrutiny - taking into account strategic impact, public interest, and financial implications, 9 cabinet reports were subject to pre-decision scrutiny (carried out by the Committee or relevant Performance Panels), with views reported to Cabinet before decisions were taken:
 - **Waste Management** Commissioning Review
 - **Castle Square** – Development & Public Realm Opportunity (2 reports)
 - **Corporate Building & Property Services** Commissioning Review
 - **Parks & Cleansing** Commissioning Review
 - **Budget**
 - **Domestic Abuse** Commissioning Review
 - **Family Support** (Under 11s and Over 11s Cluster)
 - **Swansea City Centre Regeneration** – Funding & Delivery Strategy

Requests for Scrutiny:

- The Scrutiny Programme Committee has a protocol to deal with requests for scrutiny from individual councillors (who are not members of the committee) and/or members of the public, and the following were considered:
 - **Houses in Multiple Occupation:** this related to concerns about the numbers and control of HMOs in Swansea, and in particular the spread of HMOs into the east side due to the new University campus, and effect on local areas. This was added to the work programme and a Working Group was set up to discuss this topic.
 - **Oceana Building Demolition:** Concern about financial implications as described in a report to Cabinet on 20 October. The committee held a discussion on this matter in March 2017, focused on the asbestos survey / contract award and implications.
 - **Renewable Energy:** This was added to the list of future Working Groups.
 - Additionally, correspondence was received by the scrutiny team from members of the public and was dealt with as follows by the chair:
 - Cutting of Trees at 'Bolgoed Field', Pontarddulais / Impact on Bat Roosts: Correspondence was referred to relevant Cabinet Members / officers. Member of public advised of Council's Corporate Complaints Procedure if considered necessary.
 - Parc y Werin / Proposed New Primary School Build: Correspondence opposing the new school build and concern about impact on the park was referred to Monitoring Officer given current legal process (application for village green status / inquiry).

Crime & Disorder Scrutiny:

- The Scrutiny Programme Committee is designated as the Council's Crime & Disorder Committee under the Police & Justice Act 2006. The committee met with Chief Superintendent Martin Jones (South Wales Police) and Chris Sivers (Director – People) about the Safer Swansea Partnership to discuss progress with questioning on plans, performance, and challenges.

Regional Scrutiny:

- **Education through Regional Working** – 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 was set up in 2015/16 in order to coordinate scrutiny work across the region and ensure a consistent approach. At present this involves two meetings per year. Swansea is represented by the Chair of the Scrutiny Programme Committee and Convener of the Schools Performance Panel. Meetings took place in September 2016 (hosted by Pembrokeshire Council) and February 2017 (hosted by Ceredigion Council). The Swansea Scrutiny Team is providing the support for this group as the Council's contribution to ERW.

Other reports considered:

- Annual **Corporate Safeguarding** Report
- Annual **Local Government Performance** Bulletin 2015/16
- **Council Priorities:** Update from Director - Resources
- **Children & Young People's Rights Scheme** – Compliance & Progress
- **Sustainable Swansea** – Cross Cutting Proposals

Chairs' Letters:

- 74 Letters to Cabinet Members – an established way for scrutiny to communicate findings, views and recommendations for improvement directly to Cabinet Members, reflecting discussion at meetings. Effectively 'mini-reports' with conclusions and proposals from scrutiny – and responses. Average response time 19 days (against target of 21 days). 66% were responded to within time (47 letters).

Scrutiny Dispatches:

- The committee produced a quarterly summary of the headlines from the work of scrutiny for council and the public, which focussed on impact and how scrutiny is making a difference. Using Scrutiny Dispatches as a mechanism for internal and external communication of activity has resulted in greater media coverage of scrutiny and is proving to be a valuable way to support and shape media coverage in the future.
- Number of backbench councillors actively involved in scrutiny: 76%
- Average councillor attendance at scrutiny meetings: 67%

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INQUIRY CASE STUDIES (2016/7)

Child & Adolescent Mental Health Services (CAMHS)

Purpose: The aim of the inquiry was to establish how the council can work with health partners to reduce demand for specialist Child and Adolescent Mental Health Services.

Evidence Gathering: The cross party Inquiry Panel of 12 Councillors worked informally to gather evidence from a number of sources including a briefing paper provided by health partners, question and answer sessions with the Head of Child and Family Services and the Chief Education Officer, Swansea Council Voluntary Service Parent/Carer Forum, Primary and Secondary Head teachers and researched good practice examples.

Findings: The Panel published a report at the end of the inquiry which made a number of recommendations for Cabinet including calling for collaborative development of prevention and early intervention services, sustainability of good services, development of peer support and ensuring parents and carers are involved in planning and development of Child and Adolescent Mental Health Services.

Follow Up: The implementation of agreed recommendations will be followed up by the Scrutiny Panel in the next few months, and they will assess the impact of the inquiry.

Readiness for School

Purpose: The aim of the inquiry was to establish how school ready children in Swansea are. It also led to the Panel to consider how child ready schools actually are.

Evidence Gathering: This 8 member Panel gathered evidence from a number of sources including primary schools, the Head teacher of Trallwn Primary School, Swansea Library Service, a visit to St Helens Flying Start, Stepping Stones, Swansea Children's Centre and met with parents, staff and health visitors.

Findings: The Panel prepared a final report which was presented to Cabinet. The report made a number of recommendations including a call to support initiatives displaying good practice, support the ethos of flying start and its way of working across the whole of Swansea, work with schools to ensure they are child ready and welcoming to pupils, ensure that early years services are prepared for changes in Additional Learning Needs Reform, and to develop a minimum standard in relation to transition to school for both schools and day care settings.

Follow Up: Cabinet is expected to agree all 9 scrutiny recommendations (15 June). The Inquiry Panel will reconvene in the next 6-12 months to find out the impact of this work.

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Current Scrutiny Work Programme (as at April 2017)



Inquiry Panels:
(time-limited in-depth inquiries)

Carry Over	Completed (for follow up)
<ul style="list-style-type: none"> • Partnerships & Collaboration <i>(e.g. how the Council could improve its approach to partnership working and collaboration to help achieve the outcomes of the Well Being of Future Generations Act)</i> 	<ul style="list-style-type: none"> • School Governance • Building Sustainable Communities • Child & Adolescent Mental Health Services • Tackling Poverty • School Readiness

Performance Panels*:
(on-going in-depth monitoring)

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

Working Groups:
(one-off meetings)

- | Carry Over |
|---|
| <ul style="list-style-type: none"> • Local Flood Risk Management <i>(the committee has agreed that this Working Group should meet annually to review flood risk plans)</i> • Roads / Highway Maintenance • Corporate Building Services • Dog Fouling • Renewable Energy |

Regional Scrutiny:

- | |
|--|
| <ul style="list-style-type: none"> • ERW <i>(Education through Regional Working)</i> |
|--|

***Performance Panel Core Work Plans:**

• **Service Improvement & Finance Performance Panel:**

To ensure that the Council's budget, corporate and service improvement arrangements are effective and efficient.

- Quarterly / End of Year Corporate Performance Monitoring
- Quarterly Budget Monitoring
- Corporate Improvement Plan
- Wales Audit Office Annual Improvement Report
- Budget Scrutiny
- Recycling and Landfill – Annual Performance Monitoring
- Welsh Public Library Standards – Annual Performance Report
- Pre-Decision Scrutiny of Commissioning Reviews
- Corporate Complaints Annual Report

• **Schools Performance Panel:**

To provide ongoing challenge to schools performance to ensure that:

- pupils in Swansea are receiving high quality education; and
 - the authority is meeting its objectives in relation to improving school standards and pupil attainment.
- Challenge Sessions with Schools
 - Annual Education Performance (Verified Data) incl. exam results, attendance and exclusions
 - Looked After Children Educational Performance and Support (annual)
 - School Categorisation
 - School Improvement Service
 - Safeguarding in Schools
 - Estyn Post Inspection Action Plans
 - Annual budget as it affects education matters

• **Child & Family Services Performance Panel:**

To ensure that performance in Child & Family Services is effectively monitored and challenged.

- Quarterly Performance Monitoring of Child & Family Services
- Post-16 Service – performance and outcomes
- CSSIW Inspection Reports
- Corporate Parenting Strategy
- Regional Adoption Service – performance and outcomes
- Draft Budget

• **Adult Services Performance Panel:**

To monitor and challenge assessments on service performance and quality in respect of adult social services.

- Quarterly Performance Monitoring
- Adult Services Improvement Plan and Programme
- Performance Management Framework

• **Public Services Board Performance Panel:**

To consider what difference is Swansea Public Services Board making for citizens?

- Scrutiny is a statutory requirement set out in the Well-being of Future Generations (Wales) Act 2015 and associated statutory guidance
- Consideration of effectiveness of Wellbeing Assessment and Wellbeing Plan
- Public Services Board Priorities for 2016/17 – End of Project Update
- Performance Reports and effectiveness of performance management / measurement arrangements

Scrutiny Work Planning Conference 2017:
Current Work Programme / New Topic Suggestions Received (FOR DISCUSSION)

Topic (by Cabinet Portfolio):	Suggested by:			
	Previous Work Programme	Councillor	Staff	Public
ECONOMY & STRATEGY (LEADER)				
Budget / Financial Monitoring	✓	✓*		✓
Partnerships & Collaboration Inquiry	✓			
Service Improvement & Finance Performance Panel (covers all portfolios)	✓			
Public Services Board Performance Panel	✓			
Monitoring of City Deal		✓*		
Public Communications		✓		✓
SERVICE TRANSFORMATION AND BUSINESS OPERATIONS (DEPUTY LEADER)				
Service Improvement & Finance Performance Panel	✓			
Human Resources		✓*		
Impact of Austerity on Council Resilience		✓		
Lord Mayor's Office		✓		
Capital Programme		✓		
Staff Engagement / Development		✓		
Policy / Process on Early Retirement / Voluntary Redundancy		✓		
Job Recruitment		✓		
Organisational Culture			✓	
CHILDREN, EDUCATION & LIFELONG LEARNING				
Schools Performance Panel	✓	✓ (top 5)	✓	
School Readiness (follow up of completed inquiry)	✓	✓		
School Governance (follow up of completed inquiry)	✓			
Education Through Regional Working Partnership (regional scrutiny)	✓			
Youth Service Provision		✓		✓

Topic (by Cabinet Portfolio):	Previous Programme	Councillor	Staff	Public
School Music Service		✓		
Provision of Community Play Facilities		✓		
School Fields		✓		
Implementation of Additional Learning Needs Bill		✓		
Education Other Than At School Services		✓		
Employment & Training				✓
Cost of School Meals				✓
COMMERICAL OPPORTUNITIES & INNOVATION				
Planning Services		✓*		✓
Economic Development		✓*		✓
Procurement Process		✓*		
Commercial Services		✓		
Using Empty Buildings				✓
CULTURE, TOURISM & MAJOR PROJECTS				
Parks Service		✓*		✓
City Centre Regeneration / Business Development		✓		✓*
Leisure Services		✓*		
Swansea Market		✓		
Palace Theatre / High Street Development		✓		
Plans for the Swansea Dock Area		✓		
Mumbles Development		✓		
Sports Development		✓		
Culture / Arts Projects				✓
Library Service				✓
ENVIRONMENT SERVICES				
Roads / Highway Maintenance Working Group	✓	✓*		✓ (top 5)
Dog Fouling Working Group	✓	✓		✓
Local Flood Risk Management Working Group	✓			✓
Bus Services / Public Transport		✓ (top 5)		✓ (top 5)

Topic (by Cabinet Portfolio):	Previous Programme	Councillor	Staff	Public
Recycling / Waste Management (incl. Collection Service)		✓*		✓*
Streetscene / Cleanliness		✓		✓*
Parking Charges		✓		✓
Civil Enforcement Service		✓		
Fleet Management		✓		
Civic Centre / Guildhall Parking		✓		
Tethered Horses (progress of issue following scrutiny in 2015-16)		✓		
Public Protection		✓		
Traffic Management				✓ (top 5)
Flytipping				✓
Residents Parking				✓
Parking around Liberty Stadium				✓
Traffic Calming				✓
Japanese Knotweed				✓
HEALTH & WELLBEING				
Child & Family Services Performance Panel	✓	✓ (top 5)	✓	
Adult Services Performance Panel	✓	✓ (top 5)		✓ (top 5)
Child & Adolescent Mental Health Services (follow up of completed inquiry)	✓	✓		
Support for (young) Carers		✓*		
Child Trafficking / Exploitation		✓*		
Community Transport		✓		✓
Independent Living Skills		✓		
Transition from Child to Adult Social Services		✓		
Learning Difficulties		✓		
Child Poverty		✓		
Funding for Special Needs		✓		
Joint Working with NHS (e.g. hospital discharge / social care)				✓
Childcare Provision				✓
Access to GP Service				✓
New Care Packages				✓

Topic (by Cabinet Portfolio):	Previous Programme	Councillor	Staff	Public
HOUSING, ENERGY & BUILDING SERVICES				
Corporate Building Services Working Group	✓	✓*		
Renewable Energy Working Group	✓	✓		✓
More Homes Project / Council Housing		✓*		
Homelessness		✓*		
DLO (Direct Labour Organisation)		✓		
House in Multiple Occupation		✓		
Private Sector Housing				✓
Social Housing Provision				✓
FUTURE GENERATIONS				
Building Sustainable Communities (follow up of completed inquiry)	✓			
Digital Inclusion (follow up to Scrutiny Working Group)	✓			
Access to Services (incl. open spaces) for the Disabled		✓		✓ (top 5)
Implementation of Welsh Language Standards		✓		✓
Compliance with Wellbeing of Future Generations Act		✓		
Sustainable Development		✓		
Responsibilities for Heritage / Listed Buildings		✓		
Community Engagement		✓		✓
STRONGER COMMUNITIES				
Tackling Poverty (follow up of completed inquiry)	✓	✓ (top 5)		✓
Crime & Disorder	✓			✓
Impact of Communities First Programme		✓*		
Support for Farming Community		✓		
Community Cohesion (e.g. with Gypsy Traveller community)		✓		
Welfare Reform				✓
Domestic Abuse				✓
Community Centres				✓
Community Growing Provision				✓

Work Planning Guidance

For proposed scrutiny topics

Proposed topic:

1	Is it an issue of concern?	<p>Examples could include:</p> <ul style="list-style-type: none"> Is it an issue of public concern? e.g. complaints, Members' knowledge/feedback from constituencies, local media, surveys, other consultation Is it an issue performance concern? e.g. evidence from performance indicators, benchmarking or performance unknown/not currently measured Are there budget concerns? e.g. pattern of budget overspending or significant underspending Is it an issue of concern or interest to external groups? e.g. local businesses 	No ↓
	Yes ↓		
2	Is the issue strategic and significant?	<p>Examples could include:</p> <ul style="list-style-type: none"> Are there links to Council's Corporate Improvement Plan/Community Strategy priorities? Does the issue impact on Council's or partners main priorities? e.g. Service Plans, Strategies, Outcome Agreement Is it a Welsh Government or Central Government priority? Has the issue been raised by Audit/Inspection reports or WAO Annual Improvement Report? Does it have a significant impact on the public? Or a specific group/community? 	No ↓
Page 83	Yes ↓		
3	Is it a good use of scrutiny time?	<p>Examples could include:</p> <ul style="list-style-type: none"> Is there a clear objective for examining this topic? Has similar scrutiny work already been undertaken? Is the issue being examined elsewhere internally or externally? Could a scrutiny inquiry make a difference to how services are delivered or how resources are used? Could a scrutiny inquiry consider quality, cost and sustainability of service provision? Is an inquiry likely to generate recommendations for improvement? Would this issue require in-depth examination? i.e. a wide-ranging programme of evidence gathering and research? Has the relevant service / policy recently undergone substantial change? i.e. is it too early to review the effects of the change? 	No ↓
	Yes ↓		
* SUITABLE FOR IN-DEPTH INQUIRY			* NOT SUITABLE FOR IN-DEPTH INQUIRY

* Based on the criteria this topic is recommended for:

- | | | |
|---|--|---|
| In-depth inquiry <input type="checkbox"/> | Performance Panel <input type="checkbox"/> | Other (state what) <input type="checkbox"/> |
| Working Group <input type="checkbox"/> | Committee Report <input type="checkbox"/> | |

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Economy & Strategy (Leader) (Cllr Rob Stewart)	Service Transformation & Business Operations (Deputy Leader) (Cllr Clive Lloyd)	Children, Education & Lifelong Learning (Cllr Jennifer Raynor)	Commercial Opportunities & Innovation (Cllr David Hopkins)	Culture, Tourism & Major Projects (Cllr Robert Francis-Davies)
<ul style="list-style-type: none"> • City Deal • City Region Joint Committee • Strategic Partnerships • Regional Working & Collaborations • Finance Strategy & Budget Oversight • Public Service Board (PSB) • Constitutional Issue • Planning Policy (Regional) • Regeneration Strategy & Major Projects Lead • City Centre Redevelopment • 5G project (City Deal) • Corporate Communications • Community Leadership • Poverty Reduction <p style="text-align: center;">Page 85</p>	<ul style="list-style-type: none"> • Delivery & Performance • Modernisation of Core Council Services • Sustainable Swansea Fit For the Future Programme Lead • Information & Business Change (inc. ICT) • Strategic Estates & Property • Capital Programme Oversight • Commissioning Reviews • Legal & Democratic • Financial Services • Human Resources/Organisational Development (HR/OD) • Customer Contact • Scrutiny • Health & Safety Policy • Member Development • Commissioning Organisation • Demand Management Strategy • Budget Performance & finances • Trade Union Engagement • Poverty Reduction 	<ul style="list-style-type: none"> • Education Services from 5 to 19 • 21st Century Schools Programme • Inclusion & Learner Support • Planning & Resources • Schools & School Improvement • City of Learning - Member of UNESCO COL Steering Group • Apprenticeships, Further Education & Readiness for Work • Skills & Talent Project (City Deal) • Not in Education, Employment or Training (NEETS) • Education Regional Working (ERW) • Schools' Organisation & Performance • Quality in Education (QEd) Programme • Education Charter • Play • Youth Services • Promoting Youth Inclusion & Youth Citizenships • Youth Offending Service (Y.O.S.) • Opportunities for Young People • United Nations Convention on the Rights of the Child (UNCRC) Champion • Children & Young People (CYP) Board • Safe Looking After Children (LAC) Reduction Strategy • Skills & Talent project (City Deal) • STEM Curriculum inc. coding 	<ul style="list-style-type: none"> • Commercial Services • Procurement Frameworks • Identification & implementation of new Commercial Models • Delivery of new income streams from Commercial Opportunities • Planning Policy & Local Development Plan (LDP) • New Commercial partnerships • Funding Strategies • Licensing & Trading Standards • Economic Twinning (Brexit) • New Local & Regional Business Opportunities • Regional Workforce & Skills Development • Local Business Engagement • Business Promotion • Local & Regional Investment Strategy (Regional Bank) • Factory of the Future (City Deal) • Procurement Policy Revisions (City Deal) • Poverty Reduction 	<ul style="list-style-type: none"> • City of Culture Bid (and subsequent delivery) • Heritage inc. River Corridor Development • Science City • Universities • Creative City • Tourism & Destination Marketing • The Arts & Galleries • Sports Facilities • Parks Beaches & Foreshore • City Waterfront & Marina • Healthy Cities/Greener Cities • Healthy Night Life/Purple Flag • Healthy City Partnership • Libraries • City Centre Management, Projects & Developments (City Deal & City of Culture) • Mayoral & Civic Functions • Events • Poverty Reduction

Environment Services (Cllr Mark Thomas)	Future Generations (Cllr June Burtonshaw)	Health & Wellbeing (Cllr Mark Child)	Housing, Energy & Building Services (Cllr Andrea Lewis)	Stronger Communities (Cllr Will Evans)
<ul style="list-style-type: none"> • Local Transport Policy • Parking • Highways & Engineering • Waste Management & Recycling • Regional Collaborations for Transport, Highways & Waste • Streetscene • Infrastructure Repairs and Maintenance • Sustainable Transport • Pothole Task Force • Fly Tipping Task Force • Environmental Health • Public Protection • Tend & Mend • Green Transport & Green Vehicle Adoption (inc. infrastructure works) • All Grass Cutting Services • Poverty Reduction 	<ul style="list-style-type: none"> • Future Generations Bill Adoption • Equalities (Access to Services) • Diversity • Risk & Resilience • Engagement • Strategic Estates & Property inc. Asset Rationalisation • Community Building & Asset Transfer Opportunities • Suburban Centres & Community regeneration Initiatives • Members Community Budget Scheme • Digital Inclusion • Sustainable Development • Biodiversity • Poverty Reduction 	<ul style="list-style-type: none"> • Early Intervention & Prevention • Wellbeing • Adult Social Services Modernisation • Elderly Care • Activities to Promote Independence & Ageing Well • Mental Health • Supporting People • Learning Disability • Joint Equipment • Assessment/Care Management • Integration of Health & Social Care • Western Bay • Ethical Care Charter Implementation • Corporate Parenting Lead • Child & Family Services • Children & Young People (CYP) Board Rep • Regional Adoption Service • Continuum of Care • Safe Looking After Children (LAC) Reduction Strategy • Flying Start • Best Start in Life • Poverty Reduction 	<ul style="list-style-type: none"> • More Homes Delivery • Homes as power stations (City Deal) • Council House Management • Council House Repairs • Housing Policy, Affordable Housing & Housing Options • Housing Adaptions & Renewal Schemes • Welsh Housing Quality Standard (WHQS) • Green Energy Schemes • District Heating Schemes • Sheltered Housing • Houses in Multiple Occupation (HMO) • PSPO's & Tenancy Enforcement • Homelessness • Poverty Reduction • Cooperative Housing • Promotion of Green Transport options • Electric & Hydrogen Vehicles & Infrastructure • Tidal Bay Lagoon 	<ul style="list-style-type: none"> • Poverty Reduction Strategy Lead • Communities First/Families First • Welfare Rights • 3rd Sector • Social Inclusion • Localised Services • Welfare Reform • Financial Information • Food Access/Growing • Community Cohesion • Community Development • Neighbourhood Working • Community Safety/Safer Swansea Partnership • Domestic Abuse • Drugs/Alcohol • Poverty Reduction

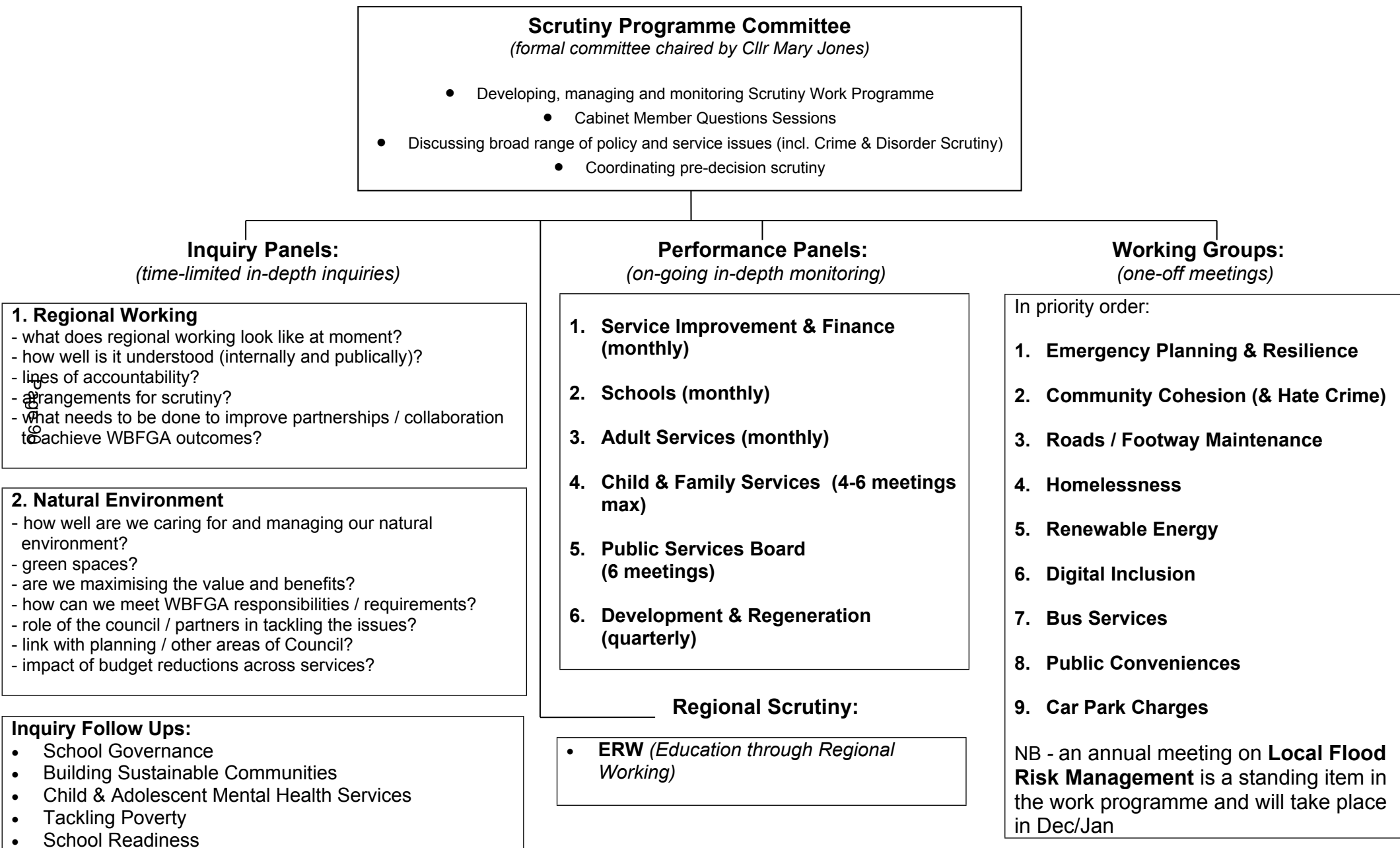
All Cabinet Portfolios: Lead elements of Sustainable Swansea

WHAT?	WHY?	HOW?	NOTES
TOPIC FOR SCRUTINY	WHAT IS THE CONCERN / PROBLEM THAT NEEDS SOLVING?	SUGGESTED APPROACH Inquiry / Monitoring / Working Group / Q & A	FOR COMMITTEE
Buses and Transport (2)	<ul style="list-style-type: none"> Public concern to councillors about service coverage, particularly evening Can a councillor take on ownership? 	Inquiry	Previously been subject of scrutiny: Scrutiny Review into Bus Services in 2003 Scrutiny Inquiry into How can we ensure that public transport improves social inclusion? In 2013 Working Group could look at current position and discuss service issues, relationship between providers and Council and progress with Quality Bus Contract.
Disabled Parking Bays	<ul style="list-style-type: none"> Councillor Concern 		Issue for Q & A?
Flying Start	<ul style="list-style-type: none"> Is it performing well? 		School Readiness Inquiry looked at this and follow up due this year
Educational Psychology	<ul style="list-style-type: none"> Are the waiting times too long for this? 		Refer to Schools Panel?
Regional Working	<ul style="list-style-type: none"> Some concerns about exactly what our regional working looks like – as it is increasing - (poor understanding amongst public), and lines of accountability, and arrangements for scrutiny 	Part of Partnerships & Collaboration Inquiry?	Inquiry into partnerships and collaboration agreed last year but not started.
Eligibility for Care	<ul style="list-style-type: none"> Links between social services and housing and community support Housing policy does not match up with social care assessing and community support. Not the same point system 		
Homelessness	<ul style="list-style-type: none"> Learn more about the issue and how services are performing 		Working Group?
Public Toilets	<ul style="list-style-type: none"> Public raising concerns about lack of provision / access 		
Car Parking Charges	<ul style="list-style-type: none"> Impact / effectiveness of increase in winter charges and generally (beaches and city centre) Parking been affected by price rises which stops people going out to Gower and the City Centre. Expensive parking discourages tourism Complaints from businesses - you have to weigh up income vs business development Loss of city centre footfall as people can park at out of town shopping precincts NCP – Look at safety and security and opening times etc Infrastructure How do we compare with elsewhere? 	<ul style="list-style-type: none"> Speak to users and businesses What are others doing Professional car parking specialists <p>Working Group Performance Panel - Quarterly</p>	
Regeneration (3)	<ul style="list-style-type: none"> What about the shops which are empty now? Dynamic of city? Footprint of Swansea, train station bad where it is as it isn't in City Centre There is no major store attraction like John Lewis so do we need balance of some small independents? Look at business rates as it may be a struggle for independents Unique Selling Point of City? It needs to be a special place in itself, not just the same as others Swansea needs to find its draw e.g. high level food 	Monitoring – Performance Panel	Note: Important ongoing issues, a performance panel will provide for body to discuss city deal matters as it is developing

	<ul style="list-style-type: none"> • Do we have the infrastructure for this, particularly around roads and parking • The arenas is far from the train station • Poor transport links (e.g. train/bus/city link, ease of access) - need a quick means of public transport • Need monitoring of regeneration plans incl. City Deal projects, and economic performance, how Swansea compares with elsewhere • What do other cities do? 		
Digital Inclusion/Technology Improvements/Digital Advancements	<ul style="list-style-type: none"> • Are we moving forward quickly enough - councillors/staff/public? • Are we pushing hard enough to get people to use new technologies? Both in education and making technology available • Cllr interest in advancements in digital technology – are we behind or ahead of others? 	Working Groups	Appropriate to follow on from last year's Working Group
Housing	<ul style="list-style-type: none"> • Should we be building on brownfield sites? • Need to look at what is required from Swansea • Environmental perspective 	Inquiry	Q & A?
Renewable Energy	<ul style="list-style-type: none"> • Locations on prime land, place them in less useful areas which can't be used for other things such as houses 		Topic suggested last year and appropriate to carry over as Working Group
Flood Risk and Schemes	<ul style="list-style-type: none"> • The environmental plans are not up to scratch therefore it is always going over budget 	Working Group	Already planned for as yearly Working Group
21 st Century schools programme	<ul style="list-style-type: none"> • How decisions are made around which schools to invest in • How are these decisions prioritised 		Refer to Schools Panel
Support for Community Projects	<ul style="list-style-type: none"> • Council need to approve innovative projects • Need an easier way to allow communities to set up projects such as coffee shops etc • There needs to be a standard procedure rather than lots of bureaucracy to get anything done • What support is available for communities? 	Working Group / Q & A	Links to previous inquiry on Building Sustainable Communities which will be followed up during the year
Shopping experience is limited	<ul style="list-style-type: none"> • Business rates are unaffordable for independents – coastal – peppercorn rents 	Inquiry	Could be part of a new Regeneration Working Group
Anti-Social Behaviour	<ul style="list-style-type: none"> • How well are we addressing this? • Cause - poverty, lack of youth facilities, drugs and alcohol • Concerns that PCSOs are not consistently communicating with all councillors. They need community feedback. Should be ongoing relationship with updates • Lack of multi-agency meeting relating to anti-social behaviour 	Working Group	Can be a focus of discussion as part of, or add on to, Crime & Disorder Session
School Admissions Policy	<ul style="list-style-type: none"> • Why local children cannot get into their catchment schools but out of catchment children are admitted? 	Working Group / Q & A	Refer to Schools Panel
Care and Management of Natural Environment	<ul style="list-style-type: none"> • Concern about decline in biodiversity and species is a serious issue • Wellbeing of Future Generations Act conveys responsibilities • What are the council doing to tackle these issues? • Links to planning • Impact of budget cuts 	Inquiry	
Supporting Friends of Parks	<ul style="list-style-type: none"> • Trying to build sustainability in the community but blocks in the way • What support is in place for people? What lessons have been learnt? 	Working Group	Building Sustainable Communities Inquiry looked at this issue and will be followed up in this year

Highways and Footpaths	<ul style="list-style-type: none"> • This is a public concern • Environmental budget cut – what plan is in place for the future? 	Working Group	Link to previously identified Working Group on Roads Maintenance
Child and Family Services	<ul style="list-style-type: none"> • The service could be improved • Safeguarding measures around sexual abuse/trafficking/grooming 	Performance Panel / Inquiry	Refer to Child & Family Services Panel
Hate Crime/Islamophobia	<ul style="list-style-type: none"> • What is the situation in Swansea? Measures in place to tackle this? • What is the Prevention Teams, or other people's involvement? • UK issue of concern re Islamophobia 	Working Group	Current topic of UK wide interest
Resilience and Emergency Planning	<ul style="list-style-type: none"> • In light of recent events what arrangements are in place in Swansea? • Level of preparedness • What resources are in place to deal with crisis? 	Working Group	Current topic of UK wide interest

APPENDIX 3: PROPOSED DRAFT Scrutiny Work Programme 2017/2018



Scrutiny Programme Committee
(formal committee chaired by Cllr Mary Jones)

- Developing, managing and monitoring Scrutiny Work Programme
 - Cabinet Member Questions Sessions
- Discussing broad range of policy and service issues (incl. Crime & Disorder Scrutiny)
 - Coordinating pre-decision scrutiny

Inquiry Panels:
(time-limited in-depth inquiries)

1. Regional Working

- what does regional working look like at moment?
- how well is it understood (internally and publically)?
- lines of accountability?
- arrangements for scrutiny?
- what needs to be done to improve partnerships / collaboration to achieve WBFGA outcomes?

2. Natural Environment

- how well are we caring for and managing our natural environment?
- green spaces?
- are we maximising the value and benefits?
- how can we meet WBFGA responsibilities / requirements?
- role of the council / partners in tackling the issues?
- link with planning / other areas of Council?
- impact of budget reductions across services?

Inquiry Follow Ups:

- School Governance
- Building Sustainable Communities
- Child & Adolescent Mental Health Services
- Tackling Poverty
- School Readiness

Performance Panels:
(on-going in-depth monitoring)

- 1. Service Improvement & Finance (monthly)**
- 2. Schools (monthly)**
- 3. Adult Services (monthly)**
- 4. Child & Family Services (4-6 meetings max)**
- 5. Public Services Board (6 meetings)**
- 6. Development & Regeneration (quarterly)**

Regional Scrutiny:

- **ERW** (Education through Regional Working)

Working Groups:
(one-off meetings)

In priority order:

- 1. Emergency Planning & Resilience**
- 2. Community Cohesion (& Hate Crime)**
- 3. Roads / Footway Maintenance**
- 4. Homelessness**
- 5. Renewable Energy**
- 6. Digital Inclusion**
- 7. Bus Services**
- 8. Public Conveniences**
- 9. Car Park Charges**

NB - an annual meeting on **Local Flood Risk Management** is a standing item in the work programme and will take place in Dec/Jan

Appendix 3a - Other Work Plan Issues:

Issues to include in SPC Cabinet Member Q & A's:	Issues to refer to Performance Panels	Other issues:
<p>Disabled Parking Bays</p>	<p>Schools Panel: Education Psychology (waiting times too long for service?) Schools Panel: 21st Century Schools programme (How decisions are made around which schools to invest in?; How are these decisions prioritised?) School Admissions Process – Why local children cannot get into their catchment schools but out of catchment children are admitted?</p>	<p>Flying Start performance – Can be discussed during School Readiness Inquiry Follow Up</p>
<p>Housing – concerns: should we be building on brownfield sites? Need to look at what is required from Swansea; what's the environmental perspective?</p>	<p>Social Services Panel: Child & Family Services concern about improvement; Safeguarding measures around sexual abuse/trafficking/grooming Eligibility for Care – Links between social services and housing and community support; Housing policy does not match up with social care assessing and community support. Not the same point system</p>	<p>Supporting Friends of Parks - issue: trying to build sustainability in the community but blocks in the way; What support is in place for people? What lessons have been learnt? Can be discussed during Building Sustainable Communities Inquiry Follow up</p>
<p>Support for Community Projects Council need to approve innovative projects; Need an easier way to allow communities to set up projects such as coffee shops etc; There needs to be a standard procedure rather than lots of bureaucracy to get anything done; What support is available for communities?</p>	<p>Service Improvement: Welsh Language Standards Annual Report on Implementation</p>	<p>Anti-Social Behaviour - How well are we addressing this? Cause - poverty, lack of youth facilities, drugs and alcohol; Concerns that PCSOs are not consistently communicating with all councillors. They need community feedback. Should be ongoing relationship with updates; Lack of multi-agency meeting relating to anti-social behaviour. Can be focus of discussion as part of or add on to Crime & Disorder Scrutiny Session.</p>

Scrutiny Programme Committee – Work Plan

Standing Agenda Items:

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

Items for Specific Meetings:

Meeting	Reports	Purpose
10 Jul	<ul style="list-style-type: none"> Role of the Committee 	<ul style="list-style-type: none"> To ensure understanding about the role of the Scrutiny Programme Committee, and discuss effective working
	<ul style="list-style-type: none"> Scrutiny Annual Report 	<ul style="list-style-type: none"> To agree the annual report of the work of overview & scrutiny for the municipal year 2016/17, as required by the constitution
	<ul style="list-style-type: none"> Work Programme 2017-18 	<ul style="list-style-type: none"> To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings
14 Aug	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Housing, Energy & Building Services
11 Sep	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Service Transformation & Business Operations (Deputy Leader)

	<ul style="list-style-type: none"> Scrutiny / Audit Committee Coordination 	<ul style="list-style-type: none"> Chair of Audit to attend to share work plan of Audit Committee / Annual Report 2016/17. Discussion to ensure: <ul style="list-style-type: none"> - mutual awareness and understanding of respective work plans and co-ordination - issues relating to work programmes can be discussed
9 Oct	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Children, Education & Lifelong Learning
13 Nov	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Health & Wellbeing
	<ul style="list-style-type: none"> Children & Young People's Rights Scheme – Compliance and Progress 	<ul style="list-style-type: none"> To discuss annual progress report on implementation of Children & Young People's Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014)
	<ul style="list-style-type: none"> Annual Local Government Performance Bulletin 2016-17 	<ul style="list-style-type: none"> To ensure awareness of content of the Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance
11 Dec	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Stronger Communities
8 Jan	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Economy & Strategy (Leader)
12 Feb	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Environment Services
12 Mar	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Culture, Tourism & Major Projects
9 Apr	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Future Generations
14 May	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Commercial Opportunities & Innovation
	<ul style="list-style-type: none"> Annual Work Plan Review 	<ul style="list-style-type: none"> To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny

To be scheduled:

<ul style="list-style-type: none"> Final Inquiry Reports: 	<ul style="list-style-type: none"> To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision
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<ul style="list-style-type: none"> • Progress Reports – Performance Panels 	<ul style="list-style-type: none"> • Performance Panel Conveners to update on headlines from their Panel’s work and achievements
<ul style="list-style-type: none"> • Annual Corporate Safeguarding Report 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Council Priorities 	<ul style="list-style-type: none"> • Update from CMT, on council priorities, strategic challenges, key decisions
<ul style="list-style-type: none"> • Crime & Disorder Scrutiny 	<ul style="list-style-type: none"> • Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc

APPENDIX 5 – CABINET FORWARD PLAN 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Capital Outturn and Financing 2016/17.	To report on capital outturn and financing for 2016/17.	Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	20 Jul 2017	Open
End of Year 2016/17 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the financial year 2016/17.	Ben Smith	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	20 Jul 2017	Open
Establishment of Specialist Teaching Facilities for Pupils with Autistic Spectrum Disorder (ASD).	Increasing demand requires the establishment of additional Specialist Teaching Facilities (STFs) for pupils with Autistic Spectrum Disorder (ASD). There is a statutory process to follow. Cabinet have already given approval for consultation and the publication of a Statutory Notice. As no objections were received during the Statutory Notice period, Cabinet now needs to determine the outcome of the proposal. Portmead, Dunvant Primaries & Birchgrove Comp.	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	20 Jul 2017	Open

APPENDIX 5 – CABINET FORWARD PLAN 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Financial Procedure Rule 7 Local Transport Fund Grant 2017/18.	To confirm the bid for Local Transport Fund (LTF) Grant and seek approval for expenditure on the proposed schemes and projects in 2017/18.	Ben George	Cabinet Member - Commercial Opportunities & Innovation	Cabinet	20 Jul 2017	Open
Progress Update on the Implementation of the New Model of Provision for Education Other Than at School (EOTAS) and Feedback from the Recent Stakeholder Consultation.	Following the approval by Cabinet of the direction of travel for the service Cabinet are now being asked to approve the location of the EOTAS provision and note the views of stakeholders following their previous decision.	Nick Williams	Cabinet Member - Children, Education & Life Long Learning	Cabinet	20 Jul 2017	Open

APPENDIX 5 – CABINET FORWARD PLAN 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Quality in Education (Qed) - Emerging proposals and investment priorities for the next Band of the 21st Century Schools Programme.</p>	<p>In September 2010 the Cabinet endorsed the Council’s 21st Century Schools Strategic Outline Programme and the proposed capital investment priorities. The total investment included in the Council’s Band A programme is £51,310,000, the funding for which is 50% Welsh Government and 50% Council. The Council has now completed six projects as part of that programme at Newton, Glyncollen, Burlais, Gowerton and Pentre’r Graig primary schools and YGG Lonlas, with works at YG Gwyr and Pentrehafod under construction. A separate report is due to be brought to Cabinet in relation to the proposals at Gorseinon Primary School. Band A of the programme ends on the 31 March 2019, and Councils are required to submit their bids to Welsh Government for the next Band (B) of investment on the 31 July 2017. If approved the delivery of the next phase of investment will commence on 1 April 2019 and must be completed by 31 March 2024. The submission must include any strategy changes and the Council’s investment priorities. If approved each of the priorities will then be subject to detailed business case development further Welsh Government approvals together with separate reports to Cabinet for approval. Some of the priorities will require statutory consultation which will be the subject of separate Cabinet reports. The report will consider the funding options, and the need to consider revenue funding as an option for some projects if the Council wishes to maximise the opportunity to secure funding to meet its aspirations.</p>			<p>Cabinet</p> <p>Author: Brian Roles</p> <p>Portfolio: Cabinet Member - Children, Education & Life Long Learning</p>	<p>20 Jul 2017</p>	<p>Open</p>
<p>Revenue Financial Outturn 2016/17.</p>	<p>To report on revenue outturn for 2016/17, including the delivery of budget savings.</p>	<p>Paul Cridland</p>	<p>Cabinet Member - Economy and Strategy (Leader)</p>	<p>Cabinet</p>	<p>20 Jul 2017</p>	<p>Open</p>

APPENDIX 5 – CABINET FORWARD PLAN 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Revenue Outturn 2016/17 - Housing Revenue Account (HRA).	To report on revenue outturn for 2016/17, compared to budget for the HRA.	Paul Cridland	Cabinet Member - Economy and Strategy (Leader)	Cabinet	20 Jul 2017	Open
Contract Award Report Contract Award Report - Award of Framework for the Provision of Tenancy based Care and Support (Supported Living) for People with a Learning Disability or Physical Disability.	Award of Framework Agreement for the Provision of Tenancy based Care and Support (Supported Living) for People with a Learning Disability or Physical Disability.	Lee Morgan (Procurement)	Cabinet Member - Health & Wellbeing	Cabinet	20 Jul 2017	Fully exempt

APPENDIX 5 – CABINET FORWARD PLAN 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
All Council Catering Commissioning Review.	<p>This second Gateway report reviews how our Catering services in scope (School meals, Commercial Catering & Social Services catering) compare with parts of the public and private sector.</p> <p>The report will outline a range of options for future service delivery of Catering and recommendations made to proceed with a preferred option.</p>	Andrew Hopkins	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	17 Aug 2017	Open
Partnership Agreement (S33) for Western Bay Programme Infrastructure.	Partnership Agreement (S33) for Western Bay Programme Infrastructure.	Sara Harvey	Cabinet Member - Children, Education & Life Long Learning	Cabinet	17 Aug 2017	Open
Revenue and Capital Budget Monitoring 1st Quarter 2017/18.	To note any significant variations from the agreed budget 2017/18 and savings plan and the actions planned to achieve a balanced budget.	Paul Cridland	Cabinet Member - Economy and Strategy (Leader)	Cabinet	17 Aug 2017	Open

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APPENDIX 5 – CABINET FORWARD PLAN 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Equality Review Report 2016-17.	Annual review report on Public Sector Equality Duty (Wales).	Sherill Hopkins	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	21 Sep 2017	Open
Management Of Allotments.	To gain approval from Cabinet to transfer Management of allotments to Allotment Associations.	Adrian Skyrme	Cabinet Member - Health & Wellbeing, Cabinet Member - Stronger Communities, Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	21 Sep 2017	Open
Quarter 1 2017/18 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period April 2017 – June 2017.	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	21 Sep 2017	Open

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APPENDIX 5 – CABINET FORWARD PLAN 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Annual Review of Performance 2016/17.	To report the Council's compliance with its statutory obligations to make arrangements to secure continuous improvement as set out under Part 1 of the Local Government (Wales) Measure 2009.	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	19 Oct 2017	Open
Quarter 2 2017/18 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the second quarter period July 2017 – September 2017.	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	14 Dec 2017	Open
Quarter 3 2017/18 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the third quarter period October 2017 – December 2017.	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	15 Mar 2018	Open

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Agenda Item 9



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

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

*Please ask for:
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Scrutiny

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Llinell Uniongyrochol:*

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*Our Ref
Ein Cyf:*

SPC/2016-17/12

BY EMAIL

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

15 March 2017

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Enterprise, Development & Regeneration following the meeting of the Committee on 13 March 2017. It is about a Cabinet report on Castle Square.

Dear Councillor Francis-Davies,

**Pre-decision Scrutiny of Cabinet Report:
Castle Square Development and Public Realm Opportunities**

The Scrutiny Programme Committee met on 13 March to consider the report that you are presenting to Cabinet on 16 March, and give a view on the proposed decision.

You will recall that we considered your initial report to Cabinet in June and although supportive we raised a number of issues and concerns about: future public access; impact on future capacity; and impact on future public events.

We noted that your report to the next Cabinet meeting highlights further appraisal work undertaken to set the context for bringing forward proposals and sets out the main themes emerging following the Public Open Space Notice. We noted the intention to align development of the site with the wider City Centre development and strategic framework, and linkages with St Mary's Square, Princess Way and Wind Street.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

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

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Thank you for meeting with the committee and for your engagement in the process. What follows is the view of the committee, which we ask Cabinet to take into consideration before making its decision on the report.

Overall the Committee had no objection to the proposed recommendations, and remain supportive of the desire and rationale for seeking interest in the redevelopment and improvement of Castle Square. We agreed that doing nothing was not an option given the tired and dated appearance of the Square. The emphasis on 'high quality design' within the report is welcome.

Although supportive, there were a number of concerns raised about:

- future public access – it is important that Castle Square remains a public space to the fullest extent, and we were pleased to read the statement that 'any proposal should not result in the net loss of useable public open space' (para 5.1). You were clear that public accessibility was paramount; however we would be concerned at any parallels drawn with the space around Verdi's in Mumbles as being a good example of preserving public space. A Castle Square dominated by tables and chairs (for the exclusive use of restaurant customers) would not be satisfactory.
- possible conflict between occupying businesses and the council over use e.g. licensing issues – although we noted the 'intention for the council to retain ownership and control of the Square' (para. 5.3) we felt that the presumption that the Council will remain holder of the public licence needs to be clearly set out in any brief and terms of lease, in order to secure public access and protect the delivery of future public events, celebrations, and protests in the Square.
- how you will satisfy the wishes of those who view the Square as a place of quiet and rest. We noted that of the 47 consultation responses, a quarter did not want to see restaurants on the site, and almost a half wished to maintain the open space and green space.
- the need for consultation with St Mary's Church over any integration of Castle Square with St. Mary's Square, particular any plans for the areas around the church and graveyard.
- the proposed removal of a cycle lane (indicated in p. 8 of Appendix A) – you undertook to provide clarification over the exact location of this lane, and impact of closure on the cycle route around the City Centre.

I am unable to attend Cabinet on 16 March however I am hoping that a representative of the Committee can attend in support of this letter; otherwise please consider in my absence.

Your Response

We would be grateful for a written response to this letter so that the committee is informed of the decision taken by cabinet and its consideration of the views expressed by the committee, whether accepted or rejected. It would be helpful to receive your reply to this letter by 5 April.

We await with interest the future report back to Cabinet on an options appraisal and brief for the site prior to any site marketing, as noted in the recommendations, and look forward to further discussion within scrutiny about the future of Castle Square.

Yours sincerely,

A handwritten signature in black ink that reads "Mary Jones". The signature is written in a cursive style with a large initial 'M'.

COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor Mary Jones
Chair
Scrutiny Programme Committee

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BY EMAIL

Our Ref / Ein Cyf: RFD/JW
Your Ref / Eich
Cyf:
Date / Dyddiad: 3 April 2017

**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

**PRE-DECISION SCRUTINY OF CABINET REPORT:
CASTLE SQUARE DEVELOPMENT AND PUBLIC REALM OPPORTUNITIES**

Thank you for your letter of the 15th March with regard to the report on Castle Square Regeneration considered by Cabinet on the 16th March 2017.

Your comments regarding the report are welcomed, and I note that you raised a number of concerns. Your points of concern have been reviewed, and a full response to these matters is set out below:

- **Future Public Access and public licensing issues-** It is noted that it is essential to secure public access, protect the delivery of future events, celebrations and protests in the Square. It is therefore agreed that the Council will remain the holder of the public licence for the Square, and that any brief or terms of lease will make this clear.

**COUNCILLOR/Y CYNGHORYDD
ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION /
AELOD Y CABINET MENTER, DATBLYGU AC ADFYWIO**

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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Page 2

- **Location for quiet and rest-** The Square is a popular destination for informal sitting, and this important function will be maintained as part of any enhancement and potential development opportunity within Castle Square. There is also an aspiration to make the space more usable for families with younger children, and to make the space work as a year round destination.
- **Consultation with St Mary's Church-** As work progresses on a draft development and marketing brief for the Square further consultation will be undertaken with key Stakeholders including the Church.
- **Implications for the existing cycle lane** -page 8 of Appendix A is an indicative plan prepared by external consultants to show the potential for integrating Castle Square and St Mary's Square. A new alternative cycleway has already been provided in this location.

At the meeting of Cabinet on 16th March 2017, it was agreed that the an options appraisal and brief for Castle Square be prepared in alignment with the wider City Centre development and that there would be a further report back to Cabinet prior to any site marketing. A number of the matters raised in your letter will be covered in more detail in the Options Appraisal and Brief which is currently in the early stages of preparation. In the interim I trust that the response set out above deals with any immediate concerns, and look forward to further discussions with Scrutiny about the future regeneration of the Square.

Yours sincerely

COUNCILLOR ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION

COUNCILLOR/Y CYNGHORYDD
ROBERT FRANCIS-DAVIES

CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION /
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Agenda Item 10

FOR INFORMATION

This report provides the Audit Committee draft work plan for 2017/18.

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 engagement in this municipal year will need be confirmed.

AUDIT COMMITTEE WORKPLAN 2017/18

Date of Meeting	Reports
20 June 2017	Election of Chair and Vice Chair Audit Committee Initial Training Audit Committee Training Programme Wales Audit Office Update Report WAO Financial Resilience Final Report Internal Audit Monitoring Report Quarter 4 2016/17 Final Audit Committee Annual Report 2016/17 Audit Committee Performance Review 2016/17 - Action Plan Audit Committee Action Tracker Report
11 July 2017 – Special	Financial Management & Accounting Training Draft Statement of Accounts 2016/17 Draft Annual Governance Statement 2016/17 Risk Management Policy and Framework - Update Audit Committee Action Tracker Report
8 August 2017	Internal Audit Training Governance Training Wales Audit Office Update Report Internal Audit Annual Report 2016/17 Corporate Fraud Annual Report 2016/17 Internal Audit Monitoring Report Quarter 1 2017/18 Audit Committee Action Tracker Report
26 September 2017 - Special	External Audit Training Wales Audit Office ISA 260 Report 2016/17 – City and County of Swansea Wales Audit Office ISA 260 Report 2016/17 – Pension Fund Annual Report of School Audits 2016/17 Chief Education Officer Response to Annual Report of School Audits 2016/17 Audit Committee Action Tracker Report
10 October 2017	Counter Fraud Training Chair of Scrutiny Programme Committee Corporate Governance Review - Progress Update Risk Management Half-Yearly Review 2017/18 Wales Audit Office Update Report Audit Committee Performance Review Action Plan 2016/17 - Update Audit Committee Action Tracker Report
12 December 2017	Wales Audit Office – Annual Audit Letter 2016/17 Wales Audit Office Update Report Internal Audit Monitoring Report Quarter 2 2017/18 Recommendations Tracker Report 2016/17 Audit Committee Action Tracker Report

Date of Meeting	Reports
13 February 2018	Wales Audit Office Update Report Wales Audit Office Grants Report 2016/17 Internal Audit Monitoring Report Quarter 3 2016/17 Internal Audit Annual Plan Methodology 2018/19 Audit Committee Performance Review 2016/17 Action Plan - Update Audit Committee Review of Performance 2017/18 Audit Committee Action Tracker Report
10 April 2018	Wales Audit Office Annual Plan 2018 Wales Audit Office Update Report Internal Audit Charter 2018/19 Internal Audit Annual Plan 2018/19 Corporate Fraud Annual Plan 2018/19 Draft Audit Committee Annual Report 2017/18 Audit Committee Action Tracker Report

Agenda Item 11

Report of the Head of Legal, Democratic Services & Business intelligence

Scrutiny Programme Committee – 10 July 2017

EXCLUSION OF THE PUBLIC

Purpose:	To consider whether the Public should be excluded from the following item of business.	
Policy Framework:	None.	
Consultation:	Legal.	
Recommendation(s):	It is recommended that:	
1)	The public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	Item No.	Relevant Paragraphs in Schedule 12A
	12	14 & 16
Report Author:	Democratic Services	
Finance Officer:	Not Applicable	
Legal Officer:	Tracey Meredith – Head of Legal, Democratic Services & Business Intelligence (Monitoring Officer)	

1. Introduction

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

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, the Committee will be requested to exclude the public from the meeting during consideration of the item of business identified in the recommendation to the report on the grounds that it involves the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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

3. Financial Implications

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

4. Legal Implications

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

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

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

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

Agenda Item 12

Yn rhinwedd paragraff(au) 14, 16 Atodlen 12A
o Ddeddf Llywodraeth Leol 1972
fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol (Mynediad at
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Document is Restricted

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