



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Scrutiny Performance Panel – Service Improvement & Finance

**At:** Remotely via Microsoft Teams

**On:** Friday, 11 June 2021

**Time:** 2.00 pm

**Convenor:** Councillor Chris Holley OBE

**Membership:**

Councillors: P M Black, P Downing, P R Hood-Williams, L James, M H Jones, P K Jones, J W Jones, I E Mann, B J Rowlands and D W W Thomas

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### Agenda

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|-----------|---|---------------|
| <b>1</b>  | <b>Apologies for Absence.</b>   |               |
| <b>2</b>  | <b>Confirmation of Panel Convener</b>   |               |
| <b>3</b>  | <b>Disclosure of Personal and Prejudicial Interests.</b><br><a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>  |               |
| <b>4</b>  | <b>Prohibition of Whipped Votes and Declaration of Party Whips</b>  |               |
| <b>5</b>  | <b>Minutes of Previous meeting(s)</b><br>To receive the minutes of the previous meeting(s) and agree as an accurate record.   | <b>1 - 3</b>  |
| <b>6</b>  | <b>Public Questions</b>   |               |
| <b>7</b>  | <b>Overview: Understanding Financial Reporting</b>  |               |
| <b>8</b>  | <b>Revenue Outturn, HRA Outturn and Capital Outturn and Financing 20-21</b><br><a href="#">Link</a> to Cabinet Papers for 17 June 2021, which contain the Outturn and Financing 20-21 papers (expected to be available online from 9 June 2021) |               |
| <b>9</b>  | <b>Draft Work Plan 2021-22</b>  | <b>4 - 6</b>  |
| <b>10</b> | <b>Letter(s)</b>  | <b>7 - 10</b> |

**Next Meeting:** Wednesday, 23 June 2021 at 10.00 am



**Huw Evans**  
**Head of Democratic Services**  
**Monday, 7 June 2021**

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**Contact: Scrutiny Officer - 07980757686**

# Agenda Item 5



City and County of Swansea

## Minutes of the **Scrutiny Performance Panel – Service Improvement & Finance**

Remotely via Teams

Monday, 10 May 2021 at 10.00 am

**Present:** Councillor C A Holley (Chair) Presided

**Councillor(s)**

P M Black  
L James  
D W W Thomas

**Councillor(s)**

P Downing  
M H Jones  
I E Mann

**Councillor(s)**

P R Hood-Williams  
J W Jones  
B J Rowlands

**Other Attendees**

Cllr Andrea Lewis Cabinet Member for Climate Change and Service Transformation

**Officer(s)**

Emily-Jayne Davies Scrutiny Officer  
David Meyrick Housing Planning and Delivery Manager  
Mark Wade Head of Housing & Public Health

**Apologies for Absence**

Councillor(s): P K Jones

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**1 Disclosure of Personal and Prejudicial Interests.**

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

**2 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.

**3 Minutes of Previous Meeting(s)**

The minutes of the Service Improvement and Finance Scrutiny Performance Panel meeting, held on 12<sup>th</sup> April 2021, were agreed as an accurate record.

**4 Public Questions**

There were no public questions

## 5 Welsh Housing Quality Standards Annual Update

Cllr Andrea Lewis, Cabinet Member for Homes, Energy and Service Transformation, attended the meeting to present the **Welsh Housing Quality Standard Annual Report (WHQS)** and answer questions. Mark Wade, Head of Housing and Public Health, and David Meyrick, Housing Planning and Delivery Manager, also attended to present to the Panel and answer questions.

The Panel held a discussion about the statutory requirement for all social landlords in Wales, forming part of the Council's Local Housing Strategy as well as the Public Accountability Measures. The Panel heard that due to the pandemic, Welsh Government suspended all of its WHQS monitoring activities in 2020 and had only reintroduced these in March 2021. Welsh Government had originally set the deadline for social rented homes to reach WHQS compliance by 31st December 2020. Due to the pandemic, the new deadline is now 31<sup>st</sup> December 2021.

Discussions included:

- Effects of the pandemic on the work being carried out and accessibility to tenanted properties. Cllr Lewis remarked on the incredible work carried out by Housing Services under difficult circumstances.
- The Panel heard that the WHQS sets out its requirements across six main themes comprising good state of repair; safe and secure; adequately heated, fuel efficient and well insulated; up to date kitchens and bathrooms; located in safe and attractive environments and suited to the specific requirements of the household.
- Officers explained that if elements within these themes are not considered to be in reasonable condition, and performing as intended, they are classed as an 'acceptable fail'.
- Over the last 21 month period full WHQS compliance has increased by 2,338 to 7,753 properties.
- The Panel heard it is expected that in 2021, despite reduced momentum because of Covid 19, all properties in the programme will have had an opportunity to receive a new kitchen and bathroom.
- There are now 7,753 fully compliant homes and there are 5,795 homes containing at least one acceptable fail in Swansea. This represents 57.2% fully compliant and 42.8% with acceptable fails.
- The Council expects that fully compliant levels will rise and acceptable fails will reduce as the remaining improvement programmes continue to be rolled out in 2021. Tenants will continue to be encouraged to participate in order to maximise full WHQS compliance.
- The Panel queried how 'acceptable fails' are recorded against properties where tenants have, themselves, installed upgrades, such as new kitchens. Officers explained that work is underway to re-visit such properties in an attempt to record as compliant.

**AGREED** that officers would circulate housing project information to relevant ward members.

The Panel took the opportunity to acknowledge the efforts of staff, particularly during the last year of lockdown. The Panel considered the information provided, asked questions, and gave views on the available information. The Chair thanked all for their input.

## **6 Annual Review**

The Panel considered the review documents and had nothing further to add.

## **7 Letters**

The meeting ended at 11.07 am

# Agenda Item 9

## Service Improvement and Finance – Scrutiny Performance Panel

### Draft Work Plan 2021/22

<b>Meeting 1</b> 11 <sup>th</sup> June 2.00	<ol style="list-style-type: none"><li><b>1. Confirmation of Convener</b></li><li><b>2. Overview: <i>Understanding Financial Reporting</i></b></li><li><b>3. Capital Outturn and Financing 2020-21</b> <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</li><li><b>4. Draft Work Plan 2021/22</b> Panel to discuss/agree work plan topics for the coming year.</li></ol>
<b>Meeting 2</b> 23 <sup>rd</sup> June 2021 10.00	<ol style="list-style-type: none"><li><b>1. Welsh Language Standards Annual Report</b> <i>Invited to attend:</i> Sarah Lackenby - Chief Transformation Officer Cllr Louise Gibbard – Cabinet Member for Supporting Communities Cllr Robert Smith – Welsh Language Member Champion</li><li><b>2. Overview: Byelaws</b> <i>Invited to attend:</i> Debbie Smith- Deputy Chief Legal Officer Craig Davies – Associate Lawyer</li></ol>
<b>Meeting 3</b> 24 <sup>th</sup> August 2021 10.00	<ol style="list-style-type: none"><li><b>1. End of Year 2020/21 Performance Monitoring Report (provisional)</b> <i>Invited to attend:</i> Richard Rowlands – Strategic Delivery &amp; Performance Manager Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance</li><li><b>2. Progress update on the Local Government Use of Data Action Plan</b> <i>Invited to attend:</i> Steve King - Information Research and GIS Team Leader Sarah Lackenby - Chief Transformation Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</li></ol>
<b>Meeting 4</b> 14 <sup>th</sup> September 2021 9.30	<ol style="list-style-type: none"><li><b>1. Q1 Budget Monitoring Report – 2021/22</b> <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</li><li><b>2. Peer Review &amp; Self-Assessment (Local Government and Elections (Wales) Act 2021)</b> <i>Invited to attend:</i> Adam Hill - Deputy Chief Executive / Director of Resources Richard Rowlands – SDU manager Cllr Andrew Stevens – Cabinet Member for Business Improvement &amp; Performance</li><li><b>3. Good Practice / Performance Feedback</b> <i>Invited to attend:</i> Adam Hill – Deputy Chief Executive / Director of Resources</li></ol>

	<p>Lee Wenham – Head of Communications and Marketing  Richard Rowlands – Strategic Delivery &amp; Performance Manager  Cllr Andrew Stevens – Cabinet Member for Business Improvement &amp; Performance</p>
<p><b>Meeting 5</b>  19<sup>th</sup> October  2021 9.30</p>	<p><b>1. Q1 2021/22 Performance Monitoring Report (provisional)</b>  <i>Invited to attend:</i>  Richard Rowlands – Strategic Delivery &amp; Performance Manager  Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance</p> <p><b>2. Mid-term Budget Statement</b></p> <p><b>3. Overview from Ben Smith: <i>Understanding Financial Reporting (Reserves)</i></b></p> <p><b>4. Review of Reserves</b>  <i>Invited to attend:</i>  Ben Smith – Chief Finance Officer / S.151 Officer  Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</p>
<p><b>Meeting 6</b>  16<sup>th</sup> November  2021 9.30</p>	<p><b>1. Q2 Budget Monitoring 21-22</b>  <i>Invited to attend:</i>  Ben Smith – Chief Finance Officer / S.151 Officer  Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</p> <p><b>2. Planning Annual Performance Report</b>  <i>Invited to attend:</i>  Ian Davies - Development Conservation and Design Manager  Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance</p>
<p><b>Meeting 7</b>  14<sup>th</sup> December  2021 9.30</p>	<p><b>1. Pre-decision scrutiny of Final Draft Budget (TBC)</b>  <i>Invited to attend:</i>  Ben Smith – Chief Finance Officer / S.151 Officer</p> <p><b>2. Recycling and Landfill - Annual Performance Monitoring</b>  <i>Invited to attend:</i>  Chris Howell – Head of Waste Management and Parks  Cllr Mark Thomas – Cabinet Member for Environment and Infrastructure</p>
<p><b>Meeting 8</b>  18<sup>th</sup> January  2022 9.30</p>	<p><b>1. Q2 2021/22 Performance Monitoring Report</b>  <i>Invited to attend:</i>  Richard Rowlands – Strategic Delivery &amp; Performance Manager  Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance</p> <p><b>2. Sustainable Swansea Commissioning Reviews (Outcomes)</b>  <i>Invited to attend</i>  Adam Hill – Deputy Chief Executive / Director of Resources  Sarah Lackenby - Chief Transformation Officer  Cllr Andrea Lewis – Cabinet Member for Homes, Energy &amp; Service Transformation</p>

<b>Meeting 9</b> 15 <sup>th</sup> February 2022 9.30	TBC (Possible budget / elections)
<b>Meeting 10</b> 22 March 2022 9.30	<b>1. Welsh Housing Quality Standards Annual Update</b> <i>Invited to attend:</i> Mark Wade - Head of Housing and Public Health Cllr Andrea Lewis – Cabinet Member for Homes, Energy and Service Transformation  <b>2. TBC Equalities Review</b>

**TBC:**

- **Annual Review of Well-being Objectives and Corporate Plan** (*The five year corporate plan was rolled over into 2021/22 as a result of the pandemic with only essential and unavoidable changes made; so no fundamental annual review made to the corporate plan during 2020/21 as a result of Covid*).
- **Welsh Public Library Standards – Annual Performance Report**  
Martin Nicholls – Director of Place TBC
- **Recovery Plan (Post-Pandemic)**  
Marlyn Dickson (TBC)  
Adam Hill – Deputy Chief Executive / Director of Resources  
Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy



# Agenda Item 10



**To:**  
**Cllr Andrea Lewis**  
**Cabinet Member for Homes, Energy**  
**& Service Transformation**

*Please ask for:*  
*Gofynnwch am:*

Overview & Scrutiny

*Direct Line:*  
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*Date*  
*Dyddiad:*

26 May 2021

## BY EMAIL

**Summary:** This is a letter from the Service Improvement and Finance Scrutiny Performance Panel to the Cabinet Member for Homes, Energy & Service Transformation. The letter concerns the meeting held on 10 May 2021 and the Welsh Housing Quality Standard Annual Report.

Dear Councillor Lewis,

On the 10<sup>th</sup> May, the Panel met to discuss the Welsh Housing Quality Standard Annual Report. The Panel wish to thank yourself, Mark Wade, Head of Housing and Public Health, and David Meyrick, Housing Planning and Delivery Manager, for attending to present to the Panel and answer questions. We are writing to you to reflect on what we learnt from the discussions and to share the views of the Panel.

### Welsh Housing Quality Standard (WHQS) Annual Report

The Panel heard that the last fourteen months have been challenging, following pandemic restrictions in terms of internal work on properties. You explained that emergency repair work was carried out when required, and you acknowledged the hard work of staff working sympathetically and carefully during the pandemic. We recognise that this did set back targets, however, we understand Welsh Government have addressed this and subsequently extended the compliance deadline.

Officers explained that the WHQS programme was introduced in 2002 with the objective of raising the standard of social housing across Wales, embracing a large number of legal and regulatory obligations. The original deadline for compliance was 31<sup>st</sup> December 2020, now having been extended to the end of this year.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR ABERTAWE**

**GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE**

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

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod  
To receive this information in alternative format, or in Welsh please contact the above

We heard that the WHQS fits in with a number of corporate priorities, and links to improving public health, resident well-being and reducing poverty. The £500M investment over the last eighteen years has also had a big economic impact on the communities. The Council has targeted training and opportunities towards people in the communities where work is being carried out.

Officers explained that the Council has a duty to compile and present statistics annually. We heard that normal reporting cycles have been disrupted by the pandemic and this report subsequently covers the longer period from April 2019 to December 2020. The pandemic also impacted upon the ability to deliver the work programme. Welsh Government have given an extension of twelve months to meet the compliance period, now being 31<sup>st</sup> December 2021.

The Panel heard that in order to meet objectives, Welsh Government guidance sets out forty elements, captured under six generic themes. To achieve compliance, the Council must complete all forty of these elements. When those works are complete, and performing as intended, they are classed as compliant. Officers explained that every work programme has a completion certificate, which is then recorded in a database, reflecting the type of work completed and keeping an accurate record. Council records are then validated by external inspection.

Welsh Government guidance recognises that it is not always possible to bring properties up to standard, in which case an 'acceptable fail' is recorded. The Panel heard that the permitted reasons for an acceptable fail are tenant choice, physical constraints of a site, costs or programme timing.

Officers outlined achievements since April 2019 as; an increase in compliance by 2,338 properties, a 17% increase in compliance since last reported. 5,795 properties are currently categorised as an acceptable fail, inclusive of 3,165 properties where residents have chosen not to participate in the scheme. Officers calculate that the Council will not achieve beyond 77% of compliance, in line with other Local Authorities statistical returns, due to tenant choice.

We heard that work has increased surrounding Energy Performance Certificates (EPCs) and that a full-time officer is reviewing every EPC report to ensure it captures all work done. The Panel understood that this is an important piece of work to ensure a true reflection of investment when validated by third parties.

We heard that, of the eleven retained housing authorities in Wales, seven have already announced achievement of WHQS compliance. Officers explained that these results vary widely, from 10% to 53% acceptable fails. We understand that Swansea Council anticipate a result in line with the average national picture of retained Local Authorities. Officers outlined that, by the end of the compliance deadline, another £49M worth of capital repair programmes is available to deliver work elements. Officers are confident this will increase total compliance to 70% or above, dependant on any future pandemic restrictions. We heard that this will mean 30% acceptable fail levels, of which 23% is likely to be on the basis of tenant choice not to participate in improvement schemes.

The Panel heard that WHQS does not conclude at the end of the *compliance phase*. The Council then enter into the *maintenance phase* – when responsibilities will be increased, to include decarbonisation and extra fire safety requirements, in addition to maintaining properties at the current standard. The programme will therefore continue indefinitely and officers will continue to report to Scrutiny and to Council to update Members. The Council will also continue to engage with residents / stakeholders through a number of means, such as meetings and websites.

Members queried the number of properties with an acceptable fail regarding smoke alarms. You explained to us that this figure now stands at six, rather than the reported eight. Officers highlighted that smoke alarms are fitted in each property but they have not had access to ensure all are working properly.

The Panel sought assurances that, during the lockdown period, work continued to be carried out on void properties. You explained to us that staff did concentrate efforts on applicable void properties as it was safer to work in an empty property at the time.

Officers undertook to continue to update Members annually on projects and programme delivery within individual wards.

The Panel sought clarification regarding tenant improvements, understanding that the acceptable fail is measured on whether or not tenants agree to be part of the scheme. You explained that the Council must respect that tenants may not want to change what they have installed / invested. Officers further explained that they have recently had clarification from Welsh Government on this point, being advised that the Council can start reviewing such properties. We heard that if properties are technically compliant, the Council need not record an acceptable fail. Some small items, for example extractor fans, may be offered to the tenant in order to bring properties in to compliance.

We queried whether carbon monoxide monitors were installed in properties. Officers explained that there is a dual-function carbon monoxide / smoke alarm device hardwired to the mains circuit in all properties.

The Panel asked how many roofs have been completed altogether, officers confirming that new roofs, weatherboards and rainwater systems have been delivered to 6496 properties within the last 18 years. Members remarked on a recent visit to a void property, commenting on the high standard of installation work and general fit-out.

The Panel asked what enforcement action is available to the Council should tenants not maintain properties or cause deliberate damage. It was explained that procedures are in place and tenants may be charged, for example, for the removal of fly tipping.

Members queried the procurement process. Officers explained that the Council endeavours to deliver work through in-house services when possible, having to complete the tender process. In-house services undertake a significant proportion of all housing repairs on Council housing stock. We heard that this provides a good service to a good standard and that the Council will support in-house contractors as long as they remain competitive in terms of delivery. Officers highlighted that some

larger programmes need 'framework contractors' – for example, the kitchen and bathrooms programme was an investment of over £100M and required input from four framework contractors as well as in-house services.

Officers clarified that the Council expects to borrow more money with the forthcoming *Decarbonisation Programme*. You clarified how the Council fund the WHQS and confirmed that it is covered entirely by the Housing Revenue Account.

### **Your Response**

We hope that you find this letter useful and informative. We would welcome your comments on any of the issues raised, but, on this occasion, no written response is required.

Yours sincerely,

**Councillor Chris Holley**

**Convener, Service Improvement and Finance Scrutiny Performance Panel**

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