



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Scrutiny Programme Committee

**At:** Remotely via Microsoft Teams

**On:** Tuesday, 15 June 2021

**Time:** 4.00 pm

**Chair:** Councillor Peter Black CBE

#### Membership:

Councillors: C Anderson, E W Fitzgerald, D W Helliwell, T J Hennegan, P K Jones, W G Lewis, C E Lloyd, S Pritchard, J A Raynor, G J Tanner, W G Thomas and T M White

Statutory Co-opted Members: D Anderson-Thomas and A Roberts

Councillor Co-opted Members: C A Holley, P R Hood-Williams, S M Jones, L R Jones and J W Jones

**Watch Online:** <https://bit.ly/3cc8oIG>

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**Webcasting:** This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and / or training purposes.

### Agenda

Page No.

**1 Apologies for Absence.**

**2 Disclosures of Personal & Prejudicial Interest.**

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

**3 Prohibition of Whipped Votes and Declaration of Party Whips.**

**4 Minutes.**

To approve and sign the Minutes of the previous meeting(s) as a correct record.

1 - 6

**5 Public Question Time.**

Questions must be submitted in writing, no later than noon on the working day prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.

<b>6</b>	<b>Role of the Scrutiny Programme Committee.</b>	<b>7 - 16</b>
<b>7</b>	<b>Scrutiny of Swansea Public Services Board.</b>	<b>17 - 57</b>
<b>8</b>	<b>Scrutiny Dispatches - Impact Report.</b>	<b>58 - 67</b>
<b>9</b>	<b>Membership of Scrutiny Panels and Working Groups.</b>	<b>68 - 76</b>
<b>10</b>	<b>Scrutiny Work Programme.</b>	<b>77 - 107</b>
<b>11</b>	<b>Scrutiny Letters.</b>	<b>108 - 133</b>
<b>12</b>	<b>Date and Time of Upcoming Panel / Working Group Meetings.</b>	<b>134</b>

**Next Meeting:** Tuesday, 13 July 2021 at 4.00 pm

*Huw Evans*

**Huw Evans**  
**Head of Democratic Services**  
**Wednesday, 9 June 2021**

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**Contact: Democratic Services - Tel (01792) 636923**

# Agenda Item 4



City and County of Swansea

## Minutes of the **Scrutiny Programme Committee**

Remotely via Microsoft Teams

Tuesday, 18 May 2021 at 4.00 pm

**Present:** Councillor P M Black (Chair) Presided

**Councillor(s)**

J E Burtonshaw  
D W Helliwell  
W G Lewis  
T M White

**Councillor(s)**

E W Fitzgerald  
T J Hennegan  
G J Tanner

**Councillor(s)**

J A Hale  
P K Jones  
W G Thomas

**Statutory Co-opted Member(s)**

D Anderson-Thomas      A Roberts

**Councillor Co-opted Member(s)**

C A Holley                      S M Jones  
P R Hood-Williams          J W Jones

**Also Present:**

Chief Superintendent Trudi Meyrick – South Wales Police  
Supintendent Mark Brier – South Wales Police  
Councillor Andrea Lewis - Deputy Leader / Cabinet Member for Homes, Energy & Service Transformation

**Officer(s)**

Craig Davies                      Associate Lawyer  
Adam Hill                          Deputy Chief Executive / Director of Resources  
Kate Jones                          Democratic Services Officer  
Brij Madahar                      Scrutiny Team Leader  
Paul Thomas                        Community Integration Partnership Manager

**Apologies for Absence**

Councillor Co-opted Members: L R Jones

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## 66 Disclosures of Personal & Prejudicial Interest.

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

Councillor Susan Jones – Minute No. 70 – Son is an employee of South Wales Police

Councillor Wendy Lewis- Minute No. 70 - Son is an employee of South Wales Police

**67 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.

**68 Minutes.**

**Resolved** that the Minutes of the Scrutiny Programme Committee held on 13 April 2021 be approved and signed as a correct record.

**69 Public Question Time.**

There were no public questions.

**70 Crime & Disorder Scrutiny - Safer Swansea Partnership.**

Representatives from South Wales Police and the Council attended to provide a progress report on Safer Swansea Partnership, which both organisations jointly chair, and answer questions.

The Deputy Chief Executive highlighted challenges which had arisen as a result of the pandemic. It had brought about new challenges as well as an increase in domestic incidents, neighbour related anti-social behaviour and hate crimes. Effective partnership working, which had been built during the pandemic had been key to dealing with those issues and would be essential to maintain going forward.

A presentation was provided which included the following:-

- Background
  - Partnership Vision
  - Partnership Purpose
- Current Safer Swansea Partnership Governance
  - Public Services Board
  - Safer Swansea Partnership Steering Group
  - Strategic Priorities
- Strategic Priorities
  - Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV)
  - Substance Misuse
  - Stronger Communities
  - Evening and Night Time Economy
  - Hate Crime and Community Tension Monitoring
- A Journey in a Pandemic
- Pandemic: Flexibility of Response
  - Joint Enforcement Team – resource commitment between the Local Authority and South Wales Police to look at areas of key concerns such as licensing, trading standards and Covid-19 enforcement which included joint tasking and coordination – Over 1,200 fixed penalty notices had been issued in respect of Covid-19 enforcement

- Problem Solving Groups – Objective, Scanning, Analysis, Response & Assessment (OSARA) way of solving problems for each area e.g. for Motorcycle Annoyance, Sex Workers etc.
- Community Projects – e.g. Project at the Vetch to address issues of County Lines and Criminality which had included installing Hot Spot CCTV, cutting back of overgrowth, knocking down wall, Installation of Multi Use Games Area (MUGA) and seating as well as development of a community café.
- Partnership Meetings – Street Vulnerability Multi-Agency Risk Assessment Conference (MARAC) supported over 60 individuals who were homeless and/or begging using a more holistic solution to meet needs - Development of Pop Up Youth Clubs
- Outreach Work – Was compromised during Covid-19 but did continue – Additional funding had been secured for additional posts – engagement activities run in Cwmdonkin Park – Mid and West Wales Fire Service carried out engagement work on setting fires and hill fires – Food parcels delivered to VAWDASV – 35 hot spot cameras in and around Swansea – Paws on Patrol engagement events in parks
- South Wales Police
  - Reduction in Demand
  - Increase in Demand
  - New Internal and External Challenges
  - New Evolving Policing Context
  - Embed Learning Through Recovery
- Impact of Covid-19 (23<sup>rd</sup> March 20 – 22<sup>nd</sup> March 21) – Increase in Anti-Social Behaviour (Majority Covid-19 related) – working on early intervention and using enforcement as last resort – Hidden harms e.g. Domestic Violence not reported as much
- Total Recorded Crime Over Time – movement of crime in respect of lockdowns
- Pinch points
  - Cohesion – Voice of Wales
  - Protests – BLM, Kill the Bill and Reclaim the Streets
  - SA1 / Beaches / Hotspots
  - Impact of Homeless in Temporary Accommodation
  - Covid-19 Regulations – the 4 E's
  - Daily Business – VAWDASV / Substance Misuse / Hate Crime
- Challenges
  - Partnership
  - Practical Consequences of Regulation Change
  - Proportionate but Robust Response
  - Consent
  - Wellbeing
  - Recovery
- Performance & Crime Statistics
  - Violence against Women and Girls
  - Hate Crime
  - OP SCEPTRE – Knife Related Crime / Incidents
  - Drug Trafficking
- Future

- Recovery
- Keep the Good Bits
- The Next 12 Months – Joint Challenges

Questions and discussions focussed on the following topics:

- Safer Swansea Community Strategy – the process for consultation on and renewal of Strategy
- Experience in the area of breaches of Covid-19 rules and regulations – noted that main issue was gathering indoors – 846 fixed penalty notices had been issued for gathering indoors
- Impact of Covid-19 on crime and disorder – heard about online engagement, hot spot cameras installed
- Theft of Dogs – there didn't appear to be an increase in the theft of dogs in Swansea contrary to public perception – Paws on Patrol initiative was reassuring dog owners on this
- Preparations for coming out of lockdown and the possible impacts of that – set up of youth clubs
- Increase in theft of catalytic converters – told of operation to ensure correct processes for handling such goods were being followed
- Increase in vandalism in some areas – focus of localised problem solving group
- Drink driving / anti-social behaviour on the seafront / parties on the beach - glass on beach – possible powers to prevent issues
- Public Space Protection Orders – a possible solution but careful that it does not just displace people and move the problem elsewhere
- Tackling Hate Crime – there are dedicated Hate Crime Officers which link with Cohesion
- Fear of police
- Public demonstrations in Swansea -peacefully policed where correctly organised and distancing was maintained
- Continuity of Police Inspectors and communication with Local Members to build relations
- Powers of Police Community Support Officers – nature of role and additional powers granted outside of Wales
- Action against those living off immoral earnings
- Funding of Safer Swansea Partnership – noted there is no allocated funding, but some grants had been received from the Police and Crime Commissioner
- Balance of Police Community Support Officers and Police Officers
- Reporting of information / network of data
- Provision of online outreach in the future – balance of online and face to face, there were some instances where face to face was important

The Chair thanked all those present.

**71 Scrutiny Performance Panel Progress Report: Natural Environment.  
(Councillor Peter Jones, Convener)**

Councillor Peter Jones, Convener, presented the Natural Environment Scrutiny Performance Panel Update.

The new Panel was created in July 2019 and had met 5 times during that period. It would be meeting bi-monthly going forward.

The Panels achievements and scheduled future work was highlighted, in particular positive outcomes from scrutiny leading to the appointment of a Section 6 Duty Biodiversity Officer and a Planning Ecologist.

**Resolved** that the update be noted.

**72 Membership of Scrutiny Panels and Working Groups.**

The Chair presented a report on the Membership of Scrutiny Panels and Working Groups. There were no amendments to report.

**Resolved** that the report be noted.

**73 Annual Scrutiny Work Programme Review 2020/21.**

The Chair presented a report on the Annual Scrutiny Work Programme Review 2020/21.

The next Scrutiny Programme Committee was scheduled for 15 June 2021. The main item scheduled was Scrutiny of the Public Service Board

**Resolved** that the report be noted.

**74 Scrutiny Letters.**

The Chair presented a report on 'Scrutiny Letters' for information.

**Resolved** that the scrutiny letters log be noted.

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

The dates and times of the upcoming Panel / Working Group meeting were **noted**.

The meeting ended at 6.05 pm

**Chair**



City and County of Swansea

## Minutes of the **Scrutiny Programme Committee**

Remotely via Microsoft Teams

Thursday, 20 May 2021 at 5.25 pm

### Present:

#### Councillor(s)

P M Black  
W G Lewis  
G J Tanner

#### Councillor(s)

E W Fitzgerald  
C E Lloyd  
T M White

#### Councillor(s)

D W Helliwell  
S Pritchard

### Statutory Co-opted Member(s)

A Roberts

### Councillor Co-opted Member(s)      Non-voting

C A Holley	S M Jones
P R Hood-Williams	J W Jones

### Officer(s)

Gareth Borsden	Democratic Services Officer
Allison Lowe	Democratic Services Officer
Tracey Meredith	Chief Legal Officer / Monitoring Officer

### Apologies for Absence

Councillor(s): C Anderson, T J Hennegan, P K Jones, J A Raynor and W G Thomas  
Statutory Co-opted Member(s): D Anderson-Thomas

## 1      **To elect a Chair for the Municipal Year 2021 - 2022.**

**Resolved** that Councillor P M Black be elected Chair for the 2020-2021 Municipal Year.

**(Councillor P M Black presided)**

## 2      **To elect a Vice Chair for the Municipal Year 2021 - 2022**

**Resolved** that Councillor T J Hennegan be elected Vice-Chair for the 2021-2022 Municipal Year.

## 3      **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 5.26 pm

**Chair**



# Agenda Item 6



## Report of the Chair

Scrutiny Programme Committee – 15 June 2021

### Role of the Scrutiny Programme Committee

<b>Purpose:</b>	Being the first meeting of the municipal year, to ensure understanding about the role of the Scrutiny Programme Committee and discuss effective working.
<b>Content:</b>	This report provides a description of the Council's overview and scrutiny arrangements. The terms of reference of the Scrutiny Programme Committee are attached.
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• Discuss the role of the Committee and effective working as required.</li><li>• Renew the co-option of Scrutiny Performance Panel convenors to the Committee</li><li>• Renew the co-option of partner organisations to enable representatives to participate in the Committee's scrutiny of the Public Services Board</li></ul>
<b>Lead Councillor:</b>	Councillor Peter Black, Chair of the Scrutiny Programme Committee
<b>Lead Officer:</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author:</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 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 the Committee itself undertakes certain work, detailed scrutiny of specific topics is carried out, where necessary, by the Committee establishing informal Inquiry and Performance 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, or as otherwise agreed by the Committee (see para. 4.3 regarding appointment of Performance Panel conveners).
- 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 and call-in
  - Respond to urgent issues and referrals from Council
  - To undertake any scrutiny not delegated to a Panel / Working Group
  - Agree any scrutiny inquiry reports that make recommendations to Cabinet, Council and other bodies
- 2.2 Terms of Reference, as contained within the Council Constitution, are attached at **Appendix 1** for information.

### 3. Membership

- 3.1 In addition to the 13 councillors, the Committee includes in its membership a place for four statutory education scrutiny representatives. 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 (1 x primary and 1 x secondary) 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 The statutory education scrutiny representatives (appointed on a 4-year term in May 2018) currently are:
- Mr Dave Anderson-Thomas (Parent Governor – secondary)
  - Mr Alexander Roberts (Parent Governor – primary)
  - Vacancy (Church in Wales)
  - Vacancy (Catholic Church)

### 4. Scrutiny Conveners

- 4.1 The Scrutiny Programme Committee has the power to appoint scrutiny conveners to lead specific activities (Panels and/or other informal Working Groups) who would be responsible for:
- convening (or chairing) meetings of the relevant Panel / Working Group to provide leadership
  - effective meeting management to ensure that work is undertaken and completed as directed by the Scrutiny Programme Committee and any agreed terms of reference
  - reporting back to the Committee with findings, conclusions and recommendations as appropriate

A role description for conveners is attached for information 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, who would be invited to provide updates and/or present final reports to the Committee on the work of the Panels / Working Groups.

- 4.3 For those Performance Panels which are meeting on an on-going basis the Committee has agreed that Panels should be asked to appoint / confirm its convener at the start of each municipal year (except in the year of a Council election).
- 4.4 The Committee has also agreed that Performance Panels conveners will be co-opted (in a non-voting capacity) to enable their attendance and participation at Committee meetings. The involvement of Performance Panel conveners at the Committee is important because they will have knowledge and expertise about specific services and can add value to the work of Committee particularly when those areas may be discussed. Co-option also enables better co-ordination between the work of the Committee and Performance Panels. **The formal co-option of Performance Panel conveners, whoever is appointed, needs to be confirmed by the Committee each year:**
- Adult Services (currently Councillor Susan Jones)
  - Education (currently Councillor Lyndon Jones)
  - Child & Family Services (currently Councillor Paxton Hood-Williams)
  - Development & Regeneration (currently Councillor Jeff Jones)
  - Service Improvement & Finance (currently Councillor Chris Holley)
  - Natural Environment (currently Councillor Peter Jones – and already a Committee Member)
- 4.5 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. Public Services Board Scrutiny

- 5.1 The Committee is expected to carry out scrutiny of the Swansea Public Services Board. The Committee is asked to renew the co-option of the following partner organisations, so that non-executive partner representatives can continue to participate in any future Committee sessions, on the scrutiny of the Public Services Board:
- Swansea Bay University Health Board (Non-executive Board Member) – name to follow
  - SCVS (non-executive Management Committee Member) - currently Cherrie Bija
  - Mid & West Wales Fire & Rescue (Member of the Performance, Audit and Scrutiny Committee) – name to follow
  - Member of the South Wales Police and Crime Panel – name to follow

- Natural Resources Wales (Non-executive Board Member) – currently unfilled as unable to provide representation
- Probation Service (non-executive) – currently unfilled as no non-executive member

## **6. Effective Working**

6.1 The Committee is encouraged to reflect on how well it works, and take the opportunity to discuss how it could be more effective, 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

## **7. Review of Council Constitution**

7.1 The Council Constitution is subject to annual review and good governance requires that each Head of Service look at relevant elements of the Constitution to check that they are up to date and consider whether any changes are necessary. The Scrutiny Team Leader will review all elements of the Constitution relating to scrutiny (including Scrutiny Procedure Rules) and report any issues / proposed amendments.

## **8. Financial Implications**

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

## **9. Legal Implications**

9.1 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:**

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

## 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 – 15 June 2021

### Scrutiny of Swansea Public Services Board

<b>Purpose:</b>	<p>This report provides background and advice to the Committee in support of its scrutiny of the Public Services Board (PSB).</p> <p>Following on from the last scrutiny session on the PSB in December 2020, the Committee will be hearing from the following statutory members of the PSB on their role, responsibilities, and progress in delivery of specific PSB well-being objectives which they are leading on:</p> <ul style="list-style-type: none"><li>• Mid &amp; West Wales Fire &amp; Rescue Service (MAWWFRS)</li><li>• Natural Resources Wales (NRW)</li></ul>
<b>Content:</b>	<p>Representatives of both MAWWFRS and NRW will attend and address the Committee to account for their work as statutory members of the PSB and answer questions. Written information has been provided in support of their appearance and is attached.</p>
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• Consider the information provided, ask questions, and make comments and recommendations as necessary.</li></ul>
<b>Lead Councillor(s):</b>	<p>Councillor Rob Stewart (Leader / Joint Chair of Public Services Board) and Councillor Andrea Lewis (Leader's Representative / Joint Chair of Public Services Board)</p>
<b>Lead Officer:</b>	<p>Adam Hill, Deputy Chief Executive, Swansea Council</p>
<b>Report Author:</b>	<p>Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a></p>
<b>Legal Officer:</b>	<p>Debbie Smith</p>
<b>Finance Officer:</b>	<p>Paul Cridland</p>

## 1. Introduction

- 1.1 At the last scrutiny session on the PSB in December 2020, the Committee considered the PSB Annual Report 2019/20 and heard about the work, achievements, and performance of the PSB with lead members of the PSB and lead Council officer(s). The Committee heard from Cllr. Andrea Lewis (newly-appointed Joint Chair of the PSB), Cllr. Clive Lloyd (former PSB Chair for the period of the annual report), Deputy Chief Fire Officer, Roger Thomas (PSB Vice-Chair), and Adam Hill (Swansea Council Deputy Chief Executive). This was an overview of progress made by the PSB, and the current situation.
- 1.2 Following the meeting, the Committee wrote to the Joint Chairs of the PSB to reflect on the discussion and provide views on the performance of the PSB. The Committee's correspondence is **attached**. The Committee had highlighted the need for the PSB to:
- a) improve the performance framework to better evidence the tangible difference the PSB is making.
  - b) improve public visibility / messaging about the work of the PSB
  - c) press the Welsh Government on PSB resources
- 1.3 The Committee agreed that the next scrutiny session should involve engaging with other PSB statutory members / key partners with regard to progress in the delivery of agreed PSB Well-being Plan objectives, and effectiveness of the PSB generally.
- 1.4 The four Statutory Members of the Board are:
- Swansea Bay University Health Board
  - Natural Resources Wales
  - Mid & West Wales Fire and Rescue Service
  - Swansea Council

Although the work of the PSB will involve a wide range of partner organisations from public, private and voluntary sectors, the four statutory members are the formal decision makers who are responsible for the functioning and activities of the Board.

- 1.5 The Minutes of meetings of the PSB Joint Committee held since December 2020 are **attached** for Committee awareness. The next meeting takes place on 17 June.

## 2. Scrutiny of the Public Services Board

- 2.1 Scrutiny plays an important role in ensuring that partnership working is accountable to elected local councillors. The overarching objective of scrutiny is to consider: What difference is Swansea Public Services Board making for citizens? Specific lines of questioning have focused on:

- The effectiveness of the Wellbeing Assessment
- The effectiveness of the Wellbeing Plan
- How well the PSB is meeting its well-being duties, and is considering the five ways of working and seven well-being goals
- The effectiveness of performance measurement arrangements
- The level of commitment from individual partners to the work of the PSB
- The effectiveness of the PSB in communicating its work, objectives and outcomes to its stakeholders
- The effectiveness of the PSB in addressing the issue of pooled funding to tackle priorities

2.2 It is important to note that the remit of PSB scrutiny includes only the activities of the PSB as a partnership and excludes scrutiny of individual partner organisations. The Committee can require any member of the PSB to give evidence, but only in respect of the exercise of joint functions conferred on them as a member of the PSB.

### **3. Public Services Board Well-being Objectives**

3.1 There are four PSB Well-being Plan Objectives, set out in the PSB's Well-being Plan published in May 2018, that provide focus for the PSB. These are joint objectives but each with a Statutory Member lead taking ownership of this work:

- Early Years (led by Swansea Bay University Health Board)
- Live Well, Age Well (led by Swansea Council)
- Strong Communities (led by Mid & West Wales Fire & Rescue Service)
- Working with Nature (led by Natural Resources Wales)

The delivery of the Well-being Objectives is at the heart of what the PSB is trying to do to make a difference. Performance against these objectives will be the measure of success.

### **4. Focus of Scrutiny Session**

4.1 The Committee will be hearing from the following Statutory Members of the PSB on their role, responsibilities, and progress in delivery of specific PSB well-being objectives that they are leading on:

- Mid & West Wales Fire & Rescue Service
- Natural Resources Wales

4.2 The following representatives will attend the Committee to present to the Committee, discuss their work and achievements in respect of the PSB and answer questions:

- Mid & West Wales Fire & Rescue Service
  - Roger Thomas, Deputy Chief Fire Officer (also vice-chair of PSB Joint Committee)
  - Steve Davies, Group Manager (operational lead on PSB Well-being Objective 'Strong Communities')
  - Councillor Jan Curtice, Chair of MAWWFRS, and member of the PSB Joint Committee has also been invited.
  
- Natural Resources Wales
  - Hamish Osbourne, Swansea Environment Team Leader, NRW
  - Philip McDonnell, Coordinator, Swansea Environmental Forum (operational lead on PSB Well-being Objective 'Working with Nature')

Apologies from Martyn Evans, Head of Operations South West Wales, who would have represented the NRW, but was not able to attend the meeting.

- 4.3 Written information has been provided to the Committee on the delivery of the PSB well-being objectives showing progress against priorities and headlines in terms of what has been achieved. The Committee can explore with those attending views on the overall performance / effectiveness of the PSB, and any specific issues arising from the Committee's previous discussion etc.
- 4.4 Adam Hill, Deputy Chief Executive Swansea Council, will also attend to assist the Committee. As lead Council officer for the PSB, he also provides overall strategic coordination for the PSB.

## **5. Next Steps**

- 5.1 The Committee can write to the Joint Chairs of the PSB following the meeting with any observations, views and recommendations arising from the discussion about the performance and effectiveness of the PSB.
- 5.2 A further scrutiny session is planned for December 2021, which will enable the Committee to focus on the work of the Council and the Health Board as the other Statutory Members of the PSB, and progress with well-being objectives. The Committee will also be able to consider the PSB Annual Report for 2020/21, and follow up on any issues arising from scrutiny, and action taken, with the Joint Chairs of the PSB.

## **6. Legal Implications**

- 6.1 There are no legal implications from this report.

## **7. Financial Implications**

7.1 There are no financial implications from this report.

**Background Papers:** None

### **Appendices:**

Appendix 1 - Letter correspondence between the PSB Scrutiny Performance Panel and Chair of the PSB – December 2020 Committee meeting

Appendix 2a & 2b – Minutes of Swansea Public Services Board Joint Committee – 11 February and 8 April 2021

Appendix 3 – Report from Mid & West Wales Fire & Rescue Service: Strong Communities

Appendix 4 – Extract from PSB Annual Report 2019-20: Working with Nature



**To/  
Councillor Rob Stewart &  
Councillor Andrea Lewis,  
Joint Chairs of Swansea Public  
Services Board  
BY EMAIL**

cc: Vice-Chair of Swansea PSB

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Linell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

Scrutiny

01792 637257

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SPC/2020-21/2

08 January 2021

Summary: This is a letter from the Scrutiny Programme Committee to the Joint Chairs of Swansea Public Services Board following the meeting of the Committee on 15 December 2020. It is about the performance of the Public Services Board.

Dear Councillor,

### **Scrutiny Programme Committee – 15 December**

We are writing to you following our scrutiny session on the Public Services Board (PSB) with our views

The Committee considered the PSB Annual Report 2019/20 and heard about the work, achievements, and performance of the PSB from Cllr. Andrea Lewis (newly-appointed Joint Chair of the PSB), Cllr. Clive Lloyd (former PSB Chair for the period of the annual report), Deputy Chief Fire Officer, Roger Thomas (PSB Vice-Chair), and Adam Hill (Swansea Council Deputy Chief Executive).

This was the first PSB scrutiny session held by the Committee, following our decision to adjust the scrutiny work programme and remove the standalone PSB Scrutiny Performance Panel. As such, it was a chance for us to reflect on scrutiny carried out to date, and take an overview of progress made by the PSB, and the current situation.

This letter reflects on what we learnt from the information presented, questions, and discussion. It shares the views of the Committee, and highlights any outstanding issues / actions for your response - main issues summarised below.

#### **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)



## **New Governance Structure**

A new streamlined governance structure has been embedded and improved the operation, direction and focus of the PSB in the delivery of Well-being Plan objectives. Decision making governance is expedited at a strategic level via a Joint Committee, meeting bi-monthly, consisting of the PSB Statutory members and Invited Participants. Objective delivery groups lead on delivery, each co-ordinated and facilitated by a Statutory Member. Wider involvement has been facilitated with the creation of a Partnership Forum, meeting every six months, for meaningful engagement with a wide range of partners that adds value to the work of the PSB. This includes representation from charities, community groups, and public input. Co-production is very much at the heart of practice.

## **Impact of COVID-19 Pandemic**

The PSB has faced significant disruption since March 2020 as a result of the COVID-19 pandemic, with fewer meetings. However, the partnership response to COVID-19, co-ordinated and carried out through relevant emergency planning frameworks and mechanisms, has been effective, and stronger because of the relationships and connections developed over the past few years working together through the PSB. The point was made that the PSB is not responsible for all multi-agency / partnership activity that exists, therefore an absence of PSB meetings during the pandemic has not affected the partnership response to COVID and its effectiveness. It was important for the PSB not to duplicate other structures in place.

## **Delivery of Well-being Objectives**

There are 4 PSB Well-being Plan Objectives, set out in the Well-being Plan published in May 2018, that provide focus for the PSB. These are joint objectives but each with a Statutory Member lead taking ownership of this work:

- Early Years (led by Swansea Bay University Health Board)
- Live Well, Age Well (led by Swansea Council)
- Working with Nature (led by Natural Resources Wales)
- Stronger Communities (led by Mid & West Wales Fire & Rescue Service)

The key focus was on planning and prioritising areas where collectively partners could make the biggest difference.

The delivery of the Well-being Objectives is at the heart of what the PSB is trying to do to make a difference. Performance against these objectives will be the measure of success, and much has been achieved over the past 12 months, as shown in the PSB Annual Report.

In terms of post-COVID recovery, the PSB has been considering areas of focus. Three strategic objectives have been identified to focus on in order to develop a multi-agency added value action plan to build greater resilience over the next 12 months:

1. City for Wellbeing & Wildlife;
2. Green / Climate Change agenda;
3. County Lines, Substance Misuse, Anti-Social Behaviour

We noted that following work undertaken by the Council in compiling a Climate Emergency action plan, all partners will be asked to sign up to a climate change charter and construct their own action plans for their own organisations.

### **A More Agile PSB**

The PSB has also become more flexible and agile in helping to tackle more immediate multi-agency issues, in addition to the more long-term objectives. For example, successful work on community safety, which involved the setting up of a Critical Incident Task & Finish Group to deal with issues relating to street sex working, substance misuse / drug dealing / county lines activity, criminality and anti-social behaviour, focussing on the environment around Swansea High Street. There was clear governance to the PSB, via the Safer Swansea Partnership, and difference made by the PSB in delivering improvements to the area, and countering negative national press about our High Street.

### **The Issue of Pooled Resources**

The PSB is not a fund holding body – there are no pooled resources – however, it is about improving joint working across public services in our area, with organisations committing their existing resources to shared objectives and delivering improvement on issues no one organisation can solve alone.

### **Future PSB Arrangements**

There has been a debate about the number of PSBs across Wales, and whether PSBs should be arranged on a regional, rather than local authority, basis, consistent with the regional footprint of PSB partners and regional collaborations in place. It was felt that a regional PSB may be a better way forward to tackle the issues which we share with neighbouring authorities, and would benefit PSB partners who sit on multiple PSBs, and reduce duplication. The advent of Corporate Joint Committees may however complicate further the regional collaboration landscape.

## **Scrutiny Views**

From our discussion, the Committee would highlight the following issues in terms of providing challenge to the PSB for improvement:

### **a) Improving the performance framework to better evidence the tangible difference the PSB is making.**

Measuring progress is key to any assessment of performance and the effectiveness of the PSB, whether it is about tackling immediate or long-term problems. Whilst Annual Reports serve a purpose, it is important for scrutiny to see a performance framework for the measurement of targets that can help demonstrate the added value of the PSB to scrutiny, and therefore to the public.

The PSB should consider how it could improve the information provided to scrutiny that will provide a greater level of detail in terms of performance monitoring, e.g. sharing of reports by strategic leads that the PSB uses to monitor outcomes and address any barriers, and review work. Ideally, these will show action plans for each objective, metrics, timescales, achievements, outcomes, challenges and risks, etc.

The PSB must be able to clearly articulate the difference it is making, and account for performance and improvement, with a balance of quantitative as well as qualitative data that will help to evaluate the effectiveness of the PSB, whether in the delivery of short, medium or long-term actions.

### **b) Improving public visibility / messaging about the work of the PSB.**

The overall purpose of our scrutiny is to assess the difference that the PSB is making to citizens. Internally we may have a good awareness and understanding of the work of the PSB, but it is less likely that the people of Swansea know what the PSB is.

It is important to understand the added value of having a PSB to improvement, beyond steps taken by the Council, either alone, or through existing partnership working. Although we would agree that the public is less interested in process than results, it could be clearer to citizens what the PSB is achieving and the contribution that it has made. If the PSB has made a difference successes should be attributed to the PSB, and publicised. Given its role and importance, the work of the PSB should be in our consciousness, so would benefit from any efforts to make its work, objectives and outcomes more visible.

### **c) Pressing the Welsh Government on PSB resources.**

Despite the best efforts of Swansea PSB to work around this, we feel that the lack of a pooled resource and discrete budget for PSBs is an impediment to effectiveness. It is surprising that there is no direct funding from Welsh Government and they ought to be pressed further on this to provide more support. We acknowledge that a small amount of funding was provided to help with organisational support, but would agree that the ability of PSBs to be transformational without significant funding, as highlighted by the Future Generations Commissioner, is limited.

We suspect that moving PSBs to a regional footing will need to be achieved first, which may then facilitate decisions around funding to deliver objectives / specific projects.

We appreciate that tackling funding and resource issues is difficult, and doing more with existing resources means a challenge to ways of working. Without additional funding we need to see the PSB being used by partners to improve the way they operate and use their resources to assist each other better, using the 5 ways of working, and helping to achieve the 7 well-being goals, in implementing the Well-being of Future Generations Act to the benefit of our citizens.

### **Your Response**

We hope that you find the contents of this letter useful and would welcome any comments, however we do not expect you to provide a formal response. However, we do expect the PSB to consider our views and the Committee will follow up on progress in addressing these issues in six months.

PSB scrutiny is something that we envisage will take place 2 or 3 times every year. We will arrange the next session in around six months, and hope to engage more widely with other PSB statutory members / key partners with regard to progress in the delivery of agreed PSB Well-being Plan objectives, and effectiveness of the PSB generally. Additionally, we look forward to next year's PSB Annual Report.

Yours sincerely,



### **COUNCILLOR PETER BLACK**

Chair, Scrutiny Programme Committee

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**Minutes of the Swansea Public Services Board  
Joint Committee**

**Remotely via Microsoft Teams**

**Thursday, 11 February 2021 at 3.00 pm**

**Present:** A S Lewis (Chair) Presided

Mark Brace, Police & Crime Commissioners Office  
Amanda Carr, Swansea Council for Voluntary Service  
Jan Curtice, Mid & West Wales Fire & Rescue Service  
Martyn Evans, Natural Resources Wales  
Sian Harrop-Griffiths, Swansea Bay University Health Board  
Adam Hill, Swansea Council  
Christopher Owen, Welsh Government  
Roger Thomas, Mid & West Wales Fire & Rescue Service

**Also Present:**

Leanne Ahern, Swansea Council  
Ulfa Bennett, Natural Resources Wales  
Ruth Coombs, The Equality Human Rights Commission  
Steve King, Swansea Council  
Allison Lowe, Swansea Council  
Philip McDonnell, Swansea Environment Forum  
Angharad Metcalfe, Police & Crime Commissioners Office  
Amy Richmond-Jones, Mid & West Wales Fire & Rescue Service  
Paul Thomas, Swansea Council  
Mark Wade, Health & Housing Group  
Jamie Westcombe, The Equality and Human Rights Commission  
Catherine Window, Swansea Council

**Apologies for Absence**

Joanna Maal, South Wales Police  
Deanne Martin, HM Prison & Probation Service  
Phil Roberts, Swansea Council  
Rob Stewart, Swansea Council  
Nuria Zolle, Swansea Bay University Health Board (Independent Member)

**16 Disclosures of Personal & Prejudicial Interest.**

No declarations were made.

**17 Minutes.**

**Resolved** that the Minutes of the Swansea Public Services Board held on 15 October 2020 be approved and signed as a correct record.

**18 Update on Actions from Previous Meeting.**

Adam Hill, Swansea Council provided an update on the actions arising from the previous meeting.

**Agreed** that the update on actions be noted.

**19 Public Question Time.**

There were no public questions.

**20 Socio-Economic Duty. (Verbal Presentation)**

Reverend Ruth Coombs & Jamie Westcombe from The Equality & Human Rights Commission provided a verbal update on the Socio-Economic Duty.

Reverend Coombs explained that the Equality Act 2010 Socio Economic duty was scheduled to come into force in Wales on 31 March 2021. It required listed public bodies when making strategic decisions such as deciding priorities, setting objectives, etc to consider how their decisions might help to reduce the inequalities associated with socio economic disadvantage. Those inequalities could include inequalities in education, health, housing, crime rates, susceptibility to fire, etc. The overall aim of the duty was to deliver better outcomes for those who live and experience socio-economic disadvantage.

She indicated that whilst Public Service Boards would probably not be listed under the duty, the individual organisations that made up a PSB would. The work that PSBs undertook as part of the PSB would also be covered by the duty. PSBs would need to demonstrate that they were fulfilling the aims of the duty by, for example, when taking account of evidence and potential impact and making demonstrable changes to decisions and funding allocations.

Therefore it was really important that when making strategic decisions such as budget decisions or strategic plans that these be taken into account via:

- A community of place or
- A community of interest (people from a particular restricted characteristic) and that the PSB records what differences taking that engagement into account makes in its decision making (audit trail).

Jamie Westcombe outlined various examples for the Joint Committee.

Reverend Coombs went on to explain the role of The Equality & Human Rights Commission as a regulator but initially it would focus on providing advice and information to organisations.

Work had progressed with Welsh Government (WG) and others to produce guidance on how to implement the duty. The WG final statistical guidance was scheduled to be published when the duty came into force but it was unlikely to alter from the

interim guidance. Various guidance could be found on both the Welsh Government and The Equality & Human Rights Commission websites, including the following statistical reports:

“Is Wales Fairer 2018” (general report):

[Is Wales Fairer? \(2018\) | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://equalityhumanrights.com/2018/02/15/is-wales-fairer-2018/)

and the 2020 impact that Coronavirus has affected equality and human rights:

[How coronavirus has affected equality and human rights | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://equalityhumanrights.com/2020/04/08/how-coronavirus-has-affected-equality-and-human-rights/)

The final report in relation to the research that had been conducted by The Equality & Human Rights Commission into how public services plan to take forward the duty would also be published in March 2021.

Reverent Coombs welcomed Swansea PSB actively considering how it could support the duties aims and demonstrate how it could make an active difference to reducing inequalities of outcome and changing people's lives.

The Equality & Human Rights Commission had also been working with The Wellbeing of Future Generations Team in relation to how the various legislations overlap and link in with the wellbeing goals under the Wellbeing & Future Generations Act, in order to support that implementation.

Reverent Coombs outlined details of a webinar scheduled for 23 February with The Future Generations Commissioner should anyone wish to sign up:

<https://www.eventbrite.co.uk/e/equality-and-human-rights-exchange-cyfnewidfa-cydraddoldeb-a-hawliau-dynol-tickets-137814363471>

WG were also in the process of developing an eLearning module and several useful films were being developed by The Equality & Human Rights Commission.

Amanda Carr also mentioned the recent WG Communities report into Covid19 voluntary sector response which contained some recommendations that linked to how PSBs might work:

<https://www.scvs.org.uk/news/wp-report-covid3rdsector-jan21>

Reverent Coombs stressed that she and her team were available to help and guide the PSB over the next year or so. She also welcomed any good examples from the partners that could be shared as good practice.

Adam Hill confirmed that this item had been added to the future work programme of the PSB and looked forward to being able to share training / opportunities together at its next meeting on 8 April once the duty had been enforced. It was suggested that Reverend Coombs and Jamie Westcombe return in 6 months to discuss progress.

The Chair thanked Reverend Coombs and Jamie Westcombe for their informative presentation.

The verbal update was **noted**.

## **21 Integrated Public Health Approach to Substance Misuse. (Verbal)**

Angharad Metcalfe, Police & Crime Commissioners Office provided a verbal update on the Integrated Public Health Approach to Substance Misuse.

She reminded the Committee that together with Josie Smith, they had produced a paper on the Integrated Public Health Approach for Swansea & Neath Port Talbot.

In January 2020 the Joint Swansea and Neath Port Talbot Public Services Board (PSB) had agreed that it wanted to take a new approach to substance misuse in the Swansea & Neath Port Talbot areas. Therefore, on 16 October 2020 she was asked by the Joint PSB to consider how the multi-disciplinary, multi sectoral, collaborative approach could be implemented.

Since that time, support and expertise had been gained from the Dundee Commission, in particular Andy Perkins, as Dundee had experienced a significant amount of drug related deaths. In addition, Lynda Hutchinson, an expert in Alliancing Commissioning had also been consulted. This this would be a new whole system approach similar to that adopted by Plymouth, who had succeeding in the reduction of 26 contracts down to just 1. This not only made substantial savings but ensured it considered the outcomes for service users.

She stressed that the approach to be adopted needed to be developed by service user voice, clinicians and staff working with the service users and their families.

She went on to state that the Area Planning Board (APB) were now considering implementation and detail for delivery. It was hoped that following the next meeting scheduled for 3 March 2021 there would be a firm agreement of the structure and governance in order to implement the vision / agreement of principles in order to move forward with detailed delivery, commissioning and planning to progress.

She stressed that action was required urgently given the amount of drug related deaths that continue to be encountered, however significant consideration would need to be given regarding the complexities of the individuals concerned.

Whilst the Committee were supportive of progressing this piece of work, there was a discussion regarding the governance and route for approval of the process. This needed to be clarified via the APB and reported back to Swansea PSB Joint Committee. In addition the Regional Programme Board would need to be consulted due to their links with Mental Health commissioning.

Funding of the scheme was discussed as there would need to be a specific resource in place to drive this forward as a significant change programme. It was confirmed that current funding would not be diverted to this scheme, however it was noted that the funding for substance misuse would need to be utilised more effectively in the long term.



Angharad Metcalfe stated she would continue to source options for more support and funding for the region in order to tackle substance misuse. Mark Brace confirmed that the letters for community safety funding had been circulated this week and that the way in which community safety was funded would be refreshed over the next 3 years.

The Chair thanked Angharad Metcalfe for the update and looked forward to receiving further details once the Governance structure and reporting mechanism had been finalised.

The update was **noted**.

## **22 Letter and Feedback from Scrutiny Programme Committee & Action Plan.**

Adam Hill, Swansea Council referred to the letter from the Chair of the Scrutiny Programme Committee regarding the meeting held on 15 December 2020.

In addition to a discussion regarding the future PSB arrangements (regional as opposed to Local Authority basis), there were 3 main points highlighted in the letter:

- a) Improving the performance framework to better evidence the tangible difference the PSB is making;
- b) Improving public visibility / messaging about the work of the PSB;
- c) Pressing the Welsh Government on PSB resources.

The Chair of the Scrutiny Programme Committee had confirmed that it would scrutinise the work of the PSB twice a year.

### **Agreed that:**

- 1) The points outlined the letter be noted;
- 2) The items raised be discussed at a future Joint Committee meeting.

## **23 Initial Proposals for an Assessment of Local Well-being 2022.**

Steve King, Information, Research & GIS Team Leader, Swansea Council presented a report to set out initial proposals for undertaking the next Assessment of Local Well-being for 2022.

### **Agreed that:**

- 1) The Joint Committee support the overall approach and proposals outlined in this report;
- 2) Statutory partners nominate representatives from each of their organisations for the proposed Assessment Editorial Group (via email to Steve King within 7 days);
- 3) The Joint Committee propose other nominees to participate in the Group and/or Research Forum (via email to Steve King within 7 days).

**24 Update on Critical Incident Group (CIG) & High Street.**

Paul Thomas, Community Integration & Partnership Manager, Swansea Council provided an update on the Critical Incident Group (CIG) & High Street, Swansea.

He outlined the issues that were affecting the High Street and surrounding areas and the outcomes that were expected to be achieved.

He explained the opportunities to utilise empty properties at the top of High Street to create a community space and improve public realm. An engagement /consultation with various partners and service users would establish the specific needs and requirements of those living and working in the area.

He went on to outline the various successes that had been achieved to date and were ongoing and made a plea to the PSB partners to support the scheme in any way possible such as volunteering or via different budget funding streams that might be available.

The Chair thanked the Community Integration & Partnership Manager for the update and his enthusiasm for the scheme.

The update was **noted**.

**25 Letter from Minister for Housing & Local Government. (Verbal)**

Adam Hill, Swansea Council referred to a letter from the Minister for Housing & Local Government to the Chair of the PSB thanking the partners for their collective assistance in dealing with the response to the Covid-19 pandemic.

The Minister also requested that partners outline what else they felt could be developed as we work towards the end of the process. Adam Hill and Councillor Andrea Lewis would share the views of the PSB partners at the meeting with the Minister scheduled for 22 March 2021.

**Action:** All responses be forwarded by Wednesday, 17 February 2021.

**26 Review of Terms of Reference / Membership.**

Adam Hill, Swansea Council outlined the Terms of Reference of the PSB to ensure they were still fit for purpose. They had previously been agreed by the PSB on 11 April 2019.

There was a discussion about the representation at the Joint Committee, however it was stressed that the Joint Committee was the Strategic element of the PSB and any representations should be made to one of the Strategic Partner leads, who would raise any issue or concern at the Joint Committee.

**Resolved** that the Terms of Reference / Membership of the PSB be approved.

**27 Community Wealth Building - Progressive Procurement - PSB Clusters.  
(Verbal)**

Item not discussed.

**28 Future Work Programme. (Verbal Discussion)**

The Chair outlined the Future Work Programme as outlined in item 14 on the agenda.

**Resolved** that:

- 1) The work plan be noted;
- 2) Any additional items be forwarded to Leanne Ahern;
- 3) "Operation Dawns Glaw" be added to the agenda for 8 April 2021;
- 4) 8 April 2021 meeting be extended to 2 hours.

The meeting ended at 4.46 pm

**Chair**



**Minutes of the Swansea Public Services Board  
Joint Committee**

**Remotely via Microsoft Teams**

**Thursday, 8 April 2021 at 3.00 pm**

**Present:** Councillor A S Lewis (Chair) Presided

Mark Brace, Police & Crime Commissioners Office  
Mark Brier, South Wales Police  
Amanda Carr, Swansea Council for Voluntary Service  
Jan Curtice, Mid & West Wales Fire & Rescue Service  
Martyn Evans, Natural Resources Wales  
Sian Harrop-Griffiths, Swansea Bay University Health Board  
Adam Hill, Swansea Council  
Roger Thomas, Mid & West Wales Fire & Rescue Service  
Nuria Zolle, Swansea Bay University Health Board (Independent Member)

Also Present:

Leanne Ahern, Swansea Council  
Mydrian Harris, Mid & West Wales Fire & Rescue Service  
Steve King, Swansea Council  
Allison Lowe, Swansea Council  
Martin Nicholls, Swansea Council  
Paul Thomas, Swansea Council

**Apologies for Absence**

Deanne Martin, HM Prison & Probation Service  
Trudi Meyrick, South Wales Police  
Joanna Sartin, HM Prison and Probation Service  
Rob Stewart, Swansea Council  
Mark Wade, Health & Housing Group

**29 Disclosures of Personal & Prejudicial Interest.**

No declarations were made.

**30 Minutes.**

**Resolved** that the Minutes of the Swansea Public Services Board held on 11 February 2021 be approved and signed as a correct record.

**31 Update on Actions from Previous Meeting.**

Adam Hill, Swansea Council provided an update on the actions arising from the previous meeting.

Whilst the action had not been completed, things had moved on and he would update further as part of Minute 37 "Local Well-being Assessment (Regional) Update / Timeline".

**Agreed** that the updated be noted.

### **32 Public Question Time.**

There were no public questions.

### **33 Green / Climate Change Agenda.**

Martin Nicholls, Director of Place, Swansea Council provided a presentation on the Green / Climate Change Agenda entitled "A Net Zero Swansea".

He outlined:

- The Climate milestones to date;
- The journey so far (A net zero Swansea Council by 2030);
- The objectives;
- Swansea Charter Climate Action and how it linked in with other relevant legislation and policies;
- Key actions for Net Zero Swansea Council;
- Swansea Council Charter on Climate Action;
- A pledge for a Net Zero Swansea by 2050;
- Engagement;
- First Steps;

He concluded by asking whether:

- There was potential scope for a PSB led collaborative approach?
- Were the PSB committed to similar principles?
- Were there any specific areas the PSB would see value in working together?

The following issues were discussed:

Impact of grass fires and damage to forestry;  
Joint procurement of electric vehicles;  
Sustainable travel (including travelling to work);  
Increased cycling during "lock down";  
Use of estates and the possibility of sharing offices with partners more effectively (community hubs);

The Director of Place stated that the Council would be happy to share learning & their experiences to avoid partners making the same mistakes. He requested that partners:

- 1) Sign up to the Climate Change Charter;
- 2) Sign up to their own individual organisational action plan.

**Action:**

- 1) Partners provide contact details to Leanne Ahern/Martin Nicholls of a representative in each organisation in order that initial discussions could commence;
- 2) An update on priority areas and feedback on the way forward be provided by Martin Nicholls, Swansea Council at a future PSB Joint Committee.

**34 County Lines, Substance Misuse, Anti-Social Behaviour - Safer Swansea Partnership High Street. (Verbal)**

Paul Thomas, Swansea Council provided an update on the County Lines, Substance Misuse, Anti-Social Behaviour – Safer Swansea Partnership High Street as follows:

- Planning consent had been agreed and contractors were on site at the refurbishment of empty premises at the top of High Street;
- Engagement work with the community had continued regarding the intended use of the 3 empty business units;
- County Lines – whilst a number of county lines operated in Swansea, all young people involved were treated as victims. Several drug warrants had been carried out at the top of High Street / Matthew Street. Stop and search and intelligence gathering had continued. Posters had been placed in Matthew Street and High Street indicating that undercover Police work was ongoing. This outlined the excellent joint working that was continuing between South Wales Police, Housing, Neighbourhood Support Unit (NSU) and the High Street Ranger in signposting issues and risks in and around the area. It had resulted in significant vulnerabilities being identified.
- Substance misuse – outreach work in High Street had continued during the pandemic. The Support, Wellbeing, Advocacy, Enablement project (SWAN) led by Women's Aid appear on High Street four nights a week working on the van. It was hoped that an empty property at the top of high street would be utilised as an alternative facility, resulting in a warmer and more welcoming environment. Between 10-20 sex workers could be seen per night. A needle exchange facility and sexual health nurse was also available on the van and blood borne virus testing was carried out once a month. Six sex workers had engaged in the Rapid Access Proscription Service (RAPS) process run by Dyfodol. This was an excellent example of integrated approach working on a small scale although consideration for broader service provision was required. Engagement / harm reduction advice at Pharmacies could be improved. Ongoing work with Violence against women, domestic and sexual violence (VAWDASV) & Sex worker Multi Agency Risk Assessment Conference (MARAC) in relation to sexual health and domestic abuse advice together with additional support services. Police Objective; scanning; analysis; response; assessment (OSARA) problem solving action plan now involved all partners being able to input into the OSARA action plan process for High Street.
- Public Space Protection Order (PSPO) consultation had now closed, however funding had previously been secured to improve the lighting and general look and feel of the upper high street, street furniture and public realm in the area, regardless of the outcome of the PSPO.

Adam Hill stated that the PSB would continue to receive regular updates from the Community Safety Partnership via Paul Thomas & his team. In addition the Integrated Approach to tackling Substance Misuse for the region would link with the existing work currently being undertaken.

**Action:** That the update be noted.

### **35 Operation Dawns Glaw 2021. (Presentation)**

Mydrian Harries, Mid & West Wales Fire & Rescue Services provided a presentation on Operation Dawns Glaw 2021 which was a multi-agency task force established in 2016 following a significant amount of grass fires in 2015.

He outlined:

- Deliberate Fires in Wales – Long Term Trends;
- Annual Grass Fire figures;
- A view from above.....;
- What does the data tell us;
- What is Operation Dawns Glaw?;
- What does Operation Dawns Glaw do?;
- How can the Public Services Board assist?;

The partners discussed problem areas, including Kilvey Hill, which was thought to be the largest urban Forest in Wales and suggested liaising with Paul Thomas to ensure any community safety issues could be promoted and tackled collaboratively by partners. It was hoped that Natural Resources Wales would be able to continue to provide the grant funding, but this would depend on sufficient budget resources.

The Chair and partners thanked Mydrian Harries for the informative presentation.

**Agreed:** That the presentation be noted.

### **36 Feedback from Public Service Board Meeting with Minister for Housing and Local Government & Approval of Written Response.**

The Chair stated that she had attended the meeting with the Minister, together with Adam Hill and Roger Thomas. One of the key messages highlighted at the meeting was that PSB's would continue and voluntary mergers would be welcomed. However, it was clear that individual Local Authorities would wish to maintain their individuality in any merger.

Mergers could be a positive outcome in order to reduce the amount of meetings and concentrate effort in order to add value. It was suggested that topics such as Community Safety and Climate Change shared commonality for a merged Swansea Neath Port Talbot PSB. However, it was clear that any Wellbeing Assessment would need to focus on local issues.

A response had been drafted to the Minister, however it was agreed that further discussions should take place at the next meeting.

**Action:** Further discussions to take place at the next Swansea PSB Joint Committee.

**37 Local Well-being Assessment (Regional) Update / Timeline.**

Steve King, Swansea Council presented a report to set out recent developments in preparing for the next Assessment of Local Well-being 2022.

He stated that things had progressed slightly since the last meeting. The Chair of Neath Port Talbot PSB had written to the Chair of Swansea PSB to suggest that they work on a common approach in respect of Local Well-being Assessments with a meeting of the Co-ordination Board scheduled for 16 April 2021.

In addition, Welsh Government and Future Generations Commissioner's expectations had been received and were attached at Appendix C.

As the regional dimension was still finding its way, it was proposed that a shadow assessment editorial group be set up to begin looking at various tasks, however it should be noted that this would be a fluid process. A draft timetable was outlined in paragraph 2.7 of the report.

Partners discussed the issue in great detail agreed that a local shadow assessment editorial group commence in order to obtain the relevant data and that local working/editorial groups could merge at a later date in order to co-produce to meet the requirements of the Act.

**Agreed that:**

- 1) The Joint Committee note the report.
- 2) The Committee note the emerging guidance from Welsh Government and Future Generations Commissioner.
- 3) Pending developments at a regional level, including the proposed regional Co-ordination Board, a 'shadow' Swansea Assessment Editorial Group be established to initially progress the Assessment of Local Well-being.

**38 Welsh Government Public Services Board Support Grant.**

For information - not discussed.

**39 Natural Resources Wales Grant.**

Adam Hill, Swansea Council referred to the Natural Resources Wales Grant. He stated that final information for a share of the £25k was required by next week. Successful bids would be reported on in due course.

**40 Future Work Programme.**

The Chair reported on the future Work Programme.



**Agreed:** that the “Board Members Development Session” and “Socio Economic Duty” agenda items be delayed to a future meeting.

The meeting ended at 5.01 pm

**Chair**

## PSB Strong Communities Objective Update

<b>Purpose:</b>	To update the Scrutiny Programme Committee on the Strong Communities Objective.
<b>Content:</b>	An update on progress to date and the developing future priorities.
<b>Councillors are being asked to:</b>	Consider the progress made with the Strong Communities objective and discuss future developments.
<b>Objective Lead:</b>	Group Manager, Steve Davies
<b>Objective Owner:</b>	Deputy Chief Fire Officer, Roger Thomas.
<b>Report Authors:</b>	Roger Thomas / Steve Davies.

### 1. Background

- 1.1 In 2018 Swansea published its Wellbeing Plan with the overarching vision to work together to make Swansea a place which is prosperous, where our natural environment is appreciated and maintained and where every person can have the best start in life, get a good job, live well, age well and have every opportunity to be healthy, happy, safe and the best they can be.
- 1.2 Using information from the Assessment of Local Wellbeing and by engaging with relevant stakeholders, four Objectives and a cross-cutting action were identified where working together will make the biggest difference to improve Swansea's well-being.
- 1.3 This report provides the Scrutiny Committee with an update on the priority development and progress for the Strong Communities Objective.

### 2. Executive Summary

- 2.1 Whilst the ongoing pandemic has caused a considerable delay to the progression of this Objective, with the majority of partners and stakeholders being required to re-direct their resources to maintaining business as usual, it is clear to see from the updates provided below from individual organisations, that there have been some key areas of work delivered to the benefit of the communities within Swansea.
- 2.2 The pandemic has required partner organisations to not only work differently but to also strengthen collaborative working arrangements in order to continue to deliver business as usual services to communities. There are a number of notable examples of the work undertaken outlined within this report.

**3. Strong Communities Objective - *To build strong communities with a sense of pride and belonging.***

3.1 The Strong Communities Objective identified the following 'steps' in the Wellbeing Plan.

- People feel safe and confident in their communities.
- Individuals and communities are connected and feel a sense of belonging.
- Work towards a thriving economy in which households achieve at least the minimum income standard.

3.2 As previously stated progress has been limited in achieving the individual steps detailed in the Wellbeing Plan due to the availability of partners following the impact of the COVID-19 pandemic.

**4. Overview of work within Strong Communities**

4.1 SCVS originally led the Strong Communities Objective. Since the introduction of new governance arrangements, this Objective has been allocated to Mid & West Wales Fire and Rescue Service (MAWWFRS). This change also led to a review of the current action plan to chart progress to date and ensure alignment with future workstreams. The review has included identifying actions that are now complete, those that are ongoing and new actions that need to be considered going forward.

4.2 Prior to the COVID-19 pandemic, several meetings had taken place between the former and new lead officer and a new strategic stakeholder group was identified. This group was convened to ensure that it included partners who were able to reflect the work of the Regional Partnership Board (RPB) and the Transformation programme, as there were many close links and common goals, which have links to a number of actions within the workstream.

4.3 The group's membership facilitates and promotes intelligence sharing and joint working across other PSB Objectives and between other agencies and departments.

**5. Mid and West Wales Fire and Rescue Service's (MAWWFRS) contribution to Strong Communities.**

5.1 During the last twelve-month period, (MAWWFRS) have been involved in several initiatives that have contributed to Strong Communities in Swansea, these include:

- The COVID-19 pandemic required the Service to work closely with a wide range of partners to ensure that key services could continue to be provided to the communities we serve. Advice and resources were provided to third sector partners, such as smoke alarms which were then able to be delivered to homes where required.
- Amendments were made to Service Level Agreements (SLAs) to reflect the changes required to assist partners in delivering Safe and Well Visits. These

amendments helped to ensure the highest level of support continued to be provided to vulnerable members of the community, whilst adhering to COVID-19 guidelines.

- The multi-agency taskforce, set-up to bring a dedicated focus on deliberate and accidental grass fires across Wales (Operation Dawns Glow), continued to make good progress, with information about the multi-agency collaboration publicised at Public Services Boards and Community Safety Partnership meetings across the Service area. Further information can be found on the Service's website [www.mawwfire.gov.uk](http://www.mawwfire.gov.uk)
- The key messages for Operation Dawns Glow were developed to include a more holistic approach to messaging via partners and included a specific reference to COVID-19 considerations. This messaging ensured that consistent safety messages were promoted on community risks as they became apparent, such as the temporary closure of waste recycling centres and the hazards of burning domestic garden waste.
- Operation BANG (Be a Nice Guy) saw an adapted multi-agency approach to Halloween and Bonfire night in light of COVID-19 restrictions. Safety messages were successfully co-ordinated between the Police, the three Welsh Fire and Rescue Services, Education Officers, and other agencies to incorporate new parameters and guidelines.
- MAWWFRS staff have supported the Welsh Ambulance Service Trust during the COVID19 pandemic (WAST) by driving ambulances.
- MAWWFRS staff were available to provide mortuary assistance.
- Community Safety (CS) staff assisted with the implementation of the COVID-19 vaccination programme.
- Educational Resources were widely developed to ensure that our safety education messages were accessible to our target audience, schools, and parents through HWB.
- The Service's Arson Reduction Team maintained partner links and adapted collaborative working practices to safeguard personnel and reduce the impact from the COVID-19 pandemic restrictions when attending multi-agency initiatives.
- Home fire safety intervention equipment, such as smoke alarms were provided to food banks across the Service area to be included in food parcels.
- The Service supported digital awareness, and volunteers were trained in digital skills, which enabled them to become digital champions, who have been able to share their knowledge and skills within the community.
- The Service has fully trained digital champion volunteers, who can share their knowledge and skills within the community.
- The Swansea Public Services Board secured £8,000 worth of grant funding from Natural Resources Wales, to enable the Service's Arson Team to identify areas of high risk within Swansea that would benefit from the provision of fire breaks. See Appendix 1 for further information.
- Training was provided to partners to allow them to deliver telephone Home Fire Safety Check (HFSC) audits to their clients. Training was also provided to new partners to allow for referrals to be made to the Service.
- The Service's Business Fire Safety (BFS) team developed a local engagement strategy to provide guidance and support to businesses who were about to transition from lockdown to a state of progressive unlock, with the aim of

providing fire safety guidance that was specifically relevant to the current situation whilst ensuring that fire safety considerations were not neglected.

- The (BFS) team provided support in the safe delivery of the temporary field hospitals in Swansea.
- The Service signed up to the zero-tolerance policy to racism in Wales and is committed to promoting racial harmony and equity, supporting the Zero Racism Wales campaign. Furthermore, the Service is committed to implementing the commitments, together with taking a stand against racism and promoting a more inclusive and equal workplace and society that gives every individual in Wales the right to feel safe, valued and included.
- The Service's Corporate Plan 2021-2026 outlines our commitment to the Well-being of Future Generations (Wales) Act 2015 and how our Improvement and Well-being Objectives contribute to the seven Well-being Goals, by demonstrating how each one helps the Service to improve the economic, social, environmental and cultural well-being of Wales. Further information can be found on the website [www.mawwfire.gov.uk](http://www.mawwfire.gov.uk)

## **6. Mid and West Wales Fire and Rescue Service's (MAWWFRS) partnership working during the COVID-19 pandemic.**

6.1 With the COVID-19 pandemic guidelines and the restricted working within the community, our priority remained looking after the most vulnerable at a time when things were very uncertain.

- During the pandemic, MAWWFRS's CS team adapted the way in which it worked and engaged with partner organisations and vulnerable communities.
- Following the Welsh Government's (WG) shielding guidelines for vulnerable people, Local Authorities, the voluntary sector, and community networks initiated delivering meals, groceries, and medication, to the elderly and vulnerable. Assistance was offered with the addition of offering home safety advice.
- A supply of smoke detectors and safety leaflets were provided to foodbank services to be included with food parcels.
- Assistance was provided to Third Sector partners by undertaking wellbeing calls via telephone.
- HFSC's were adapted so that they could be delivered online to partner organisations that were engaging with their service users. The training enabled staff to signpost vulnerable members of the community to the Fire Service for a HFSC, as well as the ability to identify risks within the home if they were conducting a visit and fitting smoke detectors. Some of the agencies that received the training included Platform, Llys Nini animal centre, British Red Cross.
- Age Connect Volunteers and staff were also trained to enable them to conduct telephone HFSC's whilst making welfare calls to lonely, isolated older people.
- The team also worked in collaboration with Oxygen Nurses, Smoking Cessation, and Baywater to help and support patients on Oxygen.
- Surplus fire safety equipment was issued to partner organisations to enable them to be provided to vulnerable members of the community.
- To keep in touch with hard to reach groups, virtual coffee mornings were conducted to discuss home safety to tenants through Housing Associations.

HFSC training and advice was also provided to the Gas Safety Teams undertaking home visits.

- Work was undertaken with the Burns Team from Morriston Hospital to look at burns prevention, with a focus on older adults over the age of 65, as they are more likely to suffer from a life threatening burn and take longer to recover from a serious burn.
- In collaboration with SCVS, HFSC training was offered to all volunteers as part of their introductory training. Befriending service calls were made to people suffering from loneliness and isolation. Following this training, befrienders provided home safety advice and referred vulnerable individuals to the Service for further assistance.
- Work was undertaken with the Community Cohesion Team to assist with monitoring potential tensions within the community, such as hate crime. As a result of the COVID-19 pandemic, there has been an increase in anti-social behaviour, neighbourhood disputes and tensions around transmission. The meetings enabled the consideration of immediate responses, that would mitigate those risks or any tensions escalating. The Service also shared information on Arson hotspots and key areas of concern with the team.
- The Partnership Officer worked with key stakeholders, including Swansea Bay University Health Board (SBUHB) and Public Health Wales (PHW) on the 'Tell Me More' campaign, which provided accurate information to allow people to make informed decisions about the vaccine, with the hope that more people, including those in Black, Asian and Minority Ethnic (BAME) communities would decide to take up the offer of the vaccine.
- The CS team continued to provide Violence against Women Domestic Abuse Sexual Violence (VAWDASV) training to all staff to enable the identification of those experiencing abuse within the community.

## **7. Swansea Council for Voluntary Service's (SCVS) contribution to Strong Communities.**

7.1 During the last twelve-month period, Swansea Council for Voluntary Services (SCVS) have been involved in several initiatives that have contributed to Strong Communities in Swansea, these include:

- Formal and informal volunteering and voluntary organisations contributed hugely to ensuring that communities have remained resilient over the last year.
- Very few Third Sector and community services utilised the furlough scheme, as they were still required to continue providing vital services, all be it whilst utilising alternative ways of working, such as online, outdoor, and socially distanced visits.
- SCVS were able to obtain COVID-19 specific funding, for example, emergency VSEF and Comic Relief funding, the Austin Bailey Foundation and Moondance Foundation which provided funding for COVID-19 related activities.
- Additional funding was also received from WG to fund volunteering opportunities, with local and regional partners working together to ensure a volunteering legacy and plans for the future.
- Previous "hidden" community needs became apparent during the COVID-19 pandemic, particularly with regards to food insecurity, barriers to accessing transport and access to healthcare settings.

- Groups have started to look at the longer-term responses to the impact from the COVID-19 pandemic on mental health, obesity and other health and behaviour impacts linked to lockdown sedentary lifestyles.

## **8. Swansea Council's Tackling Poverty Services contribution to Strong Communities.**

8.1 During the last twelve-month period, Swansea Council's Tackling Poverty Services have been involved in several initiatives that have contributed to Strong Communities in Swansea, these include:

- One of the priorities identified at the start of the COVID-19 pandemic was supporting access to food.
- At the start of the COVID-19 pandemic, the team engaged with food banks in order to understand their concerns and challenges, which were; an expected rise in demand for crisis food support, food bank volunteers becoming vulnerable themselves and the risk of food supply to food banks. In response to their concerns, 4 Food Distribution Centres across Swansea were established to procure and store surplus food which helped to meet the rise in demand and ensured that supplies were available. Food bank volunteers were equipped with essential travel letters, FareShare Membership for the independent food banks was paid for to ensure a weekly supply of food coming in, and Local Area Coordinators provided strong links in the communities which helped this to work effectively.
- In response to the emerging COVID-19 pandemic, Matthew's House, Zac's Place, Swansea Council, Swansea Council for Voluntary Services, The Wallich, Crisis Skylight South Wales, Neath Port Talbot Council, Caerlas/Goleudy, YMCA, Mecca Bingo, Where's Doris, The Shared Place, Sameerea Foundation, Goggi's Cuisine, Swansea City Football Club, Thai Bach, NHS, Public Health Wales and local politicians came together to ensure that homeless, vulnerably housed and vulnerable people received meals daily in a safe way.
- 55 organisations and 100 volunteers collaborated to deliver a project to ensure that people's basic needs of daily food support were met safely, this ensured that everyone on the streets was offered a bed, and the winter provision was extended to all year round, including a substantial hot meal every day. This crucial bit of work helped keep rough sleeping in Swansea to the lowest levels for over 20 years.
- Each week volunteers in five venues (Matthews' House, Goggi's, The Shared Plate, Swansea City Football Club and Mecca Bingo) prepared hot meals, which were transported using community transport schemes and volunteers to get the meals to those who were unable to either cook for themselves or were having difficulty buying food.
- Over 18,000 prepared meals were delivered over a four-month period (seven days a week) to 21 locations. 307 emergency food parcels were also delivered during this period. Once the lockdown period had ended, plans were put in place to offer a takeaway service instead of a delivery service.
- The Swansea Together network created a seven days a week emergency outdoor food service, which was available on regular days, times, and locations to enable people to access a hot meal if they need it. This initiative is now

meeting an even greater need as the number of people at risk of homelessness is rising.

- As the demand continues to grow, so has the provision to match it in a way that is collaborative and effective, with an opportunity every day of the week for people struggling with housing to touch base with a person who can help.
- A Council COVID-19 helpline was established with a food help administration team processing requests for food help, together with help with shopping directed to Local Area Coordination Teams and SCVS. 850 requests for food help were processed and 7,700 shielding food parcels were delivered.
- Third Sector Grant Support received 41 Food Poverty grants, 19 Period Dignity in communities' grants and 17 Men's Sheds grants.
- Staff across the Council whose normal roles were restricted were reallocated to crisis response roles, such as the COVID-19 helpline, food administration team, and local area coordination team.
- The Local Area Coordination team supported vulnerable community members impacted by the COVID-19 pandemic, supported over 23,000 requests for food, medication, or support for social isolation, and provided coordination and support for community and voluntary action working with over 5,000 community and street champions.
- The welfare rights advice line was extended to be open 5 days a week, with additional information kept up to date on the Council's Coronavirus help webpage.
- The Lifelong Learning Team moved their learning to online classes, and they also established help for the digitally excluded to access devices and support to use it to help them stay in touch with family and friends and gain access to services.
- The Employability Team and Swansea Working supported the delivery of free school meals, provided employability support online, and introduced an ICT loans scheme for digitally excluded clients.

## **9. Safer Swansea Partnership's contribution to Strong Communities.**

9.1 During the last twelve-month period, the Safer Swansea Partnership (SSP) have been involved in several initiatives that have contributed to Strong Communities in Swansea, these include:

- The SSP worked alongside partner agencies to deliver the Operation BANG initiative to reduce Anti-Social Behaviour (ASB) incidents during the Halloween/Fireworks period.
- The management of 33 Hot Spot cameras was utilised to capture evidence to help deter ASB, fly-tipping, and criminal damage.
- CS teams continued to play a key role through community engagement in key areas and empowering the local community, by providing sustained and positive solutions, such as Paws on Patrol.
- Engagement sessions and a monthly newsletter were published for the Paws on Patrol initiative.
- Through the work of the ASB team, the CS team also assisted with the identification of emerging ASB hotspots and trends and assisted in the mapping of local networks to identify other at-risk young persons.



- Work was undertaken to reduce criminal activity within the Sandfields and Vetch areas through the Vetch Development Scheme.
- Regular target hardening survey site visits were conducted to premises ranging from domestic properties, building sites, parks, schools, and open spaces, with advice given regarding stopping/reducing the risk of the area becoming a target for criminal activities.
- Support was provided to the monthly Problem Solving Groups (PSG) with other key partners in each sector, to provide solutions to developing issues within that area, following an increase in youth annoyance over the past 6 months, significantly in December, which aligned with the easing of restrictions over the Christmas period. Neighbour annoyance continued to make up the majority of complaints, which consisted mainly of both statutory and non-statutory noise nuisance complaints.
- The Management of the City Centre Crime Prevention Christmas public event and Christmas Advent Calendar Social Media Crime Prevention campaigns were undertaken.
- Community engagement/consultation events targeting hot spot areas in the city, including Hight Street (City Centre) and Sandfields were held. As a direct result of these community engagement sessions, 19 residents requested and received bespoke crime prevention advice as well as targeted hardening packs.
- The Swansea Contextual Missing Exploitation Trafficking multi-agency forum (CMET) developed and embedded a contextual safeguarding approach, which was supported by the University of Bedfordshire. The pilot is working in Townhill as well as in 16+ and Youth Justice Services. The pilot is not about stopping young people from being young people but understanding them and their context and making places and their relationships sustainably safe or safer.
- The CMET forum consists of representatives from social services, Early Help, Community Safety, Police, YMCA, NSPCC, Barod and many more. CMET pulls together to see who is best placed to do what is required to achieve what matters, which is to disrupt criminal networks and behaviour by acting on the context in which the harm occurs or potentially could occur.

## **10. Regeneration Swansea's contribution to Strong Communities.**

10.1 During the last twelve-month period, Regeneration Swansea have been involved in several initiatives that have contributed to Strong Communities in Swansea, these include:

- Regeneration Swansea continued to meet virtually during 2020/21, with a focus on informing Swansea Council's Economic Recovery Action plan, which sets out the actions the Council needs to take in response to the COVID-19 pandemic to support businesses, support individuals and improve the resilience of the local economy.
- The partnership gathered city centre business intelligence information from BID, considered Demand and Supply of Office Floorspace in the city centre and received feedback from the construction sector via 4the Region, all of which will help inform future plans and activities.
- The partnership heard about proposals to establish an Urban Farm and room to grow space in Uplands, to maximise green infrastructure within the City.

- Funding was secured to launch a shop local campaign. <https://www.swansea.gov.uk/shopmorrison> and work continued to bring vacant properties back into use.
- Funding to support the development of a Green roof on the Post Office building was granted and work on this to improve the biodiversity of the area has been completed.
- As local project board for the Welsh Government Transforming Towns / Target Regeneration Investment (TRI) Programme, the Partnership supported three new Property Enhancement Development Grant schemes in 2020, which between them will bring 870m<sup>2</sup> of commercial floor space back into use in the City Centre and Morrision. These schemes will accommodate 6 enterprises creating 36 jobs.
- The partnership awarded funding for a shop front improvement pilot scheme in Morrision and funding for a pilot 'meanwhile use' project led by Urban Foundry.
- Eight WG Transforming Towns TRI schemes approved in previous years were completed in the city centre and Morrision in 2020, which gave rise to 1047 m<sup>2</sup> of commercial floorspace becoming available for use and 19 new housing units.
- Following the award of WG Valleys Taskforce Property Enhancement Development Grant funding for the South West Wales Valleys Taskforce areas, the partnership awarded £224,069 to three schemes in Clydach and Pontarddulais.
- Seven Town Centre Loans were approved with £2.19m funding released on an interest free terms mostly over five years.

## **11. Challenges and Barriers**

- 11.1 The COVID-19 pandemic has caused a considerable delay to the progression of this Objective, with the majority of partners and stakeholders being required to re-direct their resources to maintaining business as usual.
- 11.2 Further challenges include the wider impact from the COVID-19 pandemic, linked with individual organisations' return to the workplace, access to longer term funding and the impact of remote working, particularly with public facing, community-based roles.
- 11.3 The ability to ensure consistent and appropriate representation from all stakeholders, ensuring success from different partnerships is captured effectively, together with the capacity of partners workloads particularly during the COVID-19 pandemic has continued to be a challenge.
- 11.4 The lack of hypothecated funding available to PSBs, in comparison to other strategic partnerships, has certainly reduced the effectiveness and speed of delivery of PSB Wellbeing plans, and in particular the Strong Communities Objective.

## **12. Future Activity 21/22**

### 12.1 Future activity for the 21/22 year includes:

- To embed amongst all our partners, approaches that support individual, family and community resilience.
- To work together more effectively in order to identify and deliver collaborative working arrangements for the benefit of our communities.
- To deliver collective action to remove barriers to participation including fear of difference, sharing resources wherever possible.
- To further embed our Intercultural City approach to promote Welsh language whilst also recognising and celebrating the other cultures, languages, and communities in Swansea.
- To fully embed the economic regeneration plans within all our partners and actions will be taken to enhance a social benefits approach.
- To work together and jointly design and implement local projects that support the achievement of the Minimum Income Standard.
- To review and evaluate our joint working arrangements during the COVID19 pandemic in order to shape and develop future working practices.

## Working with Nature



To improve health, enhance biodiversity and reduce our carbon footprint.

**Lead** – This work is coordinated by the Working with Nature Task Group and led by Natural Resources Wales (NRW) and Swansea Environmental Forum (SEF).

### Partners / Stakeholders Involved

Natural Resources Wales (NRW)	Swansea Environmental Forum	Swansea Council
Swansea University	Swansea Local Nature Partnership	Mid and West Wales Fire and Rescue
Swansea Bay University Health Board	Low Carbon Swansea Bay network	The Environment Centre
Swansea Community Green Spaces Project	Swansea Tree Forum	Welsh Government
Green Infrastructure Consultancy		

### Overview of work within Working with Nature

The Working with Nature objective highlights the importance of the natural environment to health and well-being and sets out proposals for increasing green infrastructure and biodiversity, reducing our carbon footprint and improving our understanding of natural resources and sustainability.

Swansea's natural environment is one of outstanding quality and beauty. The diversity of landscapes, habitats and species it supports makes it one of the most attractive and ecologically rich counties in the UK.

A Working with Nature Task Group has been established with representatives of PSB members and other partners to develop and deliver an action plan for this objective.

The following sections outline progress that has been made related to action areas in the Working with Nature Action Plan.

## Green Infrastructure



Green Infrastructure (GI) is a term used to describe all the features of the natural environment between and within our towns and cities.

Natural Resources Wales came together with Swansea Council realising that we needed to have a strategic approach to urban greening across the city centre.

Swansea residents and businesses have helped draft a key plan to help deliver a greener city.

Their ideas and thoughts, gathered through public consultation this year have been woven into Regenerating our City for Wellbeing and Wildlife, a draft Swansea city centre green infrastructure strategy. The overwhelming message from our public engagement was that city nature is important to people; it increases their enjoyment and the time they spend in the city centre.

The draft strategy developed by Swansea Council, Natural Resources Wales (NRW) and the Green Infrastructure Consultancy was presented to the council's cabinet on October 17. It promotes a joined-up approach to incorporating green infrastructure in future city centre regeneration work. The strategy explores the benefits and cost-effectiveness of green infrastructure in terms of flood-risk reduction, cleaner air and water, reductions in noise, gains in biodiversity and reduced CO2 emissions. This strategy also sets out a vision for central Swansea to be much greener, creating green spaces and using a combination of street-level features like street trees and rain gardens as well as vegetation on buildings, including green roofs and green walls. Green cover in the city is currently estimated at 13 per cent but the aim is to increase this to 26 per cent by 2030. It aims to help deliver:

- a greener city, with fewer hard surfaces, to help create a city centre that is a more attractive place in which to live and more resilient to climate change;
- inclusion of more nature to provide spaces for wildlife, bring people pleasure and offer an improved experience for visitors and traders.
- a more economically prosperous hub for the region in years to come by encouraging strategically planned green infrastructure enhancements in new and existing developments.

It will help developers improve the city centre by bringing nature into their developments. This will create spaces people want to visit and improve wellbeing, the economy and the environment.

The head of South Wales operations for NRW said "We're excited that this strategy has benefitted from not just the ideas and advice of specialists but that the local community has had a chance to have their say on the kind of green city they want to see. Green infrastructure provides an opportunity for Swansea to bring nature into the heart of the city and widen its appeal to residents and visitors alike. This will bring multiple benefits, such as boosting biodiversity and improving climate change

resilience. This project will give us the opportunity to create a vibrant city that improves the wellbeing of residents and visitors, whilst making a home for wildlife. We're thrilled to be a part of this project and look forward to working with our partners to bring these ideas to life”.

Other major projects are planned and the new strategy will guide developers on how nature can be integrated into their designs.

The Green Infrastructure Strategy will complement the council's Swansea Central Area Regeneration Framework (SCARF), the Welsh Government's Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

### **Green Infrastructure Achievements**

- GI Stakeholder Engagement events have included workshops for private, public and 3rd sectors. Targeted sessions with key Council departments, existing partnerships and Council Members. **630+ face to face** conversations with the public.
- Developers already engaging in the pre-publication GI Strategy – to factor into future plans, and using the ‘Green Space Factor Tool’.
- Work on publishing the ‘Swansea Central Area Green Infrastructure Strategy’ is moving forward at a pace with a story featured in BBC news <https://www.bbc.co.uk/news/uk-wales-50303472>
- GI being progressed as part of the Regeneration Investment Grant funding (e.g. green wall/roofs) – Morriston Post Office likely to be first example of adoption of green roof. A green wall is to be part of Arena car-park.
- Work has been undertaken with Pobl and Coastal social housing groups, driving wider staff engagement, embedding the principles of GI, offering support and providing links to a network of GI specialist advice. Coastal are developing a green roof at their city centre Head Office and Pobl have GI as key theme in their regeneration master planning for their housing stock.
- Business Improvement District seeing GI as means to enhance visitor and trader experience. Other proposals on the horizon, including installing biodiverse green roof bin shelters.
- The Welsh Government funded *Connecting Green Infrastructure – South West* project has also provided support for a number of Green Infrastructure projects including habitat management and access improvements at Local Nature Reserves and wildlife sites.

**Green Infrastructure stakeholders / partners involved** – Natural Resources Wales (NRW), Swansea Council, Green Infrastructure Strategy Project Group, Green Infrastructure Consultancy.

### **Urban Tree Planting**

There has been a surge in tree planting schemes across Swansea organised by various organisations and communities. Whilst this is welcomed, the Working with Nature Task Group is keen to ensure that appropriate trees are planted in appropriate locations. The newly established Swansea Tree Forum is playing a key role in this and

facilitating collaboration between community groups, voluntary sector organisations and public bodies.

The first phase of identifying suitable sites for tree planting on Swansea Council land has been carried out and Glastir funding has been secured for four sites to be planted.

Almost 150 trees have been planted alongside streets in Swansea's Penlan area and 250 will follow next year. The new trees will soften the look of the area and will greatly benefit the local biodiversity. The semi-mature trees represent a wide variety of native and ornamental species. They have been chosen to be suitable for the residential area where they will stand. Local residents can enjoy the new additions for generations to come.



Swansea Council, Swansea Tree Forum and The Woodland Trust are working together on a plan to boost the city's biodiversity.

Young people helped to replant trees in a Swansea community after a spate of vandalism resulted in newly planted trees being ripped up. It sends out a positive message to other young people in the city that they can contribute to a greener, improved community environment.



Steps have been taken to tackle Ash trees affected by Ash Dieback. The fungal disease - which was first detected in the UK in 2012. The disease prevents Ash trees absorbing water so they become brittle. This means larger mature trees could collapse without warning and we need to ensure this does not happen. By us all acting now, we will reduce the risk that diseased trees will fall on people, property, power lines and roads. So far, around 3,000 Ash trees have been surveyed on public land many of which show varying signs of Ash Dieback.

Swansea Tree Forum and Swansea Environmental Forum held discussions and a consultation workshop with The Orchard Project, a London-based national charity, about expanding their work into Swansea. Funding has now been secured and two p/t project officers will be based in The Environment Centre from spring 2020.

**Urban Tree Planting stakeholders/ partners involved-** Swansea Council, Natural Resources Wales, SBUHB, Coed Cymru, Swansea Tree Forum, Woodland Trust, Swansea Environmental Forum.

## Green Spaces

High-quality parks and green spaces are important to our communities, our health and wellbeing, nature and the economy. We want to encourage everyone to explore their local areas and make the most of what we have on our doorstep.

- The Councils Nature Conservation Team with funding from NRW delivered a project (Our Nature, Our Future” ) which encouraged 20 local primary schools to connect with and make better use of their local wildlife sites and enabled plans to be prepared for each school to improve their grounds for biodiversity.

The Swansea Community Green Spaces Project, a partnership initiative managed by Swansea Environmental Forum, supports citizens and communities to have a greater involvement in the management and use of local green spaces. Over the past year, the project has supported many new and existing initiatives on sites across the city and county.

One key achievement was the establishment of a community growing project in Clydach, sited between the community centre and doctor’s surgery, which has become an award-winning community hub providing social and mental health benefits to vulnerable people and supplying provisions to the local food bank.

The Swansea Community Green Spaces Project has also contributed to and supported local tree planting initiatives and worked closely with the Swansea Tree Forum and the Swansea Community Growing Network to encourage collaboration and networking.

**Green Spaces stakeholders/ partners involved-** Swansea Environmental Forum, Swansea Council ( Nature Conservation Team ), Natural Resources Wales, Swansea Community Green Spaces Project, The Environment Centre, Swansea Community Growing Network, Swansea Council for Voluntary Service.

## Ecosystem Services / Nature Recovery

Less progress was made in these particular aspects of the WWN action plan during 2019/20 as the focus and energy was directed to other areas – though it is also recognised that the work undertaken with green infrastructure, urban tree planting and green spaces all contribute to better understanding and use of ecosystem services and can make significant influence on nature recovery.

There will be a greater focus on this section of the action plan in the coming year as Swansea Council is recruiting a biodiversity officer who will support the Swansea Local Nature Partnership to develop a Local Nature Recovery Plan and WWN partners will explore ways to support and promote pollinator projects.

**Nature Recovery stakeholders/ partners involved-** Swansea Local Nature Partnership, Swansea Council, Natural Resources Wales, Swansea University



## **Carbon Reduction**

Swansea Council declared a 'Climate Emergency' in July 2019 and has taken a number of steps in response to this, including drafting a Climate Change Charter to outline its commitment and encourage partners to sign-up; developing an action plan to address climate-related issues across all its functions and services; and develop a programme of stakeholder engagement, with support from Swansea Environmental Forum.

Swansea Environmental Forum also agreed that its focus will be on supporting partners and communities to take action on climate and nature recovery. Discussions are ongoing between Swansea Council, Swansea Environmental Forum, VocalEyes and other partners about how best to engage communities and stakeholders in the climate agenda.

Extensive discussions have taken place between the One Planet Centre, SEF, Swansea Council and other partners about approaches to measuring the impact of actions to tackle the climate and nature emergencies. A pilot scheme with the Swansea RDP has been undertaken to reshape how the funding programme supports social enterprises, the countryside and communities in rural areas using 'One Planet' principles.

The WWW Task Group have also been liaising with PSB working groups in west Wales about the work they are doing related to climate risk management and adaptation.

**Low Carbon Swansea Bay (LCSB)** continues to be a key network for encouraging and supporting organisations across the region to reduce their energy use and carbon footprint through knowledge sharing and collaboration.

In July 2019, LCSB members came together to share information and discuss the topic of *Greener Homes* with presentations from the Down to Earth Project (who hosted the event at their amazing Bryn Gwyn site), Coastal Housing, Swansea Council, Cardiff University, Pobl and Sero homes. This was followed up in November with a site visit to the Active Homes development in Neath. Further site visit to Swansea Council's retrofit project in Craig Cefn Parc was arranged for March 2020 but had to be postponed due to the coronavirus crisis.

In September 2019, LCSB collaborated with 4theRegion and the Flexis programme to put on a regional event focused on *Renewable Energy* which included several project updates related to renewables, energy, carbon reduction and climate change, followed by table discussions on the step changes needed for greater use of renewables and carbon reduction.

The Swansea Bay EV Group became more active again in 2019 with well attended and lively meetings in May (hosted at Swansea Guildhall), July (Riversimple, Llandrindod Wells), October (Craig-y-Nos Country Park) and January 2020 (DVLA). The group changed its name to Swansea Bay ULEV (Ultra Low Emission Vehicles) Task Group to reflect its wider scope beyond just electric vehicles. The Swansea Bay

Sustainable Travel Planning Group also met on several occasions- bringing together partners to share information, ideas and encouragement towards more sustainable travel practices for staff, students, clients and customers.

LCSB held an event on *Travel and Transport* in January which featured a presentation from Tom Porter of Public Health Wales on the Healthy Travel Charter model developed for Cardiff. LCSB and partners are looking to work with PHW on a similar approach in Swansea and/or the south-west region. Transport and travel has also been proposed as a key focus in 2020 for Swansea Environmental Forum and its partners as part of their climate action programme.

**Carbon Reduction- Stakeholders / partners involved-** Swansea Environmental Forum, Swansea Council, Low Carbon Swansea Bay network.

### **Knowledge and Understanding**

The WWN Task Group recognises the importance of increasing awareness and understanding of environmental challenges such as the decline in biodiversity and climate change, and sharing information about the opportunities and resources available to organisations, communities and individuals to help them address these issues, such as access to expertise, training, toolkits and funding sources that can support practical action.

In 2019, Swansea Environmental Forum and The Environment Centre collaborated to organise a programme of events, with funding from Natural Resources Wales and support from many WWN partners. These included a series of well attended evening public talks and discussions on several issues linked to the WWN agenda:

- *One Planet Swansea* approach in May with David Thorpe, One Planet Centre.
- *Active Travel and Climate Change* in June organised with Wheelrights cycle campaigning group and featuring Lee Waters AM.
- *Zero Waste Swansea* featuring updates from Swansea Council's Head of Waste management and several community recycling, repair and waste projects.
- *Regenerating Our City for Wellbeing and Wildlife* as part of the SEF AGM in November, with an update from Swansea Council and Natural Resource Wales officers on the new Green Infrastructure Strategy for Swansea Central.

The largest event was a day-long conference in May 2019 involving over 60 representatives from a wide range of partner organisations and individuals. The *SMART NATURE: Working with Nature in Swansea* conference focused on themes from the WWN Action Plan and included keynote presentations from Paul Allen of Zero Carbon Britain initiative and the Green Infrastructure Consultancy team. There were facilitated workshop discussions on key issues and on the other Swansea Wellbeing objectives. Feedback from the event was very positive and a large number of ideas were collected from the workshop sessions.

A second programme of evening public talks started in February 2020 with a session on *Fairtrade and the Climate Emergency* organised in collaboration with Swansea Fairtrade Forum to launch Fairtrade Fortnight and featuring a presentation by the CEO of Traidcraft. Further events were postponed due to the pandemic.

In early 2020, Swansea Environmental Forum also collaborated with VocalEyes and others to initiate a project to design a new easy-to-use online resource which will promote proven, adaptable and replicable solutions for climate action and nature recovery. This will initially involve contracting researchers to gather information on best practice projects and policies, and supporting resources, and compiling as project templates. A further phase of the initiative will involve engaging communities, and other beneficiaries through community organisers and networks to ensure use and development of the resource.

**Knowledge and Understanding – Stakeholders / partners involved – Swansea Environmental Forum, The Environment Centre, Swansea Council, Swansea University, Low Carbon Swansea Bay network, VocalEyes, Natural Resources Wales.**

### **Challenges/ Barriers**

- Insufficient communication from the PSB to the Working with Nature group.

### **Future Work**

The Working with Nature Task Group will review the outputs from the Smart Nature conference, share progress on the action plan and agree priorities for 2020/21, with a particular focus on responding to the Covid19 crisis.

Key actions and priorities for the coming year will include:

- Continue Green Infrastructure strategy work- consultation and training. A Green Infrastructure skills and knowledge development event is planned for later this year.
- Widespread community engagement has already taken place and included pop-up sessions in the city centre and activity on social media but we need to continue this work and any future feedback gathered can be used to make sure this is a useful tool for enhancing the green infrastructure we will see in future development.
- Continue with Ecosystem services mapping
- Review approaches to urban tree planting.
- Support Swansea Council to develop a Green Fairness Policy, which could be replicated by partner organisations.
- Ensure ongoing work takes stock of Area Statement for South West Wales.
- Develop the Working with Nature action plan to take account of the Climate and Nature Emergency declarations and the opportunities for a ‘green recovery’ from the Covid19 crisis, including addressing travel and transport issues as a key focus for 2020/21.

# Agenda Item 8



## Report of the Chair

Scrutiny Programme Committee – 15 June 2021

### Scrutiny Dispatches – Impact Report

<b>Purpose</b>	To present a draft of the regular report from the Committee to Council on the impact of scrutiny.
<b>Content</b>	The report appends the draft 'Scrutiny Dispatches' report, which headlines scrutiny activities and impact for council and public awareness.
<b>Councillors are being asked to</b>	Approve content of the draft 'Scrutiny Dispatches' for submission to Council / inclusion in the Scrutiny Annual Report.
<b>Lead Councillor(s)</b>	Councillor Peter Black, Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 1. Introduction

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

## 2. Scrutiny Dispatches

2.1 The next report has been drafted for approval (**attached**). This can then be submitted to the next available Council meeting for discussion (1 July).

2.2 'Scrutiny Dispatches' is intended to demonstrate scrutiny achievements and outcomes. It is effectively a regular report about impact and how scrutiny is making a difference, rather than a descriptive account of the scrutiny work programme and activities. The aim is to focus on and promote a small number of 'significant stories'. A chair's roundup is also featured to highlight other work.

2.3 This issue reflects on the whole of the short 2020/21 municipal year, and features scrutiny of:

- Regional Partnerships
- Tackling Violence Against Women, Domestic Abuse and Sexual Violence
- Active Travel Consultation Process
- Staff Health & Well-being
- Council Budget
- Digital Inclusion

The chair's roundup talks about progress with the work programme, the impact of the pandemic, holding cabinet members to account, and following up on the Equalities Scrutiny Inquiry recommendations.

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

2.5 In order to ensure that people are informed more generally about the work of scrutiny a monthly newsletter is also being produced. This is circulated via an email subscription (sign up via [www.swansea.gov.uk/scrutiny](http://www.swansea.gov.uk/scrutiny)), and includes details of:

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

## 3. Legal Implications

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

#### **4. Financial Implications**

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

**Background Papers:** None

**Appendices:**

**Appendix 1 - Scrutiny Dispatches Impact Report**

# Scrutiny Dispatches

City & County of Swansea – 2020/2021

‘How scrutiny councillors are making a difference’

## Continuing to play a role in Regional Scrutiny

Decisions taken at a regional level have important implications for local citizens in Swansea and therefore scrutiny is vital to ensure any new decisions made through regional bodies and public service collaborations are held to account.

### Swansea Bay City Deal

*(Lead: Councillors Jan Curtice, Phil Downing, & Jeff Jones)*

The Swansea Bay City Region covers the four local authority areas of Carmarthenshire, Neath Port Talbot, Pembrokeshire and Swansea. The Swansea Bay City Deal sets out an integrated, transformational approach to delivering the scale and nature of investment needed to support plans for growth in the Region.

The Swansea Bay City Region Joint Committee (SBCRJC) has been established to deliver the Swansea Bay City Deal.

Three members from each of the four local authorities form the Swansea Bay City Region Joint Scrutiny Committee which is in place to hold to account all decisions made by the SBCRJC, and monitor of the City Deal Programme

This Joint Scrutiny Committee meets every two months. At its last meeting held on 2 February 2021 the committee received verbal updates from Swansea University’s Pro-Vice Chancellor for Planning and Resources, Professor Steve Wilks on the Life Science & Well-being Campuses and from officers on the Swansea Bay City Deal Funding.

Members expressed disappointment that no written documentation had been received to accompany the Pentre Awel Project update which was also on the agenda for this meeting. Members deferred this item to a future meeting with a written update to accompany it.

The Chair of the Committee addressed overall concern about the lack of written updates being provided to the committee and stated that the Committee’s expectations going forward are that written information must accompany all agenda items so that the Committee can fully carry out its scrutiny function appropriately.

#### **Update on the Life Science & Well-being Campuses:**

The committee heard about this project which has a City Deal value of £15m, is projected to create 1100 jobs and add £150m to the GVA by 2031 and it encompasses two phases. Phase one is concerned with improving treatments and recovery so that people are able to return to their home environments at a much faster pace.

Phase 1 is fundamentally the City Deal funding which will provide support to invest at the Morriston Hospital site: refurbishment of the management centre, essentially linking clinical innovation and unlocking access to the Morriston Hospital site and the Sketty Lane site: this will include the development of a Sports Science & Well-being Technology Centre, the University is currently looking to identify potential partners to work in collaboration. Phase 1 will essentially unlock phase two.

Members queried the effect of COVID-19 on the University's financial position and heard from Professor Wilks that the University are in a 'fair and strong' position from a financial perspective. He added that the University are still fully committed and are able to deliver the projects they have committed to and there has been no change or impact on the University's commitment to the deal, in light of the pandemic.

Members queried the current relevance of the nine projects within the City Deal and members specifically referred to the Digital Infrastructure project and if there would be a requirement for future funding requirements to amplify the project. Members queried if the project would still be relevant considering the digital age currently moving at a rapid pace due to the pressures posed by the pandemic. Professor Wilks was confident the project would respond and meet its relevant aims.

The Committee asked that a written update on the University's involvement with City Deal projects be provided.

## Education Through Regional Working (ERW)

*(Lead: Councillors Lyndon Jones & Peter Black)*

ERW has been one of Wales' four consortia who work with schools to raise standards and provide a range of support, which includes professional development and intervention programmes. Swansea Council has been one of the six local authorities who signed up to this regional improvement service. Swansea was the host authority for the joint ERW Scrutiny Group meeting in March which then included Scrutiny Councillors from the five local authorities Swansea, Powys, Ceredigion, Carmarthenshire and Pembrokeshire. The aim of this Joint Scrutiny Group has been to help ensure the best educational outcomes for children in the ERW region by supporting effective scrutiny to:

- Support consistent scrutiny across each council
- Share scrutiny good practice
- Encourage shared scrutiny approaches and avoid the duplication of scrutiny work
- Provide critical and objective challenge to ERW on topics of interest as required
- Contribute to the good and effective governance of ERW

Swansea had given notice to leave this consortium arrangement on 31 March 2020 by 1 April 2021, but the Education Scrutiny Performance Panel heard that a report has gone to Cabinet asking it to defer removal of Swansea from ERW to allow more time for the region to set up the arrangements for a new regional body that will commence from 1 September 2021. Swansea, Carmarthenshire, Powys and Pembrokeshire Councils have agreed to remain within the interim partnership until 31 August 2021. Discussions are continuing into which Councils will be included in the new arrangements post September 2021.

The Scrutiny Councillor Group asked what the governance arrangements of the new partnership will be and how scrutiny will fit into this new model, what its key objectives will be and how will success be measured. The Group was informed that new arrangements will be taken to each local authority's Cabinet for agreement and that these plans and the governance model will also be shared with scrutiny locally.



## Continuing to monitor issues of public concern

Since the start of the pandemic there have been reports in the media and growing public concern over increases in domestic abuse cases across the UK, Wales included.

*(Lead: Councillor Paxton Hood-Williams)*

The Child & Family Services Scrutiny Panel focussed on the Wales Audit Office's (WAO) report: Tackling Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV).

The Panel heard from senior officers that at the start of the pandemic there was a discrepancy found between the media reporting of increases in domestic abuse cases and the reporting on the ground. The Service found a decrease in the number of referrals reported to the police and in referrals to the specialist sector. Officers explained that this suggested people were either not able to reach out and access support or felt that they could not for whatever reason.

The Panel heard that the Service focussed on a multi-media communications campaign and also took into account the effects of digital poverty. Funding was secured to distribute tablets, mobile phones and WI-FI dongles to ensure families affected by domestic abuse had the means to seek help.

The Panel expressed their gratitude to officers and staff across the Authority for their hard work in continuing to tackle VAWDASV during these difficult times.

The Panel heard that the Council has made good progress and met all five generic recommendations that came out the WAO report. The Panel was pleased to hear that Swansea's work around the Domestic Abuse Hub had a mention in the WAO report and was found to be an innovative way of working.

The Panel noted from the report, a funding gap for prevention work and queried if there is currently enough funding for the work that needs to be done. Officers explained that there has been additional funding but there is still a gap. The Panel noted that this funding is positive, however, it comes at a risk as the work is funded by grants that are uncertain going forward. Officers explained that this issue is often discussed with Welsh Government as it needs to be mainstreamed.

The Panel is eager to assist regarding mainstreaming of funding and have asked officers to provide further information on how this could be achieved.

The Panel has also asked if training can be put in place for all councillors, as school governors, to raise awareness.

## Active Travel

*(Lead: Councillor Peter Black)*

Following a public request for scrutiny, with concerns about the implementation of Active Travel schemes and questions about the extent of public consultation carried out, the Scrutiny Programme Committee discussed this matter with the Cabinet Member for Environment Enhancement & Infrastructure Management, along with input from lead officers. The scrutiny session helped to shed light on and understand what consultation processes the Council utilises and why; and the Committee considered whether, in light of experience, that could be improved, and any wider learning points for the future.

As a result of this scrutiny the Cabinet Member has given his commitment to maintaining a public dialogue on all future Active Travel schemes, including local residents and community groups, as well as local councillors. He is making improvements to the information publically reported to Cabinet, including maps of routes proposed to be constructed in 2021/22. This will be supported by communications to raise awareness and provide opportunities for engagement on schemes under development.

## Investigating the impact of the pandemic on health & wellbeing of staff

The Covid-19 pandemic has had great impacts on how we all work and live. The Workforce Scrutiny Working Group looked at the impact of the pandemic on the health & wellbeing of staff; how the Council is supporting this; issues around home working; staff sickness; staff turnover; use of agency staff and pressures.

*(Lead: Councillor Cyril Anderson)*

The Working Group (WG) received an update on the position the Authority was in before the pandemic regarding agile working and heard that overall it was 'good'.

The WG noted that the Health and Safety Team were able to put in place a large amount of support for the wellbeing of the workforce.

Staff stress and anxiety was discussed and the WG queried whether the Authority employs psychologists in the Wellbeing Team and if more could be employed. Officers confirmed 'Talking Therapists' are employed and that front line staff have found this service invaluable. The WG has requested clarification from Cabinet Members on the qualification of these 'Talking Therapists', if they are employed by the Authority and what their role is.

The WG has since heard back that they are BACP (British Association of Counselling & Psychotherapy) accredited and qualified in Counselling and Stress management and there are also two EMDR (Eye Movement Desensitisation & Reprocessing) specialists to treat PTSD (Posttraumatic stress disorder).

Regarding mental health help the WG requested clarification of the correct procedure for staff to follow, the services they can access for help and what happens after the initial contact has been made.

Response from Cabinet Members explained that Staff can self-refer or through a manager. They are triaged based on risk and then contacted by a counsellor. During Covid, front line staff have been prioritised for contact within 24hours. There is also support for managers and a range of on-line resources available to staff over the intranet. The WG was also informed that significant feedback from staff has been received and many have stated that they would not have remained in work without the support – over 90% of staff under the care of the service remain in work and do not go off sick.

The WG queried Trade Union (TU) engagement and insight and heard that meetings with Unions were held weekly during the height of the pandemic and are now held two-weekly. Issues raised were addressed at these meetings. The WG were pleased with this extensive engagement with the TUs and expressed that they wish to see this continue in the future. The WG was reassured in the response received from Cabinet Members that *'Trade Union engagement continues on a fortnightly basis to discuss emerging HR and health and safety points.'*

The WG expressed the wish to meet again in six months once the results of the second staff survey have been analysed and when there is a better understanding of what the future holds for the Authority and its workforce.

## Ensuring the Council's budget and corporate arrangements are effective and efficient

*(Lead: Councillor Chris Holley)*

The Service Improvement & Finance Panel discussed the Quarter 3 (Q3) Budget Monitoring report 2020-21, the Mid-Year Budget Statement 2020-21 and the Treasury Management Strategy Statement. The Panel heard that Capital financial requirements will go up by hundreds of millions of pounds, measured as a percentage of the revenue budget. Officers explained that in every scenario, they see budgets going up, although subject to complex interplays.

The Panel queried the general fund capital expenditure; why there is a huge difference in the original estimate / outturn. Officers explained that this is due to a direct consequence of building the Arena, fuelled by the field hospital expenditure. The Chief Finance Officer commented that this demonstrates the sheer amount of capital spend that is underway.

The Panel has since written to the Cabinet Member for Economy, Finance & Strategy and asked for detailed information about the expected increase in repayments relating to the general fund capital expenditure due to the increase in the borrowing requirements.

## Considering work done to increase digital inclusion in Swansea

The Digital Inclusion Scrutiny Working group looked at the work done by the Authority to increase digital inclusion before and during the pandemic, the work already planned for 2021/22 and what the Authority has planned for the future, post COVID-19.

*(Lead: Councillor Lesley Walton)*

The Working Group (WG) discussed the Council's Digital Inclusion Strategy/Framework. The WG felt that it is important to look at how people are accessing council services now as opposed to pre-pandemic as they recognise the landscape has changed rapidly since the start of the COVID19 Pandemic.

The WG felt that since many more people are now online in some form, the strategy should be more focussed on equality and the title of digital 'equality' framework should be used rather than the term digital 'inclusion' as this would better reflect the strategy moving forward.

The WG agreed that the Digital Inclusion Strategic Framework (DISF) needs to be reviewed in light of new data emerging post pandemic and to reflect the natural demographic shift over the coming years. The WG was informed that a draft DISF had been developed pre Covid and will now be reviewed. The WG has requested to be contacted at the appropriate time to contribute to this piece of work.

The WG heard that a variety of methods of communication are used to reach Swansea residents, whether digitally included or excluded. The WG was particularly pleased to hear about the 'Chatbot' that went live during the pandemic to assist people when looking for information and signposting in relation to domestic violence. The WG felt this was a good example of how we can use our website to assist those who are most in need.

The WG heard that a new and improved council wide website is being developed. Proposed improvements include: good practice in accessibility and the use of plain English and Welsh language. The Web Manager is working with the Access to Services officer so views from different equality groups are sought. The new website is due to be delivered in the late summer, the WG have requested to be contacted at an appropriate time to provide feedback and thoughts on the new website's design.

The WG congratulated officers for the good work done so far and especially throughout the difficult times during the pandemic. Overall the WG agreed that the Council is on the right track with its Digital Inclusion Strategy and do recognise that the Council is keen to make the right improvements moving forward.

The WG expressed wishes to revisit this issue on an annual basis given its importance and the work that is continuing to be done by the Authority to improve in this area.



## Chair's Round up

This is my roundup of the work of scrutiny for 2020/21, as Chair of the Scrutiny Programme Committee.

### Chairing Scrutiny

I was delighted to be elected Chair of the Scrutiny Programme Committee in June 2020 to lead the work of scrutiny in Swansea. Thanks, however, must go to the outgoing chair, Cllr. Mary Jones, who provided leadership since 2014 and achieved so much, overseeing numerous improvements to scrutiny process and practice here, with arrangements receiving regular praise from auditors and inspectors, helping to make Swansea Scrutiny well regarded by others.

### Work planning

With the delayed start to the 2020/21 council year we decided to plan for the next 18 months, taking things up to May 2022. For the first time we held a remote Work Planning Conference, which took place in October, and it worked very well enabling more scrutiny councillors to participate than we have seen previously. Taking into account work already committed and feedback from the Conference, a work programme was agreed by the Committee. Always looking to improve the way we do things, we agreed to make some key changes:

- The Committee work plan moving away from routine monthly Cabinet Member Q & A sessions to a more targeted approach, creating space to examine specific issues of concern, and any gaps in the overall programme, for focussed discussion at Committee meetings.
- Incorporating scrutiny of the Public Services Board into the work of the Committee, removing the need for a standalone Performance Panel to carry out this work.
- Ensuring the Committee incorporates into its work plan specific follow up on any recommendations made to cabinet members by Scrutiny Working Groups.
- Changing the frequency of the Adult Services & Child & Family Services Performance Panels, aligning them both to a 6-weekly cycle, reflecting their equal importance.
- Increasing the frequency of the Natural Environment Performance Panel from quarterly to every two months, reflecting the growing seriousness of issues around biodiversity and climate change and their importance.

Aside from the work of the Committee and six Performance Panels, which meet on an ongoing basis, we included space in the Programme to look at Procurement, and Anti-Social Behaviour for in-depth inquiry, and Workforce, Digital Inclusion, Bus Services and Health City as one-off Working Groups.

### Adapting the work of Scrutiny

Since the end of March 2020 meetings have been conducted on-line via Microsoft Teams. We were happy to learn we were the first Council in Wales to hold a remote scrutiny meeting!

The pandemic has of course caused some disruption to the delivery of the work programme, and work of scrutiny. Our activity has had to be flexible and responsive to organisational pressures as the Council has needed to focus its efforts on tackling the pandemic and dealing with the impact locally. We have, however, ensured focus on monitoring and challenging Council action in relation to the COVID-19 response and recovery. Within the Committee, there was continued discussion with the Leader of the Council and members of the Corporate Management Team on the local impact of the pandemic, dealing with the immediate issues / challenges, as well as short, medium and long term planning.

All Performance Panels have drilled down on the service specific experience and issues. The two Social Services Panel met jointly for a period to reduce the burden on work on the department. The work of other Panels had to adjust and re-focus accordingly, with meeting frequency also affected.

### **Questioning Cabinet Members**

Although moving away from routine Q & A sessions at Committee, Cabinet Members have been held to account on an ongoing basis through meetings of the Committee, our six Performance Panels, and Working Groups, whether to discuss specific topics of concern, a range of service / policy issues, or whole service improvement. Acting as a 'critical friend', we have questioned and challenged them on their priorities, actions, achievements and impact. The Committee has continued to call in the Leader of the Council for questioning and at a meeting in January 2021, he was asked about COVID-19 Response & Recovery, Brexit implications and response, the Council Budget, Partnership / Regional Working, and City Centre Regeneration. We invite the public and all scrutiny councillors to contribute ideas to ensure the Committee asks the right questions. We have published a summary of each scrutiny session and views of scrutiny in a letter to relevant Cabinet Members, ensuring an ongoing conversation between scrutiny and the executive to advise and exert influence.

### **Following up on scrutiny of Equalities**

The Equalities Inquiry Panel followed up on progress with implementation of scrutiny recommendations and impact of the inquiry that was published in 2019. The Panel had come up with ways in which the Council could embed requirements under the Equality Act 2010 (Public Sector Duty for Wales). Although some good progress was acknowledged by the Panel, it was felt necessary to arrange a further follow up meeting, which will take place around November 2021, and will allow the Panel to better consider and assess progress made and the impact of the inquiry, before formal monitoring is concluded.

### **Leading scrutiny activities**

Thanks to all those councillors who have played a part in carrying out scrutiny, and particularly to those who have taken a lead over the past year:

Adult Services Performance Panel (Cllr Sue Jones); Child & Family Services Performance Panel (Cllr. Paxton Hood-Williams); Development & Regeneration Performance Panel (Cllr. Jeff Jones); Education Performance Panel & Equalities Inquiry Panel (Cllr. Lyndon Jones); Natural Environment Performance Panel (Cllr. Peter Jones); Service Improvement & Finance Performance Panel (Cllr. Chris Holley); Digital Inclusion Working Group (Cllr. Lesley Walton); and the Workforce Working Group (Cllr. Cyril Anderson)

### **Annual Report published**

We presented our Annual Report for 2019/20 to Council in March 2021. It reflected on the range of different activities carried out by scrutiny councillors during that year, to make sure the work of the Council is accountable and transparent, effective and efficient, and helps the Council to achieve its objectives and drive improvement, by questioning and providing challenge to decision makers. With the impact of the pandemic, last year and this year have been anything but business as usual but we have continued to work hard in both supporting and challenging the organisation, contributing to better services, policies, decisions, and a better Swansea.

# Agenda Item 9



## Report of the Chair

Scrutiny Programme Committee – 15 June 2021

### Membership of Scrutiny Panels and Working Groups

<b>Purpose:</b>	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various Scrutiny Panels / Working Groups that are established. This report advises of relevant matters that need to be considered.
<b>Content:</b>	This report is provided to facilitate any changes that need to be made.
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• agree the membership of Panels and Working Groups reported, and any other changes necessary.</li></ul>
<b>Lead Councillor:</b>	Councillor Peter Black, Chair of the Scrutiny Programme Committee
<b>Lead Officer &amp; Report Author:</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 1. Introduction

1.1 In accordance with Council report 18 October 2012, when current scrutiny arrangements were agreed, the Scrutiny Programme Committee is responsible for appointing members and conveners to the various Scrutiny Panels / Working Groups that are established.

#### 2. Proposed Revision to Current Scrutiny Panel / Working Group Membership

2.1 Removing Councillor Mark Child from any Panels / Working Groups, as he has become an executive member.

2.2. A membership list of all existing Scrutiny Panels and Working Groups is attached for the Committee's information - see **Appendix 1**.

### 3. Performance Panel Conveners

- 3.1 In accordance with the Committee's wishes, the following Performance Panels have met and appointed / confirmed a convener for the 2021/22 municipal year, noted as follows:

<b>Performance Panel</b>	<b>Convener</b>
Child & Family Services (25 May)	Councillor Paxton Hood-Williams (re-appointed)
Adult Services (2 June)	Councillor Susan Jones (re-appointed)

The other Performance Panels are meeting as shown below, following which the appointment of convener will be reported to the Committee:

<b>Performance Panel</b>	<b>Convener</b>
Service Improvement & Finance (11 June)	currently Councillor Chris Holley
Education (24 June)	currently Councillor Lyndon Jones
Natural Environment (29 June)	currently Councillor Peter Jones
Development & Regeneration (1 July)	currently Councillor Jeff Jones

These Councillors will attend Scrutiny Programme Committee meetings as co-optees, unless already full members of the Committee.

### 4. Guiding Principles

- 4.1 When determining membership / conveners or agreeing any changes there are some key considerations for the Committee:

- It is necessary for more than one political group to 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.
- To ensure that all political groups have opportunities and are engaged.
- Good scrutiny practice places emphasis on respect for minority party wishes around both chairing of such bodies and the work programme.
- Being fair and balanced in the appointment of conveners, when there is interest from more than one councillor, e.g. giving opportunity to those who have not acted as convener previously.
- The Committee should reflect on the existing 'balance' of conveners to help inform future appointments.

- A minimum of three members should be present at all Panel / Working Group meetings.

## **5. Legal Implications**

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

## **6. Financial Implications**

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

**Background Papers:** None

**Appendices:**

Appendix 1: Scrutiny Panels / Working Groups - Current Membership List



## SCRUTINY PANEL / WORKING GROUP MEMBERSHIP LIST (as at 20 May 2021)

### 1. Current Inquiries:

#### Procurement Scrutiny Inquiry Panel (12)

##### Labour Councillors: 6

Philip Downing	Hazel Morris
Mandy Evans	Mary Sherwood
Peter Jones	Mike White

##### Liberal Democrat/Independent Councillors: 3

Wendy Fitzgerald	Jeff Jones
<b>Chris Holley (CONVENER)</b>	

##### Conservative Councillors: 2

Lyndon Jones	Brigitte Rowlands
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##### Uplands Councillors: 1

Irene Mann	
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### 2. Follow Up of Completed Inquiries:

#### Equalities Scrutiny Inquiry Panel (8)

##### Labour Councillors: 5

Mandy Evans	Hazel Morris
Terry Hennegan	Erika Kirchner
Yvonne Jardine	

##### Liberal Democrat/Independent Councillors: 1

Susan Jones	
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##### Conservative Councillor: 1

<b>Lyndon Jones (CONVENER)</b>	
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##### Uplands Councillor: 0

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##### Cooptees: 1

Dr. Gideon Calder	
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### 3. Performance Panels:

#### Service Improvement & Finance Scrutiny Performance Panel (11)

##### Councillors:

###### Labour Councillors: 3

Phillip Downing	Des Thomas
Peter Jones	

###### Liberal Democrat/Independent Councillors: 5

Peter Black	Mary Jones
<b>Chris Holley (CONVENER)</b>	Jeff Jones
Lynda James	

###### Conservative Councillor: 2

Paxton Hood-Williams	Brigitte Rowlands
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###### Uplands Councillor: 1

Irene Mann	
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#### Education Scrutiny Performance Panel (13)

##### Councillors:

###### Labour Councillors: 3

Cyril Anderson	Beverley Hopkins
Mike Durke	

###### Liberal Democrat/Independent Councillor: 3

Mike Day	Susan Jones
Lynda James	

###### Conservative Councillor: 5

Steve Gallagher	Myles Langstone
David Helliwell	Linda Tyler-Lloyd
<b>Lyndon Jones (CONVENER)</b>	

###### Uplands Councillor: 0

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##### Other:

###### Statutory Co-opted Members: 2

David Anderson-Thomas	Parent Governor Representative
Alexander Roberts	Parent Governor Representative
Vacancy	Church in Wales Representative
Vacancy	Catholic Church Representative

## Child & Family Services Scrutiny Performance Panel (10)

**Councillors:**

**Labour Councillors: 6**

Cyril Anderson	Erika Kirchner
Mike Durke	Wendy Lewis
Yvonne Jardine	Des Thomas

**Liberal Democrat/Independent Councillors: 3**

Mike Day	Susan Jones
Kevin Griffiths	

**Conservative Councillor: 1**

<b>Paxton Hood-Williams (CONVENER)</b>	
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**Uplands Councillor: 0**

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## Adult Services Scrutiny Performance Panel (11)

**Councillors:**

**Labour Councillors: 6**

Mandy Evans	Yvonne Jardine
Joe Hale	Hazel Morris
Erika Kirchner	Gloria Tanner

**Liberal Democrat/Independent Councillors: 3**

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

**Conservative Councillor: 1**

Paxton Hood-Williams	
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**Uplands Councillor: 0**

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**Cooptees: 1**

Tony Beddow	
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## Development & Regeneration Scrutiny Performance Panel (15)

**Councillors:**

**Labour Councillors: 4**

Phil Downing	Peter Jones
Terry Hennegan	Mike White

**Liberal Democrat/Independent Councillors: 7**

Peter Black	<b>Jeff Jones (CONVENER)</b>
Wendy Fitzgerald	Mary Jones
Chris Holley	Susan Jones
Lynda James	

**Conservative Councillor: 4**

Steve Gallagher	Paxton Hood-Williams
David Helliwell	Will Thomas

**Uplands Councillor: 0**

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## Natural Environment Scrutiny Performance Panel (11)

**Councillors:**

**Labour Councillors: 4**

<b>Peter Jones (CONVENER)</b>	Mary Sherwood
Hazel Morris	Christine Richards

**Liberal Democrat/Independent Councillors: 2**

Wendy Fitzgerald	Mary Jones
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**Conservative Councillor: 4**

Steve Gallagher	Will Thomas
Brigitte Rowlands	Linda Tyler-Lloyd

**Uplands Councillor: 1**

Irene Mann	
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#### 4. Working Groups:

##### Workforce Scrutiny Working Group (13)

**Labour Councillors: 8**

<b>Cyril Anderson (CONVENER)</b>	Hazel Morris
Mike Durke	Paulette Smith
Joe Hale	Gloria Tanner
Yvonne Jardine	Lesley Walton

**Liberal Democrat/Independent Councillors: 5**

Chris Holley	Susan Jones
Lynda James	Cheryl Philpott
Mary Jones	

##### Digital Inclusion Scrutiny Working Group (8)

**Labour Councillors: 4**

Joe Hale	Hazel Morris
Terry Hennegan	<b>Lesley Walton (CONVENER)</b>

**Liberal Democrat/Independent Councillors: 2**

Chris Holley	Jeff Jones
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**Conservative Councillors: 1**

David Helliwell	
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**Uplands Councillor: 0**

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Cllr Mark Child removed as confirmed as Cabinet Member 20 May

##### Bus Services Scrutiny Working Group (11)

**Labour Councillors: 6**

June Burtonshaw	Paul Lloyd
Phil Downing	Gloria Tanner
Peter Jones	Mike White

**Liberal Democrat/Independent Councillors: 3**

Chris Holley	Cheryl Philpott
Lynda James	

**Conservative Councillors: 2**

David Helliwell	<b>Lyndon Jones (CONVENER)</b>
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**Uplands Councillors: 0**

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## Healthy City Scrutiny Working Group (8)

### Labour Councillors: 4

Joe Hale	Yvonne Jardine
Terry Hennegan	Hazel Morris

### Liberal Democrat/Independent Councillors: 1

<b>Mary Jones (CONVENER)</b>	
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### Conservative Councillors: 3

Lyndon Jones	Linda Tyler-Lloyd
Will Thomas	

### Uplands Councillors: 0

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## 5. Regional Scrutiny:

### Swansea Bay City Region City Joint Scrutiny Committee (3 of 12 Members)

Appointed by Council:

### Labour Councillors: 2

Jan Curtice	Phil Downing
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### Liberal Democrat/Independent Councillors: 1

Jeff Jones	
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## Education Through Regional Working Scrutiny Councillor Group

For relevant lead scrutiny councillors across the Councils involved in ERW (2 per authority)

Currently involves:

- Chair of Scrutiny Programme Committee
- Convener of Education Scrutiny Performance Panel

# Agenda Item 10



## Report of the Chair

Scrutiny Programme Committee – 15 June 2021

### Scrutiny Work Programme

<b>Purpose</b>	This report presents the agreed Scrutiny Work Programme for 2020/22, which the Committee is responsible for monitoring.
<b>Content</b>	The agreed 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 attached. Progress against the agreed work programme is shown.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• plan for the committee meetings ahead</li><li>• consider opportunities for pre-decision scrutiny</li><li>• review the scrutiny work programme (including progress of current Panels and Working Groups)</li></ul>
<b>Lead Councillor</b>	Councillor Peter Black, Chair of the Scrutiny Programme Committee
<b>Lead Officer</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for developing the Council's scrutiny work programme, and managing the overall work of scrutiny to ensure that it is as effective as possible.
- 1.2 A report is provided to each meeting to enable the Committee to maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.
- 1.3 The broad aim of the scrutiny function is to engage non-executive councillors in activities to:

- provide an effective challenge to the executive
- help improve services, policies, and performance
- engage the public in its work

1.4 The Scrutiny Work Programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

It also needs to be:

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

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

1.6 Scrutiny will regularly send letters to Cabinet Members communicating findings, views and recommendations for improvement and, where appropriate, by producing reports. Inquiry panels will always produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered. Inquiry panels will reconvene to follow up on the implementation of agreed recommendations and the impact of their work – usually 6-12 months following cabinet decision.

1.7 Although much of the work of scrutiny is carried out by informal Panels and Working Groups these meetings are accessible to the public. Agendas, reports and letters relating to all such scrutiny activities are 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>

## **2. Scrutiny Work Programme 2020/22**

2.1.1 The agreed Scrutiny Work Programme for 2020/22 is set out in **Appendix 1**.

2.1.2. The following paragraphs break down the work programme by specific ways of working to provide a brief overview.



## 2.2 Scrutiny Programme Committee:

- 2.2.1 The Committee's own work plan is attached as **Appendix 2**. This should be kept under review to ensure it represents a robust, manageable, and effective plan. As well as keeping an oversight on all scrutiny activities, the Committee plan covers a broad range of policy and service topics and aims to ensure coverage of scrutiny across all cabinet portfolios and address any gaps in the overall work programme. The Committee is also the designated Committee for scrutiny of the Public Services Board, and Crime & Disorder Scrutiny.
- 2.2.2 Committee members should review and confirm items for the next and future meetings giving specific consideration to who should attend so that meetings are always well planned and prepared for, e.g. information required and key questions that the Committee wishes to ask.
- 2.2.3 The main item(s) scheduled for the next Committee meeting on 13 July are:
- Discussion on Cabinet Member Portfolio Responsibilities:
    - Highways & Engineering
    - Infrastructure Repairs and Maintenance

Councillor Mark Thomas, Cabinet Member for Environment Enhancement & Infrastructure Management, will attend, along with lead officers, to report on aims / objectives, plans, and the delivery of work related to these portfolio objectives. This should provide Committee members with a greater understanding of what these responsibilities entail, resources, priorities, key headlines / achievements, performance measures, and overall assessment of service health (including, for example, how we compare with others, challenges / risks) and impact / difference made. This will give the Committee the chance to ask focused questions and provide challenge on actions and performance in relation to these areas of responsibility, as well as future thinking.

- 2.2.4 The Committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g. pre-decision scrutiny or call-in, which may require extra meetings.
- 2.2.5 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 Cabinet Forward Plan attached as **Appendix 3**). 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. The future cabinet report on ‘Business Case for the Relocation of the Civic Centre’ has already been identified for pre-decision scrutiny and will be scheduled for Committee discussion in accordance with cabinet decision-making timetable.

### 2.3 Inquiry Panels:

2.3.1 Once membership and a convener have been appointed the first task of an Inquiry Panel will be to have a briefing on the issue and then determine the key question and terms of reference for the inquiry. Once the planning stage is complete, the inquiry will be evidence gathering, with the last stage being to develop the final report.

<b>In Progress / Planned</b>	<b>Completed (follow up stage)</b>
1. <b>Procurement</b> (initial meeting of re-convened Panel to be arranged – planned for 24 June 2021)	1. <b>Equalities</b> (followed up 28 Jan & further follow up tba Nov 2021)

### 2.4 Performance Panels:

2.4.1 The following Performance Panels, which will enable regular and structured monitoring of performance within these key areas, have been agreed and will meet on an ongoing basis until otherwise agreed by the Committee (frequency of meetings in brackets):

<b>Performance Panel</b>	<b>Convener</b>
1. <b>Service Improvement &amp; Finance</b> (monthly)	Cllr. Chris Holley
2. <b>Education</b> (monthly)	Cllr. Lyndon Jones
3. <b>Adult Services</b> (every six weeks)	Cllr. Susan Jones
4. <b>Child &amp; Family Services</b> (every six weeks)	Cllr. Paxton Hood-Williams
5. <b>Development &amp; Regeneration</b> (every two months)	Cllr. Jeff Jones
6. <b>Natural Environment</b> (every two months)	Cllr. Peter Jones

2.4.2 Performance Panel conveners are scheduled to provide a regular update to the Committee to enable discussion on key activities and impact.

2.4.3 The Committee is aware that COVID-19 pressures on the Council have impacted on Panel meetings, and adjustments will continue to be made to Panel work plans if necessary to reduce burden and alleviate pressures on the organisation as it deals with the pandemic.

## 2.5 Working Groups:

2.5.1 The following Working Groups are in the work programme. Dates of meetings already held or planned for the year ahead:

<b>1. Workforce (29 March 2021, further meeting tba Nov 2021)</b> <b>2. Digital Inclusion (11 May 2021)</b>	<b>3. Bus Services (7 July 2021)</b> <b>4. Healthy City</b>
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2.5.2 Additional Working Groups may be arranged, as time and resources allow, with reference to the identified reserve list of topics:

- Road Safety
- Active Travel
- Accessibility for the Disabled / Elderly

## 2.6 Regional Scrutiny:

2.6.1 **Education Through Regional Working** - Swansea scrutiny is involved in an informal regional scrutiny arrangement with the four (formerly six) councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A Scrutiny Councillor Group has been meeting bi-annually since 2016 in order to provide challenge to ERW, coordinate scrutiny work across the region and ensure a consistent approach. Meeting frequency was recently increased to quarterly. Swansea is represented by the chair of the Scrutiny Programme Committee and convener of the Education Performance Panel. Chairing is rotated each meeting between the councils. The Swansea Scrutiny Team is providing the support for this group as the Council's contribution to ERW.

2.6.2 **Swansea Bay City Region City Deal** – Swansea scrutiny is also involved in the Swansea Bay City Region Joint Scrutiny Committee established during 2018/19. This formal arrangement involves three councillor representatives from each of the four Councils involved in the City Deal, meeting to scrutinise the work of the Joint Committee responsible for delivering the City Deal programme. Swansea's Councillor representatives, appointed by Council, are: Jan Curtice, Phil Downing & Jeff Jones. As per Joint Agreement, the Joint Scrutiny Committee is serviced by Neath Port Talbot Council. Although originally scheduled to meet quarterly meetings, additional meetings are being arranged as required.

## 3. **Monitoring the Work Programme**

3.1 The Committee is responsible for monitoring progress against the agreed work programme and this includes work undertaken by the informal Panels and Working Groups and findings, to ensure that this work is effective and has the required visibility.

- 3.2 **Appendix 4a** provides a timetable of all scrutiny activities (projected or actual where dates are known). Lead councillors and officers are also noted within.
- 3.3 **Appendix 4b** provides a snapshot of progress with all of the Panels and Working Groups established by the Committee and their current position.
- 3.4 Although a work programme has been agreed, with activities identified to take things up to the end of the current Council term (May 2022), the work programme is kept under constant review by the Committee, with changes made as necessary. The Committee will always retain the flexibility to adapt and re-prioritise the work of scrutiny, to ensure the continued relevance of the programme.

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

- 4.1 None.

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

- 5.1 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.

#### **6. Legal Implications**

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

**Background papers:** None

#### **Appendices:**

Appendix 1: Agreed Scrutiny Work Programme 2020/22

Appendix 2: Scrutiny Programme Committee Work Plan 2021/22

Appendix 3: Cabinet Forward Plan

Appendix 4a: Scrutiny Work Programme – Projected Timetable of Activity

Appendix 4b: Progress Report – Current Scrutiny Panels and Working Groups

## Appendix 1 – Agreed Scrutiny Work Programme 2020/22

<b>New Inquiry Panel</b> (time-limited in-depth scrutiny – six months)	<b>New Working Groups</b> (light-touch scrutiny / one-off meetings)	<b>Performance Panels</b> (ongoing in-depth performance / financial monitoring & challenge)	<b>Issues for Scrutiny Programme Committee</b> (Overall work programme management; discussion of broad range of policy and service issues)
<p><b>1. Procurement</b>                      (previous Terms of Reference / Key Question to be reviewed / updated - What is the Council doing to ensure it procures locally, ethically, and greenly while being cost effective and transparent in its practices?)</p> <p><b>2. Anti-Social Behaviour</b>                      (Terms of Reference to be agreed by Panel but would focus on how we can reduce anti-social behaviour in our communities, look at factors behind rising anti-social behaviour; inter-agency working, the role of elected members, reporting, etc.)</p> <p>Follow Up of Previous Inquiries:</p> <p><b>1. Equalities</b></p>	<p><b>1. Workforce</b>                      (how the Council supports health &amp; well-being of staff; issues around home working; staff sickness; staff turnover; use of agency staff, pressures, etc.)</p> <p><b>2. Digital Inclusion</b>                      (follow up on previous discussion around digital transformation, the Council's digital inclusion strategy, and how well prepared both the Council and the public is to use and communicate / engage via digital technology to avoid exclusion / poor access, etc.)</p> <p><b>3. Bus Services</b>                      (discussion about bus network coverage and levels of service; community transport provision; integration with other forms of transport, etc.)</p> <p><b>4. Healthy City</b>                      (exploration of activities, promotion, particularly physical activities, including provision of outdoor sport and activities and opportunities for young people, etc.)</p>	<p><b>1. Service Improvement &amp; Finance</b> (monthly)</p> <p><b>2. Education</b> (monthly)</p> <p><b>3. Adult Services</b> (every 6 weeks)</p> <p><b>4. Child &amp; Family Services</b> (every 6 weeks)</p> <p><b>5. Development &amp; Regeneration</b> (every two months)</p> <p><b>6. Natural Environment</b> (every two months)</p> <p>Specific issues to cover within wider work plans:</p> <ul style="list-style-type: none"> <li>• <b>Service Improvement &amp; Finance:</b> <ul style="list-style-type: none"> <li>- Corporate Plan – Review / Progress</li> <li>- Council Byelaws</li> <li>- Budget Scrutiny</li> <li>- Performance Management</li> <li>- Waste Management &amp; Recycling – incl. questioning on fly-tipping experiences &amp; council activity</li> <li>- Welsh Housing Quality Standard</li> </ul> </li> <li>• <b>Education:</b> <ul style="list-style-type: none"> <li>- 21<sup>st</sup> Century Schools</li> <li>- Additional Learning Needs</li> <li>- Children Educated at Home</li> <li>- Delivery of Corporate Priorities</li> <li>- Remodelled Education Other Than at School Provision</li> </ul> </li> <li>• <b>Adult Services:</b> <ul style="list-style-type: none"> <li>- COVID-19 and Community Mental Health</li> <li>- Delivery of Corporate Priorities</li> <li>- Domestic Abuse</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>COVID-19 Council response and Recovery Plan / Transformation</b></li> <li>• <b>Brexit Preparedness</b></li> <li>• Specific reports:                         <ul style="list-style-type: none"> <li>- <b>Children &amp; Young People's Rights Scheme</b></li> <li>- <b>Corporate Safeguarding</b></li> <li>- <b>Delivery of Corporate Priority – Tackling Poverty Homelessness Strategy – progress</b> (incl. discussion on Young People's Supported Housing Provision)</li> </ul> </li> <li>• Leader Q &amp; A Session(s):                         <ul style="list-style-type: none"> <li>- <b>Brexit</b></li> <li>- <b>Partnership Working</b></li> <li>- <b>Great Western Gateway</b></li> </ul> </li> <li>• Other Cabinet Member Q &amp; As (issues to pick up):                         <ul style="list-style-type: none"> <li>- tbc</li> </ul> </li> <li>• <b>Public Services Board</b></li> <li>• <b>Crime &amp; Disorder (Community Safety) Scrutiny:</b> <ul style="list-style-type: none"> <li>- Incl. Community Cohesion / Hate Crime</li> </ul> </li> <li>• <b>Wales Audit Office Reports</b></li> <li>• Follow Up on Previous Working Groups:                         <ul style="list-style-type: none"> <li>- <b>Tourism</b></li> </ul> </li> </ul>

## Appendix 1 – Agreed Scrutiny Work Programme 2020/22

	<p>Reserve List:</p> <ul style="list-style-type: none"> <li>• <b>Road Safety</b> (hot spots; work to improve safety; preventative measures; speed controls; safety of cycling routes; partnership working, etc.)</li> <li>• <b>Active Travel</b> (are we meeting obligations of Welsh Government Active Travel Act; encouragement of cycling / walking; particular focus on cycling given experience during pandemic – are we making the most of opportunities to embed increased cycling, etc.)</li> <li>• <b>Accessibility for the Disabled / Elderly</b> (to look into concerns around mobility around city centre and access, e.g. and whether there is sufficient curb dropping to help mobility scooters, and other facilities to improve access and wellbeing, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Child &amp; Family Services:</b> <ul style="list-style-type: none"> <li>- Delivery of Corporate Priorities</li> <li>- Forced Marriages – Safeguarding issues</li> </ul> </li> <li>• <b>Development &amp; Regeneration:</b> <ul style="list-style-type: none"> <li>- City Deal and effects of COVID-19</li> <li>- Delivery of Corporate Priorities</li> <li>- Economic Regeneration Strategy</li> <li>- Foreshore Developments</li> <li>- Historic / Listed Buildings</li> </ul> </li> <li>• <b>Natural Environment:</b> <ul style="list-style-type: none"> <li>- Climate Change</li> <li>- Delivery of Corporate Priorities</li> <li>- Environment Bill 2020 Implications</li> <li>- Nature Conservation – regular monitoring of activity and performance</li> </ul> </li> </ul>	
<p><b>Regional Scrutiny</b></p> <ul style="list-style-type: none"> <li>• <b>ERW</b> (Education through Regional Working) Specific issues to pick up: ERW Replacement organisation – post April 2021</li> <li>• <b>City Deal</b> (Swansea Bay City Region Joint Scrutiny Committee)</li> </ul>			

**Scrutiny Programme Committee – DRAFT Work Plan 2021/22**

<b>ACTIVITY</b>	<b>15 Jun 2021</b>	<b>13 Jul 2021</b>	<b>17 Aug 2021</b>	<b>14 Sep 2021</b>	<b>19 Oct 2021</b>	<b>16 Nov 2021</b>
<b>Scrutiny Work Programme</b>						
<b>Cabinet Member Question &amp; Answer Sessions</b>						
<b>Specific Cabinet Member / Officer Reports</b> Page 85	Scrutiny of Public Services Board	<ul style="list-style-type: none"> <li>Highways &amp; Engineering</li> <li>Infrastructure Repairs and Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Tourism, Destination Management, and Marketing (incl. Working Group follow up)</li> <li>Business and City Promotion</li> </ul>	<ul style="list-style-type: none"> <li>COVID / Recovery &amp; Transformation Plan Progress Update</li> <li>Energy Policy (incl. Generation, Supply &amp; District Heating)</li> </ul>	<ul style="list-style-type: none"> <li>Annual Corporate Safeguarding Report</li> <li>Litter and Community Cleansing</li> </ul>	Delivery of Corporate Priority – Tackling Poverty
<b>Scrutiny Performance Panel Progress Reports</b>		Education	Service Improvement & Finance	Adult Services	Child & Family Services	Development & Regeneration
<b>Pre-decision Scrutiny</b>						
<b>Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.</b>						
<b>Scrutiny Reports to Council</b>	Scrutiny Dispatches Impact Report		Draft Scrutiny Annual Report 2020/21	Scrutiny Dispatches Impact Report		

<b>ACTIVITY</b>	<b>14 Dec 2021</b>	<b>18 Jan 2022</b>	<b>15 Feb 2022</b>	<b>15 Mar 2022</b>	<b>19 Apr 2022</b> (to be cancelled)	
<b>Scrutiny Work Programme</b>				Work Programme Review		
<b>Cabinet Member Question &amp; Answer Sessions</b>		Leader / Economy, Finance & Strategy (including focus on Brexit effects / response)				
<b>Specific Cabinet Member / Officer Reports</b>	<ul style="list-style-type: none"> <li>Public Services Board Annual Report</li> <li>Parking Policy, Control &amp; Enforcement</li> </ul>		<ul style="list-style-type: none"> <li>COVID / Recovery &amp; Transformation Plan Progress Update</li> <li>Crime &amp; Disorder Scrutiny - Safer Swansea Community Safety Partnership</li> </ul>	Children & Young People's Rights Scheme Annual Progress Report		
<b>Scrutiny Performance Panel Progress Reports</b>	Natural Environment	Education	Service Improvement & Finance			
<b>Pre-decision Scrutiny</b>						
<b>Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.</b>						
<b>Scrutiny Reports to Council</b>	Scrutiny Dispatches Impact Report			Scrutiny Dispatches Impact Report		

\* denotes extra meeting



To be scheduled:

- Governance and Audit Committee / Scrutiny Relationship – Chair of Governance and Audit Committee to attend annually (discussion to ensure: mutual awareness and understanding of the work of Scrutiny and Governance and Audit Committee; respective work plans are coordinated, avoiding duplication / gaps; and referral of issues, if necessary)
- Pre-decision Scrutiny of Cabinet Report - Business Case for Relocation of Civic Centre
- Procurement Scrutiny Inquiry – Final Report
- Follow Up on Completed Working Group recommendations

Work Plan remains flexible and subject to change to accommodate requests for pre-decision scrutiny and any urgent issues arising during the year to ensure each meeting is manageable.

## Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Capital Programme Authorisation For The Remodelling of a Hard-Standing Area And Installation of a 2G Pitch on Land at Pontarddulais Comprehensive School.</b>	The report describes the proposed scheme, indicative timeline, and financial implications and funding.	Dylan Jenkins	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	17 Jun 2021	Open
<b>Leisure Partnerships Financial Support.</b>	To seek Cabinet approval for the levels of financial support needed for the period April 21 to March 22 for our leisure partnerships (Freedom Leisure, Parkwood, Wales National Pool and JR Events) due to losses and a financial recovery plan related to the Covid-19 pandemic.	Jamie Rewbridge	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	17 Jun 2021	Open
<b>Supporting Education Recovery.</b>	Report of the Education and Skills Policy Development Committee.	Helen Morgan-Rees	Robert Smith, Cabinet Member - Education Improvement, Learning & Skills	Cabinet	17 Jun 2021	Open
<b>Revenue Financial Outturn 2020/2021.</b>	To report on revenue outturn for 2020/21, including the delivery of budget savings.	Paul Cridland, Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	17 Jun 2021	Open

### Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Revenue Outturn 2020/21 – Housing Revenue Account (HRA).</b>	To report on revenue outturn for 2020/21, compared to budget for the HRA.	Ben Smith, Aimee Dyer	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	17 Jun 2021	Open
<b>Capital Outturn and Financing 2020/21.</b>	To report on capital outturn and financing for 2020/21.	Jayne James, Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	17 Jun 2021	Open

## Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Sustainable Landscapes, Sustainable Places (SLSP) and Sustainable Development Fund (SDF) – Gower AONB - Offer of Additional Welsh Government Funding.</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 90</p>	<p>The purposes of the funding are to:</p> <p>A) Support the following capital projects during 2021/22:</p> <ul style="list-style-type: none"> <li>• Clyne Valley Country Park Regeneration</li> <li>• Fairwood Common – Sustainable Management</li> <li>• Improvements in Port Eynon &amp; Horton</li> <li>• Reynoldston</li> <li>• Pennard Castle</li> </ul> <p>These projects were developed by the Gower AONB Partnership through the Welsh Government “Sustainable Landscapes, Sustainable Places” scheme, and the National Designated Landscapes Partnership (NDLP).</p> <p>B) Finance the Sustainable Development Fund grant scheme administered by the Gower AONB Partnership</p>	Chris Lindley	Cabinet Member - Delivery & Operations (Deputy Leader)	Cabinet	17 Jun 2021	Open

### Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Increased Planned Places at Ysgol Pen-y-Bryn.</b>	Cabinet need to consider the results of the consultation exercise on a proposal to increase the planned places at Ysgol Pen-y-bryn special school, to meet increasing demand, and determine if the proposal moves to the next stage i.e. the publication of a Statutory Notice.	Kelly Small	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	17 Jun 2021	Open
<b>Disposal of Land at Swansea Vale, Llanamlet, Swansea.</b>	To obtain approval for the disposal of land at Swansea Vale to facilitate the development of a new car showroom to serve Swansea and West Wales and to safeguard the employment of the existing staff and to create new employment opportunities.	Adrian Denning	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	17 Jun 2021	Fully exempt

### Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Letting of The Palace Theatre, Prince of Wales Road, Swansea.</b></p>	<p>Swansea Council has purchased the badly neglected Landmark Grade II Listed Building to aid in the regeneration of Swansea’s High Street. The Building is to be refurbished by the Council with the help of Welsh Government funding. The building will be converted into modern collaborative working space, the Council will retain ownership and then lease the property to an external party. The opportunity to lease has been advertised and a lease agreed in principle. The yearly rent is above delegated limits and therefore needs to be approved by Cabinet.</p>	<p>Lewis Hinds</p>	<p>Cabinet Member - Delivery &amp; Operations (Deputy Leader)</p>	<p>Cabinet</p>	<p>17 Jun 2021</p>	<p>Fully exempt</p>

### Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Capital Programme Authorisation for Flying Start Capital Grant 2021/22.</b>	To outline the capital proposal included in the Capital Funding Application submitted to Welsh Government in respect of the Flying Start Programme 2021/22 and to commit the scheme (as approved by WG) to the capital programme in accordance with the Council's FPR7 procedure rules	Claire Lewis, Allison Williams	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	17 Jun 2021	Fully exempt
<b>Annual Performance Monitoring Report 2020/21.</b>	To report the performance indicator results and summarise the Council's performance meeting its priorities for the financial year 2020/21.	Richard Rowlands	Cabinet Member - Business Improvement & Performance	Cabinet	15 Jul 2021	Open

## Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>West Glamorgan Regional Carers Strategy.</b>	<p>The Regional Carers Strategy defines a five-year strategy for cares in West Glamorgan. The document establishes a clear, concise vision statement and mission statement which will guide our regional plans and actions over the next five years. It also describes the values which we will uphold throughout our efforts to deliver the strategy and the subsequent Action Plans.</p>	Jane Whitmore	Cabinet Member - Adult Social Care & Community Health Services	Cabinet	15 Jul 2021	Open
<b>West Glamorgan Regional Co-production Framework.</b>	<p>The Co-production Framework sets out the common definitions, context and principles for co-production along with the approaches to embedding co-production throughout the Regional Partnership. This helps describe what we mean by co-production and set a consistent way forward for making sure co-production is at the heart of regional work.</p>	Jane Whitmore	Cabinet Member - Adult Social Care & Community Health Services	Cabinet	15 Jul 2021	Open

Page 94



### Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Framework Agreement for the Provision of Asbestos Surveying/Inspection, Testing/Analytical Services and Licensed Removal.</b>	<p>Framework Agreement for the Provision of Asbestos Surveying/Inspection, Testing/Analytical Services and Licensed Removal</p> <p>1.1 The Framework Agreement is split into the following three (3) Lots;</p> <p>Lot 1 - Asbestos Survey/ Inspection                      Lot 2 - Asbestos Testing/ Analytical Services                      Lot 3 - Asbestos Removal</p>	Alan Llewellyn, Maz Ward	Cabinet Member - Climate Change & Service Transformation (Deputy Leader)	Cabinet	15 Jul 2021	Open

### Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Shaping Swansea – Appointment of Development Partner.</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 96</p>	<p>Following the Shaping Swansea opportunity launched in March 2020 seeking a long term development partner to continue regeneration alongside the Council, bidders were invited to submit their approach to the partnership and initial proposals for 3 of the 7 sites. These will be outlined for approval alongside the proposed legal documentation and financial implications.</p>	Huw Mowbray	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	15 Jul 2021	Open
<p><b>Leasehold Sale of Land (Tennis Courts) at Langland Bay.</b></p>	<p>The land has been advertised on the open market and tenders received. Bids have been analysed and a preferred bidder has now been identified and authority to enter into a lease is requested.</p>	Lewis Hinds	Cabinet Member - Investment, Regeneration & Tourism, Cabinet Member - Delivery & Operations (Deputy Leader)	Cabinet	15 Jul 2021	Fully exempt

### Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>FPR7 Report - Hafod Copperworks Powerhouse Redevelopment Project Update Report.</b>	To comply with Financial Procedure Rule No.7 (Capital Programming and Appraisals) - to commit and authorise the addition of schemes to the Capital Programme.	Richard Horlock	Cabinet Member - Investment, Regeneration & Tourism, Cabinet Member - Business Improvement & Performance	Cabinet	15 Jul 2021	Fully exempt
<b>Revenue and Capital Budget Monitoring 1st Quarter 2021/22.</b>	To note any significant variations from the agreed budget 2021/22 and savings plan and the actions planned to achieve a balanced budget.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	16 Sep 2021	Open
<b>Annual Equality Review 2020/21.</b>	To publish the Council's Annual Equality Review for 2020/21 in line with the Public Sector Equality Duty and reporting regulations for Wales	Richard Rowlands	Cabinet Member - Business Improvement & Performance	Cabinet	16 Sep 2021	Open
<b>Quarter 1 2021/22 Performance Monitoring Report.</b>	To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period April 2021 – June 2021.	Richard Rowlands	Cabinet Member - Business Improvement & Performance	Cabinet	16 Sep 2021	Open

Page 97

### Appendix 3 – Cabinet Forward Plan 2021 – 2022

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Increased Planned Places at Ysgol Pen-y-Bryn.</b>	Cabinet need to consider objections raised during the statutory notice period and determine the outcome of the proposal to increase the planned places at Ysgol Pen-y-bryn special school, to meet increasing demand.	Kelly Small	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	16 Sep 2021	Open
<b>Annual Review of Performance 2020/21.</b>	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 and the Well-being of Future Generations (Wales) Act 2015.	Richard Rowlands	Cabinet Member - Business Improvement & Performance	Cabinet	21 Oct 2021	Open
<b>Quarter 2 2020/21 Performance Monitoring Report.</b>	To report the performance indicator results and summarise the Council's performance meetings its priorities for the second quarter period July 2020 – September 2020.	Richard Rowlands	Cabinet Member - Business Improvement & Performance	Cabinet	16 Dec 2021	Open

Page 98



## Appendix 4a

Activity / Month	MAY 2021	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
<b>PERFORMANCE PANELS:</b>												
<b>Service Improvement &amp; Finance</b> (monthly) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Emily Davies Lead Cabinet Member: Rob Stewart / Andrew Stevens Lead CMT: Adam Hill / Ben Smith Lead Head of Service: cross-cutting	10 & 17* <small>2020/21 year</small>	11 & 23		24	14	19	16	14	18	15	22	
<b>Education</b> (monthly) Lead Scrutiny Councillor: Lyndon Jones Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead CMT: Helen Morgan-Rees Lead Head of Service: cross-cutting	13 <small>2020/21 year</small>	24	15		1 30	21	18	9	20	17 Budget date TBC	24	
<b>Adult Services</b> (every 6 weeks) Lead Scrutiny Councillor: Sue Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Clive Lloyd Lead CMT: Dave Howes Lead Head of Service: Amy Hawkins / Helen St John		2	14		8	20	30		12	Budget date TBC	2	
<b>Child &amp; Family Services</b> (every 6 weeks) Lead Scrutiny Councillor: Paxton Hood-Williams Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Elliot King Lead CMT: Dave Howes Lead Head of Service: Julie Davies	25	22		11	21		3	13	25	Budget date TBC	9	



Activity / Month	MAY 2021	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
<b>Topic 3 – Bus Services</b> Lead Scrutiny Councillor: Lyndon Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Thomas Lead CMT: Martin Nicholls Lead Head of Service: Stuart Davies			7									
<b>Topic 4 – Healthy City</b> Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Clive Lloyd / Robert Francis-Davies Lead CMT: Martin Nicholls / Dave Howes Lead Head of Service: Tracey McNulty												
<b>REGIONAL SCRUTINY:</b>												
<b>ERW - Education through Regional Working</b> (quarterly) Lead Scrutiny Councillors: Lyndon Jones / Peter Black Lead Scrutiny Officer: Michelle Roberts Lead ERW: Ian Altman / Greg Morgan / Gareth Morgans Lead Cabinet Member: Jennifer Raynor Lead CMT: Helen Morgan-Rees Regional Lead: Phil Roberts (Lead Director for ERW)		28										



Activity / Month	MAY 2021	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
<b>Swansea Bay City Region Joint Scrutiny Committee</b> (every 2 months) Lead Scrutiny Councillor: Rob James (Carmarthenshire Council) Swansea Scrutiny Councillors: Jan Curtice / Phil Downing / Jeff Jones Lead Scrutiny Officer: Stacy Curran, Neath Port Talbot Council Lead Cabinet Member: Rob Stewart Lead CMT: Phil Roberts / Martin Nicholls Lead Head of Service: Phil Holmes			20		14		9		11		8	

\* denotes extra meeting

Information correct as of 08/06/21 19:55

## Progress Report – Current Scrutiny Panels and Working Groups

### 1. Inquiry Panels:

These will undertake in-depth inquiries into specific and significant areas of concern on a task and finish basis, and will be expected to take around six months to complete to enable wide-ranging evidence gathering, and production of a final report with conclusions and recommendations for Cabinet (and other decision-makers).

#### a) **Procurement** (convener: Cllr Chris Holley)

Key Question: What is the Council doing to ensure it procures locally, ethically, and greenly while being cost effective and transparent in its practices?

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The Procurement Pre-Inquiry Working Group originally met on 24 October 2019 for an overview / briefing on the subject matter. This helped Councillors to be informed about how scrutiny can contribute to improvement and the focus, scale and direction of any inquiry. The Panel agreed to undertake an inquiry and the Terms of Reference were agreed. The inquiry work was then placed on hold pending recruitment of Scrutiny Officer / available resources.

The Inquiry Panel will now resume and, given the passage of time and impact of the pandemic, will initially meet to review the key question and terms of reference and amend as necessary. A meeting on 24 June is planned.

The inquiry may take up to six months to complete, as it will call for wide ranging evidence, and will lead to a report with conclusions and recommendations that will be presented to Cabinet.

### 2. Follow Up on Completed Inquiries:

Follow-ups of inquiries will consider both the implementation of scrutiny recommendations and wider impact / difference made. Inquiry Panels are reconvened between 6-12 months after cabinet decision on Inquiry reports.

Inquiry	Cabinet Decision	Recommendations			Follow Up Panel Meeting
		Agreed	Partly	Rejected	
Equalities	21 Nov 2019	18	0	0	28 Jan 2021 Further follow up tba Nov 2021

### 3. Performance Panels:

Performance Panels enable regular and structured in-depth monitoring of performance and challenge within these key areas:

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

This Panel meets every month. The Panel last met on 10 May to discuss the Welsh Housing Quality Standard Annual Report. 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 are next due to meet on 11 June to receive an overview from the Chief Finance Officer (understanding financial reporting) and to discuss the Capital Outturn and Financing report 2020-21.

b) **Education** (convener: Cllr Lyndon Jones)

This Panel meets every month. The Panel in May received updates on Education Other Than At School Services (EOTAS) and the 21<sup>st</sup> Century Schools Programme. On the 24 June they will receive an update from the Cabinet Member and Director of Education on the key issues affecting education currently. They will then discuss and agree their work programme for 2021/2022.

c) **Adult Services** (convener: Cllr Susan Jones)

This Panel meets every 6 weeks. At its meeting on 2 June, the Panel received an update on Adult Services Transformation Programme; a briefing on Annual Review of Charges (Social Services) 2020/21 and discussed Council actions following the WAO report 'The Front door to Adult Social Care', specifically on the recommendation concerning the impact of preventative services. At its meeting on 14 July the Panel will discuss the Performance Monitoring Report, receive a briefing on the Isolation of Elderly People and discuss the Options Appraisal for Assistive Technology and Community Alarms.

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

This Panel meets every 6 weeks. The Panel last met on 25 May when it received a briefing on the Youth Offending Service and an update on progress with CAMHS from representatives of the Health Board. At its next meeting on 22 June, it will discuss the latest Performance Monitoring Report and receive an update on the Regional Adoption Service.

e) **Development & Regeneration** (convener: Cllr Jeff Jones)

This Panel meets every two months. The Panel will next meet on 1 July to discuss the Dashboard Report and updates across all major projects. The Panel will also undertake an annual review of this year's work.

f) **Natural Environment** (convener: Cllr Peter Jones)

This Panel meets every two months. The Panel last met on 19 May, holding a discussion on Council progress surrounding the Climate Emergency Declaration. The Panel also heard from the Director of Place regarding the recent public consultation feedback about the Climate Change action plan.

The Panel is next due to meet on 29 June to discuss the Council's current Air Quality Management strategy. The Panel will also hear from Swansea University regarding research into the human-health impacts of Air Quality.

#### 4. **Regional Scrutiny:**

This is collaborative scrutiny with other Local Authorities for topics / issues of shared interest or concern, and models of regional working.

a) **Education Through Regional Working**

The Scrutiny Councillor Group met remotely on 1 March 2021. They met with the Lead Director and the ERW Chief Officers to discuss the effects of Covid on the business of ERW and progress with ERW reform programme. They also discussed the items presented at the ERW Joint Committee on the 9 February. The next meeting will take place on 28 June 2021.

b) **Swansea Bay City Region City**

The Joint Scrutiny Committee continues to monitor the City Deal programme. A meeting that was planned for 25 May is being re-arranged and is expected to focus on the Pentre Awel project, as well as overall programme and financial monitoring.

#### 5. **Working Groups:**

A number of new topics have been identified which will be dealt with through one-off Working Groups. These enable a 'light-touch' approach to specific topics of concern and will be planned as a one-off meeting (in the order shown below) primarily involving discussion with relevant cabinet member(s) / officer(s), and any other persons called, to gather information, ask questions, and give views / raise any concerns.

a) **Workforce** (convener: Cllr Cyril Anderson)

This Working Group met on 29 March 2021 and asked about the impact of the pandemic on the health and wellbeing of staff; how the Council is supporting this; issues around home working; staff sickness; staff turnover; use of agency staff and pressures. A range of information was considered by the Working Group, with input from relevant Cabinet Member(s) and officer(s). A letter with the Working Group's conclusions and recommendations has been sent to the relevant Cabinet Members. The Working Group were of the view that a further meeting should be arranged in around six months in order to revisit the topic and consider the latest position, information and experience including the results of the further staff survey that will be carried out by the Council in the coming months. Response letter from Cabinet Members has now been received. The correspondence from this meeting is included in the 'Scrutiny Letters' agenda item 11 for Committee's information.

b) **Digital Inclusion** (convener: Cllr Lesley Walton)

This Working Group met on the 11 May where they congratulated officers for the good work done so far in relation this, especially through the difficult Covid period. Overall the Working Group were of the view that the Council is on the right track with its Digital Inclusion Strategy and do recognise that the Council is keen to make the right improvements moving forward. The Digital Inclusion Framework/Strategy and the Council Website is currently being reviewed and members of the Working Group asked to be included in this process. The letter from the Working Group to the Cabinet Member for Business Improvement & Performance is included in the 'Scrutiny Letters' agenda item 11 for Committee's information.

c) **Bus Services** (convener: Cllr Lyndon Jones)

This Working Group will meet on 7 July. This will enable information, questions and discussion about bus network coverage and levels of service; community transport provision; integration with other forms of transport, etc. Representatives of First Cymru and Cardiff Bus will also be participating in the meeting.

d) **Healthy City** (convener: Cllr Mary Jones)

This will enable information, questions and discussion on Swansea as a healthy city, exploring in particular the provision, and promotion of, outdoor sport and activities and opportunities for young people, etc.

Reserve List:

- Road Safety
- Active Travel
- Accessibility for the Disabled / Elderly

# Agenda Item 11



## Report of the Chair

Scrutiny Programme Committee – 15 June 2021

### Scrutiny Letters

<b>Purpose:</b>	To ensure the Committee is aware of the scrutiny letters produced following various scrutiny activities, and to track responses to date.
<b>Content:</b>	The report includes a log of scrutiny letters produced this municipal year, and provides a copy of correspondence between scrutiny and cabinet members where discussion is required.
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• Review the scrutiny letters and responses</li><li>• Make comments, observations and recommendations as necessary</li></ul>
<b>Lead Councillor:</b>	Councillor Peter Black, Chair of the Scrutiny Programme Committee
<b>Lead Officer:</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author:</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 1. Introduction

- 1.1 The production of scrutiny letters has become an established part of the way scrutiny operates in Swansea. Letters from the chair (or conveners) allow scrutiny to communicate directly and quickly with relevant cabinet members.
- 1.2 These letters are used to convey views and conclusions about particular issues discussed and provide the opportunity to raise concerns, ask for further information, and make recommendations. This enables scrutiny to engage with Cabinet Members on a regular and structured basis.

## 2. Reporting of Letters

- 2.1 All scrutiny letters, whether they are written by the Scrutiny Programme Committee or conveners of Panels / Working Groups, are published to ensure visibility, of the outcomes from meetings, across the council and public.
- 2.2 The Scrutiny Programme Committee agenda also includes a copy of letters to/from Cabinet Members where specific discussion is required, e.g. letters relating to the Committee, Working Groups, and Inquiry Panel follow ups. Letters are included when cabinet member responses that were awaited are received or where a scrutiny letter did not require a response.
- 2.3 Where requested Cabinet Members are expected to respond in writing to scrutiny letters within 21 calendar days. The response should indicate what action (if any) they intend to take as a result of the views and recommendations made.
- 2.4 Letters relating to the work of Performance Panels are part of an ongoing dialogue with Cabinet Members and are therefore reported back and monitored by each Panel. However all Performance Panel conveners will provide a progress report to the Committee, including summary of correspondence with Cabinet Members and outcomes.

## 3. Letters Log

- 3.1 This report contains a log of scrutiny letters produced to enable the Committee to maintain an overview of letters activity over the year – see **Appendix 1**. For completeness, the full log covering the 2020-21 municipal year is also provided – see **Appendix 2**. The letters log shows the average time taken by Cabinet Members to respond to scrutiny letters, and the percentage of letters responded to within timescale.
- 3.2 The following letter(s), not already reported to the Committee, are **attached** for discussion:

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a	Scrutiny Working Group - Workforce	29 Mar	Letter to / from Cabinet Members
b	Digital Inclusion – Working Group	11 May	Letter to Cabinet Member for Business Improvement & Performance

### 3.3 Scrutiny Working Group – Workforce (convener: Cllr Cyril Anderson)

#### 3.3.1 A summary of the main outcome from the meeting and agreed action follows:

The Workforce Scrutiny Working Group met to look at the impact of the pandemic on the health and wellbeing of staff; how the Council is supporting this; issues around home working; staff sickness; staff turnover; use of agency staff and pressures.

Overall, the Working Group was reassured that the Authority is doing what it can to support its workforce during and post pandemic. It heard about results from the staff survey that was undertaken towards the start of the pandemic and were told that a follow up survey will be undertaken. The Working Group was also pleased about the extensive engagement with the Trade Unions and that this continues on a fortnightly basis.

The Working Group gave its support to the approach of having an agile working policy and accommodation strategy that is more flexible and provides work / life balance, whilst still meeting the needs of the residents of Swansea. It recommended that any new home working policy must include clear provision to support the health and well-being of staff working from home.

The Working Group recommends to the Scrutiny Programme Committee that a follow up meeting of the Working Group is held within six months, when the results of the follow up survey have been analysed and we understand better what the future holds for the Authority and its workforce.

### 3.4 Scrutiny Working Group – Digital Inclusion (convener: Cllr Lesley Walton)

#### 3.4.1 A summary of the main outcome from the meeting and agreed action follows:

The Digital Inclusion Scrutiny Working Group considered an overview report showing the work done to increase digital inclusion before and during the pandemic, the work already planned for 2021/22 and a look towards the future, post-COVID-19.

Overall, the Working Group agreed that the Council is on the right track with its Digital Inclusion Strategy and recognised that the Council is keen to make the right improvements moving forward.

Individual members of the Working Group have asked to be contacted in due course so they can input into the development of the Digital Inclusion Strategy and the new Council Website.



The Working Group also feels that further oversight of work on Digital Inclusion is necessary as things develop, perhaps annually, whether through Working Group or other method of scrutiny.

**4. Legal Implications**

4.1 There are no legal implications.

**5. Financial Implications**

5.1 There are no financial implications.

**Background Papers:** None

**Appendices:**

Appendix 1: Scrutiny Letters Log – 2021-22

Appendix 2: Scrutiny Letters Log – 2020-21

Appendix 3: Correspondence between Scrutiny and Cabinet Members

## Scrutiny Letters Log (2021-2022)

Ave. Response Time (days): #DIV/0! (target within 21 days)      % responses within target: #DIV/0!

No.	Committee / Panel / Working Group	Meeting Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken
1	Working Group	11-May	Digital Inclusion	Business Improvement & Performance	26-May	n/a	n/a
2	Service Improvement & Finance Performance Panel	10-May	Welsh Housing Quality Standard Annual Report	Climate Change & Service Transformation	26-May	n/a	n/a
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Appendix 2

**Scrutiny Letters Log (2020-2021)**

Ave. Response Time (days): 24 (target within 21 days) % responses within target: 55

No.	Committee / Panel / Working Group	Meeting Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken
1	Service Improvement & Finance Performance Panel	21-Sep	Annual Performance Monitoring Report 2019/2020	Business Improvement & Performance	02-Oct	23-Oct	21
2	Natural Environment Performance Panel	01-Sep	COVID-19 impacts, issues and environmental lessons	Joint Environment Enhancement & Infrastructure Management and Delivery & Operations	05-Oct	30-Oct	25
3	Natural Environment Performance Panel	01-Sep	Follow Up - Natural Environment Scrutiny Inquiry	Delivery & Operations	05-Oct	n/a	n/a
4	Natural Environment Performance Panel	01-Sep	Local Flood Risk Management	Environment Enhancement & Infrastructure Management	05-Oct	n/a	n/a
5	Development & Regeneration Performance Panel	14-Sep	Project Update Report	Economy, Finance & Strategy (Leader)	06-Oct	04-Nov	29
6	Child & Family Services Performance Panel	16-Sep	Update on COVID-19 in relation to Child & Family Services	Children Services - Early Years	07-Oct	n/a	n/a

7	Education Performance Panel	22-Oct	Update on COVID-19 in relation to Education and opening of schools, work planning.	Education Improvement, Learning & Skills	03-Nov	n/a	n/a
8	Education Performance Panel	22-Oct	Thank you to Education and Schools to Director	Education Improvement, Learning & Skills	03-Nov	n/a	n/a
9	Adult Services Performance Panel	20-Oct	Performance Monitoring and Sickness Levels in Adult Services and work planning	Adult Social Care & Community Health Services	04-Nov	25-Nov	21
10	Child & Family Services Performance Panel	28-Oct	WAO Report follow up review of corporate arrangements for safeguarding of children in Swansea	Children Services	16-Nov	n/a	n/a
11	Development & Regeneration Performance Panel	03-Nov	City Centre developments, dashboard updates	Economy, Finance & Strategy (Leader)	19-Nov	18-Dec	29
12	Development & Regeneration Performance Panel	03-Nov	Dashboard Report (Active Travel) and Landore Metro	Environment Enhancement & Infrastructure Management	19-Nov	27-Nov	8
13	Service Improvement & Finance Performance Panel	09-Nov	Q1 Budget Monitoring Report, Review of Revenue Reserves, Mid Term Budget Statement	Economy, Finance & Strategy (Leader)	25-Nov	14-Dec	19

14	Service Improvement & Finance Performance Panel	09-Nov	Recycling and Landfill Annual Performance Monitoring Report 2019/20	Environment Enhancement & Infrastructure Management	25-Nov	n/a	n/a
15	Committee	17-Nov	COVID-19 response & recovery	Economy, Finance & Strategy (Leader)	03-Dec	n/a	n/a
16	ERW Scrutiny Councillor Group	26-Nov	ERW and Covid Recovery and the ERW into the future	ERW Joint Committee	17-Dec	15-Feb	n/a
17	Education Performance Panel	19-Nov	Waun Wen Primary School and Elective Home Education	Education Improvement, Learning & Skills	09-Dec	n/a	n/a
18	Committee	15-Dec	PSB Annual Report	Chair of Public Services Board	08-Jan	n/a	n/a
19	Service Improvement & Finance Performance Panel	14-Dec	Equality Plan Review 2019/20	Better Communities	11-Jan	01-Feb	21
20	Joint Social Services Performance Panel	16-Dec	Update on Management of Covid-19	Adult Social Care & Community Health Services	11-Jan	n/a	n/a
21	Education Performance Panel	17-Dec	Swansea Skills Partnership and Covid update	Education Improvement, Learning & Skills	12-Jan	03-Feb	22
22	Committee	19-Jan	Pre-decision Scrutiny: Community Asset Transfer to Mumbles Community Council (skatepark)	Joint Delivery & Operations and Investment, Regeneration & Tourism	20-Jan	n/a	n/a

23	Committee	19-Jan	Cabinet Member Q & A Session	Economy, Finance & Strategy (Leader)	01-Feb	n/a	n/a
24	Education Performance Panel	21-Jan	Update on Covid Recovery Plan in Education	Education Improvement, Learning & Skills	02-Feb	26-Feb	24
25	Development & Regeneration Performance Panel	12-Jan	Dashboard Report	Economy, Finance & Strategy (Leader)	02-Feb	26-Feb	24
26	Development & Regeneration Performance Panel	12-Jan	Commercial Opportunities in Rural Areas	Investment, Regeneration & Tourism	02-Feb	23-Feb	21
27	Service Improvement & Finance Performance Panel	20-Jan	Budget proposals / Q2 Budget Monitoring Report	Economy, Finance & Strategy (Leader)	08-Feb	n/a	n/a
28	Service Improvement & Finance Performance Panel	20-Jan	Q1 Performance Monitoring Report	Business Improvement & Performance	08-Feb	24-Feb	16
29	Equalities Inquiry Panel	28-Jan	Impact/follow up on recommendations agreed	Better Communities	08-Feb	n/a	n/a
30	Joint Social Services Performance Panel	26-Jan	Performance Monitoring and update on management of Covid-19	Adult Social Care & Community Health Services	15-Feb	n/a	n/a
31	Service Improvement & Finance Performance Panel	17-Feb	Annual Budget Proposals	Economy, Finance & Strategy (Leader)	17-Feb	20-Apr	62
32	Committee	16-Feb	Active Travel Consultation Process	Environment Enhancement & Infrastructure Management	08-Mar	26-Mar	18

33	Development & Regeneration Performance Panel	02-Mar	Project Update Report	Economy, Finance & Strategy (Leader)	23-Mar	22/4/21	30
34	Development & Regeneration Performance Panel	02-Mar	Discussion with ATG regarding Arena	Investment, Regeneration & Tourism	23-Mar	n/a	n/a
35	Service Improvement & Finance Performance Panel	08-Mar	Q3 Budget Monitoring report 2020-21, the Mid-Year Budget Statement 2020-21 and the Treasury Management Strategy Statement.	Economy, Finance & Strategy (Leader)	23-Mar	20-Apr	28
36	Joint Social Services Performance Panel	15-Feb	Draft Annual Budget and update on management of Covid 19 pandemic	Adult Social Care & Community Health Services	03-Mar	n/a	n/a
37	ERW Scrutiny Councillor Group	01-Mar	ERW and Covid Recovery and the new regional body	ERW Joint Committee	23-Mar	yes	n/a
38	Committee	16-Mar	COVID-19 Response and Progress with Recovery & Transformation Plan	Economy, Finance & Strategy (Leader)	06-Apr	n/a	n/a
39	Education Performance Panel	18-Mar	Covid Recovery in Education, Pupil Development Grant and Regional Education Service	Education Improvement, Learning & Skills	07-Apr	n/a	n/a
40	Adult Services Performance Panel	09-Mar	Update on West Glamorgan Transformation Programme	Adult Social Care & Community Health Services	07-Apr	28-Apr	21
41	Child & Family Services Performance Panel	24-Mar	Performance Monitoring and Safeguarding Quality Unit Annual Report	Children Services - Early Years	15-Apr	n/a	n/a

42	Child & Family Services Performance Panel	24-Mar	WAO Report Tackling Violence Against Women, Domestic Abuse and Sexual Violence	Supporting Communities	15-Apr	26-Apr	11
43	Development & Regeneration Performance Panel	25-Jan	Arena Contract (Exempt)	Investment, Regeneration & Tourism	19-Apr	27-May	38
44	Committee	16-Mar	Children & Young People's Rights Scheme	Children Services	22-Apr	11-May	19
45	Natural Environment Performance Panel	22-Mar	Nature Conservation	Delivery & Operations	26-Apr	n/a	n/a
46	Working Group	29-Mar	Workforce	Delivery & Operations	04-May	24-May	20
47	Committee	13-Apr	Homelessness Strategy Progress	Homes, Energy & Service Transformation	05-May	n/a	n/a
48	Education Performance Panel	22-Apr	ALN, New Curriculum and Estyn report	Education Improvement, Learning & Skills	17-May	n/a	n/a
49	Adult Services Performance Panel	20-Apr	Performance Monitoring; Update on Council Commitments	Adult Social Care & Community Health Services	18-May		
50	Service Improvement & Finance Performance Panel	17-May	Pre-decision Scrutiny: 71/72 The Kingsway (FPR7) Report (Exempt)	Economy, Finance & Strategy (Leader)	18-May	n/a	n/a
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**To Councillors:**

**David Hopkins, Cabinet Member Delivery & Operations (Deputy Leader)**

**Andrew Stevens, Cabinet Member - Business Improvement & Performance**

**Andrea Lewis, Cabinet Member - Homes, Energy & Service Transformation (Deputy Leader)**

**Clive Lloyd, Cabinet Member Adult Social Care and Community Health Services**

*Please ask for:  
Gofynnwch am:*

Scrutiny

*Scrutiny Office  
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01792 637314

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

*Date  
Dyddiad:*

04 May 2021

**BY EMAIL**

CC Cabinet Members

**Summary:** This is a letter from the Workforce Working Group to the relevant Cabinet Members following the meeting of the Working Group on 29 March 2021. It is about the effects of the pandemic on the Workforce.

Dear Cllrs Hopkins, Stevens, Lewis and Lloyd

The Workforce Scrutiny Working Group met on 29 March 2021 to look at the impact of the pandemic on the health and wellbeing of staff; how the Council is supporting this; issues around home working; staff sickness; staff turnover; use of agency staff and pressures.

This letter provides you with feedback from that meeting.

We would like to thank Andrea Lewis, Clive Lloyd, Adam Hill, Sarah Lackenby, Geoff Bacon and Adrian Chard for attending to present the report and answer questions. We appreciate your engagement and input.

**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)

Sarah Lackenby provided a brief update and stated that the position the Authority was in before the pandemic regarding agile working put it in a good place. For the majority of staff who were desk based, they were able to migrate them quickly to work from home. The Staff survey carried out in the summer last year, when staff had been working from home for a few months, had a very good response. As time went on, new arrangements were brought in for staff to undertake a risk assessment, to buy equipment and to borrow furniture. In the survey, staff were asked if they were struggling or felt excluded digitally and they responded that they did not need much training, even on Teams.

Whilst the Working Group found the meeting informative and interesting, it did have some concerns and we would like to make the following comments.

We felt that mapping was important and requested baseline data for the Number of staff; Male – Female; Part-time/ Full-time/ Zero hours; Salary ranges by department; Salary averages by department; Officers at each level in tiers, from 1 Director all the way down in bands. We also requested comparative information for the last 3 years, to see if there are more or fewer staff in total and where the changes have occurred. Officers confirmed they have all of this supplementary information, and will circulate it to the Panel.

We discussed how Sickness levels appear to have reduced and heard that there will be more work undertaken to look into it in more detail.

We heard that there has been a lot of activity on Track, Trace, Protect (TTP) and volunteering and that it was great how the workforce responded to the crisis. Staff were eager to be involved and to help out where they could at food banks etc.

We noted that Health and Safety were able to put in place a large amount of support for the wellbeing of the workforce, and that staff have been encouraged to take leave especially from the summer onwards and this continues. If staff are unable to take annual leave they are able to carry it over.

We queried Trade Union (TU) engagement and insight and were informed that meetings with Unions were held weekly during the height of the pandemic and are now held two-weekly. We noted that any issues were raised and addressed at the meetings, and the Director of Social Services attended the first 10 minutes to answer direct questions about Social Services. Also all risk assessments went in front of TUs; TUs were consulted on, for example, PPE; setting up TTP; and any frequently asked questions about staff, for example, shielding. Issues with annual leave and deployment were also 'run passed' the Unions.

We told you how we felt that it was a novelty for many staff to work from home to begin with and queried if staff have found it harder to work from home as time has gone on. We were informed that the results of the survey were very positive; 87% said they liked working from home. We heard that the intention is to follow it up with another staff survey in a few months, now that restrictions are lifting. Officers said they felt everyone has found it harder as time has gone on, not necessarily due to working from home but because people have been confined to their homes.

We asked about the route for staff to take if they are not getting support and were informed that in the survey, 77% of staff felt they knew where to go to get help. We heard that there are different avenues for staff to take. Officers felt staff should speak to their line manager in the first instance, or if they feel they cannot, they can go to Human Resources or they can refer directly into the Psychological Support Service (Psychological First Aid) and can access information online.

We expressed our concern about whether staff want to work from home because it makes them happy and suits their lifestyle or because they are afraid to go out. We also mentioned that we feel all staff should have some face-to-face contact with colleagues/managers and queried if this is happening. Officers confirmed that in the survey, 84% said they would like to work two days or more from home after the pandemic; 85% said they feel more productive working from home. We heard that anecdotally some staff and managers said they feel everyone is more accessible now using Teams remotely and that it has brought barriers down. We noted that this might be explored in the next staff survey. We also heard that anecdotally, some staff/managers said they found it easier juggling their commitments whilst working from home. Officers said they had not heard so far of staff being afraid to go out and that this would be explored in the follow up survey. We noted that if staff have to go into the office, you are making sure they have a safe environment.

We raised the issue about when offices re-open and meetings start again in person. We asked what the general feeling was about staff stress and anxiety of meeting face-to-face, especially with the public. Officers confirmed they are trying to assess what the risks will be and are putting appropriate measures in place to ensure staff have appropriate equipment and social distancing in place between members of staff and the public. All of this is being documented in a risk assessment and managers are working with teams on this. We heard that it depends on the role but as many Services as possible have moved their service on line with phone and email support to back it up and that a range of things are being put in place. In terms of meetings, we heard there is a clear procedure when booking meeting rooms and systems are in place to enable face-to-face meetings.

We discussed staff stress and anxiety, whether the Authority employs psychologists in the Wellbeing Team and whether we can employ more. Officers felt it was something that needs to be reviewed when we come out of the pandemic, under Workforce Planning. We heard that front line staff have found the help invaluable. Officers believe the Authority employ Talking Therapists (not psychologists) and agreed to confirm their technical role outside of the meeting. In terms of guidance sent out to all staff and managers, officers confirmed it is made clear to managers they have to be aware of potential health impacts of Covid, and if they identify any potential issue then its referred to occupational health as a stress related issue. Guidance also makes clear that managers are to ensure they talk to staff on a regular basis.

From Adult Services and Child and Family Services point of view, we heard there is opportunity for Psychological First Aid run by Occupational Health and Corporate Services, offered to front line staff in social care. The Directorates are also working with the Association of Social Workers on a wider wellbeing and psychological toolkit that staff can access online as and when they need to.

Regarding vaccinations, we received confirmation that front line staff in key areas have been offered the vaccine. Adult Social Care staff were the main cohort in priority two; 89% have received the first dose, 74% the second dose. In Education, specialist school staff were added into this cohort. We heard that a very small number were not inclined to take the vaccination.

We asked about staff carrying out a role that was face-to-face with the public before the pandemic, and how this is working now as staff are working from home. We were informed it is a mixed picture. Some face-to-face roles are continuing where they need too and risk assessments are being done for these. Other roles have shifted to telephone and email support where people cannot get online.

We also queried the effect staff working from home has had on the public as we feel that many members of the public are not computer literate. We were informed that there was some work with Local Area Coordinators and the Third Sector, helping people directly who had to shift to online channels and needed help. We heard that moving services online was helpful for some people but for those who struggled, they were helped by volunteers. We noted that digital inclusion is quite high in Swansea and that over 75s and those who did not want to use digital were the ones who were helped. We heard that post pandemic, officers hope older people will find it helpful to access more services by phone / online.

We heard that District Housing Offices closed during the pandemic and there was a surge to more residents contacting the department online. We also heard that the Authority has been wanting this to happen for some time and that this is therefore a success story.

We heard that the Authority has a stand-alone home working policy and that it would be circulated to the Panel for information following the meeting.

We mentioned that we thought many of the staff who continued to work through the pandemic might have been agency staff or outsourced staff and queried if we would be bringing those staff and services in-house. Officers agreed that our suggestion to take on agency staff who worked as refuse collectors etc, would be taken back to the appropriate department to consider.

Officers confirmed that staff were encouraged to take leave but due to the pandemic are able to carry over up to 20 days annual leave to be taken in the next two years.

We heard that the roll out of agile working would continue with further dialogue on aspects of it. We also heard that future agile working policy goes beyond the pandemic and that when current advice to work from home changes, we can expect to be working in a socially distanced environment for the next few years and that office layout should be designed to accommodate that. Officers expect that staff will be empowered to work from home for focus work and that work in the office will move to a collaborative space for when teams need to engage.

We expressed our concern that the flexibility of working from home is sometimes, taken too far, and that home becomes work place not home. Officers confirmed that it

would be optional to work from home in the future. The plan is to offer flexible working; one of the locations is working from home. It will be job specific, as for some jobs it is not appropriate to work from home as they need team support to do the best for residents in Swansea.

Panel queried how staff will be encouraged to complete the next survey and if it will be anonymous to enable a good appraisal. Officers confirmed the first survey was anonymous and the second one will be too and that the response was exceptional with positivity around home working. We heard that the results of next survey, which is taking place around May time, will be analysed to see if opinion has changed.

Following the meeting, we discussed progress and made the following conclusions:

1. We would like to give our thanks and acknowledge the hard work and commitment of all staff, the senior management team and everyone in the organisation who have worked so hard doing their jobs and supporting the people of Swansea in very difficult times.
2. We found the briefing very informative and we are reassured that the Authority is doing what it can to support its workforce during and post pandemic.
3. We feel that mapping is important and ask that the supplementary data and comparative information requested prior to the meeting be provided to the Panel.
4. We were pleased to hear about the extensive engagement with the Trade Unions and hope that this will continue in the future.
5. We support the approach of having an agile working policy and accommodation strategy that is more flexible and provides work/life balance, whilst still meeting the needs of the residents of Swansea.
6. We recommend that support for health and wellbeing of staff be part of home working and request a copy of the stand-alone home working policy.
7. We made the suggestion and would like reassurance that agency workers, who have worked through the pandemic, will be offered a position with the Authority.
8. Regarding mental health help, we would like clarification of the correct procedure for staff to follow, the services they can access for help and what happens after the initial contact has been made. We would also like to see data on a) sickness taken for this reason; b) whether people think they have been helped; and c) the services they accessed to get this help. We do not feel the follow up survey will pick this up.
9. We would like confirmation of the correct title for 'Talking Therapists', if they are employed by the Authority, and their role.
10. We would like reassurance that if a blended approach is taken, that members of the public who are not computer literate or are vulnerable will be given the help

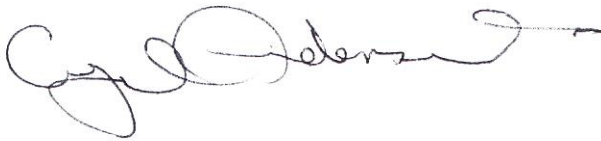
they need and that issues will be resolved, for example, phones are answered or forwarded on to someone else; issues with uploading photos for blue badge holders are resolved.

11. We will be recommending to the Scrutiny Programme Committee that a follow up meeting of this Working Group is held in six months, when the results of the follow up survey have been analysed and we understand better what the future holds for the Authority and its workforce.

### **Your Response**

We hope you find this letter useful and informative. We are interested in hearing your thoughts about the issues raised and would ask that you respond to the points in our conclusions by 25 May 2021.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Cyril Anderson', with a long horizontal flourish extending to the right.

**COUNCILLOR CYRIL ANDERSON**  
**CONVENER, WORKFORCE SCRUTINY WORKING GROUP**  
**[CLLR.CYRIL.ANDERSON@SWANSEA.GOV.UK](mailto:CLLR.CYRIL.ANDERSON@SWANSEA.GOV.UK)**

Councillor Cyril Anderson  
Convenor  
Workforce Scrutiny Working Group

**VIA EMAIL**

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*E-Mail:* [cllr.clive.lloyd@swansea.gov.uk](mailto:cllr.clive.lloyd@swansea.gov.uk)  
*Our Ref:* CL/CM  
*Your Ref:*  
*Date:* 24<sup>th</sup> May 2021

Dear Councillor Anderson

Thank you for the opportunity to present to the Workforce Working Group on the 29<sup>th</sup> March 2021. The discussion and your feedback was very helpful as to how we move forward, emerging from the pandemic into a new way of working.

Your letter has raised several points which I will address in turn:

1. The Working Group asked for supplemental information and comparative data, which I have attached to the bottom of this letter
2. As I mentioned at the meeting, Trade Union engagement continues on a fortnightly basis to discuss emerging HR and health and safety points. This is in addition to service and Directorate discussions.
3. The Working group requested a copy of the Homeworking Policy which can be found on the intranet here:  
<http://www.swansea.gov.uk/staffnet/article/30780/HR---Home-working-policy>
4. The Working Group suggested and sought assurance around agency workers being offered a position within the Council. This would be dependent on new posts being created within those service areas and would need to follow the Council's recruitment policy. The matter has been passed to services.
5. Further information was requested around mental health help for staff. Staff can self-refer, or through a manager. They are then triaged based on risk, e.g. suicidal ideation receives contact from a counsellor within 24 hrs, and lower risk individuals are assigned a counsellor, student or First Aider based on need. During Covid, front line staff have also been prioritised for contact within 24 hours.

There is also support, debriefing etc. for managers and a range of on-line resources are available. See more information on the intranet through this link: <http://www.swansea.gov.uk/staffnet/coronavirusstaffmentalhealth>.

The service has received significant feedback from staff, many of whom have stated they would not have remained in work without the support, particularly in Social Services and food distribution/shielding.

Over 90% of staff under the care of the service remain in work and do not go off sick.

6. The 'talking therapists' referred to in the meeting are not psychologists. They are all BACP (British Association of Counselling and Psychotherapy) accredited and qualified in Counselling and Stress management. There are also two EMDR (Eye Movement Desensitisation and Reprocessing) specialists to treat PTSD (post-traumatic stress disorder).
7. The Group sought reassurance around the support for residents where they are unable to access the internet. This was discussed at a recent Digital Inclusion Working Group and we can provide reassurance that telephone support and face-to-face appointments are still available for those residents unable to access services over the internet.

Thank you again for the opportunity to present to the group.

Yours sincerely



**Y Cynghorydd/Councillor Clive Lloyd**  
**Aelod y Cabiunet dros Ofal Cymdeithasol i Oedolion a Gwasanaethau Iechyd/**  
**Cabinet Member for Adult Social Care & Community Health Services**



**Y CYNGHORYDD/COUNCILLOR DAVID HOPKINS**  
**AELOD Y CABINET DROS GYFLWYNO A PHERFFORMIAD**  
**CABINET MEMBER FOR DELIVERY & PERFORMANCE**



**Y Cynghorydd/ Councillor Andrea Lewis**  
**Y Dirprwy Arweinydd**  
**Cartrefi, Ynni a Thrawsnewid Gwasanaethau**  
**Joint Deputy Leader of the Council**  
**Homes, Energy & Service Transformation**





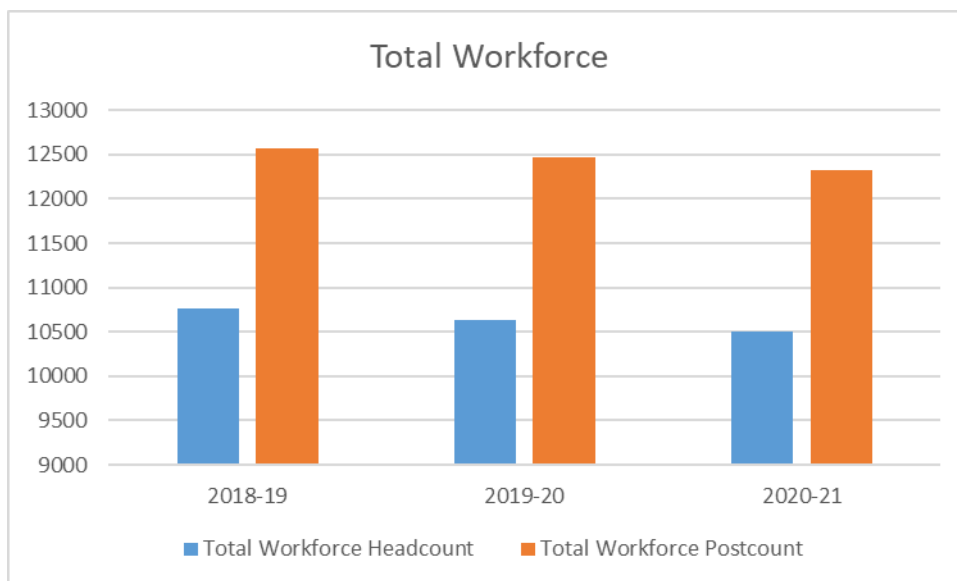
**Councillor Andrew Stevens**  
**Aelod y Cabinet dros Trawsnewid Busnes a Pherfformiad**  
**Cabinet Member for Business Improvement & Performance**

## Supplementary information

### Salary and Grade by Directorate:

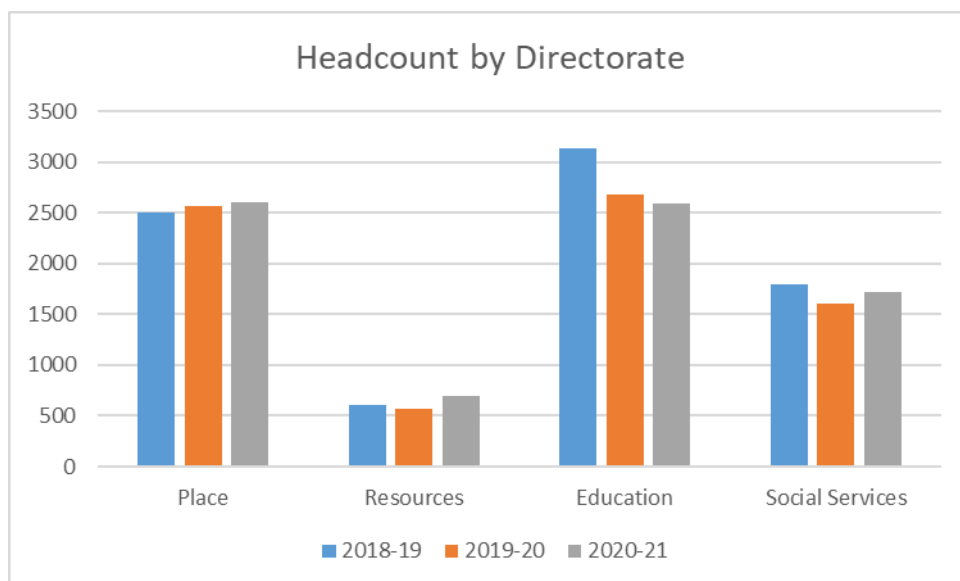
<u>Place</u>	<u>Resources</u>	<u>Education</u>	<u>Social Services</u>
<b>Most Common Grade/Salary:</b>	<b>Most Common Grade/Salary:</b>	<b>Most Common Grade/Salary:</b>	<b>Most Common Grade/Salary:</b>
GRADE_07 19-24  £28,672.00	GRADE_06 11-17  £24,491.00	GRADE_04 05-06  £19,698.00	GRADE_06 11-17  £21,748.00
<b>Average Annual Salary:</b>	<b>Average Annual Salary:</b>	<b>Average Annual Salary:</b>	<b>Average Annual Salary:</b>
£25,115.31	£29,338.28	£26,109.44	£25,608.73

### Total workforce – last three years:



### Changes by Directorate – last three years:

Please note these changes include restructures where teams may have moved between Directorates.



### Staff Profile 2020-21 by categories requested:

	Working Pattern	Count	% Male	Count	% Female	Total
Permanent	FT	1896	61%	1188	39%	3084
Permanent	PT	231	12%	1739	88%	1970
Temporary	FT	221	42%	305	58%	526
Temporary	PT	58	16%	302	84%	360
Casual/Relief	FT	0		0		0
Casual/Relief	PT	70	32%	151	68%	221
<b>Total</b>		<b>2476</b>		<b>3685</b>		<b>6161</b>



**To:**  
**Councillor Andrew Stevens**  
**Cabinet Member for Business Improvement**  
**and Performance**

*Please ask for:* Michelle Roberts  
*Gofynnwch am:*  
*Scrutiny Office* 01792 637256  
*Line:*  
*Llinell*  
*Uniongyrchol:*  
*e-Mail* [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)  
*e-Bost:*

**cc. Councillor Louise Gibbard, Cabinet**  
**Member for Stronger Communities**

*Date* 26 May 2021  
*Dyddiad:*

**BY EMAIL**

**Summary:** This is a letter from the Digital Inclusion Scrutiny Working Group to the Cabinet Member for Business Improvement and Performance following the meeting of the Working Group on 11 May 2021

Dear Cllr Stevens,

### **Digital Inclusion Scrutiny Working Group – 11 May 2021**

We would like to thank you, the Chief Transformation Officer and the Web Development Manager for attending our meeting. We are writing to you to reflect on what we learnt from the discussion and to share the views of the Working Group.

We considered the report which gives an overview of the work done to increase digital inclusion before and during the pandemic, the work already planned for 2021/22 and a look towards the future, post-COVID-19.

Our comments below follow our discussion on a number of key areas.

### **Non Digital Inclusion**

We understand that access to online services is hugely beneficial for people in increasing their life chances, by for example, helping find work, getting access to cheaper goods/services online and reducing loneliness and isolation. Whilst this is recognised we believe there is always going to be a small group of people that do not or cannot, for whatever reason, go online. We therefore continue to emphasise the importance of ensuring that these people are not excluded from accessing our services.

**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)**

The make-up of those people who do not access our services online may have changed after Covid, with many more people becoming more able to use online services learnt through the necessity to keep in contact with friends and family and to access many other necessities of life. We feel that it is likely to no longer be particular groups of people that are not online but individual people dotted about in our communities. We will therefore need to target our inclusion activities slightly differently to react to this, whilst of course offering services in other ways like by telephone or in some cases face to face. We were encouraged to hear about the example of help given to a small group of 79 individuals who needed more intensive support to access our services through Covid. We did recognise that staff across the authority pulled together to do their best for citizens through this period and that there were no complaints received relating to accessing services.

We were pleased to hear the Councils Contact Centre is still a big part of what we do, that if people can access our services online that is good but everyone has a range of channels to access our services and in the way that best suits them. Although we did hear that one barrier to inclusion can be the digital infrastructure which included the mobile and broadband infrastructure in Swansea. We were keen to hear that the City Deal Infrastructure Programme will hopefully address this deficit.

### **Safeguarding and Privacy**

We felt that safeguarding including safety online and privacy issues are still a big concern with online use, especially with the rapid growth of use of the internet which has been matched by a big growth in online scams. We were told about the continued promotion of online safety and scam awareness activity that encourages privacy and security online, also that Council is building a library of scams with Trading Standards. These scams are communicated to the public via social media and via the Councils Communication Team. We were also pleased to hear about the phishing campaign and training is soon to be provided that will make more people aware. It was also recognised that some people do not like transacting online because of their concerns over safety and security and these concerns need to be recognised and addressed where possible moving forward.

### **Digital Inclusion Strategy/Framework**

We need to look at how people are accessing our services now as opposed to pre pandemic, as we recognise that the landscape has changed rapidly since the start of the Covid Pandemic. We understand that many more people are now online in some form, so we feel that the strategy should be more equality focused and that the title of digital 'equality' framework be used rather than the term digital 'inclusion', as this would better reflect the strategy moving forward.

We asked about digital touchscreen technology and how the Council is using this in our public places. The Web Manager said she would look at what is being done across the authority and inform us of her findings due course.

We agree with you that Digital Inclusion Strategic Framework needs to be reviewed in light of new data emerging post pandemic and to reflect the natural demographic shift over the coming years. We understand that the milestones and dates will also need to

be revisited to ensure they are fit for purpose before discussing again with stakeholders. We were told that a draft Digital Inclusion Strategic Framework had been developed pre Covid and will now be reviewed. We would like to contribute to this piece of work and have asked to be contacted when it is most appropriate to be included.

We were interested to hear about the Council working towards what is called a Swansea Account, where people are able to log in and see all the transactions they have made with the Council in a secure way. We look forward to seeing how this progresses.

## **Communication and Language**

We heard that a variety of methods of communication are used to reach Swansea residents, whether digitally included or excluded, for example offline channels e.g. press releases and posters, letters to residents plus text messages. As well as online channels like the website, social media and emails. Awareness has been raised online for all sources of help to get online and improve digital skills. These included sharing Digital Communities Wales courses on the Council's website and on social media and promotion of the Lifelong Learning helpline and courses. Online messaging have been targeted at people who may know someone who needs help.

We were pleased to hear about the Chatbot that went live during the pandemic to assist people when looking for information and signposting in relation to domestic violence. We felt that this is a good example of how we can use our website to assist those who are most in need.

## **New Council Website**

We heard that a new council wide Website is being developed and that it will ensure for example, the search aspects are right, good practice in accessibility and that plain English/Welsh used. The Web Manager is working with the Access to Services officer so views can be sought from the different equality groups in its development. We understand the new website will be delivered in late summer. We would like to feed our thoughts into the new website design and would appreciate being contacted when it is appropriate to engage.

We congratulate officers for the good work done so far, especially through the difficult Covid period. Overall, we agreed that the Council is on the right track with its Digital Inclusion Strategy and do recognise that the Council is keen to make the right improvements moving forward.

## **Your Response**

While we do not require a formal reply do this letter we do expect that these issues will be given full consideration. With this in mind, and given the importance of this issue, we will be asking it be revisited by scrutiny annually perhaps as a further Working Group. In the meantime:

1. The draft Digital Inclusion Strategic Framework has been circulated to us but can you contact this group in due course so we can give feedback on the updated version.
2. Can you contact the Group, when it is appropriate, to consult with us on the new website.

Yours sincerely

**COUNCILLOR LESLEY WALTON**  
**Convener, Digital Inclusion Scrutiny Working Group**  
[Cllr.lesley.walton@swansea.gov.uk](mailto:Cllr.lesley.walton@swansea.gov.uk)

# Agenda Item 12



## Scrutiny Programme Committee – 15 June 2021

### **Date and Time of Upcoming Scrutiny Panel Meetings**

#### **15 June – 13 July**

- a) 22 June at 4.00pm – Child & Family Services Performance Panel
- b) 23 June at 10.00am – Service Improvement & Finance Panel
- c) 24 June at 10.00am – Procurement Inquiry Panel
- d) 24 June at 4.00pm – Education Performance Panel
- e) 28 June at 2.00pm – ERW (Education Through Regional Working) Scrutiny Councillor Group
- f) 29 June at 10.00am – Natural Environment Performance Panel
- g) 1 July at 11.00am – Development & Regeneration Performance Panel
- h) 7 July at 2.00pm – Bus Services Working Group

Meetings will be held remotely via MS Teams