



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, 13 July 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, H Lawson, W G Lewis, C E Lloyd, S Pritchard, 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/3jz3J8a>

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

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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 - 5
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.	

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Next Meeting: Tuesday, 17 August 2021 at 4.00 pm

Huw Evans

Huw Evans
Head of Democratic Services
Wednesday, 7th July 2021
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, 15 June 2021 at 4.00 pm

Present: Councillor P M Black (Chair) Presided

Councillor(s)

C Anderson
P K Jones
W G Thomas

Councillor(s)

E W Fitzgerald
W G Lewis
T M White

Councillor(s)

D W Helliwell
S Pritchard

Statutory Co-opted Member(s)

D Anderson-Thomas A Roberts

Councillor Co-opted Member(s)

P R Hood-Williams L R Jones J W Jones

Other Co-opted Member(s)

C Bija (Public Services Board Scrutiny)

Also Present

Roger Thomas	Deputy Chief Fire Officer, Mid and West Wales Fire & Rescue Service / Vice Chair of Swansea Public Services Board
Steve Davies	Group Manager, Mid and West Wales Fire & Rescue Service / operational lead on Swansea Public Services Board well-being objective 'Strong Communities'
Phil McDonnell	Coordinator, Swansea Environmental Forum / operational lead on Swansea Public Services Board well-being objective 'Working with Nature'
Hamish Osbourne	Swansea Environment Team Leader, Natural Resources Wales
Councillor Lesley Walton	Convener, Scrutiny Working Group – Digital Inclusion

Officer(s)

Adam Hill	Deputy Chief Executive / Director of Resources
Kate Jones	Democratic Services Officer
Brij Madahar	Scrutiny Team Leader
Debbie Smith	Deputy Chief Legal Officer

Apologies for Absence

Councillor(s): C E Lloyd and G J Tanner

Councillor Co-opted Members: C A Holley and S M Jones

4 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 Peter Jones – Minute No. 9 – Member of the Swansea Public Services Board 'Working with Nature' task group

Councillor Sam Pritchard – Minute No. 9 – Member of Swansea Public Services Board – Partnership Group

5 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.

6 Minutes.

Resolved that the Minutes of the Scrutiny Programme Committees held on 18 May 2021 and 20 May 2021 be approved and signed correct records.

7 Public Question Time.

There were no public questions.

8 Role of the Scrutiny Programme Committee.

As the first meeting of the 2021/22 municipal year, the Scrutiny Team Leader presented the report on the 'Role of the Scrutiny Programme Committee'. The report also invited the Committee to renew the appointment of Committee co-optees.

Resolved that: -

- 1) The co-option of Scrutiny Performance Panels conveners to the Committee be renewed.
- 2) The co-option of partnership organisations to enable representatives to participate in the Committee's scrutiny of the Public Service Board be renewed.

9 Scrutiny of Swansea Public Services Board.

Representatives from Mid and West Wales Fire & Rescue Service, Natural Resources Wales, Swansea Environmental Forum and Swansea Council attended for Scrutiny of Swansea Public Services Board (PSB).

The Committee is carrying out scrutiny of the performance of the PSB and the difference it is making. The session focussed on understanding the role of the Mid & West Wales Fire & Rescue Service and Natural Resources Wales, as Statutory Members of Swansea Public Services Board, and progress in delivery of well-being objectives which they lead on.

Further to the written report provided, questions and discussions focussed on:-

- Impact / added value of the PSB – heard about networks / contacts built, work of Safer Swansea Partnership on High Street, safeguarding, radicalisation, racism and funding achieved from Natural Resources Wales to support improvement of the green environment
- Take up of partner / joint working on key issues – examples of partner working were provided around criminality, anti-social behaviour and substance misuse
- Success of partner working on deliberate grass fires
- Issues around PSB governance, lack of resources, lack of funding and lessons learned.
- Comparison with Regional Planning Boards – differing financial positions
- Substance Misuse – was being looked at by the Regional Planning Board and Area Planning Board - the Area Planning Board was leading on the development of the Integrated Public Health Model and was reporting back to the PSB
- Development of Performance Indicators for the PSB and sight of action plans to assist with monitoring and measuring progress – noted that not all aspects of work would be measurable, e.g. those issues that focus on long term change
- Lobbying for additional resources and funding
- Regional PSBs and strain on those organisations attending numerous PSBs – it appeared that the Welsh Government intended to maintain the local PSBs at present
- Communication between PSB the Working Groups and Joint Committee
- Impact of the Covid -19 pandemic on the work of the PSB and funding
- The PSB was scheduled to review their focus at the next meeting following the Covid-19 pandemic

The Chair thanked all those present. He looked forward to the next session on the PSB and development of better performance information around the work of the PSB including showing the delivery of specific well-being objectives through action plans.

10 Scrutiny Dispatches - Impact Report.

The Chair / Scrutiny Team Leader presented the 'Scrutiny Dispatches – Impact Report', highlighting scrutiny achievements during 2020/21.

Resolved that the report proceed to Council

11 Membership of Scrutiny Panels and Working Groups.

The Chair presented a report on the Membership of Scrutiny Panels and Working Groups.

The Committee noted the appointment of Performance Panel Conveners by respective Panels for the 2021/22 municipal year so far as follows:

- Child & Family Services - Councillor Paxton Hood-Williams re-appointed
- Adult Services - Councillor Susan Jones re-appointed
- Service Improvement & Finance – Councillor Chris Holley re-appointed

Resolved that: -

- 1) Councillor Mark Child be removed from any panels / working groups, as he had become an executive member.
- 2) Councillor Oliver James and Councillor Hannah Lawson be added to the Natural Environment Performance Panel

12 Scrutiny Work Programme.

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

The next Scrutiny Programme Committee was scheduled for 13 July 2021. The main item scheduled was a discussion on Cabinet Member Portfolio Responsibilities for Highways & Engineering and Infrastructure Repairs & Maintenance with the Cabinet Member for Environment, Enhancement & infrastructure Management.

Resolved that the report be noted.

13 Scrutiny Letters.

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

The Convener of the Scrutiny Working Group for Digital Inclusion, Councillor Lesley Walton, was present to summarise the findings. She highlighted the work carried out by Officers in spite of the Covid-19 pandemic who, for example, continued to deliver a new initiative 'Chatbot'. The Working Group would continue to support staff with the huge advances and continuing changes in technology and look at the Digital Inclusion Strategy as well as the revamp of the Council Website. The Working Group felt that further oversight of work on Digital Inclusion was necessary as things develop, perhaps annually.

The Convener of the Scrutiny Working Group for Workforce, Councillor Cyril Anderson, referred to the Working Group's letter to Cabinet Members and response, following the Working Group meeting. He highlighted the work of staff during the Covid-19 pandemic. Following the first lockdown staff had adapted better during the second lockdown, with improvements to support from the Council. It was noted that there would be a further staff survey circulated in the next 6 months to ask staff about working from home now they were more experienced / had more exposure to it. The Working Group were looking to meet again when the results of the survey were known.

Both Conveners thanked staff for all their hard work, helping the Council through a very difficult period.

The Chair touched on some issues around the use of agency workers, recently discussed at the Governance & Audit Committee, and he would be discussing with the Chair of the Governance & Audit Committee a way forward around future discussion avoiding any duplication between respective Committees.

Resolved that the scrutiny letters log be noted.

14 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 5.15 pm

Chair

Agenda Item 6



Report of the Chair

Scrutiny Programme Committee – 13 July 2021

Discussion on Cabinet Member Portfolio Responsibilities

Purpose:	To enable the Committee to question Cabinet Members on their work. The Committee's questions will broadly explore Cabinet Members' priorities, actions, achievements and impact in relation to specific areas of responsibility.
Content:	<p>The following Cabinet Member will appear before the Committee:</p> <p>a) Councillor Mark Thomas, Cabinet Member for Environment Enhancement & Infrastructure Management</p> <p>The specific areas of responsibility being discussed are:</p> <p>a) Highways & Engineering b) Infrastructure Repairs & Maintenance</p>
Councillors are being asked to:	<ul style="list-style-type: none">• Question the Cabinet Member on the specific portfolio responsibilities• Make comments and recommendations as necessary
Lead Councillor:	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead Officer:	Tracey Meredith, Chief Legal Officer
Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland

1. Introduction

- 1.1 One of the most important roles that scrutiny carries out is holding the Council's Cabinet to account. The Cabinet (also known as the Executive) is made up of the Leader and other councillors, appointed by the Leader, who are allocated specific portfolio responsibilities.

1.2 There are 10 Cabinet portfolios:

	Cabinet Portfolio	Cabinet Member
1	Economy, Finance & Strategy (Leader of the Council)	Cllr Rob Stewart
2	Delivery & Operations (Joint Deputy Leader)	Cllr David Hopkins
3	Climate Change & Service Transformation (Joint Deputy Leader)	Cllr Andrea Lewis
4	Adult Social Care & Community Health Services	Cllr Mark Child
5	Business Improvement & Performance	Cllr Andrew Stevens
6	Children Services	Cllr Elliott King
7	Education Improvement, Learning & Skills	Cllr Robert Smith
8	Environment Enhancement & Infrastructure Management	Cllr Mark Thomas
9	Investment, Regeneration & Tourism	Cllr Robert Francis-Davies
10	Supporting Communities	Cllr Alyson Pugh Cllr Louise Gibbard

NOTE:

- All Cabinet Members have responsibility for Poverty Reduction
- Supporting Communities Portfolios operate under a job share system with two named Councillors sharing the responsibility, rotated on a regular basis; however, formally they remain as one cabinet portfolio.
- Detailed Cabinet Portfolio Responsibility listing is attached to this report.

1.3 By acting as a 'critical friend' scrutiny has the opportunity to challenge the Cabinet and individual cabinet members on their actions and performance in relation to their areas of responsibilities.

1.4 The Committee has moved away from general Cabinet Member Question Sessions, looking at overall responsibilities, in favour of focusing on specific areas of interest / concern, taking into account any gaps in the overall scrutiny work programme and ensuring good coverage of scrutiny across all cabinet portfolios.

1.5 The Committee should be mindful to avoid duplication of any issue(s) which are being examined elsewhere in the scrutiny work programme e.g. within Performance Panels.

2. Discussion on Cabinet Member Portfolio Responsibilities

- 2.1 The following Cabinet Member will appear before the Committee:
- a) Councillor Mark Thomas, Cabinet Member for Environment Enhancement & Infrastructure Management
- 2.2 The Cabinet portfolio responsibilities that the Committee will focus on are:
- Highways & Engineering
 - Infrastructure Repairs & Maintenance
- 2.3 The Cabinet Member, will attend, along with lead officers who can assist the Committee, to report on aims / objectives, plans, and the delivery of work related to these portfolio objectives. Cabinet Members will be invited to make introductory remarks before taking questions from the Committee.
- 2.4 The Cabinet Member has provided a report on the portfolio responsibilities under discussion to help the Committee focus the discussion and questions - see **Appendix 1**.

3. Approach to Questions

- 3.1 The session should provide Committee members with a greater understanding of what these specific responsibilities entail, resources, priorities / objectives / commitments, key activities / headlines / achievements, performance measures, and overall assessment of service health (including, for example, how we compare with others, challenges / risks) and improvement / 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.
- 3.2 In terms of themes that cut across all cabinet portfolios, the Committee can ask Cabinet Members about:
- Well-being of Future Generations Act – impact on their work / decisions e.g. what they are doing to achieve the well-being goals and ways of working, e.g. focus on long-term thinking, collaboration / involvement etc (including regional / collaborative working, service user / public engagement)
 - Links to Poverty Reduction
 - Reducing inequalities, including socio-economic disadvantage
 - Links to the Council's Recovery and Transformation Plan
 - Links to the Public Services Board (PSB)

- 3.3 The Committee has also invited members of the public and other scrutiny councillors (not on the Committee) to suggest questions that the Committee should ask. It is up to the Committee how to deal with any suggested questions within the session.
- 3.4 Following each session the Chair will write to Cabinet Members in order to capture the main issues discussed, views expressed by the Committee, and any actions for them to consider.
- 3.5 If the Committee wishes to conduct more detailed scrutiny of any of the issues raised during the session then this should be agreed through the normal work planning process and planned for a future meeting. This will also allow proper time for preparation.
- 3.6 The Committee should note that Councillor Mark Thomas has already been engaged in scrutiny, or is planned, of the following:
 - Air Quality & Pollution (Natural Environment Performance Panel)
 - Local Flood Risk Management (Natural Environment Performance Panel)
 - Green Space Management (incl. grass cutting, weed spraying) (Natural Environment Performance Panel)
 - Ash Dieback (Natural Environment Performance Panel)
 - Waste Management & Recycling (Service Improvement & Finance Performance Panel)
 - Transport / City Centre Travel Plan (Development & Regeneration Performance Panel)
 - Active Travel (Scrutiny Programme Committee)
 - Bus Services (Working Group)

4. Next Session

- 4.1 The next scheduled Discussion on Cabinet Member Portfolio Responsibilities, on 17 August, is with the Cabinet Member for Investment, Regeneration & Tourism, Councillor Robert Francis-Davies. The Cabinet Member has been asked to specifically report on:
 - Tourism, Destination Management, and Marketing
 - Business and City Promotion

Within the discussion, the Committee can also follow up, as necessary, on the previous Tourism Scrutiny Working Group, which met and subsequently reported to Cabinet during 2019. A Cabinet response / action plan was agreed in November 2019.

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: Cabinet Member Report

Appendix 2: Cabinet Portfolio Responsibility Listing



Report of the Cabinet Member for Environment Enhancement and Infrastructure Management

Scrutiny Programme Committee - 13 July 2021

Highways and Engineering, Infrastructure and Maintenance

Purpose	To provide a briefing to the Scrutiny Programme Committee relating to Highways and Engineering, Infrastructure and Maintenance
Content	This report sets out the functions, standards and operational activities of the Highways Maintenance Group but includes details on Engineering Group including Public Lighting, Car Parks and Traffic Management Infrastructure.
Councillors are being asked to	Consider the report, to give their views and make recommendations to Cabinet Member as necessary
Lead Councillor(s)	Councillor Mark Thomas, Cabinet Member for Environment Enhancement and Infrastructure Management
Lead Officer(s)	Stuart Davies, Head of Highways and Transportation
Report Author	Bob Fenwick, Group Leader Highways Maintenance Mark Thomas, Group Leader Traffic & Network Management
Legal Officer	Debbie Smith
Finance Officer	Jayne James/Aimee Dyer

1. General Description

- 1.1 Highway Infrastructure is managed across several sections within Highways and Transportation. The main assets are managed by Highway Maintenance, Engineering and Traffic and Network Management Group. This report will focus on the management of the Highway Asset and Car Parks and will give a summary of maintenance regimes.

The Highways Maintenance Section covers a wide range of services which are based at Clydach Depot including Planned and Reactive Maintenance (carriageways and footways), Highway Licencing and Enforcement, Winter Maintenance, Street Works co-ordination, Highways Claims Defence, Coastal Defence and Highway Drainage and Routine Maintenance.

The Engineering Group manage public lighting and signage assets whilst the Traffic and Network Management Group manage the transport network, car parks, bridges and traffic management assets.

A full description of the Group activities were included within the Highways and Transportation commissioning report.

1.2 The Highway Asset
The extent of the highway asset is defined by the adopted roads network in other words all highways that are maintainable at public expense.

The highway covers approximately 1100km of carriageway, 1500km of footway/footpaths, 210 bridges, 13km of retaining wall, 29,000 lighting columns and 40,000 drainage gullies. There are 100,000's of other small assets from drains to street furniture and signs.

The local highway network is Swansea's largest, most visible and most valuable publically owned asset with a replacement value in excess of £2,000,000,000.

This report will also include similar infrastructure off highway but in Council ownership for example public car parks.

2. Why We Do This

2.1 There are a number of statutory requirements relating directly to this service. The main ones are:-

Highways Act 1980 - to assert and protect the rights of the public for the use and enjoyment of any highway.

New Roads and Street Works Act 1991 and the **Traffic Management Act 2004** – to coordinate and control street works activities by utility companies.

2.2 Three of the five corporate priorities are particularly relevant :-

- **Safeguarding** people from harm – The Safety of the Highway

- **Transforming our economy and infrastructure** – Sustainable maintenance of the Highway and works co-ordination.
- **Transformation and future council development-** Sustainable development of the Highway

2.3

The consequences of the Council not fulfilling its statutory duties may lead to:

- Damage to property or injury to people.
- Claims for personal and property injury/loss.
- Negative impact on the health and safety and quality of life for residents
- Detrimental affect on the reputation and prosperity of Swansea

The functions and activities of the service have an impact on quality of life issues, perceptions of the city centre and the areas people live in. These have both social and economic consequences.

3. Management and Support

3.1 Highways Maintenance (as a group) directly employs 87 members of staff (operational and manual) and receives additional back-office support from the Finance, Purchasing and Stores section.

This is broken down into the following teams.

Routine maintenance operations are organised into 2 areas. Each area has a designated Area Manager, Supervisors, Inspectors and a team of area based operational staff. This totals approximately 61 FTE, who deal with around 60,000 enquiries a year.

Planned maintenance and drainage works are managed by a small team of 4 Engineers using both internal and external contractors to carry out resurfacing schemes and capital maintenance.

Drainage and SAB

Two small teams of Engineers (2+2) who are responsible for land drainage, Highways Capital drainage schemes, sustainable drainage and coastal defences.

The Street Works team deals with works co-ordination. It is a team of 6 FTE's who deal with approximately 30,000 notified works on the Highways each year.

Public Lighting, a team of 19 FTE lighting engineers, electrician and operational staff.

Bridges and Structures, a team of four Engineers / technicians dealing with all highways bridge and retaining wall maintenance and design together with structural works on buildings.

Car Parks, in terms of asset management a team of 14 FTE's managing 55 car parks across Swansea.

Telematics – a team of 5 staff and an apprentice who manage the traffic light system and maintain both Swansea and NPT's network.

4. Stakeholders

4.1 All highway users are stakeholders however the following groups have a higher level of interest.

- BID and the City Centre Traders.
- Community Councils
- Environment Forum
- Natural Resources Wales
- Emergency services
- Probation Service
- Parks and Cleansing
- Housing
- Corporate Property
- Statutory Undertakers
- Public Transport Companies

5. Finance

5.1 In 2021/22 the budget for maintenance is £3.9m. This covers all routine Works. In terms of capital expenditure the annual capital allocation to highways is £3.468m with £1.34m for carriageways and £0.65m for footways.

An additional £1.4m has been allocated for the last 4 years following the commissioning report.

Further funding has been received from Welsh Government, £1.19m Capital and £713k revenue. .

The Highway Asset is ageing, with many parts exceeding their residual life. There is a backlog of over £70m of work on roads alone. This figure is recalculated every 5 years. If the additional funding received in recent years is maintained it is likely this backlog will remain stable and not continue to rise.

Funding of £231k has been allocated to car park premises and £117k on Park and Ride premises per year.

6. Current Performance and Trends

- 6.1 The service has a number of performance indicators but is also an active member of the APSE (Association of Public Sector Excellence) performance networks benchmarking group.

The main performance measure relates to road condition, with the percentage of roads in need of attention being reported.

National Indicator		17/18	18/19	19/20	20/21
THS11 a	Condition of A roads	3.2%	4.1%	4.0%	3.11%
THS11 b	Condition of B roads	4.5%	5.1%	5.1%	5.07%
THS11 c	Condition of C roads	6.7%	6.9%	7.0%	6.24%

This shows marginal improvements in A roads and B roads with a marginal decline in C roads.

The Service is also actively involved with the CSS (County Surveyors Society) Wales best practice network who use Data Unit Wales to gather and compare performance data.

National Indicator		17/18	18/19	19/20	20/21
T13	Percentage of residual signal junctions older than 15 years	8%	8%	5%	11.5%
T14	Percentage of residual pelican crossings older than 20 years	8%	8%	5%	7%
T15	Percentage of urgent faults attended to within 2 hours and rectified and cleared within 8 hours	98%	98%	98%	98%

The increase in percentage of residual installation either over 15 or 20 years is a result of higher specification equipment being installed in the early 2000's, meaning that elements of our assets are still in serviceable condition after 20 years. These PI's will be reviewed.

7. Notable Management Practices

7.1 Forward Works Programme

This is an example of best practice. The network is reviewed and risk based scores given to each section of carriageway. These are based on various factors including public concern and stakeholder use. These scores are used to create the programme which is set over 5 years. The current programme is 2020 to 25 but is approximately 1 year ahead of schedule due to the additional funding.

7.2 Annual Status and Options Reports

Another example of best practice these reports are produced annually to review the effect on the network of the years work and to look at any changes to methods of working. They give statistics on performance and look at steady state requirements. This shows the level of funding required to keep the network from deteriorating further.

7.3 Drainage Review

Carried out in 2020/21, a full review of the highways drain cleaning process, focusing on prioritisation for cleaning and setting standards/methods of working for the drainage teams. This review was supported by additional funding that allowed an additional Gulley Tanker to be brought into the service. The results of the review were validated by a recent CCCS (Wales) review that recommended several areas of best practice all of which are already being followed. Following this review new methods of issuing work have been introduced that have improved logging and record keeping.

7.4 Pot Hole Initiative

This began in 2018 and since its establishment over 23,000 pot holes reported by the public have been filled. The initiative won an award in 2019 and Swansea Council were asked to speak at the Department of Transport to a national roads group.

7.5 Work During the Pandemic.

During the pandemic the service has faced difficult challenges, the highway remained open and all duties remained in place. Staff both operational and office based, were professional and pragmatic. The service remained operational throughout. Changes to programmes and the way of working were brought in to keep both the staff and public safe. One example was a change to all footway schemes avoiding residential streets to avoid conflict with social distancing. Loughor Bridge was waterproofed and re-surfaced away from properties and at a time when traffic counts were at a record low.

8. Future Challenges & Opportunities

8.1 The main challenges for the service in relation to this report are:-

- The need to ensure continuity of service against a backdrop of resource pressures
- Increasing demand and expectations from stakeholders
- Growing responsibility for non-highway council assets as part of an Council asset management approach to responsibility.
- An increase in traffic calming which presents maintenance challenges
- Deteriorating condition of the highway asset
- Increasing challenges due to climate change.
- Change of Ward boundaries – Each inspection route/maintenance route will need to be reviewed to amend them to match, in order to keep single points of contact for the ward. The Patch programme will also need to be reviewed as logistics, funding and programme are influenced by no of members and by ward. .
- Budget pressures when £1.4m additional funding awarded following the commissioning ends.

9. Risks

9.1 There is a single Directorate level risk in the risk register related to the topics of the report:-

- PL GEN 45: Highways-Failure to adequately maintain structural integrity of Carriageway& Footway Highway Assets leading to not fit for purpose and more costs.

There is significant highways maintenance backlog which will require a sustained level of increased funding to reduce. An increase in traffic, local HGV movements and prevailing weather conditions are also major contributory factors to the deterioration.

An additional risk has been identified in relation to localised damage to road condition by introducing traffic calming measures, each site is thought to reduce the durability of the supporting highway by 50% due to traction loading. This has not been added to the risk register.

10. Assessment

10.1 Highways Maintenance is a much reviewed service. It follows good practice and is engaged as a key participant in national projects on asset management and performance.

Highways Maintenance has been reviewed by the Scrutiny programme as follows:

Scrutiny has reviewed this service in:

- 2010 Winter Maintenance
- 2012 Highway Maintenance
- 2015 Street scene (incorporating Highway Maintenance)
- 2018 Roads and Footway Maintenance
- 2019 Highway Weed Spraying

Traffic and Network Management have been reviewed by scrutiny in

- 2017 Parking Services

Management of the Highway asset.

The Welsh Assembly Government recommends that all Welsh authorities prepare a Highways Asset Management Plan (HAMP).

This plan sets out the council's plans for the management of the council's highway asset and how we will manage the highway network to ensure we achieve our corporate priority outcomes, taking into account finance and the current asset condition, differing stakeholder needs, localised priorities and the benefits they provide over the medium to long term in terms of defined outcomes.

A new HAMP is being produced in accordance with national guidance and recommended good practice This plan has been developed in accordance with the Society of Chief Officers for Transportation in Scotland (SCOTS) / County Surveyors Society Wales (CSSW) recommended asset management practices.

The management of the asset is broken down into several distinct areas the main ones being:

- Forward Works Programme
- Annual Status and Options Report
- Performance Management
- Winter Service Plan
- Safety Inspection Manual.
- Skid Resistance Policy.

11. Legal Implications

11.1 There are no legal implications associated with this report other than those set out in the body of the report.

12. Financial Implications

12.1 There are no financial implications associated with this report.

Appendix 2 - CABINET PORTFOLIOS (as at 20 May)

Economy, Finance & Strategy (Leader) (Cllr Rob Stewart)	Adult Social Care & Community Health Services (Cllr Mark Child)	Supporting Communities (Cllr Alyson Pugh; Cllr Louise Gibbard)	Business Improvement & Performance (Cllr Andrew Stevens)	Children Services (Cllr Elliot King)
<ul style="list-style-type: none"> • Brexit & New Economic Relationships • Capital Programme Delivery • City Centre Redevelopment • City Deal Delivery • Communications • Community Leadership • Constitutional Changes • Emergency Planning • Finance Strategy, Budget & Saving Delivery • Financial Services • Future Digital Networks (City Deal) • Legal Services • Local & Regional Investment Strategy • Planning Policy (Regional) • Poverty Reduction • Public Services Board (PSB) • Recovery Plan Lead • Regeneration Strategy & Major Projects • Regional Working Lead (All Bodies) • Strategic Partnerships • Swansea Bay City Region Joint Committee - Chair • Welsh Local Government Association (WLGA) – Deputy Leader • WLGA Lead on Europe, Brexit, Economy & Energy • WLGA representative to LGA 	<ul style="list-style-type: none"> • Activities to Promote Independence & Ageing Well • Adult Social Services Modernisation • Assessment / Care Management • COVID-19 Response – Adult Social Care • Elderly Care • Healthy City Partnership • Integration of Health & Social Care • Joint Equipment • Learning Disability • Local Area Coordination Lead • Mental Health • Physical & Sensory Impairments • Poverty Reduction • Recovery Plan – Adult Services Lead • Safeguarding • Strategic Health & Social Care Collaboration Opportunities • Supporting People • Wellbeing • West Glamorgan Regional Partnership Board (RPB) – Leader’s Representative 	<p>Cllr Alyson Pugh (leading on):</p> <ul style="list-style-type: none"> • 3rd Sector Homeless Support • 3rd Sector Services • Community Cohesion • Community Safety • Community Safety – Board Representative • Community Support for Refugees & Asylum Seekers • Employability • Financial Inclusion • Food Poverty Reduction • Lifelong Learning • Neighbourhood Working • NEETs (Not in Education, Employment or Training) 19-25 • Poverty Reduction in Communities • Recovery Plan – Community Support Services Lead • Safer Swansea Partnership Representative • Services for Vulnerable People in Communities during COVID-19 • Substance Misuse • Support for Veterans • Swansea Working • Welfare Reform & Rights <p>Cllr Louise Gibbard (leading on):</p> <ul style="list-style-type: none"> • Access to Services • Community Centres • Community Groups, Engagement & Development • Community Growing (inc. Allotments) • Community Support Services • Co-production • Councillor Champions – Coordination, Liaison & Networking • Diversity • Equalities • Future Generations Compliance • Human Rights City • LAC Services in Communities • Poverty Reduction in Communities • Preventing Violence against Women, Domestic Abuse & Sexual Violence • Recovery Plan – Community Support Services Lead 	<ul style="list-style-type: none"> • Agile Working • Business & Service Improvement • Community Digital Connectivity (inc. free WiFi) • Community Hubs, Service Protection • Contact Centre • Corporate Building Rationalisation • Corporate Delivery of Priorities • Corporate ICT and Digital Delivery of Services • Councillors Community Budget Scheme Delivery • Councillors ICT Services Lead • Crowd Funding & New Community Funding Models • Digital Inclusion • Information & Business Change (inc. Better ICT) • Localised Services and Opportunity for New Business Models • Performance Management & Improvement • Poverty Reduction • Recovery Plan – Digital Services Transformation Lead • Risk & Resilience Management • Rural Economy Lead 	<ul style="list-style-type: none"> • Apprenticeships Support • Best Start in Life • CAMHS (Child & Adolescent Mental Health Services) • Child & Family Services • Children & Young People (CYP) Chair • Continuum of Care • Corporate Parenting Lead • Families First • Flying Start • NEETS Reduction Support (Not in Education, Employment or Training) • Opportunities for Young People • Play Opportunities • Poverty Reduction • Promoting Youth Inclusion & Youth Citizenships • Readiness for Work (Support) • Recovery Plan – Children Services Lead • Regional Adoption Service • Safe Looking After Children (LAC) Reduction Strategy • Safeguarding • UNCRC (United Nations Convention on the Rights of the Child) • YOS (Youth Offending Service) • Youth Services

Appendix 2 - CABINET PORTFOLIOS (as at 20 May)

Delivery & Operations (Joint Deputy Leader) (Cllr David Hopkins)	Education Improvement, Learning & Skills (Cllr Robert Smith)	Environment Enhancement & Infrastructure Management (Cllr Mark Thomas)	Climate Change & Service Transformation (Joint Deputy Leader) (Cllr Andrea Lewis)	Investment, Regeneration & Tourism (Cllr Robert Francis- Davies)
<ul style="list-style-type: none"> • Building Control • Cemeteries, Crematoriums, Births, Deaths & Marriages • City Profile • Collaboration Opportunities • Commercial Services, Procurement & Frameworks • Councillor Champions – Overall Responsibility • Corporate Delivery of Priorities • Councillor Development • Democratic Services • Environmental Health incl. COVID-19 Regulation Enforcement • Health & Safety Policy • Houses in Multiple Occupation • Human Resources • Landlord Licensing • Licensing Policy • Mayoral & Civic Functions • Outside Bodies (Participation Oversight) • Petitions • Planning Policy • Poverty Reduction • Public Protection • Recovery Plan – Policy Change Lead • Scrutiny Services • Strategic Estates & Property Management • Statutory Nuisance Matters (inc. Noise, Pests, Overgrown Gardens) • Sustainable Development (incl. Biodiversity) Lead • Trade Union Engagement (JCC Lead Member) • Trading Standards 	<ul style="list-style-type: none"> • 21st Century Schools Programme (inc. School Building Upgrades) • Apprenticeships Lead • Catchment Review • City of Learning - Member of UNESCO COL Steering Group (United Nations Educational, Scientific and Cultural Organization Commonwealth of Learning) • Children & Young People Board Member • Education Regional Working (ERW) - Leader's Representative • Education Services from 3 to 19 • Further Education • Future Schools Estate Scoping & Delivery • Inclusion & Learner Support • NEETS Prevention (Not in Education, Employment or Training) Lead • Quality in Education (QEd) Programme • Readiness for Work Lead • Recovery Plan – Schools & Education Lead • Regional Workforce Planning & Skills Development • School Improvement • Schools Estate Planning & Resources Planning • Schools' Organisation & Performance • Skills & Talent Project (City Deal) 	<ul style="list-style-type: none"> • Air Quality & Pollution Incidents • Coastal Defence • Community Caretakers (Non Housing Revenue Account - HRA) • Cycleways • Estates Maintenance Management (Non HRA) • Fleet Renewal & Maintenance • Fly Tipping Task Force • Grass Cutting Services • Highways & Engineering • Infrastructure Repairs & Maintenance • Litter & Community Cleansing • Marina, Foreshore & Beach Maintenance • Parking Policy, Control & Enforcement • Parks Maintenance • Pothole Task Force • Poverty Reduction • Recovery Plan – Place Based Service Lead • Regional Collaborations for Transport, Highways & Waste • Regional Transport Policy (Lead Member of Joint Transport Authority) • Streetscene • Transport Services • Waste Management & Recycling 	<ul style="list-style-type: none"> • Agile Rollout Programme - Lead • Building Services • Cooperative Housing • Council House Management • Council House Repairs • COVID-19 Response on Housing & Homelessness • COVID-19 Recovery Plan – Strategic Service Transformation Lead • Energy Policy (inc. Generation, Supply & District Heating) • Green Energy Infrastructure • Green Fleet Transport & Green Vehicle Adoption • Homes as Power Stations (City Deal) • Homelessness Lead & Supporting People • Housing Adaptions & Renewal Schemes • Housing Policy, Affordable Housing & Housing Options, Tenancy Support (Housing Support Grant) • More Homes Delivery • Organisational Development • Poverty Reduction • Public Services Board – Leader's Representative • Safer Swansea – Partnership Lead • Sheltered Housing • Tenancy Enforcement • Welsh Housing Quality Standard (WHQS) Programme Lead • Western Gateway – Leader's Representative 	<ul style="list-style-type: none"> • Business & City Promotion • City Centre Management (inc. Swansea Market) • City Projects and Major Development Opportunities (Shaping Swansea) • City Waterfront & Marina Promotion • Creative City • Culture, the Arts & Galleries • Events and Attractions • Healthy Night Life / Purple Flag • Heritage Protection & Restoration • Inward Investment Opportunities • Libraries • New Local & Regional Business Opportunities • Parks & Play Development • Parks, Beaches and Foreshore Events & Promotion • Play & Sports Facilities • Poverty Reduction • Recovery Plan – Tourism Economy Lead • River Corridor Development • Science City • Suburban Centres & Community Regeneration Initiatives • Tourism, Destination Management, and Marketing • Universities Collaboration (Development)

Agenda Item 7



Report of the Chair

Scrutiny Programme Committee – 13 July 2021

Scrutiny Performance Panel Progress Report

Purpose	The Committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will regularly provide a progress report, updating the Committee on headlines from their Panel's work and impact.
Content	This report focuses on the following Performance Panel: a) Education
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness and understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Lyndon Jones (convener, Education Performance Panel)
Lead Officer & Report Author	Michelle Roberts Tel: 01792 637256 E-mail: scrutiny@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland

1. Introduction

- 1.1 There are six Performance Panels which have been established by the Committee. Whilst the work of an Inquiry Panel leads to the production of a final report with conclusions and recommendations for Cabinet based on evidence gathered on a specific issue, the work of a Performance Panel represents regular monitoring of, and challenge to, particular services / service areas and issues.
- 1.2 Performance Panels are expected to have on-going correspondence with relevant cabinet / lead members in order to share views and recommendations, arising from monitoring activities, about the performance of services and service delivery.

1.3 The Committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panels Conveners will therefore provide a regular progress report to the Committee to enable:

- a discussion on the work of each Panel, achievements, effectiveness and impact
- the Committee to consider any issues arising from Panel activities which may have an impact on the overall scrutiny work programme
- awareness amongst the Committee as well as visibility across the council and public.

1.4 This report is about the following Performance Panel:

a) Education – this is an update on work carried out since last report to the Committee in December 2020.

To focus the discussion a short written report has been provided by the convener, and is **attached**. This includes a summary of Panel activities, correspondence between the Panel and relevant Cabinet Members, recommendations and impact.

1.5 The Education Panel involves the following members:

Labour Councillors: 3

Cyril Anderson	Beverley Hopkins
Mike Durke	

Liberal Democrat/Independent Councillors: 3

Mike Day	Susan Jones
Lynda James	

Conservative Councillors: 5

Steve Gallagher	Myles Langstone
David Helliwell	Linda Tyler-Lloyd
Lyndon Jones (CONVENER)	

Other:

Statutory Co-opted Members: 2

David Anderson-Thomas	Parent Governor Representative
Alexander Roberts	Parent Governor Representative

2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

Appendices:

Appendix 1 – Scrutiny Performance Panel – SPC Update

Education Scrutiny Performance Panel – SPC Update

1. Remit of the Panel

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

2. Key Activities

The Panel is currently meeting on a monthly basis and the work completed since Dec 2020 includes:

- a) On the 17 Dec 2020, the Panel met to discuss the Swansea Skills Partnership, they invited key members of the Partnership to discuss the key issues.
- b) The Panel agreed to reduce the workload on the Education Department for the January and February 2021 due to the pressures of Covid. In this period they received an update on the Covid situation in Education and looked at the Annual Budget as it relates to Education.
- c) On the 18 March, the Panel discussed the Pupil Development Grant spend across schools in Swansea and how it is benefiting our most vulnerable pupils. They also discussed the Education Covid recovery.
- d) On the 22 April, the Panel looked at progress with Additional Learning Needs reform, an update on position with the New Curriculum for Wales and the Estyn letter and report on the education response to the pandemic.
- e) On the 13 May, the Panel met with the Head of the Pupil Referral and Behaviour Support Unit to discuss progress with Education other than at School Services (EOTAS) including the new Maes Derw facility. They also received an update on 21st Century Schools.
- f) On the 24 June, the Panel discussed the current issues affecting education including effects of Covid with the Cabinet Member and Director, they then agreed their work programme for 2021/2022.

3. Feedback from the Convener on Achievements / Impacts

We have sent six letters to the Cabinet Member for Education Improvement, Learning and Skills since December 2020, which gave our views, raised concerns and made recommendations. Some of these include, for example:

Swansea Skills Partnership:

We were pleased to hear about the positive impact the Partnership is having especially in relation to digital learning and the careers platform My Choice. The Panel look forward to seeing how the Partnership develops in the future by building on these good early foundations. We emphasised the importance of engaging the local business community and the need to look to include them in the partnership moving forward. We agreed that it would be highly beneficial to see a focus on NEET as this is a vital issue that can be influenced by all partners.

21st Century Schools Programme

We heard the Band A part of the programme is £51.5m and has improved 9 schools in Swansea. That the Band B is a much larger with £149.497m spent on schools. We were told there had been a seamless transition from Band A to B and it is hoped that will be the case when Band C is introduced (although what that will be is unknown at the moment). We understand the Band B programme is almost 3 times the size of Band A and is being delivered with less capacity and in spite of impact of Covid. We were pleased to hear about the work to reduce infant class sizes that includes a funding envelope of £1,919m which has included internal remodelling to create new classroom bases and classroom extensions.

Education Other Than At School Services (EOTAS)

We heard that it is important to recognise that the improvements in EOTAS are not just down to the opening of the new Maes Derw Pupil Referral Unit and that this is just one part of a wider EOTAS strategy. We were pleased to hear however that the new bespoke facility is having a beneficial impact both pupils and staff. Hearing that there has been a sense of pupils

feeling settled, with a reduction in acts of aggression towards staff and pupils being able to regulate their anxiety better. We were concerned to hear about some of the emerging themes following Covid, of for example, younger pupils struggling to engage at school with their peers and this is happening to much younger pupils than previously. We agreed it was important to keep these pupils in mainstream school wherever possible. We also heard the biggest impact has been the increase in mental health and anxiety issues and re-engaging with some of our older young people. We were pleased to hear that we are working closely with other partner agencies like social services and the youth offending team to help re-connect with these young people.

Actions recommended and/or questions asked of Cabinet Member:

1. The Panel requested an update on the current figure for the number of pupils requiring computer equipment and/or connectivity including how many of these are pupils entitled to Free School Meals?
2. The Panel asked what the current underspend on the Looked After Children Pupil Development Grant was. Why this was the case and how would any underspend be used?
3. The Panel asked how selecting and including representatives from the business community in the Swansea Skills Partnership was progressing, believing they should form an integral part of the Partnership. They also asked what the timescale for this might be.

4. Education Scrutiny Performance Panel - Future Work Programme 2021/22

Date	Items to be discussed
Meeting 1 24 June 21	1. Harassment, school age pupils – item deferred 2. Covid Recovery and key issues affecting Education moving forward 3. Planning 2021/2022 Council year in Education Scrutiny – Draft Work Programme
Meeting 2 15 July 21	1. Behaviour Strategy, how associated delegated spend to schools is being used – speak to two secondary schools Feedback from ERW Scrutiny Councillor Group 28 June 2021
Meeting 3 1 Sept 21	1. The New Estyn Regime and thematic reviews 2. Update – Education Covid Recovery moving into new school year 3. Update – Regional Scrutiny moving forward
Meeting 4 30 Sept 21	How are we improving schools in Swansea? (How are School Improvement Advisers supporting, evaluating and monitoring schools in Swansea). To also include: Sharing good practice, supporting eFSM pupils and readiness for the City Deal.
Meeting 5 21 Oct 21	Welsh in Education Strategic Plan (A new 10 year plan is being developed, an overview of requirements and the progress made so far) New Curriculum Update
Meeting 6 18 Nov 21	School Scrutiny Session 1 – Murryston Comprehensive School
Meeting 7 9 Dec 21	Performance against identified education priorities (RAG) (Overview and then Cabinet Member Q&A) Swansea Skills Partnership update
Meeting 8 20 Jan 22	School Scrutiny Session 2 – Penyrheol Comprehensive School
Meeting 9 Feb - tbc	Annual Budget as it relates to Educations matters
Meeting 10 24 Mar 22	1. Additional Learning Needs Reform and implementation New Curriculum update including progress with implementation 2. EOTA's Update 3. End of year report - Education Scrutiny

Agenda Item 8



Report of the Chair

Scrutiny Programme Committee – 13 July 2021

Membership of Scrutiny Panels and Working Groups

Purpose:	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.
Content:	This report is provided to facilitate any changes that need to be made.
Councillors are being asked to:	<ul style="list-style-type: none">• agree the membership of Panels and Working Groups reported, and any other changes necessary.
Lead Councillor:	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	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 Education Scrutiny Performance Panel

REMOVE Councillor Mike Durke.

This will take the membership of the Panel to 12.

3. Performance Panel Conveners

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

Performance Panel (meeting date)	Appointment of Convener 2021/22
Child & Family Services (25 May)	Councillor Paxton Hood-Williams (re-appointed)
Adult Services (2 June)	Councillor Susan Jones (re-appointed)
Service Improvement & Finance (11 June)	Councillor Chris Holley (re-appointed)
Education (24 June)	Councillor Lyndon Jones (re-appointed)
Natural Environment (29 June)	Councillor Peter Jones (re-appointed)
Development & Regeneration (1 July)	Councillor Jeff Jones (re-appointed)

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: None

Agenda Item 9



Report of the Chair

Scrutiny Programme Committee – 13 July 2021

Scrutiny Work Programme

Purpose	This report presents the agreed Scrutiny Work Programme for 2020/22, which the Committee is responsible for monitoring.
Content	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.
Councillors are being asked to	<ul style="list-style-type: none">• plan for the Committee meetings ahead• consider opportunities for Pre-decision Scrutiny• review the Scrutiny Work Programme (including progress of current Panels and Working Groups)
Lead Councillor	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead Officer	Tracey Meredith, Chief Legal Officer
Report Author	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	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 Council 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 17 August are:
- Discussion on Cabinet Member Portfolio Responsibilities:
 - Tourism, Destination Management, and Marketing
 - Business and City Promotion

Councillor Robert Francis-Davies, Cabinet Member for Investment, Regeneration & Tourism, 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.

Within the discussion, the Committee can also take the opportunity to follow up on the Tourism Scrutiny Working Group which met and subsequently reported to Cabinet. A Cabinet response / action plan was agreed in November 2019.

- 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 is 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.

In Progress / Planned	Completed (follow up stage)
1. Procurement (initial meeting of re-convened Panel held on 24 June 2021; now evidence gathering)	1. Equalities (followed up 28 Jan & further follow up tba Nov 2021)

2.3.2 The Procurement Inquiry Panel re-convened on 24 June and, following a fresh overview briefing on the topic from relevant Cabinet Member / officer(s), the Panel reviewed and agreed Terms of Reference for the inquiry, and agreed a project plan for evidence gathering. Terms of Reference are provided within **Appendix 4b** to ensure Committee awareness. The key question that is being asked by the Inquiry Panel is: What is Swansea Council doing to ensure it procures locally, ethically and greenly while being cost effective and transparent in its practices?

2.4 Performance Panels:

2.4.1 The following Performance Panels, which enables 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):

Performance Panel	Convener
1. Service Improvement & Finance (monthly)	Cllr. Chris Holley
2. Education (monthly)	Cllr. Lyndon Jones
3. Adult Services (every six weeks)	Cllr. Susan Jones
4. Child & Family Services (every six weeks)	Cllr. Paxton Hood-Williams
5. Development & Regeneration (every two months)	Cllr. Jeff Jones

6. Natural Environment (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:

1. Workforce (29 March 2021, further meeting tba Nov 2021) 2. Digital Inclusion (11 May 2021)	3. Bus Services (7 July 2021) 4. Healthy City
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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 and Procurement Inquiry Terms of Reference

Appendix 1 – Agreed Scrutiny Work Programme 2020/22

New Inquiry Panel (time-limited in-depth scrutiny – six months)	New Working Groups (light-touch scrutiny / one-off meetings)	Performance Panels (ongoing in-depth performance / financial monitoring & challenge)	Issues for Scrutiny Programme Committee (Overall work programme management; discussion of broad range of policy and service issues)
<p>1. Procurement (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>2. Anti-Social Behaviour (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>1. Equalities</p>	<p>1. Workforce (how the Council supports health & well-being of staff; issues around home working; staff sickness; staff turnover; use of agency staff, pressures, etc.)</p> <p>2. Digital Inclusion (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>3. Bus Services (discussion about bus network coverage and levels of service; community transport provision; integration with other forms of transport, etc.)</p> <p>4. Healthy City (exploration of activities, promotion, particularly physical activities, including provision of outdoor sport and activities and opportunities for young people, etc.)</p>	<p>1. Service Improvement & Finance (monthly)</p> <p>2. Education (monthly)</p> <p>3. Adult Services (every 6 weeks)</p> <p>4. Child & Family Services (every 6 weeks)</p> <p>5. Development & Regeneration (every two months)</p> <p>6. Natural Environment (every two months)</p> <p>Specific issues to cover within wider work plans:</p> <ul style="list-style-type: none"> • Service Improvement & Finance: <ul style="list-style-type: none"> - Corporate Plan – Review / Progress - Council Byelaws - Budget Scrutiny - Performance Management - Waste Management & Recycling – incl. questioning on fly-tipping experiences & council activity - Welsh Housing Quality Standard • Education: <ul style="list-style-type: none"> - 21st Century Schools - Additional Learning Needs - Children Educated at Home - Delivery of Corporate Priorities - Remodelled Education Other Than at School Provision • Adult Services: <ul style="list-style-type: none"> - COVID-19 and Community Mental Health - Delivery of Corporate Priorities - Domestic Abuse 	<ul style="list-style-type: none"> • COVID-19 Council response and Recovery Plan / Transformation • Brexit Preparedness • Specific reports: <ul style="list-style-type: none"> - Children & Young People's Rights Scheme - Corporate Safeguarding - Delivery of Corporate Priority – Tackling Poverty Homelessness Strategy – progress (incl. discussion on Young People's Supported Housing Provision) • Leader Q & A Session(s): <ul style="list-style-type: none"> - Brexit - Partnership Working - Great Western Gateway • Other Cabinet Member Q & As (issues to pick up): <ul style="list-style-type: none"> - tbc • Public Services Board • Crime & Disorder (Community Safety) Scrutiny: <ul style="list-style-type: none"> - Incl. Community Cohesion / Hate Crime • Wales Audit Office Reports • Follow Up on Previous Working Groups: <ul style="list-style-type: none"> - Tourism

Appendix 1 – Agreed Scrutiny Work Programme 2020/22

	<p>Reserve List:</p> <ul style="list-style-type: none"> • Road Safety (hot spots; work to improve safety; preventative measures; speed controls; safety of cycling routes; partnership working, etc.) • Active Travel (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.) • Accessibility for the Disabled / Elderly (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.). 	<ul style="list-style-type: none"> • Child & Family Services: <ul style="list-style-type: none"> - Delivery of Corporate Priorities - Forced Marriages – Safeguarding issues • Development & Regeneration: <ul style="list-style-type: none"> - City Deal and effects of COVID-19 - Delivery of Corporate Priorities - Economic Regeneration Strategy - Foreshore Developments - Historic / Listed Buildings • Natural Environment: <ul style="list-style-type: none"> - Climate Change - Delivery of Corporate Priorities - Environment Bill 2020 Implications - Nature Conservation – regular monitoring of activity and performance 	
<p>Regional Scrutiny</p> <ul style="list-style-type: none"> • ERW (Education through Regional Working) Specific issues to pick up: ERW Replacement organisation – post April 2021 • City Deal (Swansea Bay City Region Joint Scrutiny Committee) 			

Appendix 2

Scrutiny Programme Committee – Work Plan 2021/22

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

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

* denotes extra meeting

To be scheduled:

- 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 (Workforce; Digital Inclusion)

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
Annual Performance Monitoring Report 2020/21.	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
Economic Acceleration and Regeneration Through Innovation Project (EARTH).	The City Deal Heads of Terms commit the Region Joint Committee partnered by the Welsh Government, to service reforms to deliver a number of strategic functions at Regional level. The EARTH project will build the required capacity, capability and administrative arrangements enabling the public sector to address these functions.	Gary Lewis	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	15 Jul 2021	Open

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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
Framework Agreement for the Provision of Asbestos Surveying/Inspection, Testing/Analytical Services and Licensed Removal.	<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>	Maz Ward, Alan Llewellyn	Cabinet Member - Climate Change & Service Transformation (Deputy Leader)	Cabinet	15 Jul 2021	Open
Swansea Bay City Deal:- Skills and Talent Business Case.	<p>To seek authorisation from Cabinet to submit the Business case to the Joint committee for approval for onward submission to Welsh and UK Governments</p>	Martin Nicholls	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	15 Jul 2021	Open

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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
Shaping Swansea – Appointment of Development Partner.	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.	Huw Mowbray	Cabinet Member - Investment, Regeneration & Tourism	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>West Glamorgan Regional Carers Strategy.</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 43</p>	<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
<p>West Glamorgan Regional Co-production Framework.</p>	<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

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
Proposed Appropriation of the Former Brondeg House, St. Johns Road, Manselton, Swansea.	Proposed appropriation of surplus property, at market value and associated budgets from Education to Housing.	Richard John	Cabinet Member - Delivery & Operations (Deputy Leader)	Cabinet	15 Jul 2021	Fully exempt
FPR7 Report - Hafod Copperworks Powerhouse Redevelopment Project Update Report.	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 - Business Improvement & Performance, Cabinet Member - Investment, Regeneration & Tourism	Cabinet	16 Sep 2021	Fully exempt
Leasehold Sale of Land (Tennis Courts) at Langland Bay.	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.	Lewis Hinds	Cabinet Member - Delivery & Operations (Deputy Leader), Cabinet Member - Investment, Regeneration & Tourism	Cabinet	16 Sep 2021	Fully exempt
Disposal of Highway Land at Mumbles.	The report updates members on progress to date and the necessity to adopt a revised approach in respect of the potential disposal of the land identified	David Turner	Cabinet Member - Delivery & Operations (Deputy Leader)	Cabinet	16 Sep 2021	Fully exempt

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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
Increased Planned Places at Ysgol Pen-y-Bryn.	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
Quarter 1 2021/22 Performance Monitoring Report.	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
Revenue and Capital Budget Monitoring 1st Quarter 2021/22.	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

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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
Annual Review of Performance 2020/21.	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
Quarter 2 2020/21 Performance Monitoring Report.	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

Appendix 4a

Activity / Month	MAY 2021	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
PERFORMANCE PANELS:												
Service Improvement & Finance (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	20	19	16	15	18	15	22	
Education (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	
Adult Services (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	
Child & Family Services (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
Topic 3 – Bus Services 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									
Topic 4 – Healthy City 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												
REGIONAL SCRUTINY:												
ERW - Education through Regional Working (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										

Appendix 4a

Activity / Month	MAY 2021	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Swansea Bay City Region Joint Scrutiny Committee (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 07/07/21 08:28

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 Inquiry Panel resumed with a meeting on 24 June to discuss an update strategic overview. The Panel then reviewed and agreed their Terms of Reference and Project Plan (appended). On the 27 July the Panel will start their evidence gathering by meeting with Internal Audit.

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 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.

The Panel also met on 23 June to receive an update regarding the Welsh Language Standards Annual Report. The Panel also received an overview from the legal department regarding Byelaws.

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

This Panel meets every month. A progress report appears separately under Agenda Item 7.

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

This Panel meets every 6 weeks. At its next meeting on 14 July the Panel will discuss the latest Performance Monitoring Report, receive an update on progress with Assistive Technology and Community Alarms and receive initial feedback on the Care Inspectorate Wales (CIW) Assurance Visit in relation to Adult Services.

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

This Panel meets every 6 weeks. The Panel last met on 22 June and received an update on the Regional Adoption Service, discussed initial feedback on the CIW Assurance Visit and agreed its work programme for 2021-22.

At its next meeting on 11 August the Panel will discuss the latest Performance Monitoring Report, receive a briefing on the CIW Assurance Visit Full Report in relation to Child and Family Services and a briefing on the Outcomes from the Ty Nant CIW Inspection.

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

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

At the next meeting on 7 September, the Panel will receive a presentation from Swansea University in relation to their involvement with the City Deal investment projects.

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

This Panel meets every two months. The Panel last met on 29 June, holding discussions surrounding the Council's Air Quality Management

strategies. The Panel also heard from Swansea University regarding research into the human-health impacts of Air Quality.

The Panel will next meet on 31 August to hear updates regarding Ash Die Back and Local Flood Risk Management.

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 the 28 June 2021. They met with the Lead Director and the ERW Chief Officers to discuss ERW and the move to the new Education Regional Partnership. They also discussed progress with the Business Plan and how they would like to see Scrutiny operate under the new Partnership.

b) Swansea Bay City Region City

The Joint Scrutiny Committee continues to monitor the City Deal programme. A meeting planned for 25 May is being re-arranged with the next meeting 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 was sent to the relevant Cabinet Members and this letter together with the Cabinet Members response was reported to the Committee in June.

With the Committee's agreement, the Working Group will meet again in the next 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.

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 was reported to the Committee in June.

The Working Group felt that further oversight of work on Digital Inclusion is necessary as things develop, perhaps annually, whether through Working Group or other method of scrutiny. This will be factored into future work planning discussion.

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 Working Group List:

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

Procurement Scrutiny Inquiry Panel

Terms of Reference

Inquiry Key Question

The primary focus for the inquiry is to look at procurement in Swansea. The key question, therefore, is:

- *What is Swansea Council doing to ensure it procures locally, ethically and greenly while being cost effective and transparent in its practices?*

Reasons for carrying out this piece of work

Councillors chose to carry out this piece of work because they want to

- Ensure that the Council is meeting its duties under any legal requirements
- Ensure Swansea Council procures locally, ethically and greenly while being cost effective and transparent in its practices

Lines of Inquiry

The inquiry will look at procurement in relation to the provision of council functions. It will also consider what the Council does well and what can be improved in this area. This will include the following key lines of inquiry:

- Legislation/policy including national, local and European influences on our procurement practice:** What legislative and policy framework is used in the Councils procurement processes? How do we ensure transparency, sustainability and good probity in all we do? How will Brexit effect/influence procurement for Swansea?
- Positive social/local procurement:** What is our strategy, vision, aims and objectives in this area? How are we doing against those? For example our Social and Community Benefits Policy including Beyond Bricks and Mortar and clauses in contracts. How do we ensure maximum spend in the local economy.
- Environmentally and ethical procurement practices:** What is our strategy, vision, aims and objectives in this area? How are we performing against those? For example, how are we considering future generations and our impact on climate change in our procurement practice?
- Equalities Duty:** Do we ensure we and those we procure from/with are meeting the general Equalities Duty as specified in the Equality Act 2010 (Public Sector Equality Duty for Wales 2011)
- Systems/processes and consistency of approach:** Are there effective and efficient systems/practices/processes in place across the Council to enable effective procurement practice? Are Council Officers consistently applying these practices?
- Joint procurement activities and working with others:** Procuring with others, for example, to improve our economies of scale, for example NHS and All Wales Purchasers Forum or similar.
- Measuring success:** How does the council measure how it is meeting its aims of, for example: local, environment and ethical practice? How does the council monitor

and enforce those requirements when working with others via for example their Service Level Agreements or Contracts?

Intended Impact and Contribution

This inquiry intends to support the work of the Council by:

- Providing a councillor perspective on the issue
- Providing evidenced proposals to Cabinet that will lead to more effective services
- Gaining the views of the public, stakeholders, community groups and staff
- Considering and concluding on recommendations from national reports, legislation /directives and their implications for Swansea
- Identification of good practice/research elsewhere and whether there is any learning for Swansea's approach
- Increased councillor understanding about equalities
- Greater public awareness of work in relation to equalities

Membership of the Scrutiny Panel

Cllr Chris Holley (Convener)
Cllr Brigitte Rowlands
Cllr Phillip Downing
Cllr Lyndon Jones
Cllr Mike White
Cllr Mary Sherwood
Cllr Mandy Evans
Cllr Irene Mann
Cllr Wendy Fitzgerald
Cllr Jeff Jones
Cllr Peter Jones

Lead Cabinet Member for Procurement

Cllr David Hopkins

Key Officer Contact for the Inquiry

Chris Williams, Head of Commercial Services
Sarah Lackenby, Chief Transformation Officer

Scrutiny Officer supporting the Inquiry

Michelle Roberts
01792 637256
michelle.roberts@swansea.gov.uk

Project Plan - Inquiry into Procurement

Date/Venue	Evidence Gathering Activity	
Procurement Pre-Inquiry Scrutiny Working Group 24 Oct 19 and Revisited 24 Jun 21	Overview of subject area with key officers and Lead Cabinet Member for Procurement. <ul style="list-style-type: none"> • Provide an overview of the structure and make-up of the service, the legal frameworks we work under and the key influencers. • Provide the Procurement Strategy for Swansea • Outline Procurement Framework and probity, legislative and policy influences (national, local and Europe) 	
Evidence gathering - Internal		
Session 1 27 Jul 21	1. Internal Audit	
Session 2 16 Aug 21	Place	Departmental perspectives/procurement activities: <ul style="list-style-type: none"> • Positive social/local procurement activities • Environmental, ethical and sustainable procurement • Case studies • Consistency in following practice/procedures • Monitoring and enforcing SLAs/contract terms • Joint Procurement activities • Specific legislative/policy influences
Session 3 13 Sep 21	Social Services (including commissioning aspects)	
Session 4 27 Sep 21	Education Corporate centre	
Consultation activities - External		
Session 5 Oct 21	Talk to others - local businesses and stakeholders – roundtable meeting remotely	
Session 6 Oct/Nov 21	<ul style="list-style-type: none"> • Submissions received from call for evidence • Social and local procurement ...look at practice elsewhere including Cardiff socially responsible procurement info. • Any useful survey or comparison data readily available 	
TBC	<ul style="list-style-type: none"> • Attend procurement/buyer meeting/event - tbc 	
Concluding Inquiry		
Meeting 7	Findings report and discussion	
Meeting 8	Final report	

Agenda Item 10



Report of the Chair

Scrutiny Programme Committee – 13 July 2021

Scrutiny Letters

Purpose:	To ensure the Committee is aware of the scrutiny letters produced following various scrutiny activities, and to track responses to date.
Content:	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.
Councillors are being asked to:	<ul style="list-style-type: none">• Review the scrutiny letters and responses• Make comments, observations and recommendations as necessary
Lead Councillor:	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead Officer:	Tracey Meredith, Chief Legal Officer
Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	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 current municipal year – see **Appendix 1**. The letters log will show the average time taken by Cabinet Members to respond to scrutiny letters, and the percentage of letters responded to within timescale.
- 3.2 On this occasion there are no specific letters attached for discussion.

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

Scrutiny Letters Log (2021-2022)

Ave. Response Time (days):

(target within 21 days)

% responses within target:

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
3	Education Performance Panel	13-May	New Curriculum and progress with ALN reform	Education Improvement, Learning & Skills	26-May	n/a	n/a
4	Child & Family Services Performance Panel	25-May	Update on CAMHS; Youth Offending Service	Adult Social Care & Community Health Services	14-Jun	n/a	n/a
5	Natural Environment Performance Panel	19-May	Climate Change Action Plan	Climate Change & Service Transformation	16-Jun	n/a	n/a
6	Adult Services Performance Panel	02-Jun	Transformation Programme; WAO Report actions; Review of Social Services Charges	Adult Social Care & Community Health Services	23-Jun		
7	Service Improvement & Finance Performance Panel	11-Jun	Revenue Outturn, HRA Outturn and Capital Outturn and Financing 20-21	Economy, Finance & Strategy (Leader)	30-Jun	n/a	n/a
8	Child & Family Services Performance Panel	22-Jun	Regional Adoption Service, Initial feedback from CIW Assurance Visit	Children Services	01-Jul	n/a	n/a
9							
10							
11							



Scrutiny Programme Committee – 13 July 2021

Date and Time of Upcoming Scrutiny Panel Meetings

13 July – 17 August

- a) 14 July at 3.30pm – Adult Services Performance Panel
- b) 15 July at 4.00pm – Education Performance Panel
- c) 20 July at 2.00pm – Swansea Bay City Region Joint Scrutiny Committee
- d) 27 July at 10.00am – Procurement Inquiry Panel
- e) 11 August at 4.00pm – Child & Family Services Performance Panel
- f) 16 August at 10.00am – Procurement Inquiry Panel

Meetings will be held remotely via MS Teams