

**Scrutiny Programme Committee – Work Plan**

Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> </ul>
Scrutiny Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from all scrutiny activities</li> </ul>
Scrutiny Dispatches	<ul style="list-style-type: none"> <li>To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of key issues, findings and outcomes from scrutiny activities</li> </ul>
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>
Cabinet Forward Work Programme	<ul style="list-style-type: none"> <li>To ensure awareness of future cabinet business to consider opportunities for pre-decision scrutiny</li> </ul>

Items for Specific Meetings:

Meeting	Reports	Purpose
<b>7 Jul</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Mitch Theaker</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Opportunities for Children &amp; Young People, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Local Service Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Mike Day, Convener, to update on headlines from the Panel’s work and achievements</li> </ul>
<b>4 Aug</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Mark Child</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Wellbeing, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Wellbeing Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports:                             <ul style="list-style-type: none"> <li>§ Inward Investment</li> <li>§ Public Engagement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>

	<ul style="list-style-type: none"> <li>Scrutiny Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>To present the annual report of the work of overview &amp; scrutiny for the municipal year 2013/14, as required by the constitution</li> </ul>
<b>1 Sep</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Christine Richards (Deputy Leader)</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Citizen, Community Engagement &amp; Democracy, on relevant portfolio responsibilities and activities</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Mary Jones, Convener attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>29 Sep</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Sybil Crouch</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Sustainability, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Convener attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>27 Oct</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Ryland Doyle</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Target Areas, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Wellbeing Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>24 Nov</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr David Phillips (Leader)</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Anti-Poverty, on relevant portfolio responsibilities and activities.</li> <li>Focus on Anti-Poverty - questioning on achievements / plans in this area</li> <li>Focus on Community Regeneration / Communities First - questioning on achievements / plans in this area</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Mary Jones, Convener attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>22 Dec</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Will Evans</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Learning &amp; Skills, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Convener attending to update on headlines from the Panel’s work and achievements.</li> </ul>

<b>19 Jan</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session – Cllr Rob Stewart</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Finance &amp; Resources, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Wellbeing Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Paxton Hood-Williams, Convener attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>16 Feb</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session – Cllr June Burtonshaw</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Place, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mary Jones, Convener attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>16 Mar</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session – Cllr Nick Bradley</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Regeneration, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Convener attending to update headlines from the Panel’s work and achievements.</li> </ul>
<b>13 Apr</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session – Cllr David Phillips</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Anti-Poverty, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Local Service Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mike Day, Convener, to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Work Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny</li> </ul>

**To be scheduled:**

<ul style="list-style-type: none"> <li>• Final Inquiry Reports: <ul style="list-style-type: none"> <li>§ Social Care at Home</li> <li>§ Streetscene</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
<ul style="list-style-type: none"> <li>• Crime &amp; Disorder Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>• Progress on Safer Swansea Partnership Performance with Co-Chairs - questioning on plans, performance, challenges</li> <li>• Examining the Draft Safer Swansea Partnership 3 Year Strategy</li> <li>• Engagement with the Police and Crime Commissioner</li> </ul>

**Other:**

- Further special meetings re. Gypsy & Traveller Site Provision – Review of Process
- Reports on Relevant Regional / National Scrutiny Development & improvement Issues (incl. report back from WLGA / CfPS network meetings)
- Referrals from other council bodies, such as cabinet
- Referrals of items from members of the public or Councillor Calls for Action (CCfA)