

Report of the Chair

Scrutiny Programme Committee – 1 September 2014

SCRUTINY LETTERS

Purpose	To ensure the committee is aware of the scrutiny letters produced following various scrutiny activities, and responses to date.
Content	The report will include a log of scrutiny letters that are produced this year and provide a copy of recent correspondence for discussion.
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(s)	Councillor Mike Day, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Dean Taylor, Director – Corporate Services
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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.
- 1.3 Scrutiny letters, whether they are written by the Programme Committee or conveners of panels / working groups, are published in the committee agenda to ensure awareness and enable the committee to comment on the response to the matters raised, as well as to ensure visibility across the council and public.

- 1.4 As the current municipal year progresses this report will contain a log of scrutiny letters produced to enable the committee to maintain an overview of this activity over the year – see **Appendix 1**. It also provides for discussion a copy of full correspondence of recent letters where cabinet member responses were awaited and have now been received or where a scrutiny letter did not require a response:
- a) Letter to/from Cabinet Member for Finance & Resources (Service Improvement & Finance Panel Meeting – 10 April 2014)
 - b) Letter to/from Cabinet Member for Place & Letter from Cabinet Member for Finance & Resources (Committee Meeting – 9 June)
 - c) Letter to/from Cabinet Member for Wellbeing (Wellbeing Performance Panel Meeting – 16 June)
 - d) Letter to/from Chair of Scrutiny Programme Committee (Wellbeing Performance Panel Meeting – 14 July)
- 1.5 Where requested, Cabinet Members are expected to respond in writing to scrutiny letters within one month. The response should indicate what action (if any) they intend to take as a result of the views and recommendations made.

2. Legal Implications

- 2.1 There are no legal implications.

3. Financial Implications

- 3.1 There are no financial implications.

Background Papers: None

19 August 2014

Legal Officer: Nigel Havard
Finance Officer: Carl Billingsley