

## Report of the Chair

### Scrutiny Programme Committee – 24 November 2014

#### SCRUTINY LETTERS

<b>Purpose</b>	To ensure the committee is aware of the scrutiny letters produced following various scrutiny activities, and responses to date.
<b>Content</b>	The report will include a log of scrutiny letters that are produced this year and provide a copy of recent correspondence for discussion.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Review the scrutiny letters and responses</li><li>• Make comments, observations and recommendations as necessary</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mike Day, Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	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 (Planning Services Scrutiny Working Group – 10 June)
- b) Letter to/from Cabinet Member re. Children & Young People portfolio (Committee Meetings – 7 July & 4 August)
- c) Letter to/from Cabinet Member for Wellbeing & Healthy City (Committee Meeting – 4 August)
- d) Letter to/from Cabinet Member for Finance & Strategy (Service Improvement & Finance Panel Meeting – 17 September)
- e) Letter to/from Cabinet Member for Education (Schools Scrutiny Performance Panel Meeting – 18 September)
- f) Letter to/from Cabinet Member for Services to Children & Young People (Child & Family Services Performance Panel – 29 September)
- g) Letter to Cabinet Member for Adults and Vulnerable People (Transforming Adult Social Services Working Group – 13 October)
- h) Letter to Cabinet Member for Finance & Strategy (Service Improvement & Finance Panel Meeting – 15 October)
- i) Letter to Cabinet Member for Services for Children & Young People (Service Improvement & Finance Panel Meeting – 15 October)
- j) Letter to Cabinet Member for Education (Education Inclusion Inquiry Panel – 23 October)

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.

1.6 The request to change the deadline for cabinet member responses to 21 days will be included in a report to Council, along with other amendments to the constitution, on 2 December, as this requires a change to the Scrutiny Procedure Rules.

## **2. Legal Implications**

2.1 There are no legal implications.

## **3. Financial Implications**

3.1 There are no financial implications.

Background Papers: None  
14 November 2014

Legal Officer: Nigel Havard  
Finance Officer: Ben Smith