

## Appendix 1

### Scrutiny Letters Log (May 2014 – April 2015):

#### Letters since 8 May 2014:

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-1	Wellbeing Performance Panel (12 May)	<ul style="list-style-type: none"> <li>• Telecare &amp; Community Alarm Service</li> </ul>	Wellbeing	13 May	N/A	9 Jun
14/15-2	Committee (14 Apr)	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	Anti-Poverty	11 Jun	3 Jul	4 Aug
14/15-3	Wellbeing Performance Panel (2 Jun)	<ul style="list-style-type: none"> <li>• Child &amp; Family Services Performance Monitoring</li> <li>• Factors that influence which schools looked after children are placed in</li> </ul>	Wellbeing	17 Jun	14 Jul	4 Aug
14/15-4	Committee (9 Jun)	<ul style="list-style-type: none"> <li>• Further letter following Cabinet Member for Place response re: Public Transport, Blue Badge Scheme and Waste Management.</li> </ul>	Place Finance & Resources Place	2 Jul	28 Jul 31 Jul 5 Aug	4 Aug 1 Sep 1 Sep

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14/15-5	Planning Services Working Group (10 Jun)	<ul style="list-style-type: none"> <li>• Performance levels</li> <li>• Planning conditions</li> <li>• Communications issues</li> <li>• Planning and building control</li> <li>• Training issues</li> <li>• Pre-committee meetings</li> <li>• Statutory consultees</li> <li>• Future meetings</li> </ul>	Place (referred to Cabinet Member for Enterprise, Development & Regeneration)	2 Jul	22 Oct	24 Nov
14/15-6	Service Improvement & Finance Performance Panel (11 Jun)	<ul style="list-style-type: none"> <li>• Saving targets/staffing issues</li> <li>• Council tax</li> <li>• ICT contract</li> <li>• Budget scrutiny</li> <li>• HRA changes</li> </ul>	Finance & Resources	2 Jul	18 Jul	4 Aug
14/15-7	Wellbeing Performance Panel (16 Jun)	<ul style="list-style-type: none"> <li>• Telecare</li> <li>• Transforming Adult Social Services</li> <li>• Adult Services quarterly monitoring</li> </ul>	Wellbeing	28 June	5 August	1 Sep
14/15-8	Wellbeing Performance Panel (30 Jun)	<ul style="list-style-type: none"> <li>• Unallocated cases in Child &amp; Family Services</li> </ul>	Wellbeing (referred to Child & Family Services Panel)	8 Jul	N/A	N/A
14/15-9	Schools Performance Panel (3 Jul)	<ul style="list-style-type: none"> <li>• Tackling poor performing teachers and recruitment of senior staff in schools</li> </ul>	Learning and Skills	21 Jul	Not required	4 Aug
14/15-10	Wellbeing Performance Panel (14 Jul)	<ul style="list-style-type: none"> <li>• Letter to Chair of Scrutiny on operation of the Panel</li> </ul>	N/A	17 Jul	11 Aug	1 Sep

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14/15-11	Service Improvement & Finance Performance Panel (16 Jul)	<ul style="list-style-type: none"> <li>• Corporate Improvement Plan</li> </ul>	Finance & Resources	6 Aug	23 Sept	27 Oct
14/15-12	Service Improvement & Finance Performance Panel (16 Jul)	Questions relating to Corporate Improvement Plan: <ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• Welfare rights training for staff</li> <li>• Sustaining Council tenancies</li> </ul>	Wellbeing Place	6 Aug	3 Sep	29 Sep
14/15-13	Committee (7 Jul & 4 Aug)	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> <li>• Draft Children &amp; Young People's Rights Scheme</li> </ul>	Opportunities for Children & Young People (referred to Cabinet Member for Services for Children & Young People)	10 Sep	4 Nov	24 Nov
14/15-14	Committee (4 Aug)	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	Wellbeing	10 Sep	17 Nov	24 Nov
14/15-15	Wellbeing Performance Panel (11 Aug)	<ul style="list-style-type: none"> <li>• Monitoring disability services for adults</li> </ul>	Wellbeing	28 Aug	2 Sep	29 Sep
14/15-16	Service Improvement & Finance Performance Panel (20 Aug)	<ul style="list-style-type: none"> <li>• Flying Start Programme</li> <li>• Issues relating to Sustainable Swansea Budget Strategy:               <ul style="list-style-type: none"> <li>∨ Public engagement with the budget</li> <li>∨ Digital services</li> <li>∨ Governance structures for Sustainable Swansea</li> </ul> </li> </ul>	Finance & Resources	11 Sep	18 Sept	29 Sep

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14/15-17	Schools Performance Panel (21 Aug)	<ul style="list-style-type: none"> <li>• Elective Home Education</li> </ul>	Learning and Skills, Opportunities for Children & Young People (referred to Cabinet Member for Education)	9 Sep		
14/15-18	Service Improvement & Finance Performance Panel (17 Sep)	<ul style="list-style-type: none"> <li>• Budget Engagement Strategy</li> <li>• Council's new Community Action Fund</li> <li>• WAO Annual Improvement Report</li> <li>• End of Year Financial Report</li> <li>• End of year financial monitoring report</li> </ul>	Finance & Strategy	13 Oct	28 Oct	24 Nov
14/15-19	Schools Performance (18 Sep)	<ul style="list-style-type: none"> <li>• Consistency and support for schools by Education Improvement Services</li> </ul>	Education	10 Oct	21 Oct	24 Nov
14/15-20	Child & Family Services Performance Panel (29 Sep)	<ul style="list-style-type: none"> <li>• Performance Report</li> <li>• Care Leavers Scrutiny follow up</li> </ul>	Services for Children & Young People	21 Oct	11 Nov	24 Nov
14/15-21	Service Improvement & Finance Performance Panel (15 Oct)	<ul style="list-style-type: none"> <li>• Flying Start Programme</li> </ul>	Services for Children & Young People	6 Nov	Not required	24 Nov

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14/15-22	Service Improvement & Finance Performance Panel (15 Oct)	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter Performance Monitoring Report and Annual Performance Report</li> </ul>	Finance & Strategy	6 Nov	Not required	24 Nov
14/15-23	TASS Working Group (13 Oct)	<ul style="list-style-type: none"> <li>• Scrutiny engagement in the TASS process</li> </ul>	Adults & Vulnerable People	6 Nov	Not required	24 Nov
14/15-24	Child & Family Services Performance Panel (27 Oct)	<ul style="list-style-type: none"> <li>• Permanence Service</li> </ul>	Services for Children & Young People	6 Nov		
14/15-25	Education Inclusion (23 Oct)	<ul style="list-style-type: none"> <li>• Independent report on the Education Other Than At School Service</li> </ul>	Education	10 Nov	Not required	24 Nov
14/15-26	Corporate Building & Property Services (29 Oct)	<ul style="list-style-type: none"> <li>• Cost effectiveness of service</li> <li>• Relationship with schools</li> <li>• Apprentice scheme &amp; Community Benefits Measure</li> <li>• Improvements to advice and budget information provided to clients</li> </ul>	Housing & Communities	11 Nov		
14/15-27	Special Committee (13 November)	<ul style="list-style-type: none"> <li>• Pre-Decision Scrutiny: Proposed Lease of Underhill Park to Mumbles Community Association</li> </ul>	Wellbeing & Healthy City	14 Nov		