

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"> • Telecare & Community Alarm Service 	Wellbeing	13 May	N/A	9 Jun
14/15-2	Committee (14 Apr)	<ul style="list-style-type: none"> • Cabinet Member Question Session 	Anti-Poverty	11 Jun	3 Jul	4 Aug
14/15-3	Wellbeing Performance Panel (2 Jun)	<ul style="list-style-type: none"> • Child & Family Services Performance Monitoring • Factors that influence which schools looked after children are placed in 	Wellbeing	17 Jun	14 Jul	4 Aug
14/15-4	Wellbeing Performance Panel (16 Jun)	<ul style="list-style-type: none"> • Telecare • Transforming Adult Social Services • Adult Services quarterly monitoring 	Wellbeing	28 Jun	5 Aug	1 Sep

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-5	Committee (9 Jun)	<ul style="list-style-type: none"> • Further letter following Cabinet Member for Place response re: Public Transport, Blue Badge Scheme and Waste Management. 	Place Finance & Resources Place	2 Jul	28 Jul 31 Jul 5 Aug	4 Aug 1 Sep 1 Sep
14/15-6	Planning Services Working Group (10 Jun)	<ul style="list-style-type: none"> • Performance levels • Planning conditions • Communications issues • Planning and building control • Training issues • Pre-committee meetings • Statutory consultees • Future meetings 	Place (referred to Cabinet Member for Enterprise, Development & Regeneration)	2 Jul	22 Oct	24 Nov
14/15-7	Service Improvement & Finance Performance Panel (11 Jun)	<ul style="list-style-type: none"> • Saving targets/staffing issues • Council tax • ICT contract • Budget scrutiny • HRA changes 	Finance & Resources	2 Jul	18 Jul	4 Aug
14/15-8	Wellbeing Performance Panel (30 Jun)	<ul style="list-style-type: none"> • Unallocated cases in Child & Family Services 	Wellbeing (referred to Child & Family Services Panel)	8 Jul	N/A	N/A
14/15-9	Wellbeing Performance Panel (14 Jul)	<ul style="list-style-type: none"> • Letter to Chair of Scrutiny on operation of the Panel 	N/A	17 Jul	11 Aug	1 Sep

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-10	Schools Performance Panel (3 Jul)	<ul style="list-style-type: none"> Tackling poor performing teachers and recruitment of senior staff in schools 	Learning and Skills	21 Jul	Not required	4 Aug
14/15-11	Service Improvement & Finance Performance Panel (16 Jul)	<ul style="list-style-type: none"> Corporate Improvement Plan 	Finance & Resources	6 Aug	23 Sept	27 Oct
14/15-12	Service Improvement & Finance Performance Panel (16 Jul)	<p>Questions relating to Corporate Improvement Plan:</p> <ul style="list-style-type: none"> Affordable Housing Welfare rights training for staff Sustaining Council tenancies 	Wellbeing Place	6 Aug	3 Sep	29 Sep
14/15-13	Wellbeing Performance Panel (11 Aug)	<ul style="list-style-type: none"> Monitoring disability services for adults 	Wellbeing	28 Aug	2 Sep	29 Sep
14/15-14	Schools Performance Panel (21 Aug)	<ul style="list-style-type: none"> Elective Home Education 	Learning and Skills, Opportunities for Children & Young People (referred to Cabinet Member for Education)	9 Sep	27 Nov	22 Dec
14/15-15	Committee (7 Jul & 4 Aug)	<ul style="list-style-type: none"> Cabinet Member Question Session Draft Children & Young People's Rights Scheme 	Opportunities for Children & Young People (referred to Cabinet Member for Services for Children & Young People)	10 Sep	4 Nov	24 Nov

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-16	Committee (4 Aug)	<ul style="list-style-type: none"> • Cabinet Member Question Session 	Wellbeing	10 Sep	17 Nov	24 Nov
14/15-17	Schools Performance Panel (18 Sep)	<ul style="list-style-type: none"> • Consistency and support for schools by Education Improvement Services 	Education	10 Oct	21 Oct	24 Nov
14/15-18	Service Improvement & Finance Performance Panel (20 Aug)	<ul style="list-style-type: none"> • Flying Start Programme • Issues relating to Sustainable Swansea Budget Strategy: <ul style="list-style-type: none"> ∇ Public engagement with the budget ∇ Digital services ∇ Governance structures for Sustainable Swansea 	Finance & Resources	11 Sep	18 Sept	29 Sep
14/15-19	Service Improvement & Finance Performance Panel (17 Sep)	<ul style="list-style-type: none"> • Budget Engagement Strategy • Council's new Community Action Fund • WAO Annual Improvement Report • End of Year Financial Report • End of year financial monitoring report 	Finance & Strategy	13 Oct	28 Oct	24 Nov
14/15-20	Child & Family Services Performance Panel (29 Sep)	<ul style="list-style-type: none"> • Performance Report • Care Leavers Scrutiny follow up 	Services for Children & Young People	21 Oct	11 Nov	24 Nov
14/15-21	TASS Working Group (13 Oct)	<ul style="list-style-type: none"> • Scrutiny engagement in the TASS process 	Adults & Vulnerable People	6 Nov	11 Dec	22 Dec

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-22	Service Improvement & Finance Performance Panel (15 Oct)	<ul style="list-style-type: none"> Flying Start Programme 	Services for Children & Young People	6 Nov	Not required	24 Nov
14/15-23	Service Improvement & Finance Performance Panel (15 Oct)	<ul style="list-style-type: none"> 1st Quarter Performance Monitoring Report and Annual Performance Report 	Finance & Strategy	6 Nov	Not required	24 Nov
14/15-24	Child & Family Services Performance Panel (27 Oct)	<ul style="list-style-type: none"> Permanence Service 	Services for Children & Young People	6 Nov	17 Dec	19 Jan
14/15-25	Education Inclusion Inquiry Panel (23 Oct)	<ul style="list-style-type: none"> Independent report on the Education Other Than At School Service 	Education	10 Nov	Not required	24 Nov
14/15-26	Corporate Building & Property Services Working Group (29 Oct)	<ul style="list-style-type: none"> Cost effectiveness of service Relationship with schools Apprentice scheme & Community Benefits Measure Improvements to advice and budget information provided to clients 	Housing & Communities	11 Nov		
14/15-27	Special Committee (13 Nov)	<ul style="list-style-type: none"> Pre-Decision Scrutiny: Proposed Lease of Underhill Park to Mumbles Community Association 	Wellbeing & Healthy City	14 Nov	6 Jan	19 Jan
14/15-28	Car Parking Working Group (6 Nov)	<ul style="list-style-type: none"> Car Parking 	Environment & Transport	20 Nov		

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
14/15-29	Schools Performance Panel (16 Oct & 10 Nov)	<ul style="list-style-type: none"> • Morriston Comprehensive School 	Education	24 Nov	Not required	22 Dec
14/15-30	Committee (27 Oct)	<ul style="list-style-type: none"> • Tidal Lagoon Swansea Bay Project 	Enterprise, Development & Regeneration	27 Nov	8 Dec	22 Dec
14/15-31	Child & Family Services Performance Panel (24 Nov)	<ul style="list-style-type: none"> • Performance Report 	Services for Children & Young People	1 Dec	31 Dec	19 Jan
14/15-32	Service Improvement & Finance Performance Panel (12 Nov)	<ul style="list-style-type: none"> • Observations on Mid-Year Budget Statement • Request for Leader's views on scrutiny of joint working arrangement – Western Bay • Comments on budget consultation events 	Finance & Strategy	4 Dec	23 Dec	19 Jan
14/15-33	Schools Performance Panel (13 Nov)	<ul style="list-style-type: none"> • Behaviour and Performance in Schools 	Education	8 Dec	Not required	22 Dec
14/15-34	Tourism Inquiry (17 Nov)	<ul style="list-style-type: none"> • Follow up/impact report 	Enterprise, Development & Regeneration / Environment & Transport	8 Dec	Not required	22 Dec
14/15-35	Local Flood Risk Management Working Group (13 Nov)	<ul style="list-style-type: none"> • Development of Local Flood Risk Management Plan (FRMP) • Measures to mitigate risk • Suggestions re. public 	Environment & Transport	8 Dec	19 Dec	19 Jan

No.	Committee / Panel / Working Group	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Reported to Committee
		information • Future scrutiny of FRMP				
14/15/36	TASS Working Group (8 Dec)	TASS Implementation	Adults & Vulnerable People	12 Dec		
14/15-37	Affordable Housing Inquiry (3 Dec)	Follow up/impact report	Housing & Communities	15 Dec	Not required	22 Dec
14/15-38	Service Improvement & Finance Performance Panel (10 Dec)	Pre-decision scrutiny of exempt cabinet report: Everyone's IT - the move to an in-house managed ICT service	Finance & Strategy	15 Dec	30 Dec	n/a
14/15-39	Service Improvement & Finance Performance Panel (4 Dec)	Recycling & Landfill Performance Annual Report	Environment & Transport	22 Dec	Not required	19 Jan
14/15-40	Service Improvement & Finance Performance Panel (10 Dec)	Welsh Public Library Standards Annual Statement	Enterprise, Regeneration & Development	22 Dec	Not required	19 Jan
14/15-41	Schools Performance Scrutiny Panel (11 Dec)	Annual Education Self Evaluation	Education	30 Dec		