

Appendix 3

**Service Improvement and Finance Scrutiny Performance Panel
Work Plan – February 2015**

Date for Panel Meeting ¹	Item to be discussed
Meeting 1 14th May	<ul style="list-style-type: none"> • Annual work plan review To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny. • Work plan Development of work plan for 2014/15
Meeting 2 11th June	<ul style="list-style-type: none"> • Cabinet Member for Finance and Resources Q&A session Cllr Rob Stewart • Budget Control and Monitoring 2014/15 Mike Hawes, Head of Finance & Performance
Meeting 3 16th July	<ul style="list-style-type: none"> • Corporate Improvement Plan 2013-17 Richard Rowlands, Corporate Improvement Manager • Feedback from Centre for Public Scrutiny conference To inform Panel of the launch of a new publication – Raising the Stakes: financial scrutiny in challenging times (a guide for Welsh local authorities)
Meeting 4 20th August	<ul style="list-style-type: none"> • Sustainable Swansea – Fit for the Future Strategy & Delivery Programme (reporting to Cabinet 29 July) Cabinet Member for Resources, Cllr Rob Stewart Dean Taylor/Mike Hawes • End of Year Performance Monitoring Report 2013-14 (reporting to Cabinet on 29 July) Richard Rowlands, Corporate Improvement Manager
Meeting 5 17th September	<ul style="list-style-type: none"> • Budget Consultation Engagement Strategy (reporting to Cabinet 26 August) Lee Wenham, Head of Communications • Wales Audit Office Annual Improvement Report Steve Barry, Wales Audit Office • End of Year Financial Monitoring Report Mike Hawes, Head of Finance & Performance • 1st Quarter Budget Monitoring Report, including Budget Savings Tracker Mike Hawes, Head of Finance & Performance

¹ All meetings to take place on Wednesdays 1.30pm,-3.30pm (as agreed by Panel on 10th April 2014)

<p>Site Visit 7th October 10am</p>	<ul style="list-style-type: none"> • Panel to visit Seaview Flying Start Project Townhill To enable Panel Members to gather information on the purpose of Flying Start and hear first hand the experiences of staff working within the programme. This is in advance of a detailed service briefing on the Programme.
<p>Meeting 6 15th October</p>	<ul style="list-style-type: none"> • Flying Start briefing Briefing requested by Panel in order to look in detail at performance of Flying Start Programme Sian Bingham, Early Years Strategy Manager and Sharon Llewellyn, Flying Start Co-ordinator • 1st Quarter Performance Monitoring Report, including Policy Commitments Tracker (reporting to Cabinet 23 September) Richard Rowlands, Corporate Improvement Manager • Annual Review of Performance 2013-14 (reporting to Cabinet 23 September and Council on 7 October) Richard Rowlands, Corporate Improvement Manager • Local Government Performance 2013-14 (Report Of Local Government Data Unit ~ Wales) Rosie Jackson, Scrutiny Officer
<p>Meeting 7 12th November</p>	<ul style="list-style-type: none"> • Mid-Year Budget Statement: Mike Hawes, Head of Finance & Delivery • Postponed due to illness: Q&A with Cllr Jennifer Raynor, Cabinet Member for Education: to discuss the implementation and impact of budget decisions within their portfolio.
<p>Training and Development – <i>arranged by Panel but all scrutiny Cllrs invited</i> 25th November <i>Note different time and location:</i> <i>3pm Circle Bar, Grand theatre</i></p>	<p>Development Session with Local Government Data Unit (LGDU):</p> <ul style="list-style-type: none"> • Use of performance data in scrutiny and the Local Authority Performance Bulletin 2013-14. To ensure awareness of content of Local Government Data Unit Wales report and use to support the scrutiny of service performance. Richard Palmer, Head of Improvement, LGDU
<p>Meeting 8 4 December – <i>Note different day/time 3.30pm-4.30pm. Additional meeting to accommodate availability of Cabinet Member</i></p>	<ul style="list-style-type: none"> • Recycling and Landfill – Annual Performance Monitoring. To monitor and challenge performance and action plan for meeting statutory targets. Cllr Mark Thomas, Cabinet Member for Environment & Transportation Ian Whettleton, Waste Divisional Officer

<p>Meeting 9 10th December</p>	<ul style="list-style-type: none"> • Consideration of Budget engagement outcomes (presentation) Lee Wenham, Head of Communications & Customer Engagement Rhian Millar, Consultation Co-ordinator • Welsh Public Library Standards – Annual Performance Report To monitor and challenge performance and action plan for meeting standards TBC Cllr Robert Francis-Davies, Cabinet Member for Enterprise, Development & Regeneration, Steve Hardman, Library Service Manager • Pre-Decision Scrutiny Of EXEMPT Cabinet Report – Everyone's It: The Move To An In-House Managed ICT Service Cllr Clive Lloyd, Cabinet Member for Transformation & Performance Sarah Caulkin, Head of IT
<p>Meeting 10 7th January <i>Note different time 12.30pm-2pm. Additional meeting to accommodate availability of Leader</i></p>	<ul style="list-style-type: none"> • Sustainable Swansea: Fit for the Future Budget Proposals 2015/16-2017/18 Cllr Rob Stewart, Cabinet Member for Finance & Strategy (Leader) Mike Hawes, Head of Finance and Delivery
<p>Meeting 11 14th January</p>	<ul style="list-style-type: none"> • 2nd Quarter Performance Monitoring Report, including Policy Commitments Tracker (reporting to Cabinet 16 December) Richard Rowlands, Corporate Improvement Manager • 2nd Quarter Budget Monitoring Report, including Budget Savings Tracker Mike Hawes, Head of Finance & Performance • Q&A with Cllr Jennifer Raynor, Cabinet Member for Education: to discuss the implementation and impact of budget decisions within their portfolio
<p>Meeting 12 5th February 12-2pm</p>	<ul style="list-style-type: none"> • Budget Scrutiny Mike Hawes, Head of Finance & Performance Cllr Rob Stewart, Leader/Cabinet Member for Finance & Strategy
<p>Meeting 13 11th March</p>	<ul style="list-style-type: none"> • 3rd Quarter Budget Monitoring Report, including Budget Savings Tracker Mike Hawes, Head of Finance & Performance • Identify a Cabinet Member to attend to monitor the implementation and impact of budget decisions.
<p>Meeting 14 15th April</p>	<ul style="list-style-type: none"> • 3rd Quarter 2014-15 Performance Monitoring Report, including Policy Commitments Tracker (reporting to Cabinet 17 March) Richard Rowlands, Corporate Improvement Manager • Annual work plan review To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny.

To be added:

- Draft of new Corporate Improvement Plan
- Strategic Equality Plan Annual Review – To consider a report on how the Council is meeting its legislative duties in relation to Equality and Diversity. Likely to be available in March. Contact officer Euros Owen, Access to Services Team Leader.