

## Scrutiny Programme Committee – Work Plan

### Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> <li>To review future cabinet business and consider opportunities for pre-decision scrutiny</li> <li>To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)</li> </ul>
Scrutiny Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from all scrutiny activities</li> </ul>
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> <li>To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact</li> </ul>
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>

### Items for Specific Meetings:

Meeting	Reports	Purpose
7 Jul	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Mitch Theaker</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Opportunities for Children &amp; Young People, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Local Service Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Mike Day, Convener, to update on headlines from the Panel’s work and achievements</li> </ul>
4 Aug	<ul style="list-style-type: none"> <li>Cabinet Member Question Session – Cllr Mark Child</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Wellbeing, on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Wellbeing Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: § Inward Investment</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>Swansea Children’s Rights Scheme</li> </ul>	<ul style="list-style-type: none"> <li>To give views and make recommendations as necessary on draft Scheme</li> </ul>
	<ul style="list-style-type: none"> <li>Scrutiny Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>To agree the annual report of the work of overview &amp; scrutiny for the municipal year 2013/14, as required by the constitution</li> </ul>

<b>1 Sep</b>	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>WAO Scrutiny Report: Good Scrutiny? Good Question!</li> </ul>	<ul style="list-style-type: none"> <li>To hear from Wales Audit Office about the findings and recommendations of the audit report and implications</li> </ul>
<b>29 Sep</b>	<ul style="list-style-type: none"> <li>Future Cabinet Member Question Sessions</li> </ul>	<ul style="list-style-type: none"> <li>Report setting out arrangements for a new programme for questioning of cabinet members following recent changes in the executive</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: § Public Engagement</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>Improving Communication and Public Engagement with Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>The report will include a communications plan / checklist along with actions arising from proposed adoption of the national principles for public engagement (referenced in WAO Report – Good Scrutiny? Good Question!)</li> </ul>
	<ul style="list-style-type: none"> <li>Annual Local Government Performance Bulletin 2013-14</li> </ul>	<ul style="list-style-type: none"> <li>To ensure awareness of content of the Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance</li> </ul>
	<ul style="list-style-type: none"> <li>Future Trends for Swansea</li> </ul>	<ul style="list-style-type: none"> <li>Report with insight into current understanding of future trends likely to impact the planning and delivery of council services, to help embed long term thinking and preventative decision making into the scrutiny process</li> </ul>
<b>27 Oct</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>To agree schedule for future sessions</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: § Streetscene</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>Future Trends for Swansea</li> </ul>	<ul style="list-style-type: none"> <li>Officers from Sustainable Development Unit attending to assist the committee in understanding / using the information and issues raised within the briefing paper on future trends and likely impact.</li> </ul>

<b>24 Nov</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Leader / Cabinet Member for Finance &amp; Strategy on relevant portfolio responsibilities and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>22 Dec</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> <li>- Deputy Leader / Cabinet Member for Services for Children &amp; Young People</li> <li>- Cabinet Member for Education</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Final Inquiry Reports: § Social Care at Home</li> </ul>	<ul style="list-style-type: none"> <li>• To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
<b>19 Jan</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> <li>- Cabinet Member for Services for Adults &amp; Vulnerable People</li> <li>- Cabinet Member for Wellbeing &amp; Health City</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements.</li> </ul>
<b>16 Feb</b>	<ul style="list-style-type: none"> <li>• Crime &amp; Disorder Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>• Acting Chief Superintendent Phil Davies and Chris Sivers (Director) will attend to provide information and take questions on the performance of the Safer Swansea Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc</li> </ul>
	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with Cabinet Member for Environment &amp; Transport</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mary Jones, Convener, to update on headlines from the Panel’s work and achievements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Report Back - Scrutiny Development Session</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback to the committee following the Scrutiny Development Session: Making Scrutiny More Effective that was held on 29 January 2015.</li> </ul>

<b>16 Mar</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> <li>- Cabinet Member for Communities &amp; Housing</li> <li>- Cabinet Member for Anti Poverty</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Fiona Gordon, Convener, attending to update headlines from the Panel’s work and achievements.</li> </ul>
<b>13 Apr</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session on relevant portfolio responsibilities and activities with: <ul style="list-style-type: none"> <li>- Cabinet Member for Enterprise, Development &amp; Regeneration</li> <li>- Cabinet Member for Transformation &amp; Performance</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Local Service Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Convener attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Work Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny</li> </ul>

**Other:**

- Further special meetings re. Gypsy & Traveller Site Provision – Review of Process
- Reports on relevant regional / national scrutiny development & improvement Issues (incl. report back from WLGA / CfPS network meetings)
- Referrals from other council bodies, such as cabinet