

Report of the Chair

Scrutiny Programme Committee – 16 February 2015

SCRUTINY LETTERS

Purpose	To ensure the committee is aware of the scrutiny letters produced following various scrutiny activities, and responses to date.
Content	The report includes a log of scrutiny letters produced this year and provides a copy of recent correspondence between scrutiny and cabinet members for discussion.
Councillors are being asked to	<ul style="list-style-type: none">• Review the scrutiny letters and responses• Make comments, observations and recommendations as necessary
Lead Councillor(s)	Chair of the Scrutiny Programme Committee
Lead Officer(s)	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:

	Activity	Date	Correspondence
a.	Corporate Building Services Working Group	29 Oct	Letter to/from Cabinet Member for Environment & Transport
b.	Car Parking Working Group	6 Nov	Letter to/from Housing & Communities
c.	Committee	24 Nov	Letter to/from Leader / Finance & Strategy
d.	Service Improvement & Finance Performance Panel	7 Jan	Letter to/from Leader / Finance & Strategy
e.	Transformation of Adult Social Services	5 & 9 Jan	Letter to Cabinet Member for Services for Adults & Vulnerable People

- 1.5 Where requested Cabinet Members are expected to respond in writing to scrutiny letters within 21 calendar days. The response should indicate what action (if any) they intend to take as a result of the views and recommendations made.

2. Legal Implications

- 2.1 There are no legal implications.

3. Financial Implications

- 3.1 There are no financial implications.

Background Papers: None

5 February 2015

Legal Officer: Wendy Parkin
Finance Officer: Carl Billingsley