

## 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	Not required	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	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 Jun	5 Aug	1 Sep

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14/15-5	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
14/15-6	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
14/15-7	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
14/15-8	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	Not required	N/A
14/15-9	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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14/15-10	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
14/15-11	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)	<p>Questions relating to Corporate Improvement Plan:</p> <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	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
14/15-14	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	27 Nov	22 Dec
14/15-15	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

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14/15-16	Committee (4 Aug)	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	Wellbeing	10 Sep	17 Nov	24 Nov
14/15-17	Schools Performance Panel (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
14/15-18	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
14/15-19	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
14/15-20	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	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	11 Dec	22 Dec

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14/15-22	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
14/15-23	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
14/15-24	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	17 Dec	19 Jan
14/15-25	Education Inclusion Inquiry Panel (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 Working Group (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	12 Jan	16 Feb
14/15-27	Special Committee (13 Nov)	<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	6 Jan	19 Jan
14/15-28	Car Parking Working Group (6 Nov)	<ul style="list-style-type: none"> <li>Car Parking</li> </ul>	Environment & Transport	20 Nov	16 Jan	16 Feb

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14/15-29	Schools Performance Panel (16 Oct & 10 Nov)	<ul style="list-style-type: none"> <li>• Morriston Comprehensive School</li> </ul>	Education	24 Nov	Not required	22 Dec
14/15-30	Committee (27 Oct)	<ul style="list-style-type: none"> <li>• Tidal Lagoon Swansea Bay Project</li> </ul>	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"> <li>• Performance Report</li> </ul>	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"> <li>• Observations on Mid-Year Budget Statement</li> <li>• Request for Leader's views on scrutiny of joint working arrangement – Western Bay</li> <li>• Comments on budget consultation events</li> </ul>	Finance & Strategy	4 Dec	23 Dec	19 Jan
14/15-33	Schools Performance Panel (13 Nov)	<ul style="list-style-type: none"> <li>• Behaviour and Performance in Schools</li> </ul>	Education	8 Dec	Not required	22 Dec
14/15-34	Tourism Inquiry (17 Nov)	<ul style="list-style-type: none"> <li>• Follow up/impact report</li> </ul>	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"> <li>• Development of Local Flood Risk Management Plan (FRMP)</li> <li>• Measures to mitigate risk</li> <li>• Suggestions re. public</li> </ul>	Environment & Transport	8 Dec	19 Dec	19 Jan

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		information <ul style="list-style-type: none"> <li>Future scrutiny of FRMP</li> </ul>				
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		
14/15/42	Child & Family Services Performance Panel (15 Dec)	Budget for Child & Family Services	Services for Children & Young People	7 Jan	21 Jan	13 Apr
14/15-43	TASS Panel (17 Dec)	Independent Review of Older Peoples Services	Adults & Vulnerable People	13 Jan		
14/15-44	Service Improvement & Finance Performance Panel (7 January)	Draft budget proposals	Leader / Finance & Strategy	15 Jan	3 Feb	16 Feb

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14/15-45	Committee (24 Nov)	Cabinet Member Question Session	Leader / Finance & Strategy	21 Jan	9 Feb	16 Feb
14/15-46	Committee (22 Dec)	Cabinet Member Question Session	Education / Services for Children & Young People	26 Jan	5 Mar	16 Mar
14/15-47	TASS Panel (5 & 9 Jan)	Work planning and prioritisation	Services for Adults & Vulnerable People	26 Jan	Not required	16 Feb
14/15-48	Service Improvement & Finance Performance Panel (14 Jan)	Cabinet Member Question Session	Education	3 Feb	25 Feb	16 Mar
14/15-49	Service Improvement & Finance Performance Panel (14 Jan)	Queries arising from 2 <sup>nd</sup> Quarter Budget monitoring report	Enterprise, Development & Regeneration; Housing & Communities	3 Feb	17 Feb	16 Mar
14/15-50	Committee (19 Jan)	Cabinet Member Question Session	Wellbeing & Healthy City	4 Feb	19 Feb	16 Mar
14/15-51	Child & Family Services Performance Panel (19 Jan)	Implications of the independent review into child sexual exploitation in Rotherham	Services for Children & Young People	4 Feb	18 Feb	16 Mar
14/15-52	Schools Performance Scrutiny Panel (22 Jan)	Q&A with Primary School Headteacher and Chair of Governors	Education	9 Feb	Not required	16 Mar
14/15-53	Committee (19 Jan)	Cabinet Member Question Session	Service for Adults & Vulnerable People	11 Feb	26 Mar	13 Apr
14/15-54	TASS Panel (2 Feb)	Support for Carers	Service for Adults & Vulnerable People	13 Feb		



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14/15-55	Committee (16 Feb)	Disposal of Surplus Land on School Sites	Education Referred to CM for Services for Children & Young People	23 Feb 18 Mar	30 Mar	13 Apr
14/15-56	Service Improvement & Finance Performance Panel (5 Feb)	Budget Scrutiny	Finance & Strategy	23 Feb		
14/15-57	Service Improvement & Finance Performance Panel (14 Jan)	In Year Education Grant Cuts	Education – letter sent to Chair of Education Regional Working Partnership and copied to CM for Education	23 Feb		
14/15-58	Child & Family Services Performance Panel (16 Feb)	<ul style="list-style-type: none"> <li>Development of Western Bay Children’s Safeguarding Board</li> <li>CFS monthly performance report</li> </ul>	Services for Children & Young People	3 Mar		
14/15-59	Education Inclusion Inquiry Panel (16 Feb)	Education Other Than At School Service	Education	3 Mar	Not required	16 Mar
14/15-60	Committee (16 Feb)	Cabinet Member Question Session	Environment & Transport	12 Mar		
14/15-61	Local Service Board Scrutiny Performance Panel (26 Jan)	Work planning and prioritising	Leader	18 Mar	Not required	13 Apr
14/15-62	Pre-Inquiry Working Group (18 Feb)	School Governance	Education	19 Mar	Not required	13 Apr

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14/15-63	TASS Panel (2 Mar)	Service Costs	Services for Adults & Vulnerable People	23 Mar	Not required	13 Apr
14/15-64	Planning Scrutiny Working Group (19 Mar)	Enforcement, legal support, major developments, householder advice and building control.	Enterprise, Development and Regeneration	26 Mar		
14/15-65	Local Service Board Performance Panel (23 Mar)	One Swansea Plan Annual Review	Leader	31 Mar	Not required	13 Apr
14/15-66	Child & Family Services Performance Panel (16 Mar)	Permanence Service Review – update and implementation plan	Services for Children & Young People	2 Apr		