

Scrutiny Programme Committee – Work Plan

Standing Agenda Items:

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

Items for Specific Meetings:

| Meeting | Reports | Purpose |
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| 13 Jul | <ul style="list-style-type: none"> Cabinet Member Question Session | <ul style="list-style-type: none"> Question and answer session with Leader of the Council |
| | <ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel | <ul style="list-style-type: none"> Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements |
| | <ul style="list-style-type: none"> Final Inquiry Reports: § Corporate Culture | <ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Andrew Jones, prior to submission to Cabinet for decision |
| | <ul style="list-style-type: none"> Scrutiny Annual Report | <ul style="list-style-type: none"> To agree the annual report of the work of overview & scrutiny for the municipal year 2014/15, as required by the constitution |
| | <ul style="list-style-type: none"> Work Programme 2015-16 | <ul style="list-style-type: none"> To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings |

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| 10 Aug | <ul style="list-style-type: none"> • Cabinet Member Question Session | <ul style="list-style-type: none"> • Question and answer session with Deputy Leader / Cabinet Member for Services for Children & Young People |
| | <ul style="list-style-type: none"> • Progress Report – Child & Family Services Performance Panel | <ul style="list-style-type: none"> • Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel's work and achievements |
| | <ul style="list-style-type: none"> • Councillor Support and Development | <ul style="list-style-type: none"> • Discussion on training and development needs develop knowledge and skills • Consideration of services on offer from the WLGA |
| 14 Sep | <ul style="list-style-type: none"> • Cabinet Member Question Session | <ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Wellbeing & Healthy City |
| | <ul style="list-style-type: none"> • Progress Report – Schools Performance Panel | <ul style="list-style-type: none"> • Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel's work and achievements |
| | <ul style="list-style-type: none"> • Children & Young People's Rights | <ul style="list-style-type: none"> • To consider report from Director – People on involvement of scrutiny in assessing the Children & Young People's Rights Scheme, and possible actions in relation to training needs and becoming champions for this work |
| 12 Oct | <ul style="list-style-type: none"> • Cabinet Member Question Session | <ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Education |
| | <ul style="list-style-type: none"> • Progress Report – Local Service Board Performance Panel | <ul style="list-style-type: none"> • Convener attending to update on headlines from the Panel's work and achievements |
| | <ul style="list-style-type: none"> • Final Inquiry Reports: § Education Inclusion | <ul style="list-style-type: none"> • To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Cheryl Philpott, prior to submission to Cabinet for decision |
| | <ul style="list-style-type: none"> • Annual Local Government Performance Bulletin 2014-15 | <ul style="list-style-type: none"> • To ensure awareness of content of the Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance |
| 9 Nov | <ul style="list-style-type: none"> • Cabinet Member Question Session | <ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Transformation & Performance |
| | <ul style="list-style-type: none"> • Council Priorities | <ul style="list-style-type: none"> • Update from Director - Corporate Services, on council priorities, strategic challenges, key decisions |
| | <ul style="list-style-type: none"> • Children & Young People's Rights Scheme – Progress Report | <ul style="list-style-type: none"> • To discuss annual progress report on implementation of Children & Young People's Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014) |
| | <ul style="list-style-type: none"> • Scrutiny / Audit Committee Coordination | <ul style="list-style-type: none"> • Chair of Audit to attend to share work plan of Audit Committee. Discussion to ensure: <ul style="list-style-type: none"> - mutual awareness and understanding of respective work plans and co-ordination - issues relating to work programmes can be discussed |

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| | <ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel | <ul style="list-style-type: none"> Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements |
| 14 Dec | <ul style="list-style-type: none"> Cabinet Member Question Session | <ul style="list-style-type: none"> Question and answer session with Cabinet Member for Finance & Strategy |
| | <ul style="list-style-type: none"> Progress Report – Child & Family Services Performance Panel | <ul style="list-style-type: none"> Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements |
| | <ul style="list-style-type: none"> Final Inquiry Reports: § School Governance | <ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Fiona Gordon, prior to submission to Cabinet for decision |
| 11 Jan | <ul style="list-style-type: none"> Cabinet Member Question Session | <ul style="list-style-type: none"> Question and answer session with Cabinet Member for Services for Anti Poverty |
| | <ul style="list-style-type: none"> Progress Report – Schools Performance Panel | <ul style="list-style-type: none"> Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements |
| 8 Feb | <ul style="list-style-type: none"> Cabinet Member Question Session | <ul style="list-style-type: none"> Question and answer session with Cabinet Member for Services for Adults & Vulnerable People |
| | <ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel | <ul style="list-style-type: none"> Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements |
| | <ul style="list-style-type: none"> Final Inquiry Reports: § CAMHS | <ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from the convener, prior to submission to Cabinet for decision |
| 14 Mar | <ul style="list-style-type: none"> Cabinet Member Question Session | <ul style="list-style-type: none"> Question and answer session with Cabinet Member for Next Generation Services |
| | <ul style="list-style-type: none"> Crime & Disorder Scrutiny | <ul style="list-style-type: none"> Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc |
| | <ul style="list-style-type: none"> Progress Report – Child & Family Services Performance Panel | <ul style="list-style-type: none"> Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements |
| 11 Apr | <ul style="list-style-type: none"> Cabinet Member Question Session | <ul style="list-style-type: none"> Question and answer session with Cabinet Member for Enterprise, Development & Regeneration |
| | <ul style="list-style-type: none"> Progress Report – Schools Performance Panel | <ul style="list-style-type: none"> Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements |

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| 9 May | <ul style="list-style-type: none"> • Cabinet Member Question Session | <ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Environment & Transportation |
| | <ul style="list-style-type: none"> • Progress Report – Local Service Board Performance Panel | <ul style="list-style-type: none"> • Convener attending to update on headlines from the Panel’s work and achievements |
| | <ul style="list-style-type: none"> • Annual Work Plan Review | <ul style="list-style-type: none"> • To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny |

Other:

- Further special meetings re. Gypsy & Traveller Site Provision – Review of Process
- Referrals from other council bodies, such as cabinet

To be scheduled:

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| <ul style="list-style-type: none"> • Scrutiny / Democratic Services Committee Liaison | <ul style="list-style-type: none"> • Six monthly presentation by the Chair & Vice-Chair of Democratic Services Committee and Head of Democratic Services (joint committee meeting taking place on 6 October). • Cabinet Member for Transformation & Performance to be invited to attend to discuss scrutiny / cabinet liaison and relationship, and impact of scrutiny |
| <ul style="list-style-type: none"> • Public Engagement | <ul style="list-style-type: none"> • To consider revision of SPC agenda (and procedure rules) to increase public participation e.g. introducing a public question time |