



Report of the Chair

Scrutiny Programme Committee – 9 July 2018

Scrutiny Letters

Purpose:	To ensure the Committee is aware of the scrutiny letters produced following various scrutiny activities, and to track responses to date.
Content:	The report includes a log of scrutiny letters produced this year, and provides a copy of correspondence between scrutiny and cabinet members where discussion is required.
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:	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer:	Tracey Meredith, Head of Legal, Democratic Services and Business Intelligence
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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.

2. Reporting of Letters

- 2.1 All scrutiny letters, whether they are written by the Scrutiny Programme Committee or conveners of panels / working groups, are published to ensure visibility, of the outcomes from meetings, across the council and public.
- 2.2 The Scrutiny Programme Committee agenda also includes a copy of letters to/from Cabinet Members where specific discussion is required, e.g. letters relating to the Committee, Working Groups, and Inquiry Panel follow ups. Letters are included when cabinet member responses that were awaited are received or where a scrutiny letter did not require a response.
- 2.3 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.
- 2.4 Letters relating to the work of Performance Panels are part of an ongoing dialogue with Cabinet Members and are therefore reported back and monitored by each Panel. The exception to this is the Public Services Board Scrutiny Performance Panel, whose letters will also be reported as this Committee is the designated committee for scrutinising Swansea Public Services Board (for the purposes of the Well-being of Future Generations (Wales) Act 2015). However all Performance Panel conveners will provide a progress report to the committee, including summary of correspondence with Cabinet Members and outcomes.

3. Letters Log

- 3.1 This report contains a log of scrutiny letters produced to enable the committee to maintain an overview of letters activity over the year – see **Appendix 1**. The letters log also shows the average time taken by Cabinet Members to respond to scrutiny letters, and the percentage of letters responded to within timescale.
- 3.2 The following letter(s) are also **attached** for discussion:

	Activity	Meeting Date	Correspondence
a	Car Park Charges Working Group	28 Nov	Further Letter to / from Cabinet Member for Environment Services
b	Renewable Energy Working Group	26 Mar	Letter to / from Cabinet Member for Housing, Energy & Building Services

c	Public Services Board Performance Panel	29 Mar	Letter to / from Chair of Public Services Board
d	Committee (Cabinet Member Q & A)	14 May	Letter to / from Cabinet Member for Delivery
e	Committee (pre-decision scrutiny More Homes Parc Yr Helyg)	19 Jun	Letter to Cabinet Member for Homes & Energy

3.3 Points to highlight:

3.3.1 Car Park Charges Working Group – The Cabinet Member has provided a further response as the Committee wanted more information how the recommendations had progressed. The Working Group were pleased to hear that:

- There is an intention to reduce car parking tariffs in foreshore car parks including the Bracelet Bay, Caswell and Langland.
- In and out markings and lineage improved and gate costed at Bracelet Bay to help improve safety and reduce anti-social behaviour.
- A new supplier of pay and display machines will be trialled shortly with additional functionality, improved communications which will ensure greater machine reliability, with consistent income streams.

3.3.2 Renewable Energy Working Group – the convener of the Working Group, Councillor Sam Pritchard, will be invited to address the Committee on the views of the Working Group on the Council's aims and objectives, development projects/initiatives and progress in promotion and use of renewable energy and benefits. As a result of concerns/issues raised with the Cabinet Member for Housing and Energy, action will include the following:

- The Council will look to further extend any opportunities for its residents and tenants in terms of providing information on energy efficiency.
- The Council will continue to explore any opportunities within its own asset base for options for using hydro power more.
- The Council will continue to monitor potential future opportunities for its own assets to take advantage of installing solar panels on building roofs.
- The Working Group's comments in relation to funding for renewable energy will be borne in mind when any further decisions are made about funding the various council priorities when future council budgets are set.

4. Legal Implications

4.1 There are no legal implications.

5. Financial Implications

5.1 There are no financial implications.

Background Papers: None

Appendices:

Appendix 1: Scrutiny Letters Log

Appendix 2: Correspondence between scrutiny and cabinet members