

Scrutiny Programme Committee – Work Plan 2018/19

Standing / Recurring Agenda Items:

Role of the Committee	<ul style="list-style-type: none"> To ensure understanding about the role of the Scrutiny Programme Committee, and discuss effective working
Scrutiny Work Programme	<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 To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To receive progress reports from Conveners of Performance Panels on headlines from the Panel's work and achievements 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)
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 Letters	<ul style="list-style-type: none"> To review scrutiny letters and Cabinet Member responses arising from 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
Scrutiny Annual Report	<ul style="list-style-type: none"> To agree the annual report of the work of overview & scrutiny for the previous municipal year, as required by the Council Constitution
Final Scrutiny Inquiry Reports	<ul style="list-style-type: none"> To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision
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)
Annual Work Plan Review	<ul style="list-style-type: none"> To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny

ACTIVITY	19 June 2018*	9 July 2018	20 July 2018*	13 August 2018	10 September 2018	8 October 2018
Scrutiny Work Programme		<ul style="list-style-type: none"> • Role of the Committee • Draft Work Programme for Agreement • Scrutiny Improvement & Development Objectives 				
Cabinet Member Question & Answer Sessions				Homes & Energy	Business Transformation & Performance (Deputy Leader)	Education Improvement, Learning & Skills
Other Cabinet Member / Officer Reports			Swansea Bay City Deal Joint Scrutiny Committee			<ul style="list-style-type: none"> • Annual Corporate Safeguarding Report • Children & Young People's Rights Scheme – Compliance and Progress
Scrutiny Performance Panel Progress Reports				Service Improvement & Finance	Adult Services	Schools
Pre-decision Scrutiny	More Homes Parc Yr Helyg Site Options Appraisal					
Final Scrutiny Inquiry Reports						
Scrutiny Reports to Council					Scrutiny Annual Report 2017/18	

ACTIVITY	12 November 2018	10 December 2018	14 January 2019	11 February 2019	11 March 2019	8 April 2019
Scrutiny Work Programme						
Cabinet Member Question & Answer Sessions	Children Services (Early Years and Young People)	Care, Health & Ageing Well	Economy & Strategy (Leader)	Environment & Infrastructure Management	Investment, Regeneration & Tourism	Better Communities (People and Place)
Other Cabinet Member / Officer Reports	Sustainable Swansea – Commissioning Reviews: Service Areas – Post Implementation Updates					
Scrutiny Performance Panel Progress Reports	Child & Family Services	Development & Regeneration	Service Improvement & Finance	Adult Services	Schools	Public Services Board
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports	Natural Environment					
Scrutiny Reports to Council	Scrutiny Dispatches Impact Report			Scrutiny Dispatches Impact Report		

* denotes extra meeting

ACTIVITY	13 May 2018					
Scrutiny Work Programme	Annual Work Plan Review					
Cabinet Member Question & Answer Sessions	Delivery					
Other Cabinet Member / Officer Reports						
Scrutiny Performance Panel Progress Reports						
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports						
Scrutiny Reports to Council	Scrutiny Dispatches Impact Report					

To Be Arranged:

Scrutiny / Audit Committee Coordination	<ul style="list-style-type: none"> • Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report. 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
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 (extra meeting around March 2019).

Specific Reports to Committee:

Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates	<ul style="list-style-type: none"> • Regular update on progress in implementation of service changes following Commissioning Reviews / outcomes.
Annual Corporate Safeguarding Report	<ul style="list-style-type: none"> • To consider report of the Council's Corporate Safeguarding Group. The report is cross cutting (i.e. covers safeguarding of adults and children) and is not a report on social services performance but on how the Council as whole is meeting its safeguarding responsibilities.
Children & Young People's Rights Scheme – Compliance and Progress	<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).