

**Scrutiny Programme Committee – Work Plan 2019/20**

Standing / Recurring Agenda Items:

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| Role of the Committee                            | <ul style="list-style-type: none"> <li>To ensure understanding about the role of the Scrutiny Programme Committee, and discuss effective working</li> </ul>   |
| Scrutiny Work Programme                          | <ul style="list-style-type: none"> <li>To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings</li> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To receive progress reports from Conveners of Performance Panels on headlines from the Panel's work and achievements</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> <li>To review future cabinet business and consider opportunities for pre-decision scrutiny</li> <li>To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)</li> </ul> |
| Membership of Scrutiny Panels and Working Groups | <ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>   |
| Scrutiny Letters                                 | <ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from scrutiny activities</li> </ul>  |
| Scrutiny Dispatches (Quarterly)                  | <ul style="list-style-type: none"> <li>To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact</li> </ul>  |
| Scrutiny Annual Report                           | <ul style="list-style-type: none"> <li>To agree the annual report of the work of overview &amp; scrutiny for the previous municipal year, as required by the Council Constitution</li> </ul>  |
| Final Scrutiny Inquiry Reports                   | <ul style="list-style-type: none"> <li>To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision</li> </ul>   |
| Scrutiny Events                                  | <ul style="list-style-type: none"> <li>Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development &amp; improvement Issues; WLGA / CfPS network meetings)</li> </ul>   |
| Annual Work Plan Review                          | <ul style="list-style-type: none"> <li>To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny</li> </ul>   |

| <b>ACTIVITY</b>                                      | <b>8 July 2019</b>   | <b>1 August 2019*</b>        | <b>12 August 2019</b>                                 | <b>9 September 2019</b>                   | <b>14 October 2019</b>                   | <b>11 November 2019</b>                          |
|--|--|------------------------------|---|---|--|--|
| <b>Scrutiny Work Programme</b>                       | <ul style="list-style-type: none"> <li>• Role of the Committee</li> <li>• Draft Work Programme for Agreement</li> <li>• Scrutiny / Audit Committee Coordination</li> </ul> |                              |   |   |  |  |
| <b>Cabinet Member Question &amp; Answer Sessions</b> |  |                              | Business Transformation & Performance (Deputy Leader) | Homes & Energy                            | Education Improvement, Learning & Skills | Children Services (Early Years and Young People) |
| <b>Other Cabinet Member / Officer Reports</b>        |  | Housing Commissioning Review |   |   | Annual Corporate Safeguarding Report     |  |
| <b>Scrutiny Performance Panel Progress Reports</b>   |  |                              | Service Improvement & Finance                         | Adult Services                            | Education                                | Child & Family Services                          |
| <b>Pre-decision Scrutiny</b>                         |  |                              |   | Enterprise Resource Planning (ERP) System |  |  |
| <b>Final Scrutiny Inquiry Reports</b>                | Equalities   |                              |   |   |  |  |
| <b>Scrutiny Reports to Council</b>                   |  |                              |   |   | Scrutiny Annual Report 2018/19           | Scrutiny Dispatches Impact Report                |

| <b>ACTIVITY</b>                                      | <b>18 November 2019*</b>                             | <b>9 December 2019</b>     | <b>13 January 2020</b>  | <b>10 February 2020</b>                 | <b>9 March 2020</b>                | <b>20 April 2020</b>                  | <b>11 May 2020</b>  |
|--|--|----------------------------|---|---|------------------------------------|---------------------------------------|---|
| <b>Scrutiny Work Programme</b>                       |  |                            |   |   |                                    |                                       | <ul style="list-style-type: none"> <li>• Annual Work Programme Review</li> <li>• Progress on Scrutiny Improvement Objectives</li> </ul> |
| <b>Cabinet Member Question &amp; Answer Sessions</b> |  | Care, Health & Ageing Well | Economy & Strategy (Leader)                                       | Environment & Infrastructure Management | Investment, Regeneration & Tourism | Better Communities (People and Place) | Delivery  |
| <b>Other Cabinet Member / Officer Reports</b>        |  |                            | Children & Young People's Rights Scheme – Compliance and Progress |   |                                    |                                       |   |
| <b>Scrutiny Performance Panel Progress Reports</b>   |  | Development & Regeneration | Service Improvement & Finance                                     | Adult Services                          | Education                          | Natural Environment                   | Public Services Board   |
| <b>Pre-decision Scrutiny</b>                         | Housing Commissioning Review Option Appraisal Report |                            |   |   |                                    |                                       |   |
| <b>Final Scrutiny Inquiry Reports</b>                |  |                            |   |   |                                    |                                       |   |
| <b>Scrutiny Reports to Council</b>                   |  |                            |   | Scrutiny Dispatches Impact Report       |                                    |                                       | Scrutiny Dispatches Impact Report   |

\* denotes extra meeting

#### To Be Arranged:

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| Scrutiny / Audit Committee Coordination | <ul style="list-style-type: none"> <li>• Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report. Discussion to ensure: <ul style="list-style-type: none"> <li>- mutual awareness and understanding of respective work plans and co-ordination</li> <li>- issues relating to work programmes can be discussed</li> </ul> </li> </ul> |
| Wales Audit Office Reports              | <ul style="list-style-type: none"> <li>• Corporate Safeguarding</li> </ul>  |
| Final Scrutiny Inquiry Report(s)        | <ul style="list-style-type: none"> <li>• tbc</li> </ul>   |

#### Specific Recurring Reports to Committee:

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|--|--|
| Annual Corporate Safeguarding Report   | <ul style="list-style-type: none"> <li>• 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.</li> </ul> |
| Children & Young People's Rights Scheme – Compliance and Progress                                  | <ul style="list-style-type: none"> <li>• To discuss annual progress report on implementation of Children &amp; Young People's Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014).</li> </ul>  |
| Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates | <ul style="list-style-type: none"> <li>• Regular update on progress in implementation of service changes following Commissioning Reviews / outcomes.</li> </ul>  |
| Crime & Disorder Scrutiny – Safer Swansea Partnership  | <ul style="list-style-type: none"> <li>• 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</li> </ul>  |