

Scrutiny Programme Committee – Work Plan 2019/20

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

ACTIVITY	18 November 2019*	8 January 2020*	13 January 2020	10 February 2020	9 March 2020	24 April 2020*
Scrutiny Work Programme						
Cabinet Member Question & Answer Sessions			Economy & Strategy (Leader)	<ul style="list-style-type: none"> Environment & Infrastructure Management Care, Health & Ageing Well 	Investment, Regeneration & Tourism	
Other Cabinet Member / Officer Reports						
Scrutiny Performance Panel Progress Reports			<ul style="list-style-type: none"> Service Improvement & Finance Development & Regeneration 	Adult Services	Education	
Pre-decision Scrutiny	Housing Commissioning Review Option Appraisal Report	Foreshore Sites - Public Consultation and Procurement Responses Summary and Next Steps				COVID-19 Emergency Build of Surge Hospital
Final Scrutiny Inquiry Reports						
Scrutiny Reports to Council				Scrutiny Dispatches Impact Report		

ACTIVITY	4 June 2020*	16 June 2020	14 July 2020	25 August 2020	15 September 2020
Scrutiny Work Programme	Election of Chair of Scrutiny Programme Committee for remainder of municipal year				<ul style="list-style-type: none"> • Annual Work Programme Review • Progress on Scrutiny Improvement Objectives • Future Committee Work Plan
Cabinet Member Question & Answer Sessions					
Other Cabinet Member / Officer Reports		Council Response to COVID-19 Pandemic	Update on COVID-19 Response and Recovery	<ul style="list-style-type: none"> • Update on COVID-19 Recovery Planning • West Glamorgan Regional Partnership - Overview of the Regional Response to COVID focussed on Care Homes 	
Scrutiny Performance Panel Progress Reports					
Pre-decision Scrutiny					
Final Scrutiny Inquiry Reports					
Scrutiny Reports to Council					

* denotes extra meeting

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
Wales Audit Office Reports	<ul style="list-style-type: none"> Corporate Safeguarding
Final Scrutiny Inquiry Report(s)	<ul style="list-style-type: none"> tbc

Specific Recurring Reports to Committee:

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 Annual 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).
Crime & Disorder Scrutiny – Safer Swansea Partnership	<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. May necessitate special meeting.
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.