

Scrutiny Programme Committee – Work Plan 2019/20

Standing / Recurring Agenda Items:

Role of the Committee	To ensure understanding about the role of the Scrutiny Programme Committee, and discuss effective working
Scrutiny Work Programme	- 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	To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes
Scrutiny Letters	To review scrutiny letters and Cabinet Member responses arising from scrutiny activities
Scrutiny Dispatches (Quarterly)	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	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	To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision
Scrutiny Events	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	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	• 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	Children & Young People's Rights Scheme – Compliance and Progress
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	9 December 2019	13 January 2020	10 February 2020	9 March 2020	20 April 2020	11 May 2020
Scrutiny Work Programme						• Annual Work Programme Review • Progress on Scrutiny Improvement Objectives
Cabinet Member Question & Answer Sessions	Care, Health & Ageing Well	Economy & Strategy (Leader)	Environment & Infrastructure Management	Investment, Regeneration & Tourism	Better Communities (People and Place)	Delivery
Other Cabinet Member / Officer Reports						
Scrutiny Performance Panel Progress Reports	Development & Regeneration	Service Improvement & Finance	Adult Services	Education	Natural Environment	Public Services Board
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports						
Scrutiny Reports to Council			Scrutiny Dispatches Impact Report			Scrutiny Dispatches Impact Report

* denotes extra meeting

To Be Arranged:

Scrutiny / Audit Committee Coordination	- Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report. Discussion to ensure: - mutual awareness and understanding of respective work plans and co-ordination - issues relating to work programmes can be discussed
Wales Audit Office Reports	Corporate Safeguarding Arrangements
Final Scrutiny Inquiry Report(s)	Tbc
Pre-decision Scrutiny; Housing Commissioning Review	Further to Committee discussion on 1 August on emerging proposals, the Housing Commissioning Review final report will be subject of Cabinet decision, currently scheduled for 21 November. The Committee wishes to undertake pre-decision scrutiny which may necessitate a special meeting.

Specific Recurring Reports to Committee:

Annual Corporate Safeguarding Report	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	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).
Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates	Regular update on progress in implementation of service changes following Commissioning Reviews / outcomes.
Crime & Disorder Scrutiny – Safer Swansea Partnership	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