



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

Pwyllgor Rhaglen Chraffu

Lleoliad: Cyfarfod Aml-Leoliad - Ystafell Gloucester, Neuadd y Ddinas / MS Teams

Dyddiad: Dydd Mawrth, 19 Gorffennaf 2022

Amser: 4.00 pm

Cadeirydd: Y Cynghorydd Peter Black CBE

Aelodaeth:

Cynghorwyr: E W Fitzgerald, R Fogarty, T J Hennegan, V A Holland, M Jones, H Lawson, W G Lewis, P N May, F D O'Brien, S Pritchard, M S Tribe a/ac T M White

Aelodau Cyfetholedig Statudol: Beth Allender ac Dr Elizabeth Lee.

Gwyllo ar-lein: <https://bit.ly/3akyuLZ>

Gweddarlledu: Gellir ffilmio'r cyfarfod hwn i'w ddarlledu'n fyw neu'n ddiweddarach drwy wefan y cyngor. Drwy gymryd rhan, rydych yn cytuno i gael eich ffilmio ac i'r delweddau a'r recordiadau sain hynny gael eu defnyddio at ddibenion gweddarlledu a/neu hyfforddiant o bosib.

Agenda

Rhif y Dudalen.

1 Ymddiheuriadau am absenoldeb.

2 Datgeliadau o fuddiannau personol a rhagfarnol.
www.abertawe.gov.uk/DatgeluCysylltiadau

3 Gwahardd pleidleisiau chwip a datgan chwipiau'r pleidiau.

4 Cofnodion.

Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir.

1 - 7

5 Cwestiynau gan y cyhoedd.

Mae'n rhaid i gwestiynau gael eu cyflwyno'n ysgrifenedig i'r Gwasanaethau Democraidaidd democratiaeth@abertawe.gov.uk erbyn ganol dydd fan bellaf ar y diwrnod gwaith cyn y cyfarfod. Rhaid bod y cwestiynau'n ymwneud ag eitemau ar yr agenda. Ymdrinnir â chwestiynau o fewn cyfnod o 10 munud.

- | | | |
|----------|---|-----------------|
| 6 | Rôl Pwyllgor y Rhaglen Graffu. | 8 - 21 |
| 7 | Rhaglen Waith Craffu 2022/23. | 22 - 91 |
| 8 | Llythyrau craffu. | 92 - 113 |
| | a) Gweithgor y Gweithlu – Llythyr at/gan Aelod y Cabinet. | |
| | b) Gweithgor y Gwasanaethau Bysus – Llythyr at/gan Aelod y Cabinet. | |
| | c) Llythyr Pwyllgor at Gyd-gadeiryddion Partneriaeth Diogelwch Cymunedol Abertawe Mwy Diogel. | |

Cyfarfod nesaf: Dydd Mawrth, 16 Awst 2022 am 4.00 pm

Huw Evans

Huw Evans

Pennaeth y Gwasanaethau Democrataidd

Dydd Mercher, 13 Gorffennaf 2022

Cyswllt: Y Gwasanaethau Democrataidd Ffôn (01792) 636923

Agenda Item 4



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Remotely via Microsoft Teams

Tuesday, 15 March 2022 at 4.00 pm

Present: Councillor P M Black (Chair) Presided

Councillor(s)

E W Fitzgerald
P K Jones
C E Lloyd
W G Thomas

Councillor(s)

D W Helliwell
H Lawson
S Pritchard
T M White

Councillor(s)

T J Hennegan
W G Lewis
G J Tanner

Statutory Co-opted Member(s)

D Anderson-Thomas A Roberts

Councillor Co-opted Member(s)

C A Holley S M Jones
P R Hood-Williams L R Jones

Also Present:

Councillor Elliott King Cabinet Member for Children Services
Councillor Mark Child Cabinet Member for Adult Social Care & Community Health Services

Officer(s)

David Howes Director of Social Services
Kate Jones Democratic Services Officer
Sarah Lackenby Head of Digital and Customer Services
Brij Madahar Scrutiny Team Leader
Debbie Smith Deputy Chief Legal Officer

Apologies for Absence

Councillor(s): C Anderson
Councillor Co-opted Members: J W Jones

105 Disclosures of Personal & Prejudicial Interest.

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interest was declared:

Councillor Clive Lloyd – Minute No. 109 – Councillor Clive Lloyd declared a personal and prejudicial interest and withdrew from the meeting for the item.

106 Prohibition of Whipped Votes and Declaration of Party Whips.

In accordance with the Local Government (Wales) Measure 2011, no declarations of Whipped Votes or Party Whips were declared.

107 Minutes.

Resolved that the Minutes of the Scrutiny Programme Committee held on 15 February 2022 be approved and signed as a correct record.

108 Public Question Time.

There were no public questions.

109 Complaints Annual Report 2020/21.

The Cabinet Member for Children Services, the Cabinet Member for Adult Social Care & Community Health Services, the Director of Social Services and the Head of Digital & Customer Services were present for the Complaints Annual Report 2020/21.

The Head of Digital & Customer Services presented the report and highlighted the following:

- Comparison of 2020/21 with previous years should be taken in context of the pandemic
- Changes in relation to reporting, as a result of the new Local Government and Elections (Wales) Act 2021, which now also includes a report to Governance & Audit Committee to provide assurance around the Council's complaints handling processes
- Despite the pandemic good progress was reported on advancing changes and new initiatives – reviewed and updated all complaints policies and the Complaints Team had received virtual training directly from the Public Services Ombudsman Wales
- All actions from the Ombudsman's Annual Letter to the Council had been completed
- Changes to handling Welsh Language Complaints in line with Welsh Language legislation
- Stage 1 and Stage 2 Complaints as well as comments and compliments both corporate and social services – and the impact of the pandemic on the numbers: Corporate Stage 1 and Stage 2 complaints reduced for 2020/21, although Requests for Service had understandably increased; for Adult Social Services Stage 1 complaints decreased, Stage 2 complaints increased slightly; and for Child and Family Services Stage 1 complaints increased slightly, Stage 2 complaints remained the same. Numbers were higher in some case due to multiple complaints received about the same case
- Use of comments, complaints and compliments to learn and develop services
- Those Ombudsman cases which were upheld and those that didn't continue
- Complaints were increasingly becoming more complex often involving multiple agencies

- New IT system was being developed in-house and was hoping to be live for corporate complaints initially in the first quarter of the new financial year – this would allow some complaints to be automated and should make the process easier for the public and more efficient for staff with improved reporting functionality.
- It was reported that overall, there were no trends of concern arising from the data, compared to previous year(s)
- The good work undertaken by the staff, particularly the Complaints Team, was specifically noted during a very challenging year

Questions and discussions focused on: -

- The Council's response to the Ombudsman's Annual Letter and action taken
- Understanding why complaints were becoming more complex, and whether this was an issue around systems in place – noted that it was not about systems, more about the nature of services, complex needs and individual circumstances, and multi-agency involvement
- Extent to which the strain on Social Services was reflected in complaints – and why the numbers had gone down. Noted that complaints had generally gone down and that it was hard to say exactly why that was, but the offer provided was so different during the pandemic it was difficult to make comparisons. It is possible that people's expectations and understanding of reality during the pandemic may have changed, along with increased resilience. The important thing was the number of complaints that were justified, as opposed to overall numbers. Any complaints made and upheld would feed into the recovery work to learn lessons for the health and care system. It was noted that compliments had risen in Adult and Child Social Services
- Importance of people asserting their rights and being able to raise complaints
- Recovery of Social Services – heard that there is still a significant back log and challenges to overcome that will take several months to work through, including around residential care / domiciliary care – and there has been an uptick in community transmission of Covid in the area adding to the challenge. The full impact of Covid is yet to be seen, as it continues
- Domiciliary care was still an issue – and the Council is improving conditions to help recruit and retain staff
- Whether the Council is seeing a rise in the proportion of complaints being made coming via legal firms, acting on behalf of residents, given the proliferation of companies advertising 'no win, no fee'. The Head of Service undertook to look into this and respond. It was noted that in some areas of service, e.g., within Social Services, the Council does receive legal challenges, not necessarily via the Corporate Complaints process, as appropriate to the issue
- Social Services Common Access Point (CAP) – one complaint had been upheld and addressed. It was not due to any systemic failure of the CAP, but an individual issue

The Chair thanked the Cabinet Members and Officers for the report and answering questions.

110 Procurement Scrutiny Inquiry - Final Report.

Councillor Chris Holley, Convenor of the Procurement Scrutiny Inquiry, presented the 'Procurement Scrutiny Inquiry – Final Report'. The Committee was asked to agree that the Panel's report can be submitted to Cabinet for decision.

The Convenor provided a brief outline of the process of the inquiry and the range of evidence that had been gathered. There was an understanding that procurement was about more than just buying something of the shelf but was about obtaining what you need at the right quality and quantity. The report, which contained many positive findings, outlined 9 Conclusions and 14 recommendations for Cabinet.

Questions and discussions focussed on the following:

- Recommendation on finalising The Schools' Guide for Procurement to assist schools in understanding the procurement rules, regulations and best practice should Cabinet accept the recommendation, and expectations around timescale for implementation. The Convenor was confident that this would be agreeable and was noted in the report, following consultation with the Head of Commercial Services, as a medium-term goal. The delivery of guidance was firmly welcomed by the Committee
- Timescale for the establishment of a working group to look at Education Procurement to help improve consistency in adherence to policy, ways of working and identifying gaps and finding common solutions, should Cabinet accept the recommendation – this was noted as a 'quick win' as it was expected that arrangements could easily be put into place to bring together representatives from schools (e.g. premises managers) and the Council's Procurement Team
- One of the issues identified, relating to procurement within schools, was regarding the cost of the Council's Building Services and perception – the report highlighted difficulties in comparing quotes with external contractors, and the need to ensure 'like for like' comparisons are being made, with consideration of safety / quality or works and materials. The suggested working group would help improve understanding around this and other relevant matters regarding procurement rules and help support schools. It was noted that issues around Landlord's Consent Forms, which was outside the scope of the Inquiry, also needed to be addressed
- Leasing, which is a major part of the current procurement system
- Council's responsibilities and commitment to climate change – report includes potentially radical recommendations, changing current policy / practice, e.g., consideration of carbon footprint and nature-based solutions in its procurement – noted as longer term challenges and ones which could potentially save costs
- The importance of greater involvement and opportunities for local companies to bid for work, and use of local skills

The Convenor thanked all those involved in the inquiry including members, partners, officers, and to the Scrutiny Officers for their support and research carried out including looking at procurement practice elsewhere.

The Chair thanked the Panel for its work and commended the report and difference it will hopefully make. It was noted that the report would be presented to the earliest available Cabinet meeting after the Council elections in May.

It was also noted that the Panel asked the Committee to consider how procurement fits into the scrutiny work programme overall and whether there is scope in the future to discuss this subject and relevant issues on an annual basis. The inquiry would, in any case, be followed up by the Panel in the next year or so (after cabinet decision) so the topic will remain in the work programme. After the follow up process is concluded the Committee could then consider how best to keep an eye on future Procurement issues and performance.

Resolved that the Procurement Scrutiny Inquiry – Final Report proceed to Cabinet.

111 Scrutiny Dispatches - Impact Report.

The Chair presented the Scrutiny Dispatches – Impact Report.

Resolved that the Scrutiny Dispatches – Impact Report proceed to Council.

112 Scrutiny Letters.

The Chair presented a report on 'Scrutiny Letters' for information.

Resolved that the Scrutiny Letters be noted.

113 Annual Work Programme Review.

The Chair presented the 'Annual Work Programme Review' and invited Committee members to reflect on the year's work / work programme and scrutiny experience, specifically considering, for example, how well the Committee has worked? had Scrutiny focussed on the right things? what lessons had been learnt?

The following were raised: -

- The importance of Scrutiny to good governance
- Current scrutiny arrangements are well-established
- Having to prioritise activity because of limited time and resources, which can be frustrating
- The need to ensure that the structure of Scrutiny and activities under the Scrutiny Programme Committee align well with Council / Cabinet priorities with good level of scrutiny across all Cabinet Portfolios, and is focussed on cabinet decision-making
- The Committee has done well in plugging any gaps in the work programme and held Cabinet members to account for specific portfolio responsibilities and issues, rather than a 'broad brush' approach looking at overall responsibilities
- The Committee's co-option of Performance Panel Conveners is good
- Consideration whether the Committee could hold at least 2 sessions per year on Crime & Disorder / Safer Swansea Partnership performance, rather than an annual session

- Ensuring scrutiny takes in a range of perspectives on issues
- Balancing local scrutiny with regional / joint scrutiny and ensuring scrutiny is effectively co-ordinated and complements well, including the challenge of scrutinizing the newly established Corporate Joint Committee
- Encouraging more people to participate in scrutiny and councillors actively participating in questioning
- The need for a training programme which will include helping scrutiny councillors to improve how they question and do scrutiny better
- The relationship between Scrutiny and Policy Development Committees – remembering that scrutiny councillors can also inform and influence the development and revision of policy through their work
- Future scrutiny in the new municipal year could include looking at the new Welsh Government Housing Legislation and implications on the Council
- The importance of holding a Work Planning Conference

The Chair advised that feedback will be considered by the Committee when it meets again after the election, and will help inform the development of a new scrutiny work programme.

The Chair thanked everyone that had made a contribution to Scrutiny, members, scrutiny officers, officers who had attended Scrutiny Programme Committee and any Panels, Working Groups and Inquiries. The Chair also thanked Co-opted members David Anderson-Thomas and Alexander Roberts for their contributions.

Resolved that the Annual Work Programme Review be noted.

The meeting ended at 5.01 pm

Chair



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Tuesday, 24 May 2022 at 5.01 pm

Present:

Councillor(s)

P M Black
T J Hennegan
H Lawson
F D O'Brien
T M White

Councillor(s)

E W Fitzgerald
V A Holland
W G Lewis
S Pritchard

Councillor(s)

R Fogarty
M Jones
P N May
M S Tribe

Apologies for Absence

Councillor(s): None.

1 To elect a Chair for the Municipal Year 2022-2023.

Resolved that Councillor P M Black be elected as Chair for the Municipal Year 2022-2023.

Councillor P M Black (Chair) presided

2 To elect a Vice Chair for the Municipal Year 2022-2023.

Resolved that Councillor T J Hennegan be elected as Vice Chair for the Municipal Year 2022-2023.

3 Disclosures of Personal & Prejudicial Interest.

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

The meeting ended at 5.03 pm

Chair

Agenda Item 6



Report of the Chair

Scrutiny Programme Committee – 19 July 2022

Role of the Scrutiny Programme Committee

Purpose:	Being the first meeting of the municipal year (and Council term), to ensure understanding about the role of the Scrutiny Programme Committee and discuss effective working.
Content:	This report provides a description of the Council's Overview and Scrutiny arrangements. The Terms of Reference of the Scrutiny Programme Committee are attached.
Councillors are being asked to:	<ul style="list-style-type: none">• Discuss the role of the Committee and effective working as required.• Renew the Committee's co-option of Scrutiny Performance Panel convenors, where not already members of the Committee.• Renew the co-option of partner organisations to enable representatives to participate in the Committee's on-going Scrutiny of Swansea Public Services Board.
Lead Councillor:	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead Officer:	Tracey Meredith, Chief Legal Officer
Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The main aim of scrutiny is to act as a 'critical friend' to the Cabinet and other decision makers to promote better services, policies and decisions. Councillors involved in scrutiny will hold the Council's executive to account and examine the work of Council departments, as well as other public services.

- 1.2 The Scrutiny Programme Committee (first established in October 2012) is the Council's single Overview & Scrutiny Committee and is responsible for managing all scrutiny activity within the Authority through a single work plan.
- 1.3 Although the Committee itself undertakes certain work, detailed scrutiny of specific topics is carried out, where necessary, with the Committee establishing informal Inquiry and Performance Panels (for in-depth activities) or one-off Working Group meetings. This provides for greater flexibility within the Scrutiny Work Programme and engagement of all non-executive councillors in the scrutiny process, regardless of committee membership, and participation in topics that match their areas of interest.
- 1.4 Any Panel / Working Group topics that are agreed by the Committee are advertised to all non-executive councillors and expressions of interest sought. The membership of Panels / Working Groups, as well as a lead councillor for this work (known as 'convener'), will then be determined by the Committee, or as otherwise agreed by the Committee (see para. 4.3 regarding appointment of Performance Panel conveners).
- 1.5 In conjunction with the Committee, the Chair of the Scrutiny Programme Committee maintains overall responsibility for agreed scrutiny activities, monitoring such activities and outcomes to ensure that the work programme is being delivered effectively, and in accordance with any timetable set out.

2. Role of the Scrutiny Programme Committee

- 2.1 The role of this Committee in general is to:
 - establish and manage the informal Scrutiny Panels and Working Groups to undertake the detailed work of scrutiny – these to be open to all back bench councillors
 - appoint 'Scrutiny Conveners' to chair the various Scrutiny Panels / Working Groups
 - manage the Scrutiny Work Programme and monitor outcomes
 - hold Cabinet Members to account in a formal public setting
 - meet the Council's statutory responsibilities for Overview and Scrutiny, including performing the Crime and Disorder Scrutiny function, and Scrutiny of the Public Services Board
 - coordinate pre-decision scrutiny and call-in of Cabinet reports
 - respond to urgent issues and referrals from Council
 - undertake any scrutiny not delegated to a Panel / Working Group
 - agree any Scrutiny Inquiry reports that make recommendations to Cabinet, Council and other bodies

2.2 Terms of Reference, as contained within the Council Constitution, are attached at **Appendix 1** for information and awareness.

3. Membership

3.1 In addition to the 13 councillors, the Committee includes in its membership a place for four statutory education scrutiny representatives. This is in accordance with the Parent Governors Representatives and Church Representatives (Wales) Regulations 2001.

3.2 This is to enable the involvement of parent governors (1 x primary and 1 x secondary) and church representatives (where there are faith schools managed by the authority) in the scrutiny of education matters, with voting rights. They will also be entitled to sit on any relevant Panels and Working Groups focusing on education issues. If the Committee deals with matters which do not relate wholly or in part to any education functions then the co-opted Members shall not vote on those other matters though they may stay in the meeting and speak.

3.3 The statutory education scrutiny representatives (appointed on a 4-year term in May 2022) currently are:

- Beth Allender (Primary Parent Governor - Ysgol Gynradd Gymraeg Tirdeunaw)
- Dr. Elizabeth Lee (Secondary Parent Governor - Gowerton School)
- Vacancy* (Church in Wales)
- Vacancy* (Catholic Church)

*invitation to participate in scrutiny is regularly sent to the local Church organisations

4. Scrutiny Conveners

4.1 The Scrutiny Programme Committee has the power to appoint scrutiny conveners to lead specific activities (Panels and/or other informal Working Groups) who would then be responsible for:

- convening (or chairing) meetings of the relevant Panel / Working Group to provide leadership
- effective meeting management to ensure that work is undertaken and completed as directed by the Scrutiny Programme Committee and any agreed terms of reference
- reporting back to the Committee with findings, conclusions and recommendations as appropriate

A role description for conveners is attached for information at **Appendix 2** (taken from 'New Scrutiny Arrangements' Council Report – 18 October 2012)

- 4.2 The Committee may appoint conveners from outside of the membership of the Committee, who would be invited to provide updates and/or present final reports to the Committee on the work of the Panels / Working Groups.
- 4.3 For Performance Panels, which are effectively meeting on an on-going basis, the Committee has previously agreed that Panels should be asked to appoint / confirm its convener at the start of each municipal year, except in the year of a Council election, when it would be prudent for the Committee to do so.
- 4.4 The Committee has also agreed the principle that Performance Panels conveners should be co-opted (in a non-voting capacity) to enable their attendance and participation at Committee meetings, where there are conveners not already members of the Committee. The involvement of Performance Panel conveners at the Committee is important because they will have knowledge and expertise about specific services and can add value to the work of Committee particularly when those areas may be discussed. Co-option also enables better co-ordination between the work of the Committee and Performance Panels. The formal co-option of Performance Panel conveners, whoever is appointed, needs to be confirmed by the Committee each year.
- 4.5 Councillors who are appointed as conveners will be responsible for ensuring that Panels are operating effectively. If there are any issues with regard to membership (e.g., attendance / representation of different political groups) these should be raised with the chair of the Scrutiny Programme Committee. The Chair of the Scrutiny Programme Committee will consult informally with group leaders in the first instance and then, if necessary, raise the issue as an item for the Scrutiny Programme Committee to consider.

5. Public Services Board Scrutiny

- 5.1 The Committee is expected to carry out scrutiny of Swansea Public Services Board (PSB). The Committee is asked to renew the co-option of the following partner organisations, so that non-executive partner representatives, who they nominate, can continue to participate in any future Committee sessions, on the scrutiny of the Public Services Board. This would enable contribution to the PSB scrutiny from:
- Swansea Bay University Health Board (Non-executive Board Member)
 - SCVS (non-executive Management Committee Member)
 - Mid & West Wales Fire & Rescue (Member of the Performance, Audit and Scrutiny Committee)
 - Member of the South Wales Police and Crime Panel
 - Natural Resources Wales (Non-executive Board Member)
 - Probation Service (non-executive)

6. Effective Working

6.1 The Committee is encouraged to consider how it can work more effectively, for example in its preparation for meetings, and think about its approach to issues including the following:

- Developing Questions and Questioning Strategy
- Use of short Pre-meetings / Post meetings
- Team / Inclusive Working and Communication
- Decorum at meetings
- Meeting times / length
- Any other practical considerations

7. Review of Council Constitution

7.1 The Council Constitution is subject to annual review and good governance requires that each Head of Service look at relevant elements of the Constitution to check that they are up to date and consider whether any changes are necessary. The Scrutiny Team Leader will review all elements of the Constitution relating to scrutiny (including Scrutiny Procedure Rules) and report any issues / proposed amendments.

8. Integrated Assessment Implications

8.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage.
- Consider opportunities for people to use the Welsh language.
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

8.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

8.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

8.2 An IIA screening has been undertaken noting there are minimal impact assessment implications associated with this report (IIA can be viewed in Appendix 3). The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. Each scrutiny inquiry and report will be subject to its own IIA process.

9. Financial Implications

9.1 There are no financial implications associated with this report.

10. Legal Implications

10.1 The Local Government Act 2000 requires that executive arrangements by a Local Authority must include provision for the appointment of one or more Overview and Scrutiny Committees. Guidance from the Welsh Government (on executive arrangements) states that the precise arrangements for overview and scrutiny (including the number, membership, and remit of the committees) are a matter for local choice.

Background Papers: None

Appendices:

Appendix 1 - Scrutiny Programme Committee Terms of Reference

Appendix 2 - Scrutiny Convener Role Description

Appendix 3 – IIA Screening Form

Scrutiny Programme Committee Terms of Reference

- 1 **Scrutiny Programme Committee**
 - a) The Scrutiny Programme Committee will have the following general responsibilities:
 - i) Holding members of the Council's executive to account.
 - ii) Monitoring the performance of public services, policies and partnerships.
 - iii) Contributing to corporate and partnership policy and strategy development.
 - iv) Conducting in depth inquiries into service and policy areas.
 - v) Involving the public in service improvement and policy development.
 - vi) Considering the opinions of external inspectors.
 - vii) Making reports and recommendations to Council or Cabinet on the discharge of any functions of the authority as appropriate.
 - viii) To undertake reviews as directed by Council.
 - ix) Preparing and publishing a regular work plan.
 - x) Contribute to an overall strategic work programme for scrutiny that will be reported regularly to Council.
 - xi) Observing the principles of effective scrutiny as set out in the Protocol for Scrutiny.
 - b) The Committee will have responsibility for coordinating the scrutiny of the following:
 - i) The community strategy / single integrated plan.
 - ii) Swansea's Local Service Board.
 - iii) The Council budget.
 - iv) Central / corporate functions of the local authority.
 - v) Groups and organisations with which the Council has formed links through grant funding, compacts, subscription or service level agreements.
 - vi) External bodies which are able to levy a statutory precept upon the Authority.
 - vii) The Treasury Management Strategy Statement, Annual Report, Mid Term Report and Quarterly Progress Reports.
- 2 **Scrutiny Panels**
 - a) The Committee may establish Panels / Working Groups for the purpose of undertaking in depth inquiries or for looking at the performance of particular areas of service delivery.

- b) Each Panel / Working Group will be led by a Scrutiny Convener who will be responsible for:
 - i) Convening meetings of the relevant Panel / Working Group.
 - ii) Chairing meetings of the relevant Panel / Working Group.
 - iii) Ensuring that the Panel / Working Group undertakes work to the specifications and timescales agreed by the parent board.
 - iv) Reporting back to the parent Board with findings, conclusions and recommendations as appropriate.

- c) Councillors will be appointed to a Panel / Working Group on the following basis:
 - i) At least two political groups on the Council to be represented on the Panel / Working Group.
 - ii) Membership of Panels / Working Groups will be open to any non-executive members of the Council regardless of whether they are a member of the Scrutiny Committee.
 - iii) New Panels / Working Groups will be advertised to all non-executive members and expressions of interest sought. The membership of Panels / Working Groups will be determined by the Committee.

3 **Scrutiny Work Programme**

The Scrutiny Programme Committee will be responsible for coordinating the work of the Scrutiny Panels / Working Groups. Other tasks linked to the delivery of the work programme include:

- a) Monitoring the delivery of the scrutiny strategic work programme;
- b) Preparing and agreeing the scrutiny annual report as required by Council;
- c) Dealing with business relating to regional / national scrutiny meetings (for example in relation to the Welsh Local Government Association or the Centre for Governance & Scrutiny);
- d) Considering reports relevant to the development and improvement of the Council's Scrutiny function;
- e) Dealing with consultation and implementation of national policy changes relevant to scrutiny;
- f) Preparing and publishing a regular work plan;
- g) Making reports and recommendations to Council, Cabinet or the Democratic Services Committee on the discharge of any functions of the authority as appropriate.

4 **Service and Policy Areas**

Areas of responsibility cover all functions of the Council and specifically:

- a) All of the functions of the Council as a Social Services Authority under all relevant legislation;
- b) All functions of the Council under the Children Act (1989 and 2004);
- c) All of the functions of the Council as a Planning Authority under the Town and Country Planning Acts and all other relevant legislation including countryside, nature conservation and rights of way matters, in force from time to time;
- d) Acting as the Council's designated Crime and Disorder Committee for the purposes of the Police & Justice Act 2006;
- e) All of the functions of the Council as a Housing Authority under the Housing Acts and all other relevant legislation;
- f) Outcomes of reviews undertaken by outside agencies or audit bodies;
- g) Items where Welsh Government Guidance suggests that matters should be considered by scrutiny.
- h) Acting as the Council's designated scrutiny committee for scrutinising Swansea Public Services Board for the purposes of the Well-being of Future Generations (Wales) Act 2015.

5 **Cabinet Portfolios**

The work of the Committee will not be limited to any particular Cabinet portfolio(s). Invitations to attend meetings, reports, letters and recommendations will be directed to the relevant Cabinet Member(s) as each issue requires.

Scrutiny Convener Role Description

1. General

- 1.1 The Scrutiny Convener will be responsible for a portfolio of scrutiny topics that they will manage and deliver. These topics, allocated by the Council's Scrutiny Programme Committee, will not be confined to a single subject or department. The scrutiny work led by these conveners will be done through informal task and finish groups / panels and the conveners will chair the meetings of these groups. Conveners will be accountable to the Scrutiny Programme Committee.

2. Providing leadership

- 2.1 To provide confident and effective management of the topics for which they are responsible.
- 2.2 To promote the role of scrutiny within and outside the council, liaising effectively both internally within the Council and externally with the Council's partners.
- 2.3 To contribute to the development of a balanced scrutiny work programme.
- 2.4 To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues.
- 2.5 To demonstrate an objective and evidence based approach to scrutiny and to facilitate the identification of conclusions and recommendations accordingly.
- 2.6 To evaluate the impact and added value of scrutiny activity and identify areas for improvement.
- 2.7 To promote cross party working.
- 2.8 To keep any relevant deputies fully involved and informed to ensure they are able to cover the conveners' role as required

3. Managing the work programme

- 3.1 To ensure that the work programme is delivered.
- 3.2 To report on progress against the work programme to Council, and others as appropriate.
- 3.3 To liaise with officers, other members and community representatives to resource and deliver the work programme.

4 Effective meeting management

- 4.1 To set agendas containing clear objectives and outcomes for meetings.
- 4.2 To manage the progress of business at meetings, ensuring that meeting objectives are met.
- 4.3 To ensure that the necessary preparation is done beforehand.
- 4.4 To ensure that all participants have an opportunity to make an appropriate contribution

5 Community leadership

- 5.1 Where necessary to act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function.
- 5.2 To build understanding and ownership of the scrutiny function within the community.
- 5.3 To involve fully external stakeholders for example, service users, expert witnesses and partners in scrutiny activity.
- 5.4 To support the involvement and development of scrutiny members
- 5.5 To encourage high performance from all scrutiny councillors in task and finish groups.
- 5.6 To assess individual and collective performance within task and finish groups and facilitate appropriate development.

6 Values

- 6.1 To be committed to the values of the Council and the following values in public office:
 - a. Openness and transparency;
 - b. Honesty and integrity;
 - c. Tolerance and respect;
 - d. Equality and fairness;
 - e. Appreciation of cultural difference;
 - f. Sustainability.

Appendix 3 - Integrated Impact Assessment Screening Form

Which service area and directorate are you from?

Service Area: Legal, Democratic Services & Business Intelligence

Directorate: Resources

Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b) Please name and fully describe initiative here:

Report on the role of the Scrutiny Programme Committee within the Council's Overview & Scrutiny arrangements, for awareness and understanding, and operational matters including decision on co-option to enable participation of Scrutiny Performance Panel Convenors, and for partners organisation to assist the Committee with Scrutiny of Swansea Public Services Board.

Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 3 - Integrated Impact Assessment Screening Form

- Q3** What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?
Please provide details below – either of your activities or your reasons for not undertaking involvement

The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views.

- Q4** Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:

- a) Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?
Yes No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?
Yes No
- c) Does the initiative apply each of the five ways of working?
Yes No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?
Yes No

-
- Q5** What is the potential risk of the initiative? (*Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...*)

High risk

Medium risk

Low risk

-
- Q6** Will this initiative have an impact (however minor) on any other Council service?
 Yes No If yes, please provide details below

-
- Q7** What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

Low impact because there are no decisions within the report which will directly affect service users, people and/or communities.

Outcome of Screening

- Q8** Please describe the outcome of your screening below:
- Summary of impacts identified and mitigation needed (Q2)
 - Summary of involvement (Q3)
 - WFG considerations (Q4)
 - Any risks identified (Q5)
 - Cumulative impact (Q7)

Appendix 3 - Integrated Impact Assessment Screening Form

There are minimal impact assessment implications associated with this report. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. Each Scrutiny Inquiry and report will be subject to its own IIA process.

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

Screening completed by:
Name: Brij Madahar
Job title: Scrutiny Team Leader
Date: 6 July 2022
Approval for Head of Service:
Name: Debbie Smith
Position: Deputy Chief Legal Officer
Date: 11 July 2022

Agenda Item 7



Report of the Chair

Scrutiny Programme Committee – 19 July 2022

Scrutiny Work Programme 2022/23

Purpose	This report explains the background and purpose of the Scrutiny Work Programme. The report invites the Committee to consider the Scrutiny Work Programme for the year ahead taking into account feedback from the recent Scrutiny Work Planning Conference.
Content	A proposed work programme is attached, which shows the topics that would be examined by scrutiny through various Panels and Working Groups. A plan for future Committee meetings is also proposed.
Councillors are being asked to	<ul style="list-style-type: none">• agree the Scrutiny Work Programme for 2022/23 (<i>appendix 3</i>), including Inquiry topic, Performance Panel and Working Group topic priorities• agree the appointment of Performance Panel Conveners (<i>see section 4.5</i>)• agree the proposed Committee work plan (<i>appendix 4</i>)• plan for the Committee meetings ahead• consider the information on future cabinet business and any opportunities for pre-decision scrutiny (<i>appendix 5</i>)
Lead Councillor	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead Officer	Tracey Meredith, Chief Legal Officer
Report Author	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland
Access to	Rhian Millar
Services Officer:	

1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for developing the Council's Scrutiny Work Programme and managing the overall work of scrutiny to ensure that it is as effective as possible.

- 1.2 The broad aim of the scrutiny function is to engage non-executive councillors in activities to:
- provide an effective challenge to the executive
 - help improve services, policies, and performance
 - engage the public in its work
- 1.3 At the same time the Committee must ensure that the work of scrutiny is:
- manageable, realistic and achievable given resources available to support activities
 - relevant to council priorities
 - adding value and having maximum impact
 - coordinated and avoids duplication

2. Methods of Working

- 2.1 The work of scrutiny is undertaken primarily in three ways – through the Committee itself and by establishing informal Panels (for in-depth activities) or one-off Working Groups:
- **Formal Committee meetings** – as well as developing and managing the overall work programme and keeping an oversight on all scrutiny activities, the Committee will provide challenge on a broad range of policy and service issues over the course of the year. Matters considered at Committee meetings will typically be ‘one-off’ opportunities for questions, which will result in the Committee communicating findings, views and recommendations for improvement through ‘chair’s letters’ to Cabinet Members, and where appropriate by producing reports.
 - **Informal Panels** – Scrutiny Panels are established, with conveners and members appointed by the Committee, to carry out in-depth inquiries or undertake in-depth monitoring of particular services. The use of Panels helps to ensure that scrutiny can be flexible and responsive to issues of concern:
 - a) Inquiry Panels: to undertake discrete in-depth inquiries into specific and significant areas of concern on a task and finish basis. These would be significant topics where scrutiny can make a real difference. Inquiry Panels are expected to take no longer than six months to complete and will produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered.

A pre-inquiry meeting is arranged at the start of any proposed inquiry. Councillors will receive a detailed presentation of the subject matter, with advice from relevant Cabinet Members / officers, and existing research and information available. This will enable the Panel to determine whether an in-depth inquiry is necessary and inform decisions about its focus. If so, the Panel will develop and report appropriate terms of reference (including the key question / line of inquiry, and timescales) to the Committee for agreement. Alternatively, the Panel may agree that no further work is needed, but can submit opinion and proposals to Cabinet Member(s) as required.

Inquiry Panels will reconvene to follow up on implementation of agreed recommendations and Cabinet action plans, and the impact of their work – usually 6-12 months following Cabinet decision, with a further follow up arranged if required.

b) Performance Panels: to provide in-depth monitoring and challenge for clearly defined service areas. Performance Panels are expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, holding them to account for service performance. Performance Panel conveners are required to provide the Committee with regular progress reports on the work and impact of their Panels.

- ***Informal Working Groups*** – Although the majority of scrutiny work is carried out through the Committee and Panels, the Committee can also establish informal Working Groups of councillors. This supports flexible working where a matter should be examined outside of the Committee but does not necessitate the establishment of a Panel. This method of working is intended to be light-touch – effectively a one-off meeting to consider a specific report or information, resulting in a letter to relevant Cabinet Member(s) with views and recommendations, or report to Cabinet as deemed necessary.

2.2 These arrangements help to achieve more focused scrutiny activity and provide flexibility to deal with things in different ways, depending on the issue, and improve impact.

2.3 Non-executive councillors who are not members of the Committee have the opportunity to participate in Panels and other informal task and finish groups. New topics, once agreed, are advertised to all non-executive councillors and expressions of interest sought. The membership of Panels and Working Groups is then determined by the Committee. More than one political group should be represented on each Panel / Working Group. These bodies also need to be of a

manageable size in terms of team working and effective questioning. A minimum of 3 members should be present at all meetings.

- 2.4 Although much of the work of scrutiny is carried out by informal Panels and Working Groups these meetings are accessible to the public. Agendas, reports, letters relating to all such scrutiny activities will be published, in the same manner as the Committee, on the Council's modern.gov online platform:
<https://democracy.swansea.gov.uk/ieDocHome.aspx?bcr=1&LLL=0>

3. Work Planning Conference

- 3.1 A remote Scrutiny Work Planning Conference took place on 27 June 2022 and was attended by 39 scrutiny councillors, and the 2 statutory co-opted members. The Conference papers are attached (**Appendix 1**).
- 3.2 Those in attendance were asked to think about what topics scrutiny should focus on in the year ahead, considering whether anything important was missing from the previous programme, and achieving a balance of scrutiny across all Cabinet portfolios.
- 3.3 A range of perspectives were considered, including:
- Review of last year's programme
 - Council priorities & strategic challenges (provided by Martin Nicholls – Interim Chief Executive)
 - Suggestions from councillors and public
- 3.4 Those present shared views about the work programme and their priorities for the year ahead. A summary of the topics suggested at the Conference is attached as **Appendix 2**. Consideration has been given as to how these can be incorporated into the work programme.
- 3.5 The Committee now needs to discuss and agree the work programme. This should be guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of time and resources, where scrutiny can make a difference.
- 3.6 The Committee should recognise the importance of aligning scrutiny work closely to the corporate priorities, but retaining a balance so there is room to look at issues of community concern. The Committee should also consider whether there would be good coverage of scrutiny activity across all Cabinet portfolios.

4. Proposed Scrutiny Work Programme 2022/23

4.1 Overall Programme

4.1.1 Taking into account work already committed and feedback from the Conference, overall Scrutiny Work Programme proposals for the year ahead are set out in **Appendix 3** for consideration. This also shows topic suggestions that would be more appropriate for referral to Performance Panels or could be looked at by the Committee. Links to Cabinet Portfolios and Council Priorities are also shown.

4.1.2 Prioritisation of scrutiny activities is vital in view of limited scrutiny time and resources. Aligning the amount of scrutiny with available resources helps to sharpen the focus on the quality of scrutiny and impact. The Committee should recognise that a limited number of Panels and Working Groups can be supported in any given year, keeping a degree of flexibility to adapt to issues that may emerge during the year.

4.1.3. The following paragraphs break down the proposed work programme by specific ways of working.

4.2 Scrutiny Programme Committee:

4.2.1 The proposed Committee work plan for the year ahead is attached as **Appendix 4**.

4.2.2 As well as keeping an oversight on all scrutiny activities, the Committee plan covers a broad range of policy and service topics and aims to ensure coverage of scrutiny across all cabinet portfolios and address any gaps in the overall work programme. In addition to a structured Q & A session with the Leader of the Council, other Cabinet Members can be called on an 'as and when required' basis to discuss issues of concern, for focussed discussion at Committee meetings. The Committee is also the designated Council Committee for scrutiny of Swansea Public Services Board, and Crime & Disorder Scrutiny. The Committee has previously held an annual session on the work of the Safer Swansea Community Safety Partnership but, taking into account councillor feedback, will aim to do so every six months. The Committee will also be able to follow up on any recommendations which may have been made to Cabinet Members by Scrutiny Working Groups.

4.2.3 The Committee work plan will remain under constant review to ensure it is robust and effective. An updated work plan timetable will assist forward planning and help the Committee to manage workload and review progress made. Committee members should always review and confirm items for the next and future meetings considering who should attend and confirm expectations so that meetings are always well planned and prepared for, e.g., information required and key questions that the Committee wishes to ask. The Committee will have the opportunity to review priorities and introduce issues of concern as and

when they arise, e.g., pre-decision scrutiny or call-in which may require extra meetings.

4.2.4 Pre-decision scrutiny – this is carried out by the Committee unless delegated elsewhere. The Committee is invited to consider the available information on future Cabinet business and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications (see Cabinet Forward Plan attached as **Appendix 5**). Any requests will require discussion with relevant Cabinet Member(s) to confirm timescales and window of opportunity for scrutiny involvement. Pre-decision scrutiny enables scrutiny to develop understanding about and ask questions on proposed Cabinet reports to provide ‘critical friend’ challenge and influence decision-making.

4.3 Proposed Panel and Working Groups - taking into account feedback from the Work Planning Conference and relevant considerations (e.g., what makes a good work programme and good topic for scrutiny, resources to support activities) the following Panels and Working Groups are proposed.

4.4 Inquiry Panels:

4.4.1 The Committee is asked to agree the establishment of the following in-depth task and finish Inquiry Panel:

1. Anti-Social Behaviour

Once membership and a convener have been appointed the Panel’s first task will be to hold an initial planning / scoping session, with briefing on the issue, to then draw up terms of reference and key question to be explored. Once the planning stage is complete, the inquiry will be evidence gathering, with the last stage being to develop the final report.

4.4.2 A second possible inquiry topic has been identified that could explore **Domestic Abuse**. This inquiry would follow completion of inquiry into Anti-Social Behaviour but until then the topic will remain under review and subject to change depending on emerging issues / changing priorities.

4.4.3 The following previous inquiry will need to be followed up during the year, to monitor implementation of agreed recommendations and assess the impact of this work. The Panel will be reconvened to carry out the follow up:

- **Procurement**

4.5 Performance Panels:

4.5.1 It is proposed that the previously established Performance Panels continue but with a renaming of the Natural Environment Panel to 'Climate Change & Nature'. Performance Panels will enable regular and structured monitoring of performance within these key areas (frequency of meetings in brackets):

1. Service Improvement & Finance (monthly) 2. Education (monthly) 3. Adult Services (every six weeks)	4. Child & Family Services (every six weeks) 5. Development & Regeneration (every two months) 6. Climate Change & Nature (every two months)
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4.5.2 In order to provide continuity for this first year of the new Council term, it is proposed that the Councillors previously acting as conveners, who wish to continue, be re-appointed in that role. The Committee is asked to agree the appointment of the following Councillors to continue to lead these Performance Panels:

- Service Improvement & Finance – Councillor Chris Holley
- Education – Councillor Lyndon Jones
- Adult Services – Councillor Sue Jones
- Child & Family Services – Paxton Hood-Williams

With regard to the Development & Regeneration and Climate Change & Nature Panels, expressions of interest were invited, initially from councillors that have been previously involved in this work. Based on feedback the Committee is asked to agree the appointment of convener, as follows:

- Development & Regeneration – Councillor Chris Holley
- Climate Change & Nature – Councillor Hannah Lawson (NOTE – expression of interest was also received from Cllrs. Mary Jones and Hazel Morris)

4.5.3 Performance Panel meetings will meet on an on-going basis during the Council term until otherwise agreed by the Committee. In subsequent years Performance Panels will be invited to re-confirm its convener at the first meeting of each municipal year, except for the year of a Council election, which will then be reported to the Committee.

4.6 Working Groups:

4.6.1 The following Working Groups are proposed for the year ahead:

1. Road Safety 2. Co-production	3. Healthy City 4. Customer Contact
--	--

Reserve List:

- Active Travel
- Racism in Schools

4.6.2 Working Groups are limited to a single meeting (or maximum two if there are exceptional reasons) in order to have a 'quick' look at an issue. It will typically involve getting information from and having discussion with the relevant Cabinet Member and Director / Head of Service, and where necessary input from others. At the conclusion of the Working Group, it will either write to the Cabinet Member with its views and recommendations or prepare a report for Cabinet decision. Additionally, any Working Group could give rise to an inquiry need. If, as a result of discussion and consideration of the issues, the Working Group feel that an in-depth inquiry is necessary it can recommend this to the Committee, with rationale, for consideration. The Committee will need to respond accordingly as and when that happens.

4.6.3 Working Groups will be convened one at a time unless resources allow for more than one topic to be supported. The Committee may wish to revise the priority order for topics identified. Alternatively, the level of interest received from scrutiny councillors, when advertising this work, could influence priority.

4.7 Joint / Regional Scrutiny:

4.7.1 **Partneriaeth** - Following decision to wind down the ERW (Education Through Regional Working) regional consortium a new South West Wales Education Partnership has been established, called 'Partneriaeth' consisting of Swansea Council, Carmarthenshire Council and Pembrokeshire Councils. A Joint Scrutiny Councillor Group, comprising of Education Scrutiny Chairs and Vice Chairs, or equivalent, will scrutinise the work of the new regional Partnership which will support the delivery of school improvement, and ensure greater public accountability over decisions made. Scrutiny will seek reassurance and consider if the Partnership is operating according to the Joint Committee Agreement, and its Business Plan, and is being managed effectively. The Partneriaeth Joint Committee, comprises the Leaders of the three Councils, as the strategic decision-making body. The Swansea Scrutiny Team will support the Scrutiny of Partneriaeth.

4.7.2 **Swansea Bay City Region City Deal** – Swansea scrutiny is also involved in the Swansea Bay City Region Joint Scrutiny Committee, approved by Council in July 2018. This arrangement involves three councillor representatives from each of the four Councils involved in the City Region, meeting to scrutinise the work of the Joint Committee responsible for delivering the City Deal programme. As per the Joint Committee Agreement, the Scrutiny Committee is serviced by Neath Port Talbot Council. Swansea Scrutiny Councillor representatives are currently: Jan Curtice, Victoria Holland & Chris Holley.

4.7.3 **South West Wales Corporate Joint Committee** – Following establishment of the Corporate Joint Committee (CJC), which involves Swansea, Neath Port Talbot, Carmarthenshire and Pembrokeshire Councils, as well as Brecon Beacons and the Pembrokeshire Coast National Park Authorities, the CJC has agreed to set up a CJC Overview & Scrutiny Sub-Committee which will consist of three elected members from each Council which will meet at least quarterly. The Joint Overview & Scrutiny Committee, to be serviced by Neath Port Talbot Council, will scrutinise the decisions / actions of the CJC as it discharges its functions and performance in relation to policy objectives and targets. The CJC will exercise functions relating to strategic land use planning, regional transport planning and the exercise of economic well-being powers. Swansea Scrutiny Councillor representatives are currently: Peter Black, Wendy Lewis & Mike White.

4.7.4 The Scrutiny Programme Committee will need to ensure that there is no duplication between local and regional scrutiny. A regular update on regional scrutiny activity will be provided to Committee members to ensure awareness. Regional scrutiny arrangements will not, however, preclude Councillors within constituent Councils discussing the impact of the regional body on their Council and locality, and holding Cabinet Members to account for their involvement / Council's involvement and engagement in regional bodies, and relevant local decision-making.

5. Public Requests for Scrutiny / Councillor Calls for Action

5.1 In accordance with the Local Government (Wales) Measure 2011 the Scrutiny Programme Committee has agreed arrangements to deal with requests for scrutiny from individual councillors (who are not members of the Committee) and/or members of the public.

5.2 Councillors who are not on the Scrutiny Programme Committee who have suggestions for scrutiny during the year should make these known to the chair of the Scrutiny Programme Committee (and/or Scrutiny Team) for consideration. However, a more formal route exists for a Councillor Call for Action (CCfA). CCfAs specifically enable councillors to refer issues of local importance to an overview and scrutiny committee, however as a means of 'last resort' in a broad sense, with issues being raised at a Scrutiny Committee after other avenues have been explored.

5.3 Members of the public are able to make requests for scrutiny by contacting the Chair or Scrutiny Team in writing detailing the issue of concern, its impact, and suggested action. This can be via the Council's website: www.swansea.gov.uk/raiseanissuetoscrutiny or email to scrutiny@swansea.gov.uk.

5.4 In accordance with the agreed protocol for both 'councillor calls for action' and public requests for scrutiny the chair of the Scrutiny Programme Committee will consider any requests received and where necessary bring about proposals to deal with these to the Committee for consideration.

6. Support

6.1 The work of the Committee, Panels and Working Groups will have the dedicated support of a member of the Council's Scrutiny Team. This lead Scrutiny Officer will assist with work planning and project-manage scrutiny activities and help to ensure that things run smoothly, for example by:

- directly supporting meetings
- liaison with Cabinet Members, departments, partners and the public
- contacting and arranging witness sessions
- carrying out research and arranging evidence gathering
- carrying out and assisting with any consultation and public engagement exercises
- helping to keep the work to time
- capturing and reflecting back the ideas, evidence gathered and any key issues that have been highlighted
- assisting in the drafting of scrutiny letters and reports
- promoting work using social media and other methods of communication

6.2 The Corporate Management Team and Service Departments are also an essential source of advice and support. Engagement with departments will be important in providing context for areas of work, knowledge about policies and service delivery, and technical expertise.

6.3 The Committee should recognise that resource constraints may have an impact on the scrutiny activity and delivery of the work programme. Being focussed, proportionate and flexible will be important as we work through the programme.

7. Monitoring the Work Programme

7.1 A report will be provided to each Committee meeting so that the Committee can maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.

7.2 The Committee will monitor progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility. Performance Panel conveners will be asked to provide, on a regular basis, updates to enable discussion on key activities and impact.

- 7.3 To ensure awareness and avoidance of any issue of duplication it is beneficial for the Committee to receive information about the work plans of relevant Council bodies. The work plan of the Governance & Audit Committee is attached for information as **Appendix 6**. The work plans of the Council's Corporate Delivery Committees will also be reported when these are available. Any issues regarding possible overlap / duplication will be discussed between the Chair of the Scrutiny Programme Committee and relevant Chairs.
- 7.4 The Scrutiny Work Programme will be kept under constant review by the Committee, with changes made as necessary. The Committee will always retain the flexibility to adapt and re-prioritise the work of scrutiny in response to changing circumstances and/or urgent issues which may arise in-year, to ensure the continued relevance of the programme.

8. Next Steps

- 8.1 Subject to the Committee's agreement of a work programme expressions of interest will be sought from scrutiny councillors to participate in activities. The Committee will then agree membership and appointment of conveners as necessary.
- 8.2 The next scheduled Committee meeting is on Tuesday 16 August. As part of Committee sessions looking at Cabinet Member Portfolio Responsibilities, the Committee can focus on the Archives Services, and progress with the development of a Community Hub which will house the service. Councillor Elliot King, Cabinet Member for Equalities & Culture, and relevant officers, have been invited to report on this, enabling questions and discussion. The Committee should think about the key themes that they wish to focus on and developing questions for this session.
- 8.3. The business in the proposed Committee work plan is set out tentatively against future Committee dates. Dates indicated for specific topic are subject to change dependent on the availability of lead Cabinet Member(s) / Officer(s) and other relevant considerations. An updated Committee work plan will be reported to each meeting.

9. Integrated Assessment Implications

- 9.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.

- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage.
- Consider opportunities for people to use the Welsh language.
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

9.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the ‘well-being goals’.

9.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

9.2 An IIA screening has been undertaken noting there are minimal impact assessment implications associated with this report (IIA can be viewed in Appendix 7). There are minimal impact assessment implications associated with this report. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The Work Programme will take into account a range of factors, including Council priorities and community concerns. The public were invited to input scrutiny topic suggestions, which are contained within the report. The work of Scrutiny will involve examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). Proposed Scrutiny activity described within the report will have the potential for engagement to ensure public views can feed into the Scrutiny process. Each Scrutiny Inquiry and report will be subject to its own IIA process.

10. Financial Implications

10.1 Any costs that arise out of work plan activities, for example expenses for witnesses or transport costs, are not envisaged to be significant and will be contained within the existing Scrutiny Budget.

11. Legal Implications

11.1 There are no specific legal implications raised by this report.

Background papers: None

Appendices:

Appendix 1: Scrutiny Work Planning Conference Papers

Appendix 2: Scrutiny Work Planning Conference Feedback

Appendix 3: Draft Scrutiny Work Programme 2022/23

Appendix 4: Draft Scrutiny Programme Committee Work Plan 2022/23

Appendix 5: Cabinet Forward Plan

Appendix 6: Governance & Audit Committee Work Plan 2022/23

Appendix 7 – IIA Screening Form

Scrutiny Work Planning Conference

27 June 2022, Remotely via Microsoft Teams

Agenda

5.00pm	Welcome & Introduction	Councillor Peter Black, Chair of Scrutiny Programme Committee
5.05	Work Planning <ul style="list-style-type: none"> • Purpose of Conference / Overview of Work Planning Process • Good Practice Guidance • Challenges Developing the Work Programme for 2022/23 <ul style="list-style-type: none"> • Reflection on Last Year's Work Programme and Priorities • 'Business as Usual' Items • Proposals / Topic Suggestions 	Brij Madahar, Scrutiny Team Leader
5.20	Corporate Priorities – Corporate Management Team Overview <ul style="list-style-type: none"> • Outline of the Council's Priorities and the main Strategic Challenges facing the Council 	Martin Nicholls, Interim Chief Executive
5.30	Work Programme for 2022/23 <ul style="list-style-type: none"> • Proposals / Topic Suggestions (cont'd) • Framework & Emerging Picture 	Brij Madahar
5.35	Small Group Discussions <ul style="list-style-type: none"> • What should be in the Scrutiny Work Programme for 2022/23, and why? <ul style="list-style-type: none"> ➤ What is the big in-depth Inquiry Panel issue? ➤ Do previous Performance Panels still have the right focus for monitoring? ➤ One-off 'Working Group' topics of concern? ➤ Other issues to explore in meetings? 	All
6.15	Group Feedback and Conclusions	Councillor Peter Black
6.30	Close	Brij Madahar

Attachments:

- | | |
|---|---------------------------------------|
| 1. Presentation Slides | 5. Topic Suggestions |
| 2. Work Programme Headlines 2021-22 | 6. Outline Work Programme for 2022-23 |
| 3. Inquiry & Working Group Case Studies | 7. Cabinet Portfolios |
| 4. Work Planning Guidance | |



Welcome to the Annual Scrutiny Work Planning Conference

27 June 2022

Swansea Scrutiny
question...investigate...improve



Purpose of Conference

To help shape the Scrutiny Work Programme

- Outline the scrutiny work planning process
- Guidance on what makes a good plan
- Review the 'previous' work programme
- Consider different perspectives and suggestions, and gather your views

Swansea Scrutiny
question...investigate...improve



What Makes a Good Plan?

'Scrutiny is councillor-led... takes into account the views of the public... and balances the prioritisation of community concerns against issues of strategic risk and importance'.

adapted from Characteristics of Effective Scrutiny
(Audit Wales / Centre for Governance & Scrutiny)

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
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What Makes a Good Plan?



Swansea Scrutiny
question...investigate...improve



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Challenges

- Managing expectations
- Resources
- Meeting management - 1 or 2 main agenda items
- Focus on quality not quantity
- Balancing strategic and community concerns
- Regional working
- Making impact

Swansea Scrutiny

question...investigate...improve



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Pitfalls

- **Lack of Prioritisation** - including merging topics to avoid having to prioritise
- **Lack of Purpose** - problem and aim / objective and benefits of scrutiny unclear
- **Repetition** - issue has already been subject of recent scrutiny
- **Duplication** - other internal / external work going on
- **Timing** - is it the right moment for scrutiny?
- **Parochial / Ward Issues** - other routes for individual issues

Swansea Scrutiny

question...investigate...improve



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Developing the Work Programme for 2022/23



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Previous Work Programme

- Scrutiny Programme Committee
 - 1 Inquiry Panel
 - 6 Performance Panels
 - 4 Working Groups
- Regional / Joint Scrutiny
 - Swansea Bay City Region City Deal (Development; Regeneration)
 - ERW / Partneriaeth (Education / School Improvement)
 - South West Wales Corporate Joint Committee (Land use planning; regional transport, economic well-being)

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'Business As Usual' Items

- Performance Panels (ongoing monitoring)
- Following Up Recommendations (Inquiry etc.)
- Audit / Inspection Reports
- Pre-decision Scrutiny
- Call-in
- Public Services Board *Statutory Item
- Crime and Disorder *Statutory Item
- Joint / Regional Scrutiny

Swansea Scrutiny
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New Work Programme

- Topic Suggestions:
 - Corporate Management Team
 - Councillors
 - Staff
 - Public
- Issues in the Media

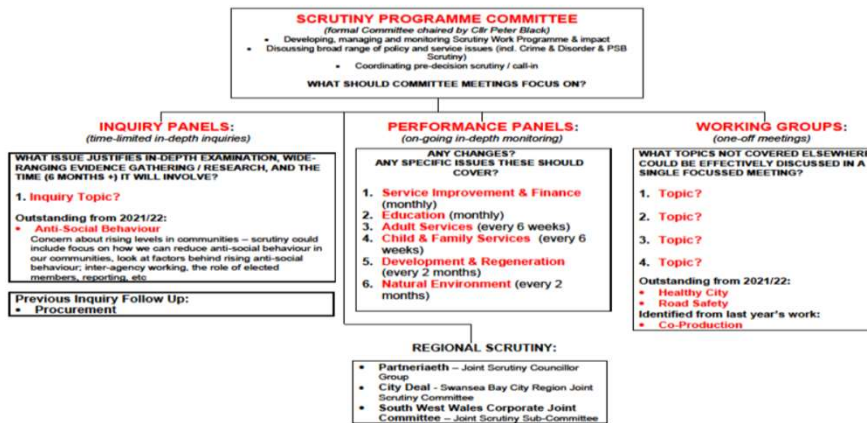
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Your Draft Work Programme

What would you include or change? What are the gaps?



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question...investigate...improve

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Group Discussion

What should be on the scrutiny radar?

- **Inquiry Panel Topic:** what is the big issue which is going to need time (up to 6 months) to examine, calling for wide ranging evidence gathering?
- **Performance Panels:** Are these already focussed on the right areas? Is there any specific issue these Panels should cover this year?
- **Working Group Topics:** issues for 'light-touch' / one-off scrutiny?
- Anything else of importance and concern missing?

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Scrutiny Work Programme Headlines: 2021-22

Over the course of the last Council year, 10 Scrutiny Programme Committee (SPC) and 56 Scrutiny Panel / Working Group meetings were held (lead councillors shown in brackets). This included the following scrutiny activities.

(NB – A combination of resources and COVID-19 has affected the delivery of the work programme, and work of scrutiny, over the past two years)

Inquiry Reports (in-depth scrutiny reviews):

These are in-depth inquiries into specific and significant areas of concern, on a task and finish basis, and will be expected to take around six months to complete to enable wide-ranging evidence gathering, and production of a final report with conclusions and recommendations for Cabinet (and other decision-makers).

- Completed inquiries:

Inquiry	Status
Procurement (Cllr Chris Holley) Key Question: What is the Council doing to ensure it procures locally, ethically, and greenly while being cost effective and transparent in its practices?	<ul style="list-style-type: none"> • Final report presented to Cabinet in June 2022 • Cabinet response awaiting (expected within two months)

- Previous inquiries followed up – to monitor implementation of recommendations and assess impact (usually held around 6-12 months following cabinet decision):

Inquiry	Monitoring Status
Equalities (convener: Cllr Lyndon Jones) Key Question: How effectively is the Council meeting and embedding the requirements under the Equality Act 2010 (Public Sector Duty for Wales)?	<ul style="list-style-type: none"> • Final report presented to Cabinet in Sep 2019. • Cabinet response agreed Nov 2019 – 100% of recommendations accepted. • Follow up meetings held Jan 2021 and Jan 2022 – monitoring now concluded.

Performance Monitoring:

Six Performance Panels met over the last year to provide regular in-depth monitoring of performance and challenge for these key areas (frequency of meetings in brackets):

- **Service Improvement & Finance** (Cllr Chris Holley) - monthly
- **Education** (Cllr Lyndon Jones) - monthly
- **Adult Services** (Cllr Sue Jones) – every six weeks
- **Child & Family Services** (Cllr Paxton Hood-Williams) – every six weeks
- **Development & Regeneration** (Cllr Jeff Jones) – every two months
- **Natural Environment** (former Cllr Peter Jones) – every two months

Working Groups:

These enabled a 'light-touch' approach to specific topics of concern, planned as a one-off meeting to gather information, ask questions, and give views / raise any concerns:

- **Digital Inclusion** (Cllr Lesley Walton)
Completed in May 2021 however further oversight of work on Digital Inclusion recommended, as things develop, perhaps annually, whether through the Working Group or other method of scrutiny. This will need to be factored into future work planning discussion.
- **Workforce** (Cllr Cyril Anderson)
Original meeting held in March 2021 with agreement to hold a further meeting. This was held on 2 February 2022, completing this Working Group.
- **Bus Services** (Cllr Lyndon Jones)
Meeting held on 7 July 2021 with agreement to hold follow up meeting to enable follow up on the Group's recommendations and see what changes / improvements had been made. Meeting held 14 March 2022 to complete this work.

The planned **Healthy City** Working Group could not be held due to Covid pressures on necessary participants, and despite efforts to convene, in its place a Working Group on **Road Safety**, this could not be carried out within 2021/22.

Cabinet Member Questioning Sessions / Discussion on Specific Cabinet Portfolio Responsibilities:

As well as attending to report to Performance Panels and Working Groups, Cabinet Members attended Committee sessions throughout the year, enabling the SPC to hold them to account and explore their work, looking at priorities, actions, achievements and impact in relation to specific portfolio responsibilities.

A session with the Leader of the Council was held in January 2022. The Committee focussed their questions on **Brexit and the wider 'Levelling Up' Agenda, the City Centre, Delivering the Swansea Bay City Deal - Supporting Innovation and Low Carbon Growth Programme, and the Swansea Bay and West Wales Metro Programme.**

As well as an overall Q & A Session with the Leader / Cabinet Member for Economy, Finance & Strategy, the Committee questioned other Cabinet Members on specific portfolio responsibilities, with discussion on:

- **Highways and Engineering**
- **Infrastructure Repairs and Maintenance**
- **Tourism, Destination Management, and Marketing**
- **Business and City Promotion**
- **Energy Policy (incl. Generation, Supply & District Heating)**
- **Litter and Community Cleansing**
- **Parking Policy, Control & Enforcement**

Crime & Disorder Scrutiny – Safer Swansea Community Safety Partnership:

The Committee is the authority's designated Crime & Disorder Scrutiny Committee. In discharging this role, the Committee held its annual session in February 2022 focusing on the performance of the Safer Swansea Partnership, looking at partnership priorities, activities, and impact. Lead representatives from both South Wales Police and the Council, who are involved in the joint-chairing arrangement for the Safer Swansea Partnership Steering Group, attended to present information and take questions on the work of the Safer Swansea Partnership. This included questions on Partnership priorities, governance, the continued impact on activities from the pandemic, response to the Mayhill Riot, action on Child Sexual Exploitation, hate crime, knife crime and anti-social behaviour, and renewal of the Safer Swansea Partnership Strategy.

Public Services Board Scrutiny:

The Committee is responsible for scrutinizing the performance of Swansea Public Services Board and how it is making a difference. This was discussed during meetings held in June 2021 and January 2022. In June, as part of the ongoing scrutiny, the Committee heard from two of the four Statutory Members of the PSB: Mid & West Wales Fire & Rescue Service and Natural Resources Wales about their organisation's role and responsibilities in relation to the PSB, and on the delivery of PSB Well-being Plan objectives that they are leading on. In January, the Committee considered the PSB Annual Report for 2020/21 and took the opportunity to focus on the work of the Health Board and Swansea Council as the other Statutory Members of the PSB, and progress with delivery of the Early Years and Live Well, Age Well PSB Well-being Plan objectives. It also followed up on issues arising from previous scrutiny sessions, and action taken. The Committee has continued to make suggestions to challenge improvement, including around visibility, the measuring and reporting of performance against objectives and impact, and public engagement.

Pre-decision Scrutiny:

Pre-decision Scrutiny - taking into account strategic impact, public interest, and financial implications, 4 cabinet reports were subject to pre-decision scrutiny (carried out by the Committee or relevant Performance Panels), with views reported to Cabinet before decisions were taken:

- **Update Management Report on Swansea Airport**
- **Leasehold Acquisition and Redevelopment FPR7 – 279 Oxford Street/25-27 Princess Way**
- **Covid Recovery and Investment**
- **Annual Budget**

Call-In: None

Other reports considered by SPC:

- **Recovery & Transformation Plan**
- **Annual Corporate Safeguarding Report**
- **Delivery of Corporate Priority – Tackling Poverty**
- **Follow Up on Tourism Scrutiny Working Group Recommendations**

- **Corporate Complaints Annual Report 2020/21**
- Scrutiny Annual Report for 2020/21 (reported to Council 2 Sep 2021)
- Scrutiny Dispatches – Impact Reports (a regular report showing the difference made by scrutiny councillors reported to Council and included within the Annual Report)
- Scrutiny Performance Panel conveners provided progress reports on the work and impact of their Panels
- Procurement Inquiry Final Report (to agree its submission to Cabinet for decision)

Regional Scrutiny:

This is collaborative scrutiny with other Local Authorities for topics / issues of shared interest or concern, and models of regional working.

- **Partneriaeth / Education through Regional Working** – Swansea scrutiny was involved since 2016 in an informal regional scrutiny arrangement with the four (formerly six) councils participating in the ‘Education Through Regional Working’ (ERW) school improvement consortium. A Scrutiny Councillor Group has met to provide challenge to ERW, coordinate scrutiny work across the region and ensure a consistent approach, with Swansea represented by the chair of the Scrutiny Programme Committee and convener of the Education Performance Panel. A meeting took place in June 2021. Following decision to wind down the ERW regional consortium a new South West Wales Education Partnership has been established, called ‘Partneriaeth’ consisting of Swansea Council, Carmarthenshire Council and Pembrokeshire Councils. Taking on board views of the ERW Councillor Group about future scrutiny arrangements, a Joint Scrutiny Councillor Group, comprising of Education Scrutiny Chairs and Vice Chairs or equivalent will scrutinise the work of the new regional Partnership which will support the delivery of school improvement, and ensure greater public accountability over decisions made. Scrutiny will seek reassurance and consider if the Partnership is operating according to the Joint Committee Agreement, and its Business Plan, and is being managed effectively. The Partneriaeth Joint Committee, comprises the Leaders of the three Councils, as the strategic decision-making body. The Swansea Scrutiny Team has been providing the support for the Scrutiny Councillor Group and will support the Scrutiny of Partneriaeth.
- **Swansea Bay City Region City Deal** – The Swansea Bay City Region Joint Scrutiny Committee, approved by Council in July 2018, involves three councillor representatives from each of the four Councils involved in the City Deal, meeting to scrutinise the work of the Joint Committee responsible for delivering the City Deal Programme. Although originally scheduled to meet quarterly meetings, additional meetings are being arranged as required. Meetings took place in July and November 2021 and January and 2022. As per Joint Agreement, the Scrutiny Committee is serviced by Neath Port Talbot Council.
- **South West Wales Corporate Joint Committee** - Following establishment of the Corporate Joint Committee (CJC), which involves Swansea, Neath Port Talbot, Carmarthenshire and Pembrokeshire Councils, as well as Brecon Beacons and the Pembrokeshire Coast National Park Authorities, the CJC has agreed to set up a

2

CJC Overview & Scrutiny Sub-Committee which will consist of three elected members from each Council which will meet at least quarterly. The Joint Overview & Scrutiny Committee, to be serviced by Neath Port Talbot Council, will scrutinise the decisions / actions of the CJC as it discharges its functions and performance in relation to policy objectives and targets. The Joint Scrutiny arrangement will not preclude scrutiny within constituent Councils in order to discuss the impact of the CJC on their Council and locality. The CJC will exercise functions relating to strategic land use planning, regional transport planning and the exercise of economic well-being powers.

Chairs' Scrutiny Letters:

There were 66 letters sent to Cabinet Members – an established way for scrutiny, across all activities, to communicate findings, views and recommendations for improvement directly to Cabinet Members, reflecting discussion at meetings and continuing an effective dialogue between the Scrutiny and the Cabinet. Effectively 'mini-reports' with conclusions and proposals from scrutiny – and responses. Response times are monitored:

- The average response time was 18 days (against target of 21 days) – an improvement on 2020/21 which was 24 days.
- 71% of the 24 letters requiring response were responded to on time - this is improvement on 2020/21 (55% / 20 letters)

Letters sent by the Committee, Inquiry Panels and Working Groups, and those by Performance Panels where action required from the Committee, and responses to letters were published within the Scrutiny Programme Committee agenda for discussion.

Scrutiny Dispatches:

The Committee produces a quarterly summary of the headlines from the work of scrutiny for Council and the public, this is focussed on the impact and how scrutiny is making a difference. Scrutiny Dispatches is used as a mechanism for internal and external communication of activity and to help generate media coverage of scrutiny. Council was provided with a report in July & October 2021 and January 2022.

Scrutiny Annual Report:

The Scrutiny Annual Report for 2020/21 was presented to Council in September 2021.

Councillor Engagement:

- Number of backbench councillors actively involved in scrutiny: 70%
- Average councillor attendance at scrutiny meetings: 78%

Public Engagement:

- % of meetings with public input: 17%
- % of meetings attracting media coverage: 29%
- Number of scrutiny discussions reported upon in the press: at least 21

3a

SCRUTINY INQUIRY PANEL CASE STUDIES (2021/22)

Procurement

Purpose: The aim of the inquiry was to investigate how the council is ensuring it procures locally, ethically, and greenly while being cost effective and transparent in its practices.

Evidence Gathering: The Inquiry Panel met with various external organisations such as Swansea Council for Voluntary Service and Business Wales, contractors, and several Cabinet Members along with officers from across council departments to gather detailed evidence on how procurement operates in Swansea.

Findings: The Panel concluded its inquiry with a report to Cabinet with 14 recommendations on how to tackle challenges in the long term, medium term, and a list of 'quick wins'. Recommendations included various ways for the Council to investigate, measure and improve its procurement practices in relation to the natural environment, social values, and localism.

Follow Up: The implementation of agreed recommendations will be followed up by the Scrutiny Panel during 2022-23 at which time the Panel will assess the impact of the inquiry.

Equalities

Purpose: The aim of the inquiry was to look at how the Council can improve how it is meeting and embedding the requirements under the Equality Act 2010.

Evidence Gathering: To investigate how the council is meeting its equalities duties, Panel Members met with various community groups and organisations across Swansea, who represent the equality strands under the Equality Act 2010. They also spoke to Council Directors to gain understanding on equalities objectives, the embedding of equalities duties and staff training/knowledge across the authority.

Findings: The Panel presented its findings to Cabinet in a report which included 18 recommendations. The Inquiry concluded that on balance the Council does have due regard to eliminating discrimination, to advancing opportunity and fostering good relations. However, the Panel felt that there were a number of ways in which Swansea Council can improve how it meets its equalities duties. The Cabinet accepted all of the recommendations made by the Inquiry Panel.

Follow Up: The Inquiry Panel met in February 2022 to look at the impact and progress with the recommendations made. Panel Members were pleased with the positive impact of the inquiry. The Panel agreed to conclude their follow up involvement with the inquiry after satisfaction that good progress has been made with all the recommendations. However, the Panel suggested that the Scrutiny Programme Committee create a Working Group to look at one of the issues highlighted in the inquiry namely, Co-production. Panel Members were keen to monitor how this is progressing.

3b

SCRUTINY WORKING GROUP CASE STUDIES (2021/22)

Workforce

Purpose: The Workforce Scrutiny Working Group met to look at the impact of the pandemic on the health and wellbeing of staff; how the Council is supporting this; issues around home working; staff sickness; staff turnover; use of agency staff and pressures. The Working Group met with relevant Cabinet Members and Senior Officers.

Main Findings: Overall, the Working Group was reassured that the Authority is doing what it can to support its workforce during and post pandemic. It heard about results from the staff survey that was undertaken both towards the start of the pandemic and during 2021. The Working Group was also pleased about the extensive engagement with the Trade Unions. The Working Group gave its support to the approach of having an agile working policy and accommodation strategy that is more flexible and provides work / life balance, whilst still meeting the needs of the residents of Swansea. It recommended that any new home working policy must include clear provision to support the health and well-being of staff working from home.

The Working Group was allowed to hold a further meeting to consider results from a further staff survey that was carried out during 2021 and following questions had confidence that the Authority was progressing in the right direction with regards its workforce.

Follow Up: Working Group recommendations will be followed up by the Scrutiny Programme Committee.

Digital Inclusion

Purpose: This enabled discussion around digital transformation, the Council's digital inclusion strategy, and how well prepared both the Council and the public is to use and communicate & engage with increasing dependency on digital technology and interaction, to avoid exclusion & poor access. Councillors looked at the work done to increase digital inclusion before and during the pandemic, the work already planned for 2021/22 and a look towards the future, post-COVID-19.

Main Findings: Overall, the Working Group agreed that the Council was on the right track with its Digital Inclusion Strategy and recognised that the Council is keen to make the right improvements moving forward. Working Group members valued the opportunity to input into the development of the Digital Inclusion Strategy and the new Council Website. The Working Group also felt that further oversight of work on Digital Inclusion was necessary as things develop, perhaps annually, whether through a Working Group or other method of scrutiny.

Follow Up: Working Group recommendations will be followed up by the Scrutiny Programme Committee.

3b

Bus Services

Purpose: The Bus Services Working Group met to look at bus network coverage and levels of service, community transport provision and integration with other forms of transport. Representatives of First Cymru and Cardiff Bus were invited to participate.

Main Findings: The Working Group highlighted the need for regular bus services to all areas of Swansea to reduce isolation and start a shift away from car use to using public transport. It emphasised the importance of bus companies and public transport more generally contributing to carbon emission reduction. The Working Group recommended that regular meetings are held between Councillors and First Cymru to raise and discuss issues and felt it was very important for the Authority and bus companies to listen to people who currently do not use buses in Swansea, as well as people who do, to help shape current and future bus services. The importance of joining up bus and rail times so services are more coordinated and the introduction of cross ticketing between bus and rail were also issues emphasised. The Working Group held a further meeting to look at changes / improvements that have been made, which enabled discussion on developments including a trial of hydrogen buses, improvements to bus shelters, and the possibility of Council playing a bigger role in providing bus services. Councillors were pleased to hear about various projects and improvements planned, though felt that public dissatisfaction with services and their reliability remained a big issue.

Follow Up: Working Group recommendations will be followed up by the Scrutiny Programme Committee.

4 - Work Planning Guidance

For proposed scrutiny topics

1	Is it an issue of concern?	<p>For example:</p> <ul style="list-style-type: none"> Is it an issue of public concern? e.g., complaints, members' knowledge/feedback from electoral wards, local media, surveys, other consultation Is it an issue performance concern? e.g., evidence from performance indicators, benchmarking or performance unknown/not currently measured Are there budget concerns? e.g., pattern of budget overspending or significant underspending Is it an issue of concern or interest to external groups? e.g., local businesses 	No ↓
	Yes ↓		
2	Is the issue strategic and significant?	<p>For examples:</p> <ul style="list-style-type: none"> Are there links to Council's Corporate Plan and Priorities? Does the issue impact on Council's or partners main priorities? e.g., Service Plans, Strategies, Outcome Objectives Is it a Welsh Government or Central Government priority? Has the issue been raised by Audit/Inspection reports or Audit Wales Annual Improvement Report? Does it have a significant impact on the public? Or a specific group/community? 	No ↓
	Yes ↓		
3	Is it a good use of scrutiny time?	<p>For examples:</p> <ul style="list-style-type: none"> Is there a clear objective for examining this topic? Has similar scrutiny work already been undertaken? Is the issue being examined elsewhere internally or externally? Could scrutiny make a difference to how services are delivered or how resources are used? Could scrutiny consider quality, cost and sustainability of service provision? Is scrutiny likely to generate recommendations for improvement? Has the relevant service / policy area recently undergone substantial change? i.e., is it too early to review the effects of the change? Would this issue require in-depth examination? i.e., a wide-ranging programme of evidence gathering and research OR instead something that needs regular monitoring? OR could be tackled through a one-off meeting discussion? 	No ↓
	Yes ↓		
*SUITABLE			*NOT SUITABLE

* Based on the criteria recommended for:

- | | | | | | |
|------------------|--------------------------|-------------------|--------------------------|--------------------|--------------------------|
| In-depth inquiry | <input type="checkbox"/> | Performance Panel | <input type="checkbox"/> | Other (state what) | <input type="checkbox"/> |
| Working Group | <input type="checkbox"/> | Committee Report | <input type="checkbox"/> | | |

5

Scrutiny Topic Suggestions – June 2022

Corporate Management Team:

Corporate Plan
Budget Proposals
Tackling Poverty
‘Achieving Better Together’ Recovery/Transformation Plan
Performance Management
Corporate Safeguarding
Follow up post Education Estyn Inspection
Economic Regeneration Strategy
Community Safety / Anti-Social Behaviour
Quality in Education (QEd)/ Sustainable Communities for Learning (renamed)
Partneriaeth
ALN (Additional Learning Needs)
City Deal “Swansea specific” projects
Housing Welsh Housing Quality Standard / Homelessness
Regional Working and Corporate Joint Committee (avoid duplication with regional scrutiny)
Public Services Board Annual Report and work streams
Climate Change progress against Net Zero 2030
Workforce Development Strategy
Follow up actions relating to Procurement Review

5

Councillors (including from previous year's work):

<p>Possible Inquiry: Anti-Social Behaviour <i>(carry over from 2021/22 - concern about rising levels in communities, Scrutiny could focus on how we can reduce anti-social behaviour in our communities, look at factors behind rising anti-social behaviour; inter-agency working, the role of elected members, reporting, etc)</i></p>
<p>Road Safety Working Group <i>(carry over from 2021/22)</i></p>
<p>Healthy City Working Group <i>(carry over from 2021/22)</i></p>
<p>Co-Production Working Group <i>(recommended by the Equalities Inquiry Panel further to its follow up on the scrutiny recommendations)</i></p>
<p>Digital Inclusion <i>(Working Group carried out in 2021/22 but suggested as topic for annual scrutiny – possibly via Committee)</i></p>
<p>New Welsh Government Housing Legislation and implications on the Council <i>(future Committee item)</i></p>
<p>Council's approach to implementing electric vehicle charge points, including on street charging <i>(future Committee item)</i></p>
<p>The continued use of glyphosates in flower growing and weed control in Swansea</p>

Public (via recent survey, including public and staff suggestions):

<p>Bus Services – reliability, coverage</p>
<p>Active Travel – enough being done?; effectiveness</p>
<p>Reducing the number of cars in the city – tackling congestion, concerns around pollution / safety</p>
<p>Traffic Calming – excessive use of speed humps vs. speed cameras; poor experience for users of social services transport (passengers with disabilities) / vehicle damage / constant road repairs / environmental impact</p>

5

Traffic Regulation Orders – transparency of consultation process
Potholes – concern about quality of repairs
Refuse Collections – litter from black bags caused by wildlife requiring street cleaning
Climate Change – enough being done?
Air Pollution – what action is being take?
Local flooding
City Centre Retail – loss of major shops
Asset Management – concern around below market value disposal of surplus Council property to the detriment of the Council finances.
Proliferation of high-density student accommodation (e.g., in Swansea East)
SA1 development – concerns about supporting infrastructure given growth in residential development, e.g., road safety, pavements, public transport links
Anti-Social Behaviour and noise disturbing residents at night (e.g., areas where there is night-time economy)
Child & Family Services Quality Assurance Framework
Prevention Services for Young People
Social Work Supervision
Council’s Contact Centre – issues around ability to connect with specific departments / services
Co-production – approaches to improve access to services
Equalities – more staff development / awareness raising

5

Issues in the Media (via local press):

Crime & Disorder (incl. violence / drugs / motoring)
Anti-Social Behaviour (incl. vandalism / motoring / alcohol, drug abuse)
Road Safety (incl. speeding / speed cameras)
Cost of Living / Poverty
Council Finances / Economy
City / City Centre Regeneration
Street Cleanliness / Litter in public spaces / Fly-tipping
Covid Impacts (e.g., on Health, Social Care and Education)
Health & Social Care Services
Violence against Women, Domestic Abuse, Sexual Violence
Natural Environment / Climate Change (incl. pollution)

6 – Outline Scrutiny Work Programme 2022/23

SCRUTINY PROGRAMME COMMITTEE

(formal Committee chaired by Cllr Peter Black)

- Developing, managing and monitoring Scrutiny Work Programme & impact
- Discussing broad range of policy and service issues (incl. Crime & Disorder & PSB Scrutiny)
 - Coordinating pre-decision scrutiny / call-in

WHAT SHOULD COMMITTEE MEETINGS FOCUS ON?

INQUIRY PANELS:

(time-limited in-depth inquiries)

WHAT ISSUE JUSTIFIES IN-DEPTH EXAMINATION, WIDE-RANGING EVIDENCE GATHERING / RESEARCH, AND THE TIME (6 MONTHS +) IT WILL INVOLVE?

1. **Inquiry Topic?**

Outstanding from 2021/22:

- **Anti-Social Behaviour**
Concern about rising levels in communities – scrutiny could include focus on how we can reduce anti-social behaviour in our communities, look at factors behind rising anti-social behaviour; inter-agency working, the role of elected members, reporting, etc

Previous Inquiry Follow Up:

- **Procurement**

PERFORMANCE PANELS:

(on-going in-depth monitoring)

ANY CHANGES?
ANY SPECIFIC ISSUES THESE SHOULD COVER?

1. **Service Improvement & Finance** (monthly)
2. **Education** (monthly)
3. **Adult Services** (every 6 weeks)
4. **Child & Family Services** (every 6 weeks)
5. **Development & Regeneration** (every 2 months)
6. **Natural Environment** (every 2 months)

WORKING GROUPS:

(one-off meetings)

WHAT TOPICS NOT COVERED ELSEWHERE COULD BE EFFECTIVELY DISCUSSED IN A SINGLE FOCUSED MEETING?

1. **Topic?**
2. **Topic?**
3. **Topic?**
4. **Topic?**

Outstanding from 2021/22:

- **Healthy City**
 - **Road Safety**
- Identified from last year's work:
- **Co-Production**

REGIONAL SCRUTINY:

- **Partneriaeth** – Joint Scrutiny Councillor Group
- **City Deal** - Swansea Bay City Region Joint Scrutiny Committee
- **South West Wales Corporate Joint Committee** – Joint Scrutiny Sub-Committee

7 - CABINET PORTFOLIOS (May 2022)

Economy, Finance & Strategy (Leader) (Cllr Rob Stewart)	Service Transformation (Cllr Andrea Lewis (Deputy Leader)	Corporate Services & Performance (Cllr David Hopkins) (Deputy Leader)	Education & Learning (Cllr Robert Smith)	Care Services (Cllr Louise Gibbard)
<ul style="list-style-type: none"> • Recovery Plan • Capital Programme • City Centre Strategic Redevelopment • City Deal • Communications • Community Leadership • Constitutional Changes • Finance Strategy, Budget & Saving Delivery • Financial Services • Legal Services • Local and Regional Investment Strategy • Planning Policy (Regional) • Poverty Reduction corporate lead • Public Service Board (PSB) • Major Projects • Regional Working Lead (All Bodies) • Strategic Partnerships • Risk & Resilience Management • Corporate Joint Committee (CJC) - Chair • Swansea Bay City Region Joint Committee - Chair • Welsh Local Government Association (WLGA) – Deputy Leader • WLGA Lead on Economy & Inward investment, Europe & Energy • WLGA representative to Local Government Association 	<p>Strategic Transformation</p> <ul style="list-style-type: none"> • Post Covid Service Stabilisation & Transformation • Corporate ICT & Digital Transformation Lead • Members IT • Contact Centre • Public Services Board (PSB) Leader's Representative • Homes as Power Stations (City Deal) • APSE lead • Climate Change lead • Safer Swansea Partnership lead <p>Housing</p> <ul style="list-style-type: none"> • Welsh Housing Quality Standard (WHQS) Programme Lead • Building Services • Housing Adaptations & Renewal Schemes • Housing Policy, Affordable Housing and Housing Options • More Homes Delivery • Sheltered Housing • Co-operative Housing • Homelessness • Council House Management & Repairs • Lettings Policy & Tenancy Enforcement <p>Transport</p> <ul style="list-style-type: none"> • Future Transport Services (Regional) • Fleet Renewal & Maintenance inc Green fleet strategy • CJC representative for Regional Transport • Green Vehicle Adoption 	<ul style="list-style-type: none"> • Corporate Delivery of Priorities • Performance Monitoring • Commercial Services, Procurement & Frameworks • Human Resources • Mayoral & Civic Functions • Member Development • Outside Bodies participation oversight • Council Champions • Petitions • Scrutiny liaison • Democratic Services • Health & Safety • Planning Policy • Landlord Licensing • Houses of Multiple Occupation (HMO) • Licensing Policy • Building Control • Public Protection • Environmental Health • Trading Standards • Strategic Estates & Property Management • Trade Union Engagement and JCC Lead Member • Agile Rollout Programme Lead • Western Gateway Leader's Representative • Audit • Recovery Plan – Policy Change lead 	<ul style="list-style-type: none"> • 21st Century Schools Programme inc. School Building Upgrade • Apprenticeships • Catchment Review • Education Services from 3 to 19 • Further Education • Inclusion & Learner Support • NEETS Prevention & reduction (Not in Education, Employment or Training) • Quality in Education (QEd) Programme • Readiness for Work • UNCRC (United Nations Convention on the Rights of the Child) • Regional Workforce Planning & Skills Development • School Improvement • Schools Estate Planning & Resources Planning • Schools' Organisation & Performance • Best Start in Life • Flying start • Partneriaith (regional working) Leaders Representative • City of Learning - Member of UNESCO COL Steering Group • CYP Board member • Skills & Talent Project (City Deal) 	<ul style="list-style-type: none"> • Adult Social Services Modernisation • Strategic Health & Social Care Collaboration Opportunities • Mental Health including CAMHS • Assessment / Care Management • Elderly Care • Supporting People • Joint Equipment • Learning Disability • Local Area Coordination Lead • Physical & Sensory Impairments • Safeguarding lead • Wellbeing lead • Preventing Violence against Women, Domestic Abuse & Sexual Violence • Child & Family Services • Continuum of Care • Families First • Regional Adoption Service • Safe Looking After Children (LAC) Reduction Strategy • YOS (Youth Offending Service) • Leaders Representative on West Glamorgan RPB • Children & Young People (CYP) Chair • Corporate Parenting Lead • Human Rights city accreditation

7 - CABINET PORTFOLIOS (May 2022)

Wellbeing (Cllr Alyson Pugh)	Environment & Infrastructure (Cllr Andrew Stevens)	Investment Regeneration & Tourism (Cllr Robert Francis-Davies)	Equalities & Culture (Cllr Elliott King)	Community (Services: Cllr Cyril Anderson & Support: Cllr Hayley Gwilliam)
<ul style="list-style-type: none"> • Poverty Reduction • 3rd Sector Services • Drugs and Substance Misuse Reduction • Sexual Exploitation Reduction • Preventing Violence against Women, Domestic Abuse & Sexual Violence • Refugees & Asylum • Community Cohesion • Life long Learning Support • Vulnerable People Support • Community Safety • Employability • Financial Inclusion • Prevention and Intervention Initiatives • Swansea Working Well • Welfare Reform • Welfare Rights • Public Space Protection Orders • Safer Swansea Partnership Leaders Representative • Public Services Board Representative • Regional Partnership Board (RPB) representative 	<ul style="list-style-type: none"> • Highways Maintenance & Improvements • Infrastructure Repairs & Maintenance • Pothole Task Force • Patch Services • Parking Policy, Control and Enforcement • Road Safety • Operational Public Transport Services • Coastal Defences • Flood Prevention • Marina, Foreshore & Beach Maintenance • Active Travel & Cycleways • Estates Maintenance Management (Non HRA) • Members Community Budget Scheme delivery • Play Upgrade Programme Delivery (in collaboration with IRT) • Biodiversity • Green infrastructure • Corporate & Community Digital Connectivity (inc hybrid facilities, free community WiFi & next gen CCTV) • Rural Development lead • Leaders representative for Regional Collaborations for Transport, Highways & Waste 	<ul style="list-style-type: none"> • Business & City Promotion • City Centre Management • City Projects delivery • Future Development Opportunities • Inward Investment Opportunities • Suburban Centres & Community Regeneration Initiatives • New Local & Regional Business Opportunities • Economic Recovery Local Business Grant Delivery lead • River Corridor Development • Events and Attractions • Tourism • Purple Flag • Destination Management • Marketing • Parks (all) • Play Investment & Sufficiency • Economic Resilience Fund (ERF) Grants for Play Enhancement lead • Sports Facilities Development and Maintenance • Universities Collaboration (Development) • Business Engagement • Western Gateway Leader's Representative 	<ul style="list-style-type: none"> • Equalities • Access to Services • Diversity • Age Friendly City • Inclusion • Recognition • Creative City • The Arts • Galleries & Museums • Floating Exhibits • Street Art • Healthy City Partnership • Healthy Night Life • Heritage Protection and Restoration • Libraries • Archives • Community Centres • Community Hubs • Veterans Support Fund • Science City 	<p>Services (Cllr Cyril Anderson):</p> <ul style="list-style-type: none"> • Community Caretakers (Non HRA) • Grass Cutting Services • Tree Services • Wildflower Planting • Fly Tipping • Litter & Community Cleansing • Streetscene improvements • Waste Management • Recycling • Community Operatives (new) • Regreening in Communities • Bin Services • Public Toilets • Community Growing (inc. Allotments) <p>Support (Cllr Hayley Gwilliam):</p> <ul style="list-style-type: none"> • Activities to Promote Independence & Ageing Well • Mental Health awareness • Community Groups, Engagement & Development • Community Support Services • LAC Services in Communities • Co-production Champion • Neighbourhood Working • Promoting Youth Inclusion & Youth Citizenships • Youth Services • Opportunities for Play • Community based Events • Community Safety • Community Wellbeing • Digital Inclusion • Local Policing

Appendix 2: Scrutiny Work Planning Conference – COMBINED GROUP FEEDBACK SUMMARY

(topics gaining wider support in bold)

WHAT?	WHY?	HOW?	Relevant Considerations to aid prioritisation
TOPIC FOR SCRUTINY	WHAT IS THE CONCERN / PROBLEM THAT NEEDS SOLVING?	APPROACH Inquiry / Performance Panel / Working Group / Committee	e.g. significance of topic, clear concerns / focus, good use of time, timely, duplication etc.
<p>Anti-Social Behaviour</p>	<p>Community Safety concerns. Rising levels, seemingly worse through the pandemic, and increasing concern across communities. Could focus on partnership working and resources, as well as individual responsibilities; powers; what is ASB and key causes of ASB; response to ASB hotspots; experience in managing the problem / notable work; good practice elsewhere. Some specific issues raised:</p> <ul style="list-style-type: none"> - Police responsiveness to ASB hotspots, ease in getting hold of the Police and Police communication - level of crime / knife crime - County Lines / drug issues - Impacts of substance misuse - Off-road motorbikes - Current / future impact of cost of living crisis - Is social media contributing to rise in ASB? 	<p>Inquiry</p>	<p>Significant Community Safety issue. CMT priority. Public issue. Already in previous scrutiny programme and clear support for an inquiry to proceed, as a priority.</p> <p>Need to consider there is a difference between ASB and criminal behaviour, so that any inquiry is focussed on ASB. ASB is wide-ranging large issue – may need to focus on a particular strand or aspect, where a difference can be made.</p>
<p>Domestic Abuse / Violence</p>	<p>Ongoing area of concern with increase in domestic abuse cases, exacerbated during the pandemic. Range of aspects including public safety, Social Services, Education / schools; 3rd sector organisations. What support have victims been able to receive since the end of the lockdown? What could the Council (and partners) be doing better? Felt Scrutiny should have an in-depth look at this within this Council term if not during 2022-23.</p>	<p>Inquiry</p>	<p>Public issue. Domestic Abuse has been discussed within Adult Services Performance Panel, and as part of Committee discussion on Crime & Disorder / Safer Swansea Partnership work as it is a priority area.</p>
<p>Bus Services</p>	<p>Concern at network coverage and levels of service across Swansea as bus services are mainly privately delivered and there are issues where routes not considered profitable. Desire to exert more pressure on bus operators to provide better service. Inquiry could look at ways and means for Council to have more power / say in local bus services. An inquiry could involve contacting WG to see if they can support local authority to hold First Buses to account</p>	<p>Inquiry</p>	<p>Public Issue. Working Group already carried out during 2021-22. Follow up on recommendations to be carried out by Committee which can prompt further questions to Cabinet Member about improvements and way forward.</p>

Swansea's Built Environment	Cross-cutting inquiry potentially could address wide-ranging issues including development / land use, infrastructure, roads / transportation, accessibility, safety, environmental health, cleanliness, to identify ways to improve the quality of life in our built / lived environment, so that it is more person-friendly and meeting people's needs. Specific issues of concern include pedestrian access, traffic / road safety; access to public transport (including disabled users).	Inquiry	Too big / complex? Clear enough focus / concern? May need to focus on a particular aspect.
Impact of Covid-19 pandemic on young people / support available for young people	To investigate the impacts of the pandemic on young people's wellbeing, social wellbeing, mental health, education and learning beyond education. What support is there for young people who have been significantly impacted by the pandemic? Topics of discussion to include: drug abuse, alcoholism, lack of family support for young people, and impacts of social media on the mental health of young people.	Inquiry	
Tackling Poverty / Cost of Living	Huge issue. Concern that inflation is rocketing. People having to choose whether to eat or heat. What is the Council doing to help our citizens manage? What practical help is being provided or can be regularly provided locally, e.g., help with filling in forms etc to access financial help / benefits etc.	Inquiry	Timely but a massive issue and would need focus. CMT priority. Committee has committed to looking at Tackling Poverty and achievements against the Corporate Priority / Objectives so can pick up current issues / challenges and how Council is responding to cost of living crisis.
Public Consultation	Should look at how the Council consults with principal stakeholders and resident and explore how effective / meaningful our consultation processes are, as there is a view that Council tends to inform rather than consult. Need to look at how Council consults and how previous consultations have been carried out and look for evidence of how successful and impactful they have been to decision-making.	Inquiry	Important topic for future inquiry, if not during 2022-23.
Houses in Multiple Occupation (HMOs)	To explore how purpose-built student accommodation is impacting on the number of HMOs. Is there a clear impact? Feeling that there may not be as suggestion that purpose-built accommodation is far from full as students / tenants prefer HMOs, e.g., potential for more parking provision etc. How are communities affected as a result?	Inquiry or Working Group	Public issue. Working Group on HMOs last held in 2017. Committee could revisit with Cabinet Member rather than any standalone activity.
Sand Dredging / Mining	To explore management and controls of local sand dredging / mining. Concern about effects on Gower beaches, and other impacts including biodiversity. Want to find out about extent of dredging and sand loss and how we can mitigate negative impacts. May need discussion with Welsh Government and Natural Resources Wales to address the issue.	Inquiry or Performance Panel	Important issue for possible future inquiry.

Climate Change	Major priority area requiring more frequent scrutiny (monitoring). Council's plans for Net Zero by 2030 assessed by Climate Emergency UK (https://data.climateemergency.uk/councils/swansea-city-council/) as part of Council Climate Plan Scorecards Project (reported in the media) – rated as 19% compared to average of 50%. How can we improve strength of our Plans?	Inquiry or Performance Panel – suggested creation of a Climate Change Performance Panel (replacing Natural Environment Panel)	Corporate Priority / high priority area. CMT Priority. Public issue. Performance Panel can challenge progress and ask about what we are learning from elsewhere to improve local action. Requires on-going monitoring than one-off review.
Use of Glyphosate	Concern about continued use of glyphosate-based herbicides for weed spraying and effect on the environment / biodiversity and links to health issues.	Performance Panel or Working Group	Has been a topic of regular monitoring (Natural Environment Performance Panel) and could continue to be monitored in that way
Air Pollution	Health concerns; need to reduce air pollution	Performance Panel or Working Group	Has been a topic of regular monitoring (Natural Environment Performance Panel) and could continue to be monitored in that way. Public issue.
Fly Tipping	Management of fly tipping. Concerns that it seems to be managed / dealt with differently in different wards. Shouldn't approach and process be the same everywhere. Would be useful to discuss the process. What are our powers and how are they being applied? What can be done to eradicate problems going forward?	Performance Panel or Working Group	Public issue and concern of Councillors. Possible Working Group or Performance Panel topic but could also be picked up with Cabinet Member at Committee
Parks	Looking at improving upon the number of parks in Swansea with green flag status and what is needed to get Green Flag Award and how other parks can be improved. Interest also in the experience to date with community transfer of parks	Performance Panel or Working Group	Could be discussion within Performance Panel or picked up with Cabinet Member within Committee sessions.
City Centre Retail / Development	Concerns around current retail offer in the City Centre, loss of major shops, empty units, and Swansea's appeal as a shopping / visitor destination and ability to compete with other destinations. Concern about impact on the local economy. Forcing people to travel (cars – environmental impact) out of Swansea for shopping. Part of important discussion necessary on progress with wider City Centre development. Some issues around high rents being charged by landlords. Discussion about short term solutions, as well as long term plans.	Performance Panel or Working Group or Committee	Strategic and Public issue. Development & Regeneration Performance Panel may be best placed to monitor / discuss.
New Build Housing Towers	Concern about the support available in terms of health services and education given number of new high-rise dwellings that are being built around the city, for the large number of new people who would be moving into the area. What is the process, who is informed?	Performance Panel or Working Group	Development & Regeneration Performance Panel may be best placed to discuss.
Adult Social Care & Health	To discuss the interaction between Health and Social Care. Process needs to improve to get people home quickly from hospital, so they are not blocking beds. People need more help at home so they can be sent home.	Performance Panel	Often discussed at Adult Services Performance Panel and can continue to be monitored there.

School New Curriculum	Concern some schools are far more advanced than others in developing this. Need to monitor progress across all schools.	Performance Panel	Timely and can be discussed within Education Performance Panel
Outdoor Learning in Primary Schools	Ensuring children are learning about nature, learning from play, etc, and getting out of the classroom for this. Needs to be encouraged, what facilities / opportunities are there in our schools and how can this be improved.	Performance Panel	Can be discussed within Education Performance Panel
Music Provision in Schools	Seems to be limited access to music in some schools, why is this and how can access to music be improved?	Performance Panel	Can be discussed within Education Performance Panel
Racism in Schools	Concern about how schools may be dealing with suspected racist incidents, and whether schools are reporting rates accurately / effectively.	Performance Panel	Could be raised at the Education Performance Panel or potential for standalone Working Group.
Partneriaeth Regional Body	Need to monitor its introduction and effectiveness	Performance Panel	CMT Priority. A Joint Scrutiny Councillor Group will meet to scrutinise the Regional Partnership with lead Education Scrutiny Councillors across the 3 Councils involved. Any local issues can be discussed within Education Performance Panel.
Planning Services	Importance of continued monitoring raised.	Performance Panel	Service Improvement & Finance Panel can include as standing annual item in its work plan
Service Improvement and Finance Performance Panel	Support for continuity of the Performance Panel. Also, importance of coordination with Governance & Audit Committee raised, and close working / regular communication due to changing role of audit and involvement in corporate performance assessments.	Performance Panel	Panel is well-established.
Development and Regeneration	Support for continuity of the Performance Panel given significant development and regeneration activity not just in the City Centre that needs an ongoing process of monitoring.	Performance Panel	Panel is well-established.
Environmental Wellbeing	Environmental wellbeing, healthy green areas. Is there a way for communities to grow their own food similar to community area allotments?	Performance Panel	
Road Safety	Support for postponed topic to be carried forward into this year's work programme. Specific issues raised: use of speed humps vs speed cameras (some concern about safety where used on hospital routes for people with injuries / mobility vehicles – need for a safe route in every	Working Group	Issue of public concern. Merits carry over from previous programme.

	ward to A&E); roads and footways (including road conditions – how roads are graded (process) and transparency of this – view that some roads have been repaired but others in less need have been); maintenance of street signs and road markings; enhanced safety for young / new drivers (e.g. black boxes fitted); safety of cyclists and pedestrians.		
Healthy City	Support for postponed topic to be carried forward from last year.	Working Group	
Co-production	Support for proposed topic (arising from previous Equalities Inquiry) to be looked at in a Working Group meeting. How are we progressing with this in Swansea? Important to get this right and include users, public and partners in our decision making.	Working Group	Working Group to follow up on Recommendation 13 of the Equalities Inquiry (Build upon the development of a Co-production Strategy with inclusion of a Toolkit for use by staff across the authority)
Customer Contact	Exploration of the user experience when contacting the Council / accessing services whether by telephone or on-line / through digital means. Concerns around public access to relevant information / ability for public to contact relevant officers within services. Councillors receiving complaints from members of the public about difficulties in getting in touch with services. Could incorporate aspects of digital inclusion strategy (addressing people's ability to engage digitally), and how well the Council's contact centre is operating. Is there enough information (and awareness / promotion of that information) available (and organised effectively) on the Council's website that would avoid need for people to ring the Council – including ability to report things / and get feedback? Would be useful to undertake a public survey about their experiences.	Working Group	Public issue.
Provision for Electric Car Charging	What is available currently? How are we addressing the issue of infrastructure of charging points, particularly those integrated in lamp posts people in houses that do not have direct access to points (i.e., on Terraced properties etc). How are we future proofing this?	Working Group	Public issue. Committee has previously undertaken to look at the Council's approach to implementing EV charging points, including on street charging. Were told a Strategy is being developed.
Waste and Street Cleansing	Meeting with relevant parties to discuss how this is managed, prioritised etc	Working Group	Public issue. Could be part of discussion on Annual Recycling Performance which is reported to Service Improvement & Finance Performance Panel. Best placed for questions on this there.
Recycling of Business Waste	Is business waste recycled in Swansea? It was felt that business waste has a particularly large amount of recyclables and wanted to ensure that all business waste across the city is collected and recycled where possible.	Working Group	Could be part of discussion on Annual Recycling Performance which is reported to Service Improvement & Finance Performance Panel. Best placed for questions on this there.

Listed Buildings	Look at ones fallen into disrepair and potential redevelopment and restoration.	Working Group	Could be item for Development & Regeneration Performance Panel.
Value for Money on Large Procurement Projects	Do we get value for money on large projects, or is there only a limited pool of contractors able to do this scale of work? How can this be improved?	Working Group	Issue was touched upon in the Procurement Scrutiny Inquiry. Inquiry follow up and questions at future Service Improvement & Finance Panel can consider this.
Whistleblowing Policy	Do people use it, it is successful. Contentious issue but important.	Working Group	Standards Committee planning to look at this.
Community Engagement	Engagement with community centres and friends of groups. There is an issue around getting people to being involved with community centres / community activities.	Working Group	
Housing for Young People (age 16/17)	As a result of Covid there are more domestic issues and many more young adults are leaving the family home with nowhere to go. There is a need for more supervised flats for young adults aged 16/17.	Working Group	Could be raised with Child & Family Services Performance Panel instead
Arts, Culture and Heritage	What is our offer here in Swansea and how do we support it?	Working Group	
Policy Commitments / Council priorities	To monitor / challenge progress on new policy commitments / council priorities, and funding	Committee (overview) and Performance Panels (specific services)	Awaiting confirmation of agreed policy commitments / priorities
Active Travel	Delivery of active travel plans in the community; concerns about community awareness / engagement; benefits	Committee or Performance Panel	Public Issue. Committee has previously discussed Active Travel consultation process with Cabinet Member and may be best placed to monitor future plans / issues.
Workforce	Follow up on previous Working Group – also to enable questions on specific issues such as recruitment & retention, and wider Workforce Development Strategy.	Committee	
Introduction of 20mph speed limit across Wales	Implications for Swansea; to check local priorities / plans (and use of funding) in delivering the proposed new law which will reduce the default speed limit on residential / restricted roads from 30mph to 20mph.	Committee	Need to await confirmation of law change and any Cabinet / Council reports about implementation
Public Services Board	What response are we getting from health partners? Is there effective collaboration? More needs to be done in relation to Child and Adolescent Mental Health Services. We should be working proactively to support children before they reach critical stages. What impact is social media having on the mental health of young people?	Committee	Committee could raise when scrutinising the PSB or within Performance Panel for anything specific on Mental Health. PSB Scrutiny is a CMT Priority.

Appendix 3: DRAFT Scrutiny Work Programme 2022/23

New Inquiry Panel (time-limited in-depth scrutiny – six months)	New Working Groups (light-touch scrutiny / one-off meetings)	Performance Panels (ongoing in-depth performance / financial monitoring & challenge)	Issues for Scrutiny Programme Committee (overall work programme management; discussion of broad range of policy and service issues)
<p>1. Anti-Social Behaviour (Terms of Reference / Key Question to be agreed by Panel, but could focus on the effectiveness of partnership working in tackling anti-social behaviour in our communities; look at factors behind rising anti-social behaviour; powers & resources; reporting and response; current approaches; good practice elsewhere; the role of elected members, etc.)</p> <p>Reserve / Alternate Topic:</p> <p>2. Domestic Abuse (Terms of Reference / Key Question to be agreed – but would concern the quality of support for victims and what could be done better, taking internal & external evidence)</p>	<p>1. Road Safety (enabling focussed questioning & discussion on hot spots; work to improve safety; preventative measures; speed controls – use of signs / humps / cameras; proposed new 20mph limits; condition of roads; safety of cyclists & pedestrians; partnership working, etc.)</p> <p>2. Co-production (enabling focussed questioning & discussion on the development of Co-production in the Council and progress, helping to improve involvement and engagement with service users, partners and the public in the design & delivery of services & decision-making, etc.)</p> <p>3. Healthy City (enabling focussed questioning & discussion exploration of the Healthy City Partnership, key activities and achievements, work in relation to health promotion, particularly physical activities, including provision of outdoor sport and activities and opportunities for young people, etc.)</p> <p>4. Customer Contact (enabling focussed questioning & discussion on user experience when contacting the Council /</p>	<p>1. Service Improvement & Finance (monthly)</p> <p>2. Education (monthly)</p> <p>3. Adult Services (every 6 weeks)</p> <p>4. Child & Family Services (every 6 weeks)</p> <p>5. Development & Regeneration (every two months)</p> <p>6. Climate Change & Nature (every two months)</p> <p>Specific issues to consider including within wider Panel work plans:</p> <ul style="list-style-type: none"> • Service Improvement & Finance: <ul style="list-style-type: none"> - Corporate Plan - Scrutiny of Budget Proposals - Overall Performance Management - Welsh Housing Quality Standard - Planning Services - Waste & Street Cleansing - Recycling of Business Waste • Education: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - Follow up post Education Estyn LEA inspection - Quality in Education (QEd) / Sustainable Communities for Learning - Additional Learning Needs (ALN) - School New Curriculum - Outdoor Learning in Primary Schools - Music Provision in Schools 	<ul style="list-style-type: none"> • Specific annual reports: <ul style="list-style-type: none"> - Children & Young People’s Rights Scheme - Corporate Safeguarding - Delivery of Corporate Priority – Tackling Poverty • Leader Q & A Session(s): <ul style="list-style-type: none"> - ‘Achieving Better Together’ Recovery / Transformation Plan - Policy Commitments / Council Priorities • Other Cabinet Member Q & As (issues to pick up): <ul style="list-style-type: none"> - Archives / Community Hub - Fly Tipping - Homelessness - Houses of Multiple Occupation - Parks - Community Growing - Community Groups, Engagement & Development • Public Services Board (every 6 months) • Crime & Disorder (Community Safety) (every 6 months) • Follow Up on Previous Working Groups: <ul style="list-style-type: none"> - Bus Services

Appendix 3: DRAFT Scrutiny Work Programme 2022/23

<p>Follow Up of Previous Inquiries:</p> <p>1. Procurement</p>	<p>accessing services whether by telephone or on-line / though digital means; provision for off line and on-line contact; effectiveness of Council Contact Centre; on-going actions to improve digital inclusion / access; quality of website, etc.)</p> <p>Reserve List:</p> <ul style="list-style-type: none"> • Active Travel (enabling focussed questioning & discussion on the Council's Active Travel Plans and outcomes; current & future developments; improvements to community consultation; how well we are meeting obligations of Welsh Government Active Travel Act; usage - impact on numbers cycling / walking; and relevant issues) • Racism in Schools (enabling focussed questioning & discussion on the extent of the issue; how schools deal with suspected racist incidents; reporting arrangements, rates etc.) 	<ul style="list-style-type: none"> • Adult Services: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - Relationship between Health & Social Care • Child & Family Services: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - Supported Living for Young People - Quality Assurance Framework • Development & Regeneration: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - City Deal 'Swansea specific' Projects - City Centre Retail / Development - New Build Housing Towers (e.g., student accommodation) - Historic / Listed Buildings - SA1 development & supporting infrastructure / services • Climate Change & Nature: <ul style="list-style-type: none"> - Achievement against Corporate Priorities / Objectives / Policy Commitments - Progress against Net Zero 2030 - Use of Glyphosate - Air Pollution - Green Vehicle Adoption & Provision for public / residential EV Charging - Flooding / Local Flood Risk Management 	<ul style="list-style-type: none"> - Workforce (including discussion on Workforce Development Strategy)
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Joint / Regional Scrutiny

- **Partneriaeth** (Education / School Improvement – Joint Scrutiny Councillor Group)
- **City Deal** (Development / Regeneration - Swansea Bay City Region Joint Scrutiny Committee)
- **South West Wales Corporate Joint Committee** (Land Use Planning; Regional Transport; Economic Well-being – Joint Overview & Scrutiny Sub-Committee)

Appendix 3: DRAFT Scrutiny Work Programme 2022/23

FOR INFORMATION – Distribution of Scrutiny Topics by Lead Cabinet Member

Economy, Finance & Strategy (Leader) (Cllr Rob Stewart)	Service Transformation (Cllr Andrea Lewis (Deputy Leader)	Corporate Services & Performance (Cllr David Hopkins) (Deputy Leader)	Education & Learning (Cllr Robert Smith)	Care Services (Cllr Louise Gibbard)
<ul style="list-style-type: none"> • Service Improvement & Finance Perf. Panel • Development & Regeneration Perf. Panel • Delivery of Corporate Priority – Tackling Poverty • Recovery / Transformation Plan • Policy Commitments / Council Priorities • Public Services Board • Swansea Bay City Region City Deal (regional scrutiny) • SWW Corporate Joint Committee (regional) 	<ul style="list-style-type: none"> • Anti-Social Behaviour Inquiry • Service Improvement & Finance Performance Panel (WHQS) • Climate Change & Nature Performance Panel • Customer Contact Working Group • Homelessness • Public Services Board • Crime & Disorder (Community Safety) • SWW Corporate Joint Committee (regional) 	<ul style="list-style-type: none"> • Anti-Social Behaviour Inquiry • Procurement Inquiry (follow up) • Service Improvement & Finance Performance Panel • Houses of Multiple Occupation • Workforce / Workforce Development Strategy • SWW Corporate Joint Committee (regional scrutiny) 	<ul style="list-style-type: none"> • Education Performance Panel • Racism in Schools Working Group • Children & Young People's Rights Scheme • Partneriaeth (regional scrutiny) 	<ul style="list-style-type: none"> • Domestic Abuse Inquiry • Child & Family Services Performance Panel • Adult Services Performance Panel • Children & Young People's Rights Scheme • Corporate Safeguarding
Wellbeing (Cllr Alyson Pugh)	Environment & Infrastructure (Cllr Andrew Stevens)	Investment, Regeneration & Tourism (Cllr Robert Francis-Davies)	Equalities & Culture (Cllr Elliott King)	Community (Services: Cllr Cyril Anderson & Support: Cllr Hayley Gwilliam)
<ul style="list-style-type: none"> • Anti-Social Behaviour Inquiry • Domestic Abuse Inquiry • Delivery of Corporate Priority – Tackling Poverty • Crime & Disorder (Community Safety) 	<ul style="list-style-type: none"> • Climate Change & Nature Performance Panel • Road Safety Working Group • Active Travel Working Group • Bus Services • SWW Corporate Joint Committee (regional scrutiny) 	<ul style="list-style-type: none"> • Development & Regeneration Performance Panel • Parks • Swansea Bay City Region City Deal (regional scrutiny) • SWW Corporate Joint Committee (regional scrutiny) 	<ul style="list-style-type: none"> • Service Improvement & Finance Performance Panel (Libraries) • Healthy City Working Group • Archives / Community Hub 	<ul style="list-style-type: none"> • Service Improvement & Finance Performance Panel (Waste / Recycling) • Fly Tipping (Services) • Community Growing (Services) • Anti-Social Behaviour Inquiry (Support) • Co-production Working Group (Support) • Customer Contact Working Group • Community Groups, Engagement & Development (Support) • Crime & Disorder - Community Safety (Support)

Appendix 3: DRAFT Scrutiny Work Programme 2022/23

DRAFT Scrutiny Work Programme 2022/23 – mapped against Council Priorities

<p>Safeguarding People from Harm so that our citizens are free from harm and exploitation</p>	<p>Improving Education and Skills so that every child and young person in Swansea gains the skills and qualifications they need to succeed in life</p>	<p>Transforming our Economy and Infrastructure so that Swansea has a thriving mixed-use City Centre and town centres, and a local economy that will support the prosperity of our citizens</p>
<ul style="list-style-type: none"> • Domestic Abuse Inquiry • Child & Family Services Performance Panel • Adult Services Performance Panel • Corporate Safeguarding • Anti-Social Behaviour Inquiry • Crime & Disorder (Community Safety) • Road Safety Working Group • Healthy City Working Group 	<ul style="list-style-type: none"> • Education Performance Panel • Racism in Schools Working Group • Children & Young People’s Rights Scheme • Libraries • Partneriaeth (regional scrutiny) 	<ul style="list-style-type: none"> • Development & Regeneration Performance Panel • Swansea Bay City Region City Deal (regional scrutiny) • SWW Corporate Joint Committee (regional scrutiny) • Houses of Multiple Occupation • Bus Services
<p>Tackling Poverty so that every person in Swansea can achieve their potential</p>	<p>Delivering on Nature Recovery and Climate Change so that we maintain and enhance nature and biodiversity in Swansea, reduce our carbon footprint and tackle climate change with the aim of being a net zero council by 2030 and a net zero city by 2050</p>	<p>Transformation and Future Council Development so that we and the services that we provide are sustainable and fit for the future</p>
<ul style="list-style-type: none"> • Delivery of Corporate Priority – Tackling Poverty • Homelessness • Welsh Housing Quality Standard 	<ul style="list-style-type: none"> • Climate Change & Nature Performance Panel • Active Travel Working Group • Waste / Recycling • Fly Tipping • Parks • Community Growing 	<ul style="list-style-type: none"> • Service Improvement & Finance Perf. Panel • Recovery / Transformation Plan • Policy Commitments / Council Priorities • Customer Contact Working Group • Procurement Inquiry (follow up) • Workforce / Workforce Development Strategy • Archives / Community Hub • Co-production Working Group (Support) • Community Groups, Engagement & Development (Support) • Public Services Board & Regional Working

DRAFT Scrutiny Programme Committee – Work Plan 2022/23

ACTIVITY	19 Jul 2022	16 Aug 2022	13 Sep 2022	18 Oct 2022	15 Nov 2022	13 Dec 2022
Scrutiny Work Programme	Agreement of Scrutiny Work Programme				Audit / Scrutiny Relationship – Discussion w/ Chair of Governance & Audit Committee	
Cabinet Member Portfolio Responsibility Q & A Sessions		Archives / Community Hub (CM for Equalities & Culture)	Fly Tipping (CM for Community Services)	Scrutiny of Swansea Public Services Board		Homelessness (CM for Service Transformation)
Other Cabinet Member / Officer Reports					Annual Corporate Safeguarding Report (CM for Care Services / Director of Social Services)	Delivery of Corporate Priority – Tackling Poverty (annual item) (CM for Wellbeing)
Scrutiny Performance Panel Progress Reports						Service Improvement & Finance
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.					Follow Up on Workforce Working Group recommendations (CM for Corporate Services & Performance)	
Scrutiny Reports to Council			Draft Scrutiny Annual Report 2021/22			Scrutiny Dispatches Impact Report

ACTIVITY	17 Jan 2023	14 Feb 2023	14 Mar 2023	18 Apr 2023	16 May 2023	June
Scrutiny Work Programme					Work Programme Review	Work Planning Conference
Cabinet Member Portfolio Responsibility Q & A Sessions	Leader / Economy, Finance & Strategy (focus on Policy Commitments / Council Priorities; Recovery & Transformation Plan)	Houses of Multiple Occupation (CM for Corporate Services & Performance)			Parks (CM for Investment, Regeneration & Tourism)	
Specific Cabinet Member / Officer Reports Page 69			<ul style="list-style-type: none"> Scrutiny of Public Services Board Children & Young People's Rights Scheme (annual report) (CM for Care Services / Education & Learning) 	Crime & Disorder Scrutiny - Safer Swansea Community Safety Partnership		
Scrutiny Performance Panel Progress Reports	Education	Adult Services	Child & Family Services	Development & Regeneration	Climate Change & Nature	
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.		Follow Up on Bus Services Working Group recommendations (CM for Environment & Infrastructure)				
Scrutiny Reports to Council			Scrutiny Dispatches Impact Report			

* denotes extra meeting

Other topics to schedule:

- Cabinet Member Q & A: Community Growing; Community Groups, Engagement & Development (Cabinet Member for Community Support)

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
2022 Swansea Play Sufficiency Assessment.	Under the Child & Families (Wales) Measure 2010, each Local Authority is required to undertake a Play Sufficiency Assessment every three years. The 2022 Assessment reports on a series of RAG graded measures as well as consultation and engagement with service users and partners. The Assessment details what is going well in Swansea and what areas will require work over the next 3 years.	Stephen Cable	Cabinet Member - Investment, Regeneration & Tourism, Cabinet Member - Care Services	Cabinet	21 Jul 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Western Bay Area Planning Board's Governance Framework.</p>	<p>Responsible authorities in Wales and England have a statutory duty to formulate and implement a strategy for combatting the misuse of drugs, alcohol and other substances in the area. In 2010 the Welsh Government established Area Planning Boards (APBs) to discharge the Crime and Disorder duties at a regional level. The aim of the Western Bay Area Planning Board is to bring together representatives of the Responsible Authorities, to fulfil these responsibilities across Neath Port Talbot and Swansea. The Western APB is required to have robust governance arrangements in place.</p> <p>A governance framework for the Western Bay APB has been developed and approved by the APB. Each constituent responsible authority should endorse and approve the governance framework.</p>	<p>Jane Whitmore</p>	<p>Cabinet Member - Care Services</p>	<p>Cabinet</p>	<p>21 Jul 2022</p>	<p>Open</p>

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Annual Performance Monitoring Report 2021/22.	To report the performance indicator results and summarise the Council's performance meeting its priorities for the financial year 2021/22.	Richard Rowlands	Cabinet Member – Corporate Service & Performance (Deputy Leader)	Cabinet	21 Jul 2022	Open
Revenue Outturn 2021/22 – Housing Revenue Account (HRA).	To report on revenue outturn for 2021/22, compared to budget for the HRA.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	21 Jul 2022	Open
Capital Outturn and Financing 2021/22.	To report on capital outturn and financing for 2021/22.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	21 Jul 2022	Open
Revenue Outturn and Savings Tracker 2021/22.	To report on revenue outturn for 2021/22, including the delivery of budget savings.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	21 Jul 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Additional Funding Requirements for the Remodelling and Refurbishment Project at Bishopston Comprehensive School.</p>	<p>A Contract Award report and Financial Procedure Rule 7 (FPR7) report was presented to and approved by Cabinet on the 7 May 2020, recommending that the contract be awarded to Kier Western Ltd.</p> <p>A Full Business Case (FBC) was approved by Welsh Government in July 2020.</p> <p>Due to various challenges, including COVID-19, insufficient provisional sums and unforeseen build issues, we are now seeking to commit further funding from the Band B programme.</p>	John O'Brien	Cabinet Member - Education & Learning	Cabinet	21 Jul 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Capital Programme Authorisation for Flying Start Capital Grant 2022/23.	To outline the capital proposal included in Expression of Interest submitted to Welsh Government in respect of the Flying Start Programme 2022/23 and to commit the scheme (as approved by WG) to the capital programme in accordance with the Council's FPR7 procedure rules	Allison Williams	Cabinet Member - Education & Learning	Cabinet	21 Jul 2022	Open
Economic Recovery Fund (ERF) Performance 21-22.	Report outlines progress on the £20m set aside for the purposes of the recovery for the financial year 21/22 and 22/23 with the intention of ensuring that there were no long-term resource implications. The Re-shaping Strategy & Budget Board with the Directorate of Place facilitated the process on behalf of all Directorates with ultimately 84 successful applications.	Geoff Bacon	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	21 Jul 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Capital Programme Authorisation for the Commitment of Funding to Support the Rollout of Universal Primary Free School Meals.</p>	<p>Welsh Government have awarded funding to the Council of £1,804,997 for capital expenditure on the school meal infrastructure.</p> <p>The aim of the grant is to support the rollout of universal primary free school meals.</p> <p>This report is seeking authorisation to commit the full balance of grant funding.</p>	Louise Herbert-Evans	Cabinet Member - Education & Learning	Cabinet	21 Jul 2022	Open
<p>Capital Programme Authorisation for the Commitment of Capital Grant Funding Awarded for Community Focused Schools.</p>	<p>Welsh Government have made an award of capital funding to Swansea Council of £1,443,998 to support small and medium scale practical projects to safely and effectively open schools to the community outside traditional hours.</p> <p>Schools have therefore been invited to submit expressions of interest, and this report is seeking authorisation to commit the funding to the capital programme.</p>	Louise Herbert-Evans	Cabinet Member - Education & Learning	Cabinet	21 Jul 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Welsh in Education Strategic Plan 2022-2032.	<p>This report seeks final Cabinet approval on Swansea’s Welsh in Education Strategic Plan (2022-2032) following suggested modifications by the Minister for Education and Welsh Language. The plan sets out proposals on how Swansea Council will carry out its education functions to:</p> <p>i. Improve the planning of the provision of education through the medium of Welsh; and</p> <p>ii. Improve the standards of Welsh-medium education and of the teaching of Welsh in its area.</p>	Rhodri Jones	Cabinet Member - Education & Learning	Cabinet	21 Jul 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Financial Procedure Rule 7 – Road Safety Grant 2022/23.	<p>The report provides an outline description of the works proposed through the Road Safety grant of £240,000 from Welsh Government. This is money carried over from the 21/22 award and supplemented to allow for the installation of an average speed road safety camera system on the A4067.</p> <p>The report seeks approval to include this award in the 22/23 capital plan.</p>	Alan Ferris	Cabinet Member - Environment & Infrastructure	Cabinet	21 Jul 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Financial Procedure Rule 7 – Safe Routes in Communities Grant 2022/23.	<p>The report provides an outline description of the works proposed through the Safe Routes in Communities grant of £366,300 from Welsh Government to improve community links focused around the schools in Pontarddulais.</p> <p>The report seeks approval to include this award in the 22/23 capital plan.</p>	Alan Ferris	Cabinet Member - Environment & Infrastructure	Cabinet	21 Jul 2022	Open
Financial Procedure Rule 7 – 20 mph Core Allocation Grant 2022/23	<p>The report has been prepared to advise on the award of a £551,347 grant designed to support the implementation of Welsh Governments proposals to change the default limit to 20mph on restricted roads.</p> <p>The report seeks approval to include this award in the 22/23 capital plan.</p>	Alan Ferris	Cabinet Member - Environment & Infrastructure	Cabinet	21 Jul 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Supporting the Challenges for Learners in Recovering from the Pandemic.	Report from the Education & Skills Policy Development Committee.	Helen Morgan-Rees	Mike Durke	Cabinet	21 Jul 2022	Open
Installation of a 3G Pitch at Olchfa Comprehensive School.	The report describes the proposed scheme, indicative timeline, and financial implications and funding.	Nicola Jones	Cabinet Member - Education & Learning	Cabinet	21 Jul 2022	Fully exempt
Regeneration Priorities 2022-2023.	The purpose of this report is to set out the Capital budget required for the regeneration projects not currently funded in order for the Council to deliver these projects. The report also sets out the staff and revenue resources that are required to deliver this agenda in addition to existing resources.	Huw Mowbray	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	15 Sep 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Retrospective Approval for Transitional Accommodation Capital Funding and Welsh Building Safety Funding from the Welsh Government.	<p>This report seeks retrospective approval for two Welsh Government grant applications. The Transitional Accommodation Capital Programme(TACP) funding has been announced by Welsh Government to address the pressures in temporary accommodation and the Ukraine crisis. The scheme will fund works to bring void properties back into use more quickly, as well as the conversion of 3 buildings to residential accommodation for social rent. The Welsh Building Safety Funding was secured to provide sprinkler systems to the two high rise blocks of flats at Griffith John Street.</p>	Peter Williams	Cabinet Member - Service Transformation (Deputy Leader)	Cabinet	15 Sep 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Childcare Sufficiency Assessment (CSA) 2022.	The Duty to assess childcare sufficiency arises from the 2006 Childcare Act and requires each Local Authority to undertake a full assessment every 5 years and complete annual progress reports. The 2022 CSA is required to measure supply against parental demand recognising individual need and identifying gaps and areas for development.	Stephen Cable	Cabinet Member - Investment, Regeneration & Tourism, Cabinet Member - Children Services	Cabinet	15 Sep 2022	Open
Revenue and Capital Budget Monitoring 1st Quarter 2022/23.	To note any significant variations from the agreed budget 2022/23 and savings plan and the actions planned to achieve a balanced budget.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	15 Sep 2022	Open
Car Parking Charges.	To seek approval of City Centre Car Parking Charges for the new Copr Bay North and South Multi Storey Car Parks.	Gavin Newman	Cabinet Member - Environment & Infrastructure	Cabinet	15 Sep 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Welsh Government Housing Support Grant Procurement Plan 2022 – 2025.</p>	<p>The report outlines the reasons for requesting a 1 year extension to the HSG re-procurement programme following changes to grant conditions and service disruptions caused by COVID. It highlights the legal obligations to ensure compliance with the Public Contract Regulations and Corporate CPRs and concludes that risk of challenge is low. The report recommends that a 1 year extension is approved to ensure future services are fit for purpose.</p>	<p>Peter Field</p>	<p>Cabinet Member - Care Services</p>	<p>Cabinet</p>	<p>15 Sep 2022</p>	<p>Open</p>
<p>FPR7 Report - Hafod Copperworks Powerhouse Redevelopment Project Update Report.</p>	<p>To comply with Financial Procedure Rule No.7 (Capital Programming and Appraisals) - to commit and authorise the addition of schemes to the Capital Programme.</p>	<p>Richard Horlock</p>	<p>Cabinet Member - Investment, Regeneration & Tourism, Cabinet Member – Corporate Service & Performance (Deputy Leader)</p>	<p>Cabinet</p>	<p>15 Sep 2022</p>	<p>Fully exempt</p>

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Housing Support Programme Strategy 22-26.</p>	<p>The report will summarise the background to the WG requirement to produce a Housing Support Programme Strategy and Action Plan 22-26.</p> <p>The report will outline the strategy purpose and summarise the key issues i.e. to set out the current need and demand and the challenges Swansea faces to make Homelessness Rare, Brief and Unrepeated. It advises the Strategy includes a 5 year action plan outlining the Councils intended activity including engagement with partners that is required to address those challenges.</p>	Steve Porter, Peter Field	Cabinet Member - Service Transformation (Deputy Leader), Cabinet Member - Care Services	Cabinet	15 Sep 2022	Open
<p>Quarter 1 2022/23 Performance Monitoring Report.</p>	<p>To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period April 2022 – June 2022.</p>	Richard Rowlands	Cabinet Member - Corporate Service & Performance (Deputy Leader)	Cabinet	15 Sep 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Contract Award Report for the Construction Stage and Financial Procedure Rule 7, Mumbles Coastal Protection – Flood and Coastal Erosion Risk Management Grant 2022-24.	<p>The FPR7 presented represents an 85% grant funding offer from Welsh Government, together with a 15% match funding request from Council, to deliver the construction stage of the project.</p> <p>The Contract Award Report will seek the approval to appoint a contractor for the construction stage of the project.</p>	Andy Hopkins, David Hughes	Cabinet Member - Environment & Infrastructure	Cabinet	15 Sep 2022	Open
Leisure Partnerships Financial Support 22/23.	<p>To seek Cabinet approval for the levels of financial support needed for the period April 22 to March 23 for our leisure partnerships (Freedom Leisure, Wales National Pool and JR Events) due to losses and a financial recovery plan related to the Covid-19 pandemic. Additionally, for Cabinet to consider current and future energy cost increases and the option of spend to save investments in order to mitigate.</p>	Jamie Rewbridge	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	15 Sep 2022	Open

Appendix 5 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Quarter 2 2022/23 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period July 2022 – September 2022.	Richard Rowlands	Cabinet Member - Corporate Service & Performance (Deputy Leader)	Cabinet	15 Dec 2022	Open
Quarter 3 2022/23 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the third quarter period October 2022 – December 2022	Richard Rowlands	Cabinet Member - Corporate Service & Performance (Deputy Leader)	Cabinet	16 Mar 2023	Open

Terms of Reference	31 May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023
Training	Governance and Audit Committee Induction Training	Training – Organisational Knowledge / Committee Role & Function	.									
Governance & Assurance	Election of Chair & Vice Chair Appointment of Committee Member on Annual Governance Group Annual Governance Statement 2021/22 Draft Governance & Audit Committee Annual Report		To consider the Council's framework of assurance To review the governance and assurance arrangements for significant partnerships or collaborations Workforce Strategy Update Update Report – South West Wales Corporate Joint Committee.		Update Report – South West Wales Corporate Joint Committee. To review the Council's draft annual Self-Assessment Report,	Scrutiny Annual Report 2021-22.			Update Report – South West Wales Corporate Joint Committee			Update Report – South West Wales Corporate Joint Committee
Page 87												
Internal Audit	Internal Audit Annual Report	IA Quarter 4 Monitoring Report Service Centre – Accounts Receivable Update. FOI/SAR/EIR Audit Update IA Recommendation Tracking Report Q4	Annual Report of School Audits 2021-22		IA Recommendation Tracking Report – IA Q1Recommendations Tracker IA Quarter 1 Monitoring Report Management of Absence Update Employment of Agency Staff.		Fundamental Audits – Recommendation Tracker Report IA Recommendation Follow-up Report – Q2 IA Q 2 Monitoring Report			IA Recommendation Tracking Report – Q3 IA Q 3 Monitoring Report	IA Annual Plan Methodology Report 2023/24 Draft IA Annual Plan 2023/24	IA Charter 2023/24 IA Strategy & Annual Plan 2023/24

Governance & Audit Committee Workplan 2022/23

Appendix 2

Risk Management & Performance					Q1 Risk Monitoring Report		Q2 Risk Monitoring Report			Q3 Risk Monitoring Report		Q4 Risk Monitoring Report
Counter Fraud			Corporate Fraud Annual Report and Plan				Corporate Fraud – Six Month Update					
Operational matters / key risks			Complaints Report – 6 Month Update.		Update on Internal Control Environment – Director of Education		Update on Internal Control Environment - Director of Social Services / Director of Finance	Annual Complaints Report		Update on Internal Control Environment – Director of Place		Update on Internal Control Environment – Director of Corporate Services
External Audit		Audit Wales Work Programme and Timetable – City and County of Swansea Council. Audit Wales – 2022 Audit Plan	External Audit Annual Report Audit Wales - ISA 260 Report - City And County of Swansea Audit Wales - Financial Sustainability Assessment - City and County of Swansea Council.		Audit Wales Work Programme and Timetable – City and County of Swansea Council.	.		Audit Wales Work Programme and Timetable – City and County of Swansea Council.			Audit Wales Work Programme and Timetable – City and County of Swansea Council. Audit Wales Annual Summary	
Financial Reporting			Statement of Accounts									

Reports Carried Over to 2023-2024 Municipal Year

Terms of Reference	Report Title
Governance & Assurance	Appointment of Committee Member on Annual Governance Group

Appendix 7 - Integrated Impact Assessment Screening Form

Which service area and directorate are you from?

Service Area: Legal, Democratic Services & Business Intelligence

Directorate: Resources

Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b) Please name and fully describe initiative here:

Report on the development of the Scrutiny Work Programme, and draft Programme of Scrutiny activity for the year ahead, for Committee agreement.

Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 7 - Integrated Impact Assessment Screening Form

- Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?
Please provide details below – either of your activities or your reasons for not undertaking involvement**

The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The Work Programme will take into account a range of factors, including Council priorities and community concerns. The public were invited to input scrutiny topic suggestions, which are contained within the report.

- Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:**

- a) Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?
Yes No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?
Yes No
- c) Does the initiative apply each of the five ways of working?
Yes No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?
Yes No

-
- Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)**

High risk

Medium risk

Low risk

-
- Q6 Will this initiative have an impact (however minor) on any other Council service?**

Yes No **If yes, please provide details below**

The work of Scrutiny will involve examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers).

-
- Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?**

Low impact because there are no decisions within the report which will directly affect service users, people and/or communities, but scrutiny activity described within the report will have the potential for engagement to ensure public views can feed into the Scrutiny process.

Appendix 7 - Integrated Impact Assessment Screening Form

Q8 Please describe the outcome of your screening below:

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

There are minimal impact assessment implications associated with this report. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The Work Programme will take into account a range of factors, including Council priorities and community concerns. The public were invited to input scrutiny topic suggestions, which are contained within the report. The work of Scrutiny will involve examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). Proposed Scrutiny activity described within the report will have the potential for engagement to ensure public views can feed into the Scrutiny process. Each Scrutiny Inquiry and report will be subject to its own IIA process.

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

Screening completed by:
Name: Brij Madahar
Job title: Scrutiny Team Leader
Date: 6 July 2022
Approval for Head of Service:
Name: Debbie Smith
Position: Deputy Chief Legal Officer
Date: 11 July 2022

Agenda Item 8



To Councillor:

David Hopkins, Cabinet Member Delivery & Operations (Deputy Leader)

Andrew Stevens, Cabinet Member - Business Improvement & Performance

Andrea Lewis, Cabinet Member - Homes, Energy & Service Transformation (Deputy Leader)

Mark Child, Cabinet Member Adult Social Care and Community Health Services

*Please ask for:
Gofynnwch am:*

Scrutiny

*Scrutiny Office
Line:*

01792 637314

*Llinell
Uniongyrchol:*

*e-Mail
e-Bost:*

scrutiny@swansea.gov.uk

*Date
Dyddiad:*

07 March 2022

BY EMAIL

CC Cabinet Members

Summary: This is a letter from the Workforce Working Group to the relevant Cabinet Members following the meeting of the Working Group on 2 February 2022. It is about the effects of the pandemic on the Workforce.

Dear Cllrs Hopkins, Stevens, Lewis and Child

The Workforce Scrutiny Working Group first met on 29 March 2021 to look at the impact of the pandemic on the health and wellbeing of staff; how the Council is supporting this; issues around home working; staff sickness; staff turnover; use of agency staff and pressures. It was agreed to hold a follow up meeting in around 6 months once the results of the second staff survey had been received and analysed. This meeting was held on 2 February 2022 and discussed the latest position, information and experience in relation to these issues, and what the future holds for the Authority's workforce. This letter provides you with feedback from this follow up meeting.

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SWANSEA COUNCIL / CYNGOR ABERTAWE

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I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod
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We would like to thank David Hopkins, Adam Hill, Geoff Bacon, Adrian Chard and Rhian Millar for attending to present the report and answer questions. We appreciate your engagement and input. The Working Group found the meeting informative and interesting.

Cllr David Hopkins wished to put on record his thanks to all staff, who have worked so hard over a difficult two years.

We queried the percentage of all Council staff who are working from home. Officers agreed to provide this information outside of the meeting but require clarity on the point in time the question refers to. We will clarify this to enable officers to provide this information.

We felt the Council should have more full time rather than part time jobs at the lower end of the pay scale. We also felt there was a disparity in the percentage of female workers at the lower end. Officers responded that part of the reason the workforce strategy is being revised is to look at diversity, equality, protected characteristics etc, as all these need to play a part in who the Council recruits, where it recruits and what it does.

We queried if there is an entry exam for posts in the Waste department. Officers stated there are no entry exams, but the Authority does have a selection assessment criteria and process to appoint the best person for a job, this is the same for all jobs across the Council and is normal practice.

We asked if there is an opportunity to offer vacancies to agency staff who are being employed by the Council on a temporary basis to cover sickness etc. Officers stated that there will always be a need for some agency staff to cover sickness in essential services, but measures are being taken to reduce the numbers of agency workers and they will have the opportunity to apply for traineeship roles and other roles if they desire.

We queried how the Council is going to assess and manage agency workers in the future. We heard that the Governance and Audit Committee has been assured that line managers are complying with the agency workers policy and that this is being regularly reviewed. Also, officers are working with line managers to identify opportunities to minimise the number of agency workers. Cllr David Hopkins confirmed he is looking at this issue and will report back to scrutiny at a later stage.

We stated that we are aware that there is a Return-to-Work Policy for staff illness but queried if there is an opportunity for a member of staff to phone up anonymously and talk to someone. We were informed Occupational Health deal with a large number of responses from staff, plus there is a Helping Hands helpline which provides support and counselling which is confidential, but it is not anonymous. However, there is anonymous advice and support available on domestic abuse and harassment, the contact information is published online and the Council signposts to it. There is also training provided on domestic violence to the senior management team and managers on how to deal with this issue.

We raised the issue of workforce planning for the future as there are many employees between the ages of 40 and 60 and asked if there is a strategy to 'straighten out the curve'. Officers responded that they are not going to be selective or look to employ

younger or older people, it is about the Council ensuring it is attracting people across the board and that people of all ages are encouraged to apply for all jobs including traineeships and apprenticeships. We heard that the Council is mindful that there is a natural cliff edge of people retiring around the age of 60 and it needs to ensure the workforce is coming through with the knowledge, skills and experience to fill gaps if people choose to leave, it is about succession planning and being prepared.

We raised a query regarding sickness absence and what the roles are for the people appointed into support roles in various departments. We heard it has been identified that staff need additional support so sickness absence officers have been appointed in the main Directorates, who will support line managers and team leaders in making sure the sickness absence policy is administered and identifying proactive ways to reduce sickness and prevent sickness happening in the first place.

We requested that the Council goes back to having one Human Resources department which is responsible for all HR functions and one Cabinet Member holding this portfolio. Officers confirmed the role of Head of HR and Service Centre has just been advertised, which will bring the HR, Organisational Development (OD) and Service Centre back together all under one department and they suggested this would be a good opportunity to look at how this sits under one Cabinet Member.

We queried what measures have been tried to recruit more people into Social Services. Officers confirmed that a recruitment and development policy has been developed for Social Services which is not just about pay, it is about using different channels for recruitment, working on staff morale and offering a healthy work/life balance and flexibility. An additional recruitment officer has been brought into Social Services to look at making these roles more attractive and the Service Centre is prioritising advertising these roles. The Authority is supporting and developing leadership through mentoring and coaching and Social Services has taken this on board. There are also opportunities for career development with opportunities for Service wide progression.

We queried how the Council is supporting its staff working from home. Officers responded that the instruction is to work from home if you can. For those staff who find this difficult, they are encouraged to come into the office. Managers have retained regular contact with their staff through team meetings, 1-2-1s etc. Lots of information has been provided on working from home and up to date equipment has been provided. Officers confirmed that regarding confidentiality, the Council already had an agile workforce and it is the employees responsibility to ensure they are working in a secure environment.

We expressed concern about the rising energy costs for staff working from home and asked if the Authority advises staff on how to claim money back from the tax office. Officers confirmed that this information is made readily available to staff through the Agile Working Policy, trade unions, a link via the Council's Covid-19 FAQs page direct to HMRC website, also mentioned in staff briefings, in staff newsletter and in Phil's blog.

We requested the January figures for Occupational Health and these were confirmed as follows: Occupational Health Referrals 101 (94); Health Surveillance 78 (52); Counselling Referrals 55 (53). Officers stated that these figures were not unusual for

Alert Level Zero and that the Occupational Health team is being strengthened this year with extra funding being made available.

We were aware that the pandemic has moved forward the agile working policy and accommodation strategy considerably. Officers confirmed that the Authority started its journey on agile working before the pandemic and is now moving from how it manages its accommodation for Covid to how it manages its accommodation for the future for the workforce. It is at the final stages in terms of enabling all staff who worked from the Civic Centre and Guildhall to work in an agile environment. We heard the accommodation strategy will be informed by a number of things set against what the business needs are.

We requested feedback on the effects of long covid on staff and the support given to them. We were informed that there is a long covid protocol for local authorities in Wales which protects staff from reductions in sick pay if suffering from long covid. This protocol is coming to an end and is in the process of being reviewed to consider issues of equality and fairness across any other long term sickness absence. We heard the number of cases in Swansea is minimal with approximately 16 people affected in December and receiving benefits out of this agreement.

We queried if the Authority is aware of the number of staff working from home whilst they are ill (especially with covid). Officers stated that people could have covid but not be ill, so are fit to work and do their job. If they are not fit to work, the Authority expects them not to work. The Authority records everyone who is off ill with covid and supports them but there are not large numbers.

We felt it would be useful to have a 'one stop' shop to contact if people have several questions they want answered. We were informed that the Service Centre can answer a number of questions from staff and the public. From a Councillor point of view, we heard that they can email any questions to the Director of Resources, until the Head of HR and Service Centre post is appointed.

We queried how the Councils productivity was affected by staff working from home. Officers stated that this was a very difficult question to answer. Generally, the leadership team feels and results from the survey suggest that staff feel more productive, however, the Authority is affected by the productivity of other partners and organisations that it links in to, which can cause delays.

Panel Members raised a number of queries about surveys. We wanted to know if the Authority is considering undertaking another follow up survey and were informed the staff survey usually takes place annually but there may be opportunities to do more ad hoc surveys on particular aspects. We felt that sometimes surveys are slightly too constrained and are keen on the use of comment boxes which are open ended. Officers stated that there has to be a balanced approach as certain statistical information is required.

We heard that one difficulty was how the Authority engages with all its workforce going forward particularly front-line workers, it needs to find different ways of approaching them. Officers confirmed the survey was focussed more towards home workers as staff working from home had the most change to how they work and many front-line staff continued with their jobs.

We felt confidentiality of surveys was very important and queried if the Authority was able to ensure this. Officers confirmed they are confidential.

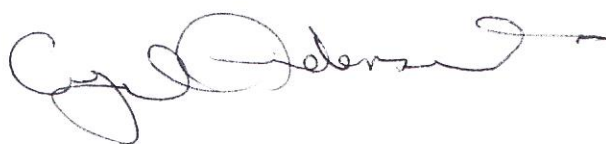
Following the meeting, we discussed progress and made the following conclusions:

1. We would once again like to give our thanks and acknowledge the hard work and commitment of all staff, the senior management team and everyone in the organisation who have worked so hard doing their jobs and supporting the people of Swansea in very difficult times.
2. We found this follow up session very useful. We felt reassured by the answers given and felt confident that the Authority is progressing in the right direction with regards its workforce.
3. We had some concerns that the recent survey may not be a true reflection of how staff are feeling as the number of responses was low. We feel the Authority needs to find ways of getting a higher response to surveys but realize this is a difficult task. We would encourage officers to, amongst other things, make more hard copies of surveys readily available; try offering incentives to staff for completing a survey; and consider including something in new employee contracts to encourage them to complete surveys.
4. We were pleased that information on how to claim money back from the tax office for working from home is made readily available to staff in various ways. We would like to see reminders of this published on a regular basis so all eligible staff can take advantage of it.
5. We were very pleased to hear that all HR functions will be brought together under one Head of HR and Service Centre. We hope that this will result in one cabinet member for this portfolio.

Your Response

We hope you find this letter useful and informative. We are interested in hearing your thoughts about the issues raised and would ask that you respond to the points in our conclusions by 28 March 2022.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Caryl Owen', with a long horizontal flourish extending to the right.

COUNCILLOR CYRIL ANDERSON
CONVENER, WORKFORCE SCRUTINY WORKING GROUP
CLLR.CYRIL.ANDERSON@SWANSEA.GOV.UK

Councillor Cyril Anderson
Convener, Workforce Scrutiny Working
Group.

(VIA EMAIL)

Please ask for: Councillor David Hopkins
Direct Line: 01792 63 6141
E-Mail: cllr.david.hopkins@swansea.gov.uk
Our Ref: DH/AL/AS/MC/JG
Your Ref:
Date: 24 March 2022

Dear Councillor Anderson,

Re: Workforce Working Group

Thank you for your letter dated 7th March 2022 summarising the findings of the Workforce Working Group on 2nd February 2022.

We are particularly appreciative of the positive comments and of the recognition by the Group of the hard work and commitment of all staff across the Council.

In respect of the Group's specific comments, I can advise that;

- In relation to the "employment profile" of our workforce, particularly with regard to age, gender, full and part-time workers, these are key considerations in the Workforce Strategy and our ongoing workforce planning considerations.
- Agency worker arrangements are continually reviewed with a view to minimising numbers and offering permanent employment wherever possible.
- In addition to the information provided at the Meeting, I have been advised by Occupational Health that there is an objective, as part of the Corporate Action plan for 2022-24 to recruit more Helping Hands Volunteers across the Authority. In addition, they are working with the Education Directorate to provide a physiological support pilot, increased access to counselling, a specialist website and network of volunteers (Helping Hands Model) across all schools.
- It is also the intention to source Stress Management Advisors & Counsellors to deliver;
 - Mandatory Mental Health First Aid Training days for Managers per annum
 - Stress Risk Assessment sessions and reports
 - Employee Health and Wellbeing training days

- A proactive range of prevention workshops and activities to reduce stress and improve employee wellbeing through the Helping Hands Service within available resources
 - Menopause Support Cafes
 - Health fairs per annum to improve wellbeing, awareness and provide signposting to specialist services
- There is currently a recruitment process under way to appoint into the role of Head of HR&OD and Service Centre with a view to bringing together these two HR functions.
 - A selection process is currently under way for the recruitment of a Recruitment Specialist Officer, as well as an additional role to support on recruitment activities, particularly with regard to attracting candidates from all communities in Swansea.
 - As reported at the meeting, the long-Covid protocol is coming to an end, and the council will be reconsidering its position on these cases as guidance is received nationally.
 - Your comments regarding the employee survey are noted and will be taken into consideration to encourage officers to complete future surveys. Discussions have already taken place with CMT, Leadership Team and Trade Unions to identify ways in which we can encourage improved levels of engagement across the whole workforce.
 - Arrangements will be put in place to remind our employees who continue to work from home of the arrangements to claim monies back via HMRC.
 - As requested, it has been estimated that 95% of the workforce employed at the Civic Centre and Guildhall have worked from home during the pandemic. Overall it is estimated that approximately 1,600 officers have worked from home, away from their normal base locations during the pandemic.

Should you have any further enquiries please do not hesitate to contact us.

Yours sincerely



Y CYNGHORYDD/COUNCILLOR DAVID HOPKINS
 AELOD Y CABINET DROS CYFLAWNI A GWEITHREDIADAU
 CABINET MEMBER FOR DELIVERY & OPERATIONS



Y Cyngorydd/ Councillor Andrea Lewis
Y Ddirprwy Arweinydd/ Aelod y Cabinet dros Newid yn yr Hinsawdd a
Thrawsnewid Gwasanaethau
Joint Deputy Leader/ Cabinet Member for Climate Change & Service
Transformation



Councillor Andrew Stevens
Aelod y Cabinet dros Trawsnewid Busnes a Pherfformiad
Cabinet Member for Business Improvement & Performance



Y Cynghorydd/Councillor Mark Child
AELOD Y CABINET DROS OFAL, IECHYD A HENEIDDIO’N DDA
CABINET MEMBER FOR CARE, HEALTH & AGEING WELL



To:

Councillor Mark Thomas
Cabinet Member for Environment
Enhancement and Infrastructure
Management

BY EMAIL

CC Cabinet Members

Please ask for:
Gofynnwch am:

Scrutiny

Scrutiny Office
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01792 637314

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Date
Dyddiad:

08 April 2022

Summary: This is a letter from the Bus Services Working Group to the Cabinet Member for Environment Enhancement and Infrastructure Management following the meeting of the Working Group on 14 March 2022. It is about bus services in Swansea.

Dear Cllr Thomas

The Bus Services Scrutiny Working Group first met on 07 July 2021 to look at bus network coverage and levels of service, community transport provision and integration with other forms of transport etc. It was agreed to hold a follow up meeting in around 6 months to see what changes/improvements have been made and this meeting was held on 14 March 2022. This letter provides you with feedback from this follow up meeting.

We would like to thank you, Stuart Davies and Cath Swain for attending to present the report and answer questions. We appreciate your engagement and input. The Working Group found the meeting informative and interesting.

We noted that Welsh Government is keen to introduce cleaner fuel buses and to move ahead with hydrogen buses and Transport for Wales is doing some investigation into bus travel. We felt there were exciting times ahead with the possible introduction of hydrogen buses. We were informed that the use of hydrogen buses would be a trial project in Swansea Bay area and Pembroke area. Welsh Government is leading on this project and there are many issues to consider including the cost of buses, where they would run, how often, who would own them, safety issues and depot facilities etc. We heard that there could potentially be 50 hydrogen buses in Swansea and that

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hydrogen buses are currently being used in Aberdeen. We noted that in terms of electric vehicles, they are not carbon free.

We felt that there were issues with bus services in Swansea that need to be resolved in order to increase bus usage ie buses are totally unreliable, bus shelters are not weatherproof and more bus stops with real time information are needed. We were informed that with regards to bus shelters, 112 are currently being removed and replaced but there may be a couple of weeks in between where a stop is left without one. We also heard that a funding bid has been submitted through the ERF Board to fund repair and replacement of the remaining bus shelters. Officers confirmed bus services have been very unreliable as there were many problems during covid - the Travel Line travel information system could not keep up with the changes to timetables and information at bus stops was not updated, and this issue is still continuing due to staffing issues. Officers stated that some bus stops have electronic scheduled timetable information but it is not in real time and other ways to provide real time information is being looked at, such as mobile phone apps. We heard that ideally all bus stops would have real time information but there are capital and ongoing costs, however, it is hoped high usage bus stops will have real time information displayed in the future.

We were interested in why people do not use buses and felt it was a problem of attitude towards bus use and the culture of acquiring a car and queried how attitudes towards bus use could be changed. We heard that there are a number of reasons why people do not use buses and there are many perceptions that have to be got over but when the bus fleet becomes green this is a good opportunity to change perception. We were informed that the Authority has learnt from previous experience what attracts people to use buses and increase patronage – frequency of service, quality of service, information provided, ticketing, journey times. There is also a need to promote things people can do when they travel by bus such as use phones and laptops etc.

We stated that there are trials taking place in North Wales around cross-ticketing and it was something Swansea could be looking at. We heard that all trials are being carried out with full involvement of the Welsh Government and Transport for Wales and an integrated ticketing system is something that could be done relatively quickly as the technological systems are in place already, but the Welsh Government would have to legislate to make it happen. We mentioned that cross-ticketing is already used in London with the Oyster card and Bristol is looking to have a similar scheme, so this model is already being used and it works. Officers confirmed this scheme works in London because services are franchised, and Welsh Government is looking at a franchising system under new legislation, control of the whole bus network would then be under public sector control. Welsh Government is also trialling 'tap on, tap off' contactless ticketing which has started to be used in London.

We queried if given the recent court ruling the Local Authority or Welsh Government had given any thought to authority run bus services. You said you believed change is coming, whether through the Welsh Government and Transport for Wales new approach on franchising or the Authority having its own bus services. We heard that municipal bus companies are being looked at as part of a legislation review. At the moment the 1985 Transport Act actively discourages the set up, but Welsh Government is very keen to encourage development of municipal bus companies with local authorities.

We queried what will happen when the Bus Emergency Scheme comes to an end in July 2022 and how transition will be achieved. Officers confirmed that financial support to bus companies will now go beyond July 2022 but no details are available yet.

We were informed that currently network coverage is 80% what it was in 2020; passenger numbers are 60% what they were in 2020; concessionary numbers are 50% what they were in 2020 and a lot less students are travelling by bus than before.

Working Group Members then discussed progress and made the following conclusions and recommendations:

1. We were pleased to hear there are lots of projects and improvements planned for the future. However, despite the Public Transport Scrutiny Inquiry 8 years ago there has not been much improvement in reliability and service that the public want. Reliability is key to encourage more people to use buses.
2. We felt bus usage needs to be made more attractive for current non-users of the service. It is not just the practical problems of bus use, there is the wider issue of public attitude to bus use. With the climate crisis this issue of public perception needs to be addressed.
3. We were concerned that bus companies have a monopoly and will only go after profitable routes, leaving local authorities to tender services on unprofitable routes. Bus operators have got to provide a good service first before anything else can change. Welsh Government needs to change legislation and introduce regulations to be able to hold bus operators to account for provision of services, amongst other things. We encourage the Authority to continue to do all it can to progress changes in legislation to be able to hold bus operators to account, to make the setting up of municipal bus companies easier and to enable cross-ticketing.
4. We felt regular meetings within wards between councillors and bus operators is very important. This was previously recommended and there is a need to ensure this happens.
5. We welcome the replacement and repair of bus shelters. However, we would also like to see regular cleaning of bus shelters, bus stops and signposts.
6. We feel it would be useful to have a system of lockers readily available at bus stations to store shopping etc, so people do not have to carry everything around with them all day and hope that you will give this some consideration.

Your Response

We hope you find this letter useful and informative. We are interested in hearing your thoughts about the issues raised and would ask that you respond to the points in our conclusions by 29 April 2022.

Yours sincerely

COUNCILLOR LYNDON JONES
CONVENER, BUS SERVICES SCRUTINY WORKING GROUP
CLLR.LYNDON.JONES@SWANSEA.GOV.UK

Cllr Jones
Convener of the Bus Services Scrutiny
Working Group

(By email)

Please ask for: Councillor Mark Thomas
Direct Line: 01792 63 6926
E-Mail: cllr.mark.thomas@swansea.gov.uk
Our Ref: MT/JG
Your Ref:
Date: 27 April 2022

Dear Councillor Jones,

**Re: - Convener's letter to Cabinet Member – Scrutiny Working Group Bus Services
14th March 2022**

Thank you for your feedback from the Bus Services Scrutiny Working Group on 14th March 2022. I note your recommendations and conclusions, and would provide the following comments in response to the six points that you have raised:

1. The Council will continue to support the reliability of bus services through Bus Priority Measures and Telematics initiatives. The bus companies also have a key role to play by ensuring that they have sufficient resources in place to provide the services that are advertised and by ensuring that their timetables are realistic. There is a nationwide shortage of bus drivers for various reasons and the Swansea area has not been immune to this. Bus companies are also still feeling the effects of drivers not being able to attend work due to Covid isolation requirements, and this continues to lead to short notice cancellations. On a positive note, two of the major bus companies operating in Swansea are now using agency drivers to improve their staffing levels. There are also signs that some of the bus service frequency reductions introduced by the major bus operator last Autumn in the light of driver shortages are starting to be reversed on the busiest services as passenger demand increases again.
2. There are a number of areas for making bus services more attractive to non-bus users that need consideration. These include simplifying the bus network itself, simplifying ticketing arrangements, speeding up journey times through infrastructure and telematics initiatives, ensuring confidence that timetables remain stable, and ensuring that buses turn up, operate reasonably punctually and when people need them. Unfortunately, bus services have been through a difficult period in the past couple of years due to short notice Covid-lockdowns, frequent timetable change, roadside publicity not being kept updated, passengers having to observe social distancing when travelling and perhaps a general unease amongst some that bus travel is now no longer as safe a mode of transport as prior to the pandemic. The Council has a role to play in restoring

public confidence, and the Free Travel Initiatives during the school holidays are hopefully helping towards this. However, in reality, in view of the commercial freedoms that bus companies have in operating their services, the greater responsibility in building up businesses and restoring customer confidence again must lie with the bus operators themselves. A good example initiated by the bus operators is the move towards contactless payment systems, which have seen a steady rise in popularity, particularly over the last couple of years when cash payments were actively discouraged.

3. The situation that you are describing stems from the Transport Act 1985, which led to local bus service deregulation in England (outside London), Wales and Scotland in 1986. However, the Welsh Government is planning for the whole of Wales to switch to a franchising model, and is currently inviting views on its “One Network, One Timetable, One Ticket” White Paper. Please see the link below:

[One network, one timetable, one ticket, Welsh Government sets out plans to change the way we travel | GOV.WALES](#)

In terms of municipal bus companies, the legislation would remove the restrictions on the creation of new municipal bus companies. Councils would be able to run bus services ‘in house’ or via an arms-length company as part of a franchised network, and Councils would also be able to invest in or acquire existing bus companies.

In terms of ticketing, a One Ticket system is proposed, which would see simple area-wide fares, valid across all bus routes and on all modes of public transport.

In terms of accountability, officers are currently able to hold bus companies to account for the services that operate under contract, though I recognise that the Council’s powers do not extend to the commercial service network, and this falls to the Office of the Traffic Commissioner and Bus Users Cymru. However, indications are that with a franchised network in place, there would be far greater accountability on the part of the bus operators for all the services that they would operate.

4. Your recommendation has merit and I would suggest that in view of the availability of the various parties that would be involved, a structured approach is taken. I would also encourage Local Members to continue to channel comments or concerns about bus services through officers so that they can be taken up with the management of the companies concerned. In the meantime, officers will continue to issue periodic Bus Bulletins to Local Members as services change.
5. The new company that owns the bus shelters fitted with advertising panels is responsible for cleaning them. This leaves approximately 350 shelters throughout the County that are in the Council’s ownership. The Bus Shelters Budget is small and predominantly covers structural and vandalism repairs, though it also funds about £3.5k for a contractor to undertake an annual power wash of each shelter. However, £100k has recently been awarded through the Economic Recovery Fund towards a bus shelter replacement programme. This will replace about 20 shelters, and it is hoped that any economies of scale that can be achieved by replacing old for new can then be channelled towards the further upkeep measures of the Council’s shelter stock, including cleaning.

6. Left luggage lockers are already available at Swansea Mobility Hire, which is located just off the southern end of the Bus Station passenger concourse. Opening hours are 0900 to 1700 Mondays to Saturdays. Please refer to the following link for further information on the number and size of lockers available, and the charges:

www.swansea.gov.uk/bagstorage

Yours sincerely



Y Cynghorydd / Councillor Mark Thomas
Aelod Y Cabinet Dros Gwella'r Amgylchedd a Rheoli Isadeiledd/
Cabinet Member for Environment Enhancement & Infrastructure Management



**To/
Adam Hill, Deputy Chief Executive
Swansea Council & Trudi Meyrick,
Chief Superintendent South Wales
Police
Joint Chairs of Safer Swansea
Community Safety Partnership
BY EMAIL**

*Please ask for:
Gofynnwch am:*
*Direct Line:
Llinell Uniongyrochol:*
*e-Mail
e-Bost:*
*Our Ref
Ein Cyf:*
*Your Ref
Eich Cyf:*
*Date
Dyddiad:*

Scrutiny
01792 637257
scrutiny@swansea.gov.uk
SPC/2021-22/14
08 April 2022

cc: Cllrs. Andrea Lewis & Alyson Pugh

Summary: This is a letter from the Scrutiny Programme Committee to the Joint Chairs of the Safer Swansea Community Safety Partnership following the meeting of the Committee on 15 February 2022. It is about the performance of the Safer Swansea Partnership. A formal written response is not required however issues raised and recommendations made will be followed up by the Committee.

Dear Adam / Trudi,

Scrutiny Programme Committee – 15 February

We are writing to you following our Crime & Disorder Scrutiny session, looking at the performance of the Safer Swansea Community Safety Partnership, with our views, reflecting on information presented, questions, and discussion. This follows on from our previous session on this in May 2021.

We thank you for attending the meeting and appreciated the input, including detailed presentation, provided by Paul Thomas, the Council's Community Integration Partnership Manager and Superintendent Mark Brier, in helping us to understand the partnership working and activities, progress / achievements against priorities and objectives, challenges over the past year, and focus for the future. You also provided the Committee with relevant performance and crime statistics. The meeting also benefited from the attendance of the Leader of the Council, Cllr. Rob Stewart, and Cabinet Member, Cllr. Alyson Pugh, who is also a Safer Swansea Partnership Representative, and the Council's Chief Executive, Phil Roberts. It was a very engaging and constructive scrutiny session.

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Through questioning we were able to explore a number of issues including the following:

Safer Swansea Partnership (SSP) priorities

We asked about the relationship between Safer Swansea Partnership (SSP) priorities, individual Police priorities and Council priorities, and other strategic objectives, including the Public Services Board, and how this work has synergy and complements each other.

The Committee heard about key priorities within the Police & Crime Commissioner's Crime Reduction Plan and Chief Constable's Delivery Plan. We also heard about the role of the Serious Organised Crime Board within the overall SSP Governance Structure - a discrete regional partnership group to problem solve issues on organised crime which sits alongside the SSP, gathering and sharing intelligence, e.g., issues such as exploitation and County Lines.

We also heard about the vital role played by non-statutory and Third Sector organisations in delivering SSP priorities, e.g., the work led by Swansea Women's Aid and Barod helping with approaches to addressing issues relating to High Street.

We also asked about developments in relation to the renewal of the Safer Swansea Partnership Strategy, as the current 3-year strategy was for 2018-2021.

The continued impact of the pandemic, and effect on crime and disorder and SSP activities

We heard that well-established partnership working arrangements have strengthened over the past two years and helped to maintain a good response to the pandemic and deal with the challenges. The development of meetings on-line has improved contact and interaction between partners and enabled more frequent dialogue to tackle problems.

It was clear that the pandemic has disrupted everyone's work, and impacted every person, and there was acknowledgement of the 'hidden harms' (e.g., exploitation, abuse, violence) and community tensions that have surfaced exacerbated by social media. We were interested in what the SSP was having to do differently, and what the local experience was in terms of crime and disorder exacerbated by the pandemic, e.g., anti-social behaviour, violence against women / domestic abuse.

There was also some discussion about the extent to which have we seen breaches of Covid rules over the past year and take up of resources in their enforcement. We heard that Welsh Government funding had enabled us to set up Joint Enforcement Teams so existing resources did not have to be

diverted, and these have worked effectively in challenging circumstances, though 'business as usual' in terms of the work of Environmental / Public Health teams has been impacted upon significantly, to divert attention to Covid enforcement. We noted a deliberate shift towards 'education' in signposting advice and support, in ensuring public compliance with the rules (which have changed frequently over the last two years), than simply focussing on enforcement and punishment. We heard your praise for the majority of local people and business who have been supportive of the various restrictions and compliance with the rules.

The Partnership's response to the Mayhill riot in May 2021 and implications for the SSP of findings of the Independent Learning Review on Events at Mayhill and Waun Wen

We asked about progress on the recommendations, which include reference to improvements necessary to partnership arrangements, multi-agency working, and community engagement. We noted that an Extraordinary Safer Swansea Partnership meeting was to be held at the end of February to look at the recommendations made in the inquiry and agree actions. We noted this meeting will also involve the Police & Crime Commissioner.

We heard about the work carried out and support in the immediate aftermath to address the situation and positive steps taken to engage the communities, though Committee members raised some concern regarding disparity in support and visibility within the two different areas, following the riot, probably hindered the fact that geographical boundaries meant different officials being involved. There was a remark that some communities are still feeling left behind and abandoned, and the disparity needed to be addressed. We stressed the need to involve the communities to identify the right solutions and improvements.

We also noted that there would be an internal review of the riot within the Police and re-structure to address the issues raised and ensure operational learning from the experience, to prevent this happening anywhere else in Swansea. The Committee felt it important that the full forensic investigation, as called for by the Independent Learning Review, should be open and transparent and we look forward to its findings. There was also some discussion on current police resources / staffing levels, given concerns about the Police response to the incident and how it was dealt with. It was clarified that the issue was not about the sufficiency of resources but about how well those resources were deployed on the night in question, acknowledging there were procedural failures, that the Police will learn from, as the disorder developed and escalated very quickly.

At the time of our meeting, we noted that following Police investigations a large number of individuals have now been charged with various offences relating to the unprecedented incident.

How the recent findings of the Child Sexual Exploitation IICSA Report were being addressed

The report looked at Swansea, amongst other cities, and the Committee were concerned to read that little was known about organised networks / gang related exploitation operating in the area. We were aware that this matter was being discussed in detail within the Child & Family Services Scrutiny Performance Panel in March however were keen to get some assurance around improvement. We heard that work is ongoing around addressing the 'intelligence gap' in terms of profiling and data completeness, and improved multi-agency working including closer joined up working between the Police and Social Services around safeguarding and exploitation. It was stressed to us that improvements have already been made which postdate the period looked at by the report, and we were reassured that robust arrangements are in place, including the establishment of a Multi-Agency Child Missing Exploitation Trafficking Panel, which is looking at issues around Child Sexual Exploitation.

The extent and nature of Hate Crime in Swansea

We asked whether 456 hate crimes reported in Swansea during 2021 was a comparatively low or high figure, and what positive action the SSP has taken in relation to community cohesion / hate crime, including addressing the reluctance of some vulnerable individuals to report such crimes because of their experiences with public authority, and increasing public trust.

We were assured that Swansea was not an outlier in terms of the level of hate crime reported, though this remained a key area of focus, including partnership work on improving community cohesion and integration through education, training, work with schools, and public / social media messaging about diversity to challenge hateful abuse and prejudices, and break down barriers. We were particularly interested in the experience of Swansea's refugee and asylum seek population but were told that there was no prevalence of hate crime in the area based on status. Most of the hate crime related to race and religion. We learned of the extra efforts made when families arrive in Swansea with neighbourhood policing in place, and support from Third Sector organisations. There is also multi-agency support to help victims. There was also some discussion on Swansea's commitment to becoming a 'Human Rights City', supported by all Public Services Bord partners.

It is important not to lose sight of the fact that there may be an under-reporting of hate crime and its concealment within communities, and we need to give people the confidence to report it which requires careful contact and engagement.

Violence against Women / Domestic Abuse and Sexual Violence

The Committee was concerned about how well we were addressing violence against women / domestic abuse and sexual violence, and heard about work on this, as one of the five main SSP Priorities. We heard about successful Home Office grant bids in respect of domestic violence and investment into female safety in the night-time economy, including training for door staff. You also talked about the creation of 'safe spaces' with 20+ businesses and some fire stations coming on board to offer and support this, and holistic support to victims, including the development of remote site for victims to give evidence securely. You told us that significant numbers within the Council's workforce have received training on domestic violence.

Figures from 2019/20, obtained via a Freedom of Information request, would indicate a worryingly low rate of complaints that are received by the Police in relation to sexual offences, particularly rape, leading to charges being brought against alleged offenders. Overall, it was just under 11%, but for alleged instances of rape this was 7.33% across South Wales which is particularly concerning. It is doubtful to us that over 92% of complaints would be completely unfounded. We asked about steps / different approaches begin taken to improve upon this, as part of the strategic approach to address this. We heard there were many challenges faced by the Police in dealing with such cases and one of the reasons for the low figures included the fact that a high percentage of individuals subsequently disengage, and offenders may have been convicted for other offences that were more likely to result in prosecution. We noted that South Wales Police is one of seven pilot forces that are changing the way we look to investigate rape, and heard that work is in progress to improve things including greater focus on perpetrators and perpetrator behaviour, with support to the victim to get the best outcome which may not necessarily be an outcome through the courts, better connectivity with the CPS on the scrutiny of complaints with regular meetings, and a dedicated Rape Investigation Team is being set up as it is a complex crime to investigate, very resource-intensive, and requires joined-up working with others.

Levels of knife crime and anti-social behaviour

Your figures showed that in 2021, there were 612 knife-related occurrences reported in Swansea (342 crimes and 270 incidents). We were appalled by the recent serious stabbing incident in Gorseinon and were concerned whether we were seeing a rise in knife-crime in the area and wanted to know what was being done to prevent this sort of incident. We were told that there was actually a downward trend in knife crime in Swansea and it should be considered to be an isolated incident, however incidents such as that in Gorseinon can affect public perception of knife crime in the area and fear, and the Partnership recognised the need to keep on top of this. We noted that the perpetrators were quickly arrested.

We asked about measures to tackle not only knife crime, but more generally, activities to prevent / deal with anti-social behaviour within communities (e.g., issues with off-road bikers / quad bikes around Swansea), and what has been achieved, particularly in the case of youth anti-social behaviour. You talked about campaigns targeting 11 to 16 year-olds, work in schools, focus on early intervention, and progress with the use of Public Space Protection Orders. The Committee heard about the challenges in dealing with the public's fear of crime and perceptions about safety, and the SSP's response to alleviate that, e.g., specific work on the night-time economy and improving safety.

Scrutiny Views

From our discussion, the Committee would highlight the following issues in terms of providing 'critical-friend' challenge to the Safer Swansea Partnership in dealing with crime and disorder.

Safer Swansea Partnership Strategy

We noted the intention to extend the current Safer Swansea Partnership Strategy for 6 months whilst developing a new Strategy, as we head out of the pandemic and into recovery. We were interested in the timeline / process regarding the new Strategy and any revision to the current five strategic priorities, which the SSP is focussing its work on. It was noted that the Swansea Public Services Board's new Well-being Assessment, which is being finalised, along with other information will help inform the SSP Strategy and the setting of priorities going forward. This will need to include how we address the issues coming out of the pandemic that are impacting on community safety. We would request the SSP to report the draft Strategy to the Committee when it is available so that it can provide comment, and we would be happy also to see wider councillor consultation.

Relationships and communication between the Police and local Councillors

This was something also raised in the last Crime & Disorder Scrutiny session. From the recent discussion, there seemed to be an inconsistent picture across Swansea, with regular meetings working well in some areas but room for improvement in others. We asked you to ensure that there are forward planned regular and structured arrangements in place across all areas, clear points of contact, and feedback to councillors on issues. You undertook to look at this and ensure there is effective engagement between councillors and local policing inspectors, building relationships.

Approaches to improving public information, awareness, and engagement

We called for a more joined up approach to social media across SSP partners to ensure work on community safety is effectively communicated and reaches a large audience. The Committee felt it was important to clearly show to the public what SSP activity looks like, focusing on the positive work, and asked the SSP to reflect on what it currently does and consider how it can utilise social media and other methods of public communication better, and enable the sharing of information and community intelligence gathering that is meaningful. We noted that the SSP will be discussing a Public Participation Strategy shortly which will be consulted upon.

Your Response

We hope that you find the contents of this letter useful and would welcome any comments, however we do not expect you to provide a formal response. However, we do expect our views to be considered by the Partnership and the Committee will follow up on progress in addressing these issues.

Our next Crime & Disorder Scrutiny session will take place in the new municipal year, arrangements for which will be communicated in due course. Currently the Committee looks at the performance of the Safer Swansea Partnership on an annual basis, however, will review this as we develop the scrutiny work programme for 2022/23 and beyond to ensure arrangements are effective.

Yours sincerely,



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Chair, Scrutiny Programme Committee

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