



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Scrutiny Programme Committee

At: Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams

On: Tuesday, 18 July 2023

Time: 4.00 pm

Chair: Councillor Peter Black CBE

Membership:

Councillors: A Davis, E W Fitzgerald, V A Holland, M Jones, W G Lewis, P N May, F D O'Brien, S Pritchard and T M White

Statutory Co-opted Members: Beth Allender and Elizabeth Lee

Councillor Co-opted Members: To be confirmed

Watch Online: <https://bit.ly/44bh6zz>

Webcasting: This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and / or training purposes.

Agenda

Page No.

1 Apologies for Absence.

2 Disclosures of Personal & Prejudicial Interest.

www.swansea.gov.uk/disclosuresofinterests

3 Prohibition of Whipped Votes and Declaration of Party Whips.

4 Minutes.

To approve and sign the Minutes of the previous meeting(s) as a correct record.

1 - 7

5 Public Question Time.

Questions can be submitted in writing to Democratic Services democracy@swansea.gov.uk up until noon on the working day prior to the meeting. Written questions take precedence. Public may attend and ask questions in person if time allows. Questions must relate to items on the open part of the agenda and will be dealt within a 10 minute period.

6	Role of the Scrutiny Programme Committee.	8 - 18
7	Membership of Scrutiny Panels and Working Groups.	19 - 20
8	Scrutiny Letters.	21 - 38
9	Scrutiny Work Programme 2023/24.	39 - 98
10	Date and Time of Upcoming Panel / Working Group Meetings.	99 - 100
11	Pre-Decision Scrutiny - FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project.	101 - 103
	a) Role of the Committee.	
12	Exclusion of the Public.	104 - 107
13	FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project.	108 - 221
	a) Consideration of Cabinet Report and Questions.	
	b) Committee's View for Cabinet.	

Next Meeting: Tuesday, 19 September 2023 at 4.00 pm



Huw Evans
Head of Democratic Services
Tuesday, 11 July 2023

Contact: Democratic Services - Tel (01792) 636923

Agenda Item 4



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Tuesday, 16 May 2023 at 4.00 pm

Present: Councillor P M Black (Chair) Presided

Councillor(s)
E W Fitzgerald
M Jones
F D O'Brien
T M White

Councillor(s)
R Fogarty
H Lawson
S Pritchard

Councillor(s)
V A Holland
W G Lewis
M S Tribe

Statutory Co-opted Member(s)

Elizabeth Lee

Councillor Co-opted Member(s)

C A Holley

P R Hood-Williams

S M Jones

Officer(s)

Geoff Bacon
Allison Lowe
Brij Madahar
Ben Smith
Debbie Smith

Head of Property Services
Democratic Services Officer
Scrutiny Team Leader
Director of Finance / Section 151 Officer
Deputy Chief Legal Officer

Also present

D H Hopkins
R C Stewart

Cabinet Member for Corporate Service & Performance
Cabinet Member for Economy, Finance & Strategy (Leader)

Apologies for Absence

Councillor(s): N/A

Statutory Co-opted Member(s): Beth Allender

Councillor Co-opted Members: L R Jones

108 Disclosures of Personal & Prejudicial Interest.

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

109 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.

110 Minutes.

Resolved that the Minutes of the Scrutiny Programme Committee held on 18 April, 2023 be approved and signed as a correct record.

111 Public Question Time.

No questions were received.

112 Urgent Item - Cabinet agenda item 10: Financial Procedural Rule 7 Additional projects to be included within the Capital Budget & Programme 2022/23 - 2027/28 - Economic Recovery Fund (ERF) Approved Schemes (exceeding one million pounds).

The Chair stated that pursuant to Paragraph 100B (4) (b) of the Local Government Act 1972, he considered that the following 2 reports should be considered at the meeting as a matter of urgency.

- Financial Procedural Rule 7 Additional projects to be included within the Capital Budget & Programme 2022/23 -2027/28 – Economic Recovery Fund (ERF) Approved Schemes (exceeding one million pounds) (18 May Cabinet agenda item 10)
- Financial Procedural Rule 5 Additional Revenue Provision for Residual Economic Recovery Fund 2023/24 (18 May Cabinet agenda item 14)

Reason for Urgency:

To enable pre-decision scrutiny on those reports ahead of Cabinet decision.

Both urgent reports were presented in conjunction with one another. Minute 113 below reflects the discussions that took place for both reports.

113 Urgent Item - Cabinet agenda item 14: Financial Procedural Rule 5 Additional Revenue Provision for Residual Economic Recovery Fund 2023/24.

The Cabinet Member for Economy, Finance & Strategy (Leader), the Cabinet Member for Corporate Services & Performance, the Director of Finance and the Head of Property Services were all present for Scrutiny of the 2 urgent items, which were presented together.

Recent budget history and principles around the creation of the Economic Recovery Fund, and rationale for additional spending was highlighted to the Committee.

Cabinet was being asked to approve an additional capital allocation of £4,595,000 to the Capital Budget and Programme, with £4,550,000 via the Economic Recovery Fund, together with existing funds of £45,000 held under Capital for Street Sports:

- additional allocation of £2,050,000 re. Play Sufficiency
- additional allocation of £1,045,000 re. Skate Facilities, together with existing funds of £45,000 held for Street Sports
- additional allocation of £1,500,000 re. Domiciliary Care Travel

Cabinet was also being asked to approve schemes associated with residual Economic Recovery Fund to be undertaken in the 2023/24 financial year, with £4,530,000 available to release now as a final one-off sum for new priorities, adding to the 2023/24 Council revenue budget spending plans. The Committee noted that the ability to add items to the 2023/24 budget was due to the residual ERF and estimated unallocated balances on the central inflation provision as the energy spend would be lower than the assumed up to £15 million and consequently there would be a further use of reserves available to Cabinet in year. The schemes listed within Appendix A of the report (Cabinet Item 14) were already approved and would continue, however the schemes listed within Appendix B were additional items. The largest of these being: £1m for Levelling Up to target and support areas of multiple deprivation; Free Buses (£600k); Play Areas (£500k); Car Parking Offers / New Charges (£500k); Patch Team (£450k); Local Bus Support (£400k); and Enhanced Drainage Cleaning (£350k). It was clarified that in relation to the 17 additional priorities set out in the report, the summary showed full Revenue Costs.

In response to questions, it was made clear to the Committee that:

- these were 'one-off' allocations for 2023/24 (i.e., this year) to spend available ERF monies, and did not create any long-term pressure on the Council budget.
- subject to Cabinet approval of the reports, the ERF would then be fully committed.
- should there be any underspend then it would be a matter for the Director of Finance and Cabinet to consider whether any 'carry-over' is appropriate, taking into account other priorities that may emerge and subject to future funding.

The Committee also asked questions on various items to try to get into some of detail, in particular on Skate Facilities, and Domiciliary Care Travel with the following answers:

- The Capital allocation for Skate Facilities would include upgrade to existing facilities as well as creation of two new facilities like the new facility on Mumbles Road, to meet demand.
- The Capital allocation for Domiciliary Care Travel related to a requirement from the Welsh Government for all Welsh Councils to commit funds to encourage recruitment of Domiciliary Care Workers, and it was felt the best way to do this would be to enhance the offer to staff with investment towards vehicles that would help with worker mobility particularly for work in more rural / remote locations. The Committee Cabinet queried how the £1.5m will be managed and would ask the relevant Scrutiny Panel to monitor this, as this investment will give rise to ongoing revenue costs that the Social Services Directorate will need to manage.

The Committee felt that a number of the new items of expenditure will generate interest from Councillors across the city and county to see how schemes can benefit their local areas, for example CCTV Cameras, Disabled Parking Bays, Dropped Kerbs, Youth Engagement, and Cabinet would need to discuss the best way these funds can be used. As well as the input Cabinet will seek from relevant officers, Committee members felt there should be Councillor engagement with a mechanism developed that will ensure an equitable distribution of investment across local areas, with clear process for prioritisation given limited resources to deliver improvements. It was suggested that Councillors should be encouraged by Cabinet to identify priorities that can be considered as part of the process. Given the time and effort it takes to produce proposals the Committee advised that would help to have greater clarity about criteria that will improve the success rate when Councillors do submit plans.

The Committee felt it was a very helpful session which enabled the Committee to understand the variance to agreed budget and financial implications. Overall the Committee had no issues with the recommendations in the reports and proposed Cabinet decision, and broadly welcomed the additional investment that would benefit residents across the city and county.

The Chair thanked all Members, Officers and Board Members.

Resolved that the Chair of the Scrutiny Programme Committee write to the Cabinet Member for Economy, Finance & Strategy, reflecting the discussion and sharing the views of the Committee.

The Chair stated that Councillor Holley would attend the Cabinet meeting scheduled for 18 May, on his behalf, to provide verbal feedback on both reports.

114 Scrutiny Performance Panel Progress Report: Climate Change & Nature (Councillor Hannah Lawson, Convener).

Councillor H Lawson provided a report summarising the work of the Climate Change & Nature Scrutiny Performance Panel over the past year, and key issues which the Panel had focussed on.

Resolved that the Scrutiny Performance Panel Progress report in respect of Climate Change & Nature Scrutiny Performance Panel be noted.

115 Membership of Scrutiny Panels and Working Groups.

No revisions were reported.

116 Scrutiny Letters.

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

117 End of Year Review 2022/23.

The Chair presented a report on the End of Year Review 2022/23 and invited Committee members to reflect on their experience and provide their views, for example:

- Had things worked well within the Committee over the past year?
- Had the Committee's work and overall work programme focused on the right things?
- What, if anything, could be done better?

The following comments were made:

- The Annual Work Planning Conference is a good way to get all Councillors involved in identifying Scrutiny priorities for the year ahead.
- Recent Inquiry Panels have worked very well.
- The timing of Scrutiny activity should be considered to ensure topics are being discussed at the right time when it will enable meaningful discussion and maximum impact and value. This will help encourage councillor engagement in Scrutiny.
- The timeliness of financial monitoring information to support effective Scrutiny and better co-ordination with Cabinet reporting, needs to be considered.
- Tourism will be an important topic for the Development & Regeneration Scrutiny Performance Panel to monitor given its importance to the local economy.
- Overall, the work of Scrutiny should be mindful of pressure not only on officers providing information but on Councillors participating in Scrutiny. It would help if Councillors were clear about the demands of any Scrutiny activity to help them consider their involvement and ensure they can give their time to it, balancing other demands whether within Scrutiny or elsewhere.
- Whether there is scope to provide Councillors with more time to review agendas / information to help them to prepare for meetings.
- The Committee will need to consider the impact of any reduction in resources on the Work Programme and capacity, as the proposed deletion of a Scrutiny Officer post within budget savings for 2023/24 was only deferred for 1 year. The Committee will need to consider quality vs quantity, ensuring effective scrutiny but also good coverage of scrutiny across all important areas of the Council.
- All paid thanks to the Scrutiny Team for all their continued hard work and support over the year.

The Chair stated that all Scrutiny Performance Panels had also been invited to reflect on their work and observations that might inform future Scrutiny and improve the effectiveness of the Panel.

A Councillor Scrutiny Survey had also been circulated in recent weeks to gather feedback from all Councillors, and survey results, once analysed, would be included in the Scrutiny Annual Report.

In addition to self-evaluation, the Chair stated that post-meeting feedback is now being collected from Cabinet Member and officers attending Scrutiny meetings. The

Committee was advised that this feedback has been very positive. He shared two improvement suggestions arising from this:

- With hybrid meetings it is useful when the Chair says who is in the physical room, as it is unclear from the cameras to those participating online.
- Being careful not to stray into personal / ward specific issues during Scrutiny

In terms of next steps, the Chair informed the Committee that:

- The Council AGM on 18 May will re-appoint the Scrutiny Programme Committee as a Council body and the Committee will elect its Chair and Vice-Chair for 2023/24.
- A Scrutiny Work Planning Conference is being planned for 4 pm on 13 June 2023, which will be an 'in-person' event at the Lord Mayor's Reception Room, Guildhall. Councillors will have the opportunity to contribute ideas at the Conference, but should they wish to raise anything ahead of that they can email suggestions to the Chair or Scrutiny Team Leader. Taking into account Conference feedback the Committee will meet in July to agree the Scrutiny Work Programme for 2023/24.

Pre-decision Scrutiny on an upcoming Cabinet report: 'FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project' will take place. Should the report proceed to a Cabinet meeting on 15 June, as currently planned, a Special Scrutiny Programme Committee meeting will be held at 3pm on 13 June, i.e., immediately before the Work Planning Conference.

118 Date and Time of Upcoming Panel / Working Group Meetings.

The Chair referred to the date and time of upcoming Scrutiny Panel/Working Group Meetings, for information.

The meeting ended at 4.52 pm

Chair



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Multi-Location Meeting - Council Chamber, Guildhall / MS

Teams

Thursday, 18 May 2023 at 4.30 pm

Present:

Councillor(s)

P M Black
V A Holland
F D O'Brien

Councillor(s)

A Davis
M Jones
S Pritchard

Councillor(s)

E W Fitzgerald
W G Lewis
T M White

Officer(s)

Gareth Borsden
Huw Evans
Debbie Smith

Democratic Services Officer
Head of Democratic Services
Deputy Chief Legal Officer

Apologies for Absence

Councillor(s): P N May

1 To elect a Chair for the Municipal Year 2023 - 2024.

Resolved that Councillor P M Black be elected Chair for the Municipal Year 2023-2024.

Councillor P M Black (Chair) presided

2 To elect a Vice-Chair for the Municipal Year 2023 - 2024.

Resolved that Councillor T M White be elected as Vice-Chair for the Municipal Year 2023-2024.

3 Disclosures of Personal & Prejudicial Interests.

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

The meeting ended at 4.31 pm

Chair

Agenda Item 6



Report of the Chair of the Scrutiny Programme Committee

Scrutiny Programme Committee – 18 July 2023

Role of the Scrutiny Programme Committee

Purpose:	Being the first meeting of the municipal year, 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 join 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 Roach

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 10 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. The Committee should note that the following Performance Panel meetings have taken place since Council AGM in May, where Conveners have been confirmed:

- Child & Family Services, 22 May – Cllr Paxton Hood-Williams
- Education, 15 June – Cllr Lyndon Jones
- Service Improvement & Finance, 27 June – Cllr Chris Holley
- Adult Services, 28 June – Cllr Susan Jones
- Climate Change & Nature, 4 July – Cllr Sara Keeton
- Development & Regeneration, 11 July – Cllr Chris Holley

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 can nominate if they wish to do so, can continue to join in any future Committee sessions, working alongside Committee Members in 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) – currently unfilled

- SCVS (non-executive Management Committee Member) – currently Cherrie Bija
- Mid & West Wales Fire & Rescue (Member of the Performance, Audit and Scrutiny Committee) – currently Cllr. Gwyn Wigley-Evans (Ceredigion Councillor)
- Member of the South Wales Police and Crime Panel – representation declined however Committee may wish to invite Swansea Councillor representatives to each session
- Natural Resources Wales (Non-executive Board Member) – unable to provide representative at this time
- Probation Service (non-executive) – unable to provide representative

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

6.2 The Committee has been holding a private pre-meeting at 4pm on the day before Committee in order to prepare for each meeting and discuss the plan for questions.

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. Financial Implications

8.1 There are no financial implications associated with this report.

9. Legal Implications

9.1 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

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.

Agenda Item 7



Report of the Chair of the Scrutiny Programme Committee

Scrutiny Programme Committee – 18 July 2023

Membership of Scrutiny Panels and Working Groups

Purpose:	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various Scrutiny Panels / Working Groups that are established. This report advises of relevant matters that need to be considered.
Content:	This report is provided to facilitate any changes that need to be made.
Councillors are being asked to:	agree the membership of Panels and Working Groups reported, and any other changes necessary.
Lead Councillor:	Councillor Peter Black, Chair of the Scrutiny Programme Committee
Lead 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 Roach

1. Introduction

- 1.1 In accordance with Council report 18 October 2012, when current Scrutiny arrangements were agreed, the Scrutiny Programme Committee is responsible for appointing members and conveners to the various Scrutiny Panels / Working Groups that are established.

2. Proposed Revision to Current Scrutiny Panel / Working Group Membership

- 2.1 Climate Change & Nature Performance Panel – remove Councillor Hannah Lawson.
- 2.2 Councillor Rebecca Fogarty has been removed from all Panels / Working Groups as she has been appointed as a Cabinet Assistant / Chair of the Climate Change & Nature Recovery Service

Transformation Committee, and as such should not participate in Scrutiny.

3. Guiding Principles

3.1 When determining membership / conveners or agreeing any changes there are some key considerations for the Committee:

- It is necessary for more than one political group to 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.
- To ensure that all political groups have opportunities and are engaged.
- Good scrutiny practice places emphasis on respect for minority party wishes around both chairing of such bodies and the work programme.
- Being fair and balanced in the appointment of conveners, when there is interest from more than one councillor, e.g., giving opportunity to those who have not acted as convener previously.
- The Committee should reflect on the existing 'balance' of conveners to help inform future appointments.
- A minimum of three members should be present at all Panel / Working Group meetings.

4. Legal Implications

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

5. Financial Implications

5.1 There are no specific financial implications raised by this report.

Background Papers: None

Appendices: None

Agenda Item 8



Report of the Chair of the Scrutiny Programme Committee

Scrutiny Programme Committee – 18 July 2023

Scrutiny Letters

Purpose:	To ensure the Committee is aware of the Scrutiny Letters produced following various Scrutiny activities, and to track responses to date.
Content:	The report includes a log of Scrutiny Letters produced this municipal year and provides a copy of correspondence between Scrutiny and Cabinet Members for discussion as required.
Councillors are being asked to:	<ul style="list-style-type: none">• Review the Scrutiny Letters and responses• Make comments, observations and recommendations as necessary
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 Roach

1. Introduction

- 1.1 The production of Scrutiny Letters has become an established part of the way scrutiny operates in Swansea. Letters from the Chair (or Conveners) allow Scrutiny to communicate directly and quickly with relevant Cabinet Members.
- 1.2 These letters are used to convey views and conclusions about particular issues discussed, and provide the opportunity to raise concerns, ask for further information, and make recommendations. This enables Scrutiny to engage with Cabinet Members on a regular and structured basis.

2. Reporting of Letters

- 2.1 All Scrutiny Letters, whether they are written by the Scrutiny Programme Committee or conveners of Panels / Working Groups, are published to ensure visibility, of the outcomes from meetings, across the Council and public.
- 2.2 The Scrutiny Programme Committee agenda also includes a copy of letters to/from Cabinet Members for its attention and discussion as required, e.g., letters relating to the work of the Committee, Working Groups, and Inquiry Panel follow ups. Letters are included when Cabinet Member responses that were awaited are received or where a Scrutiny Letter did not require a response.
- 2.3 Where requested Cabinet Members are expected to respond in writing to Scrutiny Letters within 21 calendar days. The response should indicate what action (if any) they intend to take, or have taken, as a result of the views and recommendations made.
- 2.4 Letters relating to the work of Performance Panels are part of an ongoing dialogue with Cabinet Members and are therefore reported back and monitored by each Panel. However, all Performance Panel Conveners will provide a progress report to the Committee, including summary of correspondence with Cabinet Members and outcomes.

3. Letters Log

- 3.1 This report contains a log of Scrutiny Letters produced to enable the Committee to maintain an overview of letters activity over the current municipal year – see **Appendix 1**. The Letters Log will show the average time taken by Cabinet Members to respond to Scrutiny letters, and the percentage of letters responded to within timescale. For comparison, during the previous year (2022/23) 58 letters were sent to Cabinet Members, of which 20 required a written response. The average time taken to respond was 21 days, with 65% responded to within the 21 days target.
- 3.2 The following letter(s), not already reported back to the Committee, are **attached** for discussion:

	Activity	Meeting Date	Correspondence
a	Crime & Disorder Scrutiny – Safer Swansea Partnership	18 April	Letter to Joint Chairs of Safer Swansea Partnership Community Safety Partnership
b	Pre-decision Scrutiny – Economic Recovery Fund Budget Reports	16 May	Letter to Cabinet Member for Economy, Finance & Strategy (Leader)

4. Legal Implications

4.1 There are no legal implications.

5. Financial Implications

5.1 There are no financial implications.

Background Papers: None

Appendices:

Appendix 1: Scrutiny Letters Log – 2023-24

Appendix 2: Scrutiny Letters / Responses

Scrutiny Letters Log (2023-2024)

Ave. Response Time (days): #DIV/0! (target within 21 days) % responses within target: #DIV/0!

No.	Committee / Panel / Working Group	Meeting Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received
1	Adult Services Performance Panel	02-May	Adult Services Complaints; Policy Commitments; Review of the Year	Care Services	23-May	n/a
2	Committee	16-May	Crime & Disorder Scrutiny - Safer Swansea Partnership	Joint Chairs of Safer Swansea Partnership	08-Jun	n/a
3	Education Performance Panel	15-Jun	ALN, Estyn inspection outcomes, new curriculum and work plan agreement	Education & Learning	26-Jun	n/a
4	Service Improvement & Finance Performance Panel	27-Jun	Road Repairs	Environment & Infrastructure	10-Jul	n/a
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						



**To/
Jane Whitmore, Swansea Council &
Superintendent Eve Davis, South
Wales Police**

**Joint Chairs of Safer Swansea
Community Safety Partnership
BY EMAIL**

cc: Cllrs. Andrea Lewis, Alyson Pugh
& Hayley Gwilliam

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Scrutiny

01792 637257

scrutiny@swansea.gov.uk

SPC/2022-23/14

08 June 2023

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 18 April 2023. 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 Jane / Eve,

Crime & Disorder Scrutiny Session – 18 April

As the Council's designated Crime & Disorder Scrutiny Committee, we are writing to you following our recent 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 in February 2022.

We thank you for attending the meeting and appreciated the written report and various papers provided by attendees in support of the discussion, including: a comprehensive Annual Review report highlighting how local agencies and partners have worked well together to make Swansea safer and reduce the fear of crime during 2022; and Draft Partnership priorities for 2023-26. Together with contributions from Swansea Council Cabinet Members and Paul Thomas, the Council's Community Integration Partnership Manager, and from the Police, represented by Chief Superintendent Trudi Meyrick, Superintendent Mark Brier, Chief Inspector James Ratti, and Jessica Williams, Community Safety Manager, the Committee was able to discuss

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

SWANSEA COUNCIL / CYNGOR ABERTAWE

GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE

www.swansea.gov.uk / www.abertawe.gov.uk

and understand the partnership working and activities, progress / achievements against priorities and objectives, challenges over the past year, and focus for the future. It was another engaging and useful Scrutiny session, helping to ensure understanding, and helping to drive improvement.

Through questioning we were able to explore several issues including the following:

Governance

We asked about the current chairing arrangements for the Safer Swansea Partnership Steering Group which provides the leadership and management of the Safer Swansea Partnership (SSP), as we understand there have been changes in personnel. We know from previous discussions that there has been a long-standing Joint Chairing arrangement between the Council and the Police, of the Steering Group, taking key decisions, and monitoring performance against priorities, as well as reporting up to the Public Services Board. It was clarified to the Committee that this arrangement continues, with yourselves now acting as Council and Police leads respectively and chairing the Steering Group together.

We noted there have been organisational changes within the Council over the last year, with the Council's Community Integration Team now sitting within the Social Services Directorate which is headed by Dave Howes. The lead Director previously involved in the SSP was the Director of Resources / Deputy Chief Executive.

Resources

We asked about resources and spending in relation to the operation of the SSP, and whether that could be quantified, to get a better understanding of what partner organisations are putting into it, and value for money. We were told that this is difficult to quantify. Whilst the SSP is a statutory partnership we understood that there was no pooled funding or discrete partnership budget, however both the Council and the Police have resources focussed on the Partnership, working together to deliver a safer Swansea.

As well as officer time, we established that the Council makes a core financial contribution to the SSP, and there is also £120k funding from the Police & Crime Commissioner into Swansea. The SSP also takes advantage of grant funding opportunities for specific work, e.g., Community Cohesion, Contextualised Safeguarding, Anti-social Behaviour, although some of this would cover the Western Bay region, not just Swansea. Most of the spending is on officer salaries who work together daily in relation to SSP activities. From the Police side, we acknowledged developments over the past year with a new Community Safety Manager in post, embedded within the Partnership. We noted that some Economic Recovery Fund monies enabled the SSP to

deliver several 'community engagement days' which has helped to get community feedback on SSP priorities.

'Evening & Night-Time Economy' Partnership Priority

The Committee noted that Swansea has continued to maintain Purple Flag status, which reflects good standards in managing the City Centre at night. In support of SSP evening and night-time economy priorities we asked about the extent to which the SSP involves and engages with Swansea Business Improvement District in efforts to improve safety, and support / assist City Centre businesses and traders, and looked for examples of this partnership working.

It was clear from the response that the BID is a key partner and there are strong links with BID being a regular contributor, along with the City Centre Manager, in helping to tackle city centre issues – day and night-time – with businesses sharing intelligence. This has involved dealing with issues around Public Space Protection Orders, Anti-social Behaviour, and Street Vulnerability. There has been vulnerability training for night-time door staff. We also heard about joint work carried out during the pandemic which had been vital to City Centre safety. Another example given was of the 'Help Point' which is a specialist treatment facility within the City Centre, providing care to vulnerable people who require treatment because of accidents, injuries, or violent attacks - often as a consequence of excessive alcohol consumption, reducing pressure on Police and NHS Emergency Service Resources. We noted that this is staffed mostly by volunteers, and the 'Help Point' is one of the reasons why Swansea maintains its Purple Flag status.

We understand there is a promotional video made by the SSP which showcases the work and contribution of partners to making the City Centre a safe place to live, work and enjoy, highlighting the strength of the partnership. We would welcome a chance to see this – please send to scrutiny@swansea.gov.uk.

Anti-social Behaviour

Being mindful that we currently have an Anti-Social Behaviour Scrutiny Inquiry in progress and avoiding duplication, we raised concerns about the nuisance of off-road bikes / quad bikes around Swansea, not to mention damage to open spaces, impacting on numerous communities where it continues to be a problem. We asked about activities to prevent / deal with this, and what has been achieved. We can see that this is included within SSP priorities for 2023-26, to mitigate the effects and consequences of off-road biking, and reduce the number of incidents. We asked whether there were any new ideas / approaches within the Partnership on this, e.g., use of technology such as drones to track and follow perpetrators.

We understood that the Police have a specialist, albeit small, Unit dealing with this and were reassured that the Force considers it as a key area of Anti-social Behaviour affecting the quality of people's lives that needs to be tackled, both on-road and off-road. It was recognised as a high-profile but challenging issue. We noted that the team is deployed across Swansea where needed, based on reported incidents. 4 key areas of work, that were all important in dealing with this, were mentioned. As well as enforcement, the importance of messaging and education; creating safe spaces for this type of activity (we noted some promising developments on that front), and community involvement in gathering intelligence, were highlighted. One of the problems raised by the Committee was around the lack of controls in the supply and selling of these bikes. Councillors felt this was the real issue and needed to see visible action on the ground such as more confiscations. They commented that despite reporting incidents the situation has not appeared to improve. We were told that there is also close working with Housing as well to identify perpetrators and apply pressure via tenancies, though is a difficult one to crack.

Violence against Women, Domestic Abuse and Sexual Violence

At the last session in February 2022, we discussed concerns around 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. Whilst recognising there are challenges, we were told last year that South Wales Police was 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 being set up as it is a complex crime to investigate, very resource-intensive, and requires joined-up working with others.

We asked what has changed over the last 14 months, initiatives, and achievements. We heard that the latest data for Swansea, Neath & Port Talbot BCU showed an improvement, with 12.5% of complaints leading to charges, which is good news. We were told about the new approaches which aim to transform the whole system, including additional resources going into rape investigations, and victim support and safeguarding which aims to get a better understanding of the victim experience to improve things. It was again highlighted, however, that many complaints are subsequently dropped where complainants disengage with the criminal justice process, contributing to the low rate. We were told the decision-making on cases following investigations is reviewed and checked robustly to ensure the right outcomes.

Learning from the Mayhill disturbance

The Committee was keen to gain a detailed understanding of the policing response to the public disorder which took place in May 2021. You told us in February 2022 that an independent / internal Police review was going to be carried out. It was reported to the Committee that the review is yet to be finalised, but South Wales Police will shortly provide to the College of Policing a report summarising its recommendations from the review undertaken together with a tactical plan which details the recommendations to be addressed and the proposed action to be taken. These findings will be compiled primarily into a detailed timeline of events accompanied by an evaluation and summary report. The College of Policing will review and feedback on the contents of the same by way of a report (and copies of any knowledge or learning that may assist South Wales Police) with a view to informing the Force's response to any future incidents of spontaneous urban public disorder. We heard that at this moment in time the above process has not been fully completed and no formal findings have been published into the public domain however this is imminent. When these matters are finalised, they will be circulated with the generic recommendations. It was clarified to us that whilst the report will not be released in full, as it will contain confidential / sensitive data, a public version will be prepared and issued in due course.

The Committee looks forward to the findings and recommendations being published to see how it addresses the issues raised and ensures operational learning from the experience, to prevent this happening anywhere else in Swansea. This is, of course, in addition to the Independent Learning Review that was carried out, with findings published in January 2022 which included recommendations in relation to improvements necessary to partnership arrangements, multi-agency working, and community engagement.

We welcome the fact that a number of offenders involved in the disturbance have now been brought to justice, and thankfully there has been no disorder since this incident.

Substance Misuse

We asked about substance misuse initiatives and in particular the impact that Project ADDER has had, and how funding has been used. We thank the Chief Superintendent for sharing with the Committee following the meeting information which provided an update on Project ADDER (Addiction, Diversion, Disruption, Enforcement & Recovery). We noted that Project ADDER is now at the start of Year 3 of a 4-Year programme, with funding due to end in March 2025.

The information provided shows that during Year 2 (2022/23) an additional £700,000 ADDER funding was received, and was being used to support several developments including:

- Specialist equipment to support enforcement colleagues.
- Specialist stimulant service (12-month pilot)
- Enhanced outreach provision
- Trauma informed practitioner to support the Rapid Access Prescribing Service
- Resources to support service user involvement.

It also confirmed that the Year 3 (2023/24) delivery plan to the Home Office was approved with an allocated budget of £650,000, and that there is continuing focus on:

- Early ADDER successes / learning
- ADDER priorities and risks for 2023–2025
- Implementing Year 3 (2023/24) delivery plan
- Exploring an academic study related to stigma.

At the meeting the Committee noted that the CID continue to investigate a number of unexplained / drug related deaths which are resource intensive, these are being managed in conjunction with Operation Adder to provide additional resilience to disrupt and dismantle those involved in the supply of controlled drugs. The opportunity to capitalise on the advent of Project ADDER and additional Home Office funding across Swansea Bay provides a significant opportunity to support a reduction in Drug and Alcohol use.

It was highlighted that there is much more going on as well as ADDER, with work to support groups like WCADA (Welsh Centre for Action on Dependency and Addiction), and focus on Harm Reduction, and needle exchange service. You reported that one of the key pieces of work agreed in 2022 was the establishment of a Western Bay Substance Use Truth Commission that will review the system and improve the way people can access services.

Substance Misuse remains a big issue and whilst additional funding helps, resources are struggling to cope with the demand, for example long waiting lists to get into Drug Rehabilitation Programmes. We recognise the challenges faced by the Partnership to try to tackle misuse on the ground and support the most vulnerable people, as well as the effects of drug abuse including anti-social behaviour. You spoke about the Street Vulnerability MARAC (Multi-Agency Risk Assessment Conference) which has supported individuals who have issues with substance use.

Hate Crime

We heard that the SSP remains committed to tackling hate crime in all its forms and will continue to ensure Swansea as a place that stands against intolerance, hatred, and extremism. We discussed the extent and nature of Hate Crime in Swansea. We looked at the data provided within the SSP Annual Review Report, and commented on difficulties in drawing assumptions from the two sets of data showing reported cases and any trends, because of the difference in time period measured. We felt it may have been more useful

to show data from the whole of 2021 compared to the whole of 2022, to show more accurately what has happened over time and any issues of concern.

The commentary in the report stated that race related hate crime continues to be the predominant focus. We noted that there has been a slight rise in Transphobic incidents being reported, though overall numbers are low, however this was due to a real focus of hate-crime teams in their engagement with these communities to encourage the reporting of these incidents and this can be tracked from when the teams put a focus on this area. We would welcome updated hate crime figures, if now available, for 2022-23. These can also be sent to scrutiny@swansea.gov.uk.

We noted various proactive initiatives to tackle hate crime and multi-agency support to victims. The impact of Displaced Persons from Ukraine was also flagged up to the Committee, necessitating additional plans to assist community cohesion and pre-empt any issues. It was reported that a number of hotels are still the provision of temporary accommodation to house displaced persons throughout the area. All appropriate sectors are aware and engagement and patrol strategies in place.

The Committee was also interested in the extent to which cases are not reported and whether this under-reporting was consistent across all categories / protected characteristics. One contributor that the SSP could address is where people do not know how to report in issues or are not aware of the support available. In the case of displaced persons, you provided example of the information that is given out to ensure they fully understand routes to reporting, and are doing everything to encourage people to speak up about whatever the incident. We also noted proactive work to gather intelligence and mitigate tensions, e.g., when far-right / extremist groups rally in the area.

Community Cohesion / Integration

We thank contributors for also providing examples of work to support Community Cohesion and Integration, key themes, and achievements. This included work across Western Bay and Carmarthenshire involving training on the use of the Telegram App, now used by officers for tension monitoring purposes, specifically for far-right group activity across the region. As a result of this training, the Cohesion Team will be establishing a Cohesion Tension Monitoring/Information Sharing Teams Group, in partnership with Swansea University and academics from nearby regions. The Community Cohesion Team have also arranged training around online hate and creating safe spaces online for online group administrators.

There has also been a focus on removing graffiti and stickering with extremist language, as part of a 'Positive Messages Project' with efforts to map / track incidents and identify hot spots where community cohesion resources can be targeted to address issues. We noted that positive counter-narrative messages were placed in areas of heavy footfall across Swansea, designed to be uplifting and create unity and engagement. They were displayed on digital screens in bus stations and shelters, as well as on the side of vehicles.

Other work has brought together faith groups to support community integration, and also on breaking down barriers between people in respect of the LGBTQ community. The Committee welcomed greater visibility of Community Cohesion activity in the work of the Partnership, within annual reporting.

Community Engagement

There were many references in the reports provided to the Committee on 'community engagement' and some about 'consultation'. There was also reference to 'Co-production', mainly within the draft Violence against Women, Domestic Abuse and Sexual Violence Strategy and ensuring the voice of the service user is heard and listened to. Considering the work of the SSP as a whole, we asked to what extent Co-production was helping it to influence the SSP and improve community safety, or whether the work of the SSP was mainly about information and raising awareness, when we see reference to 'community engagement'. Essentially, we felt that it was an important question for the SSP to reflect on, whether our approach is one of service users and the public needing the SSP, or whether it is equally a case of the SSP needing service users and the public, to help deliver a safer Swansea.

You told the Committee that Co-production goes beyond consultation and other forms of engagement and we welcomed that the Partnership will be focussing on Co-production over the next 12 months to develop community involvement and working together in problem solving and designing solutions. You recognised that 'engagement' is a rather loose term and can be misinterpreted and accepted the need for the Partnership to be clear what is doing with the public and stakeholders and its purpose in specific instances, along the spectrum of participation, e.g., information giving, consultation and engagement, and Co-production, etc. One area of activity that may be appropriate to co-produce would be the Partnership's Community Engagement Days. In developing Co-production within the Partnership, it should of course learn from examples elsewhere, such as the Swansea Poverty Truth Commission.

New Safer Swansea Community Safety Strategic Priorities

We noted the Community Safety Priorities for 2023 to 2026, under the umbrella of a shared partnership aim and strategic intention of 'Working together to make Swansea a Safer, more Cohesive and Vibrant Place to Live, Work and to Visit'. We heard that the six priorities reflect continued challenges but also the changing community safety landscape, and acknowledge that the nature of crime is changing, and sets out the approach to address hidden harm crimes such as domestic violence, child sexual exploitation and serious organised crime and serious violence. The Committee was told that work is ongoing on individual action plans for each of the priorities, and that progress in the delivery of objectives will be monitored on quarterly basis by the SSP Steering Group.

The Six Priorities for 2023-26:

- Reducing Neighbourhood Crime & Anti-social Behaviour
- Tackling Hate Crime, Community Tensions & Extremism
- Challenging Substance Use
- Reducing Reoffending & Tackling the Drivers of Crime
- Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV)
- Violence reduction: Safeguarding those at risk of Violence & Exploitation

Key outcome linked to all priorities:

Improve public confidence & trust to feel safe

Scrutiny Views

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

- Community Cohesion – the Committee would welcome greater visibility of Community Cohesion activity in the work of the SSP, within annual reporting or otherwise documented elsewhere.
- Co-production – The SSP should reflect on its Public Participation Strategy and develop its approach to Co-production. At the next session we will be interesting in hearing about progress and examples.

Please also action the following:

- Work & Contribution of Partners – please share with the Committee the promotional video made by the SSP which showcases the work and contribution of partners to making the city centre a safe place to live, work and enjoy, highlighting the strength of the partnership.

- Hate Crime – please provide the Committee with updated hate crime figures, if now available, for 2022-23.
- Learning from Mayhill Disturbance – please publish and circulate as soon as available findings and recommendations from the Internal Police Review. The Committee will then follow up on this, as well as the Independent Learning Review that published findings in January 2022 (which included recommendations in relation to improvements necessary to partnership arrangements, multi-agency working, and community engagement) at our next Crime & Disorder Scrutiny session.

Finally, the Committee supported the new SSP Community Safety Priorities showing the focus for the next three years. The Committee agreed that these priorities reflected the main issues and concerns, and we look forward to hearing about progress in next year's session.

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, probably in April 2024, but arrangements 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 2023/24 and beyond to ensure arrangements are effective.

Yours sincerely,



COUNCILLOR PETER BLACK

Chair, Scrutiny Programme Committee

✉ cllr.peter.black@swansea.gov.uk

To/
Councillor Rob Stewart
Cabinet Member for Economy,
Finance & Strategy

BY EMAIL
cc: Cabinet Members

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/2022-23/13

17 May 2023

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the Committee meeting on 16 May 2023. It is about the proposed Cabinet decision on: Financial Procedural Rule 7 Additional projects to be included within the Capital Budget & Programme 2022/23-2027/28 – Economic Recovery Fund (ERF) Approved Schemes (exceeding one million pounds), and Financial Procedural Rule 5 Additional Revenue Provision for Residual Economic Recovery Fund 2023/24. A formal written response is not required.

Dear Councillor Stewart,

Pre-decision Scrutiny of Cabinet Reports

The Scrutiny Programme Committee met on 16 May 2023 to consider two reports that you intend to present and recommend to Cabinet on 18 May. We thank you and officers, in particular Ben Smith, Director of Finance / Section 151 Officer, for attending the meeting to present the report and answer questions. As these reports represent change to agreed Council budget, we felt it was important for good governance that these also undergo scrutiny, and therefore considered these as urgent items at our meeting.

Your first report asks Cabinet to commit and authorise schemes approved via the Economic Recovery Fund (ERF) in excess of one million pounds in compliance with Financial Procedure Rule No. 7 – approval of an additional capital allocation of £4,595,000 to the Capital Budget & Programme 2022/23-2027/28:

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU
SWANSEA COUNCIL / CYNGOR ABERTAWE
GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE
www.swansea.gov.uk / www.abertawe.gov.uk

- additional allocation of £2,050,000 re. Play Sufficiency
- additional allocation of £1,045,000 re. Skate Facilities, together with existing funds of £45,000 held for Street Sports
- additional allocation of £1,500,000 re. Domiciliary Care Travel

We noted that Appendix A shows total of £6,149,999.98 but that is inclusive of previously agreed allocation of £1,554,999.99 for 'Essential Playground Works'. We understand the budget for 'Play Sufficiency' and 'Essential Playground Works' is being combined.

Your second report asks Cabinet to approve schemes associated with residual Economic Recovery Fund (ERF) to be undertaken in 2023/24 financial year in compliance with Financial Procedure Rule No.5. As explained in the report the S151 Officer estimates that there will be a residual £4,530,000 available to release now as a final one-off sum for new priorities, adding to the 2023/24 Council revenue budget spending plans. We noted that the ability to add items to the 2023/24 budget is due to the residual ERF and estimated unallocated balances on the central inflation provision as the energy spend will be lower than the assumed up to £15 million and consequently there is a further use of reserves available to Cabinet in year. You reported that the schemes listed within Appendix A are already approved and will continue, however the schemes listed within Appendix B were additional items. The largest of these being: £1m for Levelling Up to target and support areas of multiple deprivation; Free Buses (£600k); Play Areas (£500k); Car Parking Offers / New Charges (£500k); Patch Team (£450k); Local Bus Support (£400k); and Enhanced Drainage Cleaning (£350k).

Recent budget history and principles around the creation of the Economic Recovery Fund, and rationale for additional spending was highlighted to the Committee. It was made clear to the Committee that:

- these are 'one-off' allocations for 2023/24 (i.e., this year) to spend available ERF monies, and do not create any long-term pressure on the Council budget.
- subject to Cabinet approval of the reports, the ERF will then be fully committed.
- should there be any underspend then it will be a matter for the Director of Finance and Cabinet to consider whether any 'carry-over' is appropriate, taking into account other priorities that may emerge and subject to future funding.

We asked questions on various items to try to get into some of detail, in particular on Skate Facilities, and Domiciliary Care Travel, and heard that:

- The Capital allocation for Skate Facilities will include upgrade to existing facilities as well as creation of two new facilities like the new facility on Mumbles Road, to meet demand.

- The Capital allocation for Domiciliary Care Travel relates to a requirement from the Welsh Government for all Welsh Councils to commit funds to encourage recruitment of Domiciliary Care Workers, and it was felt the best way to do this would be to enhance the offer to staff with investment towards vehicles that will help with worker mobility particularly for work in more rural / remote locations.

Considering your report, questions, and discussion, we are writing to confirm our views on the proposed decision for Cabinet to consider before it makes a decision.

Committee Feedback

It was a very helpful session which enabled the Committee to understand the variance to agreed budget and financial implications.

In the time available to review your reports and ask questions, overall, the Committee had no issues with the recommendations in the reports and proposed Cabinet decision, and broadly welcomes the additional investment that will benefit our residents across the city and county.

The Committee has the following feedback that it wishes to bring to the attention of Cabinet:

Cabinet Report – Item 10:

- Domiciliary Care Travel
Cabinet should consider how the Capital allocation of £1.5m will be managed and we will ask the relevant Scrutiny Panel to monitor this, particularly as this investment will give rise to ongoing revenue costs that the Social Services Directorate will need to manage.

Cabinet Report – Item 14:

- Appendix B
The Committee pointed out that the financial implications summary referred in error to 'Capital Costs'. It was clarified that in relation to the 17 additional priorities set out in the report, the summary showed full Revenue Costs.
- Councillor Engagement
A number of the new items of expenditure will generate interest from Councillors across the city and county to see how schemes can benefit their local areas, for example CCTV Cameras, Disabled Parking Bays, Dropped Kerbs, Youth Engagement, and Cabinet will need to discuss the best way these funds can be used. As well as the input Cabinet will seek from relevant officers, we would recommend Councillor engagement with a mechanism developed that will ensure an equitable distribution of

investment across local areas, with clear process for prioritisation given limited resources to deliver improvements. Councillors should be encouraged by Cabinet to identify priorities, that can be considered as part of the process. Given the time and effort it takes to produce proposals it would help to have greater clarity about criteria that will improve the success rate when Councillors do submit plans.

Please note that Councillor Chris Holley will attend the Cabinet meeting on Thursday, on my behalf, to address Cabinet with the feedback from Scrutiny, as contained in this letter.

Your Response

We hope that you find the contents of this letter helpful, and ask that Cabinet take on board the Committee's feedback. No formal response is required, unless there are any material changes to the reports and/or variation to the recommendations and Cabinet decision which the Committee should be alerted to.

Yours sincerely,



COUNCILLOR PETER BLACK

Chair, Scrutiny Programme Committee

✉ cllr.peter.black@swansea.gov.uk

Agenda Item 9



Report of the Chair of the Scrutiny Programme Committee

Scrutiny Programme Committee – 18 July 2023

Scrutiny Work Programme 2023/24

Purpose	This report explains the background and purpose of the Scrutiny Work Programme. The report invites the Committee to consider and agree 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 2023/24 (<i>appendix 3</i>), including Inquiry topic, Performance Panel and Working Group topic priorities• 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 Roach

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 in Swansea 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 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 the 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 Scrutiny Work Planning Conference took place on 13 June 2023 and was attended by 21 Scrutiny Councillors, one of the Statutory Education Scrutiny co-opted members, and the Chair of the Governance & Audit Committee. The Conference papers are attached (**Appendix 1**).

3.2 Those in attendance were provided with good practice advice in relation to work planning and 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 – Chief Executive)
- Topic suggestions already submitted and issues in the media

3.4 Those present shared views about the work programme and their priorities for the year ahead. A summary of the topics raised during discussion 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 2023/24

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. It shows the proposed Inquiry Panel and Working Groups that would be established for the year ahead. It also shows arrangements for Performance Panels (including some of the topics which should be considered within their work plans), and topics which the Committee itself would lead on. NB – each Performance Panel will have its own work plan, developed by the Convener / Members and agreed by the Panel. The Work Programme document also shows the coverage of topics across Cabinet portfolios and links to Council priorities (Corporate Well-being Objectives), as these are important considerations.

4.1.2 Prioritisation of Scrutiny activities is vital in view of limited 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 relating to specific Portfolio Responsibilities, 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. It will also monitor priority areas such as Tackling Poverty and Corporate Safeguarding, 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 **Anti-Social Behaviour** Inquiry which commenced during 2022/23 will need to be completed. It is expected to report in September / October.

4.4.2 The Committee is asked to agree the establishment of the following in-depth task and finish Inquiry Panel, which would commence after the Anti-Social Behaviour Inquiry has been completed:

- **Community Assets**

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. It could potentially focus on how effective the process of Community Asset Transfer has been and benefits, looking at relevant examples such as Parks & Community Centres, and lessons. Once the planning stage is complete, the inquiry will be evidence gathering, with the last stage being to develop the final report.

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** (meeting planned for 24 Oct)

4.5 Performance Panels:

4.5.1 There will be a reduction in the number of Performance Panels previously established (from six to five). It is proposed to merge the Service Improvement & Finance Panel and the Development & Regeneration Panel, to form a new Service Improvement, Regeneration & Finance Panel which will meet monthly. To enable a manageable Panel work plan some items previously considered by the Panel(s) will be picked up by the Committee. This change will create some flexibility / additional capacity in the Programme, e.g., potential for more one-off Working Groups.

4.5.2 Performance Panels will enable regular and structured monitoring of performance within these key areas (frequency of meetings in brackets):

Performance Panel
1. Service Improvement, Regeneration & Finance (monthly)
2. Education (monthly)
3. Adult Services (every six weeks)
4. Child & Family Services (every six weeks)
5. Climate Change & Nature (every two months)

4.5.3 Performance Panel meetings will meet on an on-going basis during the Council term until otherwise agreed by the Committee. Performance Panels are invited to re-confirm its Convener at the first meeting of each municipal year, except for the year of a Council election.

4.6 Working Groups:

4.6.1 Initial Working Group topics have been identified, with others to follow depending on progress in delivering these during the year ahead. The following Working Groups are proposed for the year ahead:

- **Customer Contact**
- **Public Rights of Way**
- **Community Growing**

Reserve List:

- Public Engagement
- Healthy City

4.6.2 Working Groups are typically limited to a single meeting in order to have a 'quick' look at an issue. It will usually involve getting information from and having discussion with the relevant Cabinet Member and Director / Head of Service, and where necessary input from others. There is capacity however, if deemed necessary, to convene further meeting(s) before it can conclude.

4.6.3 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.

4.6.4 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** - A Joint Scrutiny Councillor Group, comprising of Education Scrutiny Chairs and Vice Chairs, or equivalent from Swansea, Carmarthenshire, and Pembrokeshire Councils, will scrutinise the work of the new regional Education 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 provide the organisational support for the Scrutiny of Partneriaeth. For Swansea, the Chair of the Scrutiny Programme Committee, and Convener of the Education Performance Panel attend meetings of the Joint Scrutiny Councillor Group.

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, a CJC Overview & Scrutiny Sub-Committee consisting of three elected members from each Council which will meet at least quarterly. The Joint Overview & Scrutiny Committee, which is 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 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**. Information about the work plans of the Council's new Service Transformation Committees is also attached as **Appendix 7**. 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 19 September. As part of Committee sessions looking at Cabinet Member Portfolio Responsibilities, arrangements are being made for the Committee to focus on 'Active Travel' for this meeting, with Councillor Andrew Stevens and relevant officers, enabling questions and discussion. Arrangements are also being made for continued Scrutiny of Swansea Public Services Board at this meeting (last session was held in February). The Committee should think about the key themes that they wish to focus on and develop 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. Financial Implications

9.1 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.

10. 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 2023/24

Appendix 4: Draft Scrutiny Programme Committee Work Plan 2023/24

Appendix 5: Cabinet Forward Plan

Appendix 6: Governance & Audit Committee Work Plan 2023/24

Appendix 7: Service Transformation Committee Work Plans 2023/24

Scrutiny Work Planning Conference

13 June 2023, Lord Mayor's Reception Room, Guildhall, Swansea

Agenda

4.00pm	Welcome & Introduction	Councillor Peter Black, Chair of Scrutiny Programme Committee
4.05	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 2023/24 <ul style="list-style-type: none"> • 'Business as Usual' Items • Proposals / Topic Suggestions 	Brij Madahar, Scrutiny Team Leader
4.20	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 / Views on the future Scrutiny Work Programme 	Martin Nicholls, Chief Executive
4.30	Group Work / Discussion <ul style="list-style-type: none"> • What should be in the Scrutiny Work Programme for 2023/24, and why? <ul style="list-style-type: none"> ➤ What is the big in-depth Inquiry Panel issue? ➤ Do current Performance Panel arrangements, for ongoing monitoring, need reviewing? ➤ One-off 'Working Group' topics of concern? ➤ Other issues that could be discussed within Scrutiny Programme Committee meetings? 	All
5.15	Group Feedback and Conclusions	Councillor Peter Black
5.30	Close	

Attachments:

1. Presentation Slides
2. Review of the Year 2022-23
3. Inquiry & Working Group Case Studies
4. Work Planning Guidance
5. Topic Suggestions
6. Outline Work Programme for 2023-24
7. Cabinet Portfolios
8. Link to Further Reading: [Centre for Governance & Scrutiny Publication – Scrutiny & Work Programming](#)



Welcome to the Annual Scrutiny Work Planning Conference

13 June 2023

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Since 1889

Purpose of Conference

To help shape the Scrutiny Work
Programme

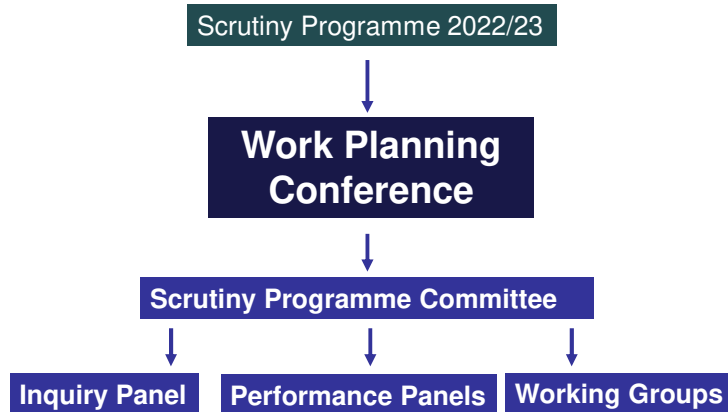
- Guidance on work planning and what makes a good Scrutiny plan
- Review the 'previous' work programme
- Consider different perspectives and suggestions, and gather your views

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Since 1889

Developing the Work Programme for 2023/24



Swansea Scrutiny
question...investigate...improve

City and County of Swansea
Since 1889

What Makes a Good Plan?

- **Councillor-led and owned**
- **Informed** - takes in a range of perspectives, balancing strategic and community concerns
- **Focused** - on significant issues of local importance
- **Prioritisation** - making the best use of time and resources
- **Co-ordination**
- **Flexibility** - to ensure continued relevance

Swansea Scrutiny
question...investigate...improve

City and County of Swansea
Since 1889

Challenges

- Resources / Managing Expectations
- The right Method and Timing
- Quality vs. Quantity
- Meeting Management - 1 or 2 main agenda items
- Outcomes - adding value / making impact
- Public Engagement

Swansea Scrutiny

question...investigate...improve



City and County of Swansea
Since 1889

Common Pitfalls

- **Lack of Focus** - including merging topics to avoid having to prioritise
- **Lack of Purpose** - the issue and role / benefits of Scrutiny activity unclear
- **Repetition** - issue has already been subject of recent scrutiny
- **Duplication** - other internal / external work going on
- **Parochial / Ward Issues** - there are other routes for individual issues

Swansea Scrutiny

question...investigate...improve



City and County of Swansea
Since 1889

New Work Programme

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Since 1889

'Business As Usual' Items

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

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Since 1889

New Work Programme

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

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Since 1889

Council Priorities & Strategic Challenges

Martin Nicholls, Chief Executive

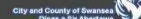
Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Since 1889

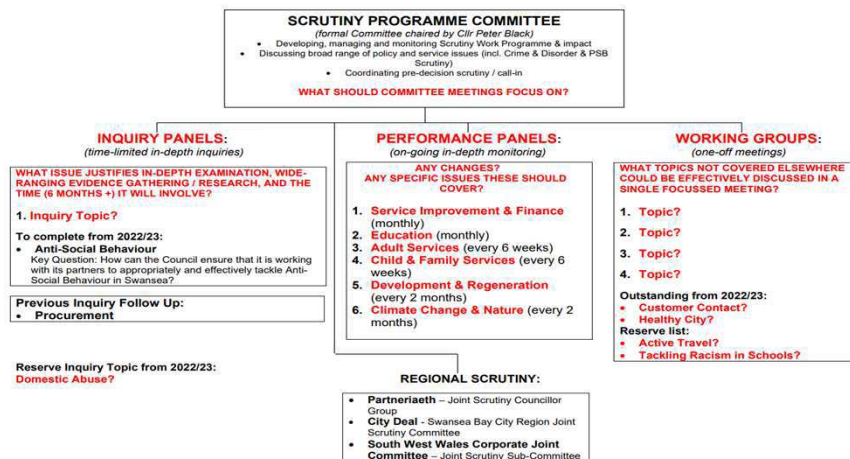
Group Discussion

Swansea Scrutiny
question...investigate...improve



Your Draft Work Programme

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



Swansea Scrutiny
question...investigate...improve



Group Discussion

What should be on the Scrutiny radar?

- **Inquiry Panel Topic:** what is the big issue which may 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?
- **Committee:** issues for the Committee Work Plan?

Swansea Scrutiny

question...investigate...improve



City and County of Swansea
Swansea
City and County of Swansea

2

Review of the Year: Scrutiny in 2022-23

Over the course of the last Council year, 11 Scrutiny Programme Committee (SPC) and 48 Scrutiny Panel / Working Group meetings were held (lead councillors shown in brackets). This included the following scrutiny activities:

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).

- Inquiry in progress:

Inquiry	Status
Anti-Social Behaviour (Cllr Terry Hennegan) Key Question: How can the Council ensure that it is working with its partners to appropriately and effectively tackle Anti-Social Behaviour in Swansea?	<ul style="list-style-type: none">• Evidence Gathering / Consultation Complete• Panel to consider findings / conclusions• Final Report planned for presentation to Scrutiny Programme Committee October 2023 - to agree submission to Cabinet for decision

(Any new Inquiry topic that is agreed for 2023/24 will be able to commence following the conclusion of the Anti-Social Behaviour Inquiry, later in the year)

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

Inquiry	Monitoring 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 agreed Oct 2022 – 100% of recommendations accepted.• Follow up meeting planned 24 Oct 2023

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 Chris Holley) – every two months
- **Climate Change & Nature** (Cllr Hannah Lawson) – every two months

(Unless the SPC agree changes, it is assumed that all Performance Panels would continue through 2023/24 as already agreed)

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:

Completed:

- **Road Safety** (convener: Cllr Chris Holley)
Meeting held in December 2022
- **Co-production** (convener: Cllr Lyndon Jones)
Meeting held in March 2023

Not completed:

- **Customer Contact** - this was delayed given the attention being given to the implementation of the new Oracle Fusion system. The Working Group should be able to meet early in the new municipal year when relevant officers are in better position to support, provide information, and facilitate questions / discussion. This scrutiny will enable information, focussed questioning & discussion on the user experience when contacting the Council / accessing services whether by telephone or on-line / though digital means; provision for offline and on-line contact; effectiveness of Council Contact Centre; on-going actions to improve digital inclusion / access; quality of website, etc. The meeting will incorporate discussion on digital inclusion, previously identified as an important ‘annual’ item for scrutiny.
- **Healthy City** - this would enable information, focussed questioning & discussion exploring 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. However, the Health City Partnership, which is led by the Local Health Board, has not met since before the pandemic, therefore work is currently on hold. This Working Group could be replaced in the 2023/24 work programme, but revisited in the future at the appropriate time.

Follow up:

The SPC takes responsibility for following up on previous Working Group views and recommendations. It received an update on action following the **Workforce** Scrutiny Working Group, which concluded in February 2022, enabling the SPC to consider progress against recommended improvement and highlight issues where further action may be required. A follow up on the **Bus Services** Working Group, which concluded in March 2022, was planned but delayed. This will be in the SPC work plan for 2023/24.

2

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

As well as reporting 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 2023. The Committee focussed their questions mainly on **development and regeneration activity, including the Swansea Bay City Deal.**

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:

- **Archives / Community Hub**
- **Fly Tipping**
- **Homelessness**
- **Houses in Multiple Occupation**

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 April 2023 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 Governance and Leadership, Resources, the Evening & Night-Time Economy, the Mayhill disturbance and partnership / policing review, Hate Crime reporting and monitoring, Community Integration and Cohesion, Anti-Social Behaviour (off-road bikes), dealing with Sexual Offences / Rape, Substance Misuse, Community Engagement and Co-production, and new Partnership Community Safety Priorities for 2023-26.

Public Services Board Scrutiny:

The Committee is responsible for scrutinizing the performance of Swansea Public Services Board (PSB) and how it is making a difference. This was discussed during meetings held in October 2022 and February 2023. In October, as part of the ongoing scrutiny, the Committee considered the PSB Annual Report 2021/22 in relation to overall progress and performance of the PSB. It also considered information on work being done to improve the PSB's performance framework (following issue raised by the Committee); the new Assessment of Local Well-being (published in May 2022), and the development of a new Local Well-being Plan. In February, the Committee was formally consulted on the Draft PSB Local Well-being Plan, which must be in place by May 2023. 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. The Committee will follow up

on the development of the Well-being Plan at the next PSB Scrutiny session, around September 2023, when it hopes to be able to see the associated action plan and how performance against the Plan will be measured.

Pre-decision Scrutiny:

Pre-decision Scrutiny - taking into account strategic impact, public interest, and financial implications, 3 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:

- **Oracle Project Investment Update**
- **Annual Budget**
- **National 20 Mph Default Speed Limit**

Pre-decision Scrutiny of a Cabinet report on 'FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project' was originally scheduled for discussion at the 16 May SPC meeting, but the Cabinet report has been delayed. This will be carried out during 2023/24 in accordance with the Cabinet meeting it is reported to.

Call-In: None

Other reports considered by SPC:

- **Annual Corporate Safeguarding Report**
- **Delivery of Corporate Priority – Tackling Poverty**
- Scrutiny Annual Report for 2021/22 (reported to Council 1 Sep 2022)
- Scrutiny Performance Panel conveners provided progress reports on the work and impact of their Panels
- Co-ordination with the Governance & Audit Committee – Discussion between Chairs / Committees on the Audit / Scrutiny Relationship:

Regional Scrutiny:

This is collaborative scrutiny with other Local Authorities for topics / issues of shared interest or concern, and models of regional working. A regular update on regional scrutiny activity was provided to the SPC to ensure awareness.

- **Partneriaeth / Education through Regional Working –** A Joint Scrutiny Councillor Group, comprising of Education Scrutiny Chairs and Vice Chairs, or equivalent, across Swansea Council, Carmarthenshire Council and Pembrokeshire Councils has scrutinised the work of the new regional education partnership which supports the delivery of school improvement, and ensure greater public accountability over decisions made. Scrutiny seeks reassurance and considers if the Partnership is operating according to the Joint Committee Agreement, and its Business Plan, and is being managed effectively. The Chair of the Scrutiny Programme Committee and Convener of the Education Scrutiny Performance Panel have participated in the Scrutiny of Partneriaeth. The Group meets termly, mirroring the Partneriaeth Joint Committee. Meetings took place 24 October 2022 and 13 February 2023. As per Joint Agreement, the Swansea Scrutiny Team manages support for the Scrutiny of Partneriaeth.

2

- **Swansea Bay City Region City Deal** – Swansea Scrutiny has also been 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. Swansea Scrutiny Councillor representatives are currently: Jan Curtice, Victoria Holland & Chris Holley. The Joint Scrutiny Committee is meeting every two months. Meetings took place in July, September and December 2022, and February and May 2023. As per Joint Agreement, the Scrutiny Committee is serviced by Neath Port Talbot Council.
- **South West Wales Corporate Joint Committee** - The Corporate Joint Committee (CJC) involves Swansea, Neath Port Talbot, Carmarthenshire and Pembrokeshire Councils, as well as Brecon Beacons and the Pembrokeshire Coast National Park Authorities, and will exercise functions relating to strategic land use planning, regional transport planning and the exercise of economic well-being powers. The CJC has set up a CJC Overview & Scrutiny Sub-Committee which consists of three elected members from each Council and will meet at least quarterly. The Overview & Scrutiny Sub-Committee will scrutinise the decisions / actions of the CJC as it discharges its functions and performance in relation to policy objectives and targets. Swansea Scrutiny Councillor representatives have been: Peter Black, Wendy Lewis & Mike White. Meetings took place in November 2022, and January, February and April 2023. The Overview & Scrutiny Sub-Committee is being serviced by Neath Port Talbot Council.

(The Council is already committed to participation in regional scrutiny arrangements, which will continue during 2023/24)

Chairs' Scrutiny Letters:

There were 56 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 20 days (against target of 21 days) – for comparison performance for whole of 2021/22 was 18 days.
- of the 19 letters which required a Cabinet Member response 68% were responded to within time – for comparison performance during 2021/22: 71% / 24 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 SPC agenda for discussion.

Scrutiny Annual Report:

The Scrutiny Annual Report for 2021/21 was presented to Council in September 2022.

Councillor Engagement:

- Number of backbench Councillors actively involved in scrutiny: 72%
- Average Councillor attendance at scrutiny meetings: 73%

Public Engagement:

- % of meetings with public input: 24%
- % of meetings attracting media coverage: 26%
- Number of scrutiny discussions reported upon in the press: at least 19

Feedback

We have post-meeting feedback from Cabinet Members and officers who have participated in Scrutiny meetings, about their experience and satisfaction. They are invited to complete a short anonymous survey shortly after each Scrutiny meeting, to help us to evaluate the quality and effectiveness of scrutiny practice and inform the improvement and development of scrutiny in Swansea. During 2022/23 this generated 42 responses. Drawing some headlines from the responses, the feedback indicates:

- ✓ The purpose of Scrutiny meetings has been clear, with topics of discussion being significant and important.
- ✓ Those attending meetings have felt well supported in the process of Scrutiny and treated well, with the experience being overwhelmingly positive.
- ✓ Scrutiny meetings have been chaired effectively.
- ✓ Those carrying out Scrutiny have been focused on the topic(s) and asked pertinent questions, with discussion / debate being fair and balanced.
- ✓ Scrutiny meetings have been useful and constructive.

Some improvement suggestions:

- With hybrid meetings it is useful when the Chair says who is in the physical room, as it is unclear from the cameras to those participating online.
- Being careful not to stray into personal / ward specific issues during Scrutiny.

Councillor Survey

In order to strengthen end of year review / evaluation efforts, a Councillor Survey was issued to all Councillors in April inviting views about the way Scrutiny has worked over the last year, so that we can monitor the effectiveness of Scrutiny, get a better indication of satisfaction, and address any areas for improvement. The survey also provided an opportunity to input ideas for future Scrutiny topics, which will be fed into the Scrutiny Work Planning Conference. 28 Councillors responded to the survey (24 non-executive Councillors and 4 Cabinet Members)

2

Survey results (28 responses) show that:

- ✓ Councillors have a good understanding of the role of Scrutiny. (89%)
- ✓ Respondents feel that overall, Scrutiny is operating well in Swansea. (79%)
- ✓ Swansea Scrutiny is Councillor-led. (100%)
- ✓ Non-executive members have good opportunities to participate in Scrutiny (90%)
- ✓ Our Scrutiny Work Programme balances issues of strategic importance and community concerns. (79%)
- ✓ Scrutiny activities are well-planned. (82%)
- ✓ Scrutiny provides regular challenge to decision-makers. (86%)
- ✓ Scrutiny is an important Council mechanism for public engagement. (75%)
- ✓ Scrutiny has a positive impact on the business of the Council. (75%); and
- ✓ Councillors are happy with the level of support and guidance provided by the Scrutiny Team. (100%)
- However, only 54% agree that Scrutiny has the resources and organisational support it needs to be effective.

What Councillors like about getting involved in Scrutiny:

- ✓ ability to maintain good oversight on range of topics of concern.
- ✓ a way to find out what's going on / opportunity to gain insight into reasons behind decisions and way to get more information on issues affecting the area.
- ✓ opportunity to develop an understanding of a subject.
- ✓ being able to get an issue looked at within scrutiny.
- ✓ best opportunity to ask questions and get into the detail.
- ✓ ability to challenge decision-makers / decision-making.
- ✓ way to help the Council, and its services and policies, to improve.

Some things Councillors have raised that we could give attention to:

- workload / timing of meetings, to assist attendance.
- more Councillors actively participating.
- ensuring things are followed up effectively.
- quality of reports / information to scrutiny.
- ensuring all are clear about the process.
- engaging all in meeting preparation.
- ensuring focussed meetings.
- making sure scrutiny is well-timed.
- being careful not to cover the same ground repeatedly.
- co-ordination with other Committees.
- resources.

Survey results will be reported in the Scrutiny Annual Report.

3a

RECENT SCRUTINY INQUIRY PANEL CASE STUDIES

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: All 14 recommendations were accepted by Cabinet in October 2022. The implementation of recommendations will be followed up by the Scrutiny Panel in October 2023 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

RECENT SCRUTINY WORKING GROUP CASE STUDIES

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. The Working Group was concluded in February 2022.

Follow Up: Working Group recommendations are followed up by the Scrutiny Programme Committee to check on progress with the topic / issue(s) and response to any specific suggestions or recommendations made and agreed action coming out of the Scrutiny session.

The Committee received an update on action in November 2022 and heard about key developments including recent agreement by Cabinet of a Post Pandemic Working Model (and seven agreed principles), and Workforce Strategy 2022-27, which now provided a longer-term picture and clearer focus on workforce priorities. The latest position was also provided on wellbeing and sickness absence, agency workers including improvement actions taken, HR and Service Centre operations, Headcount/FTE, and Occupational Health Data. The Committee asked about the uptake of wellbeing / mental health training by staff. The Committee agreed that there should be clarity around standards and expectations regarding future working and customer contact, given there is now an established mix of office and home working across the organisation.

Road Safety

Purpose: The Road Safety Scrutiny Working Group met to look at a number of issues including speed controls (signs, humps and cameras), the new 20mph limits, road conditions and partnership working. It met with Officers from the Road Safety Team.

3b

Main Findings: The Working Group was concerned that the Welsh Government Road Safety Grant has been held back for the 2nd year in a row due to the 20mph speed reduction scheme and the potential impact this will have. It requested the Cabinet Member to appeal to the Go Safe Partnership to be more proactive in the area of Gower Commons. It recommended increasing signage and banners outside schools as a deterrent to remind drivers to drive and park safely around schools and raised the need for developments in the Kerbcraft programme with the particular suggestion of developing a module on encouraging walking to school and general active travel. The Working Group was concluded in December 2022.

Follow Up: Working Group recommendations will be followed up by the Scrutiny Programme Committee during 2023-24.

Co-production

Purpose: The Co-production Scrutiny Working Group met to look at a number of issues related to the Council's role and responsibilities 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. The Working Group met with the relevant Cabinet Member and officers. Also in attendance was the Director of SCVS and an officer from Social Services.

Main Findings: Overall, the Working Group was encouraged by the approach the Council are taking to coproduction. It was appraised on developments so far including the work of Co-Pro Lab Wales who are contracted for 12 months until October 2023 to provide advice and support and produce a feedback report. It received an update on co-production progress in Social Services and heard about Internal Coproduction Champions, a model favoured by the Group which can be harder to achieve than a centralised coproduction provision but has the potential to be more successful in embedding co-production. It recommended using a mix of existing coproduction tools and bespoke ones and requested training for members as well as officers. The Working Group was concluded in March 2023.

Follow Up: Working Group recommendations will be followed up by the Scrutiny Programme Committee during 2023-24.

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 there a 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 	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, Commitments. Has the issue been raised by Audit/Inspection reports or Audit Wales Annual Improvement Report? Does it have a significant impact on the public? 	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 2023

Corporate Management Team:

Progress of delivery against Corporate Plan and objectives
Budget Proposals prior to Cabinet/Council consideration
Tackling Poverty and Community
Progress on delivering Transformation Plan
Council's Performance Management (can also be picked up as topic specific session)
Corporate Safeguarding (Child and Family and Adult Services)
Delivery against Education Estyn Inspection actions
Economic Regeneration Actions and delivery
Community Safety / Anti-Social Behaviour
Sustainable Communities for Learning
Partneriaeth (regional arrangement)
ALN (Additional Learning Needs)
City Deal "Swansea specific" projects
Housing Welsh Housing Quality Standard / Homelessness
Regional Working (Swansea specific activities to avoid duplication with regional scrutiny)
Public Services Board Annual Report and work streams
Climate Change progress against Net Zero 2030 Action plan
Delivery against Workforce Development Strategy
Follow up actions relating to Procurement Review

5

Councillors (including from previous year's work):

<p>Customer Contact Working Group (carry over from 2022/23 – to cover ‘digital inclusion’ which has been identified as topic for annual scrutiny)</p>
<p>Healthy City Working Group (carry over from 2022/23)</p>
<p>Domestic Abuse (reserve possible Inquiry topic from 2022/23 looking at the quality of support for victims and what could be done better, etc.)</p>
<p>Active Travel (reserve Working Group topic from 2022/23; 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) (raised again by councillor(s) with concerns around costs and consequences / impact of routes to local communities)</p>
<p>Tackling Racism in Schools (reserve Working Group topic from 2022/23; enabling focussed questioning & discussion on the extent of the issue; how schools deal with suspected racist incidents; reporting arrangements, rates, etc.)</p>
<p>Oracle Project Implementation Update (from Committee workplan 2022/23 – following discussion on the investment, the Committee has asked for a report, following implementation of the new system, which provides clarity on total project cost, so that the public have a clearer understanding of the costs, and benefits of the project, to explain the spending of over £10m)</p>
<p>Parks (carry over from Committee workplan 2022/23 – Cabinet Member Portfolio Session)</p>
<p>Community Growing (carry over from Committee workplan 2022/23 – Cabinet Member Portfolio Session)</p>
<p>Community Groups, Engagement & Development (carry over from Committee workplan 2022/23 – Cabinet Member Portfolio Session)</p>
<p>Highway Maintenance / Road Surface Repairs (incl. asking about work schedules and communications with local Councillors; road and pavement repairs)</p>

5

Capital Support to Private Sector Business
Tackling Far Right Extremism in Swansea
Tackling Poverty
Community Cohesion
Planning Process (concern about the quality of Ecological Assessments in planning applications)
Listed Buildings
Schools Meals Service (concern about rising costs to schools)
Public Consultation
Natural Environment (concern at the destruction of the natural environment away from the city centre)
5G Masts (concern about siting / health issues)
Additional Learning Needs (how we are building capacity to meet ALN in mainstream schools, including behaviour and wellbeing)
Biodiversity (monitoring biodiversity management / habitat destruction; how we are measuring biodiversity)
Regeneration (monitoring regeneration projects - how we are measuring value for money)
Grounds Maintenance (monitoring, including grass cutting; maintenance of 'green' areas within city centre e.g. planted areas on pedestrian footpath and central reservations on West Way, Kingsway, etc. Concern about areas very overgrown with weeds, accumulated litter debris, tree roots erupting from decorative 'casing'. The problem persists on access roads to city centre not giving a good perception)
Litter & Street Cleansing (monitoring, concerns about extent of litter along main roads into Swansea)

5

<p>Fly Tipping (one-off Working Group – concern about prosecutions; concern about Fly Tipping enforcement policy and practice, and how effective is the current practice in preventing Fly Tipping?)</p>
<p>Preventative work to protect retaining walls (one-off Working Group – concerns as significant issue in Castle ward)</p>
<p>Substance Misuse (one-off Working Group; some concern also about excessive use of cannabis throughout Swansea)</p>
<p>Skyline Development (concerns about impacts in terms of biodiversity, rights of way and access for walkers, cyclists, horse riders to Kilvey; is it providing value for money in terms of jobs? Are those jobs worth the environmental damage, cost and other issues?)</p>
<p>Houses in Multiple Occupation (concern about numbers and subsequent rise in Airbnb where saturation is too high for HMO to be passed; also concern HMO Policy does not work for the residents in high concentration HMO areas)</p>
<p>Local Area Co-ordination</p>
<p>Council budget</p>
<p>City Centre aesthetics (concern about unsightly scaffolding top end of Princess Street)</p>

Issues in the Media (via local press):

Sickness Absence within the Council	Homelessness
Council Finances / Economy	Welsh Language School Provision
School Attendance	Drugs
School Admissions	Swansea Airport
Tourism	Council Car Parks / Charges
Tidal Lagoon	Community Safety / Anti-Social Behaviour

5

Fly Tipping / Litter	Covid Impacts (e.g., on Health, Social Care and Education)
Regeneration (incl. Skyline development, Castle Square, 71/72 Kingsway, Hafod-Morfa Copperworks, Swansea Arena / Copr Bay)	City Centre Retail
Highways (incl. potholes)	Bus Services
Housing Standards	Mumbles Sea Defence Project
Energy Costs / Cost of Living	5G Masts

6 – Outline Scrutiny Work Programme 2023/24

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?

Page 75
1. Inquiry Topic?

To complete from 2022/23:

- **Anti-Social Behaviour**
Key Question: How can the Council ensure that it is working with its partners to appropriately and effectively tackle Anti-Social Behaviour in Swansea?

Previous Inquiry Follow Up:

- **Procurement**

Reserve Inquiry Topic from 2022/23:
Domestic Abuse?

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. **Climate Change & Nature** (every 2 months)

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

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 2022/23:

- **Customer Contact?**
 - **Healthy City?**
- Reserve list:
- **Active Travel?**
 - **Tackling Racism in Schools?**

7 - CABINET PORTFOLIOS (2023)

Economy, Finance & Strategy (Leader) (Cllr Rob Stewart)	Service Transformation (Cllr Andrea Lewis (Deputy Leader)	Corporate Service & 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 LGA 	<p>Strategic Transformation</p> <ul style="list-style-type: none"> • Post covid service stabilisation & transformation • Corporate ICT & Digital Transformation • Contact centre • Public Services Board (PSB) Leader’s Representative • Homes as Power Stations (City Deal) • APSE (Association for Public Service Excellence) • Climate change action plan <p>Housing</p> <ul style="list-style-type: none"> • Welsh Housing Quality Standard (WHQS) Programme • Building Services • Housing Adaptations & Renewal Schemes • Housing Policy, Affordable Housing and Housing Options • More Homes Delivery • Penderry redevelopment board • Climate & nature recovery board chair • Sheltered Housing • Co-operative Housing • Homelessness • Housing support grant • Council House Management & Repairs • Lettings policy & Tenancy Enforcement <p>Transport</p> <ul style="list-style-type: none"> • Fleet Renewal & Maintenance inc Green fleet strategy • CJC (Corporate Joint Committee) representative for regional Energy • Green Vehicle Adoption 	<ul style="list-style-type: none"> • Corporate Delivery of Priorities • Performance monitoring • Commercial Services, Procurement & Frameworks • Food sustainability • Human Resources • Mayoral & Civic Functions • Member Development • Outside Bodies participation oversight • Council Champions • Petitions • Scrutiny liaison • Democratic Services • Health & Safety • Planning Policy • Biodiversity • 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 (Joint Consultative Committee) • Agile Rollout Programme Lead • Western Gateway Leader’s Representative • Audit 	<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 (Not in Education, Employment, or Training) Prevention & vocational opportunities • 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 • Flying start (schools settings & transitions) • Partneriaith (regional working) Leaders Representative • City of Learning (COL) - Member of UNESCO COL (United Nations Educational, Scientific and Cultural Organization) Steering Group (Cllr EK to support) • Corporate parenting 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 CAHMS • Assessment / Care Management • Elderly Care • Supporting People • Joint Equipment • Learning Disability • Local Area Coordination (support) • Physical & Sensory Impairments • Safeguarding lead • Wellbeing lead • Preventing Violence against Women, Domestic Abuse & Sexual Violence (Support) • Child & Family Services • Children & communities grant • Continuum of Care • Regional Adoption Service • Safe Looking After Children (LAC) Reduction Strategy • YOS (Youth Offending Service) • Leaders Representative on West Glamorgan RPB • Corporate Parenting chair • UNCRC (support) (United Nations Convention on the Rights of the Child) • Human Rights city accreditation

7 - CABINET PORTFOLIOS (2023)

Wellbeing (Cllr Alyson Pugh)	Environment & Infrastructure (Cllr Andrew Stevens)	Investment, Regeneration, Events & Tourism (Cllr Robert Francis-Davies)	Culture, Human Rights & Equalities (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 • Flying start (all settings) • UNCRC (support) (United Nations Convention on the Rights of the Child) • Refugees & Asylum • Community Cohesion • Life long learning support • Vulnerable people support • Community Safety • NGETs (Not in Education, Employment or Training) • Employability • Financial Inclusion • Prevention and intervention initiatives • Swansea Working • Welfare Reform • Welfare Rights • Public Space protection orders • Safer Swansea Partnership member • Public Service Board Representative • RPB (Regional Partnership Board) representative • CCTV operation 	<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 (Housing Revenue Account)) • Members Community Budget Scheme delivery • Play upgrade programme delivery (in collaboration with IRT) • Green infrastructure • Corporate & Community digital connectivity (inc hybrid facilities, free community WiFi & next gen CCTV technical delivery) • Rural development • Rural economy including sustainable farming • Leaders' representative for regional collaborations for Transport, and 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 • River Corridor Development • Events and attractions • Tourism • Purple Flag • Destination Management & Marketing • Parks investment, maintenance and usage • Play investment (links to play sufficiency) • ERF (Economic Resilience Funds) 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 • Grass Cutting Services • Weed control • Tree services • Wildflower planting • Fly Tipping • Litter & Community Cleansing • Street scene improvements • Local Waste Management services • 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"> • Live well Age well • Mental Health awareness • Community Groups, Engagement & Development • Community Support Services • LAC (Local Area Coordinators) Services in Communities • Co-production champion • Neighbourhood Working • Early years • Corporate parenting board member • Promoting Youth Inclusion & Youth Citzenships • Youth Services • Opportunities for play • Play sufficiency • Community based events • Community safety • Community Wellbeing • Digital inclusion • Local policing • Dementia Champion

Appendix 2: Scrutiny Work Planning Conference – COMBINED FEEDBACK - SUMMARY OF PRIORITIES

(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?	POSSIBLE APPROACH Inquiry / Performance Panel / Working Group / Committee	e.g., significance of topic, alignment with Council priorities / issues, good use of time, timely, duplication etc.
<p>Highways & Infrastructure</p>	<ul style="list-style-type: none"> • Accountability of utility companies i.e., digging up the road / pavements and reinstating to proper standard; signs not removed on completion • Council's relationship with such companies / contractors • Awareness of work schedules and communications with local Councillors 	<p>Inquiry or Performance Panel</p>	<ul style="list-style-type: none"> • Links to Corporate Priority - Transforming our Economy and Infrastructure (road repairs) • Councillor and Public Concern • Was subject of an in-depth Scrutiny Review in 2007' A Review of the Authority's Relationship with Statutory Undertakers' • Other Previous Scrutiny: Roads and Footway Maintenance Working Group in 2018; Committee Session with Cabinet Member on Highways and Engineering, Infrastructure and Maintenance in 2021 but may not have specifically focussed on the Council's co-ordination and control of utility companies; Road Safety Working Group in Dec 2022 raised/discussed awareness of work schedules and comms with local Cllrs • Issue reported in the media • For Service Improvement Performance Panel if not taken forward as Inquiry. Road Repairs – report to Performance Panel due on 27 June 23. Will cover criteria/process for road repairs and performance data
<p>Recycling</p>	<ul style="list-style-type: none"> • To look at recycling and how it could be improved and the whole issue around commercial waste collection and recycling, and the Council's influence upon this. 	<p>Inquiry</p>	<ul style="list-style-type: none"> • Annual Recycling & Waste Management Performance reported to Service Improvement & Finance Performance Panel
<p>Post-Covid Cost Implications for Schools</p>	<ul style="list-style-type: none"> • Many schools struggling financially following period of supported funding through the pandemic, and dealing with increased costs; need to gauge the position / experience of Schools and what can be done to help them 	<p>Inquiry</p>	<ul style="list-style-type: none"> • Links to Corporate Priority – Improving Education & Skills • Performance reports in 2022/23 show fallout from the pandemic may still be having some affect on some

			<p>areas of performance, which is included in the corporate risk around pupil attainment and achievement, e.g., school attendance, which is an issue across Wales.</p> <ul style="list-style-type: none"> • Education Performance Panel could pick this issue up if not taken forward as Inquiry Topic • Issue reported in the media
Flood Prevention	<ul style="list-style-type: none"> • How can the Authority reduce / manage flood risk, dealing with impact of Climate Change and growing incidence of heavy rainfall? 	Inquiry	<ul style="list-style-type: none"> • Links to Corporate Priority - Delivering on Nature Recovery and Climate Change • Climate Change & Nature Performance Panel already considers annually and will continue if not taken forward as an Inquiry Topic
Community Assets	<ul style="list-style-type: none"> • Focus on Parks and Community Centres; now a number of 'Friends Groups' established and taking over running of community assets – how is that process working? 	Inquiry	<ul style="list-style-type: none"> • Links to Corporate Priority - Tackling Poverty and Enabling Communities (building community assets)
Bus Routes Page 79	<ul style="list-style-type: none"> • Focus on routes / coverage across City 	Inquiry	<ul style="list-style-type: none"> • Links to Corporate Priority - Transforming our Economy and Infrastructure • Subject of recent Scrutiny: Bus Services Working Group in 2021. This is being followed up by the Committee during 2023/24 so can pick this up • Issue reported in the media
Future of Swansea Docks		Inquiry	
Planning Process	<ul style="list-style-type: none"> • Focus on experience and effectiveness of the Call-In process, which is a concern to many Councillors about the extent to which decisions are delegated to officers and their ability to call-in applications. 	Inquiry	<ul style="list-style-type: none"> • Links to Corporate Priority - Transforming our Economy and Infrastructure (dealing with planning applications) • Planning Services report annually to Scrutiny on Performance. Has been standing item on Service Improvement & Finance Performance Panel
School Meals	<ul style="list-style-type: none"> • Impact of changes – introduction of free school meals across year groups – on quality of school meals • Concern about rising costs to Schools 	Inquiry	<ul style="list-style-type: none"> • Links to Corporate Priority - Improving Education and Skills • Education Performance Panel could pick this issue up if not taken forward as Inquiry Topic
Procurement	<ul style="list-style-type: none"> • Focus on Contractors - getting onto approved contractors list, value-for-money and accountability, use of / opportunities for local firms and supporting Council values 	Inquiry	<ul style="list-style-type: none"> • Links to Corporate Priority - Transformation and Financial Resilience • Significant Governance Issue (Annual Governance Statement)

			<ul style="list-style-type: none"> • On Internal Audit work plan for 2023/24 • Subject of recent Scrutiny: Procurement Scrutiny Inquiry in 2022. Inquiry Panel is being reconvened in Oct 2023 to follow up recommendations agreed by Cabinet
Oracle Fusion Project	<ul style="list-style-type: none"> • Is it functioning well? • Focus on implementation success / issues arising, e.g., performance management, DBS checking, and disaster recovery planning 	Inquiry	<ul style="list-style-type: none"> • Priority area – Governance issues relating to Performance Reviews / Training; ICT Disaster Recovery • Following discussion on the investment of over £10m, Committee has already asked for post implementation report on final project costs and benefits and could ask questions on the success of the implementation • Internal Audit review also planned • Corporate Risk - Cyber, Data & Digital Security
Corporate Transformation Plan	<ul style="list-style-type: none"> • Progress against principles, objectives, predicted outcomes 	Inquiry	<ul style="list-style-type: none"> • CMT Priority area / Corporate Risk & Cross-cutting aspect of Corporate Plan • Appropriate for on-going monitoring whilst Plan is in progress, with relevant Performance Panels picking up relevant strands, and get a better understanding of plans, any changes since being agreed, and timescales for implementation
Workforce	<ul style="list-style-type: none"> • Focus on use of agency staff across the Council – relationship with resources, levels of sickness / overtime within directorates 	Inquiry	<ul style="list-style-type: none"> • Corporate Risk (workforce recruitment & retention) / Cross-cutting aspect of Corporate Plan • Identified in the Annual Governance Statement as a significant governance issue, which is being addressed • Has been topic of Governance & Audit Committee discussion
Waste Management / Litter & Cleansing	<ul style="list-style-type: none"> • Focus on workforce utilisation, different services duplicating work • Concerns about extent of litter along main roads into Swansea 	Inquiry	<ul style="list-style-type: none"> • Links to Corporate Plan - Transforming our Economy and Infrastructure • Annual Recycling & Waste Management Performance reported to Service Improvement & Finance Performance Panel • Committee Session with Cabinet Member on Litter & Cleansing in 2021 • Issue reported in the media

Public Rights of Way	<ul style="list-style-type: none"> • Overview on public rights of way across Swansea (mapping / numbers) and issues • Impact on public rights of way from developments • Effect on communities 	Inquiry or Working Group or Committee item	
Customer Contact	<ul style="list-style-type: none"> • Carry over from 2022/23 • Should include information / questions on phone response rates – many complaints from residents unable to get in touch with anyone when calling; relevant Oracle issues • Issues around public consultation 	Working Group	<ul style="list-style-type: none"> • Links to Corporate Plan - Transformation and Financial Resilience • Already identified as Scrutiny priority and planning underway for Working Group and delivery of this activity early in 2023/24 - was delayed given the attention being given to the implementation of the new Oracle Fusion system. The Working Group should be able to meet early in the new municipal year when relevant officers are in better position to support, provide information, and facilitate questions / discussion. • To cover 'digital inclusion' which has been identified as topic for annual Scrutiny
Active Travel Page 81	<ul style="list-style-type: none"> • Carry over from 2022/23 • (raised again by Councillor(s) with concerns around costs and consequences / impact of routes to local communities) • Including issues around public consultation & engagement 	Working Group	<ul style="list-style-type: none"> • Links to Corporate Plan - Delivering on Nature Recovery and Climate Change • Already identified Scrutiny priority - reserve list Working Group Topic from 2022/23 for 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
Healthy City	<ul style="list-style-type: none"> • Carry over from 2022/23 – but need to clarify focus of Scrutiny 	Working Group	<ul style="list-style-type: none"> • Links to Corporate Plan - Safeguarding People from Harm • Already identified as Scrutiny priority but delayed. The Health City Partnership, which is led by the Local Health Board, has not met since before the pandemic, therefore work is currently on hold. • This Working Group could be replaced in the 2023/24 work programme, but revisited in the future at the appropriate time. Meeting would enable information, focussed questioning & discussion exploring 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.
5G Masts	<ul style="list-style-type: none"> • Concern about siting / health issues • Local process / rules in dealing with applications 	Working Group	<ul style="list-style-type: none"> • Issue reported in the media
Local Area Coordination	<ul style="list-style-type: none"> • Evaluation of LAC approach following its expansion across Swansea, including focus on LAC communication and updating / feedback; any cross over with Healthy City objectives 	Working Group or Performance Panel	<ul style="list-style-type: none"> • Has been picked up within Adult Services Performance Panel
Public Electric Vehicle Charging Provision	<ul style="list-style-type: none"> • How well is the Council prepared / assisting public green vehicle adoption through provision of charging infrastructure? • Consideration of electric vehicle charging point provision in Swansea 	Working Group	<ul style="list-style-type: none"> • Links to Corporate Plan - Delivering on Nature Recovery and Climate Change • Corporate Risk on Net Zero 2030 target • Climate Change progress against Net Zero 2030 Action plan is a CMT Priority area • Has been discussed with Cabinet Member within Climate Change & Nature Performance Panel – most recently Jan 2023
Drainage Services	<ul style="list-style-type: none"> • Discussion around work programmes / timetable of works; drainage solutions for flood avoidance 	Working Group	<ul style="list-style-type: none"> • Links to Corporate Priority - Transforming our Economy and Infrastructure (roll-out of new drainage team / programme)
Temporary Road Closures	<ul style="list-style-type: none"> • Increasing number of events resulting in road closures; issues around co-ordination with existing road works adding to traffic delays / congestion 	Working Group	
Council Structure	<ul style="list-style-type: none"> • Structure of Council departments / staffing structures, responsibilities / duties; discussion around opportunities for efficiency / effectiveness 	Working Group	<ul style="list-style-type: none"> • Links to Corporate Plan - Transformation and Financial Resilience • Links to Delivery against Workforce Development Strategy, which is a CMT Priority area
Fly Tipping	<ul style="list-style-type: none"> • Hot topic for many Councillors - concern about prosecutions; concern about Fly Tipping enforcement policy / strategies and practice, and how effective is the current practice in preventing Fly Tipping? 	Working Group	<ul style="list-style-type: none"> • Subject of recent Scrutiny: Committee Session with Cabinet Member in Nov 2022 • Issue reported in the media
Fleet Renewal & Maintenance	<ul style="list-style-type: none"> • Discussion around procurement process, contracts, testing, etc. 	Working Group	<ul style="list-style-type: none"> • Discussion of Fleet Maintenance Audit Report 2022/23 within Governance & Audit Committee - June 2023
Public Consultation	<ul style="list-style-type: none"> • Effectiveness of current approaches 	Working Group	<ul style="list-style-type: none"> • Links to Corporate Plan - Transformation and Financial Resilience • Links to Co-production Working Group which met in March 2023

Overall Performance Panel arrangements	<ul style="list-style-type: none"> • Merger of Service Improvement & Finance Panel and Development & Regeneration Panel. New Service Improvement, Regeneration & Finance Panel to meet monthly. Creates capacity within overall Programme. New Panel workload to be managed carefully. Committee to keep under review 	Performance Panel	
Tackling Racism in Schools	<ul style="list-style-type: none"> • Focussed questioning & discussion on the extent of the issue; how schools deal with suspected racist incidents; reporting arrangements, rates, etc 	Performance Panel	<ul style="list-style-type: none"> • Was already identified Scrutiny priority - reserve list Working Group topic from 2022/23 • Issue was discussed by Education Performance Panel in May 2023.
Domestic Abuse	<ul style="list-style-type: none"> • Concerns around rising number of cases; victim experience / family effects; discussion around quality of organisational support available for victims and what could be done better, etc. 	Performance Panel	<ul style="list-style-type: none"> • Links to Corporate Plan - Safeguarding People from Harm • Already identified Scrutiny priority – reserve list Inquiry Panel topic from 2022/23 • For Adult Services Performance Panel • Or, Committee could consider as a Community Safety issue as is a Safer Swansea Partnership priority • Community Safety is a CMT Priority area and one of public concern
Community Growing	<ul style="list-style-type: none"> • Discussion around examples (e.g., allotments) and experience; benefits / success • Including focus on Schools / children & young people • Contribution to health & well-being 	Performance Panel	<ul style="list-style-type: none"> • Link to Corporate Plan - Tackling Poverty and Enabling Communities • Links to Corporate Risk on Cost of Living Crisis. • Previously identified for Committee Session with Cabinet Member
Impact of Housing on Environment	<ul style="list-style-type: none"> • Concerns around housing developments and impact on the environment, including flooding / flood risk 	Performance Panel	<ul style="list-style-type: none"> • Links to Corporate Plan - Delivering on Nature Recovery and Climate Change • For Climate Change & Nature Performance Panel
Councillor / Officer Relations	<ul style="list-style-type: none"> • For discussion around communication between Councillors and Officers; processes; issues around Officer responses to Councillor contact; protocols around information / awareness affecting local areas being communicated to relevant ward members ahead of wider comms. 	Performance Panel	
Reading / Literacy	<ul style="list-style-type: none"> • Concern around falling levels of reading/literacy 	Performance Panel	<ul style="list-style-type: none"> • Links to Corporate Plan – Improving Education & Skills • For Education Performance Panel
School Attendance		Performance Panel	<ul style="list-style-type: none"> • Links to Corporate Plan – Improving Education & Skills • Links to Corporate Risk on Pupil Attainment and Achievement • Performance reports in 2022/23 show fallout from the pandemic may still be having some effect on some areas of performance, which is included in the corporate risk around pupil attainment and achievement, e.g., school attendance, which is an issue across Wales. • For Education Performance Panel • Has been an issue in the media

Electric Scooters	<ul style="list-style-type: none"> Local response to rise in use / implications for the Authority; partner (Police) response 	Committee	<ul style="list-style-type: none"> Committee is responsible for Crime & Disorder Scrutiny and could be picked up within that as a Community Safety issue Community Safety / Anti-Social Behaviour is a CMT Priority area as well as area of public concern
Health	<ul style="list-style-type: none"> Concerns around Primary Care provision since Covid / problems accessing GP Surgeries; implications of citizen wellbeing 	Committee	<ul style="list-style-type: none"> Local Health Scrutiny is the responsibility of the Swansea Bay Community Health Council
Partnership between Health and Social Care Services	<ul style="list-style-type: none"> Discussion around current practice and effectiveness of partnership working Should there be a joint budget? 	Committee	<ul style="list-style-type: none"> Links to Corporate Plan - Safeguarding People from Harm (integrated health & social care services)
Library Standards	<ul style="list-style-type: none"> Move Annual Report from Performance Panel to Committee 	Committee	<ul style="list-style-type: none"> Discussion with Panel Convener needed to consider way forwards for this and any other potential report that may need moving
Public Transport	<ul style="list-style-type: none"> Discussion around public transport, in particular buses 	Committee	<ul style="list-style-type: none"> Links to Corporate Plan - Transforming our Economy and Infrastructure Committee will be following up on Bus Services Working Group during 2023/24 Issue reported in the media
Other issues	<ul style="list-style-type: none"> Committee should consider key documents such as Annual Governance Statement and Risk Registers to inform Scrutiny priorities 	Committee	

Appendix 3 - PROPOSED Scrutiny Work Programme 2023/24

Inquiry Panel (time-limited in-depth scrutiny – six months)	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 (to complete from 2022/23)</p> <p>2. Community Assets (Terms of Reference / Key Question to be agreed by Panel, but could focus on how effective the process of Community Asset Transfer has been and benefits, looking at relevant examples such as Parks & Community Centres, and lessons)</p> <p>Follow Up of Previous Inquiries:</p> <p>1. Procurement</p>	<p>1. Customer Contact (carry over from 2022/23 - enabling focussed discussion & questioning on user experience when contacting the Council / accessing services whether by telephone or on-line / though digital means; response rates; provision for offline and on-line contact; effectiveness of Council Contact Centre; on-going actions to improve digital inclusion / access; quality of website, etc.)</p> <p>2. Public Rights of Way (enabling focussed questioning & discussion on overview of Public Rights of Way across Swansea (mapping / numbers) and issues; impact on PRoW from developments; effect on communities, etc.)</p> <p>3. Community Growing (enabling focussed questioning & discussion around Council activity / support to Community Growing, with examples (e.g., allotments) and experience; benefits / success; including focus on schools / children & young people; and its contribution to health & well-being, etc.)</p>	<p>1. Service Improvement, Regeneration & Finance (monthly)</p> <p>2. Education (monthly)</p> <p>3. Adult Services (every six weeks)</p> <p>4. Child & Family Services (every six weeks)</p> <p>5. Climate Change & Nature (every two months)</p> <p>Specific issues to incorporate within wider Panel work plans:</p> <ul style="list-style-type: none"> • Service Improvement, Regeneration & Finance: <ul style="list-style-type: none"> - New Panel to refocus work plan, taking into account previous work – to create capacity some items to be picked up by Scrutiny Programme Committee - Delivery against Corporate Plan / Transformation Plan - Performance Management - Pre-decision Scrutiny of Budget Proposals - Economic Regeneration Actions / Delivery - City Deal 'Swansea Specific' Projects - Planning Policy & Service (incl. Call-in Process & dealing with 5G Masts) - Recycling, particularly Commercial Waste - Highways / Infrastructure Maintenance - Listed Buildings • Education: <ul style="list-style-type: none"> - Delivery against Corporate Plan / Transformation Plan (as relevant to Education) - Delivery against Education Estyn Inspection actions 	<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 - Complaints - Welsh Language Standards - Welsh Housing Quality Standard • Leader Q & A Session(s): incl. <ul style="list-style-type: none"> - Corporate Transformation / Recovery Plan - Councillor / Officer Relations (communications) • Other Cabinet Member Q & As (issues to pick up): <ul style="list-style-type: none"> - Active Travel - Oracle Fusion Project Implementation - Delivery against Workforce Development Strategy (incl. use of agency staff / Council structures) - Support for Businesses - Homelessness • Public Services Board • Crime & Disorder (Community Safety): incl. Domestic Abuse; Community Cohesion; Tackling Extremism; Substance Misuse; Electric Scooters

Appendix 3 - PROPOSED Scrutiny Work Programme 2023/24

	<p>Reserve List:</p> <ul style="list-style-type: none"> • Public Consultation (enabling focussed questioning and discussion on the Council's approaches to public consultation and effectiveness; relevant learning and development, etc.) • Healthy City (carry over from 2022/23 - enabling focussed questioning & discussion 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.) 	<ul style="list-style-type: none"> - Sustainable Communities for Learning Programme - Additional Learning Needs (ALN) - Post-covid Cost implications for Schools - Reading / Literacy - School Attendance - School Meals service: impact of changes • Adult Services: <ul style="list-style-type: none"> - Delivery against Corporate Plan / Transformation Plan (as relevant to Adult Services) - Safeguarding - Local Area Coordination - Partnership between Health and Social Care Services • Child & Family Services: <ul style="list-style-type: none"> - Delivery against Corporate Plan / Transformation Plan (as relevant to Child & Family Services) - Safeguarding • Climate Change & Nature: <ul style="list-style-type: none"> - Delivery against Corporate Plan / Transformation Plan (as relevant to Climate Change & Nature) – e.g., Progress against Net Zero 2030 Action Plan - Flood Prevention / Drainage Services - Natural Environment / Biodiversity - Impact of Housing Developments on Environment - Public Electric Vehicle Charging Provision - Grounds Maintenance 	<ul style="list-style-type: none"> • Follow Up on Previous Working Groups: <ul style="list-style-type: none"> - Bus Services - Road Safety - Co-production
<p>Joint / Regional Scrutiny</p> <ul style="list-style-type: none"> • 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 - PROPOSED Scrutiny Work Programme 2023/24

FOR INFORMATION – Distribution of Scrutiny Topics by Lead Cabinet Member(s)

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, Regeneration & Finance Perf. Panel • Corporate Transformation / Recovery Plan • Delivery of Corporate Priority – Tackling Poverty • Oracle Fusion Project Implementation • Public Services Board • Public Consultation Working Group (reserve topic) • Swansea Bay City Region City Deal (regional scrutiny) • SWW Corporate Joint Committee (regional) 	<ul style="list-style-type: none"> • Anti-Social Behaviour Inquiry • Climate Change & Nature Performance Panel • Customer Contact Working Group • Public Services Board • Oracle Fusion Project Implementation • Annual Complaints Report • Welsh Housing Quality Standard • Homelessness • 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, Regeneration & Finance Performance Panel • Delivery against Workforce Development Strategy • SWW Corporate Joint Committee (regional scrutiny) 	<ul style="list-style-type: none"> • Education Performance Panel • Children & Young People's Rights Scheme • Welsh Language Standards Annual Report • Partneriaeth (regional scrutiny) 	<ul style="list-style-type: none"> • Child & Family Services Performance Panel • Adult Services Performance Panel • Corporate Safeguarding • Children & Young People's Rights Scheme
Wellbeing (Cllr Alyson Pugh)	Environment & Infrastructure (Cllr Andrew Stevens)	Investment, Regeneration, Events & Tourism (Cllr Robert Francis-Davies)	Culture, Human Rights & Equalities (Cllr Elliott King)	Community (Services: Cllr Cyril Anderson & Support: Cllr Hayley Gwilliam)
<ul style="list-style-type: none"> • Anti-Social Behaviour Inquiry • Delivery of Corporate Priority – Tackling Poverty • Crime & Disorder (Community Safety) 	<ul style="list-style-type: none"> • Highways / Infrastructure Maintenance • Climate Change & Nature Performance Panel • Public Rights of Way Working Group • Active Travel • Road Safety Working Group (follow up) • Bus Services Working Group (follow up) • SWW Corporate Joint Committee (regional scrutiny) 	<ul style="list-style-type: none"> • Service Improvement, Regeneration & Finance Performance Panel • Support for Businesses • Swansea Bay City Region City Deal (regional scrutiny) • SWW Corporate Joint Committee (regional scrutiny) 	<ul style="list-style-type: none"> • Community Assets Inquiry • Service Improvement, Regeneration & Finance Performance Panel (Libraries) • Welsh Language Standards Annual Report • Healthy City Working Group (reserve topic) 	<ul style="list-style-type: none"> • Anti-Social Behaviour Inquiry (Support) • Community Assets Inquiry • Service Improvement, Regeneration & Finance Performance Panel (Waste / Recycling) • Customer Contact Working Group (digital inclusion) • Community Growing Working Group (Services) • Co-production Working Group – Follow Up (Support) • Crime & Disorder - Community Safety (Support)

Appendix 3 - PROPOSED Scrutiny Work Programme 2023/24

Scrutiny Work Programme 2023/24 – mapped against Council Priorities (Corporate Well-being Objectives)

<p>Safeguarding People from Harm - so that our citizens are free from harm and exploitation</p>	<p>Improving Education and Skills - so that everyone 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"> • Child & Family Services Performance Panel • Adult Services Performance Panel • Corporate Safeguarding • Anti-Social Behaviour Inquiry • Crime & Disorder (Community Safety) • Road Safety Working Group (follow up) • Healthy City Working Group (reserve topic) 	<ul style="list-style-type: none"> • Education Performance Panel • Children & Young People’s Rights Scheme • Libraries • Partneriaeth (regional scrutiny) 	<ul style="list-style-type: none"> • Service Improvement, Regeneration & Finance Performance Panel • Support for Businesses • Swansea Bay City Region City Deal (regional scrutiny) • SWW Corporate Joint Committee (regional scrutiny) • Bus Services Working Group (follow up) • Highways / Infrastructure Maintenance
<p>Tackling Poverty and Enabling Communities - 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</p>	<p>Transformation and Financial Resilience – 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 • Public Rights of Way Working Group • Community Growing Working Group • Active Travel • Waste / Recycling 	<ul style="list-style-type: none"> • Community Assets Inquiry • Procurement Inquiry (follow up) • Service Improvement, Regeneration & Finance Performance Panel • Corporate Transformation / Recovery Plan • Customer Contact Working Group • Oracle Fusion Project Implementation • Delivery against Workforce Development Strategy • Complaints • Welsh Language Standards • Co-production Working Group – Follow Up (Support) • Public Services Board & Regional Working • Public Consultation Working Group (reserve topic)

Scrutiny Programme Committee – DRAFT Work Plan 2023/24

ACTIVITY	18 Jul 2023	19 Sep 2023	17 Oct 2023	14 Nov 2023	19 Dec 2023	16 Jan 2024
Scrutiny Work Programme	Agreement of Scrutiny Work Programme	Draft Scrutiny Annual Report 2022/23				
Cabinet Member Portfolio Responsibility Q & A Sessions		Active Travel (CM for Environment & Infrastructure)	Oracle Fusion Project Implementation (Leader / CM for Service Transformation)		Support for Businesses (CM for Investment, Regeneration, Events & Tourism)	Leader / Economy, Finance & Strategy
Other Cabinet Member / Officer Reports		Scrutiny of Swansea Public Services Board	Children & Young People's Rights Scheme (annual report) (CMs for Education & Learning / Care Services / Wellbeing)	Annual Corporate Safeguarding Report (CM for Care Services / Director of Social Services)	Delivery of Corporate Priority – Tackling Poverty (annual item) (Leader / CM for Wellbeing)	
Scrutiny Performance Panel Progress Reports			Education	Service Improvement, Regeneration & Finance	Adult Services	Child & Family Services
Pre-decision Scrutiny	FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project					
Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.				Follow Up on Bus Services Working Group (CM for Environment & Infrastructure)		Follow Up on Road Safety Working Group (CM for Environ. & Infrastructure)

ACTIVITY	13 Feb 2024	19 Mar 2024	16 Apr 2024	14 May 2024		
Scrutiny Work Programme		Audit / Scrutiny Relationship – Discussion w/ Chair of Governance & Audit Committee		End of Year Review		
Cabinet Member Portfolio Responsibility Q & A Sessions	Delivery against Workforce Development Strategy (CM for Corporate Services & Performance)					
Other Cabinet Member / Officer Reports Page 90	Annual Complaints Report 2022-23 (CM for Service Transformation)	<ul style="list-style-type: none"> • Scrutiny of Swansea Public Services Board • Welsh Language Standards (annual report) (CMs for Education & Learning / Culture, Human Rights & Equalities) 	Crime & Disorder Scrutiny - Safer Swansea Community Safety Partnership			
Scrutiny Performance Panel Progress Reports	Climate Change & Nature	Education	Service Improvement, Regeneration & Finance			
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.				Follow Up on Co-production Working Group (CM for Community - Support)		

Appendix 5 – Cabinet Forward Plan 2023 – 2024

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Tabernacle Morriston Community Resilience Hub.	Grade 1 listed Tabernacle Chapel renovation & improvements, to widen community / business usage. 3rd Sector asset. Council's role purely to manage the capital construction project and associated funding sources.	Jacquelyn Box	Cabinet Member - Investment, Regeneration, Events & Tourism	Cabinet	20 Jul 2023	Open
Grant Giving Policy and Process.	The report offers a policy and procedure in grant giving to standardise process across the council.	Spencer Martin	Cabinet Member - Well-being	Cabinet	20 Jul 2023	Open
Annual Performance Monitoring Report 2022/23.	To report the performance indicator results and summarise the Council's performance meeting its priorities for the financial year 2022/23.	Richard Rowlands	Cabinet Member - Corporate Services & Performance (Deputy Leader)	Cabinet	20 Jul 2023	Open
Leadership, Inclusion and Governance: Building Excellence in Swansea Schools.	Report of the Education & Skills Corporate Delivery Committee.	Sarah Hughes	Mike Durke	Cabinet	20 Jul 2023	Open

Page 91

Appendix 5 – Cabinet Forward Plan 2023 – 2024

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Revenue Financial Outturn 2022/23.	To report on revenue outturn for 2022/23.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	20 Jul 2023	Open
Revenue Outturn 2022/23 – Housing Revenue Account (HRA).	To report on revenue outturn for 2022/23, compared to budget for the HRA.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	20 Jul 2023	Open
FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project.	Update on the final costs for the refurbishment of the community hub.	Geoff Bacon	Cabinet Member - Corporate Services & Performance (Deputy Leader), Cabinet Member - Culture, Human Rights & Equalities	Cabinet	20 Jul 2023	Fully exempt
Quarter 1 2023/24 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period April 2023 – June 2023.	Richard Rowlands	Cabinet Member - Corporate Services & Performance (Deputy Leader)	Cabinet	21 Sep 2023	Open
Capital Outturn and Financing 2022/23.	To report on capital outturn and financing for 2022/23	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	21 Sep 2023	Open

Appendix 5 – Cabinet Forward Plan 2023 – 2024

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Disabled Facilities & Improvement Grant Programme 2023/24 – Transfer of Budget.	To provide details of Disabled Facilities & Improvement Grant Programme transfer of budgets and to seek approval.	Darren Williams	Cabinet Member - Corporate Services & Performance (Deputy Leader)	Cabinet	21 Sep 2023	Open
Shared Cost AVC Pension Arrangement for LGPS Members.	This report requests that Cabinet approve the introduction of a shared cost AVC pension arrangement for LGPS members through partnering with an external provider. It also requests the approval of a new discretion in the Council's LGPS Discretionary Pension Policy Statement to permit LGPS staff to participate in such a Shared Cost AVC scheme.	Rachael Davies	Cabinet Member - Corporate Services & Performance (Deputy Leader)	Cabinet	21 Sep 2023	Open
New Operating Model at St. Helen's Sports Facility.	Seek approval for a new operating proposal to safeguard the future of the venue whilst saving annual maintenance and operational cost for the St Helen's sporting facility.	Stephen Weeks	Cabinet Member - Corporate Services & Performance (Deputy Leader), Cabinet Member - Investment, Regeneration, Events & Tourism	Cabinet	21 Sep 2023	Open

Appendix 5 – Cabinet Forward Plan 2023 – 2024

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
New Operating Model at St. Helen's Sports Facility.	Seek approval for a new operating proposal to safeguard the future of the venue whilst saving annual maintenance and operational cost for the St Helen's sporting facility.	Stephen Weeks	Cabinet Member - Corporate Services & Performance (Deputy Leader)	Cabinet	21 Sep 2023	Fully exempt
Destination Management Plan 2023-2026.	<p>A new Destination Management Plan 2023-2026 is a combined response by the Council and its private/public sector partners to address short-term and long-term issues across the destination.</p> <p>It is based on extensive research and focuses on 4 strategic priorities:</p> <ul style="list-style-type: none"> • Driving Quality • Breaking free of Seasonality • Encouraging Sustainability • Working Partnerships 	Steve Hopkins (Tourism & Marketing Manager)	Cabinet Member - Investment, Regeneration, Events & Tourism	Cabinet	19 Oct 2023	Open

Page 94

Appendix 5 – Cabinet Forward Plan 2023 – 2024

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Quarter 2 2023/24 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period July 2023 – September 2023.	Richard Rowlands	Cabinet Member - Corporate Services & Performance (Deputy Leader)	Cabinet	21 Dec 2023	Open

Terms of Reference	14 June 2023	19 July 2023	13 September 2023	25 October 2023	6 December 2023	17 January 2024	28 February 2024	10 April 2024	June 2024 (24/25)
Training									
Governance & Assurance	Election of Chair & Vice Chair Appointment of Committee Member on Annual Governance Group	Complaints Update Report 2022/23	Public Services Ombudsman for Wales Annual letter to the Council for the period 2022-23	Scrutiny Annual Report 2022-23. The Governance and Assurance Arrangements of Swansea Council's Strategic Partnerships – 6 Month Update		Annual Complaints Report	The Governance and Assurance Arrangements of Swansea Council's Strategic Partnerships. Update on the Council's Transformation Programme, including Governance	Draft Committee Work Programme 2024/25	Annual Governance Statement 2023/24 Draft Governance & Audit Committee Annual Report 2023/24
Internal Audit	IA Quarter 4 2022/23 Monitoring Report IA Quarter 4 2022/23 Recommendation Tracker Report Fleet Maintenance Update Accounts Receivable Update DBS Update	Annual Report of School Audits 2022-23	IA Quarter 1 2023/24 Monitoring Report IA Quarter 1 2023/24 Recommendation Tracking Report	Employment of Agency Staff Update Management of Absence Update IA Quarter 2 2023/24 Monitoring Report IA Quarter 2 2023/24 Recommendation Tracker Report Fundamental Audits 2022/23 – Recommendation Tracker Report			Employment of Agency Staff Update Management of Absence Update IA Quarter 3 2023/24 Monitoring Report IA Quarter 3 2023/24 Recommendation Tracker Report IA Annual Plan Methodology Report 2024/25 Draft IA Annual Plan 2024/25	IA Charter 2024/25 IA Strategy & Annual Plan 2024/25	Internal Audit Annual Report 2023/24
Risk Management & Performance			Q1 Risk Monitoring Report The Annual Review of Performance 2022-23 (including Self-Assessment Report) (Provisional)		Q2 Risk Monitoring Report		Q3 Risk Monitoring Report		Q4 Risk Monitoring Report
Counter Fraud		Corporate Fraud Annual Report 2022/23 and Corporate Fraud Annual Plan 2023/24			Corporate Fraud – Six Month Update				

Governance & Audit Committee Workplan 2023/24

Appendix 6

Operational matters / key risks			Update on Internal Control Environment – Director of Education	Update on Internal Control Environment - Director of Social Services	Update on Internal Control Environment - Director of Finance		Update on Internal Control Environment – Director of Place	Update on Internal Control Environment – Director of Corporate Services	
External Audit	Audit Wales Report - City & County of Swansea Annual Audit Summary	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 - Audit of Accounts Report - City & County of Swansea - Draft. Audit Wales – 2023 Audit Plan		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 - Assurance and Risk Assessment - Financial Position Update Audit Wales Report - City & County of Swansea Annual Audit Summary Audit Wales - 2024 Audit Plan	
Financial Reporting			Draft Statement of Accounts 2022/23						

Appendix 7 - Service Transformation Committee Work Plans 2023-24

Climate Change & Nature Recovery Chair: Cllr Rebecca Fogarty	Corporate Services & Financial Resilience Chair: Mandy Evans	Economy & Infrastructure Chair: Phil Downing	Education & Skills Chair: Mike Durke	Social Care & Tackling Poverty Chair: Ceri Evans
<ul style="list-style-type: none"> • Local Nature Recovery • Sustainable Transport • Swansea 2050 / Local Area Energy Plan • Waste Strategy • Public EV Charging Strategy 	<ul style="list-style-type: none"> • Policy Commitments – Human Rights City Action Plan Development • Digital Transformation - Customer Services / Communication and Engagement with the Public • Co-production – Next Steps • Medium Term Financial Plan – Future Years’ Savings Proposals • Workforce Transformation – Leadership & Management; Learning & Development 	<ul style="list-style-type: none"> • Tawe Riverside Corridor Action Plan (to include improvements, grant opportunities and the potential for any transport opportunities, including the Metro River, taxis, etc) • Swansea Bay Strategy Projects • Destination Management Plan • Review of the Council’s Housing Allocation Policy • Maintenance of Road Infrastructure • Local Economic Delivery Plan • More Homes Delivery Programme 	<ul style="list-style-type: none"> • Right Schools in Right Places • Transforming Additional Learning Needs 	<ul style="list-style-type: none"> • Volunteering Strategy • Special Guardianship – policy refresh • ‘When I’m Ready’ – policy refresh • Short Breaks – Parent / Carers – statement of purpose • Levelling Up – criteria for funding • Tackling Poverty Strategy • Enabling and promoting independence: Assistive Technology strategy implementation and growth of telecare / telehealth options • Internal Residential Care provision - model of delivery / statement of purpose

Agenda Item 10



Scrutiny Programme Committee – 18 July 2023

Date and Time of Upcoming Scrutiny Panel / Working Group / Regional Meetings

- a) 20 July at 2.00pm – South West Wales Corporate Joint Committee - Overview & Scrutiny Sub-Committee** (managed by Neath Port Talbot Council)
 - Agenda Items tbc
- b) 2 August at 4.30pm – Child & Family Services Performance Panel**
 - Annual Wellbeing / Performance Report
 - Residential Care Services (including update on Ty Nant)
- c) 7 August at 4.00pm – Adult Services Performance Panel**
 - Audit Wales Report 'Together We Can' – Community Resilience and Self-reliance
 - Deprivation of Liberty Safeguards
- d) 5 September at 10.00am – Service Improvement, Regeneration & Finance Performance Panel**
 - Annual Performance Monitoring Report for 2022/2023
 - Revenue Financial Outturn 2022-23 and Revenue Outturn 2022-23 (Housing Revenue Account)
- e) 5 September at 4.30pm – Adult Services Performance Panel**
 - Performance Monitoring Report
 - Audit Wales Report 'A Missed Opportunity' Social Enterprises
- f) 7 September at 10.00am – Anti-Social Behaviour Inquiry Panel**
 - Closed Meeting – Final Report Stage
- g) 13 September at 4.30pm – Child & Family Services Performance Panel**
 - Presentation by Young Carers
 - Adolescent Strategy and Action Plan

h) 14 September at 4.00pm – Education Performance Panel

- Looked after Children - Support and Progress in School
- Follow Up - 10 Education Corporate Development Committee recommendations (referred to Scrutiny by CDC)
- Feedback from Partneriaeth Scrutiny Councillor Group

i) 19 September at 4.00pm – Scrutiny Programme Committee

- Scrutiny of Cabinet Member Portfolio Responsibilities – Active Travel
- Scrutiny of Swansea Public Services Board (tbc)

Scrutiny Meetings are multi-location meetings, held in the Gloucester Room, Guildhall as well as accessed remotely via MS Teams, unless otherwise stated.

Agenda Item 11



Report of the Chair of the Scrutiny Programme Committee

Scrutiny Programme Committee – 18 July 2023

Pre-decision Scrutiny: FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project

Purpose	This report provides guidance on Pre-decision Scrutiny ahead of consideration of the Cabinet report on: a) FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project.
Content	This covering report explains the role of the Committee in undertaking Pre-decision Scrutiny. The actual Cabinet report, which is to be considered by Cabinet on 20 July in closed session, is included in the Committee agenda under Item 13.
Councillors are being asked to	<ul style="list-style-type: none">• note the Pre-decision Scrutiny process and role of the Committee• following 'Exclusion of the Public', consider the Cabinet report and proposals• then, agree any views on the proposed decision(s) that are to be raised with Cabinet
Lead Councillor	Councillor Peter Black, Chair of Scrutiny Programme Committee
Report Author	Brij Madahar, Scrutiny Team Leader Telephone: 01792 637257 brij.madahar@swansea.gov.uk
Legal Officer	Debbie Smith
Finance Officer	Paul Roach

1. Introduction

1.1 The Scrutiny Programme Committee will carry out Pre-decision Scrutiny or delegate to relevant Scrutiny Panels, in respect of proposed Cabinet reports as requested.

1.2 A report concerning 'FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project' is scheduled for decision by Cabinet on 20 July. This relates to the redevelopment of buildings on Oxford Street for the Council's Community Hub project. A previous Cabinet report relating to the leasehold acquisition of

property was also subject to Pre-decision Scrutiny on 14 December 2021. A further discussion on progress with the Community Hub project also took place at the Committee meeting in August 2022. Correspondence between the Committee and Cabinet Member(s) relating to these discussions can be found within Agenda Item 13.

The 20 July Cabinet report will provide update on the final costs for the refurbishment of the Community Hub.

- 1.3 The Joint Report of the Cabinet Members for Corporate Services & Performance and Culture, Human Rights & Equalities on this matter is provided for Pre-decision Scrutiny – see Item 13, as the Cabinet report is to be discussed in closed session.

2. Role of the Committee

2.1 The purpose of Pre-decision Scrutiny:

- It entitles Scrutiny to discuss proposed Cabinet reports, where a clear recommendation(s) exists, before decisions are taken by the Executive.
- Acting as a ‘critical friend’, it enables Scrutiny to ask questions about a report to develop understanding and inform and influence decision-making, for example asking about:
 - the rationale for the report
 - robustness of the proposed decision and decision-making process
 - potential impact and implications (including financial, social, economic and environmental impact) and risks
 - how different options have been considered
 - the extent of consultation undertaken
 - implementation and measures of success etc.
- It enables Scrutiny to provide a perspective and report its views and any issues to Cabinet. The Chair, on behalf of the Committee, can attend the Cabinet meeting to share the views of Scrutiny on the report prior to Cabinet decision. This may include giving support, providing other suggestions on the way forward, or flagging up any concerns.
- The views of Scrutiny are required to be formally considered by Cabinet before it makes the decision and feedback should be given including explanation for any rejection of views expressed.

2.2 Lead Cabinet Member(s) have been invited to attend the meeting to present the report and respond to questions, along with relevant officer(s) involved in the development of the report who can assist the Committee and provide appropriate advice.

2.3 The Committee (through the Chair) will write to the Cabinet Member(s) with its views following Pre-decision Scrutiny. The Chair will have the opportunity to attend the Cabinet meeting on 20 July to verbally feedback the Committee's views, conclusions and recommendations about the report, based on the contents of letter.

3. Cabinet Response

3.1 Cabinet must formally consider Scrutiny views at its meeting. It may decide that any issues raised by Scrutiny can be dealt with at the meeting and decision taken. It may decide that more time is needed to consider the views of Scrutiny and defer decision to the next (or a special) meeting of Cabinet.

3.2 The relevant Cabinet Member is expected to write back to the Committee with feedback from Cabinet and should include explanation of any rejection of Scrutiny views.

4. Legal Implications

4.1 In accordance with the Council's Constitution "pre-decision scrutiny gives scrutiny the opportunity to influence Cabinet decision making as a critical friend". "The views of the scrutiny committee are formally presented (either in a written report or verbally by the Scrutiny Chair) to the Cabinet meeting for the Cabinet to consider and inform its decision making".

5. Financial Implications

5.1 There are no specific financial implications raised by this report. Financial implications of the actual Cabinet report(s) are contained within those reports.

Background Papers: None

Appendices: None

Agenda Item 12



Report of the Chief Legal Officer

Scrutiny Programme Committee – 18 July 2023

Exclusion of the Public

Purpose:	To consider whether the Public should be excluded from the following items of business.	
Policy Framework:	None.	
Consultation:	Legal.	
Recommendation(s):	It is recommended that:	
1)	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	Item No's.	Relevant Paragraphs in Schedule 12A
	13	14
Report Author:	Democratic Services	
Finance Officer:	Not Applicable	
Legal Officer:	Tracey Meredith – Chief Legal Officer (Monitoring Officer)	

1. Introduction

- 1.1 Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, the Committee will be requested to exclude the public from the meeting during consideration of the

item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

3. Financial Implications

- 3.1 There are no financial implications associated with this report.

4. Legal Implications

- 4.1 The legislative provisions are set out in the report.
- 4.2 Councillors must consider with regard to each item of business set out in paragraph 2 of this report the following matters:
 - 4.2.1 Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.
 - 4.2.2 If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test as set out in paragraph 2.2 of this report.
 - 4.2.3 If the information falls within paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test but must consider whether they wish to waive their privilege in relation to that item for any reason.

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
12	Information relating to a particular individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. Their view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
13	Information which is likely to reveal the identity of an individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. Their view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. Their view on the public interest test was that:</p> <ul style="list-style-type: none"> a) Whilst they were mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts. <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

No.	Relevant Paragraphs in Schedule 12A
15	<p>Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 15 should apply. Their view on the public interest test was that whilst they are mindful of the need to ensure that transparency and accountability of public authority for decisions taken by them they were satisfied that in this case disclosure of the information would prejudice the discussion in relation to labour relations to the disadvantage of the authority and inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
16	<p>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</p>
	<p>No public interest test.</p>
17	<p>Information which reveals that the authority proposes:</p> <p>(a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</p> <p>(b) To make an order or direction under any enactment.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 17 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by the public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
18	<p>Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 18 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

Agenda Item 13

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted