



## 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, 19 September 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: C A Holley, P R Hood-Williams, S M Jones and L R Jones

**Watch Online:** <https://bit.ly/3QTUHNh>

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**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

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**1 Apologies for Absence.**

**2 Disclosures of Personal & Prejudicial Interest.**

[www.swansea.gov.uk/disclosuresofinterests](http://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 - 5

**5 Public Question Time.**

Questions can be submitted in writing to Democratic Services [democracy@swansea.gov.uk](mailto: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.

<b>6</b>	<b>Scrutiny of Cabinet Member Portfolio Responsibilities: Active Travel - Councillor Andrew Stevens, Cabinet Member for Environment &amp; Infrastructure.</b>	<b>6 - 42</b>
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<b>9</b>	<b>Scrutiny Work Programme.</b> Discussion on: a) Committee Work Plan. b) Opportunities for Pre-Decision Scrutiny. c) Progress with Scrutiny Panels and Working Groups.	<b>101 - 131</b>
<b>10</b>	<b>Date and Time of Upcoming Panel / Working Group Meetings.</b>	<b>132</b>

**Next Meeting:** Tuesday, 17 October 2023 at 4.00 pm



**Huw Evans**  
**Head of Democratic Services**  
**Tuesday, 12 September 2023**

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**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, 18 July 2023 at 4.00 pm

**Present:** T M White (Chair) Presided

**Councillor(s)**

A Davis  
F D O'Brien

**Councillor(s)**

E W Fitzgerald  
V A Holland

**Councillor(s)**

M Jones  
W G Lewis  
S Pritchard

**Co-opted Member(s)**

Beth Allender

**Councillor Co-opted Member(s)**

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

**Officer(s)**

Geoff Bacon	Head of Property Services
Brij Madahar	Scrutiny Team Leader
Debbie Smith	Deputy Chief Legal Officer
Samantha Woon	Democratic Services Officer

**Also present**

Councillor R C Stewart, Leader of the Council

Councillor D H Hopkins, Cabinet Member for Corporate Services & Performance (Deputy Leader)

Cllr Elliott King – Cabinet Member for Culture, Human Rights & Equalities

**Apologies for Absence**

Councillor(s): P M Black

Statutory Co-opted Member(s): Elizabeth Lee

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## 4 Disclosures of Personal & Prejudicial Interest.

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

Councillor F D O'Brien – Minute No. 13 – Pre-decision Scrutiny – FPR7  
Redevelopment of 277-278 Oxford Street – Community Hub Project, and Minute No.

15 - FPR7 Redevelopment of 277-278 Oxford Street – Community Hub Project – Personal Interest.

## **5 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.

## **6 Minutes.**

**Resolved** that the Minutes of the Scrutiny Programme Committees held on 16 May and 18 May 2023 be approved and signed as correct records.

## **7 Public Question Time.**

There were no public questions.

## **8 Role of the Scrutiny Programme Committee.**

The Chair presented the report on the 'Role of the Scrutiny Programme Committee'.

It was noted that since the Council Annual General Meeting, the Committee now comprised 10 Members, smaller than previous, and there had been changes to the membership. In regard to the Membership, the Committee also included Statutory Education Co-optees – as explained in Section 3 of the report.

The Committee is responsible for managing all Scrutiny activity within the Council, through a single Work Programme (which would be discussed at agenda item 9).

Work is either carried out by the Committee or delegated elsewhere. The Committee will have a plan of work and will establish Panels and Working Groups to examine specific topics or issues of concern to enable the engagement of all non-executive Councillors in the Scrutiny process, regardless of Committee membership.

The membership of Panels / Working Groups, as well as the appointment of a lead Councillor (known as Convener) is a matter for the Committee to determine. The role of a Convener is also explained in the report (section 4).

The Committee will monitor agreed activities and outcomes to ensure that the Work Programme is being delivered effectively, and in accordance with the Committee's wishes.

The Terms of Reference of the Committee were also included for information.

Previously the Committee has also found it beneficial to co-opt (in a non-voting capacity) those Councillors appointed as Performance Panel Conveners, not already on the Committee. These were shown in para 4.4. of the report.

As the Committee has responsibility for Scrutiny of the multi-agency Public Services Board, it has also welcomed representatives from partner agencies to assist with that Scrutiny, shown in Section 5.

To continue to do so, the Committee needed to re-new such co-option annually, and was therefore being asked to agree this again.

Finally, he stated that teamwork was important to the Committee's success, and there were some practical considerations that could help to achieve this, and some examples were given around effective working. The report encouraged members, whether long-serving or new, to reflect on the way they work together as a group, plan work, and plan for meetings; and evaluate how well things have gone, and consider any room for improvement in the way the Committee works.

**Resolved** that: -

- 1) The co-option of Scrutiny Performance Panels conveners to the Committee be renewed.
- 2) The co-option of partnership organisations to enable representatives to participate in the Committee's scrutiny of the Public Services Board be renewed.

## **9 Membership of Scrutiny Panels and Working Groups.**

**Resolved** that the membership changes reported in relation to Panels and Working Groups be agreed.

## **10 Scrutiny Letters.**

The Chair referred to the following letters, reflecting on recent Committee Scrutiny activity:

- Crime & Disorder Scrutiny – Safer Swansea Partnership – Letter to Joint Chairs of Safer Swansea Partnership Community Safety Partnership.
- Pre-decision Scrutiny – Economic Recovery Fund Budget Reports - Letter to Cabinet Member for Economy, Finance & Strategy (Leader).

## **11 Scrutiny Work Programme 2023/24.**

The Chair stated that following consultation with Members the report contained the emerging draft programme for the year ahead.

The draft work programme takes into account last years' programme, work already committed and feedback from the recent Work Planning Conference which included input on Council priorities and strategic challenges, and public issues. The proposed Programme showed the topics which would be looked at either through in-depth work, ongoing monitoring activities, or with a light-touch, and topics which the Committee itself would lead on.

He highlighted the key considerations for the Committee to think about before agreeing the programme, and took Members through the detail. He highlighted the following:

- The next inquiry would be on 'Community Assets'.
- The Service Improvement & Finance Performance Panel and Development & Regeneration Performance Panel would be merged into a new 'Service Improvement, Regeneration & Finance' Performance Panel, which would meet monthly.
- Initial Working Group topics would be looking at: Customer Contact, Public Rights of Way, and Community Growing.

Subject to agreement, expressions of interest would then be sought from Scrutiny Councillors to participate in new Scrutiny activities. He also referred to the Committee work plan for 2023/24 and stated that the next meeting on 19 September would include a session with the Cabinet Member for Environment & Infrastructure on Active Travel.

**Resolved** that:

- 1) The Scrutiny Work Programme for 2023/24 including new Inquiry topic, revised Performance Panel arrangements, and Working Group topic priorities be approved.
- 2) The Committee Work Plan be approved.

## **12 Date and Time of Upcoming Panel / Working Group Meetings.**

The Chair referred upcoming Panel/Working Group/Regional Scrutiny meetings, for awareness.

## **13 Pre-Decision Scrutiny - FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project.**

The Chair presented the report which gave guidance on pre-decision scrutiny ahead of consideration of the Cabinet report on FPR7 Redevelopment of 277-278 Oxford Street – Community Hub Project.

The Leader of the Council responded to a question which challenged the location of the Community Hub and accessibility. He stated that it would not be viable to unwind the existing Project, with technical design now complete, jeopardise grant funding that has been secured, and incur abortive costs if the Council was to now look at other options. He dismissed a suggestion that the former Debenhams building would be a more suitable location, stating that the Council was in active negotiations about its future use with focus remaining on retail. He was satisfied that the Community Hub on Oxford Street / Princess Way, which will house the Central Library, Archives and other public services, was an accessible location.

**14 Exclusion of the Public.**

The Committee was requested to exclude the public from the meeting during the consideration of the items of business identified in the recommendations to the report on the grounds that it involved the likely disclosure of exempt information as set out in the exclusion paragraph of 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation)(Wales) Order 2007, relevant to the item of business as set out in the report.

The Committee considered the Public Interest Test in deciding to exclude the public from the meeting for the items of business where the Public Interest Test was relevant, as set out in the report.

**Resolved** that the public be excluded for the following items of business.

**(Closed Session)**

**15 FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project.**

The Committee discussed the Joint Report of the Cabinet Members for Corporate Services & Performance and Culture, Human Rights & Equalities, which was on the 20 July Cabinet agenda for decision.

The Cabinet Members, Leader of the Council, and the Head of Property Services addressed the Committee and responded to questions.

The Committee discussed the feedback that it should provide to the Cabinet meeting, which the Chair will attend to give.

**Resolved** that the Chair write to the Cabinet Members to convey the Committee's views.

The meeting ended at 5.43 pm

**Chair**

# Agenda Item 6



## Report of the Chair of the Scrutiny Programme Committee

Scrutiny Programme Committee – 19 September 2023

### Scrutiny of Cabinet Member Portfolio Responsibilities

<b>Purpose:</b>	To enable the Committee to question Cabinet Members on their work. The Committee's questions will broadly explore Cabinet Members' priorities, actions, achievements and impact in relation to specific areas of responsibility.
<b>Content:</b>	<p>The following Cabinet Member will appear before the Committee:</p> <p>a) Councillor Andrew Stevens, Cabinet Member for Environment &amp; Infrastructure</p> <p>The specific areas of responsibility being discussed are:</p> <p>a) Active Travel</p>
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• Question the relevant Cabinet Member on the specific portfolio responsibilities.</li><li>• Make comments and recommendations as necessary.</li></ul>
<b>Lead Councillor:</b>	Councillor Peter Black, Chair of the Scrutiny Programme Committee
<b>Lead Officer:</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author:</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Roach

#### 1. Introduction

1.1 One of the most important roles that Scrutiny carries out is holding the Council's Cabinet to account. The Cabinet (also known as the Executive) is made up of the Leader and other Councillors, appointed by the Leader, who are allocated specific portfolio responsibilities.

1.2 There are 10 Cabinet portfolios:



	<b>Cabinet Portfolio</b>	<b>Cabinet Member</b>
1	Economy, Finance & Strategy (Leader of the Council)	Cllr Rob Stewart
2	Service Transformation (Deputy Leader)	Cllr Andrea Lewis
3	Corporate Services & Performance (Deputy Leader)	Cllr David Hopkins
4	Education & Learning	Cllr Robert Smith
5	Care Services	Cllr Louise Gibbard
6	Wellbeing	Cllr Alyson Pugh
7	Environment & Infrastructure	Cllr Andrew Stevens
8	Investment, Regeneration, Events & Tourism	Cllr Robert Francis-Davies
9	Culture, Human Rights & Equalities	Cllr Elliott King
10	Community (Services) Community (Support)	Cllr Cyril Anderson Cllr Hayley Gwilliam

**NOTE:**

- The Community Portfolio operates under a job-sharing arrangement
- Detailed breakdown of Cabinet Portfolio Responsibilities are **attached** to this report.

- 1.3 By acting as a 'critical friend' Scrutiny has the opportunity to challenge the Cabinet and individual Cabinet Members on their actions and performance in relation to their areas of responsibilities.
- 1.4 Rather than a look at overall responsibilities, the Committee has agreed to focus on specific areas of interest / concern, taking into account any gaps in the overall Scrutiny Work Programme and ensuring good coverage of Scrutiny across all Cabinet portfolios.
- 1.5 The Committee should be mindful to avoid duplication of any issue(s) which are being examined elsewhere in the Scrutiny Work Programme e.g., within Performance Panels.

**2. Discussion on Cabinet Member Portfolio Responsibilities**

- 2.1 The following Cabinet Member will appear before the Committee:
- a) Councillor Andrew Stevens, Cabinet Member for Environment & Infrastructure
- 2.2 The Cabinet portfolio responsibilities that the Committee will focus on are:
- a) Active Travel

- 2.3 The Cabinet Member, will attend, along with lead officers who can assist the Committee, to report on aims / objectives, plans, and the delivery of work related to this portfolio responsibility. Cabinet Members will be invited to make introductory remarks before taking questions from the Committee.
- 2.4 The Cabinet Member has provided a report on the portfolio responsibility under discussion to help the Committee focus the discussion and questions - see **Appendix 1**.

### **3. Approach to Questions**

- 3.1 The session should provide Committee members with a greater understanding of what the specific responsibilities and work entails and why we do this, priorities / objectives / commitments, resources (incl. budget), key activities & headlines / achievements (incl. notable practice), relevant performance measures, data / trends, and overall assessment of service health (including, for example, how we compare with others, current or future pressures or issues, challenges / opportunities, risks) and improvement/impact/difference made. This will give the Committee the chance to ask focused questions and provide challenge on actions and performance and the delivery of work in relation to these areas of responsibility, as well as future thinking.
- 3.2 In essence, the Scrutiny session should help the Committee to understand the Council's Active Travel Plans and outcomes; current & future developments; how well we are meeting obligations of Welsh Government Active Travel Act; improvements to community consultation / engagement; usage - impact on numbers cycling / walking; costs / benefits, and relevant issues.
- 3.3 In terms of themes that cut across all Cabinet portfolios, the Committee can ask Cabinet Members about:
- Well-being of Future Generations Act – impact on their work / decisions e.g., what they are doing to achieve the well-being goals and ways of working, e.g., focus on long-term thinking, collaboration / involvement etc. (including regional / collaborative working, service user / public engagement)
  - Links to poverty reduction, reducing inequalities, including socio-economic disadvantage
  - Links to the Council's Recovery and Transformation Plan, 'Swansea Achieving Better Together'
  - Links to the Public Services Board (PSB)
- 3.4 Previous Scrutiny - the Committee previously held a discussion on Active Travel, specifically the consultation process, in February 2021, following concerns flagged up to the Committee by members of the public. The Committee letter, sent to the Cabinet Member following

this meeting, and Cabinet Member response letter are attached for information and any follow up as necessary.

Link to Feb 2021 meeting:

<https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=188&MIId=9178&Ver=4&LLL=0>

- 3.5 The Committee also invites members of the public and other Scrutiny Councillors (not on the Committee) to suggest questions that the Committee should ask. It is up to the Committee how to deal with any suggested questions within the session.
- 3.6 Following each session the Chair will write to Cabinet Members in order to capture the main issues discussed, views expressed by the Committee, and any actions for the Cabinet Member to consider.
- 3.7 If the Committee wishes to conduct more detailed Scrutiny of any of the issues raised during the session, then this should be agreed through the normal work planning process and planned for a future meeting. This will also allow proper time for preparation.
- 3.8 The Committee should note that Councillor Andrew Stevens has already been engaged in Scrutiny, or is planned, of the following other matters:
  - Highways / Infrastructure Maintenance (Service Improvement & Finance Performance Panel)
  - Climate Change & Nature Performance Panel
  - Public Rights of Way Working Group
  - Bus Services Working Group (follow up)
  - Road Safety Working Group (follow up)
  - SWW Corporate Joint Committee (regional scrutiny)

#### **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:**

Appendix 1: Cabinet Member Report – Active Travel

Appendix 2: Cabinet Portfolio Responsibility Listing



## Report of the Cabinet Member for Environment & Infrastructure

### Scrutiny Programme Committee – 19 September 2023

### Scrutiny of Active Travel Programme

<b>Purpose:</b>	To brief the Scrutiny Committee on the Council's work in relation to Active Travel, which is the portfolio responsibility of the Cabinet Member for Environment & Infrastructure.
<b>Content:</b>	The report outlines the statutory requirements of the Active Travel (Wales) Act 2013 placed upon local authorities in Wales and provides an overview of the various strands of work that make up Swansea Council's active travel delivery programme.
<b>Councillors are being asked to:</b>	Consider the information provided, ask questions, and make comments and recommendations as necessary.
<b>Lead Councillor:</b>	Councillor Andrew Stevens, Cabinet Member for Environment & Infrastructure
<b>Lead Officer:</b>	Mark Wade, Director of Place Stuart Davies, Head of Highways & Transportation
<b>Report Author:</b>	Jack Palmer, Active Travel Officer Tel: 07917 200339 E-mail: <a href="mailto:jack.palmer@swansea.gov.uk">jack.palmer@swansea.gov.uk</a>
<b>Legal Officer:</b>	Kieran O'Carroll, Associate Lawyer
<b>Finance Officer:</b>	Paul Roach

## 1. Background

- 1.1. 'Active Travel' is a term used to describe walking, cycling, and other active modes of travel such as scooting (scooter riding), for purposeful journeys to a destination such as work, school or the shops, or in combination with public transport. Whilst walking and cycling are in themselves healthy activities that are to be encouraged, it is when they displace private car journeys that they deliver significant benefits for the health and well-being of Wales. Achieving modal shift by displacing private

car journeys with walking and cycling and public transport is at the heart of *Llwybr Newydd*, the Wales Transport Strategy 2021.

- 1.2. Swansea Council has an ambitious active travel programme which has a record of securing high levels of Welsh Government capital grant funding. This supports new and improved walking and cycling routes which connect residents with key strategic destinations across Swansea and make travelling actively safer and more accessible. The City and County of Swansea is host to just over 141km of walking and cycling routes, with over 7km being added or improved in the last financial year (2022/23).
- 1.3. The Scrutiny Committee has requested an overview of the Council's work in relation to active travel, which in Swansea Council comes under the portfolio of the Cabinet Member for Environment & Infrastructure. This report provides an overview of the statutory requirements of active travel in Wales, how active travel schemes are identified, funded and developed, and how the Council monitors the uptake and impact of active travel in Swansea.

## **2. The Active Travel (Wales) Act 2013**

- 2.1. The Active Travel (Wales) Act 2013 (ATA) introduced a legislative requirement on local authorities to plan for, improve, and promote routes for walking and cycling for everyday journeys. Its purpose is to enable more people to travel actively, meaning more people can enjoy the health, environmental and economic benefits of active travel. Increasing levels of active travel contributes to the achievement of all seven of Wales' Well-being Goals as set out in the Well-being of Future Generations (Wales) Act 2015.
- 2.2. The Act requires local authorities to continuously improve facilities and routes for pedestrians and cyclists and to prepare maps identifying current and potential future routes for their use. The ATA also requires new road schemes (including road improvement schemes) to consider the needs of pedestrians and cyclists at design stage.
- 2.3. The provisions of the Act therefore put in place the conditions that will allow many more people whose current mode of travel is the car to switch to more sustainable modes for shorter journeys and facilitate access to public transport as part of longer distance journeys. The definition of an active travel journey therefore includes travel to work, travel to school and other educational facilities, travel to the shops, travel to leisure facilities, travel to public transport interchanges and so on.
- 2.4. The definition of an 'Active Travel Route' excludes those for purely recreational use, such as an off-road circuit or mountain bike trail, but also includes routes used predominantly for walking and cycling for leisure purposes. While it is expected that active travel routes are also used for recreational use, this is seen as secondary to the ATA's objective of attaining modal shift from private car journeys. Swansea Council's Countryside Access Team supports residents wishing to maintain, improve or expand walking and cycling routes which are primarily used for leisure or tourism, including the expansive Public Rights of Way network.

### **3. Active Travel Act Guidance**

- 3.1. The Active Travel Act Guidance (ATAG) published by the Welsh Government in July 2021 provides guidance on the aims, processes and key considerations associated with the ATA (**Appendix A** – [document available on the Welsh Government website](#)). It serves as an aid for the various partners involved in the implementation of the Act and provides detailed technical guidance on how infrastructure should be planned and designed, which is what Swansea Council must comply with when developing design proposals.
- 3.2. The ATAG states that active travel networks should be coherent, direct, safe, comfortable and attractive. For example, the guidance outlines that the number of active journeys people make will depend on how comprehensive and connected the network of safe routes is and how well the routes connect to/from key destinations, public transport infrastructure, and people's homes. Therefore, the Council's approach is that new active travel routes should connect to Swansea's existing network, so that there are no isolated sections of infrastructure and so that the network develops in a joined-up, cohesive way.

### **4. Active Travel Network Maps**

- 4.1. The ATAG requires local authorities in Wales to produce maps of walking and cycling networks, and to deliver year-on-year active travel improvements along those mapped routes and their related facilities. The maps - known as Active Travel Network Maps (ATNM) which replaced the previous Existing Route Maps and Integrated Network Maps (2017) - show existing routes and potential future routes which Swansea Council aims to develop. The ATNM is used as a network planning tool which enables local authorities to develop and maintain a strategic plan of all routes, and whether a route currently exists and meets the required ATAG design standards (an Existing Route) or if it does not (a Future Route).
- 4.2. Swansea Council's ATNM was developed throughout 2021, with residents, ward members and stakeholders being signposted to various engagement and consultation activities undertaken both throughout the development of the ATNM and subsequent 12-week public consultation on the proposed ATNM. The formal 12-week consultation took place from late August to mid-November 2021.
- 4.3. Members of the public, ward members and stakeholders were initially provided with the opportunity to comment on the network using a [mapping software](#) tool to identify issues and opportunities for active travel routes around Swansea. Following a number of stakeholder engagement sessions, a draft ATNM which included over 200 potential future routes was formally consulted upon.
- 4.4. The consultation was promoted across the various social media channels which the Council utilises, featured in local newspapers and their associated online content, ward members were provided with dedicated communications and briefing notes at the various stages of engagement and consultation, to share with their communities, in addition to online surveys, school engagement, stakeholder sessions, five face-to-face public sessions and a YouTube video presentation for those unable to attend an in-person session.

- 4.5. Following revisions resulting from the consultation, Welsh Government assessed the ATNM submission and Swansea Council's ATNM was subsequently approved in August 2022. The Council will use the ATNM to guide Swansea's active travel programme, and the ATNM will be revisited and updated through further consultation every 3 years alongside those of other Welsh local authorities.
- 4.6. Only routes identified on the ATNM can be put forward for Welsh Government Active Travel Fund funding, which includes feasibility, design and construction stages.
- 4.7. Swansea's ATNM can be viewed on the Welsh Government's [DataMapWales](#) website. A downloadable PDF version of the ATNM (**Appendix B - attached**) and a detailed report which provides an overview of the development of the ATNM (**Appendix C – document available on Council website**) can both be found on [Swansea Council's webpages](#).

## 5. The Active Travel Fund (ATF)

- 5.1. The Active Travel Fund (ATF) is a grant established by the Welsh Government to which local authorities can bid for capital funding which supports the development and delivery of active travel routes and facilities, and other minor works which improve active travel infrastructure and supporting facilities across the network. The ATF is managed on behalf of the Welsh Government by Transport for Wales (TfW), which assesses funding applications, monitors progress and provides advice and support to local authorities.
- 5.2. ATF funding is applied for on an annual basis through a competitive grant application process, and the available grant funding each year is consistently exceeded by the total value of bids submitted across the country. However, Swansea Council historically has a strong record of successful grant applications, with the second-highest proportion of funding secured in Wales over the last five financial years (please see **Appendix D**).

## 6. Swansea's Active Travel Programme

- 6.1. Swansea Council has an annual programme made up of a combination of grant-funded 'Main' and 'Core Allocation' schemes awarded from the Active Travel Fund. 'Main' schemes are funded for construction in the given financial year and are typically organised into 'packages' to reflect strategic or geographical areas with a specific focus on origins and destinations with built-up areas (amalgamations of a number of towns and villages, which are in close proximity to each other and/or to a larger densely populated area).
- 6.2. Every local authority is also awarded 'Core Allocation' funding based on a formula which relates to population size (50%) and the area covered by designated settlements (50%). Core Allocation funds a pipeline of future schemes, which enables feasibility, technical design, consultation and business case development required for a scheme to be approved and funded for construction. Depending on the size and complexity of a potential route, schemes may take a number of years to progress through the required stages of development within the Core Allocation programme. Other schemes in Core Allocation can include 'minor works' which

cover the whole network rather than a specific route. This may include enhancements such as signage, cycle parking and accessibility improvements.

- 6.3. A 'Community Benefits' programme, delivered through active travel schemes using local contractors from the South West Wales Regional Civil Engineering Construction Framework, provides a number of local benefits as part of the construction of active travel routes, including free active travel equipment to local schools. In the past this has included free bikes, shelters, scooters and toolkits for teachers, and has benefitted a significant number of schools across the Swansea area. Active travel schemes have also delivered new seating, heritage information, placemaking features and greenery which make walking and cycling through communities more attractive and enjoyable.
- 6.4. Swansea's active travel programme is overseen by Transport for Wales (TfW) which manages the Active Travel Fund on behalf of the Welsh Government. Council officers submit quarterly grant claims to TfW, hold regular progress meetings with TfW advisors and submit annual ATF applications for TfW to review and make recommendations to Welsh Government for grant funding.
- 6.5. When the Welsh Government announces the funding opportunity annually, alongside the objectives and conditions of the grant for the following financial year, there is usually a very short timeframe to compile and submit the grant applications. As it is not usually possible to seek Cabinet approval within this short period of time, Cabinet Member approval is sought prior to the compilation of grant applications. A Cabinet report, in the form of an FPR7 report, is subsequently scheduled for retrospective approval at the earliest opportunity. The Cabinet report contains an overview of the packages submitted for grant funding, including details of origin and destination point, length of route to be delivered, financial summaries and an overview map for context.

## 7. Consultation & Engagement

- 7.1. In response to concerns raised about the consultation process on active travel schemes, a past meeting of the [Scrutiny Programme Committee on the 16<sup>th</sup> of February 2021](#) reviewed the consultation aspect of active travel delivery in the development, design and implementation of active travel schemes. The Committee considered the information provided, asked questions of the Cabinet Member and supporting officers, and made comments and recommendations as necessary – resulting in a Letter to the then Cabinet Member (**see Appendix E**). The Cabinet Member responded to the Committee's feedback (**see Appendix F**) and affirmed the Council's commitment to thorough consultation and engagement, which has been the focus of continued improvement over the last two years.
- 7.2. The Active Travel Act Guidance (ATAG) states that prior to the submission of Active Travel Network Maps (ATNM) to Welsh Government, there should be a formal public consultation, which should run for a minimum of 12 weeks. Swansea's ATNM was informed by extensive early engagement with Councillors and stakeholders, and by a 12-week public consultation. An initial engagement exercise, funded and implemented across Wales by Welsh Government, used an interactive online mapping tool for people to map out issues and opportunities in the network which received 3,782 visitors and 3,210 contributions made by 785



respondents. This feedback informed the creation of a draft ATNM alongside wider stakeholder engagement. As a result of the formal 12-week public consultation, a further 346 responses were submitted and a number of detailed letters and emails from stakeholder groups received. Consultation was widely promoted through newsletters, social media posts, briefing notes to all ward members, a series of press releases, lessons and surveys in schools, publicity materials such as posters and five face-to-face drop-in events. A detailed report outlining this consultation is included in **Appendix C** (*Active Travel Network Map Development Report 2023*).

- 7.3. The approved ATNM displays potential future routes which have been identified and confirmed via public consultation, but consultation on what may actually be delivered on specific routes can only take place if the route is approved for ATF development funding. If a route is taken forward, proposals could take a variety of different forms. Details such as which side of a road a route might go, what infrastructure is used, or what it might look like would all be considered as individual routes progress through the design development process. Where routes are taken forward for development, there will be scheme-specific engagement with local Councillors, interest groups, and local communities. Each year, once Swansea Council receives its ATF funding award letter by Welsh Government, the Cabinet Member writes to all Councillors to confirm that funding has been awarded, and to confirm which schemes are being developed or delivered in their specific wards (please see an example letter to Ward Members in **Appendix G**).
- 7.4. In 2022, the Council created a new role of Active Travel Officer to recognise the increased workload and increasing importance of this programme in recent years. Alongside supporting with project management and administration related to active travel, this officer has also supported the Highways Improvements team with consultation and engagement activities in the development of schemes. The active travel pages of the Council's [website](#) have also been updated to better inform the public of cycling and walking opportunities in Swansea, including more information on projects, the benefits of active travel for employers and the 'share with care' campaign.
- 7.5. A new 'Active Travel Stakeholder Group' has also been established to provide a forum for Swansea Council to share updates with, and seek input from, stakeholders with an interest in the development, promotion and use of active travel in the Swansea area. This group replaced the previous 'Cycle Action Progress Meetings' cycling forum to include a much wider representation of stakeholders from disability, walking, cycling, education, public health, age and equestrian groups. These meetings have helped raise awareness of active travel schemes and ensured that issues and opportunities are informed from a broader range of perspectives. A number of schemes both 'Main' and 'Core' have also been submitted and funded as a direct result of requests or input received through this stakeholder group.

## 8. Monitoring & Evaluation

- 8.1. In accordance with its duties under the Active Travel (Wales) Act 2013, Swansea Council submits annual reports to the Welsh Government on spending on active travel, how it is being promoted, and levels of use. These reports are available to view publicly, and so are uploaded to the Council's [webpages](#). All ATF bids for

schemes must be submitted with a Monitoring and Evaluation plan which may include measures such as a recording walking and cycle usage before and after a scheme has been delivered, the number of households within 500m of a dedicated cycle route, or user satisfaction / travel habit surveys.

- 8.2. There are 23 fixed cycle / pedestrian counter units positioned at strategic locations across the active travel network in Swansea which collect data on usage levels which inform both the Council's reporting duties and provide baseline data which contributes toward the business case of future schemes. Nine of these counters were installed over the last year, and work has been undertaken to upgrade the older counters to count pedestrian as well as cycle numbers.
- 8.3. Within the Highways and Transportation service area, a Survey Team is also tasked with undertaking ad-hoc temporary cycle counts using pneumatic tube technology, camera surveys and conducting face-to-face surveys with those travelling on routes.
- 8.4. As part of the 2023/24 active travel programme, the Council is due to commence a programme of work with walking and cycling charity Sustrans to engage with schools in Swansea which are either near recently completed active travel routes or where new schemes are being developed. The aim of this is to ensure that young people have a say in how new proposals are informed and are engaged in evaluating how effective they have found recently completed schemes in changing their travel habits.

## **9. Conclusions / Key Points Summary**

- 9.1. The Welsh Government has legislated for active travel through the Active Travel (Wales) Act 2013, prepared guidance for how local authorities should best implement the objectives of the Act, and established a capital grant which funds the delivery of active travel projects across the country. These all enable Swansea Council to meet its legal requirements set out by Welsh Government.
- 9.2. Swansea's ATNM is a strategic plan for potential future routes which has been developed in consultation with residents, Councillors, and other stakeholders before being approved by Welsh Government. Specific routes from the ATNM are selected for development in which technical design work, scheme level consultation and the preparation of a business case are progressed to allow for a future bid for construction.
- 9.3. The Council engages with stakeholders and the community on the outcome of funding bids, the development of scheme proposals and the delivery of its active travel programme. It engages regularly with stakeholders on broad issues related to active travel, seeks to develop infrastructure which complements the existing network, and works to promote the benefits of walking and cycling.
- 9.4. The Council actively monitors existing and newly delivered routes on the walking and cycling network. This enables us to assess and respond to any issues raised, gather information for future development of the network and to meet our reporting requirements set out by the Welsh Government.

## **10. Legal implications**

10.1. There are no legal implications from this report directly.

10.2. The Active Travel Fund grant requires that all spend is compliant with the Council's Contract Procedure Rules. Applicable spend must also comply with the Public Contracts Regulations 2015. Accepting ATF grant funding and delivering schemes enables the Council to comply with its obligations under the Active Travel (Wales) Act 2013.

10.3. ATF scheme development and delivery may require land acquisition or acquiring legal rights over land by agreement with relevant landowners where the works fall on land outside of the Council's ownership. Planning permission will be required where works fall outside of permitted development rights, and common land consent will be required from the Welsh Ministers where works are to be carried out on registered common land.

10.4. Where the Council needs to acquire land or rights over land to deliver an identified route, the relevant responsible officer must instruct the Head of Property Services to negotiate, settle or confirm the terms of such acquisition after taking into account any relevant statutory provisions or guidance and any advice from the Chief Legal Officer. Any land acquisitions must comply with the Council's Land Transaction Procedure Rules and generally the terms of any acquisition must be in accordance with the market value of the interest to be acquired and be approved in writing by the Head of Property Services.

10.5. Whereas acquisition by agreement is always favoured, when this does not prove practicable or possible - a power of compulsory purchase will often be available to local authorities where land may be acquired without the owner's consent. Compulsory purchase powers can support the delivery of a range of development, regeneration and infrastructure projects in the public interest. In doing so, they can help to bring about improvements to social, economic and environmental well-being. The compulsory purchase of land is a serious action which requires sensitivity, close attention and great care. Making a compulsory purchase order involves statutory notice procedures and if opposed, a public inquiry may be required. Confirmation of the order would be required by the Welsh Ministers who must be satisfied that that taking of land compulsorily is necessary and complies with all statutory requirements including public sector bodies' duties under the Equality Act 2010, the Well-Being of Future Generations (Wales) Act 2015 and the Human Rights Act 1998.

10.6. The advice of the Chief Legal Officer is sought regarding any contract and procurement issues relevant to individual active travel schemes.

## **11. Finance Implications**

11.1. There are no financial implications from this report directly.

11.2. The Active Travel Fund provides 100% grant funding to secure the development and delivery of schemes. Any revenue costs (e.g. cost of maintaining new active travel routes or infrastructure) arising from capital schemes, must be met by existing internal revenue budgets, with no additional funding available to meet these costs. This places additional pressures on both Highways Maintenance and Cleansing.

***Glossary of terms:***

- **ATA** – The Active Travel (Wales) Act, 2013
- **ATAG** – Active Travel Act Guidance
- **ATNM** – Active Travel Network Map
- **TfW** – Transport for Wales
- **ATF** – Active Travel Fund

***Background papers:***

None

***Appendices:***

**Appendix A** - Active Travel Act Guidance (ATAG) – document available on Welsh Government website: <https://www.gov.wales/active-travel-act-guidance>

**Appendix B** - Swansea Active Travel Network Map PDF (Approved 2022)

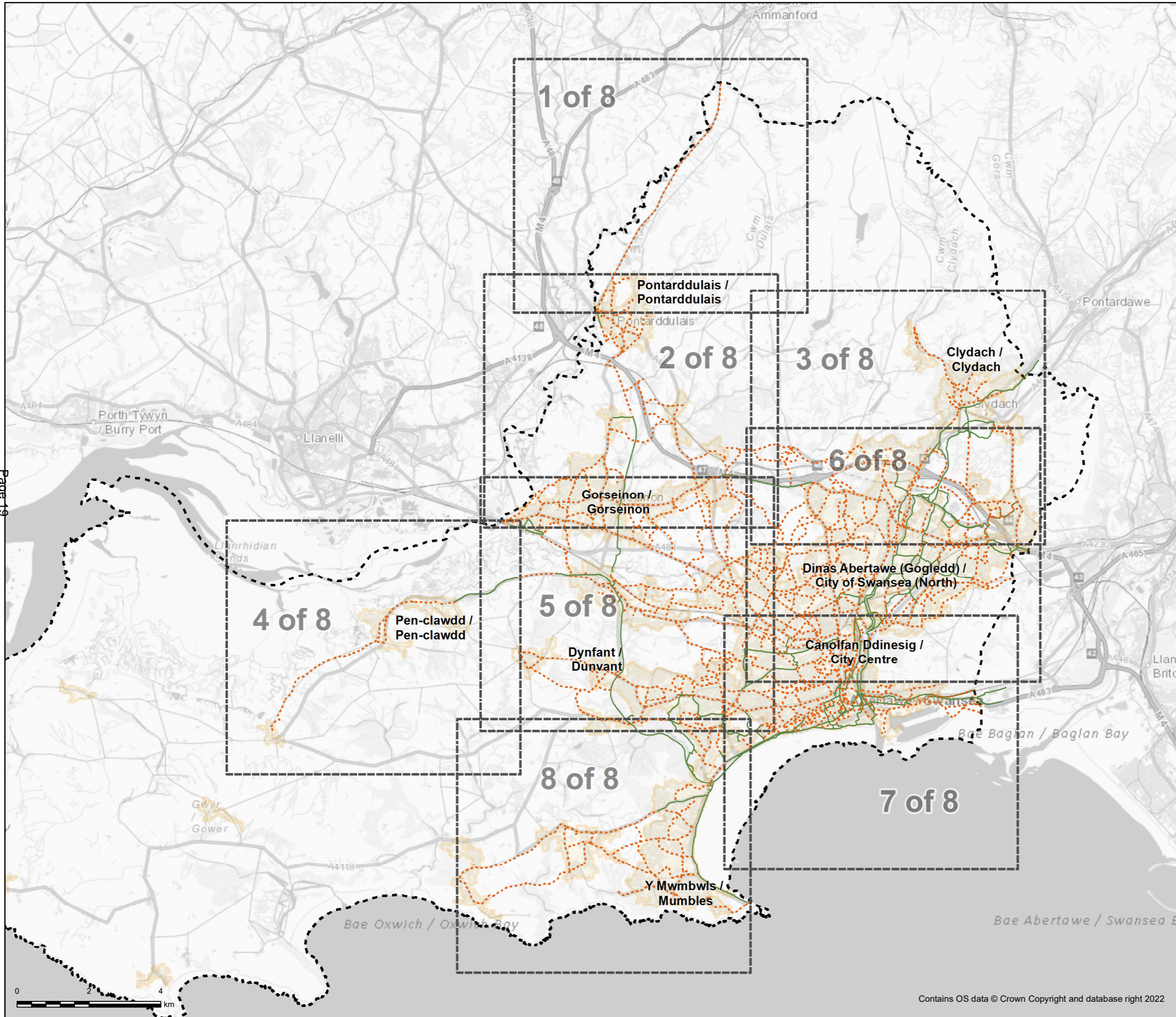
**Appendix C** - Swansea Active Travel Network Map (ATNM) Development Report 2023 – document available on Council website: <https://www.swansea.gov.uk/activetravelact>

**Appendix D** - Summary Chart: Active Travel Fund Allocations by Local Authority 2018/19 - 2022/23

**Appendix E** - Chair's Letter to Cabinet Member dated 8 Mar 2021 re. Scrutiny of Active Travel Consultation Process (Scrutiny Programme Committee – 16 February 2021)

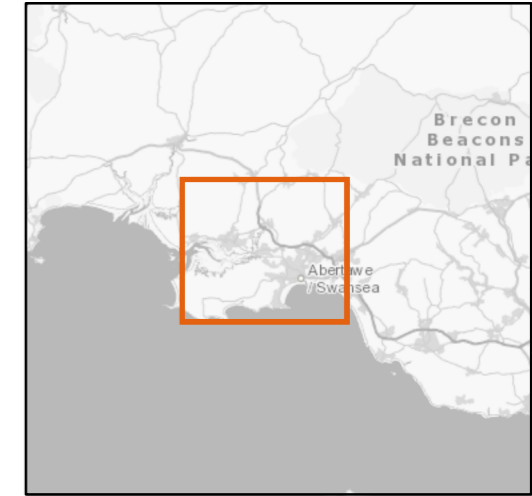
**Appendix F** - Cllr. Thomas Response to Scrutiny Committee: Active Travel Consultation Process – dated 26 March 2021

**Appendix G** - Active Travel Fund 2023-24 Schemes in Mumbles (Letter)



Ffigur 1 / Figure 1:

Map Rhwydwaith Teithio Llesol / Active Travel Network Map



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ALLWEDD / LEGEND  
Cymraeg / English

- Llwybrau Presennol / Existing
- - - - Llwybrau'r Dyfodol / Future
- - - - Llwybrau cerdded a/ neu beicio posibl yn y dyfodol / Potential future walking and / or cycling route
- Ardaloedd Adeiledig / Built Up Areas
- Ffin Dinas a Sir Abertawe / The City of Swansea and County Boundary

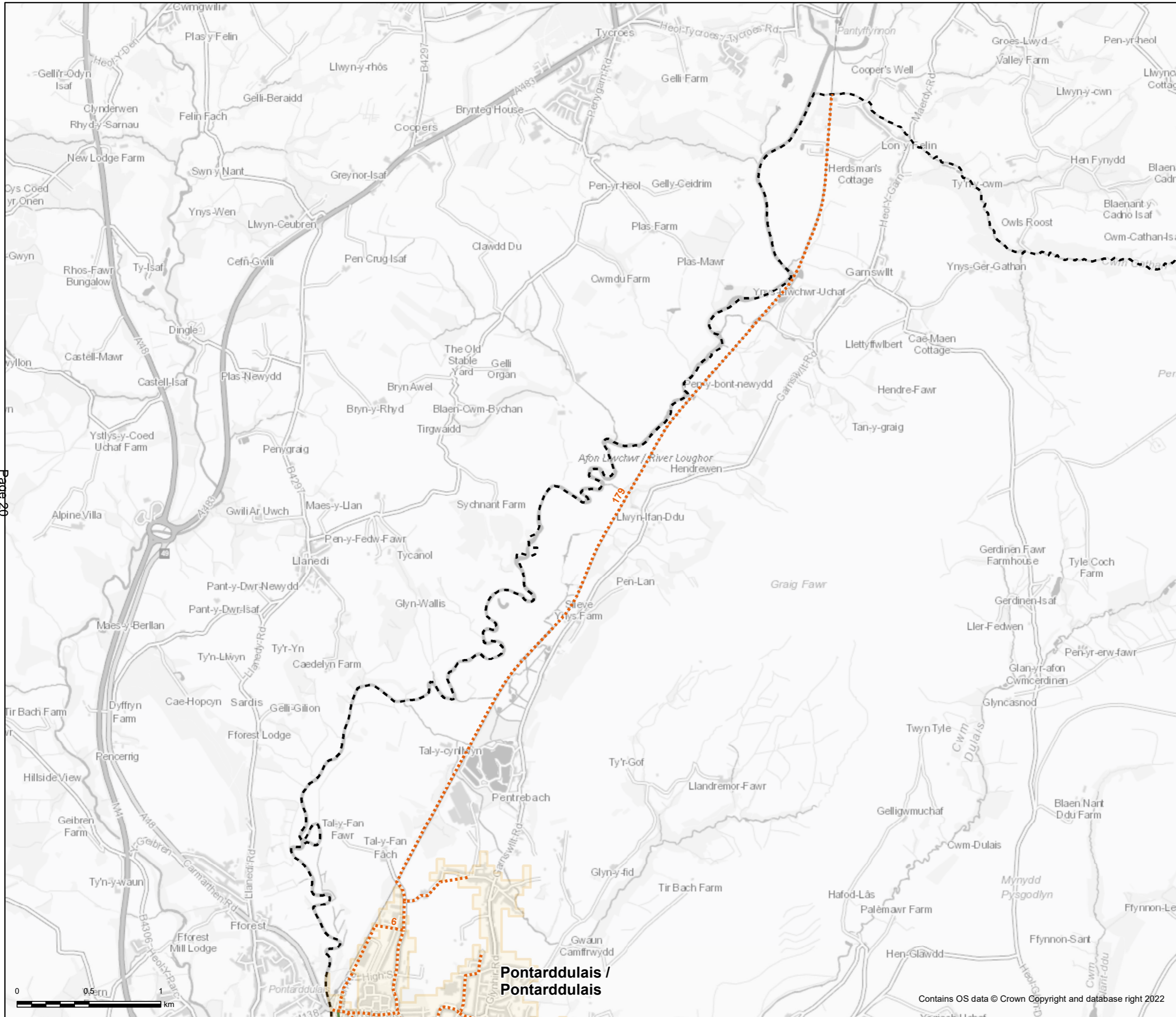
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All potential future routes are aspirational and require further work to assess suitability and develop appropriate designs in line with Welsh Government design guidance. Any routes taken forward for development would be subject to further engagement with stakeholders.

Map Rhwydwaith Teithio Llesol wedi'i gymeradwyo ar y 3ydd o Awst 2022

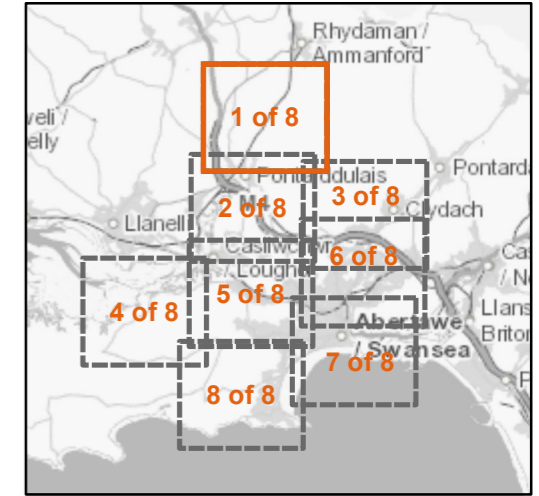
ATNM approved on 3rd August 2022.





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 Page 1 of 8



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**ALLWEDD / LEGEND**  
**Cymraeg / English**

- Llwybrau Presennol / Existing Routes
- Llwybrau'r Dyfodol / Future Routes:
  - - - Llwybrau cerdded a/ neu beicio posibl yn y dyfodol / Potential future walking and / or cycling route
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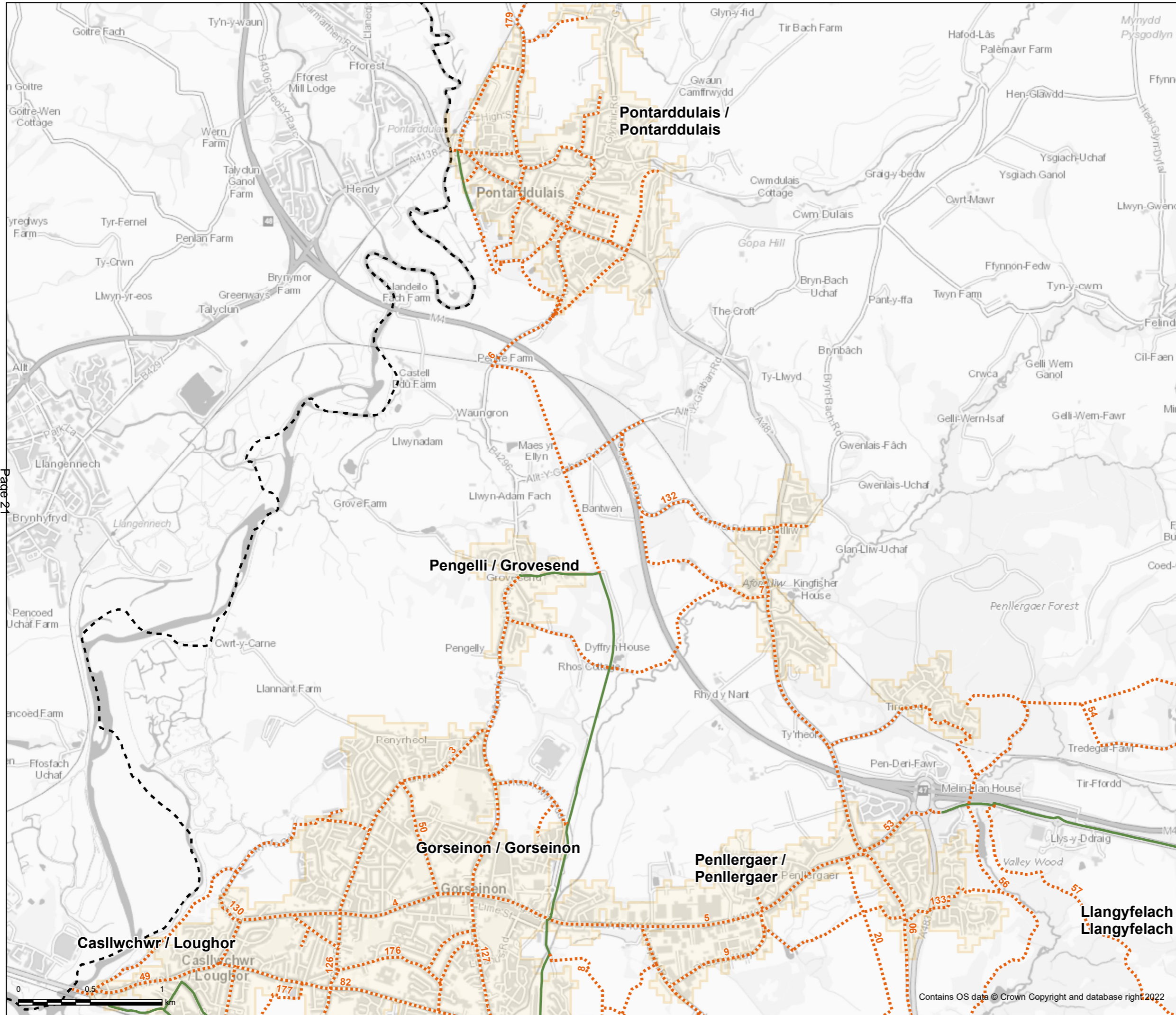
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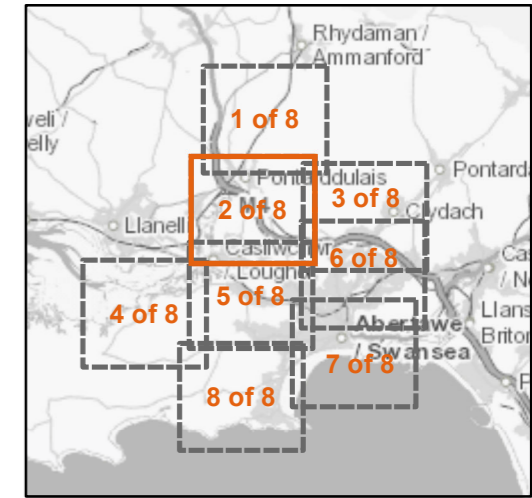
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**ALLWEDD / LEGEND**  
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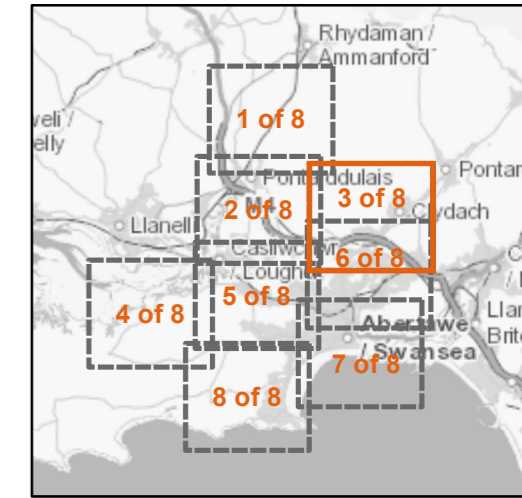
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### ALLWEDD / LEGEND Cymraeg / English

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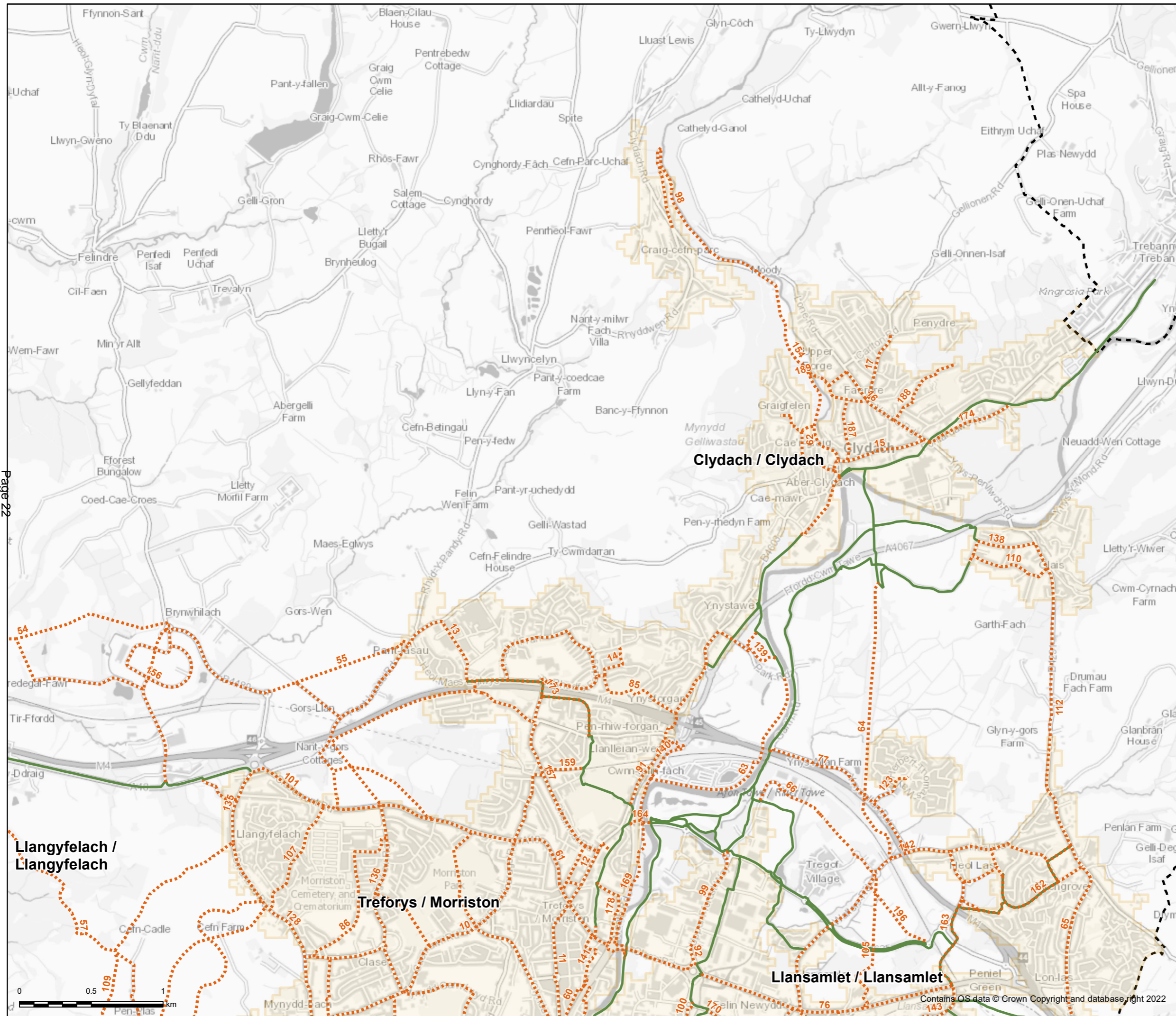
— Ffin Dinas a Sir Abertawe / The City of Swansea and County Boundary

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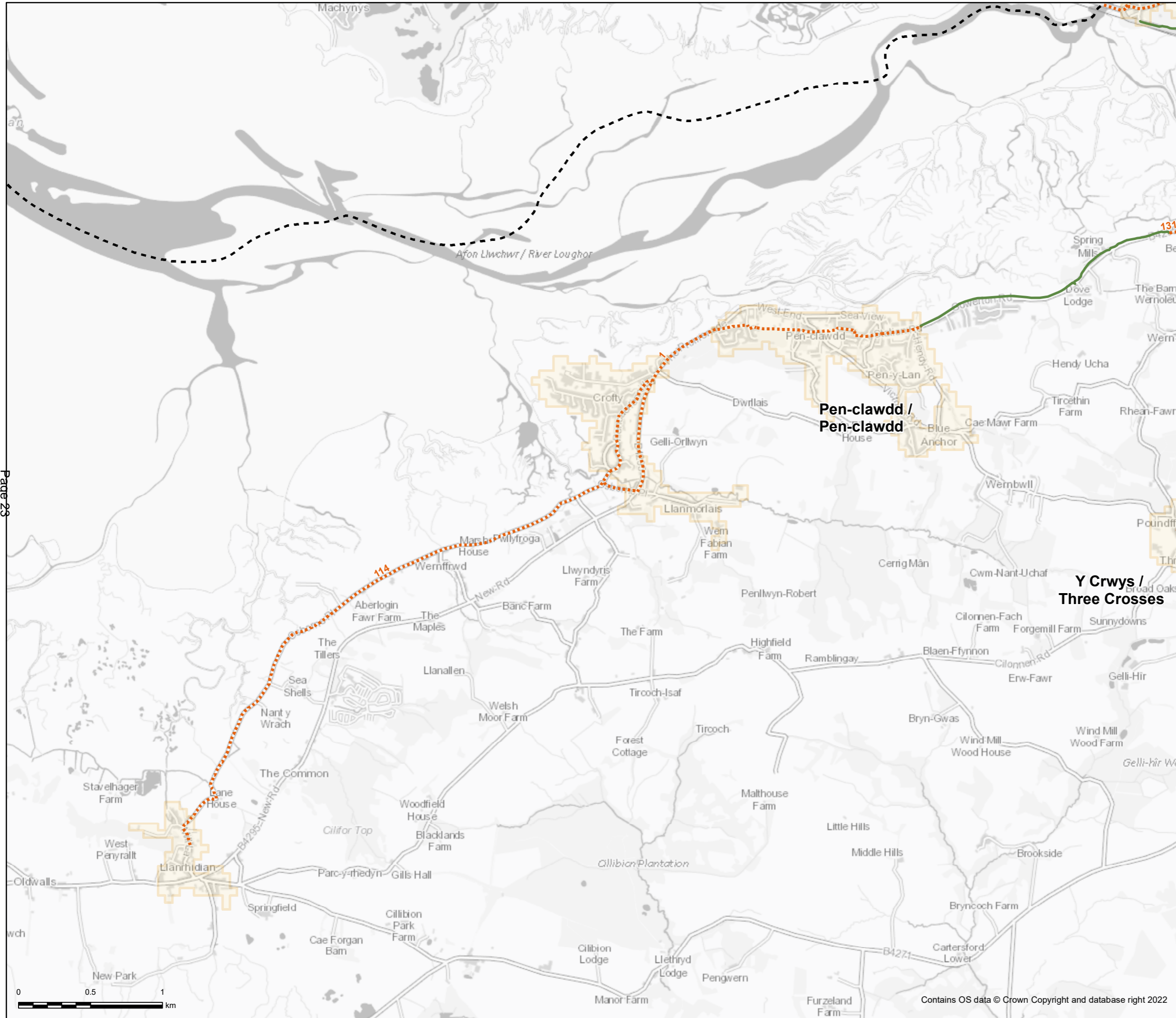
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ATNM approved on 3rd August 2022.

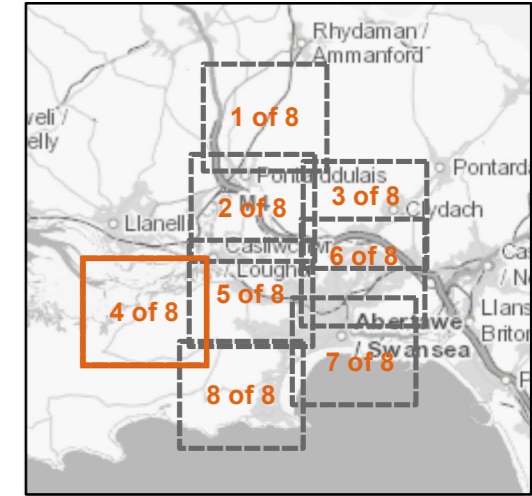






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**ALLWEDD / LEGEND  
Cymraeg / English**

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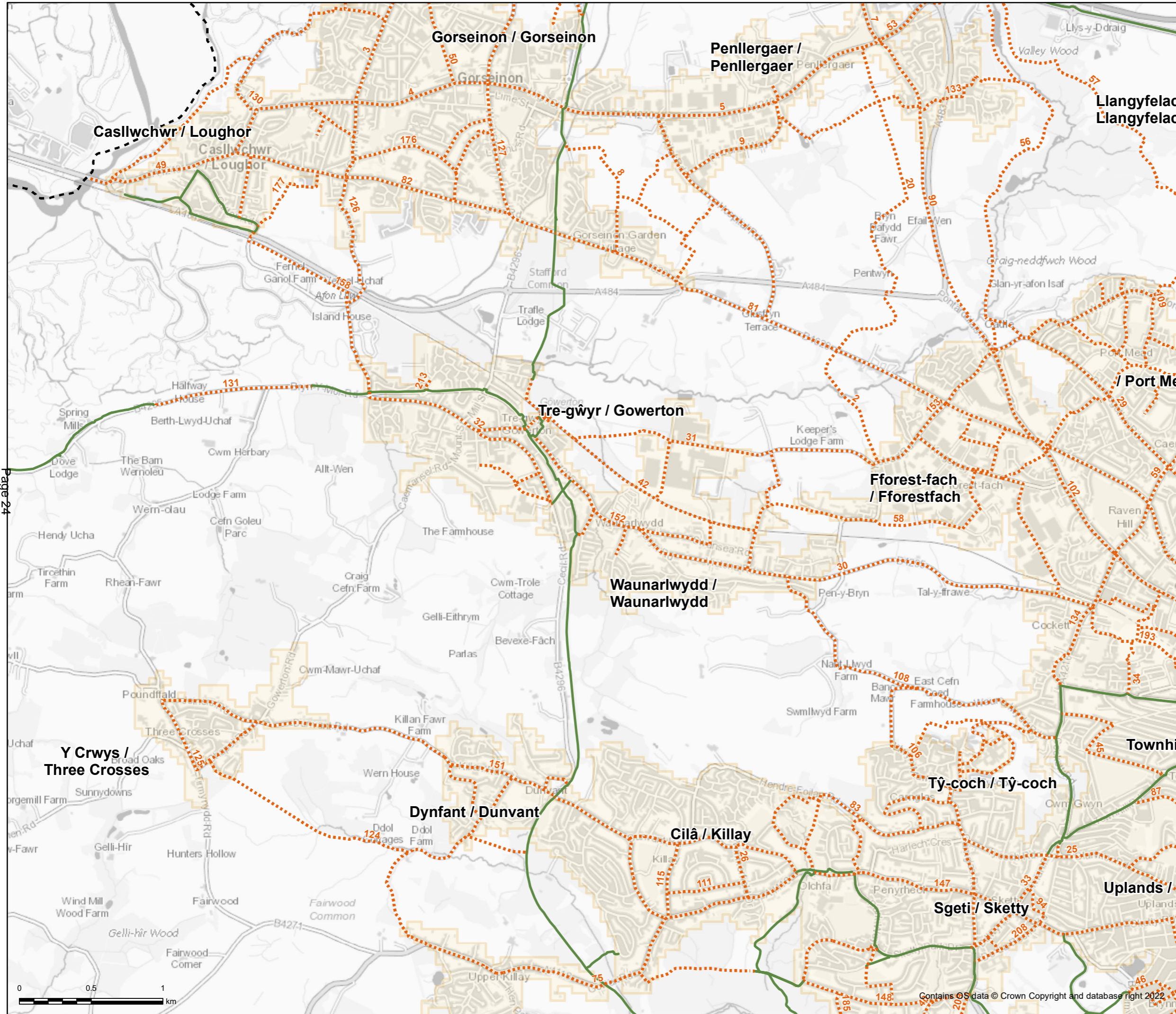
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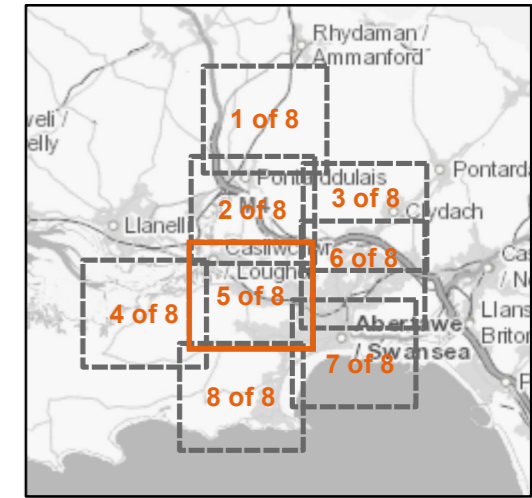
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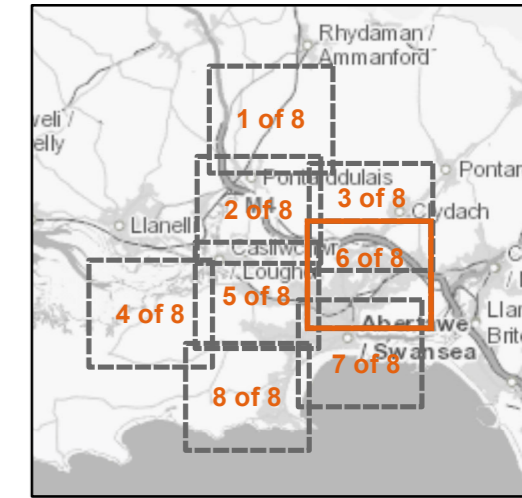
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Dinas Abertawe (Gogledd) /  
City of Swansea (North)**

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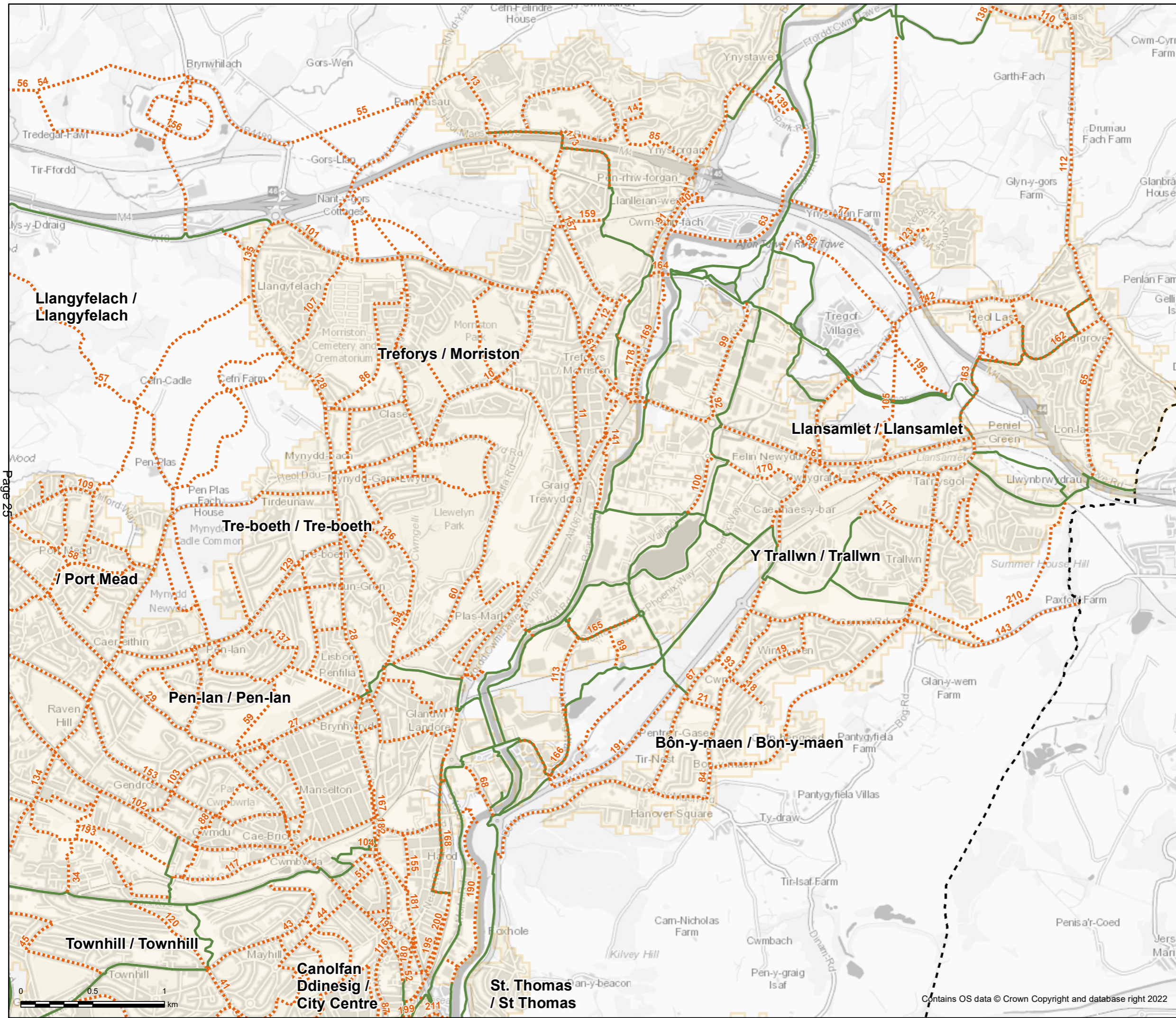
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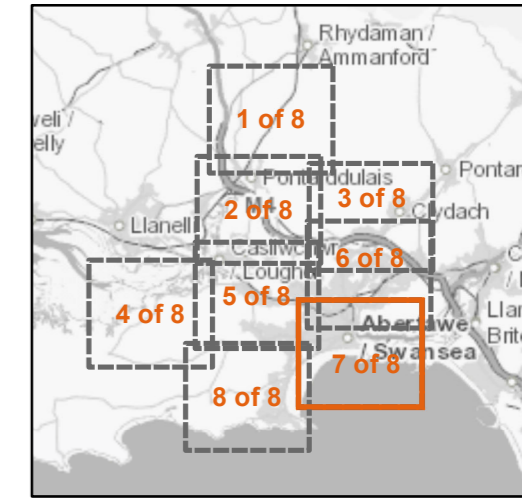
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ATNM approved on 3rd August 2022.



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Canolfan Ddinesig / City Centre**

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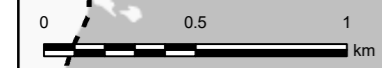
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ATNM approved on 3rd August 2022.

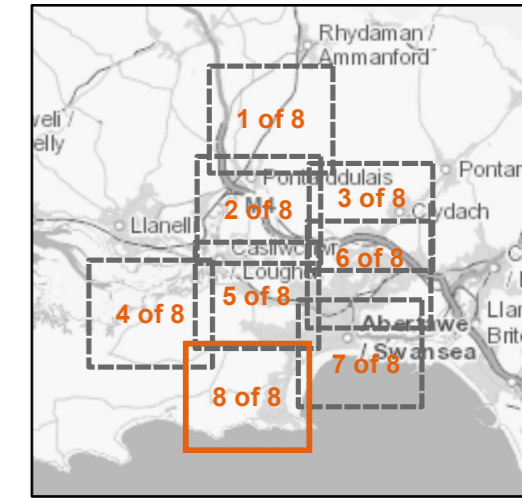


Page 26



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Page 8 of 8



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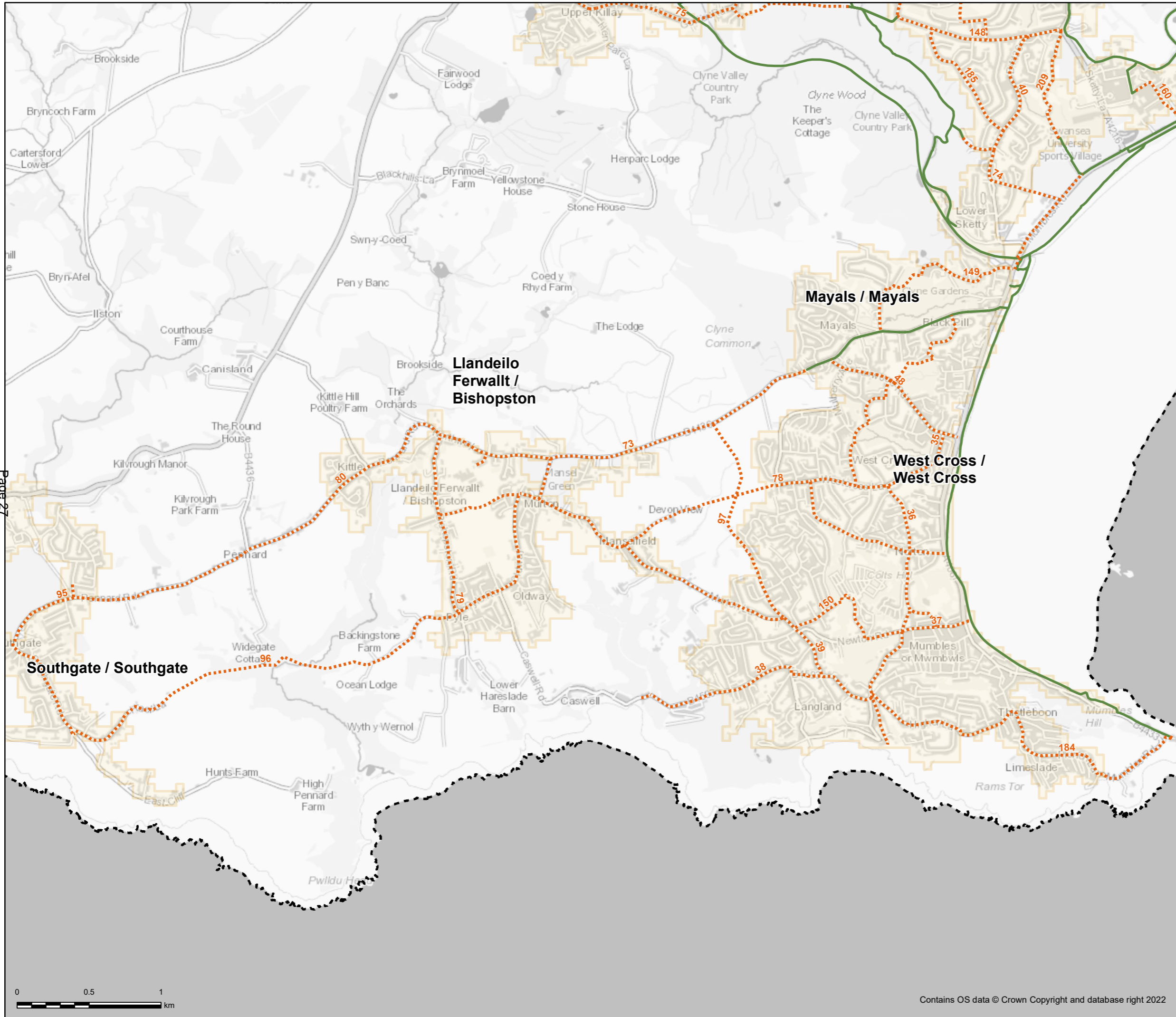
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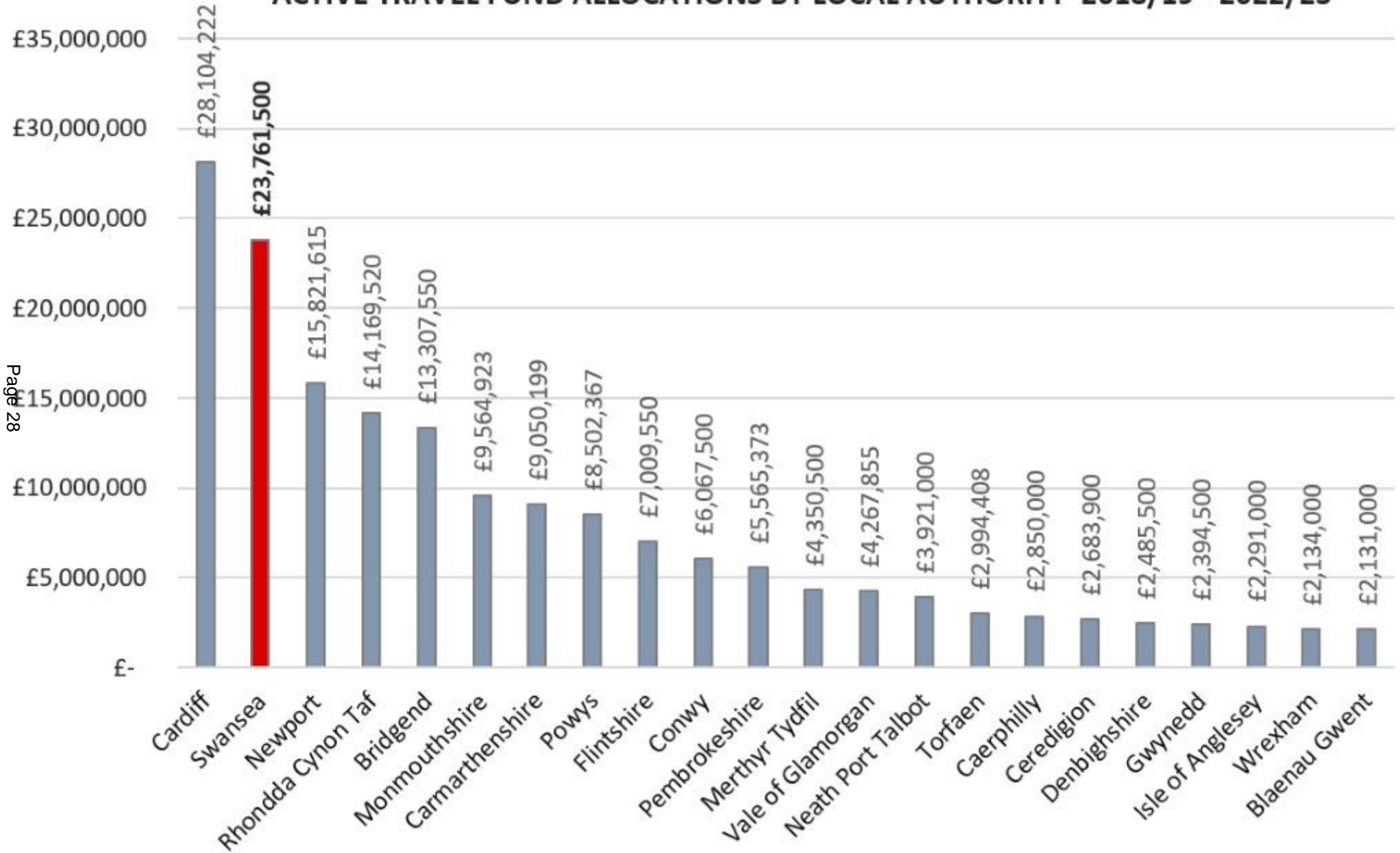
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ATNM approved on 3rd August 2022.



## ACTIVE TRAVEL FUND ALLOCATIONS BY LOCAL AUTHORITY 2018/19 - 2022/23





**To/  
Councillor Mark Thomas  
Cabinet Member for Environment  
Enhancement & Infrastructure  
Management**

**BY EMAIL**

cc: Cabinet Members

*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/2020-21/5

08 March 2021

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 16 February 2021. It is about the Council's Active Travel Consultation Process. A formal response is required by 29 March 2021.

Dear Councillor Thomas,

### **Scrutiny of Active Travel Consultation Process**

Thank you for attending the Scrutiny Programme Committee on 16 February 2021 and answering questions on the Council's Active Travel consultation process. It was important for the Committee to look at this because of public concerns brought to our attention concerning at least two specific active travel schemes being implemented, with questions about the extent of public consultation being a common theme.

We wanted our scrutiny session to shine a light on things and help us to understand what consultation processes the Council utilises and why; and whether, in light of experience, that could be improved, and any wider learning points for the future. The session was not about individual schemes and site-specific issues, but a look at the overall experience in the development, design and implementation of Active Travel schemes, and how we consult with those most impacted, as well as the public at large, and how that informs decisions and actions.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**  
**SWANSEA COUNCIL / CYNGOR ABERTAWE**  
GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE  
[www.swansea.gov.uk](http://www.swansea.gov.uk) / [www.abertawe.gov.uk](http://www.abertawe.gov.uk)

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod  
To receive this information in alternative format, or in Welsh please contact the above

Thanks also to Stuart Davies (Head of Highways & Transportation), Cath Swain (Integrated Transport Unit Manager), David Hughes (Principal Engineer, Highways & Transportation), and Chloe Lewis (Team Leader, Highways & Transportation) for their support, input and contributions to the meeting.

This letter reflects on what we learnt from the discussion and documentation provided to us, shares the views of the Committee, and highlights any outstanding issues / actions for your response.

## **Context**

The Council has an ambitious Active Travel programme, supported by the Welsh Government, which has delivered year on year improvements to the active travel network and routes across the City and County of Swansea, since the Active Travel (Wales) Act came into force in 2014. The Council has to date secured more grant funding than any other local authority in Wales.

‘Active travel’ means walking and cycling as an alternative means to motorised transport for the purpose of making everyday journeys. The development of Active Travel across Wales supports local and national priorities around health, climate change, transport and contributes to the goals and ways of working set out in the Well-being of Future Generations (Wales) Act 2015.

The Council has received numerous emails and other contact from members of the public and councillors regarding current Active Travel schemes. A number of members of the public have contacted Scrutiny directly with concerns.

It is apparent that there is some confusion about the Active Travel process, including what formal consultation the Council is required to undertake to inform its decisions and actions. We have sought to clarify that and consider possible improvements in light of recent experiences.

## **Key Findings**

The Council recognises that the implementation of active travel schemes, just like other developments and projects, impact on people and may not be universally welcomed. It recognises the challenge of ensuring community acceptance and balancing different considerations, some of which are conflicting. Overall, we heard that generally the Council has engaged with everyone who has expressed a view and made changes to schemes where it has been feasible to do so, in order to deliver the best possible active travel schemes.



The Council has a statutory duty to produce active travel maps, and plan and deliver improvements in active travel routes and facilities. The Welsh Government has issued both Delivery and Design Guidance for local authorities. Current guidance dates back to 2014, however the Welsh Government has been consulting on revised / updated guidance during 2020 the outcome of which is awaited.

The Act requires two maps to be produced: an Existing Routes Map (ERM) and an Integrated Network Map (INM). The ERM shows routes that are suitable and appropriate for making active travel journeys, primarily intended to inform the public of the safe and suitable routes for active travel and give pedestrians and cyclists the information that they require in order to make a decision about how and where to travel. The INM sets out the plans for the next 15 years, mainly a tool to enhance forward planning of active travel. It is primarily meant to be used to support infrastructure development planning, and include plans that may range from “shovel ready” schemes due for delivery in the next couple of years, to intentions to address the active travel infrastructure in the medium and long term. Schemes under active development should be depicted in detail within the INM.

In accordance with Welsh Government Guidance formal public consultation was carried out by the Council for a minimum of 12 weeks on both the ERM and INM, prior to their submission to Welsh Government for approval, as required by the Act. There is further information in the guidance about this consultation, to ensure a range of views are gathered and that consultation is accessible, but with discretion afforded to Councils on who they should consult, and consider the appropriate level of detail to be provided when consulting with the public. Consultation on the INM during 2017 was commissioned from an external provider, and included a mix of opportunities to engage online and via workshops and community engagement events. Accordingly, Swansea’s ERM and INM received approval in 2016 and 2018 respectively – both can be found published on the Council’s website: [www.swansea.gov.uk/activetravelact](http://www.swansea.gov.uk/activetravelact).

Councils can then apply for Welsh Government grant funding on an annual basis to take forward specific Active Travel schemes that appear in the approved maps. Bidding for funding is typically open around December / January every year with the outcome announced around May / June. Successful schemes must then be delivered within that financial year to secure the approved funding. On 30 July 2020, Cabinet formally reported on the outcome of the bid for Active Travel Fund monies and approved expenditure on the associated projects in 2020/21. This means delivering these schemes and claiming grants by 31 March 2021. We heard that this was therefore considered to be a short window in which to deliver the approved schemes. It was noted that all schemes submitted to Welsh Government for active travel funding will have been assessed in detail prior to submission, including necessary feasibility studies.

The Council has secured £12.7million over the past three years leading to Swansea's active travel networks increasing by 25% over the past three years to a total length of 128km by the end of the current financial year. Swansea Council was awarded £5,117,500 from the Welsh Government's Active Travel Fund 2020/21, of which £773,000 was defined as 'core allocation' intended for feasibility, design and minor works projects.

Active Travel projects approved for 2020/21 included: Mayals Road, Townhill North (The Ravine), Townhill Road, St. Helens, Sketty Park, and Olchfa. Information about these projects appears on the Council website: [www.swansea.gov.uk/activetravelschemes](http://www.swansea.gov.uk/activetravelschemes).

We noted that Swansea's ERM and INM is due to be refreshed during 2021 therefore formal public / stakeholder consultation will be carried out later this year as required by law.

There is no statutory requirement for formal consultation on individual schemes beyond production of the ERM and INM, and once funding is secured these are effectively agreed schemes. However, that does not preclude any further engagement with those affected, to ensure scheme delivery and success. Design Guidance from December 2014 encourages Councils to carry out consultation at different stages, from development of the network to individual schemes. The more opportunity people have to influence and shape walking and cycling schemes for their local area, the more likely they will be to use them. Guidance states that there should be an opportunity to get involved for everybody who is directly or indirectly affected, including potential users, in an accessible way with clear parameters. Early consultation will help to avoid poor decisions based on inaccurate or outdated information, and gain greater community support for any new scheme.

However, there is an issue around the time and resources available, after schemes have been approved, for consultation. Once schemes are approved this limits scope for changes as the Council needs to meet the criteria for active travel funding and protect the integrity of schemes, e.g. it would rule out stopping or any making significant alterations to routes. That is the crucial point and source of the problem that has surfaced regarding some of the current schemes. Effectively from this point on it is more accurate to say that there may be engagement with people, not consultation. However, views about implementation from communities and other stakeholders can still be taken on board, and adjustments made where possible. It was clear that any such contact is welcomed and that the Council is happy to listen.

Following Cabinet approval of expenditure in July 2020, you wrote to local ward councillors at the end of August to flag up the scheme(s) that will be delivered in their area, which was followed up in early September 2020 with correspondence from officers that was more detailed about the individual schemes. You also stated that a letter to local residents would have been sent out, informing them of works that would directly affect them e.g. properties adjacent to planned routes. Following a query at the meeting, and some challenge about the extent of resident notification, you have since clarified in an email to Mr Anderson, secretary of the Blackpill, Derwen Fawr and Mayals Residents' Association, that this did not happen with the Mayals Road scheme. You say that this was partly due to Officers working from home and restrictions in place at the time through Covid-19 restrictions, but also as a result of the Residents Association requesting a Zoom meeting with Officers. You added it was felt at the time that the Zoom meeting offered a better opportunity to engage with residents directly and address any concerns that residents of Mayals may have had. Information was also published on the Council's website for public awareness, including some FAQs about individual schemes. Whilst this was information, not consultation, any response from local councillors or residents would be duly considered.

It was noted that each Active Travel scheme will be different and affects the nature of community response and consultation or engagement necessary. For example, some virtual meetings took place between officers and local councillors / members of the public to provide more clarity about aspects of certain schemes. The pandemic of course has affected the ability to hold face-to-face or groups meetings in physical community locations over the past year, so an added difficulty. A number of examples were given where changes have been possible during the implementation / delivery phase in light of issues raised, including the scheme affecting Gors Avenue (Townhill). You referred to a 19-page report that was compiled following a remote meeting with local councillors / residents on the Mayals Road Scheme, which we would be grateful to receive copy of.

You assured the Committee that no concerns have been raised by the Welsh Government directly with the Council, at any level, about its approach to Active Travel and consultation, which has been consistent and in accordance with current guidance. It was noted that the approach has been the same for previous schemes, and all schemes have benefitted from local input along the way. All schemes generate interest and where the need arises the Council will engage with communities or individuals as ultimately it wants all of its schemes to meet objectives, be well used and successful. The Council, and everyone working on its active travel schemes have no interest in developing routes that are dangerous / unsafe, but instead wish to develop the best routes considering all options, relevant factors (including safety and biodiversity) and issues. Nevertheless, you were open to suggestions about how the Council could do more in relation to consultation, engagement and communication and improve processes that will help to take communities with

us and gain greater community support, within the constraints of the active travel process and available time and resources.

### **Committee Views**

We had a full and frank discussion about the issue of consultation and hope that the meeting has helped to clarify the Council's position and highlight the key issues. We have sought to offer constructive suggestions that have the potential to help address some of the concerns that have been highlighted.

The report you presented to, and approved by Cabinet on 30 July 2020, aside from a short description, did not provide any detail (designs, new route maps, etc.) of each individual scheme. Therefore, unless privy to the Council's Active Travel Fund bidding documents, members of the public would not have been aware from this report of individual scheme details. We felt that had more detail been provided in the report, or elsewhere (e.g. the Council's website), it would have enabled the opportunity for people to engage with the Council and give any views about individual scheme design. That does not necessarily mean opposition but the potential for improvements.

This seems to be a gap that the Council should look to fill in future, particularly given policy direction towards more consultation and applying principles of co-production across the Council. Consultation early in a scheme's development or completion of outline design could provide opportunity for stakeholder involvement in refining the scheme design and influencing the final outcome before decisions are made. Committee Members felt that the Council should aim to go beyond the statutory minimum when it comes to consultation and engagement.

The Committee recognised that the timescales involved in the approval of active travel schemes are likely to hinder the ability to carry out meaningful public / community consultation. We acknowledged this difficulty but if consultation, in whatever form, took place at some point prior to submission of funding bids there may be more time and it may be helpful to the implementation of a scheme even if there is of course no guarantee of the scheme's approval or delivery. If we have confidence in our bids we should be confident of success, and history has shown significant support from Welsh Government for our Active Travel plans.

This is important because you told us that after Cabinet has approved expenditure, based on Welsh Government funding approval, it is effectively too late to consult. Consultation prior to decision-making may have avoided the concerns we have seen raised about the Olchfa and Mayals schemes, or at least addressed these issues at an earlier point, and save the additional work and effort responding to queries at a time when you want to focus on carrying out the works and completing the schemes.

We would also encourage greater and more pro-active public communication, which means people not having to seek out reports or other materials about Active Travel schemes and prompting community engagement and a public conversation. Communication from the Council via social media and press could support the active travel process and add value even in the absence of any formal / structured consultation. It would help if communication with local members could also be strengthened so that local councillors are better equipped to deal with queries from residents, and perhaps save you and officers time.

## **Your Response**

We hope that you find the contents of this letter useful, and would welcome your comments on anything within. We would be grateful, however, if you could specifically consider and respond to the Committee about what you can take forward from our suggestions. You also agreed to clarify the extent of letters being sent to residents affected by individual schemes, and share a copy of the report referred to following remote meetings with local councillors / residents.

Please provide the response to this and any other comments about our letter by 29 March. We will then include both letters in the agenda of the next available Committee meeting.

Finally, the Committee was contacted by nine different members of the public with numerous questions and comments. The Committee covered some of the issues raised during the session, however we asked that you respond directly to each of those people as soon as possible. Please copy Scrutiny into your responses so that we are aware they have been dealt with.

Yours sincerely,



**COUNCILLOR PETER BLACK**

Chair, Scrutiny Programme Committee

✉ [cllr.peter.black@swansea.gov.uk](mailto:cllr.peter.black@swansea.gov.uk)

**To/**  
**Councillor Peter Black**  
**Chair**  
**Scrutiny Programme Committee**

**BY EMAIL**

*Please ask* Councillor Mark Thomas  
*for:*  
*Direct Line:*  
*E-Mail:* Cllr.Mark.Thomas@swansea.gov.uk  
*Our Ref:* 210323CLLRTHOMAS  
*Your Ref:* SPC/2020-21/5  
*Date:* 26<sup>th</sup> March 2021

Dear Councillor Black,

## **RE: SCRUTINY OF ACTIVE TRAVEL CONSULTATION PROCESS | RESPONSE**

I am writing in response to your letter dated 8<sup>th</sup> March 2021 regarding the Committee Views and to address the areas that you have highlighted for formal response, following the Scrutiny Programme Committee meeting held on 16<sup>th</sup> February 2021.

I would firstly like to thank you for the opportunity to provide further information on the process that has been followed to enable Swansea Council to improve and increase active travel provision in recent years.

Swansea Council is fully committed to providing an expansive and well-connected active travel network, evidenced by the continued increase in the total length of the off-road network serving residents and visitors to the City and County.

As a Council, we have received the highest levels of funding in Wales for active travel schemes in recent years. £12.7million has been invested in the past three years resulting in a 25% increase in the length of the network, providing 60% of the 72,000 households in Swansea with access to a dedicated off-road active travel route within 500m of their home. Further ambitious schemes are proposed for the future, continuing to link communities into this important network.

A robust and reliable network of active travel routes is required to facilitate everyday journeys by pedestrians and cyclists. Swansea Council is committed to providing the necessary supporting infrastructure to enable people to choose to travel actively, ensuring that active travel becomes a prominent and first-choice of transport for daily journeys in Swansea. This approach is intended to meet the needs of the present, whilst protecting the needs of future generations.

In your letter, you have invited my response to the content of your letter, and specifically noted a number of areas for formal response. I shall outline my response to each area individually.

Continued.

## **Key Findings | Response**

Your letter describes the purpose of the Existing Route Map (ERM) and Integrated Network Map (INM), and continues to outline that 'the INM sets out the plans for the next 15 years, mainly a tool to enhance forward planning of active travel'. It is important to note that the INM produces a comprehensive plan setting out the short, medium and long-term capital infrastructure walking and cycling routes that the local authority will seek to deliver, for the improvement of active travel across the City and County of Swansea over the next 15 years. The map is however refreshed every three years, and is subject to a statutory public consultation prior to being adopted.

During the meeting on the 16<sup>th</sup> February, I outlined that engagement on active travel schemes has continued throughout the design and development of schemes, and this has resulted in minor changes or alterations being made to the design, but not the intended alignment. This engagement cannot however override the previous public consultation which outlined the routes that we have consulted upon and clearly indicated an intention to deliver. Amendments to construction materials, surface dressing systems and the inclusion of speed restriction measures have all been incorporated in to schemes as a direct result of ongoing engagement with local residents and community groups. It is my intention to maintain this dialogue on all future schemes, and I continue to welcome the input and contributions from local residents and community groups on all schemes.

You have included a link in your letter to the Council's website where details of the current active travel schemes being delivered can be found. It should be noted that this webpage contains specific information on the individual routes, including where available, design drawings of the route to be constructed and answers to frequently asked questions.

<https://www.swansea.gov.uk/activetravelschemes>

This webpage is complementary to the Council 'Active Travel Act' webpage which provides the ERM and INM maps, route lists, and is accompanied by the consultation report from the development of the INM in 2017.

<https://www.swansea.gov.uk/activetravelact>

## **Committee Views**

In relation to your comments regarding the report presented to Cabinet on 30<sup>th</sup> July 2020, you have suggested that additional detail be provided in similar reports in the future. To that end, I have taken immediate action to include a summary map of the routes proposed to be constructed in 2021/22 in a report shortly due to be taken to Cabinet. Any routes taken forward however will also be contained on the INM and their alignment available to view under the Council's 'Active Travel Act' webpage.

As outlined in the meeting of the 16<sup>th</sup> February, the challenging timescales for the submission of Active Travel Fund schemes, does not give opportunity to consult widely on the schemes prior to their submission to Welsh Government.

Continued.

It should however be noted, that many of the schemes being developed will have benefitted from engagement with local ward members, where this development has been funded by Welsh Government. The Council is not in a position to engage upon schemes for which it does not have any funding or resource secured against.

In response to your statement 'you told us that after Cabinet has approved expenditure, based on Welsh Government funding approval, it is effectively too late to consult', I would like to clarify and reiterate that all of the active travel schemes taken to Cabinet have been consulted upon as part of the statutory public consultation for the INM, and the route alignment funded by Welsh Government will be in-line with the route consulted upon in 2017. This does not mean that the Council is unwilling to engage with local residents and community groups on the detail of the scheme, and make minor changes to enhance the route, rather that the route alignment forms the basis of the funding allocation which underpins the active travel scheme proposed.

I will ensure that communications and press releases continue to be released to inform and raise awareness of the active travel schemes being developed, and opportunities for engagement communicated. I will also continue to write directly to local ward members regarding active travel schemes in their area, continuing to provide the opportunity for input and ongoing dialogue.

### **Letters**

You have asked that I specifically address the extent of letters being delivered to adjacent properties along routes. I can confirm that as standard, letters would be delivered to those properties directly adjacent to a route to being delivered. However, as I have previously confirmed and due to the scheme being progressed at the outset of the coronavirus pandemic, a virtual public meeting was held in conjunction with the Blackpill, Derwen Fawr and Mayals Residents Association, to engage with the wider community.

### **Mayals Road Engagement Session**

You have requested to receive a copy of the report compiled as a result of a virtual public meeting held with members of the local community to discuss the Mayals Road scheme. I have attached the report for your perusal.

I trust that this provides you with the necessary information that is required in a formal written response. If you require any further information, please do not hesitate in contacting me.

Yours Sincerely,

Councillor Mark Thomas  
Cabinet Member for Environment Enhancement and Infrastructure Management

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Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymateb yn Gymraeg.  
Byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.



To/  
**MUMBLES COUNCILLORS**

**BY EMAIL**

*Please ask for:* Jack Palmer  
(Active Travel Officer)

*Direct Line:*

*E-Mail:* [activetravel@swansea.gov.uk](mailto:activetravel@swansea.gov.uk)

*Our Ref:* ATF23-24

*Your Ref:*

*Date:* July 2023

**Dear Councillors,**

I am pleased to inform you that the Council has been awarded grant funding from the Welsh Government's Active Travel Fund (ATF) of £5,367,000 for the delivery and development of walking and cycling schemes within City and County of Swansea, and includes a scheme/s for delivery in your Ward area. The schemes proposed for implementation during 2023/24 will increase the walking and cycling network across the area, facilitating everyday journeys being made by more sustainable modes such as walking and cycling.

In a meeting of Swansea Council's Cabinet on 15<sup>th</sup> June 2023, the awarded grant funding was formally accepted by the authority, which enables work to commence on the active travel programme for delivery over the 2023/24 period.

The following scheme/s in your Ward has secured funding for delivery, having previously been identified as a future route for delivery during the consultation of the authority's statutory Active Travel Network Map (ATNM), which identifies a network of future active travel routes which the Council can then consider applying to the Welsh Government for funding to undertake feasibility, design and subsequent delivery, if feasible. The ATNM was informed by two rounds of extensive public and stakeholder engagement and consultation during 2021, whilst further detailed engagement is undertaken at a scheme level with stakeholders and communities in project areas if and when proposals are developed as part of a schemes design.

### **SCHEME FOR DELIVERY**

***Mumbles Foreshore Widening*** - The authority is currently developing a project in conjunction with the Welsh Government's Coastal Risk Management programme to introduce new infrastructure to safeguard the Mumbles community from coastal flooding. This work will primarily involve the introduction of a new parapet / wall along the seaward edge of the foreshore. This bid covers a 200m section of route between the new Oyster

Wharf development southwards towards the tennis courts, contributing to active travel improvements to be made as part of the scheme. The scheme passes in front of the recent Oyster Wharf development comprising of a number of restaurants, retail stores and a spa/gym which has increased employment and services in the area but adding to demand on the existing provision. The scheme will also improve connectivity and permeability for residents living along the foreshore allowing ease of access to the wider network via NCN4, enabling onward travel both north and east of Mumbles and promoting sustainable active travel.

## **SCHEME FOR DEVELOPMENT**

***Newton to Mumbles Link (Development Only)*** – This scheme aims to improve walking and cycling provision for people living in and visiting Mumbles, by delivering a route which leads from the densely populated Newton area through Mumbles to the popular foreshore shared use path. The route will provide access to leisure facilities and the retail centre of Mumbles and enable the people in this community to better access the existing active travel network.

This project is funded by financial year and subsequently there is a substantial programme of work to deliver over the coming months.

The authority will continue to work with stakeholders and the community on the development and delivery of the active travel programme to maximise health, environmental and transport benefits across Swansea.

I trust that this letter provides an overview of the scheme/s to be delivered in your Ward area. Should you require any further information please do not hesitate in contacting me.

**Yours Sincerely,**

**Andrew Stevens**  
**Cabinet Member for Environment & Infrastructure**

## Appendix 2 - CABINET PORTFOLIOS (2023)

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

## Appendix 2 - CABINET PORTFOLIOS (2023)

<b>Wellbeing (Cllr Alyson Pugh)</b>	<b>Environment &amp; Infrastructure (Cllr Andrew Stevens)</b>	<b>Investment, Regeneration, Events &amp; Tourism (Cllr Robert Francis-Davies)</b>	<b>Culture, Human Rights &amp; Equalities (Cllr Elliott King)</b>	<b>Community (Services: Cllr Cyril Anderson &amp; Support: Cllr Hayley Gwilliam)</b>
<ul style="list-style-type: none"> <li>• Poverty Reduction</li> <li>• 3rd Sector Services</li> <li>• Drugs and substance misuse reduction</li> <li>• Sexual exploitation reduction</li> <li>• Preventing Violence against Women, Domestic Abuse &amp; Sexual Violence</li> <li>• Flying start (all settings)</li> <li>• UNCRC (support) (United Nations Convention on the Rights of the Child)</li> <li>• Refugees &amp; Asylum</li> <li>• Community Cohesion</li> <li>• Life long learning support</li> <li>• Vulnerable people support</li> <li>• Community Safety</li> <li>• NGETs (Not in Education, Employment or Training)</li> <li>• Employability</li> <li>• Financial Inclusion</li> <li>• Prevention and intervention initiatives</li> <li>• Swansea Working</li> <li>• Welfare Reform</li> <li>• Welfare Rights</li> <li>• Public Space protection orders</li> <li>• Safer Swansea Partnership member</li> <li>• Public Service Board Representative</li> <li>• RPB (Regional Partnership Board) representative</li> <li>• CCTV operation</li> </ul>	<ul style="list-style-type: none"> <li>• Highways maintenance &amp; improvements</li> <li>• Infrastructure repairs &amp; Maintenance</li> <li>• Pothole Task Force</li> <li>• Patch services Parking Policy, Control and Enforcement</li> <li>• Road safety</li> <li>• Operational Public Transport Services</li> <li>• Coastal Defences</li> <li>• Flood prevention</li> <li>• Marina, Foreshore &amp; Beach Maintenance</li> <li>• Active travel &amp; cycleways</li> <li>• Estates Maintenance Management (Non HRA (Housing Revenue Account))</li> <li>• Members Community Budget Scheme delivery</li> <li>• Play upgrade programme delivery (in collaboration with IRT)</li> <li>• Green infrastructure</li> <li>• Corporate &amp; Community digital connectivity (inc hybrid facilities, free community WiFi &amp; next gen CCTV technical delivery)</li> <li>• Rural development</li> <li>• Rural economy including sustainable farming</li> <li>• Leaders' representative for regional collaborations for Transport, and Waste</li> </ul>	<ul style="list-style-type: none"> <li>• Business &amp; City Promotion</li> <li>• City Centre Management</li> <li>• City Projects delivery</li> <li>• Future Development Opportunities</li> <li>• Inward Investment Opportunities</li> <li>• Suburban Centres &amp; Community Regeneration Initiatives</li> <li>• New Local &amp; Regional Business Opportunities</li> <li>• Economic recovery local business grant delivery</li> <li>• River Corridor Development</li> <li>• Events and attractions</li> <li>• Tourism</li> <li>• Purple Flag</li> <li>• Destination Management &amp; Marketing</li> <li>• Parks investment, maintenance and usage</li> <li>• Play investment (links to play sufficiency)</li> <li>• ERF (Economic Resilience Funds) grants for play enhancement lead</li> <li>• Sports Facilities development and maintenance</li> <li>• Universities Collaboration (Development)</li> <li>• Business engagement</li> <li>• Western Gateway Leader's Representative</li> </ul>	<ul style="list-style-type: none"> <li>• Equalities</li> <li>• Access to Services</li> <li>• Diversity</li> <li>• Age Friendly City</li> <li>• Inclusion</li> <li>• Recognition</li> <li>• Creative City</li> <li>• The Arts</li> <li>• Galleries &amp; Museums</li> <li>• Floating exhibits</li> <li>• Street Art</li> <li>• Healthy City Partnership</li> <li>• Healthy Night Life</li> <li>• Heritage protection and restoration</li> <li>• Libraries</li> <li>• Archives</li> <li>• Community Centres</li> <li>• Community hubs</li> <li>• Veterans support fund</li> <li>• Science City</li> </ul>	<p><b>Services (Cllr Cyril Anderson):</b></p> <ul style="list-style-type: none"> <li>• Community Caretakers</li> <li>• Grass Cutting Services</li> <li>• Weed control</li> <li>• Tree services</li> <li>• Wildflower planting</li> <li>• Fly Tipping</li> <li>• Litter &amp; Community Cleansing</li> <li>• Street scene improvements</li> <li>• Local Waste Management services</li> <li>• Recycling</li> <li>• Community operatives (new)</li> <li>• Regreening in communities</li> <li>• Bin services</li> <li>• Public Toilets</li> <li>• Community Growing (inc. Allotments)</li> </ul> <p><b>Support (Cllr Hayley Gwilliam):</b></p> <ul style="list-style-type: none"> <li>• Live well Age well</li> <li>• Mental Health awareness</li> <li>• Community Groups, Engagement &amp; Development</li> <li>• Community Support Services</li> <li>• LAC (Local Area Coordinators) Services in Communities</li> <li>• Co-production champion</li> <li>• Neighbourhood Working</li> <li>• Early years</li> <li>• Corporate parenting board member</li> <li>• Promoting Youth Inclusion &amp; Youth Citizenships</li> <li>• Youth Services</li> <li>• Opportunities for play</li> <li>• Play sufficiency</li> <li>• Community based events</li> <li>• Community safety</li> <li>• Community Wellbeing</li> <li>• Digital inclusion</li> <li>• Local policing</li> <li>• Dementia Champion</li> </ul>

# Agenda Item 7



## Report of the Chair of the Scrutiny Programme Committee

Scrutiny Programme Committee – 19 September 2023

### Scrutiny Annual Report 2022/23

<b>Purpose:</b>	To provide a report on the work of Scrutiny for the previous municipal year 2022/23.
<b>Content:</b>	This report provides background to the annual report and attaches the draft Annual Report 2022/23.
<b>Councillors are being asked to:</b>	This report provides background to the annual report and attaches the draft Annual Report 2022/23.
<b>Lead Councillor:</b>	Councillor Peter Black, Chair of the Scrutiny Programme Committee
<b>Lead Officer:</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author:</b>	Councillor Peter Black / Brij Madahar, Scrutiny Team Leader
<b>Finance Officer:</b>	Amanda Thomas
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

1.1 Every year Council requires that an Annual Report is produced for the work of Scrutiny for the previous municipal year.

1.2 The Scrutiny Annual Report is used to:

- Highlight the work carried out by Scrutiny
- Show how Scrutiny has made a difference
- Support continuous improvement for the Scrutiny function

1.3 The report is produced as a simple scorecard. This approach is intended to highlight a small number of key indicators that illustrate four performance questions. These questions, which are intended to reflect a 'results based' approach, are:

- How much Scrutiny did we carry out?
- How well did we do?
- How did Scrutiny impact on the business of the Council?
- What were the outcomes of Scrutiny?

1.4 Charts have been added that show comparative data with previous years where available. Arrows on the main scorecard have also been added to indicate the direction of change for each measure. As well as data, the report highlights stories about the impact made by Scrutiny, and a reflection on efforts to improve and develop Scrutiny.

1.5 Councillors should also consider whether the indicators will be suitable for future reports or whether different indicators should be used or developed.

1.5 Subject to Committee agreement, the Annual Report will be presented by the Chair of the Scrutiny Programme Committee to the next available Council meeting, which would be 5 October 2023.

## **2. Financial Implications**

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

## **3. Legal Implications**

3.1. The Council Constitution requires that a Scrutiny Annual Report is produced each year although the style and content of the Annual Report is not prescribed.

## **4. Integrated Assessment Implications**

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

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage.
- Consider opportunities for people to use the Welsh language.

- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

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

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

4.2 An IIA screening has been undertaken noting there are no impact assessment implications associated with this report (IIA can be viewed in **Appendix 2**). The Annual Report summarises the work of Scrutiny carried out in the previous municipal year, promoting the difference made, and supporting continuous improvement of the Scrutiny function in Swansea. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The work of Scrutiny involves examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). We ensure that public views can feed into the Scrutiny process.

**Background Papers:** None

**Appendices:**

Appendix 1 – Scrutiny Annual Report 2022/23

Appendix 2 – IIA Screening Form



# Scrutiny Annual Report 2022/23

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Scrutiny Programme Committee  
City and County of Swansea - Dinas a Sir Abertawe





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## 1. Chair's Foreword

*Councillor Peter Black, Chair of the Scrutiny Programme Committee*



I am proud to present the Scrutiny Annual Report, reflecting on the first year of the 2022-2027 Council term, as Chair of the Scrutiny Programme Committee. This report covers the work of Scrutiny between May 2022 and May 2023.

Following the Council elections in May 2022, we welcomed many new Councillors and set about encouraging their involvement in Scrutiny. Scrutiny is a vital part of local democracy and good governance, and training on Scrutiny was a key part of the Council's Councillor Induction Programme, with Induction Sessions held in June 2022 to improve everyone's awareness and knowledge of the Scrutiny function and the Council's specific arrangements.

This year also saw the introduction of hybrid (known as multi-location) meetings. The meeting of the Scrutiny Programme Committee in July 2022 was the first held in the Guildhall since the pandemic. It has been good being able to see Councillors, Cabinet Members and Officers face-to-face once again, although some Councillors take advantage of still being able to attend meetings remotely.

The work of Scrutiny covered by this report ensures the Council remains accountable and transparent. By questioning and providing challenge to decision-makers Scrutiny helps the Council to achieve its objectives and drive improvement. We appreciate the engagement of Cabinet Members in Scrutiny and Officers for their support. Our report focuses on how Scrutiny has made a difference in Swansea, and our efforts to support continuous improvement and good practice.

Measuring the performance of Scrutiny in a meaningful way can be challenging, however we have taken a 'results based' approach to tell you about:

- How much Scrutiny we carried out
- How well we did it
- How Scrutiny impacted on the business of the Council
- What the outcomes of Scrutiny were

We hope that each Annual Report provides you with assurance and confidence that Councillors involved in Scrutiny are contributing to better services, policies and decision making in Swansea.

Finally, I would like to give my thanks to all the Councillors who have contributed over the past year, in particular those who have led on Scrutiny activity.

A handwritten signature in black ink, appearing to read 'Peter Black', written in a cursive style.

Councillor Peter Black

## 2. Swansea Scrutiny Results Scorecard 2022/23

	<b>A. How much Scrutiny did we carry out?</b>	<b>B. How well did we do?</b>
Scrutiny Practice	<ol style="list-style-type: none"> <li>1. Number of Committee meetings = 11 ↑ (10)</li> <li>2. Number of Panel &amp; Working Group meetings = 48 ↓ (56)</li> <li>3. Number of in-depth inquiries completed = 0 ↓ (1)</li> <li>4. Number of Working Group topics completed = 2 ↔ (2)</li> </ol>	<ol style="list-style-type: none"> <li>5. Average Councillor attendance at Scrutiny meetings = 73% ↓ (78%)</li> <li>6. Backbench Councillors actively involved in Scrutiny = 72% ↑ (70%)</li> <li>7. Meetings with public observers = 15% ↓ (17%)</li> <li>8. Meetings with public input = 24% ↑ (17%)</li> <li>9. Meetings attracting media coverage = 25% ↓ (29%)</li> </ol>
	<b>C. How did Scrutiny impact on the business of the Council?</b>	<b>D. What were the outcomes of Scrutiny?</b>
Scrutiny Outcomes	<ol style="list-style-type: none"> <li>10. Number of Chairs' Letters sent to Cabinet Members = 58 ↓ (66)</li> <li>11. Average time for Cabinet Member response letter = 21 days ↑ (18)</li> <li>12. Letters responded to within 21 day target = 65% ↓ (71%)</li> <li>13. Number of Scrutiny reports to Cabinet = 1 ↑ (0)</li> <li>14. Cabinet action plans agreed = 1 ↑ (0)</li> <li>15. Follow ups undertaken = 1 ↔ (1)</li> <li>16. Number of Cabinet reports subject to pre decision scrutiny = 5 ↑ (4)</li> <li>17. Number of Cabinet reports subject to Call-in = 0 ↔ (0)</li> <li>18. Cabinet Members who attended at least one Scrutiny meeting = 100% ↔ (100%)</li> </ol>	<ol style="list-style-type: none"> <li>19. Scrutiny recommendations accepted or partly accepted by Cabinet = 100% (n/a)</li> <li>20. Recommendations signed off by Scrutiny as completed = n/a (39%)</li> </ol>

(Last year in brackets) ↓↑ = notable change, ↓↑ = small change, ↔ no change

### **3. About the Indicators**

#### **A. How much Scrutiny did we carry out?**

##### **3.1 Number of Committee meetings = 11**

The Council has a single overarching Scrutiny Committee, called the Scrutiny Programme Committee, meeting every 4 weeks with extra meetings added as necessary. During 2022/23 the Committee met 11 times (not including the meeting following Council Annual General Meeting to elect the Committee chair/vice-chair).

The Committee is responsible for developing, agreeing, and managing the overall Scrutiny Work Programme. Overarching priorities were shaped by the Annual Scrutiny Work Planning Conference which took place in June 2022 (open to all non-executive Councillors), that heard a range of perspectives on what should be included. All Councillors can suggest topics of concern for possible Scrutiny.

The Councillor-led Scrutiny Work Programme, which was agreed by the Committee in July 2022 is 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.

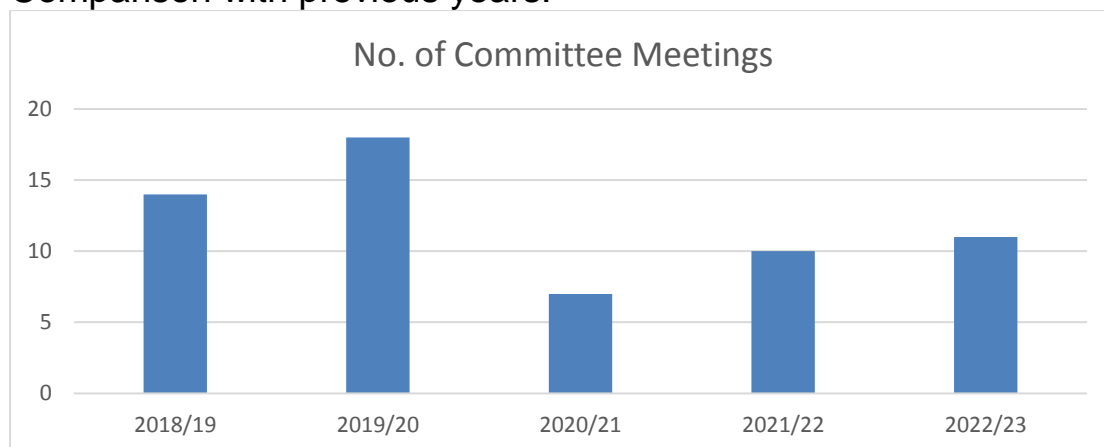
It is important that the Scrutiny Work Programme strikes a balance between community concerns and strategic issues. The Committee considers what specific topics should feature in the programme so that it is focussed on the right things. Specific scrutiny activities included in the Work Programme are carried out either by the Committee or by establishing informal Panels and Working Groups. All meetings are held in public.

Formal Committee meetings gave Councillors the opportunity to hold Cabinet Members to account and provide challenge on a range of policy and service issues of concern, relevant to their portfolio responsibilities, and its work addressed any gaps in the overall Scrutiny Work Programme to ensure good coverage of Scrutiny across all Cabinet portfolios. The Committee is also the Council's designated Committee for statutory Scrutiny of Swansea Public Services Board, and Crime & Disorder Scrutiny of the Safer Swansea Community Safety Partnership.

The following topics were also examined in Committee meetings:

- Archives / Community Hub
- Fly Tipping
- Homelessness
- Development and Regeneration activity, including the Swansea Bay City Deal
- Houses in Multiple Occupation
- Annual Corporate Safeguarding Report
- Delivery of Corporate Priority – Tackling Poverty
- Follow Up on Workforce Scrutiny Working Group Recommendations
- Cabinet Reports on:
  - Oracle Project Investment Update
  - National 20 Mph Default Speed Limit
  - Economic Recovery Fund – Capital and Revenue Budget allocations
- Co-ordination with the Governance & Audit Committee – Discussion between Chairs / Committees on the Audit / Scrutiny Relationship

Comparison with previous years:



### 3.2 Number of Panel & Working Group meetings = 48

Most of the work of Scrutiny is delegated to informal topic-based Panels and Working Groups. Scrutiny Panels and Working Groups are established by the Scrutiny Programme Committee, with an appointed Convener (Chair), to carry out specific Scrutiny activities.

There are two types of panels:

**Inquiry Panels** - these undertake in-depth inquiries into specific and significant areas of concern on a task and finish basis, usually around six months, 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.

Topics examined	Convener	Status
<ul style="list-style-type: none"> <li><b>Anti-Social Behaviour</b> Key Question: How can the Council ensure that it is working with its partners to appropriately and effectively tackle Anti-Social Behaviour in Swansea?</li> </ul>	Cllr. Terry Hennegan	Evidence Gathering / Consultation Complete  At Final Report Stage – expected completion October 2023

(See para. 3.15 for previous / completed inquiries followed up)

**Performance Panels** - these provide in-depth performance / financial monitoring and challenge for specific service areas.

Performance Panels 2022/23	Convener
<ul style="list-style-type: none"> <li><b>Service Improvement &amp; Finance</b> (monthly)</li> <li><b>Education</b> (monthly)</li> <li><b>Adult Services</b> (6-weekly)</li> <li><b>Child &amp; Family Services</b> (6-weekly)</li> <li><b>Development &amp; Regeneration</b> (every two months)</li> <li><b>Climate Change &amp; Nature</b> (every two months) In July 2022 the Committee agreed to rename the 'Natural Environment' Panel to 'Climate Change &amp; Nature', reflecting recent change in corporate priorities</li> </ul>	Cllr. Chris Holley Cllr. Lyndon Jones Cllr. Sue Jones Cllr. Paxton Hood-Williams Cllr. Chris Holley  Cllr. Hannah Lawson

Performance Panels engage in on-going correspondence with relevant Cabinet Members to share views and recommendations, arising from monitoring activities, about services. Performance Panels will hold relevant Cabinet Members to account with clear opportunities for questioning, to explore their work, looking at priorities, actions, achievements, and impact. Performance Panel Conveners provide a regular update to the Committee to enable discussion on key activities and impact.

**Working Groups** are one-off meetings established to enable a ‘light-touch’ approach to specific topics of concern, to consider a specific report or information, resulting in a letter to the relevant Cabinet Member(s) or report to Cabinet with views and recommendations.

Four one-off Working Groups were included in the Work Programme, to be completed as time and resources allow. The following Working Group meetings were held during 2022/23:

<b>Working Groups</b>	<b>Convener</b>
<ul style="list-style-type: none"> <li>• <b>Road Safety</b></li> <li>• <b>Co-production</b></li> </ul>	Cllr Chris Holley Cllr Lyndon Jones

### **3.3 Number of in-depth inquiries completed = 0**

The Anti-Social Behaviour Inquiry is not yet complete and is expected to conclude in October 2023.

### **3.4 Number of Working Group topics completed = 2**

Work on the following topic(s) was completed through meetings of Working Groups:

- **Road Safety** - Completed in December 2022. This Working Group enabled information, focussed questioning & discussion to understand the Council’s role and responsibilities on road safety, e.g., asking about hot spots; work to improve safety; preventative measures; speed controls – use of signs / humps / cameras; proposed new 20mph limits; condition of roads; safety of cyclists & pedestrians; partnership working, etc. A letter with the Working Group’s conclusions and recommendations was sent to the Cabinet Member and response received. This was reported to the Committee on 14 February and the Committee will be responsible for follow up in the next 12 months.
- **Co-production** - Completed in March 2023. It enabled information, focussed questioning & discussion on the development of Co-production in the Council and progress in helping to improve involvement and engagement with service users, partners, and the public in the design & delivery of



services & decision-making, etc. A letter with the Working Group's conclusions and recommendations was sent to the Cabinet Member and response received. This was reported to the Committee on 16 May and the Committee will be responsible for follow up in the next 12 months.

NOTE: There are also regional Scrutiny arrangements that Swansea is involved in, which have enabled Scrutiny councillors to look at the work of:

- **Partneriaeth** – the new regional Education / School improvement partnership, through a Joint Scrutiny Councillor Group. It comprises of Education Scrutiny Chairs and Vice Chairs, or equivalent, across Swansea Council, Carmarthenshire Council and Pembrokeshire Councils. Initial meetings took place 24 October 2022 and 13 February 2023, but otherwise the Group will meet termly, mirroring the Partneriaeth Joint Committee. The Joint Scrutiny Councillor Group is supported by the Swansea Scrutiny Team.
- **Delivery of the Swansea Bay City Deal programme, through the Swansea Bay City Region Joint Scrutiny Committee** - 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. Meetings took place in July, September and December 2022, and February and May 2023. As per Joint Agreement, this Joint Scrutiny Committee is serviced by Neath Port Talbot Council.
- **The new South West Wales Corporate Joint Committee (CJC)** -The 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 Committee 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. 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.

A regular update on regional Scrutiny activity was provided to Committee members to ensure awareness.

## **B. How well did we do?**

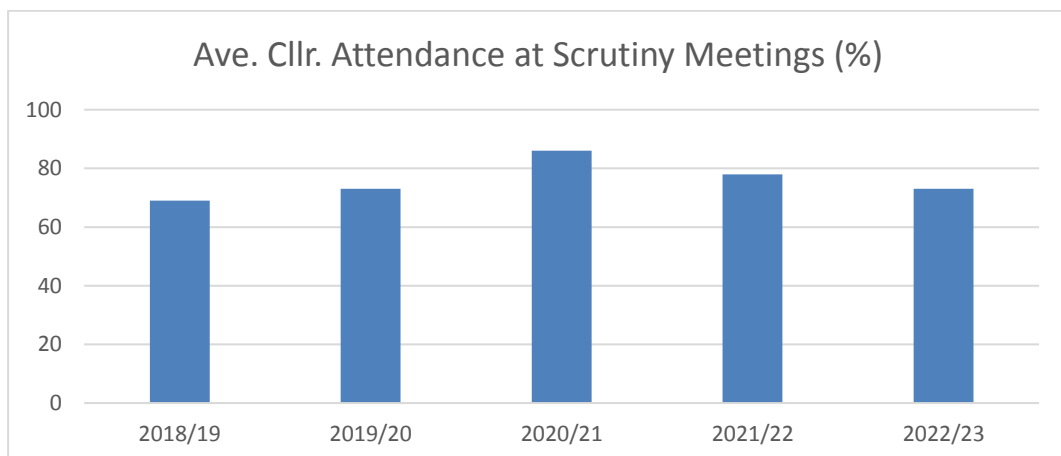
### **3.5 Average Councillor attendance at Scrutiny meetings = 73%**

The rate of Councillor attendance measures an important aspect of effectiveness as it reflects the engagement of Councillors in the Scrutiny process.

Council determines the membership of the Scrutiny Programme Committee. However, membership of the various informal Panels and Working Groups is based on interest shown by Councillors in the topics under Scrutiny. Based on expressions of interest the membership of Panels and Working Groups is agreed by the Committee.

Attendance figures for Councillors are collected by the Council's Democratic Services Team and published on the Council's website. Our figure is an overall attendance figure that includes the Scrutiny Programme Committee, Panel meetings and Working Groups and was 73%. Attendance at Committee meetings was 89%. Both healthy figures of engagement.

Comparison with previous years:

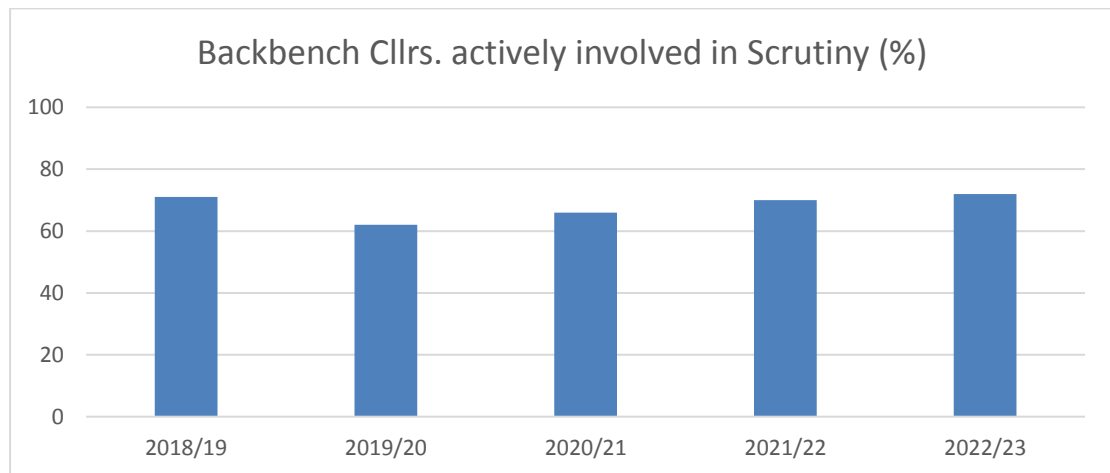


### 3.6 Backbench councillors actively involved in scrutiny = 72%

All backbench Councillors can participate in Scrutiny work regardless of Committee membership. New Scrutiny topics, once agreed, were advertised to all non-executive Councillors and expressions of interest sought to lead and/or participate in these activities. It enables Councillors to participate based on interest and enables them to build up specialist expertise.

Most backbench Councillors were involved in Scrutiny, through either the Scrutiny Programme Committee, Panels or Working Groups.

Comparison with previous years:



### 3.7 Meetings with public observers = 15%

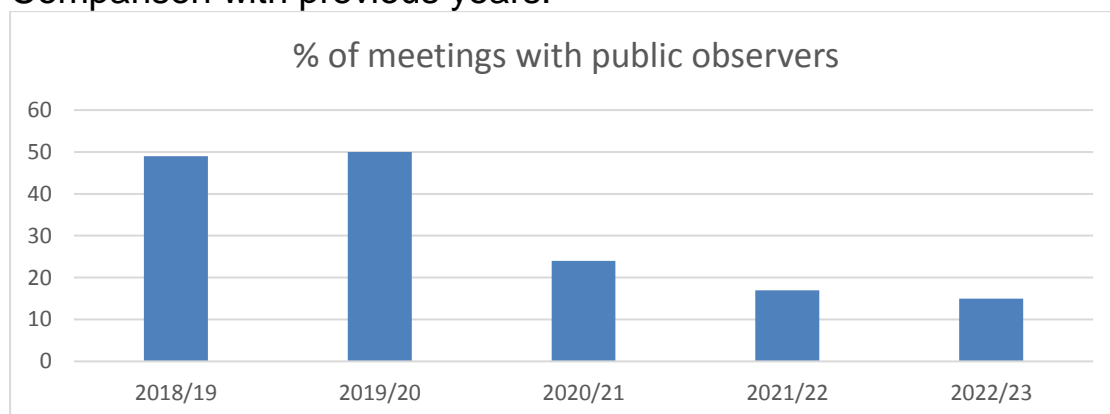
Scrutiny is important as a mechanism for community engagement. The extent to which the public observes (including the press) meetings may indicate whether there is a significant focus of Scrutiny on matters of public interest. All Scrutiny meetings, whether the Committee or Panels and Working Group, are conducted in public, subject to specific items of business that on rare occasions may contain exempt information.

With the move to remote meetings over the past few years, people were able to watch video recordings of meetings. Since June 2022 Scrutiny meetings are all now hybrid (or multi-location) meetings, meaning people can either attend in the Guildhall or join meetings online via MS Teams.

Except for the Committee, Panel / Working Group meetings are not currently live streamed, but recordings of all meetings are published on the Council website / YouTube usually within 24 hours, for public viewing. Given access to video of meeting, this has inevitably impacted on the number of observers physically attending meeting. 9 of the 59 Scrutiny meetings held were observed by members of the public who either attended in person or joined remotely on request or to ask a question.

A scan of YouTube views shows Committee meetings seem to attract on average 40 viewers, significantly more people than who would have watched meetings pre-COVID from the public gallery. There are similarly good figures across other Scrutiny meetings, with Development & Regeneration and Climate Change & Nature Performance Panel meetings appearing to attract the biggest interest.

Comparison with previous years:

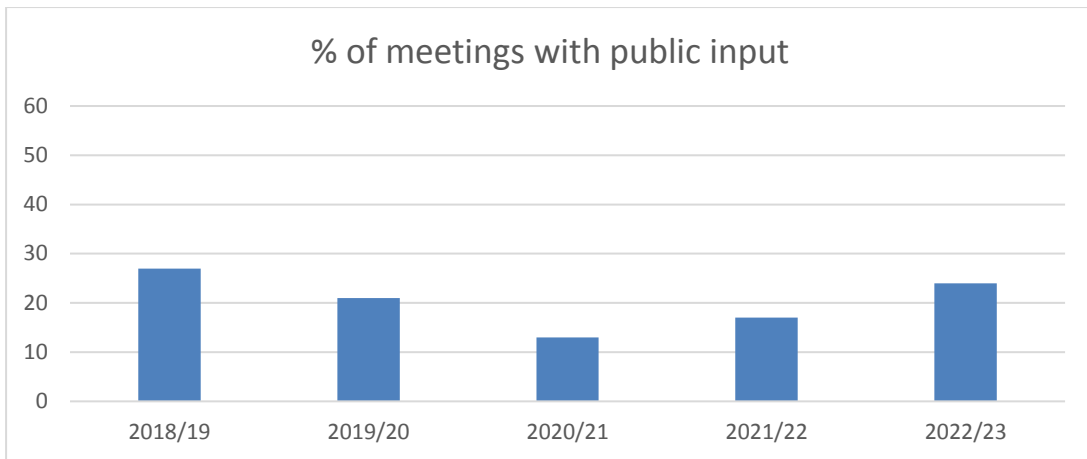


### 3.8 Meetings with public input = 24%

As well as attracting interest and observers to listen to what is being discussed, Councillors are keen to increase active public involvement in the work of scrutiny. 24% of all Scrutiny meetings had some form of such engagement and public input.

This input can take various forms, including submission of questions for scrutiny sessions with Cabinet Members, making suggestions for the Scrutiny Work Programme, contributing evidence to specific items under scrutiny - whether in person or reflected in the meeting agenda.

Comparison with previous years:

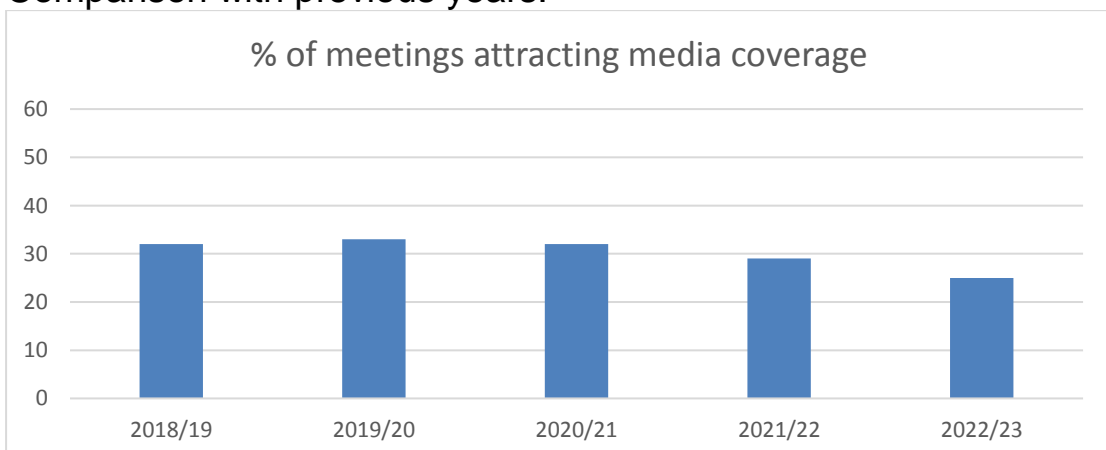


### 3.9 Meetings attracting media coverage = 25%

As well as attracting interest from individuals and getting members of the public to engage directly, a measure of whether Scrutiny is focussed on the right things and is making an impact is the amount of media coverage that Scrutiny is attracting. We found that a quarter of scrutiny meetings made the news, e.g., in print in the South Wales Evening Post or Western Mail, and/or on websites including WalesOnline, BBC etc. Across all activities there were at least 18 scrutiny discussions reported in the local press (print and on-line).

Issues which generated coverage included Scrutiny discussion on: Archives / Community Hub development; Oracle Project Investment Update; Fly Tipping, Homelessness; 20mph National Default Speed Limit; Civic Centre re-development; Development and Flood Risk; Children's Residential Care Homes; Welsh Housing Quality Standard; Tidal Lagoon development, Castle Square re-development, Air Pollution; Green Vehicle adoption; Domiciliary Care; and the proposed Skyline development.

Comparison with previous years:



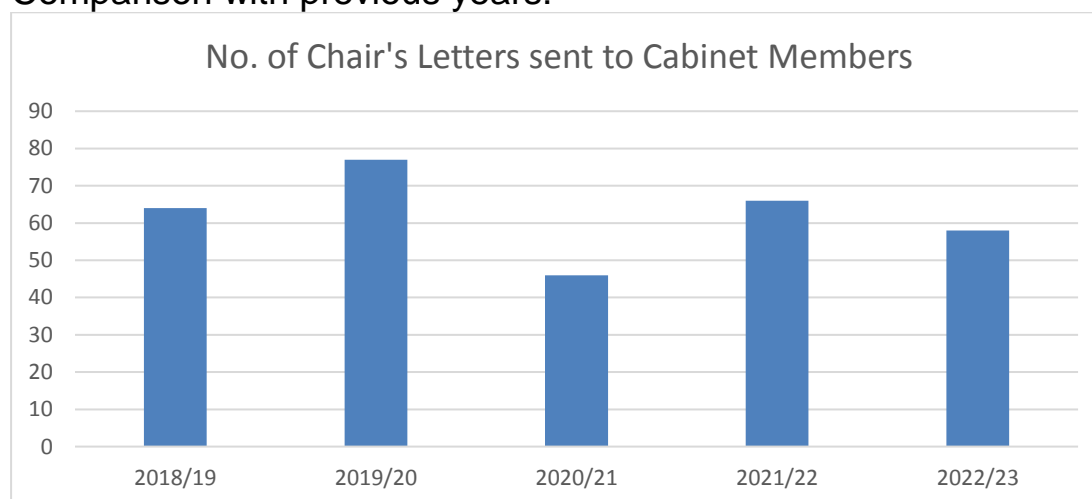
## C. How did Scrutiny impact on the business of the Council?

### 3.10 Number of Chair's Letters sent to Cabinet Members = 58

Chair's / Convener's letters are an established part of the Scrutiny process in Swansea. They allow the Committee and Panel meetings / Working Groups to communicate quickly and efficiently directly with relevant Cabinet Members. They will send letters to raise concerns, recognise good practice, ask for further information and make recommendations for improvement, reflecting the discussion at Committee / Panel / Working Group meetings. Letters are effectively 'mini-reports' with conclusions and proposals from Scrutiny – and where necessary require a response.

58 letters were sent to Cabinet Members following Scrutiny activity.

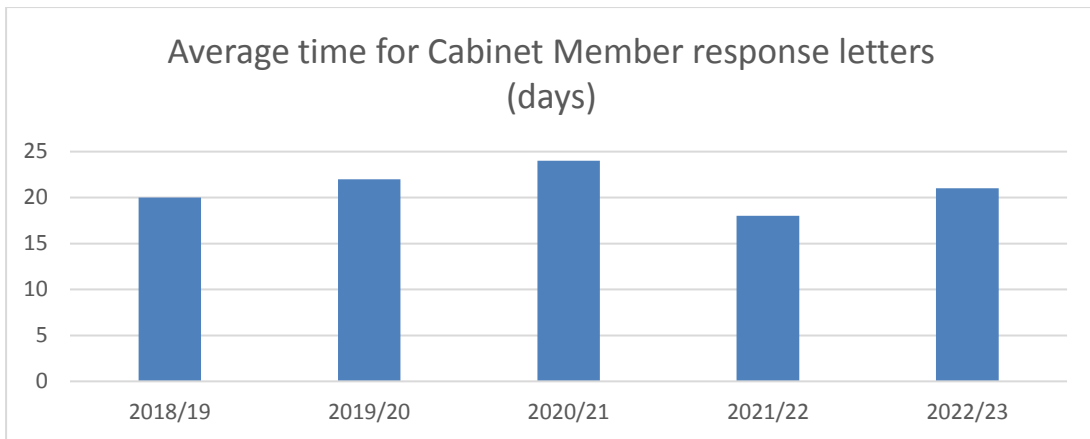
Comparison with previous years:



### 3.11 Average time for Cabinet Member response letter = 21 days

When Scrutiny Letters are sent to Cabinet Members and require a response, Cabinet Members are required to respond within 21 calendar days. The average response time for letters sent was 21 days and confirms that Scrutiny is getting a timely response to views, concerns, and any suggested action for Cabinet Members.

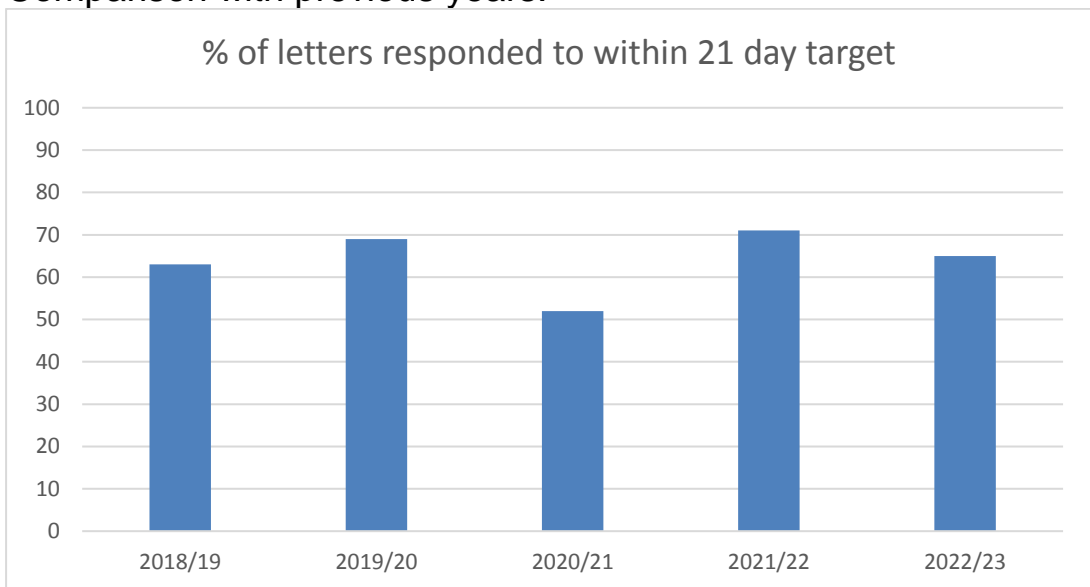
Comparison with previous years:



### 3.12 Letters responded to within 21 day target = 65%

Whilst the response to Scrutiny Letters was on average 21 days, some did take longer. The number of letters responded to within the 21 day target was 65% (13 out of 20 letters).

Comparison with previous years:



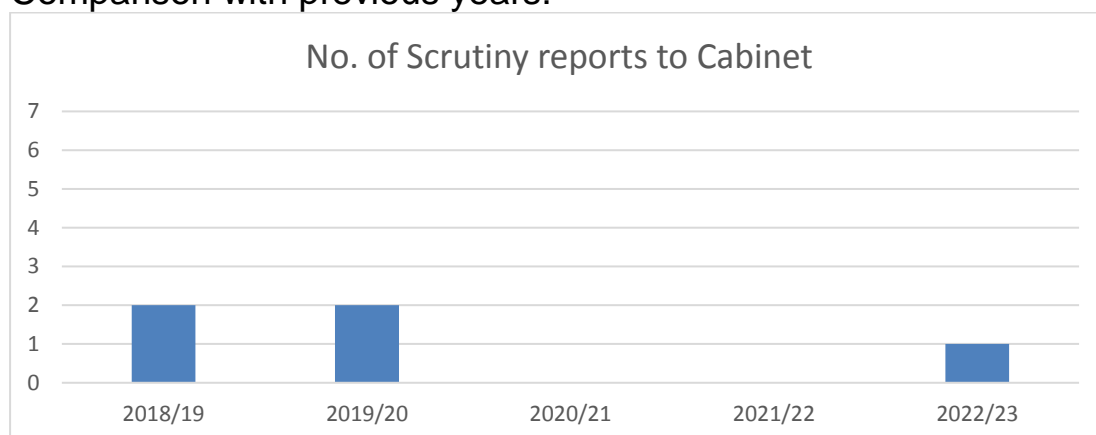
### 3.13 Number of Scrutiny reports to Cabinet = 1

In-depth inquiries are reported to Cabinet, for it to respond to the recommendations agreed by Scrutiny and its action plan on how recommendations will be implemented. Scrutiny Working Groups also have the option of either writing a letter to relevant Cabinet Member(s) or report to Cabinet, depending on outcomes from discussion.

In June 2022, Cabinet was presented with the final report from the Procurement Scrutiny Inquiry Panel, by the Panel Convener, Councillor Chris Holley. Here, the work of the Scrutiny Panel explored what the Council is doing to ensure it procures locally, ethically, and greenly while being cost effective and transparent in its practices?

(See also para. 3.16 for Pre-decision Scrutiny feedback reports to Cabinet)

Comparison with previous years:



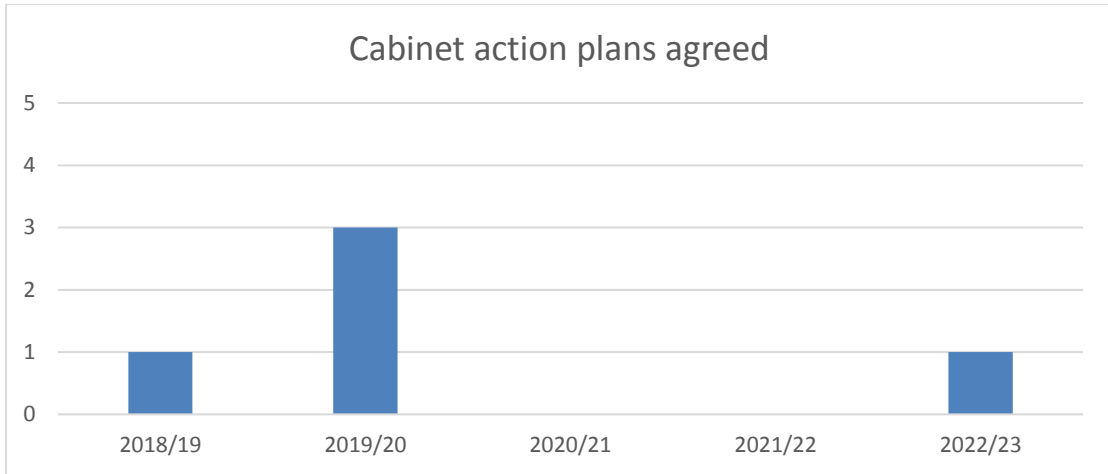
### 3.14 Cabinet action plans agreed = 1

Once recommendations and an action plan have been agreed by Cabinet, Scrutiny will follow up on progress with implementation and impact.

Cabinet formally responded to the Procurement Scrutiny Inquiry final report in October 2022. The Cabinet Member for Corporate Service & Performance reported to Cabinet with a proposed response to each of the Scrutiny recommendations and action plan, which was agreed by Cabinet.

Comparison with previous years:





### 3.15 Follow ups undertaken = 1

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

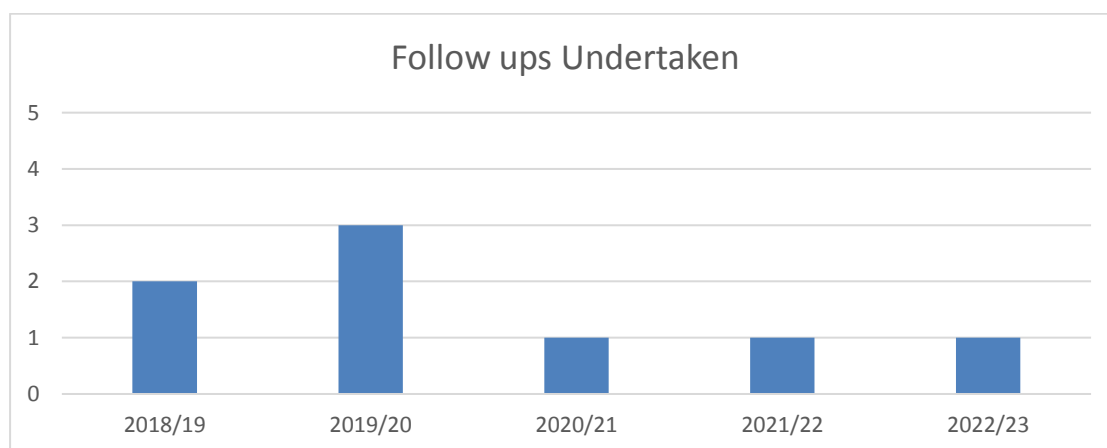
To check whether the agreed action plans have been carried out, Scrutiny will ask for follow up reports from Cabinet Members. If Councillors are satisfied, they can then conclude the work and monitoring for that inquiry.

Previous Scrutiny inquiries that required a follow up:

Inquiry	Convener	Cabinet Action Plan agreed	Monitoring Status
<b>Procurement</b> Key Question: What is the Council doing to ensure it procures locally, ethically, and greenly while being cost effective and transparent in its practices?	Cllr. Chris Holley	October 2022	Follow Up meeting planned for Oct 2023

Arrangements for the follow up of one-off Working Groups has been strengthened with the Scrutiny Programme Committee formally carrying out a follow up. As such, the indicator is now including both Inquiry follow ups and Working Group follow ups. During 2022/23 it followed up on the Workforce Scrutiny Working Group which concluded in February 2022.

Comparison with previous years:



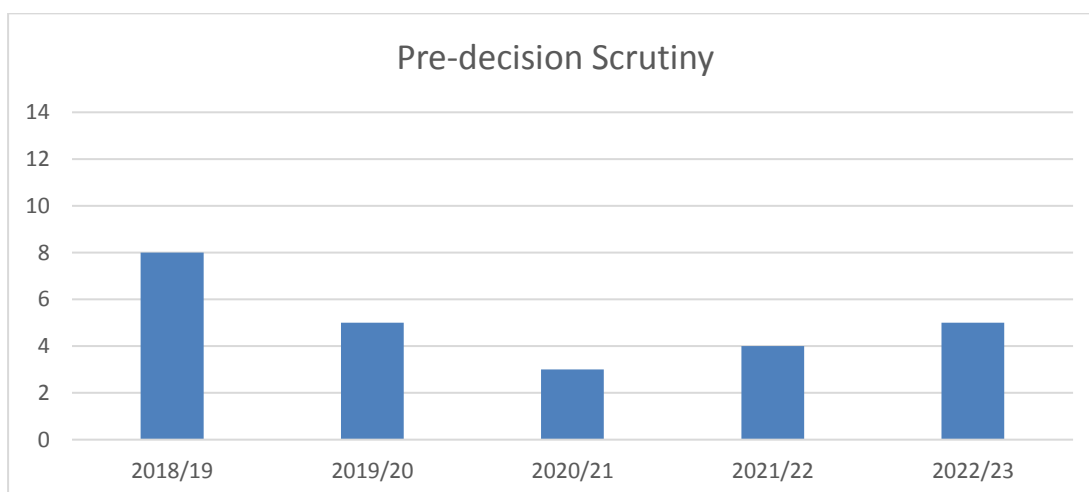
### 3.16 Number of Cabinet reports subject to pre-decision scrutiny = 5

Pre-decision Scrutiny involves Scrutiny Councillors considering Cabinet reports before Cabinet makes a final decision. Considering strategic impact, public interest, and financial implications, the following five 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:

Report	Cabinet Member	Cabinet Meeting	Undertaken by
Oracle Project Investment Update	Economy, Finance & Strategy (Leader) & Service Transformation (Deputy Leader)	20 Oct 2022	Committee
Annual Budget	Economy, Finance & Strategy (Leader)	14 Feb 2023	Service Improvement & Finance Panel (with contribution from other Panels)

National 20 Mph Default Speed Limit	Environment & Infrastructure	23 Mar 2023	Committee
Financial Procedure Rule 7 - Additional to the Capital Budget & Programme 2022/23 - 2027/28 - Economic Recovery Fund (ERF) Approved Schemes (exceeding one million pounds)	Economy, Finance & Strategy (Leader)	18 May 2023	Committee
Additional Revenue Provision for Residual Economic Recovery Fund 2023/24.	Economy, Finance & Strategy (Leader)	18 May 2023	Committee

Comparison with previous years:



### 3.17 Number of Cabinet reports subject to Call-in = 0

During 2018-19, the Council agreed new Call-in arrangements with Scrutiny at the centre of the process. Any valid Call-in of Cabinet decisions leads to the calling of a special meeting of the Scrutiny Programme Committee. A Call-in can be made by the Chair or Vice-Chair of the Scrutiny Programme Committee or by any four Councillors by giving notice in writing to the Head of Democratic Services within a specific Call-in period. With the increase in pre-decision scrutiny seen over the last few years many Call-ins are not anticipated. There were no Cabinet decisions 'called in' over the past year.

### **3.18 Cabinet Members who attended at least one Scrutiny meeting – 100%**

Cabinet Members attend Scrutiny meetings to answer questions and provide information to assist Scrutiny and account for their work. Cabinet attendance at Scrutiny meetings is a good indicator that the 'holding to account' role of Scrutiny is functioning well. It ensures that Scrutiny can provide regular challenge to decision-makers, and explore the work of Cabinet Members, looking at priorities, actions, achievements, and impact.

Aside from a regular Q & A session with the Leader of the Council, there is targeted approach within the Committee, calling in Cabinet Members as and when required to report on specific portfolio responsibilities and issues, with emphasis on Performance Panels holding relevant Cabinet Members to account with clear opportunities for questioning in their meetings.

All Cabinet Members were engaged with Scrutiny, whether with the Committee, Panel or Working Group, over the last year. The range of issues discussed within the Committee alone involved 9 of the 11\* Cabinet Members.

Our target is always 100%.

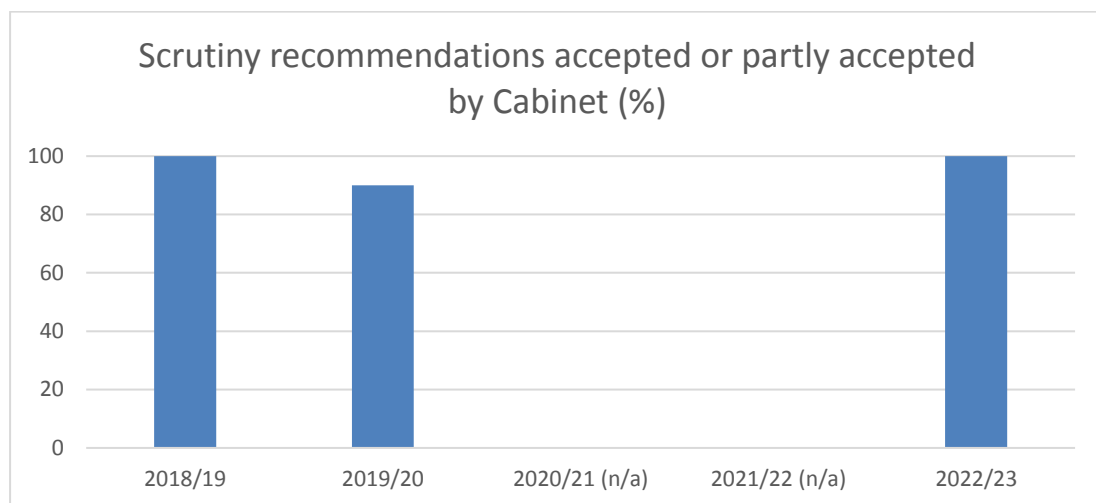
\*Although there are 10 Cabinet Portfolios, during 2022/23 there were 11 Councillors in Cabinet positions. The Community portfolio operating under a job share system between two councillors sharing the responsibilities.

## D. What were the outcomes of Scrutiny?

### 3.19 Scrutiny recommendations accepted or partly accepted by Cabinet = 100%

The rate that Cabinet accept Scrutiny recommendations is a good indicator of whether Scrutiny is making strong recommendations based on robust evidence. Cabinet agreed all 14 of the Procurement Scrutiny Inquiry recommendations in October 2022.

Comparison with previous years:



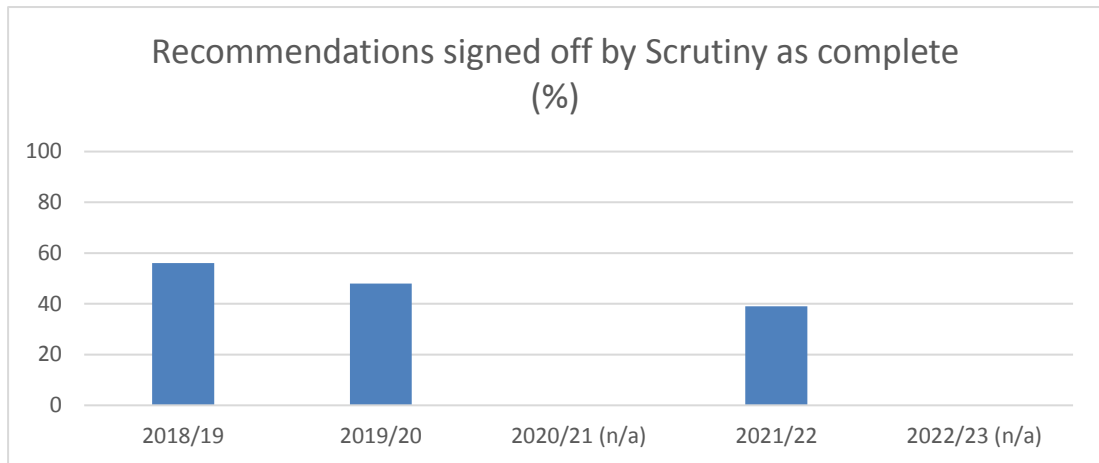
### 3.20 Recommendations signed off by scrutiny as completed = n/a

When follow up reports are presented to Scrutiny (usually within 12 months following original Cabinet decision) they detail which of the recommendations from the in-depth inquiry (or other scrutiny report) have been completed in line with the agreed Cabinet Member's action plan and which have not. In the case of in-depth inquiries Scrutiny Councillors consider whether they agree with the assessment about implementation of recommendations, looking at the evidence they are presented with about the changes that have happened following Scrutiny and its impact. This indicator would represent the percentage of recommendations accepted by Scrutiny as being complete.

The Procurement Inquiry will be followed up by the Panel in October 2023.

It should be noted that in many cases implementation of Scrutiny recommendations continues beyond the process of formal monitoring.

### Comparison with previous years:



## 4. Impact

### 4.1 How Scrutiny Councillors have made a difference

#### 4.1.1 Scrutiny Councillors make a difference by:

- Ensuring that Cabinet Members (and other decision-makers) are held to account through public question and answer sessions
- Making evidence-based proposals on topics of concern through task and finish Scrutiny Inquiry Panels, and other Scrutiny activities, that report to Cabinet
- Monitoring and challenging service performance and improvement through standing Scrutiny Performance Panels
- Addressing issues of concern through one off Working Groups
- Acting as a 'check' on the key decisions through Pre-decision Scrutiny and Call-in
- Communicating concerns and proposals for improvement through regular publication of Scrutiny Letters and Reports
- Following up on recommendations made, to check on implementation and assess the impact of Scrutiny
- Making the work of the Council open and transparent to the public

4.1.2 It is important to know that the work and the efforts of Scrutiny Councillors are having a positive impact and are delivering effective Scrutiny. A selection of 'Scrutiny Stories' from the past year is provided in **Appendix A** highlighting specific Scrutiny activities showing the impact of Scrutiny and how Scrutiny is making a difference. Stories from the last year include:

- **Creating a Safer Swansea**
- **Partnership Working**
- **Tackling Poverty**
- **Developing the Workforce**
- **Making our Roads Safer**
- **Working with Service Users**
- **Influencing Cabinet decisions**

- **Monitoring Climate Change & the Natural Environment**
- **Monitoring Education & Learning**
- **Monitoring Development & Regeneration**
- **Monitoring Council Budgets**
- **Monitoring Children's Social Services**
- **Monitoring Adult Services**

4.1.3 The difference made and impact of the overall work of Scrutiny is also communicated via:

- press releases to the local media;
- regular posts to our Swansea Scrutiny blog; and
- use of social media, including Twitter.



## **5. Feedback and Improvement**

### **5.1 Improving Scrutiny**

5.1.1 It is good practice for those involved in the Scrutiny function to undertake regular self-evaluation of this work. Considering the characteristics of effective Scrutiny and our experiences it is important for the continuous improvement of the function that any issues identified about current Scrutiny practice are discussed and addressed. Annual review discussions are usually held within the Scrutiny Programme Committee and Scrutiny Performance Panels towards the end of each municipal year, to reflect on the year's work and Scrutiny experience, specifically considering, for example, how well they have worked, whether they have focussed on the right things, and what lessons had been learnt.

5.1.2 The Scrutiny Programme Committee carried out an End of Year Review in May 2023, reflecting on the past year, the work of the Committee and work programme, to identify any improvement and development issues. As well as reviewing previously agreed improvement objectives, Councillors were encouraged to identify areas of improvement in relation to the work programme and Scrutiny practice, so that it is even more effective.

The following were raised:

- 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.
- 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. 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.

### 5.1.3 Feedback from Scrutiny Performance Panels

As well as specific discussion about future work, the following general observations can be noted:

- Overall, Panels were pleased with how the year had gone and felt they have made a positive difference to the working of Council departments and services, and citizens, through ongoing monitoring and challenge.
- Panels feel they have focussed on the most important issues.
- There are positive relationships with Cabinet Members and officers, who have attended meetings and provided reports / information when requested. Panels have felt well supported.

5.1.4 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 were fed into the Scrutiny Work Planning Conference. 28 Councillors responded to the survey (24 non-executive Councillors and 4 Cabinet Members)

Survey results 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.

## 5.2 Scrutiny Improvement Objectives

5.2.1 A number of Scrutiny Improvement Objectives and action plan were agreed by the Committee in January 2019. This included actions to address the three proposals for improvement made by the Wales Audit Office (now Audit Wales) following its review of the Council's scrutiny arrangements in 2018. This was a co-ordinated and comprehensive single improvement plan for Scrutiny, for the issues that matter most.

### **WAO Proposals for Improvement**

- 1) The Council should consider the skills and training that scrutiny members may need to better prepare them for current and future challenges, and develop and deliver an appropriate training and development programme, including providing additional training on the Well-Being of Future Generations (Wales) Act.
- 2) The Council should strengthen its evaluation of the impact and outcomes of its scrutiny activity.
- 3) The Council should further clarify the distinction between scrutiny and Policy Development Committee activity in relation to policy development.

### **Councillor Improvement Issues**

- 1) We need more of our work to be reported to Cabinet so that there is more formal consideration of scrutiny conclusions and recommendations.
- 2) We need to be involved at an earlier stage in proposed Cabinet decisions so that our input can be more meaningful.
- 3) We need to increase opportunities for participation so that more councillors can get involved in the work of scrutiny.
- 4) We need to strengthen follow up of all scrutiny recommendations so that the response and difference made can be assessed.
- 5) We need more coverage in the media so that people are more aware of our work.

5.2.2 The Committee has regularly reviewed and considered progress against the action plan and did so last in May 2023. The review of the improvement plan showed only one outstanding action:

- Development and delivery of a Scrutiny training and development programme (as suggested by Audit Wales)  
MAY 2023 UPDATE: this is currently being explored, with a view to delivery early in the 2023/24 municipal year. Councillors have been surveyed on training development topics that will help inform the programme.

5.2.3 Further to WAO Proposal for Improvement 2, we are also now inviting 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 has 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.

5.2.4 Thought will be given to new Scrutiny Improvement Objectives for the new Council term.

## For further information:

### **Making the work of Scrutiny more transparent and accessible**

All Scrutiny agenda packs are now available on the Council's '[agenda and minutes](#)' webpage. There you can also find all Scrutiny Letters sent to Cabinet Members following meetings and responses. All Scrutiny meetings are open to the public and anyone living or working in Swansea can [suggest a topic for Scrutiny](#). There are also opportunities to [suggest questions, and submit views](#). If you would just like to keep an eye on what's going on we have webpages, and a [blog](#). You could even [follow us](#) on Twitter.

### **Connect with Scrutiny:**

Address: Guildhall, Swansea. SA1 4PE (Tel. 01792 637732)

Email: [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)

Twitter: @swanseascrutiny

Web: [www.swansea.gov.uk/scrutiny](http://www.swansea.gov.uk/scrutiny)

Blog: [www.swanseascrutiny.co.uk](http://www.swanseascrutiny.co.uk)

## Scrutiny Annual Report 2022/23: Scrutiny Stories

### Creating a Safer Swansea

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.

Committee Letter to the Joint Chairs of the Safer Swansea Partnership can be found here:

[Apr 2023](#)

### Partnership Working

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 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 August 2023, when it hopes to be able to see the associated action plan and how performance against the Plan will be measured.

Committee Letters to the Chair of Swansea PSB can be found here:

[Oct 2022](#)

[Feb 2023](#)



### Tackling Poverty

Ensuring that all Council Priorities are sufficiently covered within the Scrutiny Work Programme, the Committee is annually monitoring the delivery of the Corporate Priority on Tackling Poverty, to keep close watch on progress, follow up on issues raised, and enable scrutiny views to influence action and improvement.

A report was provided the Committee with information on progress over the last 12 months. It presented evidence, insights and intelligence that demonstrated the contributions that have been made in delivering this Council priority, as well as future plans. It covered current challenges, including the impact of the cost of living crisis, and the Council's response. The report also considered the findings and recommendations of Audit Wales' 'Time for Change – Poverty in Wales' Report, published in November 2022, showing the Authority's response to the Audit recommendations, and planned action.

This led to questions and discussion including exploration of the level of resources to tackle poverty in Swansea and meet corporate objective, and, how in addition to a dedicated Tackling Poverty Service, this is embedded across the Council, with all departments playing a role, and partnership arrangements helping the Council to deliver on objectives.

The Committee also followed up on concerns from last year's session about efforts to improve employability and skills, and tackle barriers including access to public and personal transport. It heard about the various education, training and employment programmes, and initiatives and successes, including from Communities for Work, Workways+, Pathways to Work, Beyond Bricks & Mortar, and the opening of a 'pop-up' Employment Hub within the Quadrant Shopping Centre. There was also discussion about the links between poverty and mental health, the mental health support available from partners and joint working between teams.

Committee Letter to relevant Cabinet Member(s), and their response, can be found here:

[Jan 2023  
Response](#)

### Developing the Workforce

The Committee takes responsibility for following up on previous Scrutiny Working Groups, 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 following the Workforce Scrutiny Working Group, which concluded in February 2022, enabling the Committee to consider progress against recommended improvement and highlight issues where further action may be required.

A comprehensive report on progress since the Working Group, was provided including update on issues raised by the Working Group, informing of actions taken in the delivery of work and achievements on Workforce, which were discussed.

The Committee 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 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.

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.

Committee Letter to relevant Cabinet Member(s), and their response, can be found here:

[Nov 2022 Response](#)

### **Making our Roads Safer**

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.

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.

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

Working Group Letter to relevant Cabinet Member(s), and their response, can be found here:

[Dec 2022  
Response](#)

### Working with Service Users

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.

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.

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

Working Group Letter to relevant Cabinet Member(s), and their response, can be found here:

[Mar 2023  
Response](#)

### Influencing Cabinet decisions

With Pre-Decision Scrutiny, the Committee can consider Cabinet reports and give views on the proposed decision(s). It is an important practice where Scrutiny Councillors look at a planned decision shortly before it is made by Cabinet. Scrutiny Councillors bring a different perspective to the decision-making process than that provided by Cabinet members or officers, which can help decisions to be more robust.

Pre-decision Scrutiny can help Councillors to understand what is being proposed and rationale, and considering decisions before they are made provides an important means to influence and possibly improve them. It gives Scrutiny Councillors an opportunity to challenge, for example, how decision-makers have considered what risks might arise from the implementation of the decision and how those risks might be mitigated.

Relevant Cabinet Members and officers will attend Scrutiny to present and explain proposals and answer questions. Committee views will be formally communicated to Cabinet Member(s) after the meeting, and the Chair can then attend the Cabinet meeting to convey those views for Cabinet's attention before any decision is taken. Cabinet should provide explanation of any rejection of Scrutiny views.

In March 2023 the Committee considered a Cabinet report on the 'National 20 Mph Default Speed Limit', which comes into effect on 17 September 2023. It set out the consultation process to be followed and sought confirmation of the approach taken in respect of implementation of the change in law. It also asked Cabinet to agree to delegate authority to the relevant Cabinet Member to approve any exceptions agreed with individual ward members leading to the formal public advertisement of the appropriate Traffic Regulation Orders. The session helped the Committee to understand what is happening, the process and implications for the Council and citizens. It was clear to the Committee that the department had a sound grasp of the situation and preparations were well underway to fulfil the Council's obligations. Councillors reflected positively on the engagement to date with them on proposals for their areas.

The Committee recognised this represented a significant change in the law which will require a culture change, and carried with it several risks to success. The Committee offered some views on implementation for Cabinet's attention, in relation to: costs and funding to support implementation; the Council's influence on local enforcement to ensure compliance with the new speed limit; what will happen to traffic signage and calming measures already in place for current 20Mph zones, such as around Schools; and, the extent of public communication that will be necessary to raise awareness amongst the public, for successful implementation, with emphasis on the road / community safety benefits, as well as keeping local Councillors fully informed of works in their area in preparation of the change to facilitate their engagement with local residents and awareness of what is happening.

Committee Letter to relevant Cabinet Member(s) can be found here:

[Mar 2023](#)

### Monitoring Climate Change & the Natural Environment

The Climate Change & Nature Scrutiny Performance Panel is responsible for ongoing monitoring of performance in relation to climate change and the natural environment, and has been monitoring the delivery of the Council's work, commitments, and implementation of agreed plans, to assess progress.

Amongst specific topics covered over the last year were:

- The Council's Climate Change Action Plan
- Water Quality and Management
- Green Vehicle Adoption
- Weed Management / Use of Glyphosate
- Air Quality Management
- Local Flood Risk Management

The Panel wrote to relevant Cabinet Member(s) following each meeting to give views, raise concerns and make recommendations, for example the Panel discussed the issue of Public / Residential EV Charging in January 2023, as it was concerned people who choose an electric car but do not have off road parking are forced to use public chargers and are seriously financially disadvantaged.

The Panel felt very strongly about this and queried if the Council could consider installing various devices that are available, which allow people to charge on the road from their own properties. The Panel was informed that the Council has installed several public charge points, providing people with the opportunity to charge within their local community and that this was part of a wider provision of charge points offered by commercial operators. Councillors heard that people are not allowed to use private electric vehicle charging cables to charge vehicles on street locations in Swansea due to the risk this poses to the public, but the Council is keeping abreast of new developments that could potentially make that possible in the future.

The Panel referred to a pilot scheme in Plymouth where charging points come up out of the street, which would prevent adding to street furniture. Officers agreed to investigate the project in Plymouth and consider this in options for future infrastructure of this nature if funding becomes available.

Panel Letter to relevant Cabinet Member(s) can be found here:

[Jan 2023](#)



### Monitoring Education & Learning

The Education Scrutiny Performance Panel meets monthly and where possible involve schools in their Scrutiny activity, one example is shown below.

In January 2023, the Panel were pleased to meet the Headteachers and Chairs of Governors from Pontardulais Comprehensive School and each of the cluster of Primary Schools feeding into it, including Pengelli, Pontlliw, Penllergaer, Pontardulais and Llangyfelach Primary Schools. They also invited the Partneriaeth Link Officers, the School Improvement Service and the two Commissioned Headteachers for their input into the session.

The Panel were keen to discuss with them how the new Curriculum for Wales was being implemented on the ground and how the work being done at each Primary School in the cluster was being brought together as pupils made the transition to the Comprehensive School.

The Panel were encouraged to hear Headteachers in the cluster believe that the new curriculum itself is excellent in principle, because it is skills based, progressive and is relevant to the children and their experiences and needs. Although, they did say there is far more work involved in constructing this curriculum than anyone envisaged at a school level and particularly at the national level.

From this session the Panel developed a few learning points that have been shared with the Cabinet Member, Education Department, and schools.

A few of the learning points the Panel took away from the session, includes the cluster having:

- A shared understanding of what the cluster means by progression.
- Continuum of learning between primary and secondary schools.
- Buy in, enthusiasm and excitement in what the new curriculum can do for its pupils.
- Positive and constructive challenge across the cluster, but always in partnership and in a supportive way
- Regular meetings of the headteachers from across the cluster to talk about the progress and ideas openly and frankly.

- Good development support and brokerage of professional learning.
- Ensuring teaching staff themselves, have the knowledge and the confidence to deliver what is a brand-new curriculum.
- Consistency of approach in relation to progression across the cluster.
- An agreed journey of progression across the cluster.
- Willingness to consider and take on board the input and views of others.
- Joint working and sharing of experience.
- Engaging with wider stakeholders.
- Shared understanding of approaches.

### Monitoring Development & Regeneration

The Development & Regeneration Scrutiny Performance Panel has been responsible for ongoing monitoring of Council performance in relation to development and regeneration, including the 'health' of the city centre, wider economic development across Swansea and discussion about progress on the Swansea Bay City Deal. The Panel was focused on contributing to the ongoing development and regeneration of Swansea by acting as a critical friend for the Cabinet, and helping to ensure accountability.

The Panel has kept a close eye on the Council's regeneration programme and projects. This has included sites like Swansea Arena, the Civic Centre, Skyline, and the Community Hub. Amongst wider topics of concern, the Panel held a discussion on Tourism, including the Council's Destination Management Plan.

In January 2023 the Development and Regeneration Scrutiny Performance Panel heard from the Cabinet Member, relevant officers and a key external stakeholder, Steve Crocker, Chair of Tourism Swansea Bay, which represents tourism, leisure, and hospitality businesses. The Panel were updated on key achievements over the last few years. With over 6000 jobs, local tourism is a significant employer in Swansea. The Panel asked a variety of questions exploring eco-tourism, free attractions, journalist visits, holiday lets and second homes, advertising, the post covid recovery plan and accommodation regulations. They were made aware of the steady increase of tourists to the area year on year outside of the Covid pandemic. The Panel noted the significance of tourism employment and potential introduction of statutory licencing and a tourism levy for holiday rentals. The Panel also requested further survey information regarding numbers of caravans visiting Swansea. Because of the impact of tourism in the area, potential legislation changes and with a new Development Management Plan in progress looking at 2023-25, Scrutiny Councillors will be following this up during 2023-24 to consider progress on Tourism.

Panel Letter to relevant Cabinet Member, and their response, can be found here:

[Jan 2023  
Response](#)

### Monitoring Council Budgets

The Service Improvement & Finance Scrutiny Performance Panel keeps an overview of the Council's performance and finances. Every year it scrutinizes Council spending which is set by the Council which agrees an Annual Budget each March for the following year.

The proposed Council budget for 2022-23 was brought before the Panel in February 2023. Given the breadth of services covered by the budget, the two Social Services Panels and the Education Panel reviewed respective budgets with lead Cabinet Members and officers, and passed their views to the Service Improvement & Finance Panel to include in the Panel's overall feedback to Cabinet.

The Service Improvement and Finance Scrutiny Performance Panel met to review the Annual Budget Reports in advance of consideration by the Cabinet. The Leader and the Director of Finance were in attendance.

Scrutiny Councillors' questions centred around borrowing costs, reserves, affordability, head count reduction and increased charges. The Panel reflected their thoughts to Cabinet regarding the risks to future service delivery from a headcount reduction, timing of Welsh Government budgets, increased capital charges, concerns with Council Tax increases further impacting an already inflated cost of living crisis and the detrimental effect to city centre footfall derived from increase car parking costs.

These points were raised by the Panel Convener at the Cabinet meeting. Subsequently a number of savings reductions resulting in a headcount reduction were deferred for a year to allow for a comprehensive review of services to be carried out.

Scrutiny carries out budget monitoring on an on-going basis at least quarterly.

Panel Letter to relevant Cabinet Member can be found here:

[Feb 2023](#)

### Monitoring Children's Social Services

Councillors on the Child & Family Services Scrutiny Performance Panel meet regularly to provide ongoing challenge to the performance of Children's Social Services, to ensure that good performance is maintained, and monitor service change and improvement across all areas of the service.

The Panel regularly receives a performance monitoring report on Child and Family Services which enables Councillors to ask questions about performance and improvement, focusing on outcomes, provision, and leadership. As well as considering the performance monitoring report, discussions over the past year were held on several specific topics:

- Residential Care Services (including Ty Nant)
- Corporate Parenting Board
- Child and Family Improvement Programme
- Regional Safeguarding Board
- Safeguarding Quality Unit Annual Report
- Child and Adolescent Mental Health Services (CAMHS)
- Child Disability Services
- Support for Carers
- Youth Offending Service
- Draft Budget Proposals

During discussion on CAMHS in January 2023, the Panel queried how CAMHS measured up against previous Scrutiny Inquiry recommendations and was pleased to see the Inquiry's recommendation that CAMHS should come in house was now being taken forward. The Inquiry had also raised the issue of transition from children to adults and how children felt that one minute they had access to CAMHS and then when they reached 18, especially young boys/men, they were left without the support they needed. Councillors were informed that transition is one of the key areas that CAMHS has been exploring but needs to do more on, and that they see the transfer of CAMHS back into Swansea Bay as one of the key drivers for this. The Panel was pleased to hear CAMHS are looking at recruiting a transitional nurse and have a new regional transitional policy.

The Panel queried what support mechanisms would be available to a youngster in crisis and if they would be referred through to CAMHS in the first instance or if there would other mechanisms to pick up the young person and heard CAMHS has a crisis service which operates between 9am and 9pm and is accessed via the single point of access number. Councillors were pleased to hear the plan is to increase this service to 24-7 by June 2023 at the latest.

Panel Letter to relevant Cabinet Member can be found here:

[Jan 2023](#)

### Monitoring Adult Services

Like the Child & Family Services Performance Panel, Scrutiny Councillors met every six weeks to focus on the performance of Adult Social Services.

The Panel regularly received performance management information, which included data on enquires through the Common Access Point; Client Reviews; Carers Assessments; Residential and Community Reablement; Domiciliary and Residential Care; and Safeguarding responses. It also considered the Director of Social Services' statutory Annual Report for 2021/22. The Panel also held a session on the delivery of Council Objectives and Policy Commitments in relation to Adult Services.

As well as looking at overall performance, discussions over the past year were held on several specific topics:

- Actions following Audit Report – Direct Payments for Adult Social Care
- Recent Care Inspectorate Wales Inspection Reports
- Adult Services Transformation Programme
- Options Appraisal for Assistive Technology and Community Alarms
- West Glamorgan Transformation Programme (including relationship between Health and Social Care and the rebalancing agenda, and partnership elements of Health Board Plans for Change)
- Local Area Coordination
- Adult Services Complaints Annual Report
- Commissioning Reviews
- Draft Budget Proposals, including Annual Review of Charges

Prompted by a recent Audit Wales report on Direct Payments for Adult Social Care, the Panel was pleased to hear that of the 10 recommendations, the Council was meeting its requirements and exceeding in some areas. However, the Panel asked if the wider care team have up to date knowledge of direct payments and understand how they can be used. There was some concern raised around available data and welcomed work within the Direct Payments Team to develop more quantitative and qualitative data, so there is a level of measure and

assurance around whether Direct Payments are being used properly and effectively. It was agreed that personal stories of how Direct Payments are used will begin to be shared with the Panel.

Panel Letter to relevant Cabinet Member can be found here:

[Nov 2022](#)



## Appendix 2 - Integrated Impact Assessment Screening Form

### Which service area and directorate are you from?

Service Area: Legal, Democratic Services & Business Intelligence

Directorate: Corporate Services

### Q1 (a) What are you screening for relevance?

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

### (b) Please name and fully describe initiative here:

Scrutiny Annual Report for 2022/23 is being presented to the Scrutiny Programme Committee for agreement and Council for information.

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

	High Impact		Medium Impact		Low Impact		Needs further Investigation	No Impact
	+	-	+	-	+	-		
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Human Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Appendix 2 - Integrated Impact Assessment Screening Form

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

The Annual Report summarises the work of Scrutiny carried out in the previous municipal year, promoting the difference made, and supporting continuous improvement of the scrutiny function in Swansea. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views.

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

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

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

High risk

Medium risk

Low risk

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

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

- 
- Q7 Will this initiative result in any changes needed to the external or internal website?**  
 Yes  No **If yes, please provide details below**

- 
- Q8 Does the initiative involve changes to the way you process the personal data of Council staff or service users, for example the purchase of new customer management software?**

## Appendix 2 - Integrated Impact Assessment Screening Form

Yes  No

If your answer is yes, you should also screen the initiative for any implications regarding privacy and other GDPR rights and consider whether you need to amend your entry in the Council's Information Asset Register. Please use the following link to the online screening form for a Data Protection Impact Assessment <https://staffnet.swansea.gov.uk/dpiascreening>

For more about the Information Asset Register, please see <https://staffnet.swansea.gov.uk/informationassetregister>

**Q9 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?**

No impact because there are no decisions within the report which will directly affect service users, people and/or communities, but we ensure that public views can feed into the Scrutiny process.

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### Outcome of Screening

**Q9 Please describe the outcome of your screening using the headings below:**

- Summary of impacts identified and mitigation needed (Q2)
- Summary of involvement (Q3)
- WFG considerations (Q4)
- Any risks identified (Q5)
- Cumulative impact (Q9)

The Annual Report summarises the work of Scrutiny carried out in the previous municipal year, promoting the difference made, and supporting continuous improvement of the scrutiny function in Swansea. The work of Scrutiny is open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views. The work of Scrutiny involves examination of Council services and making recommendations for improvement to Cabinet Members (and other decision-makers). We ensure that public views can feed into the Scrutiny process.

Full IIA to be completed

Do not complete IIA

<b>Screening completed by:</b>
<b>Name: Brij Madahar</b>
<b>Job title: Scrutiny Team Leader</b>
<b>Date: 17 August 2023</b>
<b>Approval by / for Head of Service:</b>
<b>Name: Debbie Smith</b>
<b>Position: Deputy Chief Legal Officer</b>
<b>Date: 6 September 2023</b>

# Agenda Item 8



## Report of the Chair of the Scrutiny Programme Committee

Scrutiny Programme Committee – 19 September 2023

### Membership of Scrutiny Panels and Working Groups

<b>Purpose:</b>	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.
<b>Content:</b>	This report is provided to facilitate any changes that need to be made.
<b>Councillors are being asked to:</b>	agree the membership of Panels and Working Groups reported, and any other changes necessary.
<b>Lead Councillor:</b>	Councillor Peter Black, Chair of the Scrutiny Programme Committee
<b>Lead Officer &amp; Report Author:</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	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. New Scrutiny Panels / Working Groups

- 2.1 Following agreement of a new Scrutiny Work Programme at July's Committee expressions of interest have been sought from all non-executive Councillors to lead and/or participate in the following new Panel and Working Groups:

- Inquiry Panel  
- Community Assets

- Working Groups
  - Public Rights of Way
  - Community Growing

2.2 The Committee is asked to agree the membership of the Public Rights of Way Working Group as follows, with Cllr Mike White as Convener:

**Public Rights of Way Scrutiny Working Group (10)**

**Labour Councillors: 3**

Victoria Holland	<b>Mike White (CONVENER)</b>
Dai Jenkins	

**Liberal Democrat/Independent Councillors: 2**

Peter Black	Michael Locke
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**Conservative Councillors: 4**

Paxton Hood-Williams	Brigitte Rowlands
Lyndon Jones	Will Thomas

**Green Councillor: 1**

Chris Evans	
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2.3 Interest is still being sought for the new Inquiry Panel and other Working Group and will be reported for agreement in due course.

**3. Revision to Existing Scrutiny Panel / Working Group Membership**

3.1 The following changes to existing Panels / Working Groups is also proposed:

- Education Performance Panel – ADD Councillor Fiona Gordon; REMOVE Councillor Sara Keeton
- Child & Family Services Performance Panel – ADD Councillors Victoria Holland, Mark Tribe and Sandra Joy
- Adult Services Performance Panel – ADD Councillors Victoria Holland, Michael Locke and Mark Tribe
- Customer Contact Working Group – ADD Councillor Dai Jenkins; and APPOINT Councillor Joe Hale as Convener

3.2 The Committee should also note that the Adult Services Performance Panel have renewed its co-option of Mr Tony Beddow for the 2023/24 municipal year.

#### **4. Guiding Principles**

4.1 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.

#### **5. Legal Implications**

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

#### **6. Financial Implications**

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

**Background Papers:** None

**Appendices:** None

# Agenda Item 9



## Report of the Chair of the Scrutiny Programme Committee

Scrutiny Programme Committee – 19 September 2023

### Scrutiny Work Programme

<b>Purpose</b>	This report presents the agreed Scrutiny Work Programme for 2023/24, which the Committee is responsible for monitoring.
<b>Content</b>	The agreed work programme is attached, which shows the topics that will be examined by Scrutiny through various Panels and Working Groups. A plan for future Committee meetings is also attached.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• plan for the Committee meetings ahead</li><li>• consider opportunities for pre-decision scrutiny</li><li>• review the Scrutiny Work Programme (including progress of current Panels and Working Groups)</li></ul>
<b>Lead Councillor</b>	Councillor Peter Black, Chair of the Scrutiny Programme Committee
<b>Lead Officer</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	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 A report is provided to each meeting to enable the Committee to maintain an overview of agreed Scrutiny activities, monitor progress, and coordinate work as necessary.

1.3 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
- 1.4 The Scrutiny Work Programme is 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.

It also needs to be:

- manageable, realistic and achievable given resources available to support activities
  - relevant to Council priorities
  - adding value and having maximum impact
  - coordinated and avoids duplication
- 1.5 The work of Scrutiny is undertaken primarily in three ways – through the Committee itself, by establishing informal Panels (for in-depth activities) or via one-off Working Groups. Panels and Working Groups would be open to all non-executive Councillors - the Committee will determine membership and conveners following expressions of interest.
- 1.6 Scrutiny will regularly send letters to Cabinet Members communicating findings, views and recommendations for improvement and, where appropriate, by producing reports. Inquiry panels will always 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. Inquiry panels will reconvene to follow up on the implementation of agreed recommendations and the impact of their work – usually 6-12 months following cabinet decision.
- 1.7 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 and letters relating to all such scrutiny activities are 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>

## 2. Scrutiny Work Programme 2023/24

- 2.1.1 Following discussion at the Committee meeting on 18 July the agreed Scrutiny Work Programme for 2023/24 is set out in **Appendix 1**.
- 2.1.2. The following paragraphs break down the work programme by specific ways of working to provide a brief overview.
- 2.2 Scrutiny Programme Committee:
- 2.2.1 The Committee work plan for the year ahead is attached as **Appendix 2**. This should be kept under constant review to ensure it represents a robust, manageable, and effective plan.



2.2.2 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.

2.2.3 The main item(s) scheduled for the next Committee meeting are:

17 October:

- **Oracle Fusion Project Implementation / Project Closure Report** (Leader / Cabinet Member for Service Transformation)
- **Scrutiny of Swansea Public Services Board** (PSB Chair – Cllr Andrea Lewis) – this follows on from last Committee PSB Scrutiny Session on 14 February

2.2.4 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.

2.2.5 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 3**). 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.

2.3 Inquiry Panels:

2.3.1 Once membership and a convener have been appointed the first task of an Inquiry Panel will be to have a briefing on the issue and then determine the key question and terms of reference for the inquiry. Once the planning stage is complete, the inquiry will be evidence gathering, with the last stage being to develop the final report.

<b>In Progress / Planned</b>	<b>Completed (follow up stage)</b>
1. <b>Anti-Social Behaviour</b> (currently at final report stage – next sessions on 12 Sep; 18 Oct)  2. <b>Community Assets</b> (membership being finalised; Inquiry will commence following completion of Anti-Social Behaviour Inquiry)	1. <b>Procurement</b> (Follow up 24 Oct 2023)

## 2.4 Performance Panels:

2.4.1 The following Performance Panels, which enable regular and structured monitoring of performance within these key areas, have been agreed and will meet on an ongoing basis until otherwise agreed by the Committee (frequency of meetings in brackets):

Performance Panel	Convener
<b>1. Service Improvement, Regeneration &amp; Finance</b> (monthly)	Cllr. Chris Holley
<b>2. Education</b> (monthly)	Cllr. Lyndon Jones
<b>3. Adult Services</b> (every six weeks)	Cllr. Susan Jones
<b>4. Child &amp; Family Services</b> (every six weeks)	Cllr. Paxton Hood-Williams
<b>5. Climate Change &amp; Nature</b> (every two months)	Cllr. Sara Keeton

2.4.2 Performance Panel conveners are scheduled to provide a regular update to the Committee to enable discussion on key activities and impact.

## 2.5 Working Groups:

2.5.1 The following Working Groups will be convened during the year ahead, (date where known in brackets):

<b>1. Public Rights of Way</b> <b>2. Customer Contact</b>	<b>3. Community Growing</b>
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Reserve List:

- Public Consultation
- Healthy City

## 2.6 Joint / Regional Scrutiny:

2.6.1 **Partneriaeth** – A Joint Scrutiny Councillor Group, comprising of Education Scrutiny Chairs and Vice Chairs, or equivalent, across Swansea Council, Carmarthenshire Council and Pembrokeshire Councils scrutinises 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 Chair of the Scrutiny Programme Committee and Convener of the Education Scrutiny Performance Panel are participating in the Scrutiny of Partneriaeth. The Partneriaeth Joint Committee, comprises the Leaders of the three Councils, as the strategic decision-making body. The Swansea Scrutiny Team manages support for the Scrutiny of Partneriaeth.

- 2.6.2 **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.
- 2.6.3 **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 Committee 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 Joint 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. The Joint Overview & Scrutiny Sub-Committee is being serviced by Neath Port Talbot Council. Swansea Scrutiny Councillor representatives are currently: Peter Black, Wendy Lewis & Mike White.
- 2.6.4 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.

### **3. Monitoring the Work Programme**

- 3.1 The Committee is responsible for monitoring progress against the agreed Work Programme and this includes work undertaken by the informal Panels and Working Groups and findings, to ensure that this work is effective and has the required visibility.
- 3.2 A timetable of all Scrutiny activities (projected or actual where dates are known) is attached as **Appendix 4a**. Lead Councillors and officers are also noted within. Also provided as **Appendix 4b** is a snapshot of progress with all Panels and Working Groups established by the Committee, as well as Regional Scrutiny, and their current position. These will be updated and provided to every Committee meeting.
- 3.3 The Committee will also be kept abreast of work plans of the individual Performance Panels to improve Committee oversight of topics being examined, check coverage across Cabinet portfolios, and help avoid

duplication of effort between the Committee and Panels and between Panels etc.

- 3.4 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.
- 3.5 The Committee should be mindful of the work plans of other Council bodies, such as the Governance & Audit Committee and the Council's Service Transformation Committees. Any issues regarding possible overlap / duplication will be discussed between the Chair of the Scrutiny Programme Committee and relevant Chairs.

#### **4. Public Requests for Scrutiny / Councillor Calls for Action**

- 4.1 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](http://www.swansea.gov.uk/raiseanissuetoscrutiny) or email to [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk). In accordance with agreed protocol the Chair of the Scrutiny Programme Committee will consider any requests received and bring about proposals to deal with these to the Committee for consideration. Taking into account relevant advice, any such issues may merit inclusion in the work programme, referral elsewhere, or no action.
- 4.2 None received.

#### **5. Scrutiny Training & Development Programme**

- 5.1 A Scrutiny Training & Development Programme has been developed which will be delivered and facilitated by the Improvement Team at the Welsh Local Government Association (WLGA) for Swansea Scrutiny Councillors. The Programme will consist of five different Sessions between October and January:
  - Introduction to Scrutiny
  - Scrutiny Chairing Skills
  - Questioning Skills for Scrutiny
  - Scrutiny of Performance
  - Self-Assessment of Scrutiny (two parts)

All Sessions will be held online via MS Teams, with the exception of the final 'Self-Assessment' part 2 session which will be in-person only.

5.2 All Scrutiny Councillors and Statutory Scrutiny Co-optees have been provided details and invited to express interest in attending. Councillors should take advantage of this offer and opportunity to improve and develop their Scrutiny knowledge and skills.

## **6. Financial Implications**

6.1 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.

## **7. Legal Implications**

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

**Background papers:** None

### **Appendices:**

Appendix 1: Agreed Scrutiny Work Programme 2023/24

Appendix 2: Scrutiny Programme Committee Work Plan 2023/24

Appendix 3: Cabinet Forward Plan

Appendix 4a: Scrutiny Work Programme – Projected Timetable of Activity

Appendix 4b: Progress Report – Current Scrutiny Panels, Working Groups, Regional Scrutiny

## Appendix 1 - AGREED Scrutiny Work Programme 2023/24

<b>Inquiry Panel</b> (time-limited in-depth scrutiny – six months)	<b>Working Groups</b> (light-touch scrutiny / one-off meetings)	<b>Performance Panels</b> (ongoing in-depth performance / financial monitoring & challenge)	<b>Issues for Scrutiny Programme Committee</b> (overall work programme management; discussion of broad range of policy and service issues)
<p><b>1. Anti-Social Behaviour</b> (to complete from 2022/23)</p> <p><b>2. Community Assets</b>                      (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 &amp; Community Centres, and lessons)</p> <p>Follow Up of Previous Inquiries:</p> <p><b>1. Procurement</b></p>	<p><b>1. Customer Contact</b>                      (carry over from 2022/23 - enabling focussed discussion &amp; 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><b>2. Public Rights of Way</b>                      (enabling focussed questioning &amp; 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><b>3. Community Growing</b>                      (enabling focussed questioning &amp; discussion around Council activity / support to Community Growing, with examples (e.g., allotments) and experience; benefits / success; including focus on schools / children &amp; young people; and its contribution to health &amp; well-being, etc.)</p>	<p><b>1. Service Improvement, Regeneration &amp; Finance</b> (monthly)</p> <p><b>2. Education</b> (monthly)</p> <p><b>3. Adult Services</b> (every six weeks)</p> <p><b>4. Child &amp; Family Services</b> (every six weeks)</p> <p><b>5. Climate Change &amp; Nature</b> (every two months)</p> <p>Specific issues to incorporate within wider Panel work plans:</p> <ul style="list-style-type: none"> <li>• <b>Service Improvement, Regeneration &amp; Finance:</b> <ul style="list-style-type: none"> <li>- New Panel to refocus work plan, taking into account previous work – to create capacity some items to be picked up by Scrutiny Programme Committee</li> <li>- Delivery against Corporate Plan / Transformation Plan</li> <li>- Performance Management</li> <li>- Pre-decision Scrutiny of Budget Proposals</li> <li>- Economic Regeneration Actions / Delivery</li> <li>- City Deal 'Swansea Specific' Projects</li> <li>- Planning Policy &amp; Service (incl. Call-in Process &amp; dealing with 5G Masts)</li> <li>- Recycling, particularly Commercial Waste</li> <li>- Highways / Infrastructure Maintenance</li> <li>- Listed Buildings</li> </ul> </li> <li>• <b>Education:</b> <ul style="list-style-type: none"> <li>- Delivery against Corporate Plan / Transformation Plan (as relevant to Education)</li> <li>- Delivery against Education Estyn Inspection actions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Specific annual reports:                         <ul style="list-style-type: none"> <li>- <b>Children &amp; Young People's Rights Scheme</b></li> <li>- <b>Corporate Safeguarding</b></li> <li>- <b>Delivery of Corporate Priority – Tackling Poverty</b></li> <li>- <b>Complaints</b></li> <li>- <b>Welsh Language Standards</b></li> <li>- <b>Welsh Housing Quality Standard</b></li> </ul> </li> <li>• Leader Q &amp; A Session(s): incl.                         <ul style="list-style-type: none"> <li>- <b>Corporate Transformation / Recovery Plan</b></li> <li>- <b>Councillor / Officer Relations</b> (communications)</li> </ul> </li> <li>• Other Cabinet Member Q &amp; As (issues to pick up):                         <ul style="list-style-type: none"> <li>- <b>Active Travel</b></li> <li>- <b>Oracle Fusion Project Implementation</b></li> <li>- <b>Delivery against Workforce Development Strategy</b> (incl. use of agency staff / Council structures)</li> <li>- <b>Support for Businesses</b></li> <li>- <b>Homelessness</b></li> </ul> </li> <li>• <b>Public Services Board</b></li> <li>• <b>Crime &amp; Disorder (Community Safety):</b> incl. Domestic Abuse; Community Cohesion; Tackling Extremism; Substance Misuse; Electric Scooters</li> </ul>

## Appendix 1 - AGREED Scrutiny Work Programme 2023/24

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

Scrutiny Programme Committee – Work Plan 2023/24

ACTIVITY	18 Jul 2023	19 Sep 2023	17 Oct 2023	14 Nov 2023	19 Dec 2023	16 Jan 2024
<b>Scrutiny Work Programme</b>	Agreement of Scrutiny Work Programme	Scrutiny Annual Report 2022/23				
<b>Cabinet Member Portfolio Responsibility Q &amp; A Sessions</b>		Active Travel (CM for Environment & Infrastructure)			Support for Businesses (CM for Investment, Regeneration, Events & Tourism)	Leader / Economy, Finance & Strategy
<b>Other Cabinet Member / Officer Reports</b>  Page 110			Scrutiny of Swansea Public Services Board (PSB Chair – Cllr Andrea Lewis)	- Annual Corporate Safeguarding Report (CM for Care Services / Director of Social Services) - Children & Young People's Rights Scheme (annual report) (CM for Community – Support)	Delivery of Corporate Priority – Tackling Poverty (annual item) (Leader / CM for Wellbeing)	
<b>Scrutiny Performance Panel Progress Reports</b>			Education	Service Improvement, Regeneration & Finance	Adult Services	Child & Family Services
<b>Pre-decision Scrutiny</b>	FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project		Oracle Fusion Project Implementation / Project Closure Report (Leader / CM for Service Transformation)			
<b>Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.</b>				- Follow Up on Bus Services Working Group (CM for Environment & Infrastructure) - Anti-Social Behaviour - Final Inquiry Report		Follow Up on Road Safety Working Group (CM for Environ. & Infrastructure)



ACTIVITY	13 Feb 2024	19 Mar 2024	16 Apr 2024	14 May 2024		
<b>Scrutiny Work Programme</b>		Audit / Scrutiny Relationship – Discussion w/ Chair of Governance & Audit Committee		End of Year Review		
<b>Cabinet Member Portfolio Responsibility Q &amp; A Sessions</b>	Delivery against Workforce Development Strategy (CM for Corporate Services & Performance)					
<b>Other Cabinet Member / Officer Reports</b>  Page 111	Annual Complaints Report 2022-23 (CM for Service Transformation)	- Scrutiny of Swansea Public Services Board (PSB Chair – Cllr Andrea Lewis) - Welsh Language Standards (annual report) (CMs for Education & Learning / Culture, Human Rights & Equalities)	Crime & Disorder Scrutiny - Safer Swansea Community Safety Partnership (Joint Chairs of Safer Swansea Partnership)			
<b>Scrutiny Performance Panel Progress Reports</b>	Climate Change & Nature	Education	Service Improvement, Regeneration & Finance			
<b>Pre-decision Scrutiny</b>						
<b>Final Scrutiny Inquiry Reports / Follow Up on Scrutiny Recs.</b>				Follow Up on Co-production Working Group (CM for Community - Support)		

### Appendix 3 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Quarter 1 2023/24 Performance Monitoring Report.</b>	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
<b>Capital Outturn and Financing 2022/23.</b>	To report on capital outturn and financing for 2022/23	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	21 Sep 2023	Open
<b>Disabled Facilities &amp; Improvement Grant Programme 2023/24 – Transfer of Budget.</b>	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

## Appendix 3 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Shared Cost AVC Pension Arrangement for LGPS Members.</b>	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
<b>Future Plans for Special Schools in Swansea.</b>	The report seeks approval to consult on a proposal to amalgamate Ysgol Pen-y-Bryn and Ysgol Crug Glas into one Special School on 1 September 2025 on existing sites and relocate the new school on 1 April 2028 to a purpose-built accommodation whilst increasing the number of planned places.	Michelle Thomas	Cabinet Member - Education & Learning	Cabinet	21 Sep 2023	Open

### Appendix 3 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Bus Transition Fund Agreements.</b>	This report outlines the Welsh Government's Bus Transition Fund, which allows continued funding of local bus services until 1st April 2024. It also details the obligations placed upon Councils and bus operators to plan ahead to that date.	Debbie Smith	Cabinet Member - Environment & Infrastructure	Cabinet	21 Sep 2023	Open
<b>Emergency Accommodation in Child &amp; Family Services.</b>	To approve the Capital adaptations for part of an existing facility to accommodate emergency placements for children and young people (identified as critical by Child and Family Service) and to comply with Financial Procedure Rule 7 (Capital Programming and Appraisals) to commit and authorise a scheme to the Capital Programme.	Jane Whitmore	Cabinet Member - Care Services	Cabinet	21 Sep 2023	Open
<b>Swansea Central Phase 1 Land Disposal.</b>	To obtain approval for the disposal of land in Swansea Central Phase1 for the construction of a new hotel development.	Adrian Denning	Cabinet Member - Environment & Infrastructure	Cabinet	21 Sep 2023	Fully exempt

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### Appendix 3 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Proposed Freehold Sale or Lease Restructure of 254 – 260 Oxford Street In Order To Facilitate Refurbishment of Ground Commercial Units and Repurposing of Upper Floor Accommodation Into Residential Units.</b>	The report will present a number of landowner options to Cabinet regarding 254 – 260 Oxford Street in order to facilitate the redevelopment of the block, including the refurbishment of ground commercial units and repurposing of upper floor accommodation into residential units.	Geoff Bacon, Alex O'Brien	Cabinet Member - Corporate Services & Performance (Deputy Leader)	Cabinet	21 Sep 2023	Fully exempt
<b>Quality in Education (QEd)/The Sustainable Communities for Learning Strategic Outline Programme – Band B.</b>	An update on the progression of Band B of the Sustainable Communities for Learning Strategic Outline Programme, the financial and inflationary pressures impacting the remainder of the programme and seeking to endorse an uplift to the programme envelope.	Louise Herbert-Evans	Cabinet Member - Education & Learning	Cabinet	21 Sep 2023	Open
<b>Revenue and Capital Budget Monitoring 1st Quarter 2023/24.</b>	To note any significant variations from the agreed budget 2023/24 and savings plan and the actions planned to achieve a balanced budget.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	19 Oct 2023	Open

## Appendix 3 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Destination Management Plan 2023-2026.</b>	<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"> <li>• Driving Quality</li> <li>• Breaking free of Seasonality</li> <li>• Encouraging Sustainability</li> <li>• Working Partnerships</li> </ul>	Steve Hopkins (Tourism & Marketing Manager)	Cabinet Member - Investment, Regeneration, Events & Tourism	Cabinet	19 Oct 2023	Open

## Appendix 3 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Disposal of Sports and Leisure Facilities under the Community Asset Transfer Policy.</b>	<p>The Council would like to lease sport and leisure facilities to local clubs at peppercorn rents to enable investment via it's Community Asset Transfer Policy.</p> <p>This report aims to identify and define approved asset types for disposal to negate the current need for an individual report for each proposed disposal.</p>	Jamie Rewbridge	Cabinet Member - Investment, Regeneration, Events & Tourism	Cabinet	19 Oct 2023	Open
<b>Budget Monitoring 1st Quarter 2023/24 – Housing Revenue Account (HRA).</b>	To note any significant variations from the agreed budget for the HRA.	Ben Smith	Cabinet Member - Economy, Finance and Strategy (Leader)	Cabinet	19 Oct 2023	Open
<b>Oracle Project Closure Report.</b>	Final report around the closure of the Oracle project.	Sarah Lackenby	Cabinet Member - Service Transformation (Deputy Leader)	Cabinet	19 Oct 2023	Open

## Appendix 3 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Capital Programme Authorisation for the Commitment of Capital Grant Funding Awarded for Community Focused Schools - Parental and Family Engagement Projects.</b></p>	<p>Welsh Government has made an award of capital funding to Swansea Council of £1,410,000 to support small and medium scale practical projects to safely and effectively open schools to the community outside traditional hours. Of that funding, £500,000 is to support parental and family engagement projects to be targeted to schools where there is the greatest need with the aim of improving learner outcomes, especially those of our most disadvantaged pupils. This report is seeking authorisation to commit the £500,000 funding to the capital programme. The other projects forming part of the grant award are subject to separate reports.</p>	<p>Louise Herbert-Evans</p>	<p>Cabinet Member - Education &amp; Learning</p>	<p>Cabinet</p>	<p>19 Oct 2023</p>	<p>Open</p>



## Appendix 3 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Capital Programme Authorisation for the Commitment of Capital Grant Funding Awarded to Support Learners with Additional Learning Needs.</b>	Welsh Government have awarded funding to the Council of £1,458,714.00 for capital expenditure on the support of learners with additional learning needs. The aim of the grant is to support learners with additional learning needs. This report is seeking authorisation to commit the full balance of grant funding	Louise Herbert-Evans	Cabinet Member - Education & Learning	Cabinet	19 Oct 2023	Open
<b>Ombudsman Annual Letter 2022/23.</b>	This is the Public Services Ombudsman for Wales Annual letter to the Council for the period 2022/23.	Sarah Lackenby	Cabinet Member - Service Transformation (Deputy Leader)	Cabinet	19 Oct 2023	Open
<b>Green Infrastructure Strategy's Swansea Central Area: Regenerating out City for Wellbeing and Wildlife Action Plan.</b>	This Action Plan is designed to deliver the strategic objectives of the Swansea Central Area: Regenerating out City for Wellbeing and Wildlife Green Infrastructure Strategy in the short, medium and long term. It helps deliver the Council's well-being objective on Nature Recovery and Climate Change.	Penny Gruffydd	Cabinet Member - Corporate Services & Performance (Deputy Leader)	Cabinet	16 Nov 2023	Open

### Appendix 3 – Cabinet Forward Plan 2022-23

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Quarter 2 2023/24 Performance Monitoring Report.</b>	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

## Scrutiny Work Programme 2023-24 – Projected Timetable of Meetings (actual dates shown)

Activity / Month	MAY /JUN 2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2024	FEB	MAR	APR	MAY
<b>SCRUTINY PROGRAMME COMMITTEE</b> Lead Scrutiny Councillor: Peter Black Lead Scrutiny Officer: Brij Madahar Lead Cabinet Member: cross-cutting Lead CMT: cross-cutting Lead Head of Service: cross-cutting	13 June Work Planning Conf.	18		19	17	14	19	16	13	19	16	14
<b>INQUIRY PANELS:</b>												
	Findings				Final report							
<b>Anti-Social Behaviour</b> Lead Scrutiny Councillor: Terry Hennegan Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: cross-cutting Lead CMT: cross-cutting Lead Head of Service: cross-cutting	29 June			12	18							
						Planning						
<b>Community Assets</b> Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Hayley Gwilliam / Elliot King Lead CMT: Mark Wade Lead Head of Service: Geoff Bacon												
<b>Procurement Follow Up</b> (Cabinet decision: 20 Oct 2022) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: David Hopkins Lead CMT: Ben Smith Lead Head of Service: Chris Williams					24							

Activity / Month	MAY /JUN 2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2024	FEB	MAR	APR	MAY
<b>PERFORMANCE PANELS:</b>												
<b>Service Improvement &amp; Finance</b> (monthly) <b>*ENDED*</b> Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Rachel Percival Lead Cabinet Member: Rob Stewart / David Hopkins Lead CMT: Ness Young / Ben Smith Lead Head of Service: Lee Wenham	27 June											
<b>Service Improvement, Regeneration &amp; Finance</b> (monthly) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Rachel Percival Lead Cabinet Member: Rob Stewart / David Hopkins / Robert Francis Davies Lead CMT: Ness Young / Ben Smith / Mark Wade Lead Head of Service: Phillip Holmes / Lee Wenham				5 and 26	17	14	12	16	TBC Budget	12	9	7
<b>Education</b> (monthly) Lead Scrutiny Councillor: Lyndon Jones Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Robert Smith Lead CMT: Helen Morgan-Rees Lead Head of Service: cross-cutting	15 June	13		14	19	23	14	18	TBC Budget	14	18	9

## Appendix 4a

Activity / Month	MAY /JUN 2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2024	FEB	MAR	APR	MAY
<b>Adult Services</b> (every 6 weeks) Lead Scrutiny Councillor: Sue Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Louise Gibbard Lead CMT: Dave Howes Lead Head of Service: Amy Hawkins / Helen St John	28 June		7	5	31		12	30	TBC Budget	20		7
<b>Child &amp; Family Services</b> (every 6 weeks) Lead Scrutiny Councillor: Paxton Hood-Williams Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Louise Gibbard Lead CMT: Dave Howes Lead Head of Service: Julie Davies	22 May 20 June		2	13	24		5	23	TBC Budget	12		1
<b>Development &amp; Regeneration</b> (every 2 months) <b>*ENDED*</b> Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Rachel Percival Lead Cabinet Member: Rob Stewart / Robert Francis-Davies Lead CMT: Mark Wade Lead Head of Service: Phillip Holmes		11										
<b>Climate Change &amp; Nature</b> (every 2 months) Lead Scrutiny Councillor: Hannah Lawson Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Andrea Lewis Lead CMT: Mark Wade Lead Head of Service: cross-cutting		4			3	28		30		19		14

Activity / Month	MAY /JUN 2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2024	FEB	MAR	APR	MAY
<b>WORKING GROUPS:</b>												
<b>Topic 1 – Public Rights of Way</b> Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: Rachel Percival Lead Cabinet Member: Andrew Stevens Lead CMT: Mark Wade Lead Head of Service: Phillip Holmes												
<b>Topic 1 – Customer Contact</b> Lead Scrutiny Councillor: Joe Hale Lead Scrutiny Officer: Rachel Percival Lead Cabinet Member: Andrea Lewis Lead CMT: Ness Young Lead Head of Service: Sarah Lackenby												
<b>Topic 3 – Community Growing</b> Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: Rachel Percival Lead Cabinet Member: Hayley Gwilliam Lead CMT: Mark Wade Lead Head of Service:												

Activity / Month	MAY /JUN 2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2024	FEB	MAR	APR	MAY
<b>REGIONAL SCRUTINY:</b>												
<b>Partneriaeth Regional Scrutiny Councillor Group</b> (Education / School Improvement) (quarterly) Swansea Scrutiny Councillors: Lyndon Jones (chair) / Peter Black Lead Scrutiny Officer: Michelle Roberts Lead Partneriaeth: Ian Altman / Gareth Morgans Lead Cabinet Member: Robert Smith Lead CMT: Helen Morgan-Rees Regional Lead: Martin Nicholls (Lead Director for Partneriaeth)	19 June				23				26			
<b>Swansea Bay City Region Joint Scrutiny Committee</b> (every 2 months) Lead Scrutiny Councillor: Rob James (Carmarthenshire Council) Swansea Scrutiny Councillors: Jan Curtice, Victoria Holland, Chris Holley Lead Scrutiny Officer: Charlotte John, Neath Port Talbot Council Lead Cabinet Member: Rob Stewart Lead CMT: Martin Nicholls / Mark Wade Lead Head of Service: Phil Holmes		4			24							
<b>South West Wales Corporate Joint Committee - Overview &amp; Scrutiny Sub-Committee</b> (quarterly) Lead Scrutiny Councillor: Russell Sparks (Carmarthenshire Council) Swansea Scrutiny Councillors: Peter Black, Wendy Lewis, Mike White Lead Scrutiny Officer: Charlotte John, Neath Port Talbot						2						

Council Lead Cabinet Member: Rob Stewart Lead CMT: Martin Nicholls / Mark Wade Lead Head of Service: Phil Holmes												
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\* denotes extra meeting

\*\* not public

Information correct as of 11/09/23 17:24



## Progress Report – Current Scrutiny Panels / Working Groups / Regional Scrutiny

### 1. Inquiry Panels:

These will undertake 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).

#### a) **Anti-Social Behaviour** (convener: 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?*

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The Panel will meet to discuss their final report in September, it will be circulated for comment to all contributors, with a final draft being discussed and agreed by the Panel on 18 October. The report will then be submitted to the next available Scrutiny Programme Committee meeting.

(NB - Inquiries may take up to six months to complete, as they will call for wide ranging evidence, and will lead to a report with conclusions and recommendations that will be presented to Cabinet)

### 2. Follow Up on Completed Inquiries:

Follow-ups of inquiries will consider both the implementation of scrutiny recommendations and wider impact / difference made. Inquiry Panels are reconvened between 6-12 months after cabinet decision on Inquiry reports.

Inquiry	Cabinet Decision	Recommendations			Follow Up Panel Meeting
		Agreed	Partly	Rejected	
Procurement	20 Oct 2022	14	0	0	24 Oct 2023

### 3. Performance Panels:

Performance Panels enable regular and structured in-depth monitoring of performance and challenge within these key areas:

a) **Service Improvement, Regeneration & Finance** (convener: Cllr Chris Holley)

This Panel meets every month. This a new Panel, merging the Service Improvement & Finance Panel and the Development & Regeneration Panel.

On 27 June the final meeting of the former Service Improvement and Finance Panel received an update on road repairs with a focus on routine and planned maintenance, asset management and future challenges.

On 11 July, the final meeting of the Development and Regeneration Panel held a one year performance review of Swansea Arena as well as the regular Regeneration Programme / Project Monitoring Report.

On 5 September the first meeting of the new Service Improvement, Regeneration and Finance Panel met to look at the Revenue Financial and Housing Revenue Outturns 2022-23, the Annual Performance Monitoring Report 2022-23, a draft of the Annual Review of Performance 2022-23 and held a closed session discussion regarding the Copr Bay Development.

b) **Education** (convener: Cllr Lyndon Jones)

This Panel meets every month. In July the Panel discussed School Attendance and School Exclusions.

In September, the Panel will look at looked after children support and progress and they will follow up on the 10 post Covid CDC recommendations (referred to them previous by the Education Corporate Delivery Committee)

c) **Adult Services** (convener: Cllr Susan Jones)

This Panel meets every 6 weeks. At its meeting on 7 August the Panel discussed the Audit Wales Report 'Together We Can' – Community Resilience and Self-reliance, received an update on the Impact Report for Tackling Poverty Service Grants 2022/23 and looked at Case Studies on Direct Payments.

The Panel's meeting on 5 September received the Performance Monitoring Report for July 2023 and the Audit Wales Report 'A Missed Opportunity – Social Enterprises.

At its next meeting on 21 October the Panel will discuss the Director of Social Services Annual Report and receive a briefing on Deprivation of Liberty Safeguards.

d) **Child & Family Services** (convener: Cllr Paxton Hood-Williams)

This Panel meets every 6 weeks. At its meeting on 2 August the Panel discussed the Annual Wellbeing Report 2022-23 and received an update on Residential Care Services including Ty Nant.

The meeting on 13 September received a video presentation by young carers and an update on the Adolescent Strategy and Action Plan.

At its next meeting on 24 October the Panel will receive an update from the Regional Safeguarding Board and discuss the Safeguarding Quality Unit Annual Report and progress with Commissioning Reviews.

e) **Climate Change & Nature** (convener: Cllr Sara Keeton)

This Panel meets every two months. On 4 July the Panel appointed a new Convener and agreed its work plan for 2023-24.

At its next meeting on 3 October the Panel will look at Water Quality, Management and Pollution Control and discuss Planning Enforcement in relation to Nature and Biodiversity.

#### 4. **Regional Scrutiny:**

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

a) **Partneriaeth - Regional Education Partnership**

Partneriaeth Scrutiny is expected to take place every school term, mirroring meetings of the Partneriaeth Joint Committee.

The Councillor Group met on the 19 June, where they met with all three Directors of Education and the Chair of the Joint Committee, as is stipulated in the Joint Agreement that this should happen annually. They will also receive an update on Partneriaeth Priority 2 - Developing a high-quality education profession and discussed the Risk Assessment Profile.

At their next meeting on the 23 October, they will look at progress with the introduction of the Curriculum for Wales, the Risk Assessment Profile and take a look at the performance of Partneriaeth Priority 2 – Embed principles and processes which underpin educational equity in all schools and educational settings.

## **b) Swansea Bay City Region City Deal**

The Joint Scrutiny Committee meets every two months. As well as overall programme / project monitoring including the latest financial position, the meeting on 4 May focussed on progress with the 'Supporting Innovation and Low Carbon Growth' project. It also received an update on the current situation with City Deal portfolio private sector investment and contributions.

The next meeting takes place on 24 October for continued programme / project monitoring and focussed discussion on one of the regional projects.

The Joint Scrutiny Committee is supported by Scrutiny Officers in Neath Port Talbot Council and agendas / minutes of meetings can be found on-line:

<https://democracy.npt.gov.uk/ieListMeetings.aspx?Committeeld=417>

## **c) South West Wales Corporate Joint Committee**

The CJC Overview & Scrutiny Sub-Committee will meet at least quarterly. The last meeting held on 20 April involved the Committee discussing the South West Wales Strategic Development Plan, and South West Wales Energy Strategy. A meeting planned for 20 July was cancelled.

The next meeting is due to take place on 2 November.

The Overview & Scrutiny Sub-Committee is supported by Scrutiny Officers in Neath Port Talbot Council and agendas / minutes of meetings can be found on-line:

<https://democracy.npt.gov.uk/ieListMeetings.aspx?Committeeld=499>

## **5. Working Groups:**

A number of topics have been identified which will be dealt with through one-off Working Groups. These enable a 'light-touch' approach to specific topics of concern and will be planned as a one-off meeting (in the order shown below) primarily involving discussion with relevant Cabinet Member(s) / officer(s), and any other persons called, to gather information, ask questions, and give views / raise any concerns.

### **a) Public Rights of Way (convener: TBC)**

This will enable information, focussed questioning & discussion on overview of Public Rights of Way across Swansea (mapping / numbers) and issues; impact on Public Rights of Way from developments; effect on communities, etc.

b) **Customer Contact** (convener: TBC)

This 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.

This Working Group was carried forward from 2022/23.

c) **Community Growing** (convener: TBC)

This will enable information, 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.

# Agenda Item 10



## Scrutiny Programme Committee – 19 September 2023

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

**a) 26 September at 10.00am – Service Improvement, Regeneration & Finance Performance Panel**

- Capital Outturn and Financing 2022/23
- Quarter 1 2023/24 Performance Monitoring Report

**b) 3 October at 10.00am – Climate Change & Nature Performance Panel**

- Water Quality, Management and Pollution Control
- Planning Enforcement: Nature and Biodiversity

**c) 17 October at 10.00am – Service Improvement, Regeneration & Finance Performance Panel**

- Audit Wales Report – Setting of Wellbeing Objectives
- Review of Revenue Reserves
- Welsh Public Library Standards Annual Performance Report

**d) 17 October at 4.00pm – Scrutiny Programme Committee**

- Oracle Fusion Project Implementation / Project Closure Report (Pre-decision Scrutiny of 19 Oct Cabinet Report)
- Scrutiny of Swansea Public Services Board

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