

# CITY AND COUNTY OF SWANSEA

## NOTICE OF MEETING

You are invited to attend a Meeting of the

## SCRUTINY PROGRAMME COMMITTEE

**At:** Committee Room 3A, Guildhall, Swansea

**On:** Monday, 14 September 2015

**Time:** 4.30 pm

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on the 14<sup>th</sup> September 2015. The main items are a question and answer session with the Cabinet Member for Wellbeing & Healthy City, the Schools Scrutiny Performance Panel, and Children & Young People's Rights Scheme. Background reports are included.

## AGENDA

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<b>1 Apologies for Absence.</b>	
<b>2 Disclosures of Personal &amp; Prejudicial Interest.</b>	1 - 2
<b>3 Prohibition of Whipped Votes and Declaration of Party Whips.</b>	
<b>4 Minutes:</b> To approve and sign as a correct record the Minutes of the Scrutiny Programme Committee held on 10 August, 2015.	3 - 8
<b>5 Scrutiny Performance Panel Progress Report - Schools.</b> <i>(Councillor Fiona Gordon attending).</i>	9 - 12
<b>6 Cabinet Member Question Session: Cabinet Member for Wellbeing &amp; Healthy City.</b> <i>(Councillor Mark Child attending).</i>	13 - 24
<b>7 Children's Rights - Scrutiny Champions.</b>	25 - 27
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**11 Scrutiny Letters:****54 - 59**

	Activity	Meeting Date	Correspondence
a.	Inward Investment Inquiry Panel (follow up)	14 Jul	Letter to / from Cabinet Member for Enterprise, Development & Regeneration

**12 Feedback from Recent Scrutiny Events.****13 Upcoming Scrutiny Events.****14 For Information: Audit Committee Work Plan.****60 - 61****15 Date and Time of Future Committee Meetings for 2015/16 Municipal Year (all at 4.30 p.m. except where noted):**

12 October 2015	11 January 2016	11 April 2016
9 November 2015	8 February 2016	9 May 2016
14 December 2015	14 March 2016	

**16 Date and Time of Upcoming Panel / Working Group Meetings:**

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Local Service Board	Performance Panel	14 Sep	2.00 pm	Committee Room 4 (GH)
Education Inclusion	Inquiry Panel	15 Sep*	3.30 pm	Committee Room 5 (GH)
Service Improvement & Finance	Performance Panel	16 Sep	1.30 pm	Committee Room 3 (GH)
Transformation of Adult Social Services	Panel	21 Sep	2.00 pm	Meeting Room 2 - 2.2.6 (CC)
Schools	Performance Panel	21 Sep	4.00 pm	Committee Room 3A (GH)
Child & Family Services	Performance Panel	28 Sep	2.00 pm	Meeting Room 2 - 2.2.6 (CC)
Child & Adolescent Mental Health Services	Pre-Inquiry Working Group	29 Sep	11.30 am	Chamber Meeting Room (CC)
Schools	Performance Panel	8 Oct	3.30 pm	Committee Room 3B (GH)

Members of the public are welcome to attend the above Panel / Working Group meetings (unless marked\*). Contact the Scrutiny Team if you would like to attend.

**Connect with Scrutiny:**

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**Patrick Arran**

**Head of Legal, Democratic Services & Procurement**

**Monday, 7 September, 2015**

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**Contact: Democratic Services - 01792 636923**

## SCRUTINY PROGRAMME COMMITTEE (16)

### Labour Councillors: 11

R A Clay	T J Hennegan
A M Cook	D J Lewis
D W Cole	G Owens
S E Crouch	R V Smith
J P Curtice	G J Tanner
N J Davies	

### Liberal Democrat Councillors: 3

M H Jones	P M Meara
J W Jones	

### Independent Councillor: 1

E W Fitzgerald	
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### Conservative Councillor: 1

A C S Colburn	
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### Co-opted Members:

Name	Term of Office
David Anderson-Thomas	14.03.2014 – 13.03.2017
Sarah Joiner	08.07.2013 – 07.07.2017

### Officers:

Dean Taylor	Director of Corporate Services
Lee Wenham	Head of Marketing, Communications & Scrutiny
Dave Mckenna	Overview & Scrutiny Manager
Brij Madahar	Overview & Scrutiny Coordinator
Democratic Services	
Wendy Parkin	Legal
Archives	

Email:

Executive Board	
Cabinet Members	
Leaders of Opposition Groups	
Carl Billingsley	
Chair of Standards Committee	
Chair of Audit Committee	
Chair of Democratic Services Committee	

**Total Copies: 30**

1.

## Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

### Councillors

**Councillors Interests are made** in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

**NOTE:** You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
  - i) Disclose orally both the interest concerned and the existence of the dispensation; and
  - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

## **Officers**

### **Financial Interests**

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON  
MONDAY, 10 AUGUST 2015 AT 4.30 PM

**PRESENT:** Councillor M H Jones (Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
A M Cook	J P Curtice	J W Jones
A C S Colburn	N J Davies	P M Meara
D W Cole	E W Fitzgerald	R V Smith
S E Crouch	T J Hennegan	G J Tanner

Co-opted Members: Sarah Joiner  
David Anderson-Thomas

#### **Also Present:**

B Madahar - Scrutiny Co-ordinator  
W Parkin - Senior Lawyer  
S Woon - Democratic Services Officer

#### 20 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor R A Clay.

#### 21 **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 P M Meara - personal - Minute No. 24 – Member of Foster Panel.

Mrs S Joiner – personal – Minute No. 24 – Chair of Friends of Pennard Library.

#### 22 **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.

#### 23 **MINUTES:**

**RESOLVED** that the Minutes of the Scrutiny Programme Committee held on 13 July, 2015 be agreed as a correct record.

24 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR SERVICES FOR CHILDREN & YOUNG PEOPLE.**

The Committee took the opportunity to question Councillor Christine Richards, Deputy Leader and Cabinet Member for Services to Children and Young People.

Members noted the written information provided by Councillor Richards in relation to portfolio objectives and progress (including work on Families First and Flying Start) which assisted the Committee in focusing on priorities, actions, achievements and impact.

The Cabinet Member referred to work in respect of:

- The United Nations Convention on the Rights of the Child (UNCRC) and the success in developing all but 5 Swansea Schools as Rights Respecting Schools;
- The reconfiguration of Youth Services focussing on early intervention and prevention;
- Positive progress being made within Child and Family Services.

There was specific discussion by the committee on:

- Children's Social Services
- Children & Young People's Rights Scheme
- Young People Services
- Child Sexual Exploitation
- Children's University
- Employment Opportunities for Looked After Children
- Flying Start
- Education for Gypsy & Traveller Children
- Children & Young People's Partnership

In response to Member questions the Cabinet Member for Services to Children and Young People stated that:

- 1) As far as the Council and other partners were aware, there were no signs of gangs within Swansea who were sexually exploiting vulnerable children. However, there were people who sexually abuse and exploit children and it was everyone's responsibility to be the eyes and ears in the local community. Safeguarding was one of the Council's Corporate Objectives and she encouraged all Councillors to participate in respect of online sexual exploitation training. With regard to the child sexual exploitation training offered to staff, she reported that there had been some positive outcomes with referrals. The Child Sexual Exploitation Conference last October had been well attended with private, public and third sector organisations and had been successful in raising awareness;
- 2) She would be meeting with representatives of Swansea University in the next few weeks regarding the development of the Children's University initiative in Swansea;



- 3) She supported the idea of the Council being the 'Family Firm' and was working with officers to see how employment opportunities for the Looked After Children (LAC) population can be developed;
- 4) The Gypsy Traveller Education Service had moved into the Poverty and Prevention Service Unit and regardless of where the provision was situated it was her aim to ensure joined up working around young people. Gypsy Travellers had been consulted and were happy to stay with people that they knew and trusted.
- 5) With the reduction in budgets and possible closure of rural libraries, local schools would have a role to play to ensure children had access to books and information.
- 6) Changes in respect of the Child and Family Services budget had been achieved as a result of the Safer LAC reduction strategy and the increased use of Foster Swansea.
- 7) The reduction of opening hours in Info-nation had been as a result of consultation with young people and discussions were ongoing with the Local Health Board with regard to funding contributions.

The Cabinet Member also suggested some scrutiny around the effectiveness of the Children & Young People's Partnership, in particular lack of meetings of the CYP Executive Board in the last year.

The Chair thanked the Cabinet Member for her attendance.

**RESOLVED** that the Chair of Scrutiny Programme Committee write to the Cabinet Member reflecting the discussion and sharing the views of the Committee.

25 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - CHILD & FAMILY SERVICES.**

The Convenor of the Child & Family Services Scrutiny Performance Panel, Councillor Paxton Hood-Williams, presented a panel update.

He referred to the work carried out over the last few months, as well as the most recent meeting which took place earlier that day. The update report covered the main issues looked at by the Panel and raised with the Cabinet Member, and the impact of the Panel's work.

He congratulated Child Family Services management and staff for its progress in improving services, referring to latest performance data seen by the Panel. It was noted that the department was developing a national reputation for being innovative. However, there are a number of key issues which the Panel has been watching closely, including allocation of cases, sickness levels, and re-referral rates.

There was some discussion about joint working between social services, the Police, and other agencies and protocols regarding referrals. There was also discussion about communication between local authorities when children move between areas.

In response to a question, the Convenor stated that he was reasonably happy with the level of information provided from the Western Bay Regional Partnership, when discussing the Western Bay Safeguarding Board.

The Chair thanked the Convenor of the Child & Family Service Scrutiny Performance Panel for his informative update.

**RESOLVED** that the update report be **NOTED**.

26 **SCRUTINY COUNCILLOR SUPPORT AND DEVELOPMENT.**

The Chair presented a report which invited discussion and consideration of support and development needs for scrutiny councillors, in particular to help deliver agreed improvement outcomes for scrutiny.

The committee was provided with information on:

- Agreed scrutiny improvement outcomes;
- Feedback from the annual councillor survey on training and development needs; and
- Correspondence on councillor support and development services offered by the Welsh Local Government Association (WLGA), including various councillor skills workshops.

A discussion and the following areas for potential training were identified as most important:

- Council Budget / Financial Scrutiny;
- Scrutiny Questioning Skills (possible WLGA workshop)
- Effective Scrutiny (possible WLGA workshop)

**RESOLVED** that any scrutiny support and development programme be coordinated with the work of the Democratic Services Committee on training needs.

27 **SCRUTINY WORK PROGRAMME 2015-16.**

The report of the Chair reviewed current work and invited the committee to consider new scrutiny activities, taking into account feedback from the recent Scrutiny Work Planning Conference.

The report provided the committee with:

- The current scrutiny work programme
- A plan for future committee meetings
- A progress report on the various existing Panels and Working Groups
- Proposals for new work
- Cabinet forward plan for opportunities for pre-decision scrutiny

A discussion ensued regarding potential new scrutiny topics that were proposed, including balance of scrutiny across Cabinet portfolios:

Potential new Inquiries:	Potential new Working Groups (one-offs)
1. Building Sustainable Communities	1. Civic Events
2. Tackling Poverty	2. Welsh Housing Quality Standard
3. Sustainability – Food Security	3. Tethered Horses
4. Transition from Children to Adult Social Care	4. Corporate Building Services
	5. Roads / Highway Maintenance

It was also proposed that a look at the Procurement Service be referred to the Service Improvement & Finance Scrutiny Performance Panel.

**RESOLVED** that:

- a. the committee work plan be accepted;
- b. proposals for new activities for the Scrutiny Work Programme be agreed in the order of priority indicated above; and
- c. expressions of interest from all scrutiny councillors be invited for the next pieces of work.

28 **MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS.**

The Chair presented a report which advised of changes to the membership of Scrutiny Panels and Working Groups.

**RESOLVED** that in respect of the proposed Child & Adolescent Mental Health Services inquiry:

- a. Councillor Elliot King be added to the group;
- b. the group be invited to identify an interim convener at their first meeting and report back to the committee.

29 **SCRUTINY LETTERS:**

The Chair reported the Scrutiny Letters Log and referred to recent correspondence between Scrutiny and Cabinet Members.

It was noted that a Cabinet Member response to the letter from the Service Improvement & Finance Performance Panel was still awaited and needed to be followed up.

**RESOLVED** that the Scrutiny Letters Log be **NOTED**.

30 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

The Chair stated that there had been no recent Scrutiny events to report on.

31 **UPCOMING SCRUTINY EVENTS.**

The Chair stated that there were no upcoming Scrutiny events.

32 **FOR INFORMATION: AUDIT COMMITTEE WORK PLAN.**

The Chair stated that work plans should also be shared between the Service Improvement & Finance Performance Panel and Audit Committee.

**RESOLVED** that the Audit Committee Work Plan be **NOTED**.

33 **DATE AND TIME OF UPCOMING PANEL / WORKING GROUP MEETINGS:**

The date and time of upcoming Panel / Working Group meetings were provided for information to help increase the visibility of this work and encourage participation.

The meeting ended at 5.59 pm

**CHAIR**

## Report of the Chair

### Scrutiny Programme Committee – 14 September 2015

#### PROGRESS REPORT – SCHOOLS SCRUTINY PERFORMANCE PANEL

<b>Purpose</b>	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will attend the committee on a regular basis to provide a progress report, updating the committee on headlines from their Panel's work and impact.
<b>Content</b>	This report focuses on the Schools Scrutiny Performance Panel. Councillor Fiona Gordon, convener of the Panel, will provide the update.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• Ensure awareness / understanding of the work of the Panel</li> <li>• Consider its effectiveness and impact</li> <li>• Consider any issues arising and action required</li> </ul>
<b>Lead Councillor(s)</b>	Councillor Fiona Gordon, Convener of the Schools Scrutiny Performance Panel
<b>Lead Officer &amp; Report Author</b>	Michelle Roberts, Scrutiny Officer Tel: 01792 637256 E-mail: <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 The Schools Scrutiny Performance Panel is one of four Performance Panels that have been established by the committee. Whilst the work of Inquiry Panels leads to the production of a final report with conclusions and recommendations for cabinet based on evidence gathered on a specific issue, the work of Performance Panels represent regular monitoring of particular services.
- 1.2 Performance Panels are expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services.
- 1.3 The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panels Conveners will therefore attend the committee throughout the year to provide a progress report to enable a more detailed discussion on the work of each Panel, achievements, effectiveness and impact. The committee may also need to consider any issues arising from Panel activities which may have an impact on the overall scrutiny work programme. These regular

reports ensure awareness amongst the committee as well as visibility across the council and public.

- 1.4 This report focuses on the Schools Scrutiny Performance Panel. Councillor Fiona Gordon, convener of the Panel, will provide a progress report. To focus the discussion, a short written report is attached as **Appendix 1**. This includes a summary of Panel activities, correspondence between the Panel and Cabinet Members, proposals made and impact.
- 1.5 The Membership of the Panel (11) is as follows:

**Labour Councillors: 5**

Mandy Evans	Hazel Morris
Beverley Hopkins	Robert Smith
Fiona Gordon ( <b>CONVENER</b> )	

**Liberal Democrat Councillors: 3**

Mike Day	Cheryl Philpott
Paul Meara	

**Conservative Councillor: 1**

Anthony Colburn	
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**Other:**

**Statutory Coopted Members: 2**

David Anderson-Thomas	Parent Governor
Sarah Joiner	Parent Governor

**2. Legal Implications**

- 2.1 There are no specific legal implications raised by this report.

**3. Financial Implications**

- 3.1 There are no specific financial implications raised by this report.

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

## Schools Scrutiny Performance Panel Update

### 1. Remit of the Panel

The overarching purpose of the panel is to: provide ongoing challenge to schools performance to ensure that *pupils in Swansea are receiving high quality education; and the authority is meeting its objectives in relation to improving school standards and pupil attainment.*

### 2. Key Activities

The Panel is currently meeting on a monthly basis (see attached work timetable) and the work completed since the last update in March includes:

- i. In March a session dedicated to looking at the Education Funding Formula with the Chief Education Officer
- ii. In April the panel carried out an evaluation of the year and starting plan for the year ahead.
- iii. In May looked at the Education Improvement Grant, EMLAS and revisited the issue of elective home education.
- iv. In June the panel spoke to the Managing Director of ERW looking particularly at the Regional Business Plan.
- v. In August the panel received an update from the Chief Education Officer on Additional Learning Needs Reform.
- vi. Over this period the Panel has also kept up to date with individual school Estyn Inspections publications and any advisory/practice documents including for example: relevant Estyn Inspection outcomes for Swansea, Estyn and other guidance information.

### 3. Achievements / Impact

The convener's letters to the Cabinet Member have raised some of the points below of which cabinet member responses have been received. As an example:

- Elective Home Education: the panel continued to have concerns around safeguarding in relation children who are home educated, given that there is legislation is currently very loose in this area. The Cabinet Member for Services for Children and Young People replied to the Panel explaining that Welsh Government Legislation does not allow local authorities to challenge parents who choose to home education their children. However, it is hoped that a protocol can be drawn up to ensure that Child and Family Services, the Education Department and school staff can work more closely together, within the confines of legislation, to improve the support for children being home educated. When the Swansea model has been drafted, it is intended to share the protocol with other local authorities in the ERW region through the ERW Safeguarding Group.
- The Panel at its meeting in May highlighted the importance of upskilling Schools/teachers in teaching EMLAS pupils and were interested in finding out plans around this for the future. The Cabinet member for Education informed the Panel in her letter that an EMLAS capacity-building model is operating in schools in tandem with targeted direct support for learners from ethnic minority background at greatest risk of underachievement. Although they were informed that some schools have fully embraced the EMLAS capacity building approach a small number have rejected this strategy seeing direct support for learners as a higher priority.

### 4. Future Work Programme

In September the Panel will meet twice to look at performance and support for Looked After Children and for Gypsy Traveller Children and will also review the work of the School Improvement Service. In October the Panel will meet with the Challenge Advisor, Headteacher and the Chair of Governors of a Primary School.

**TIMETABLE/PLAN OF WORK 2015/2016**  
**Schools Performance Scrutiny Panel**

Meeting date and venue	Item to be discussed
<b>Meeting 1</b> 18 May 15 – 4.00pm Room 110, Guildhall	<ul style="list-style-type: none"> <li>• Agree Panel work programme for the coming year</li> <li>• Update on current position with EMLAS</li> <li>• Briefing on the Education Improvement Grant</li> <li>• Revisit Elective Home Education letter and Cabinet Response</li> </ul>
<b>Meeting 2</b> 18 June 15 – 4.00pm CR6, Guildhall	<ul style="list-style-type: none"> <li>• ERW Business Plan (Betsan O'Connor, Managing Director ERW, Lindsay Harvey, Helen Morgan-Rees)</li> <li>• Home to School Transport – consultation on policy changes</li> </ul>
<del><b>Meeting 3</b> 16 July 14 – 4.00pm</del>	<ul style="list-style-type: none"> <li><del>• Looked after Children Educational – Performance and support</del></li> <li><del>• Gypsy Traveller Children Education – Performance and support</del></li> </ul> <p><b>MEETING CANCELLED</b></p>
<b>Meeting 3</b> 13 Aug 15 – 4.00pm CR3b, Guildhall	SEN/ALN reform – What are we doing around this reform agenda.
<b>Meeting 4</b> 10 Sep 15 – 4.00pm CR3b, Guildhall	<ul style="list-style-type: none"> <li>• Looked after Children Educational - Performance and support</li> <li>• Gypsy Traveller Children Education - Performance and support</li> </ul>
**Extra meeting 5 21 Sep 15 – 4.00pm	<ul style="list-style-type: none"> <li>• Overview of curriculum change including implications for schools</li> <li>• Reviewing the work of the School Improvement Service</li> </ul>
<b>Meeting 6</b> 8 Oct 15 – 4.00pm CR3b, Guildhall	<b>School 1</b> Casllwchwr Primary School (Headteacher and Chair of Governors) <i>Pre meeting with Challenge Advisor</i>
<b>Meeting 7</b> 5 Nov 15 – 4.00pm CR3b, Guildhall	<ul style="list-style-type: none"> <li>• Post Inspection Action Plan progress report - arising from Estyn Inspection 1 year on (Cabinet report 15 Oct 15 - forward look)**</li> <li>• Overview of the effect of budget cuts on education and schools including a look in detail at impact of the closure of breakfast clubs</li> <li>• Impact of cuts on pupils/schools re: cut in transport to Faith Schools</li> </ul> <p><i>Invite chair of Schools Budget Forum</i></p>
<b>Meeting 8</b> 3 Dec 15 – 4.00pm CR3b, Guildhall	<ul style="list-style-type: none"> <li>• Annual Education Performance Reporting including pupil attendance and exclusion data</li> <li>• School Categorisation</li> </ul>
<b>Meeting 9</b> 21 Jan 16 – 4.00pm CR3b, Guildhall	<b>School 2</b> Brynhyfryd Primary School (Headteacher and Chair of Governors) <i>Pre meeting with Challenge Advisor</i>
<b>Meeting 10</b> 18 Feb 16 – 4.00pm CR3b, Guildhall	<ul style="list-style-type: none"> <li>• How schools are sharing good practice</li> <li>• Feedback from schools on good practice examples (<i>contact schools for this</i>)</li> </ul>
<b>Meeting 11</b> 17 Mar 16 – 4.00pm CR3b, Guildhall	<b>School 3</b> Seaview Primary School (Headteacher and Chair of Governors) <i>Pre meeting with Challenge Advisor</i>
<b>Meeting 12</b> 14 Apr 16 – 4.00pm CR3b, Guildhall	<ul style="list-style-type: none"> <li>• Evaluate your year</li> <li>• Plan for year ahead</li> </ul>

As at: 07/09/2015



## Report of the Chair

Scrutiny Programme Committee – 14 September 2015

### CABINET MEMBER QUESTION SESSION

<b>Purpose</b>	To enable the committee to question Cabinet Members on their work. The committee's questions will broadly explore priorities, actions, achievements and impact in relation to areas of responsibility.
<b>Content</b>	The following Cabinet Member will appear before the committee to participate in a question and answer session: <ul style="list-style-type: none"> <li>• Councillor Mark Child – Cabinet Member for Wellbeing &amp; Healthy City</li> </ul>
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• Question the Cabinet Member on relevant matters</li> <li>• Make comments and recommendations as necessary</li> </ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 One of the most important roles that scrutiny carries out is holding the council's cabinet to account. The cabinet is made up of the Leader and 9 additional councillors appointed by the Leader, who are allocated specific responsibilities.
- 1.2 By acting as a 'critical friend' scrutiny has the opportunity to challenge the cabinet and individual cabinet members on their actions and monitor performance in relation to their areas of responsibilities.
- 1.3 Cabinet Member Question Sessions have become a feature of committee meetings over the past 2 years. At least one cabinet member is scheduled to appear at each committee meeting, ensuring all 10 Cabinet Members appear before the committee over the course of a year, in order to ask questions on their work. Questions will focus on their priorities, actions, achievements and impact.

## 2. Cabinet Member Question Session – 14 September

2.1 The following Cabinet Member will appear before the committee:

- a) Councillor Mark Child – Cabinet Member for Wellbeing & Healthy City

Within this Cabinet portfolio, Councillor Child is responsible for:

- a. Early Intervention & Prevention
- b. Equalities (Access to Services)
- c. Diversity
- d. Public Protection
- e. Culture: Sports & Arts
- f. Parks
- g. Healthy Cities / Greener Cities
- h. Community Safety / Safer Swansea Partnership
- i. Drugs / Alcohol
- j. Anti-Social Behaviour
- k. Well-being
- l. Healthy Night Life / Purple Flag
- m. Healthy City Partnership
- n. Lead elements of Sustainable Swansea

2.2 The Cabinet Member has provided some 'headlines' in relation to his portfolio objectives to help the committee focus on priorities, actions, achievements and impact (see **Appendix 1**).

## 3. Approach to Questions

3.1 At the Cabinet Member Question Sessions the committee will generally ask cabinet members about:

- priorities / objectives
- specific activities and achievements, progress against policy commitments, key decisions taken, and impact / difference made
- headlines on the performance of services and the key targets monitored to measure improvement and success
- their engagement with service users / public and what influence this has had
- what they hope to achieve over the next 12 months and challenges (e.g. resources / budget)
- key decisions they are expecting to take to Cabinet over the next year
- interactions with scrutiny over the last year, and whether there is any specific scrutiny activity they would welcome

- 3.2 Cabinet Members will be invited to make introductory remarks before taking questions from the committee. Following the session the chair will write to the Cabinet Member in order to capture the main issues discussed, views expressed by the committee, and any actions for the Cabinet Member to consider.
- 3.3 If the committee wishes to conduct more detailed scrutiny of any of the issues raised during this item 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.

#### **4. Previous Correspondence with Councillor Child**

- 4.1 The committee last met with Councillor Child in January 2015.

Amongst the issues discussed with him over the last year included:

- Local Area Co-ordinators
- Parks
- Community Safety
- Giving Every Child the Best Start in Life

The letter to / from Cllr Child from this meeting is **attached**. The committee may wish to follow up on these issues, as necessary.

#### **5. Other Questions**

- 5.1 For each Cabinet Member Q & A Sessions the committee invites members of the public and other scrutiny councillors (not on the committee) to suggest questions. The following have been received:

- Why was it decided to close Info-Nation on Saturdays when this means that young people from across Swansea no longer have access to free sexual health advice on the most popular day for this? Have you considered the long term effect on the sexual and emotional health of the young people who access this service? (from Cllr Fiona Gordon)

#### **6. Legal Implications**

- 6.1 There are no specific legal implications raised by this report.

#### **7. Financial Implications**

- 7.1 There are no specific financial implications raised by this report.

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

## **Cabinet Member Report: Wellbeing and Healthy City**

### **Local Area Co-ordination**

We have appointed the first 3 covering Gorseinon, Sketty and St Thomas / Bonymaen in June. They have been getting to know their area, building up their profile and starting to pick up case work. Later in the autumn, Swansea University will issue an initial independent report on effectiveness so far. The Scrutiny Panel looking at Adult Services has also taken evidence from me regarding Local Area Coordination. We have made contact with other areas running this initiative to learn from them. I am looking to secure long term funding for these 3 posts and some more to expand the numbers and areas covered, and to involve our partners in police, health etc. in the initiative.

### **Best Start in Life**

We have material in place now for all new parents in Swansea, and a shared approach by professionals. The steering committee is chaired by the chair of ABMU Health Board, and this is being led by a post jointly paid for between the City & County of Swansea and ABMU Health Board. The aim is that everyone involved in the early years of a child's life in Swansea, is able to contribute to their development with the aim of them being ready for school. A pilot project using Pupil Deprivation Grant in one school has been launched, private and third sector child carers are coming on board. The aim is that outside Flying Start areas there is a universal provision where joined up services and advice is provided and parents are able to understand and support their child's development. The hope is more schools get involved in pilots, we are able to monitor progress, and the resources and profile of this increase to make it sustainable.

### **Smoking**

I have a Cabinet Advisory Committee looking at our approach to smoking in public spaces. I have met with Action on Smoking & Health (ASH) to discuss various initiatives. Smoking is still the biggest factor affecting health and health differentials across Swansea, where in some areas virtually no expectant mothers smoke whereas in others it can be over a third. The aim is to de-normalise smoking, and is in addition to the direct support and encouragement to individuals to stop smoking altogether.

### **Park Lives**

We have agreed to participate in a project supported by Coca Cola to get people in various Cities across Britain into their local parks and participate in activities, from Tai Chi to Rounders, to walking to 5-a-side football, whatever takes their fancy. The aim is to get 50,000 people locally taking part over the period.

## **Open Space Strategy**

I am working with officers and a Cabinet Advisory Committee to produce this strategy as a document to support the Local Development Plan (LDP). The quality of the built environment has a proven direct effect on people's health. Access to green space is a specific element of this, and is key to new builds that will happen as a result of the LDP, but in the large new greenfield sites that will come and in the urban space particularly around the inner city.

## **Commissioning Review**

The whole of Leisure services is going through this review, with the knowledge that a 50% reduction in our spend in this area will be required soon, on top of the reductions already made. Clearly the model we currently have cannot meet that, so as well as being as efficient as possible, alternatives are having to be seriously examined. The hope is that we can arrive at a conclusion that continues to provide the people of Swansea and our visitors with quality leisure provision, at affordable prices, where staff are valued and the aims of Healthy City around health, fitness, obesity etc. are pursued.

## **Finance**

There is continued pressure across the board on trying to live within our means, with reviews taking place of all we are doing and how it is done, and even whether it is done. So far the public in Swansea have not really seen the degree of change needed, but this is a situation that probably will not continue.

Regards

Cllr Mark Child



**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

**To/  
Councillor Mark Child,  
Cabinet Member for Wellbeing &  
Healthy City**

**BY EMAIL**

*Please ask for:* Scrutiny  
*Gofynnwch am:*  
*Direct Line:* 01792 637257  
*Llinell Uniongyrochol:*  
*e-Mail* scrutiny@swansea.gov.uk  
*e-Bost:*  
*Our Ref* SPC/2014-15/9  
*Ein Cyf:*  
*Your Ref*  
*Eich Cyf:*  
*Date* 4 February 2015  
*Dyddiad:*

Dear Councillor Child,

**Cabinet Member Question Session – 19 January**

Thank you for your attendance at the Scrutiny Programme Committee on 19 January 2015 and answering questions on your work. Thank you for also submitting a written report ahead of the meeting to provide a focus for the session and help us to explore priorities, actions, achievements and impact, in relation to areas of responsibility.

We recognised that this was a new portfolio and noted that responsibilities were cross-cutting, involving joint working with other cabinet members on particular issues to improve wellbeing e.g. social care. You stated that you have spent that last few months developing priorities from the many and varied areas of responsibility.

As stated we are writing to you in order to reflect on what we learnt from the discussion, share the views of the committee, and raise any outstanding issues / actions for your response. The main issues discussed are summarised below:

**Local Area Co-ordinators**

The committee was very interested in this new approach (originating from Australia) to increasing community resilience and capacity to support vulnerable people, aiming to prevent, delay or reduce the need for Social Services or Health intervention. You stated that the model suggested that about 15 coordinators may be needed for Swansea and that 3 were soon to be appointed.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**CITY AND COUNTY OF SWANSEA / DINAS A SIR ABERTAWE**  
**CIVIC CENTRE, SWANSEA, SA1 3SN / CANOLFAN DDINESIG, ABERTAWE, SA1 3SN**

It was not entirely clear however how this model would be applied in practice or how successful it would be in this area, although we appreciated that this was work in development, and evidence of success elsewhere was encouraging. We also asked that you give thought to how Local Area Coordinators would deal with any confidential issues.

You explained that this work differed from that of existing Community Connectors, whose emphasis was on helping people to get involved with groups, organisations and activities in their local area. You acknowledged however that this would need to be kept under review to ensure best use of resources.

We asked for clarification about respective responsibilities given Councillor Jane Harris the lead cabinet member for adult social care. You emphasised that the focus of your work was on prevention, not the provision of social services.

## **Parks**

We were pleased to hear your positive comments about the recent experience of pre-decision scrutiny regarding the proposed lease of Underhill Park to Mumbles Community Association. You stated that the views of the committee and concerns highlighted were very constructive to ensuring that we get things right when it comes to transferring responsibilities for local parks to community groups, be it in Mumbles or anywhere else.

The committee was interested in the impact upon sports clubs who might not want to or be able to enter into any lease / self management arrangements. You were clear about the financial pressures on the authority with regard to maintenance and upkeep and that hire of pitches and facilities could no longer be subsidised, so the council will be looking at full cost recovery. The committee stressed the need for clear communication with sports clubs so that they are fully aware possible financial implications, though we acknowledged that no final budget decisions have been made yet. Nevertheless you advised that organisations awaiting council budget decisions such as community and town councils should have contingency plans in response to any cuts to spending on parks.

You cited examples of where the transfer of sites / facilities were currently being progressed, including Ynystawe Park and Cefn Hengoed Community Leisure Centre, and emphasised the benefits of third sector control that will enable investment and improvements which the Council will not be able to do in the foreseeable future. You confirmed that a toolkit was being developed to provide assistance to those interested in following these examples. There was some concern amongst the committee that passing control to certain groups / associations would not necessarily benefit all users, and would be difficult to help any local clubs who may feel disadvantaged. There was also concern about rushing through proposals without resolving all the issues that will then

arise further down the line. We flagged up the need for assurances about financial governance and capacity to manage, and clarity about liabilities, charges etc. You assured the committee that existing public rights of access to parks would be protected.

### **Community Safety**

We noted that the authority's application for the Purple Flag Award has had positive initial feedback from assessors regarding how we manage the evening and night-time city centre economy and ensure a safe and healthy night out. We were informed that the final decision was awaited. You felt that the bad press on Wind Street was not justified and that it was being well managed.

The committee was particularly interested in the licensing policy in the city and issues relating to the 'cumulative impact', in other words treating each pub/bar license on its merit with a presumption of refusal unless it can be shown not to be adding to the cumulative impact. It remains a source of debate as to whether such a policy is a positive thing or inhibits business. We asked whether the council was planning to review the policy for the city centre. You confirmed that the current policy was up for review in January 2016.

### **Giving Every Child the Best Start in Life**

We discussed your work in supporting young children and readiness for school, and aim to lower the development assessment gap. We agreed it was one of the most important things we can do in Swansea to make the biggest difference. We were interested in the citywide strategy which you were developing to focus on the 0-3 age group and specific actions that might be necessary.

We would be grateful for your comments on the issues raised in this letter. It would be helpful to receive your reply to this letter by 25 February so that it can be included in the agenda of a future committee meeting at the earliest opportunity.

We look forward to meeting you again to follow up on portfolio developments and hearing about achievements and impact.

Yours sincerely,



### **COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

✉ [mary.jones@swansea.gov.uk](mailto:mary.jones@swansea.gov.uk)





**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

Councillor Mary Jones  
City & County of Swansea

Please ask for:  
Gofynnwch am:  
Direct Line:  
Llinell  
Uniongyrochol:

Councillor Mark Child  
(01792) 637441

E-Mail / E-Bost:  
Our Ref / Ein Cyf:  
Your Ref / Eich  
Cyf:  
Date / Dyddiad:

[cllr.mark.child@swansea.gov.uk](mailto:cllr.mark.child@swansea.gov.uk)  
MC/VHD

19<sup>th</sup> February 2015

**If you require this or any other information in another format e.g. Braille, audio tape or a different language, please contact me**

Dear Councillor Jones,

Thank you for your letter of 4-2-2015. I have tried to elaborate and reassure in this reply, and hope this meets the board wishes.

**Local Area Co-Ordinators**

The 3 areas where appointments will be made first are Gorseinon, Sketty and St. Thomas / Bon-y-maen. Members in these wards have been presented with a detailed explanation of their planned work, and have accepted involvement in the appointment of these posts. I appreciate I may not have explained fully how these posts will work, so have attached the job description as well as some analysis of their impact elsewhere in the UK.

As for confidentiality, this is the same as for other council staff. Although these staff may get to know more about individuals, similar to Social Workers or Teachers for example, than some others in our staff, they will operate to the same standards as all do. Whilst they will not discuss those they help ordinarily, there will be cases when they are dealing with other professionals, such as Social Workers, Teachers, Health Workers or Police where information sharing is beneficial, even necessary for example where there are safeguarding concerns. Other than this information will only be shared with the individual's informed consent.

-1-

**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
**CABINET MEMBER FOR WELLBEING & HEALTHY CITY /**  
**AELOD Y CABINET LLES A DINAS IACH**

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**DINAS A SIR ABERTAWE**

Some of the people who Local Area Co-Ordinators will be helping may also be receiving Social Services. It will be their role to help people access the appropriate level of help, and to ensure that they make the most of the independence they can manage.

I have attached to papers here, a further explanation of the role of a Local Area Co-ordinator, with links to other councils as well, and our job description for the posts. Also added this is a link to Thurrock council, with a brief introduction to their Local Area Co-ordinators

<http://vimeopro.com/just90/welcome-to-thurrock-council-video-portfolio/video/116564487>

**Parks**

Clearly each park is different, but they will all face very significant reductions in spend on them from the council, (approximately 50%). For sports pitches that the council run they will need, over the season, to be cost neutral, that is the income from pitch hire will need to cover the cost of pitch maintenance and other associated costs, such as changing rooms, locking and unlocking grounds and inspections to determine playability. The aim will be to try and move bookings to the larger facilities where staff are based to reduce costs. Where the council continues to run the pitches they will be available to anyone or organisation to hire. In cases where the pitches have been transferred to others to run, the principle of them remaining available for public hire will continue, and be part of the lease and management arrangements.

An initial meeting of "Friends of Parks" is being arranged soon, in an attempt to set up a mutually beneficial organisation, and for them to bring shared concerns to the council. This is part of the "toolkit" being developed to help. I assure the committee that no arrangement will be rushed through, and the matters you point to are matters that concern me too, such as financial competence and capacity to manage and these too will be in any lease, or part of the management arrangements and monitoring, or sorted prior to lease commencing.

-2-

**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
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**Community Safety**

Thank you for your comments, and hopefully you will have been unable to avoid the knowledge that Swansea was successful in attaining the Purple Flag status. This is the only one in Wales, and we are one of very few places to be able to boast Blue, Green and Purple flags; Swansea is a good place to live.

A large number of Groups and initiatives have helped us achieve this status, one of which is the Cumulative Impact policy for licenses within certain areas. I feel this tool has helped us manage the night time offer, but like all policies, they do need reviewing now and then. This was the first time we used this tool in Swansea, and there are lessons to be learnt. We need to be drawing a balance between operating controls that ensure we provide a safe and successfully night-time economy and providing a message to potential developers that we are open for business. In my view gaining the Purple Flag helps dispel a negative image some people outside Swansea may have of our night life, and thus of Swansea as a whole, and so encourages investment. We need to be using our powers to ensure we keep the Purple Flag status.

**Giving Every Child the Best Start in Life.**

Thank you again for your supportive comments on this area. Below is the strategic statement in Swansea. This is not yet finalised, but only a few words if any will change before it is.

The Swansea Statement on readiness for birth, nursery(3 years) and school (5 years)  
"Ready yourself and your child – make time to play, read, eat and sleep well!"

1. Looking after yourself and your finances, staying safe and socialising with other parents and children can help keep you both fit and happy (Wellbeing domain).
2. Regularly talking, listening, reading, playing and singing with your child, baby, or even your bump, can help their development and strengthen your bond (Play domain).
3. Eating together at meal times, having regular bed times, and being consistent with your routines and boundaries, can help get your child ready for nursery and make things a little easier for you (Parenting domain).

-3-

**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
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**DINAS A SIR ABERTAWE**

The Swansea Healthy City board collectively pledges to support all parents, would-be parents, carers, guardians and grandparents to achieve this Swansea statement on readiness for birth, nursery and school, and to provide and promote access to appropriate services where they are needed. The Swansea Statement sets out the unified vision on readiness for the whole Swansea area.

Alongside this an implementation policy is being drawn up between members of the Health City Partnership, which I will share with you when it is available.

Yours sincerely

**COUNCILLOR MARK CHILD**  
**CABINET MEMBER FOR WELLBEING & HEALTHY CITY**

-4-

**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
**CABINET MEMBER FOR WELLBEING & HEALTHY CITY /**  
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## Report of the Director of People

Scrutiny Programme Committee – 14 September 2015

### CHILDREN’S RIGHTS SCRUTINY CHAMPIONS

<b>Purpose</b>	To present a proposal for an approach to enable Scrutiny Councillors to act as champions for children’s rights when assessing the work of the Council.
<b>Content</b>	This report relates to the Children & Young People’s Rights Scheme and the role of scrutiny in monitoring its implementation across and council and impact. It contains a proposal for discussion.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• Give their views</li> <li>• Endorse the proposals</li> <li>• Endorse the recommendation of the report</li> </ul>
<b>Lead Councillor(s)</b>	Christine Richards (Deputy Leader) – Services for Children & Young People.
<b>Lead Officer(s)</b>	Chris Sivers – Director of People
<b>Report Author</b>	Jane Whitmore - Partnership, Performance and Commissioning Manager 01792 637740 <a href="mailto:jane.whitmore@swansea.gov.uk">jane.whitmore@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 The Council’s Scrutiny Programme Committee is particularly interested in the way the Children & Young People’s (CYP) Rights Scheme has been implemented across the Council and its impact.
- 1.2 This proposal is for an approach to enable scrutiny to act as champions for children’s rights when assessing the work of the Council.

#### 2. Proposed Model

- 2.1 Questioning strategies used by scrutiny could be amended so that if any scrutiny activity is deemed to have a direct or indirect impact on children and young people (aged 0-18 years), scrutiny councillors can both champion children’s rights and scrutinise how due regard to the United Nations Convention on the Rights of the Child (UNCRC) has been paid.

2.2 Questions could be developed following a training session based on the guiding principles of the UNCRC. This will ensure that children's rights are scrutinised in a way that mirrors the children's rights impact assessment already used within the City and County of Swansea, ensuring consistency of approach. The 4 guiding principles of the UNCRC are:

- **Best Interests (Article 3)**

*All actions concerning the child shall take full account of his or her best interests*

- **Non-Discrimination (Article 2):**

*All rights apply to all children without exception*

- **Survival and Development (Article 6):**

*Every child has the inherent right to life*

- **Participation (Article 12):**

*The child has the right to express his or her opinion freely and to have that opinion taken into account in any matter or procedure affecting the child.*

2.3 An awareness raising training session will be held to develop scrutiny councillors' understanding of children's rights and the policy context within which they sit in Swansea.

2.4 The session will enable members to feel comfortable and supported to both champion children's rights and apply them in their scrutiny role.

2.5 The session will cover:

- An overview of the UNCRC including its history and context internationally, nationally and locally and a more in depth consideration of the 4 guiding principles;
- An overview of the CYP Rights Scheme and its implementation in policy and practice since its launch including how the guiding principles have provided a framework for assessment; and
- Tailored approach to scrutiny of this work to familiarise committee members with the process in order for them to feel comfortable using it and ensure it is fit for purpose.

### **3. Legal Implications**

3.1 There are no legal implications.

#### **4. Financial Implications**

- 4.1 There are no financial implications as the training session will be delivered in house by Council Officers.

#### **5. Recommendations**

- a. A training session is delivered to the Scrutiny Programme Committee and other scrutiny councillors to develop their understanding of children's rights in order to champion them and apply them in their role. A session has been provisionally arranged to take place on 29 October 2015;
- b. Scrutiny questioning strategies (where relevant) incorporate the guiding principles of the UNCRC as a means of impact assessing children's rights; and
- c. The Scrutiny Programme Committee test the new approach using the Children and Young People's Rights Scheme Annual Report which is being presented to the committee meeting on 9 November 2015.

Background Papers:

Children & Young People's Rights Scheme

<http://www.swansea.gov.uk/childrensrightsscheme>

Date: 28 August 2015

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

# Agenda Item 8

## Report of the Chair

### Scrutiny Programme Committee – 14 September 2015

#### SCRUTINY IMPROVEMENT OUTCOMES FOR 2015/6

<b>Purpose</b>	This report invites the committee to discuss and consider agreed scrutiny improvement outcomes for 2015/16 and implications on the work of the committee.
<b>Content</b>	The report provides information on the agreed scrutiny improvement outcomes, as included in the Scrutiny Annual Report 2014/15.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Discuss and consider actions in respect of the committee's work that will help deliver identified scrutiny improvement outcomes.</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer &amp; Report Author</b>	Dave Mckenna, Scrutiny Manager Tel: 01792 636090 E-mail: <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>

#### 1. Scrutiny Improvement Outcomes

1.1 The Scrutiny Annual report for 2014/15 agreed by the committee and recently presented to Council identified six improvement outcomes that will provide a focus for scrutiny in the year ahead:

1. We need to talk more to cabinet members so that we can plan better and ensure that our work is making a difference
2. We need to align the work of scrutiny more closely to the five corporate priorities so that we can focus and impact on the things that matter.
3. We need more briefings and development sessions so that we have the knowledge and skills we need
4. We need more coverage in the media so that the public are more aware of our work
5. We need more members of the public contributing to scrutiny meetings so that we can reflect their views in our work
6. We need closer links with regulators and inspectors so that we can provide a more coordinated and effective challenge



- 1.2 Over the next 12 months we should work on practical ways to achieve these outcomes and improve scrutiny in Swansea. These are to be subject to wider discussion by scrutiny members which means that both the committee and panels should consider implications for their work and how they can contribute to the outcomes in their own work plans.
- 1.3 The committee is invited to discuss / consider:
- What are we (as a committee) doing now for each of the outcomes?
  - What more do we (as a committee) need to do?

## **2. Legal Implications**

- 2.1 There are no specific legal implications raised by this report.

## **3. Financial Implications**

- 3.1 There are no specific financial implications raised by this report.

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

# Agenda Item 9

## Report of the Chair

### Scrutiny Programme Committee – 14 September 2015

#### SCRUTINY WORK PROGRAMME 2015/16

<b>Purpose</b>	This report reviews the current scrutiny work programme.
<b>Content</b>	The current work programme is described, including the plan for future committee meetings, and progress of panels and working groups.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• accept or make changes to the scrutiny work programme</li><li>• plan for the committee meetings ahead</li><li>• review progress of established panels and working groups</li><li>• consider opportunities for pre-decision scrutiny</li></ul>
<b>Lead Councillor</b>	Councillor Mary Jones, Chair
<b>Lead Officer</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 1. Introduction

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

1.2 The work of scrutiny aims to:

- help improve services
- provide an effective challenge to the executive
- engage members in the development of policies, strategies and plans
- engage the public

1.3 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 scrutiny time and resources.

It also needs to be:

- manageable, realistic and achievable given resources available
  - relevant to council priorities
  - adding value and having maximum impact
  - coordinated and avoid duplication
- 1.4 The work of scrutiny is undertaken primarily in three ways – through the committee itself, by establishing informal panels or via one-off working groups.
- 1.5 Scrutiny will regularly send letters to Cabinet Members communicating findings, views and recommendations for improvement and, where appropriate, by producing reports. Inquiry panels 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. 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.
- 1.6 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 scrutiny activities are published on-line: <http://swansea.gov.uk/scrutinypublications>.

## 2. Scrutiny Work Programme

### 2.1 Scrutiny Programme Committee:

- 2.1.1 The committee's work plan for the year ahead is attached as **Appendix 1**. This includes a schedule of future Cabinet Member Question & Answer Sessions. This should be kept under review to ensure it represents a robust and effective plan.
- 2.1.2 Committee members should review and confirm items for the next and future meetings giving specific consideration to who should attend so that meetings are always well planned and prepared for, e.g. information required and key questions that the committee wishes to ask. The committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g. pre-decision scrutiny which may require extra meetings.
- 2.1.3 Pre-decision scrutiny – the committee is invited to consider the available information on future cabinet business (see Forward Look attached as **Appendix 2**) and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications. 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.

2.1.4 Committee Review - the review of the Gypsy & Traveller Site Search Process (commenced in February 2014) is being carried out via special meetings of the Scrutiny Programme Committee. Evidence gathering has now been completed and a final report is being prepared to conclude this review.

2.2 Panels and Working Groups:

2.2.1 **Appendix 3a & 3b** provide a snapshot of progress with the informal panels and working groups established by the committee to carry out specific activities and their current position.

2.2.2 For further information a contact list for lead scrutiny members and officers is also contained in **Appendix 4**.

2.3 New Topics:

2.3.1 At the last meeting the committee agreed what additional work should be included in the work programme, reflecting on feedback from the Scrutiny Work Planning Conference:

Potential New Inquiries:	New Working Groups (one-offs)
1. Building Sustainable Communities	1. Civic Events
2. Tackling Poverty	2. Welsh Housing Quality Standard
3. Sustainability – Food Security	3. Tethered Horses
4. Transition from Children to Adult Social Care	4. Corporate Building Services
	5. Roads / Highway Maintenance

2.3.2 Expressions of interest have been sought from scrutiny councillors for some of this work and reported separately for agreement at Item 10.

3. **Public Requests for Scrutiny / Councillor Calls for Action**

3.1 A request was submitted to scrutiny from the secretary of a residents group (the Parc Y Werin Committee) regarding concerns about the appropriation of land at Parc Y Werin, Gorseinon for new build of Gorseinon Primary School. They wished to present evidence to the committee regarding the public consultation and the cabinet decision to proceed with this project.

3.2 It was determined that the involvement of scrutiny in this matter was inappropriate. The request was not allowed on the following grounds: the matter relates to a quasi-judicial matter (planning application).

The response provided by the chair of the Scrutiny Programme Committee highlights that:

- This matter is due to proceed through a formal planning application process in the near future (21 September) and following the appropriate consultation period would then be considered and a decision made in late November or early December.

- As such any concerns can and indeed should be considered as part of this process, which has been made clear through the stakeholder engagement that has been undertaken.
- The decision made by Cabinet on July 16 regarding the appropriation of the land was formally called in by councillors, but the decision was upheld.
- Our understanding is that the issues they wish to raise have already been considered. However the Parc y Werin Committee has every opportunity to again raise their concerns as part of the planning decision process.

The Committee is scheduled to meet with Cllr Jennifer Raynor for a Q & A on the Education portfolio on 12 October, therefore the residents group has been invited to suggest any questions that should be put by the committee to the Cabinet Member.

#### **4. Financial Implications**

- 4.1 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.

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

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

**Background papers:** None

Legal Officer: Wendy Parkin  
Finance Officer: Carl Billingsley

Appendices:

Appendix 1: Committee Work Plan 2015/16  
Appendix 2: Forward Look (Cabinet Business)  
Appendix 3a: Overall Scrutiny Work Programme Timetable 2015/16  
Appendix 3b: Progress of Panels and Working Groups  
Appendix 4: Scrutiny Councillor / Officer Leads

## Scrutiny Programme Committee – Work Plan

### Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> <li>To review future cabinet business and consider opportunities for pre-decision scrutiny</li> <li>To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)</li> </ul>
Scrutiny Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from all scrutiny activities</li> </ul>
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> <li>To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact</li> </ul>
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>
Scrutiny Events	<ul style="list-style-type: none"> <li>Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development &amp; improvement Issues; WLGA / CfPS network meetings)</li> </ul>

### Items for Specific Meetings:

Meeting	Reports	Purpose
13 Jul	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Leader of the Council</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: § Corporate Culture</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Andrew Jones, prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>Scrutiny Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>To agree the annual report of the work of overview &amp; scrutiny for the municipal year 2014/15, as required by the constitution</li> </ul>
	<ul style="list-style-type: none"> <li>Work Programme 2015-16</li> </ul>	<ul style="list-style-type: none"> <li>To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings</li> </ul>

<b>10 Aug</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Deputy Leader / Cabinet Member for Services for Children &amp; Young People</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel's work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>• Councillor Support and Development</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion on training and development needs develop knowledge and skills</li> <li>• Consideration of services on offer from the WLGA</li> </ul>
<b>14 Sep</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Wellbeing &amp; Healthy City</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel's work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>• Children &amp; Young People's Rights</li> </ul>	<ul style="list-style-type: none"> <li>• To consider report from Director – People on involvement of scrutiny in assessing the Children &amp; Young People's Rights Scheme, and possible actions in relation to training needs and becoming champions for this work</li> </ul>
<b>12 Oct</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Education</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Local Service Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Convener attending to update on headlines from the Panel's work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>• Final Inquiry Reports: § Education Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Cheryl Philpott, prior to submission to Cabinet for decision</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Local Government Performance Bulletin 2014-15</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure awareness of content of the Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance</li> </ul>
<b>9 Nov</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Transformation &amp; Performance</li> </ul>
	<ul style="list-style-type: none"> <li>• Council Priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Update from Director - Corporate Services, on council priorities, strategic challenges, key decisions</li> </ul>
	<ul style="list-style-type: none"> <li>• Children &amp; Young People's Rights Scheme – Progress Report</li> </ul>	<ul style="list-style-type: none"> <li>• To discuss annual progress report on implementation of Children &amp; Young People's Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014)</li> </ul>
	<ul style="list-style-type: none"> <li>• Scrutiny / Audit Committee Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Chair of Audit to attend to share work plan of Audit Committee. Discussion to ensure: <ul style="list-style-type: none"> <li>- mutual awareness and understanding of respective work plans and co-ordination</li> <li>- issues relating to work programmes can be discussed</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>14 Dec</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Finance &amp; Strategy</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: § School Governance</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Fiona Gordon, prior to submission to Cabinet for decision</li> </ul>
<b>11 Jan</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Services for Anti Poverty</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>8 Feb</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Services for Adults &amp; Vulnerable People</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>Final Inquiry Reports: § CAMHS</li> </ul>	<ul style="list-style-type: none"> <li>To receive the final report (including conclusions and recommendations) of the Inquiry Panel from the convener, prior to submission to Cabinet for decision</li> </ul>
<b>14 Mar</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Next Generation Services</li> </ul>
	<ul style="list-style-type: none"> <li>Crime &amp; Disorder Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>11 Apr</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Enterprise, Development &amp; Regeneration</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>



<b>9 May</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Environment &amp; Transportation</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Local Service Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Convener attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Work Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny</li> </ul>

**Other:**

- Further special meetings re. Gypsy & Traveller Site Provision – Review of Process
- Referrals from other council bodies, such as cabinet

**To be scheduled:**

<ul style="list-style-type: none"> <li>• Scrutiny / Democratic Services Committee Liaison</li> </ul>	<ul style="list-style-type: none"> <li>• Six monthly presentation by the Chair &amp; Vice-Chair of Democratic Services Committee and Head of Democratic Services (joint committee meeting taking place on 6 October).</li> <li>• Cabinet Member for Transformation &amp; Performance to be invited to attend to discuss scrutiny / cabinet liaison and relationship, and impact of scrutiny</li> </ul>
<ul style="list-style-type: none"> <li>• Public Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• To consider revision of SPC agenda (and procedure rules) to increase public participation e.g. introducing a public question time</li> </ul>

**APPENDIX 2 - FORWARD PLAN**  
**Internal Plan 2015 - 2016**

<b>Report Title</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>
<b>The Future of Education Other Than AT School (EOTAS) Provision in Swansea</b>	This report includes proposals to redefine EOTAS provision within the City and County of Swansea.	Lindsay Harvey	Cabinet Member - Education	Cabinet	15 Oct 2015
<b>Western Bay Section 33 Agreement for Intermediate Care Services.</b>	The purpose of the report is to seek approval of the Section 33 Agreement for Intermediate Care Services for the Swansea Locality, which is a project within the Community Services Programme within Western Bay.	David Howes	Cabinet Member - Services for Adults and Vulnerable People	Cabinet	15 Oct 2015
<b>Award of Framework Contract for Provision of Taxi Services.</b>	To seek Cabinet approval to award a framework contract for the procurement of taxi services.	Cath Swain	Cabinet Member - Education	Cabinet	15 Oct 2015

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<b>Details of the Decision to be taken</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>
<b>Disposal of Penllergaer Civic Centre.</b>	To agree way forward on disposal of Penllergaer Civic Centre.	Geoff Bacon	Cabinet Member - Finance and Strategy (Leader)	Cabinet	19 Nov 2015
<b>Delivering for Swansea - Corporate Plan 2015/17 - update for 2016/17.</b>	To publish updates and revisions to the Council's Corporate Plan for 2015/17.	Richard Rowlands	Cabinet Member - Finance and Strategy (Leader)	Cabinet	17 Mar 2016

# Scrutiny Work Programme 2015-16

# Appendix 3a

ACTIVITY	May	June	July	August	September	October
<b>Scrutiny Programme Committee</b>	19		9* 13	10	14	12
<b>Inquiry Panels</b>						
<b>Current:</b>						
Social Care at Home (started Jan 2014)						
Education Inclusion (started Feb 2014)	5 11 22	15 29	3 6 21	6	15	
Corporate Culture (started Dec 2014)	13					
School Governance (started May 2015)		26	9 15 30		8	
<b>Follow Up:</b>						
Economic Inactivity (Cabinet 3/6/14)			24			
Attainment & Wellbeing (Cabinet 1/7/14)		11				
Inward Investment (Cabinet 20/1/15)			14			
Public Engagement (Cabinet 17/2/15)					25	
Streetscene (Cabinet 14/4/15)						
	<b>Key for Inquiries:</b>					
	<b>Scoping</b>		<b>Evidence Gathering</b>		<b>Final Report</b>	<b>Cabinet</b>
	<b>Follow Up</b>					
<b>Performance Panels</b>						
Service Improvement & Finance	13	10	8	12	16	14
Schools	18	18		13	10 21	8
Child & Family Services	11	8	6	10		28 26
Local Service Board (multi-agency panel)				27	14	12
<b>Other Panels / Working Groups</b>						
Transformation of Adult Social Services		1 29		27	24	21 19
Local Flood Risk Management						
Sustainability		9				
Child & Adolescent Mental Health Services (pre-in						29

**Progress Report – Current Scrutiny Panels and Working Groups**

**1. Inquiry Panels:**

a) **Corporate Culture** (convener: Cllr Andrew Jones)

Key Question: How can the City and County of Swansea ensure that service delivery is always supported by a can do culture?

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The Panel's final report was presented to Cabinet on 20 August. A decision on the recommendations is expected at Cabinet on 15 October.

b) **Education Inclusion** (convenor: Cllr Cheryl Philpott)

Key Question: How can the Council improve education for those children who are other than at school?

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The Panel on the 15 September will finalise the inquiry by looking at their recommendations and conclusions arising from this piece of work.

Projected End Date: October 2015

d) **School Governance** (convener: Cllr Fiona Gordon)

Key Question: How can the Council ensure that school governors provide effective challenge for their schools?

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The Panel has completed its planning and has begun collecting evidence. The first three evidence gathering sessions have taken place - the most recent with Estyn. The Panel is due to hear from ERW officers on the 8 September.

Projected End Date: December 2015

## 2. Pre-Inquiry Working Groups:

### a) Child & Adolescent Mental Health Services (convener: Hazel Morris)

The Working Group will be held on 29th September. Sian Harrop-Griffiths, Director of Strategy, ABMU, and Dr. Claire Ball, Clinical Director, CAMHS, Cwm Taff Health Board will present a report on the current arrangements for the planning and provision of services for children and young people with emotional and mental health needs in the ABMU area.

## 3. 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	
Services for Looked After Children	17 Sep 2013	14	1	0	15 Jul 2014 (Follow up complete)
Public Transport	12 Nov 2013	13	1	0	20 Oct 2014 (Follow up complete)
Affordable Housing	3 Dec 2013	7	2	4	3 Dec 2014 (Follow up complete)
Tourism	14 Jan 2014	14	0	0	17 Nov 2014 (Follow up complete)
Economic Inactivity	3 Jun 2014	7	0	0	24 Jun 2015 (Follow up complete)
Attainment & Wellbeing	1 Jul 2014	11	0	0	11 Jun 2015 (Follow up complete)
Inward investment	20 Jan 2015	10	0	2	14 Jul 2015 Further follow up tba (March 2016)
Public Engagement	17 Feb 2015	15	1	0	25 Aug 2015 (Follow up complete)
Streetscene	14 Apr 2015	14	4	3	Nov 2015
Social Care at Home	20 Aug 2015	16	5	1	May 2016

#### 4. Performance Panels:

##### a) Service Improvement & Finance (convener: Cllr Chris Holley)

The Service Improvement & Finance Panel met on August 12<sup>th</sup> to have Q & A sessions with Cllr Clive Lloyd and Cllr Mark Child. Cllrs Lloyd and Child gave a brief overview of their portfolios and discussed the impact and implementation of budget decisions.

The Panel raised a number of concerns, these include:

- The sustainability of Friends of Parks groups and parks that will not have a Friends group. The level of support given to the groups by the City & County of Swansea.
- The timeline for sports clubs to take up the self management options.
- The use of acronyms and official wording in the Sustainable Swansea public documents. The Panel felt that the documents should contain simple summaries and a glossary in order for the public to understand the process and the proposals.
- The lack of information about the cost of the services provided by CCOS.
- Demand management – how is this done by the City & County of Swansea.

The Panel requested further information and an update on all the budget savings targets. It would also like further information about risk and resilience and the change management methods used by the council. The Panel agreed to add Corporate Procurement to its work plan.

##### b) Schools Performance (convener: Cllr Fiona Gordon)

See separate report - item 5 of the agenda.

##### c) Local Service Board (convener: Cllr Mary Jones)

The Panel will meet on September 14<sup>th</sup> to consider the next steps for its work plan and how it will move forward to explore the work of the Local Service Board within this topic. The Panel will also discuss the gap in mortality rates with a representative of ABMU Health Board in relation to Healthy Cities and have a briefing about the Wellbeing & Future Generations Act.

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

The Panel met on 10<sup>th</sup> August to examine the latest Child & Family Performance report. The panel's view is that Child & Family Services continues to perform well in many areas including referrals, assessments and preventative work.

The panel had a number of concerns:

- Re-registration and managing risks associated with re-registration
- Lack of performance data on children who ceased to be looked after and became looked after again; lack of data on the ethnicity of foster carers, adopters and looked after children
- Further improvements to be made in sickness performance

Officers agreed to:

- Provide the panel with the Continuum of Need diagram, full version of the Tros Gynnal advocacy report, the Y Siarad policy and figures on the ethnicity of foster carers, adopters and looked after children
- Add the following information to the next monthly performance monitoring report: ages at which children become looked after at first placement, percentage of children that become looked after again after ceasing to be and the number of children who are victim of child sexual exploitation
- Clarify the number of children that became looked after as the figure of 4 appeared to be unusual
- Clarify the reporting process for the completed Corporate Parenting Strategy

The Panel agreed to invite Tros Gynnal Plant to a future meeting.

The Panel's next meeting will be Monday 28<sup>th</sup> September and it will focus on preventative services.

## **5. Other Panels / Working Groups:**

A number of topics have been identified which will be dealt with through one-off Panels / Working Groups.

### **a) Transformation of Adult Social Services (convener: Bob Clay)**

The Panel met on 24<sup>th</sup> August to discuss Network Hubs. A range of health partners and officers attended: Alex Williams, Head of Adult Services, Bozena Allen, interim Head of Adult Services, Julie Burroughs, Project Lead for Integration, Alison Ransom, Integrated Hub Manager for Swansea West, Matthew Shepherd, Senior Practitioner, Hilary Dover, Primary Care and Community Services Director for ABMU and Karen Gronert, Head of Integrated Community Services.

The purpose of the meeting was to understand in more detail why and how the hubs were developed, how they operate, developments as a result of integration so far, how health and social care practice is affected by integration and co-location, priorities for the next 3 months and next year.



The Panel agreed to visit each of the integrated network hubs and the intake team which is in the west hub. These visits will take place on 10<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> September. The purpose of the visits is to see first-hand how the hubs operate and to talk to health and social care practitioners about their experiences of co-location and integrated working.

Officers agreed:

- To provide the Panel with performance data that has been collected so far on each of the hubs
- To ensure continued involvement of scrutiny in the integration to identify suitable items from the forward work plan to bring to the panel
- To provide a short briefing on respite and reablement
- To provide an updated Intermediate Tier optimal model matrix

The next meeting on 21<sup>st</sup> September will focus on update on progress with identifying costs for in-house adult services.

b) **Local Flood Risk Management** (convener: Cllr Susan Jones)

The relevant officers have been contacted to arrange a suitable meeting date as soon as the draft Flood Risk Management Plan is completed. The working group will then meet to participate in the consultation process for the draft plan.

Working Groups to be convened in the future as time and resources allow, in the order of priority shown:

**1. Civic Events**

the relevant cabinet member / officer will be requested to provide a report to enable the Working Group to discuss and consider the organisation, support for and management of civic events.

**2. Welsh Housing Quality Standard**

this was a request from the Affordable Housing Scrutiny Inquiry Panel. The relevant cabinet member / officer will be requested to provide a report to enable the Working Group to consider the Council's progress towards achieving the Welsh Housing Quality Standard within its social housing stock.

**3. Tethered Horses**

the relevant cabinet member / officer will be requested to provide a report covering policy and practice in relation to issue of tethered horses, and extent of problem. Issues have been raised about horse welfare, impact on local communities and council resources. Questions to be put, including whether any learning from examples / actions elsewhere.

**4. Corporate Building Services**

the relevant cabinet member / officer will be requested to provide a report covering assessment of current service (objectives and achievements, procedures and practice, value for money, challenges, improvement plans etc) for questions and discussion. Some issues raised in relation to procurement, costs / competitiveness, joined up working across the Council.

**5. Roads / Highway Maintenance**

the relevant cabinet member / officer will be requested to provide a report covering service practices and procedures (e.g. dealing with pot holes), use of resources, prospects for improvement. This will enable questions about the quality and effectiveness of highway maintenance and repair, and also issues relating to the relationship with utilities and strategic planning / co-ordination of works to minimise disruption to major access roads.

## Appendix 4

### Lead Scrutiny Councillor / Officer Contacts:

Activity	Lead Councillor	Lead Scrutiny Officer
<b>Scrutiny Programme Committee</b>	Mary Jones <a href="mailto:cllr.mary.jones@swansea.gov.uk">cllr.mary.jones@swansea.gov.uk</a>	Brij Madahar (01792 637257) <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<u>Inquiry Panels:</u>		
<b>Education Inclusion</b> How can the Council improve education for those children who are other than at school?	Cheryl Philpott <a href="mailto:cllr.cheryl.philpott@swansea.gov.uk">cllr.cheryl.philpott@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>School Governance</b> How can the Council ensure that school governors provide effective challenge for their schools?	Fiona Gordon <a href="mailto:cllr.fiona.gordon@swansea.gov.uk">cllr.fiona.gordon@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>
<u>Inquiry Panels (follow up)</u>		
<b>Inward Investment</b>	Jeff Jones <a href="mailto:cllr.jeff.w.jones@swansea.gov.uk">cllr.jeff.w.jones@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Public Engagement</b>	Joe Hale <a href="mailto:cllr.joe.hale@swansea.gov.uk">cllr.joe.hale@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Streetscene</b>	John Bayliss <a href="mailto:cllr.john.bayliss@swansea.gov.uk">cllr.john.bayliss@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Social Care at Home</b>	Uta Clay <a href="mailto:cllr.uta.clay@swansea.gov.uk">cllr.uta.clay@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>

<b>Corporate Culture</b>	Andrew Jones <a href="mailto:cllr.andrew.jones@swansea.gov.uk">cllr.andrew.jones@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Performance Panels:</b>		
<b>Child &amp; Family Services</b>	Paxton Hood-Williams <a href="mailto:cllr.paxton.hood-williams@swansea.gov.uk">cllr.paxton.hood-williams@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Service Improvement &amp; Finance</b>	Chris Holley <a href="mailto:cllr.chris.holley@swansea.gov.uk">cllr.chris.holley@swansea.gov.uk</a>	Karen Bewen-Chappell (01792 636292) <a href="mailto:karen.bewen-chappell@swansea.gov.uk">karen.bewen-chappell@swansea.gov.uk</a>
<b>Schools</b>	Fiona Gordon <a href="mailto:cllr.fiona.gordon@swansea.gov.uk">cllr.fiona.gordon@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Local Service Board (multi-agency)</b>	Mary Jones <a href="mailto:cllr.mary.jones@swansea.gov.uk">cllr.mary.jones@swansea.gov.uk</a>	Karen Bewen-Chappell (01792 636292) <a href="mailto:karen.bewen-chappell@swansea.gov.uk">karen.bewen-chappell@swansea.gov.uk</a>
<b>Other Panels / Working Groups:</b>		
<b>Child &amp; Adolescent Mental Health Services (pre-inquiry)</b>	Hazel Morris <a href="mailto:cllr.hazel.morris@swansea.gov.uk">cllr.hazel.morris@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Transformation of Adult Social Services</b>	Bob Clay <a href="mailto:cllr.bob.clay@swansea.gov.uk">cllr.bob.clay@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>

<b>Local Flood Risk Management</b>	Susan Jones <a href="mailto:clr.susan.m.jones@swansea.gov.uk">clr.susan.m.jones@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
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# Agenda Item 10

## Report of the Chair

Scrutiny Programme Committee – 14 September 2015

### 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. Proposed membership changes are highlighted for agreement.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Agree the membership changes of Panels and Working Groups, as noted in section 2.</li><li>• Consider any other actions in respect of scrutiny panel and working group membership.</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer &amp; Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established.

#### 2. Revision to Scrutiny Panel / Working Group Membership

- 2.1 Proposed Child & Adolescent Mental Health Services Inquiry

ADD Mr Dave Anderson-Thomas and Mrs Sarah Joiner

The revised membership will be:

##### Labour Councillors: 8

Uta Clay	Elliot King
Fiona Gordon	Erika Kirchner
Terry Hennegan	David Lewis
Yvonne Jardine	<b>Hazel Morris (CONVENER)</b>

**Liberal Democrat Councillors: 3**

Mary Jones	Cheryl Philpott
Paul Meara	

**Independent Councillor: 1**

Susan Jones	
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**Coopted Members: 2**

Dave Anderson-Thomas	Sarah Joiner
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## 2.2 School Governance Inquiry

ADD Councillor Linda Tyler-Lloyd

The revised membership will be:

**Labour Councillors: 4**

David Cole	Hazel Morris
<b>Fiona Gordon (CONVENER)</b>	Ceinwen Thomas

**Liberal Democrat Councillors: 2**

Jeff Jones	Cheryl Philpott
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**Independent Councillor: 1**

Lynda James	
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**Consevative Councillors: 2**

Anthony Colburn	Linda Tyler-Lloyd
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**Other:****Statutory Coopted Members: 2**

David Anderson-Thomas	Parent Governor
Sarah Joiner	Parent Governor

**Coopted Member: 1**

Prof. Catherine Farrell	
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## 2.3 Child &amp; Family Services Performance Panel

ADD Councillor Terry Hennegan

The revised membership will be:

**Labour Councillors: 8**

Uta Clay	Erika Kirchner
Jan Curtice	Hazel Morris
Terry Hennegan	Ceinwen Thomas
Yvonne Jardine	Des Thomas

**Liberal Democrat Councillor: 1**

John Newbury	
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**Independent Councillor: 1**

Susan Jones	
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**Conservative Councillor: 1**

<b>Paxton Hood-Williams (CONVENER)</b>	
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**3. New Panels / Working Groups**

- 3.1 Following agreement of new work, expressions of interest were invited from scrutiny councillors and are reported for agreement, as follows:

Potential New Inquiries:

Building Sustainable Communities (11):

**Labour Councillors: 6**

June Burtonshaw	David Lewis
David Cole	Gloria Tanner
<b>Terry Hennegan (CONVENER)</b>	Mike White

**Liberal Democrat Councillor: 1**

Chris Holley	
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**Independent Councillors: 3**

Wendy Fitzgerald	Keith Marsh
Lynda James	

**Conservative Councillor: 1**

Anthony Colburn	
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Tackling Poverty (7):

**Labour Councillors: 6**

June Burtonshaw	Gloria Tanner
<b>Sybil Crouch (CONVENER)</b>	Yvonne Jardine
Joe Hale	Mike White

**Liberal Democrat Councillors: 1**

Mary Jones	
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Working Groups:

Civic Events (7):

**Labour Councillors: 4**

June Burtonshaw	Robert Smith
Yvonne Jardine	Mike White



**Liberal Democrat Councillor: 1**

Chris Holley	
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**Independent Councillor: 1**

Keith Marsh	
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**Conservative Councillor: 1**

<b>Anthony Colburn (CONVENER)</b>	
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Welsh Housing Quality Standard (10):

**Labour Councillors: 6**

June Burtonshaw	Terry Hennegan (CONVENER)
Uta Clay	Gloria Tanner
David Cole	Mike White

**Liberal Democrat Councillor: 2**

Peter Black	Graham Thomas
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**Independent Councillor: 1**

Lynda James	
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**Conservative Councillor: 1**

Linda Tyler-Lloyd	
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*(this working group automatically includes the membership of the former Affordable Housing Inquiry Panel)*

- 3.2 The committee should indicate whether there is any other action that is necessary in respect of scrutiny panel and working group membership.

**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

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

# Agenda Item 11

## Report of the Chair

Scrutiny Programme Committee – 14 September 2015

### SCRUTINY LETTERS

<b>Purpose</b>	To ensure the committee is aware of the scrutiny letters produced following various scrutiny activities, and to track responses to date.
<b>Content</b>	The report includes a log of scrutiny letters produced this year and provides a copy of correspondence between scrutiny and cabinet members, where discussion is required.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Review the scrutiny letters and responses</li><li>• Make comments, observations and recommendations as necessary</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Dean Taylor, Director – Corporate Services
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 1. Introduction

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

#### 2. Reporting of Letters

- 2.1 All scrutiny letters, whether they are written by the Programme Committee or conveners of panels / working groups, are published on the Council's website (<http://swansea.gov.uk/scrutinypublications>) to ensure visibility of the outcomes from meetings, across the council and public.

2.2 The Scrutiny Programme Committee agenda also includes a copy of letters to/from Cabinet Members where specific discussion is required. Letters are included where cabinet member responses were awaited and have now been received or where a scrutiny letter did not require a response.

2.3 Letters relating to the work of Performance Panels are part of an ongoing dialogue with Cabinet Members and are therefore reported back and monitored by each Panel. However the convener will provide a quarterly progress report to the committee, including summary of correspondence with Cabinet Members and outcomes.

**3. Letters Log**

3.1 As the current municipal year progresses this report will contain a log of scrutiny letters produced to enable the committee to maintain an overview of letters activity over the year – see **Appendix 1**.

3.2 The following letters are also attached for discussion:

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a.	Inward Investment Inquiry Panel (follow up)	14 Jul	Letter to / from Cabinet Member for Enterprise, Development & Regeneration

The Panel found that 6 of the 12 recommendations had been actioned. The Panel plans to follow up on the following 6 outstanding recommendations in 6-9 months before concluding monitoring of this inquiry.

3.3 Where requested Cabinet Members are expected to respond in writing to scrutiny letters within 21 calendar days. The response should indicate what action (if any) they intend to take as a result of the views and recommendations made. For this municipal year the letters log now shows the average time taken by Cabinet Members to respond to scrutiny letters.

**4. Legal Implications**

4.1 There are no legal implications.

**5. Financial Implications**

5.1 There are no financial implications.

Background Papers: None  
 Legal Officer: Wendy Parkin  
 Finance Officer: Carl Billingsley

## Scrutiny Letters Log (20 May 2015 - 19 May 2016)

Ave. Response Time (days): 20 (target within 21 days)

No.	Committee / Panel / Working Group	Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken	Reported to SPC (if applicable)
1	Schools Performance Panel	18-May	EMLAS and the School Improvement Grant	Education	01-Jun	22-Jun	21	n/a
2	Schools Performance Panel	18-May	Elective Home Education	Services for Children & Young People (Deputy Leader)	01-Jun	19-Jun	18	n/a
3	Service Improvement & Finance Panel	13-May	ICT - Procurement of Oracle Support via a Third Party Supplier	Transformation & Performance	08-Jun	03-Jul	25	n/a
4	Service Improvement & Finance Panel	13-May	Q & A Session - Progress against Budget Savings Targets	Communities & Housing	08-Jun	17-Jun	9	n/a
5	Child & Family Services Performance Panel	11-May	Child & Family Services Performance Report (March 2015)	Services for Children & Young People (Deputy Leader)	09-Jun	29-Jun	20	n/a
6	Transformation of Adult Social Services Panel	01-Jun	Social Services and Well Being Act Seminar, Carers Consultation and the Workplan	Services for Adults & Vulnerable People	12-Jun	23-Jun	11	n/a
7	Sustainability Working Group	09-Jun	Food Security	Transformation & Performance	15-Jun	Not required	n/a	13-Jul





**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

**To:**  
**Councillor Francis-Davies**  
**Cabinet member Enterprise,**  
**Development and Regeneration**

*Please ask for:* Scrutiny  
*Gofynnwch am:*  
*Scrutiny Office Line:* 01792 637256  
*Llinell Uniongyrochol:*  
*e-Mail:* [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)  
*e-Bost:*  
*Date:* 06 August 2015  
*Dyddiad:*

This is a letter from the Inward Investment Scrutiny Inquiry Panel to the Cabinet Member for Enterprise, Development and Regeneration following the meeting of the Panel on 14 July 2015. It highlights the Panel's discussion and any outcomes arising from the meeting.

Dear Cllr Francis-Davies

### **Inward Investment Scrutiny Inquiry Impact**

We would like to thank you and officers for attending our panel meeting on the 14 July 2015 and updating us on progress with, and the impact of, recommendations made to Cabinet in relation to inward investment.

You informed us that since the Inquiry report there have been a number of changes to the Swansea Bay City Region Board, including Sir Terry Matthews being appointed as Board Chair and that there is a new approach for developing transformational activity across the City Region, identifying 5 'pillars' of economic momentum – Ideas, Skills, Capital, Opportunities and Infrastructure.

We were pleased to hear that the City Region Board has launched a dual brand identity for key marketing and communication activities and particularly welcomed the branding *Swansea: City of Innovation* which the panel felt to be relevant and current for Swansea.

We recognise that the changes to the Swansea Bay City Region Board have required a redefining in broad terms its economic agenda, establishing of key work streams and support structures, and the identifying some early priority issues and projects. Because of this it has not yet considered setting up a specific protocol for co-ordinating inward investment activity in line with the Scrutiny Panel's recommendations, although we have been informed that there does seem to be potential within the Pillar and Support Groups' structure for such a process to be implemented in the future.

We were pleased to hear that all City Region partners are in agreement that a strong city centre was needed in the region and that is Swansea.

We do wish to emphasise the importance of communicating what and how we are doing in relation to inward investment. Feeling that getting more positive messages

out there is vital. We were also keen to ensure that all developments in Swansea and the City Region are sustainable, even if the Chair of the Board should move on.

The Panel also considered that the importance of Inward Investment was one of the main drivers to attract jobs and so tackle poverty and that the resource allocated to this role was of paramount importance.

We were pleased to hear that 6 of the 12 recommendations had been actioned. We were informed that the remaining 6 are specifically related to the creation of an effective support network and resources to help generate and respond to inward investment enquiries. We were informed that the Swansea Bay City Region Board is requested to schedule a specific discussion on inward investment and to consider creating a City Region inward investment Support Network.

Given this we plan to follow up on the following 6 outstanding recommendations in 6-9 months.

- R3. The City Region develops an effective support network including allocating resources to do proactive work around seeking inward investment.
- R5. A single contact point for business/investment inquiries is introduced.
- R7. Develop measures that will monitor success and that these are monitored on a regional and on a Swansea basis.
- R9. It develops user friendly policies and practices which are welcoming and quick to respond to investor queries
- R10. Take active steps to make better use of social and digital media by developing a digital media strategy around business and investment issues.
- R11. The concept of developing a portfolio of offerings be investigated.

We do not require a formal response to this letter.

Yours sincerely

**Jeff Jones**  
**Convener of the Inward Investment Scrutiny Inquiry Panel**  
[Cllr.jeff.jones@swansea.gov.uk](mailto:Cllr.jeff.jones@swansea.gov.uk)

# Agenda Item 14

## **FOR INFORMATION**

This report provides the Audit Committee work plan to May 2016.

This information is provided to help develop the relationship between scrutiny and the Audit Committee, aiming to ensure:

- mutual awareness and understanding of the work of scrutiny and audit committee
- respective work plans are coordinated and avoid duplication / gaps
- a clear mechanism for referral of issues, if necessary

The Scrutiny Work Programme is also reported to the Audit Committee.

At least once a year respective chairs will attend the committee in order to discuss work programmes and effectiveness.

The Chair of the Scrutiny Programme Committee is scheduled to attend the Audit Committee on 20 October.

The Chair of the Audit Committee is scheduled to attend the Scrutiny Programme Committee on 9 November.



## AUDIT COMMITTEE WORKPLAN 2015/16

Date of Meeting	Reports
21 September 2015	Audited Statement of Accounts 2014/15 - PwC ISA 260 Report Bad Debt Write Offs – Briefing Audit Committee Annual Report 2014/15 – follow up
20 October 2015	Corporate Governance Review – Update Chair of Scrutiny Programme Committee Wales Audit Office Performance Audit – Mid Term Report Housing Benefit Investigation Team Annual Report 2014/15 Annual Report of School Audits 2014/15
15 December 2015	WLGA Peer Review – Progress Update PwC Controls Report 2014/15 PwC Annual Audit Letter 2014/15 Risk Management Half Yearly Review 2015/16 Internal Audit Monitoring Report Q2 2015/16 Recommendations Tracker Report 2014/15
16 February 2016	Wales Audit Office Performance Audit Update Internal Audit Monitoring Report Q3 2015/16 Internal Audit Plan 2016/17 - Methodology Audit Committee Review of Performance 2015/16
19 April 2016	External Auditor Annual Financial Audit Outline 2015/16 Internal Audit Charter 2016/17 Internal Audit Annual Plan 2016/17 Risk Management Annual Review 2015/16 Draft Audit Committee Annual Report 2015/16