

## 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, 9 May 2016

**Time:** 4.30 pm

The use of Welsh is welcomed. If you wish to use Welsh please inform us by noon on the working day before the meeting.

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on the 9 May 2016. The main items are Environment & Transportation, and the Local Service Board.

### AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interest.**  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Minutes:** 1 - 7  
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 **Public Question Time.**
- 6 **Cabinet Member Question Session: Cabinet Member for Environment & Transportation. (Councillor David Hopkins).** 8 - 23
- 7 **Scrutiny Performance Panel Progress Report - Local Service Board. (Councillor Mary Jones).** 24 - 27
- 8 **Annual Work Programme Review 2015/16.** 28 - 84
- 9 **Membership of Scrutiny Panels and Working Groups.** 85 - 86

	Activity	Meeting Date	Correspondence
a	Cabinet Member Q & A	8 Feb	Letter to / from Cabinet Member for Adults & Vulnerable Children
b	Cabinet Member Q & A	14 Mar	Letter to / from Cabinet Member for Next Generation Services
c	Local Service Board Performance Panel	21 Mar	Letter to / from Leader of the Council (chair of the LSB)

**11 Feedback from Recent Scrutiny Events.****12 Upcoming Scrutiny Events.**

*Annual Scrutiny Work Planning Conference – 12 May 2016,  
4.00 pm, Lord Mayor’s Reception Room, Guildhall.*

**13 Audit Committee Work Plan. (For Information).**

123 - 126

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

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Service Improvement & Finance	Performance Panel	11 May	11.00 am	Committee Room 5 (GH)
Schools	Performance Panel	11 May	4.00 pm	Room 235 (GH)
Building Sustainable Communities	Inquiry Panel	18 May	10.30 am	TBA
Schools	Performance Panel	9 Jun	4.00 pm	Committee Room 6 (GH)

Members of the public are welcome to attend the above Panel / Working Group meetings. Contact the Scrutiny Team if you would like to attend.

**Connect with Scrutiny:**

Gloucester Room, Guildhall, Swansea. SA1 4PW (Tel. 01792 637732)

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

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**Patrick Arran**  
**Head of Legal and Democratic Services**  
**Tuesday, 3 May 2016**

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**Contact: Democratic Services - 01792 636923**

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON  
MONDAY, 11 APRIL 2016 AT 4.30 PM

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

**Councillor(s)**

U C Clay  
A M Cook  
N J Davies  
J W Jones  
G J Tanner

**Councillor(s)**

A C S Colburn  
S E Crouch  
E W Fitzgerald  
P M Meara

**Councillor(s)**

D W Cole  
J P Curtice  
T J Hennegan  
G Owens

**Co-opted Member(s)**

D Anderson-Thomas

**Co-opted Member(s)**

C A Holley

**Co-opted Member(s)**

P R Hood-Williams

**Officer(s)**

Allison Lowe  
Brij Madahar  
Dave Mckenna  
Wendy Parkin

Democratic Services Officer  
Scrutiny Co-ordinator  
Scrutiny Manager  
Senior Lawyer

161 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors D J Lewis and R V Smith.

162 **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 S E Crouch – Minute 166 Cabinet Member Question Session: Cabinet Member for Enterprise, Development & Regeneration (a) Portfolio Q & A - Personal Interest – employed by Swansea University.

Councillor J P Curtice – Minute 168 Scrutiny of Swansea Public Services Board – Personal Interest – Member of Performance, Audit & Scrutiny Committee on Mid & West Wales Fire Authority.

Councillor T J Hennegan – Minute 168 Scrutiny of Swansea Public Services Board – Personal Interest – Member of Management Committee on Mid & West Wales Fire Authority.

Councillor P M Meara – Minute 166 Cabinet Member Question Session: Cabinet Member for Enterprise, Development & Regeneration (a) Portfolio Q & A - Personal Interest – Son in law works for the Industrial & Maritime Museum & Emeritus Professor, Swansea University and Minute 167 Scrutiny Performance Panel Progress Report – Schools – Personal interest – Member of Schools Performance Panel.

Councillor G J Tanner – Minute 168 Scrutiny of Swansea Public Services Board – Personal Interest – Committee Member of Mid & West Wales Fire Authority.

163 **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.

164 **MINUTES.**

**RESOLVED** that the Minutes of the Scrutiny Programme Committee held on 14 March 2016, be agreed as a correct record.

165 **PUBLIC QUESTION TIME.**

There were no public questions.

166 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION. (COUNCILLOR ROBERT FRANCIS-DAVIES)**

Councillor Francis-Davies provided opening remarks, in support of his written report, prior to taking questions from the Committee.

Phil Holmes, Head of Economic Regeneration & Planning and Ryan Thomas, Planning Control Manager assisted the Cabinet Member in relation to questions on Planning performance and effectiveness. A report was provided to the committee following concerns raised by scrutiny councillors about the current planning system and operation of the Planning Committee.

The question session led to discussion around the following topics:

Portfolio Q&A

- Plans for the £8.3m Vibrant and Viable Places grant provided by the Welsh Government, and outcomes, including how job creation would be achieved. It was noted that the focus was on regeneration projects and creating the right infrastructure to attract investment and jobs e.g. creation of a technology hubs and office accommodation on the Kingsway;
- Student accommodation which would result in more people living and working in the City and more income generation within Swansea;
- Clarification was provided that Health & Wellbeing, Sport and Recreation fell within the Wellbeing and Healthy City Cabinet Portfolio, whilst Culture and

- Tourism including the Grand Theatre and Libraries sat within the Enterprise, Development & Regeneration portfolio;
- As part of the wider Sustainable Swansea Fit for the Future programme, the whole of Cultural Services was taken through the Council's Commissioning Review. Although some areas of efficiencies and in-house transformation have been identified this process has resulted in market testing to invite interest from external parties that could sustain services. The committee expressed concern about the possible impact of cuts on cultural services such as museums and how the authority's vision and plans would be consistent with national objectives to protect heritage (Wellbeing & Future Generations Act). It was noted that this process also included the libraries service. The Cabinet Member stated that any interest in the culture portfolio would be carefully analysed, assessed and challenged. The scrutiny of proposed decisions arising from this process was discussed;
  - Wind Street pedestrianisation – plans to move towards a more restaurant rather than pub culture were noted, supported by an increase in the number of people working in the city centre that should create more vibrancy and a better night time economy. The increase in the number of students in Swansea, and impact on such plans and the city centre in general, was also discussed;
  - The Mariner Street mixed-use development was expected go to Planning Committee in May, with the intention to be on site in June and the delivery of student accommodation ready for occupation within two years;
  - Business Improvement District (BID) – the continuation of the BID following recent renewal ballot was noted. The Cabinet Member confirmed that himself and the Leader would continue to sit on the BID Board and talked about the benefits from the BID to the city centre;
  - Opportunities to expand upon running events in Swansea and host a marathon;
  - The Glyn Vivian Art Gallery refurbishment was complete however work on the pavements was now underway, with anticipated opening in the autumn;
  - The Cabinet Member was asked to consider how the image of taxi drivers operating in Swansea could be improved, such as the introduction of a dress code – the Cabinet Member stated that he would ask his Cabinet Advisory Committee to look at this;
  - The need to consider more imaginative ways of providing information to visitors as a result of the closure of the Tourist Information Centre (TIC).

#### Planning Performance and Effectiveness

- The new Planning Committee structure, including the call in procedure was discussed. Some Members felt the Committee was too small and they were not involved sufficiently in and lacked confidence in, the current process. There was also concern at the lack of a review of the current arrangements expected by councillors;
- The Cabinet Member and Officers re-iterated that the Authority had undergone significant change process during 2014-2015, partly as a result of budgetary pressures, and partly in response to Welsh Government (WG)

proposals with the Planning (Wales) Act 2015. The Authority had therefore adopted the WG model for Committee structure and scheme of delegation;

- The Performance framework statistics indicated that significant progress was being made and the speed and quality of the decision making was also reflected in the figures;
- Various improvements have been made in efficiencies through the introduction of an electronic document management system, and restructure of planning teams;
- The Cabinet Member felt that it was better to have a small number of skilled councillors on a committee to speed up decision-making and ensure consistency, but that there were ways for other councillors as local members to be engaged in the process, without conflict of interest;
- The WG had previously criticised the Authority for having all 72 members on the Planning Committee. The new pre-application consultation requirements (which come into force on 1 August) would focus on member engagement prior to formal applications being submitted;
- The Planning Control Manager confirmed that all members had received Planning training following the 2012 elections. In addition, various training had been delivered including full day refresher training and various sessions on legislation changes;
- A new Committee protocol would be presented to Planning Committee in May for consideration, and further WG advice is expected which clarifies requirements in relation to issues such as call-in procedures;
- The Authority's current performance in relation to member made decisions against officer advice was in line with the Wales average;
- The policy framework in relation to S.106 planning agreements was discussed.

In response to Member questions the Cabinet Member confirmed that:

- 1) Further information in relation to the Vibrant & Viable Places grant would be provided in writing;
- 2) An opportunity for scrutiny would be built into the time-table for decisions on Cultural Services;
- 3) The Development CAC would be asked to consider a minimum standard of dress code for taxi drivers as part of their work plan;
- 4) He would consider arranging seminars for all Councillors (not just the Planning Committee) when new Planning regulations are received;
- 5) The viability of introducing a Community Infrastructure Levy was being explored;
- 6) A session providing feedback on last year's appeal decisions will be arranged for the Planning Commission by July.

The Chair thanked Councillor Francis-Davies and the officers for attending. She added that any further scrutiny of planning would be considered as part of the Annual Work Planning Conference discussions.

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

167 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - SCHOOLS.  
(COUNCILLOR FIONA GORDON)**

Councillor Fiona Gordon, Convener provided an update of the work of the Schools Scrutiny Performance Panel.

Discussions centred on the following topics:

- The impact of negative reporting in the local media in relation to the categorisation of Estyn Inspection results and the reasons why schools were placed in those categories not being understood – it was noted that ERW have tried to communicate that it was a categorisation of support, and not performance or concerns;
- The importance of consistency in Challenge Advisor support and advice across Swansea;
- The impact that a marginal dip in attendance could have on school performance results – the committee expressed concern about the meaningfulness of existing attendance national performance measures particularly how small variations might impact on a school with relatively small number of pupils;
- The future work programme of the Schools Performance Panel.

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

168 **SCRUTINY OF SWANSEA PUBLIC SERVICES BOARD.**

The Scrutiny Manager presented a report to agree the arrangements for the scrutiny of Swansea Public Services Board.

The Well-being of Future Generations (Wales) Act 2105 requires that a public services board is set up in every local authority area in Wales. There is a duty on specific public bodies to work through these boards to improve the economic, social, environmental and cultural wellbeing of their areas by contributing to the national well-being goals set out in the Act.

The Act requires that a local government scrutiny committee is designated to scrutinise the work of the public services board for that area. The intention is to place responsibility for challenge and accountability locally rather than on Welsh Ministers (who have relatively few powers).

The report recommended that a multi-agency scrutiny performance panel be established to discharge the committee's responsibility, following the same model as the current Local Service Board Scrutiny Performance Panel but with some differences to comply with the requirements of the Act and Guidance. It was noted that the scrutiny panel's remit would focus on the joint function of the Public Service Board and shared responsibilities, not on the work of individual organisations.



The importance of the identifying appropriate non-executive representation on the scrutiny panel from partner organisations was highlighted, to ensure their independence.

**RESOLVED** that:

- 1) The Committee acknowledge that, for the purposes of the Well-being of Future Generations (Wales) Act 2015, the Scrutiny Programme Committee is the designated scrutiny committee for scrutinising the Swansea Public Services Board;
- 2) A Public Services Board Scrutiny Performance Panel be set up in order for the Committee to undertake this role;
- 3) The Committee endorses the proposed terms of reference for the Public Services Board Scrutiny Performance Panel set out in Appendix One.

169 **SCRUTINY DISPATCHES - QUARTERLY IMPACT REPORT.**

The Chair presented a draft of the quarterly report from the Scrutiny Programme Committee to Council on the impact of scrutiny.

**RESOLVED** that the content of the draft 'Scrutiny Dispatches' be agreed and submitted to Council.

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

The report of the Chair reviewed the current Scrutiny Work Programme.

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; and
- Cabinet forward plan for opportunities for pre-decision scrutiny.

The Committee noted the conclusion of the work of the Transformation of Adult Social Services Panel and discussed the move to establishing an Adult Social Services Performance Panel in its place. Draft Terms of Reference for the new Panel were presented. Proposals for membership (including convener) would be reported back to the committee for agreement.

**RESOLVED** that:

- 1) The Committee approve the establishment of an Adult Social Services Performance Panel and Terms of Reference;
- 2) Pre-decision Scrutiny on the upcoming Cabinet report on 'Castle Square – Development and Public Realm Opportunity' (listed in the Cabinet Forward Plan for 16 June) be requested, subject to further information to the committee on this matter and proposed decision.

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

There were no changes to the membership of Scrutiny Panels and Working Groups to report.

172 **SCRUTINY LETTERS.**

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

The request within the letter of the Streetscene Inquiry Panel was noted. The convener's letter highlighted the ongoing budget situation and the importance of continuing to provide good quality Streetscene services. It asked the committee to consider how the current budget situation will affect Streetscene services, as well as keep an eye on progress. It was suggested that this could be raised with Councillor David Hopkins, Cabinet Member for Environment & Transportation, who would be attending the next meeting scheduled for 9 May 2016 for a Q & A Session.

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

173 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

There were no recent Scrutiny Events to report on.

174 **UPCOMING SCRUTINY EVENTS.**

The Chair reported on the upcoming Annual Scrutiny Work Planning Conference on 12 May 2016, 4.00 pm, Lord Mayor's Reception Room, Guildhall.

175 **AUDIT COMMITTEE WORK PLAN. (FOR INFORMATION)**

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

176 **DATE AND TIME OF FUTURE COMMITTEE MEETINGS FOR 2015/16 MUNICIPAL YEAR. (ALL AT 4.30 P.M. EXCEPT WHERE NOTED)**

The date and time of future Committee meetings for the 2015-2016 Municipal Year was **NOTED**.

177 **DATE AND TIME OF UPCOMING PANEL / WORKING GROUP MEETINGS.**

The date and time of upcoming Panel / Working Group meetings were provided for information.

The meeting ended at 6.15 pm

**CHAIR**

# Agenda Item 6

## Report of the Chair

Scrutiny Programme Committee – 9 May 2016

### 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 David Hopkins – Cabinet Member for Environment &amp; Transportation</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 3 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**

2.1 The following Cabinet Member will appear before the committee:

- a) Councillor David Hopkins – Cabinet Member for Environment & Transportation

Within this Cabinet portfolio, Councillor Hopkins is responsible for:

- Transport Policy
- Highways & Engineering
- Waste Management
- Marina
- Streetscene
- Repairs and Capital
- Sustainable Transport
- Lead elements of Sustainable Swansea

2.2 The Cabinet Member has provided some 'headlines' in relation to 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**

- 4.1 The committee last had a Q & A regarding the Environment & Transportation portfolio in February 2015, and met with the then Cabinet Member, Councillor Mark Thomas. Amongst the issues discussed then included:

- Recycling Performance (incl. Civic Amenity Sites, Commercial Recycling)
- Waste Management and Street Cleaning
- Highways Planning & Maintenance
- Safe Routes to Communities
- Transport

The actual correspondence relating to the February meeting is attached as the committee may wish to follow up on these issues, as necessary.

- 4.2 Other contact with by scrutiny over the last year:

- Local Flood Risk Management Flood Risk Management – Working Group discussion in December 2015 on the Flood Risk Management Plan, including joint working across departments. A further meeting will take place in the new municipal year in order to provide on-going scrutiny involvement in the annual review of the Flood Risk Management Plan.
- Service Improvement & Finance – Performance Panel discussion on Recycling & Landfill Annual Performance Report (Jan 2016).
- Streetscene - Inquiry Panel (follow up) meeting in Jan 2016. Report provided on the impact of the scrutiny inquiry and implementation of agreed recommendations / cabinet action plan. The Panel has now concluded monitoring of this work. However it asked the Committee to keep an eye on the ongoing budget situation and how it might affect the quality of streetscene services. The Committee will have the opportunity during the Q & A to ask the Cabinet Member questions on this.

- 4.3 The Committee has also indicated that it wishes to talk to the Cabinet Member about current issues relating to public transport, some of which is prompted by the previous scrutiny inquiry.

## **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.
- 5.2 On this occasion no questions were received.

## **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: Paul Cridland

## Cabinet Member Briefing Note (Environment & Transportation) – April 2016

### Waste Management

Recycling performance has gone from strength to strength over recent years, from being in the bottom 3 in Wales in 2012/13 with 49% (well short of the 52% target) to 10<sup>th</sup> in Wales in 2014/15 with 56.5%. Unverified performance for last year is 5\*.\*%, meeting the new 58% recycling target. This performance is even more commendable considering Swansea has all the factors that make a high recycling performance more difficult – 2 universities with a large student population, a high proportion of flat and terraced properties, and a large commercial sector. The recycling target increases again to 64% in 2019/20.

Financially Swansea is considered to be the 4<sup>th</sup> most cost effective service in Wales. Performance has been improved through ongoing promotion of recycling, the 3 bag limit, sorting activities, partnering with the private sector, and increased food & cardboard recycling from our commercial customers.

The commissioning review is due to be presented to Cabinet in May or June, with the main focus being on prevention of recyclable materials being disposed of in black bags or residual skips at the Household Waste Recycling Centres. This will both increase recycling performance and minimise the cost of landfill tax to achieve budget savings. Compositional analysis has shown that black bags at the kerbside are still half full of recyclables, and at HWRCs are nearly ¾ full of recyclables.

The main risks to the service are loss of experienced staff, reducing Welsh Government Grant, ageing fleet, volatile recyclables market, reducing internal budgets, increasing recycling targets.

### Parks & Cleansing

The Parks Service has been successful in retaining 6 Green Flag Awards for the following sites:

- Victoria Park
- Cwmdonkin Park
- Brynmill Park
- Llewellyn Parc
- Botanical Gardens
- Clyne Gardens

The Parks Service increased their provision of wildflower sites across the City from 31,000m<sup>2</sup> to over 45,000m<sup>2</sup> projected for 2016 season, these sites are across the whole City including main arterials routes into Swansea such as Fabian Way.

We successfully increased the sale of Hanging Baskets for 2015 season by over 20% on comparison to previous year

During 2014/15 we launched our Knotweed Service and received over 170 orders for work to the sum of £44k.

Working alongside our colleagues in Culture & Tourism we actively work in partnership with in excess of 30 Friends of Parks Groups to encourage, sustain and develop each individual Friends Group and Park.

The Cleansing Service continue to target a weekly cleanse for every street in Swansea, by mechanical and manual means, removal of all dog foul and have dealt with in excess of 8,000 service requests.

Parks and Cleansing Commissioning Review has just commenced and we held the Stage 1 process in April, discussions will continue to ensuring collaboration of service to seek Best Value.

### Highways and Transportation

The Highways and Transportation service is a diverse service providing a large number of frontline services. The service is responsible for maintaining 1100kms of roads, 1500kms of footway, 28,000 street lights, 216 bridges and structures and 39,000 drainage assets. The estimated value of the highway assets is in excess of £1.3billion and the current estimated backlog of highway maintenance is estimated at around £130 million. The condition of the principle roads is in the upper quartile (currently around 2 of 22 in Wales). The service has robust maintenance policies and approaches which means that the Council has a very good success rate in defending 3<sup>rd</sup> party claims. The service is currently undergoing a commissioning review which will be looking at the entire service including interdependencies.

The service is responsible for;

- Highways Maintenance (including planned, reactive and winter maintenance)
- Out of hours emergency service 24/7
- Flood management (land drainage and costal defence)
- Bridge and structures maintenance
- Highway and capital Improvements
- Traffic and Road Safety
- Telematics and transport modelling
- Parking
- Highway development control
- Construction works for highway improvements
- Street lighting
- Transportation functions
- Marina and Tawe Barrage
- Fleet management and maintenance

Further detail on some of the service areas:

Transportation - The transportation group manages transport policy and strategy, the public transport network, home to school transport, community transport, cycling and concessionary passes. The Council spends more than £7m per annum on home to school transport. A key facility is Swansea bus station which is a very well used facility and is cost neutral to the Council as the departure charges and letting incomes cover the operating costs. There are more than 37,000 people passing through the bus station every day and 100 buses an hour use the facilities. The transport team are part of the wider proposals to develop and integrated transport unit (ITU) for the Council which was approved at the Budget and Performance Review Group at the end of 2015 and will be implemented over the next 12 months.

Marina - We have a high quality Marina offer with 550 fully serviced pontoon berths. The income from the Marina provides valuable income to the authority which maintains the marina assets and helps fund the maintenance of the Tawe Barrage as well as the aeration on the river Tawe. The key challenge for the Marina is to maximise income levels through maintaining high occupancy levels and ensuring the appropriate levels of investment in the Marina infrastructure and Barrage. A long



term asset management plan is currently being developed for the Tawe Barrage to ensure that long term funding requirements are identified.

Fleet Management & Maintenance - The size of the City and County of Swansea fleet is approximately 750 vehicles, broadly comprising;

- 160 Operator's licenced vehicles (over 3500kg) that include refuse & recycling collection, heavy tippers, tankers & hook-loaders
- 400 light commercial vans and tippers
- 35 pool cars, 12 electric cars, 55 welfare buses (social services)
- 90 others including 4x4s, tractors, road sweepers, minibuses etc.

The fleet covers approximately 6 million miles per year and uses around 1.8 million litres of fuel (at a cost of £1.7million). There are 22 mechanics in the workshops. The service undertakes around 1,200 taxi roadworthiness tests every year. The Central Transport Unit (CTU) is currently rated as 'Green' by the DVSA operator compliance scoring mechanism (highest rating). The CTU activities have recently been subject to an external review (as part of the depot rationalisation review) and the recommendations are currently being implemented.

Parking Services - Parking services are responsible for the car parks, the park and ride facilities and Civil Parking Enforcement (CPE) activities. The service has a turnover of approximately £5 million and generates an overall surplus in the region of £800k. There are three key aims for the service;

- Economic viability ensuring availability and turnover of spaces for shoppers or visitors
- Safety – effective and consistent enforcement discourages parking which could compromise road safety
- Congestion –effective management/enforcement of parking will deter indiscriminate parking which causes tailbacks and queues

Parking services operates 65 public car parks in the City and County area and these provide 6,850 parking spaces. The service has undertaken a review last year as part of a detailed report for the Budget and Performance Review Group and the recommendations which were supported by members are currently being implemented.

### **Recent Changes**

There have been many changes across the service recently including;

- Reductions in staffing levels (particularly for management and admin functions)
- Process efficiency improvements through systems thinking approaches across the service
- Increased incomes from fees and sponsorship across the service
- Implementation of energy efficiency measures i.e. LED street lights
- implementing technology e.g. bus lane enforcement cameras, pay on foot parking, parking machine management, trackers on vehicles, improved telematics systems for junction efficiency, mobile technology for operatives, body cameras for parking staff

**Key Challenges/Objectives**

- Developing the commissioning review and responding to its outcomes
- Assisting with the regeneration of the City Centre
- Delivering the efficiencies and improvements from Sustainable Swansea
- Securing funding to improve the networks from WG and other sources
- Mitigating the potential impacts of developments (in particular the LDP)
- Continued effective management with limited resources
- Meet the requirements of the new Active Travel Act
- Improving customer satisfaction
- Deliver the reviews of parking services and the Integrated Transport Unit.



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

**To/  
Councillor Mark Thomas,  
Cabinet Member for Environment &  
Transport**

**BY EMAIL**

*Please ask for:  
Gofynnwch am:*

**Scrutiny**

*Direct Line:  
Linell Uniongyrochol:*

**01792 637257**

*e-Mail  
e-Bost:*

**scrutiny@swansea.gov.uk**

*Our Ref  
Ein Cyf:*

**SPC/2014-15/12**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**12 March 2015**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Environment & Transport following the meeting of the Committee on the 16<sup>th</sup> February 2015. It reflects on the question and answer session held with the Cabinet Member about their portfolio responsibilities, including recycling, waste management and highways. It includes conclusions and proposals for the Cabinet Member.

Dear Councillor Thomas,

**Cabinet Member Question Session – 16 February**

Thank you for your attendance at the Scrutiny Programme Committee on 16 February 2015, answering questions on your work and for submitting a written report ahead of the meeting. This report helped to provide a focus for the session and explore priorities, actions, achievements and impact, in relation to your areas of responsibility.

We recognised that you are a newly appointed Cabinet Member and it was good to have this initial meeting with you in order to understand your thinking and plans ahead. We noted however that the last few months of your time have been dominated by the budget, and pressures to meet efficiency and savings targets.

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 session largely centred on recycling, waste management and highways. The main issues discussed are summarised below:

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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## **Recycling Performance**

We asked about current performance in terms of recycling rates against targets. You informed the committee that you were anticipating meeting the target of 56% this year. You added that targets are increasing for future years and though challenging you congratulated the public for their participation to date in both household recycling, and their response to the new 3 black bag limit. Clearly this service remains a priority given the strict penalties for not meeting recycling / landfill targets.

Following a discussion about black bags and some issues that have arisen with dumping in certain areas, you stressed that, apart from reporting, any investigation should be left to officers from the department who where possible will take action against those found to be responsible.

We also asked about the use of pink bags to collect plastic recyclables and whether there was any review given that they are prone to being blown about in the wind. You informed us that a trial was about to take place in 2 areas replacing the pink bag with a hessian sack. Whilst more expensive to provide if it is successful a further roll-out would be considered, although you stated that no budget has been identified for this purpose. There was also some uncertainty about how the actual plastic recycling bags are disposed of, which you agreed to clarify.

## **Civic Amenity Sites**

The committee asked about the Garngoch household waste recycling centre. We were aware of issues relating to the site and asked about plans to upgrade and expand the operation. There was some concern about the limitations at the site and risk of fly tipping. You informed the committee that Cabinet had agreed to apply for planning permission to enlarge the site however this has been held up pending agreement of the budget. There was also concern about congestion at the site, caused in part by apparent illegal use by some businesses.

## **Commercial Recycling**

We asked about your influence over commercial recycling given the significant amount of waste generated by businesses, particularly major food outlets (e.g. Mcdonalds). You explained that, although our service is offered, businesses are free to use private contractors to collect their waste. The challenge for the authority was to compete with the private sector, but you felt that the authority was already very competitive in respect of food waste. You added that food waste was now representing a significant proportion of recycling and a growing business. One of the issues you pointed out with the collection of food waste was that it had to be segregated from general waste. We also heard that the authority was in some cases working in partnership with other collectors, e.g. taking bulk waste off their hands.

## **Waste Collection / Street Cleansing**

We raised an issue about mess left behind after waste collections and sought clarification about responsibilities. You confirmed that the refuse collectors are meant to clear up after themselves but accepted that this did not always happen. We heard that it was a common complaint and your view was that if the council was reliant on householders participation in recycling then it would be letting them down if the service at the road was failing and risked future non-participation. We took the opportunity to remind you about the recommendations made by the Streetscene Scrutiny Inquiry Panel which, amongst other things, called for greater coordination between the collection and street cleaning arrangements. We are expecting the Cabinet response to that report shortly and would urge you to do this. There were also some complaints about containers not being returned to the place they are left. You assured the committee that steps are taken to remind collectors of their responsibilities and standards, being such an important front facing service. You welcomed any feedback from councillors or members of the public and promised to take action.

## **Highways Planning**

The committee asked what plans there were for the road network and infrastructure particularly given the Local Development Plans to deliver thousands of new homes e.g. around the M4 Junction 47, which of course will have an impact on road traffic, as well as services, schools etc. We heard there were no definite plans, although you were aware of the situation in that area and accepted the need for alterations should development take place. You stated that it was not prudent to undertake works ahead of time and that it was potentially an opportunity to use Section 106 planning agreements to deliver for improvements. You assured the committee that all assessments and impacts would be highlighted at the planning stage for any housing developments and advice given to ensure the best decisions are taken. There was a discussion about the strengths and weaknesses of Section 106 agreements but you were clear that there was a rigorous process in place to ensure maximum benefit.

## **Safe Routes in Communities**

We noted that the council has successfully bid for £550k from the Welsh Government's Safe Routes in Communities scheme for the Townhill area. We understand this scheme aims to improve accessibility and safety, and encourage walking and cycling within communities. The committee was particularly interested in the demonstration of value for money and would ask how the results from any work carried out (whether in Townhill or other similar) would be measured to enable judgements about impact and success.

## **Highways Maintenance**

We were interested in the work of the Neighbourhood Working Team and planned highways maintenance, specifically the PATCH programme. You confirmed that a programme of repairs (such as resurfacing) was about to be published and provided to all councillors so that they would have an indication of when work in their areas was likely to take place, but of course would be weather dependant. This should give councillors notice to identify and raise any specific repairs needed with the team.

## **Transport**

The committee talked specifically about the public transport system and despite discussions over the last few years, including a scrutiny inquiry, the committee was not clear about how things have moved forward. We were concerned that progress has not been made in terms of looking at a Quality Bus Partnership or Quality Bus Contract. You accepted that progress has been slow but were keen to take action to ensure that public transport delivered for customers. We look forward to hearing more on this.

More generally, in light of much discussion at the moment about city centre regeneration we asked about your thinking and any plans to improve accessibility for pedestrians and cyclists above motor vehicles. Although city centre regeneration was under another portfolio you stated that you were confident about cross-departmental working on this matter. Your view was very clear that the city centre offer can only succeed with better provision for all modes of transport. You stated that it needed to be attractive to get into the city centre. You also agreed that the pedestrian access along the Kingsway was not satisfactory but were confident that this would improve in line with overall plans for the city centre. You also stated that you were working with organisations such as Sustrans. A car parking review was also being undertaken.

## **Your Response**

In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to:

- The request for further information in respect of the disposal of plastic recycling bags;
- Our reminder about the Streetscene Scrutiny Inquiry Panel Report so that Cabinet can make a decision on the recommendations; and
- The request for further information to explain how the results from any work carried out (whether in Townhill or elsewhere) under the Safe Routes in Communities scheme would be measured to enable judgements about impact and success.

Please provide your response by 2 April. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,

A handwritten signature in black ink that reads "Mary Jones". The signature is written in a cursive style.

**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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Councillor Mary Jones  
Chair, Scrutiny Programme Committee

Please ask for:  
Gofynnwch am:  
Direct Line:  
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Our Ref / Ein Cyf: MT/JW  
Your Ref / Eich  
Cyf:  
Date / Dyddiad: 16 April 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

**CABINET MEMBER QUESTION SESSION – 16 FEBRUARY**

Thank you for your letter dated 12<sup>th</sup> March 2015, apologies for the delay in responding to you.

**Recycling Performance:**

Single use pink bags as recycling by the plastics reprocessor; however the green bags are either landfilled or sent to energy from waste.

**Civic Amenity Sites:**

I can confirm that the current Van/Trailer Permit scheme is being amended to restrict visits to 12 per year. This should be more than ample for residents use, but should deter businesses from using these sites.

**Highways Planning:**

The City & County of Swansea has commissioned Arup Consultants to undertake a comprehensive transport modelling exercise in support of the emerging Local Development Plan. The Welsh Government's population projections require that the Council plans for the provision of between 17,100 and 14,000 new homes over the next twenty five years. Officers were therefore keen to undertake appropriate

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assessments to determine whether this growth can be catered for on existing transport networks, and where this is not considered to be achievable or sustainable that alternative means would be proposed to ensure that the City & County of Swansea can continue to grow and develop to meet the pressures in the years ahead.

Arup are therefore preparing a County wide traffic model in order to interrogate the complex demands that will be created if these large scale residential developments are realised over the term of the plan. The model is being built using a pioneering new technique which utilises mobile phone data to provide journey information across the Local Authority area. Whilst the model is still in development, it has a demand matrix comprising 1.1 million trips and is therefore expected to provide extremely reliable information on journey times, durations, centres of demand and generation. The outputs from this work is expected to complete in late April 2015, and its conclusions will be used to inform the further development of the sites earmarked for residential development.

**Safe Routes in Communities:**

The Safe Routes Programme has been designed to both improve road safety in the area and also promote more sustainable modes of transport, particularly for school journeys.

With regard to the first aim, the schemes success can be judged by comparing the accident data before and after implementation. In the three years prior to the bid for funding for the Townhill area there were 2 collisions causing fatalities, 7 resulting in serious injury and 46 where the level of injury was classified as slight. The DfT produce statistics which enable this to be translated into a capital cost, this equates to a sum of £5,590,940. Three years after completion it will be possible to re-analyse the data for the Townhill area and undertake a direct comparison of the accident record which can be reflected in capital savings.

Traffic speed data in the vicinity of the Primary schools was also collected prior to works being implemented. It is proposed to repeat these speed surveys in the coming months to establish the effectiveness in slowing down traffic and consequently improving road safety.

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The second aim of the proposal is more difficult to quantify. Previously the Authority employed a Safe Routes in Communities officer who worked with the schools in the areas funded undertaking surveys to establish modes of transport for pupils and teachers, both before and after implementation. Unfortunately in recent years it has not been possible to fund this position and consequently this information is no longer gathered and reported.

**Highways Maintenance:**

The PATCH programme for 2015-16 has been circulated to all members and the team will be in contact a couple of weeks prior to arriving in your ward. Work is still proceeding on the 2015-20 Asset Management Programme; this will be released later this year and will contain details of the planned maintenance work scheduled for the next 5 years.

**Transport:**

A report on Partnership working including Quality Bus Contracts (QBC) and Statutory Quality Partnerships (SQP) was considered by Cabinet in 2014 when the decision was taken not to proceed with QBC or SQP but to pursue more informal partnership working along the lines of the current agreement with First Cymru for the ftrMetro Service.

More recently the Services Cabinet Advisory Committee met on 9 February to look at Quality Bus Contracts and Partnerships and will reporting back to Cabinet on their findings

Yours sincerely



**COUNCILLOR MARK THOMAS**  
**CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION**

**COUNCILLOR/Y CYNGHORYDD**  
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# Agenda Item 7

## Report of the Chair

### Scrutiny Programme Committee – 9 May 2016

#### PROGRESS REPORT – LOCAL SERVICE BOARD (LSB) 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 LSB Scrutiny Performance Panel. Councillor Mary Jones, 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 Mary Jones, Convener of the LSB Scrutiny Performance Panel
<b>Lead Officer &amp; Report Author</b>	Rosie Jackson, Scrutiny Officer Tel: 01792 636292 E-mail: <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 The LSB Scrutiny Performance Panel has been 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 provide a regular progress report to the committee 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 LSB Scrutiny Performance Panel. Councillor Mary Jones, convener of the Panel, will provide the final progress report, as the Panel has following discussion at the April committee meeting been re-established as the Public Services Board Scrutiny Performance Panel. 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 (7) has been:

- Chair / Vice-Chair of Scrutiny Programme Committee
- Convener of Service Improvement & Finance Performance Panel
- Convener of Schools Performance Panel
- Convener of Child & Family Services Performance Panel
- Swansea Council for Voluntary Service (Cherrie Bija)
- ABMU Local Health Board (Andrew Davies)
- Police & Crime Panel (Mark Brace)

## **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: Paul Cridland

## Local Service Board Scrutiny Performance Panel Update

### 1. Remit of the Panel

The overarching purpose of the panel is to consider: *What difference is Swansea Local Service Board (LSB) making for citizens?*

The remit of the Panel includes only the activities of the Local Service Board as a partnership and excludes scrutiny of individual partner organisations.

### 2. Introduction

The Local Service Board has now ceased to exist and has been replaced by the Public Services Board. The Scrutiny Programme Committee received and agreed a report at its meeting in April outlining the changes required to scrutiny as a result of this. Therefore the last meeting of the Local Service Board Scrutiny Performance Panel was held on 25<sup>th</sup> April.

### 3. Key Activities

The Panel has met seven times between September and May. During this time it has collected evidence to establish the impact that the LSB has had in delivering its priority objective, Older People's Independence. The Panel decided that it would focus its attention on a specific priority of the LSB in order to in order to extrapolate findings on how well it is working as a whole.

The Panel collected evidence from a range of sources including:

- Briefing on Older People's Independence and the Ageing Well Plan: Chris Sivers (Corporate Director People) and Euros Owen (50 Plus Strategy Co-ordinator).
- Briefing on the Wellbeing & Future Generations Act: Tanya Nash (Sustainable Development Team Leader)
- Cllr Mark Child: Cabinet Member for Wellbeing & Healthy City. An overview of his portfolio's contribution to the Older People's Independence priority and the links to Healthy Cities.
- Healthy Cities (phase VI 2014-2018 specifically referring to the theme of Older People): Sharon Miller (ABMU)
- Premature mortality rates: Dr Nina Williams (Public Health Wales)
- Cllr Andrea Lewis: Cabinet Member for Next Generation Services. A briefing and overview of the Next Generation Services portfolio contribution to the Older People's Independence and independent living
- Written submissions from Local Service Board members providing their views on the effectiveness and achievements of the Board.

### 4. Achievements / Impact

Overall the Panel felt that whilst the Local Service Board has been successful in clarifying and promoting the top priorities for Swansea, it has mixed success in delivering these priorities on the ground.

The Panel have made a number of recommendations which it intends to influence the development of the Public Services Board. These were provided to the Chair of the LSB in the form of a Convener's letter, which is reported in

the Committee's agenda today. The Panel has received a response from the Chair of the LSB/PSB which has advised that its recommendations will be considered at the first meeting of the Public Services Board in May. Therefore the Panel anticipates that a more detailed response will be received following this.

#### **5. Future Work Programme**

The Panel has agreed that following the recruitment of the new Panel members an induction meeting will take place during June. This will be to ensure that the new membership is fully aware of their role and responsibilities. The Panel intends to invite a representative from the Future Generations Commissioner's Office to provide an overview of the requirements on the Public Services Board and the powers and responsibilities of the scrutiny role.

The Panel intends to meet on a bi-monthly basis in order to follow the meeting schedule for the Public Services Board. Once the work plan of the Public Services Board has been agreed then the Panel will be in a position to develop its own work plan. It is likely to include the following: (this list is not exhaustive and Panel members will have the opportunity for a full work plan discussion)

- Scrutinising the development of the Wellbeing Objectives
- Consideration of the Wellbeing Assessment and Wellbeing Plan
- Consideration of the plans to achieve the Wellbeing objectives, including development of a performance monitoring process.

#### **6. Action required by the Scrutiny Programme Committee**

None.

# Agenda Item 8

## Report of the Chair

### Scrutiny Programme Committee – 9 May 2016

#### ANNUAL WORK PROGRAMME REVIEW 2015/16

<b>Purpose</b>	This is the last scheduled meeting of the committee in this council year. The purpose of this report is to help councillors take stock of the work done this year and reflect on the experience. The committee may also start thinking about what topics might be looked at by scrutiny in the new council year (i.e. following the Council AGM on 19 May)
<b>Content</b>	The scrutiny work programme is described and reviewed. The work completed by the committee is attached together with a summary of the established Scrutiny Panels and Working Groups, some of which are still in progress.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• evaluate the effectiveness of the scrutiny work programme</li><li>• evaluate how well the committee has worked this year</li><li>• identify any topics that might be looked at by scrutiny in future</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 Being the final scheduled meeting of this council year it is good practice to look back on the last year's work and invite the committee to consider its effectiveness. The purpose of this report is to help councillors take stock of the work done this year and reflect on the experience, and to start thinking about what topics might be looked at by scrutiny in the new council year.

## 2. Scrutiny Arrangements

- 2.1 The broad aim of the scrutiny function is to:
- help improve services
  - provide an effective challenge to the executive

- engage members in the development of policies, strategies and plans
  - engage the public
- 2.2 The council's scrutiny arrangements agreed by Council in October 2012 aimed to achieve the following:
- all work to be managed by a single Scrutiny Programme Committee through a single work plan. This will ensure that work is cross cutting and not restricted to departmental silos.
  - specific work will be undertaken both through the committee and by establishing informal panels (for in-depth activities) or working groups.
  - the Chair of the Scrutiny Programme Committee shall maintain overall responsibility for the work and timetable for scrutiny, and ensuring that the work is carried out, in conjunction with the committee itself.
  - all backbench councillors should have the opportunity to participate in scrutiny work regardless of committee membership.
- 2.3 The terms of reference of the Scrutiny Programme Committee are attached as **Appendix 1**.

### **3. Work Planning**

- 3.1 The committee has needed to ensure that the work of scrutiny is:
- manageable, realistic and achievable given resources available
  - relevant to council priorities
  - adding value and having maximum impact
  - coordinated and avoids duplication
- 3.2 A Scrutiny Work Planning Conference took place on 8 June and was attended by 18 scrutiny councillors, 1 co-opted member and the Chair of the Audit Committee. The conference featured various perspectives on the work programme, including council priorities. Suggestions that had been gathered from the annual councillor survey, cabinet members, officers, the public and partners were shared for consideration.
- 3.3 Those in attendance were asked to give thought to work plan priorities for this year, whether anything important was missing from current work, and whether the balance was right across Cabinet portfolios. Councillors present shared views about the work programme and identified priorities for the year ahead.



### 3.4 Key issues that emerged from the work planning conference included:

- Focus on Corporate Priorities e.g. Building Sustainable Communities (objectives, actions, outcomes)
- Key Cabinet Decisions (forward look > pre-decision scrutiny) e.g. commissioning reviews, asset disposal strategy
- Financial Scrutiny e.g. Budget (cuts / savings, impact), Commercialism, Procurement Process
- Poverty & Prevention Service Area(s)
- Ensuring right balance of scrutiny activity across all Cabinet portfolios (e.g. Anti-Poverty; Wellbeing & Healthy City)
- Other topic suggestions: Corporate Building Services (e.g. issues re service model, cost, competitiveness); Community Asset Transfer (e.g. how to empower and support community groups / 3rd sector / other providers – is there a clear and consistent procedure, guidance or strategy?)

#### 3.4.1 List of other suggestions from group discussion:

- Transition from Child & Family Services to Adult Social Services
- Disabled Facilities Grants
- City Centre Development (impact on Swansea generally)
- Children's Play / Youth Services
- Tethered Horses
- Community Involvement / Equality in Council decision-making (e.g. how to engage hard to reach groups)
- Elective Home Education (safeguarding issues) (*Schools Performance Panel already been looking at this*)
- Home to School Transport (*Schools Performance Panel already looking at this*)

#### 3.4.2 Other issues raised:

- develop links with Audit / Inspection (work plans, reports, action plans, impact)
- Scrutiny / Cabinet Advisory Committee (CAC) relationship – clarity about role of CACs / impact of their work on scrutiny work programme
- consider timing of future Work Planning Conference – suggested before end of municipal year
- how to improve councillor engagement in scrutiny

### 3.5 Taking into account feedback from the conference, the committee considered what additional work should be included in the work programme. This was 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.

- 3.6 This year the committee was also keen that the work programme engages more directly with the work of all Cabinet Members through, for example, pre decision scrutiny. At the same time the recent WLGA Peer Review stressed the importance of aligning scrutiny work more closely to the corporate priorities.
- 3.7 A proposed work programme was discussed by the committee in July 2016 i.e. the topics that should be examined through various panels and working groups as well as a plan for future committee meetings. The work programme included work that was ongoing or already committed, either because of its importance or because work was incomplete, as well as new topics.
- 3.8 Non-executive councillors who are not members of the committee were given the opportunity to participate in panels and other informal task and finish groups. New scrutiny topics, once agreed, were advertised to all non executive councillors and expressions of interest sought. The membership of panels and working groups were then determined by the committee.

#### **4. Summary of Work Completed**

- 4.1 The work of scrutiny has been carried out primarily in three ways – through the committee itself and by establishing informal panels (for in-depth activities) or one-off working groups.

##### **4.1.1 Formal Committee Meetings**

- 4.1.2 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. A report was provided to each meeting to enable the committee to maintain an overview of all scrutiny activities (including the work undertaken by the informal Panels and Working Groups established), monitor progress, and coordinate work as necessary.

- 4.1.3 As well as developing and managing the overall work programme and keeping an oversight on all scrutiny activities, the committee has focussed on holding Cabinet Members to account by holding formal questioning sessions and providing challenge on a broad range of policy and service issues over the course of the year. This has resulted in the committee communicating findings, views and recommendations for improvement through chair's letters to Cabinet Members. A copy of this year's completed work plan is attached as **Appendix 2**.

- 4.1.4 The work can be summarised as follows:

- Cabinet Member Questioning Sessions

The committee held all 10 Cabinet Members to account by holding a series of question sessions throughout the year. This has enabled

the committee to explore their work, looking at priorities, actions, achievements and impact.

- **Crime & Disorder Scrutiny**

The Scrutiny Programme Committee is designated as the Council's Crime & Disorder Committee under the Police & Justice Act 2006. The committee met with Chief Superintendent Joe Ruddy (South Wales Police) and Chris Sivers (Director – People) in their position as co-chairs of the Safer Swansea Partnership to discuss progress on Safer Swansea Partnership Performance with questioning on plans, performance, challenges.

- **Final Inquiry Reports**

The following inquiries were completed over the last year. The committee formally agreed the final inquiry reports, produced by Panels, for submission to cabinet for decision:

Inquiry	Report to Cabinet	Cabinet Decision	Recommendations		
			Agreed	Partly	Rejected
Corporate Culture	20 Aug 2015	15 Oct 2015	19	0	0
Education Inclusion	19 Nov 2015	20 Jan 2016	19	0	1
Gypsy & Traveller Site Search Process	18 Feb 2016	awaited			
School Governance	18 Mar 2016	awaited			

A response to the following inquiry was also received in the last year:

Inquiry	Report to Cabinet	Cabinet Decision	Recommendations		
			Agreed	Partly	Rejected
Social Care at Home	20 Jan 2015	20 Aug 2015	16	5	1

- **Chair's Letters** - these are an established way for scrutiny to communicate findings, views and recommendations for improvement directly to Cabinet Members, reflecting discussion at meetings. Scrutiny letters produced by the committee and working groups, and those from panels which required action from the committee, and Cabinet Member responses were published within the Scrutiny Programme Committee agenda for discussion. This year response times are being monitored and currently shows the average response time being 20 days (against target of 21 days).

Of the 47 letters which required a response 79% have been responded to within time.

- Scrutiny Dispatches – the committee produced a quarterly summary of the headlines from the work of scrutiny for council and the public, which focussed on impact and how scrutiny is making a difference. Utilising Scrutiny Dispatches as a mechanism to take a more systematic approach to internal and external communication of activity, has resulted in increased media coverage both in the Evening Post and Swansea Bay Radio. Scrutiny Dispatches is proving to be a valuable way to support and shape media coverage in the future.
- Pre-decision Scrutiny – 6 cabinet reports were subject to pre-decision scrutiny:
  - The Future of Education Other Than At School Services in Swansea – Report of the Cabinet Member for Education to Cabinet on 15 October 2015 (*this was carried out by the Schools Performance Panel*)
  - Disposal of Former Civic Centre and Adjoining Land, Penllergaer – Report of the Cabinet Member for Finance & Strategy to Cabinet 19 November 2015
  - Development of City Centre Sites – Selection of Development Partner(s) and Authorisation to Amend the Current Year Capital Programme (FPR7) – Report of the Cabinet Member for Enterprise, Development & Regeneration to Cabinet 17 December 2015
  - Review Of Abergelli & The Beeches Alternative Day Services – Report of the Cabinet Member for Adults & Vulnerable People to Cabinet 21 January 2016
  - Budget Reports – Reports of the Cabinet Member for Finance & Strategy / Section 151 Officer to Cabinet 15 February 2016 (*this was carried out by the Service Improvement & Finance and Schools Performance Panels*)
  - Review of School Music Service Arrangements – Report of the Cabinet Member for Education to Cabinet 21 April 2016 (*this was carried out by the Schools Performance Panel*)
- Referrals from Council (or other bodies) – Gypsy & Traveller Site Provision – Review of Process

Following referral from Council the committee agreed to undertake this review by setting up a number of special meetings, in order to check whether the process was robust, seek assurance on quality, identify any learning points, and recommend any changes for the future as appropriate. This work commenced in February 2014 and was completed in February 2016. A report was presented to Cabinet on 18 February and a Cabinet response is awaited. A follow up on the implementation of the learning points /

recommendations will be scheduled in the committee's work plan in due course.

- Coordination with Audit Committee – the Chair of Audit attended to share the work plan of Audit Committee for discussion to ensure mutual awareness and understanding of respective work plans and co-ordination. Likewise the Chair of the Scrutiny Programme Committee also attended the Audit Committee. The work plan of the Audit Committee has been a standing item on the committee agenda.
- Other Reports:
  - Implementation of the Children & Young People's Rights Scheme
  - Annual Local Government Performance Bulletin 2014-15
  - Scrutiny of Swansea Public Services Board – implications of the introduction of statutory Public Services Boards (in place of Local Service Boards) through the Wellbeing of Future Generations (Wales) Bill.
  - Older People's Commissioner for Wales – Guidance on Equality & Human Rights Impact Assessments and Scrutiny.
  - Overview of Commissioning Review Process.
  - Scrutiny Performance Panel conveners attended to provide progress reports on the work and impact of their Panels.

#### 4.2.1 Informal Scrutiny Panels and Working Groups

4.2.2 A number of scrutiny panels were established, with conveners and members appointed by the committee, to carry out in-depth inquiries or undertake in-depth monitoring of particular services. The use of panels ensured that scrutiny was both flexible and responsive to issues of concern:

- a) Inquiry Panels: to undertake discrete in-depth inquiries into specific and significant areas of concern on a task and finish basis. These would be significant topics where scrutiny can make a real difference. Inquiry panels are expected to take no longer than six months to complete and would 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.

The following Inquiry Panels met over the last year:

- Education Inclusion (completed)
- Corporate Culture (completed)
- School Governance (completed)
- Child & Adolescent Mental Health Services
- Building Sustainable Communities (new)
- Tackling Poverty (new)

**Follow up of Previous Scrutiny Inquiries** – Inquiry Panels reconvene to follow up on the implementation of agreed recommendations and cabinet action plans, and the impact of their work. A meeting will usually be held 6-12 months following cabinet decision, with a further follow up arranged if required. The following previous scrutiny inquiries were followed up during the year:

<b>Inquiry</b>	<b>Status</b>
Economic Inactivity	Complete
Attainment & Wellbeing	Complete
Inward Investment	Complete
Public Engagement	Complete
Streetscene	Complete

- b) **Performance Panels:** to provide in-depth monitoring and challenge for clearly defined service areas. Performance Panels would be expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services. Performance Panel conveners have also been required to provide the committee with regular progress reports on the work of their Panels.

The following Performance Panels met over the last year:

- Service Improvement & Finance
- Schools
- Child & Family Services
- Local Service Board (*multi-agency Panel*) – *NB this has now become the Public Service Board Scrutiny Performance in line with the introduction of statutory Public Services Boards (in place of Local Service Boards) through the Wellbeing of Future Generations (Wales) Bill.*

A separate Panel with a specific remit to focus on the Transformation of Adult Social Services also met. This work has recently concluded and the Committee has established a new Performance Panel for Adult Social Services.

- 4.2.3 **Working Groups** - Although the majority of scrutiny work would be carried out through the committee and panels, the committee also established some informal working groups of councillors. This supported flexible working where it had been agreed that a matter should be carried out outside of the committee but did not necessitate the establishment of a Panel. This method of working was intended to be light-touch – effectively a one-off meeting to consider a specific report or information, resulting in a letter to the relevant Cabinet Member(s) with views and recommendations.

Working Group meetings took place during the last year to look at the following:

- Sustainability
- Civic Events
- Local Flood Risk Management
- Tethered Horses
- Welsh Housing Quality Standard
- Tree Preservation

4.2.4 Scrutiny of Regional Bodies – Discussions about the scrutiny of the Education through Regional Working (ERW) regional school improvement service took place during the last year. A meeting for scrutiny councillors and officers from the six councils participating in ERW was held in Port Talbot in September. It was agreed that a scrutiny councillors group should be set up in order to coordinate scrutiny work across the region and ensure a consistent approach. The Swansea Scrutiny Team is providing support for this group as the Council's contribution to ERW. The group met in Swansea in March. Swansea is represented by the chair of the Scrutiny Programme Committee and convener of the Schools Performance Panel. The group agreed its terms of reference, discussed individual Councils scrutiny education work programmes, looked at the ERW Business Plan for 2016-19, shared good practice in relation to individual schools scrutiny and looked at the data for school standards and categorisation. The next meeting will be hosted by Pembrokeshire Council and is being arranged for September 2016.

4.2.5 **Appendix 3a and 3b** provides a snapshot of progress with the informal panels and working groups established by the committee to carry out specific activities and their current position. For further information a contact list for lead scrutiny members and officers is also contained in **Appendix 4**.

4.2.6 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>.

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

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

5.2 Also, councillor calls for action (CCfA) specifically enable councillors to refer issues of local importance to an overview and scrutiny committee, however as a means of "last resort" in a broad sense, with issues being raised at a scrutiny committee after other avenues have been explored.

5.3 In accordance with these protocols, the chair of the Scrutiny Programme Committee is required to consider any requests received and bring about a proposal about how to deal with these to the committee for consideration.

5.4 Over the year 1 public request was received and dealt with by the committee. This related to concerns about the appropriation of land at Parc Y Werin, Gorseinon for new build of Gorseinon Primary School.

## 6. **The Scrutiny Experience**

6.1 As the committee reaches the conclusion of the year's work it is good practice to reflect on achievements and issues that have arisen. Committee members are encouraged to share their views on how process and practice can be improved, thinking of experiences both positive and negative.

6.2 The following questions may be worth considering:

- What one thing has worked particularly well?
- What has not worked so well?
- What one thing could be improved about the committee?
- What would help you develop as a scrutineer?

6.3 A range of relevant statistics about scrutiny activity covering the last year is attached as **Appendix 5** to help the committee consider the performance of scrutiny.

6.4 The annual councillor scrutiny survey was also issued during February and March to all councillors. As well as gauging general perceptions and getting views to inform improvements to the way scrutiny works in the future the survey was also designed to capture councillor's ideas about what the scrutiny work programme should look like – these will be fed into the scrutiny work planning conference that will take place on 12 May. 42 survey responses were received. This includes 33 out of the 62 non-executive councillors (53%). The full results of the survey are attached as **Appendix 6**.

Some points to note:

- 93% of the councillors stated they had a good understanding of scrutiny
- On the two questions that ask what could be better and suggestions for improvement – better linkages with CAC's to avoid duplication and getting more members involved in the scrutiny process.

The results will be captured in the Scrutiny Annual Report, including trends over the last few years, which will be drafted in the next few months. This will also include results from the staff / partner survey which is currently running.



## 7. Improving Scrutiny

7.1 The various improvement activities can be summarised as follows:

### 7.1.1 Scrutiny Annual Report:

The Scrutiny Annual Report for 2014/15 was agreed in July 2015. The report supports continuous improvement for the scrutiny function. Looking forward the report identified a simplified set of improvement outcomes to provide a focus for the year ahead. The committee agreed some actions in relation to its own work to support these objectives:

1. We need to talk more to cabinet members so that we can plan better and ensure that our work is making a difference

Comment: A regular informal meeting with the Cabinet Member for Transformation & Performance to discuss cabinet business and interface with scrutiny will be taking place.

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.

Comment: The Committee established new Inquiry Panels on Building Sustainable Communities and Tackling Poverty.

3. We need more briefings and development sessions so that we have the knowledge and skills we need

Comment: The committee identified a need for sessions on Council budget / financial scrutiny; scrutiny questioning skills; and effective scrutiny. The Council has agreed a training & development programme which covers scrutiny and will need to be delivered.

4. We need more coverage in the media so that the public are more aware of our work

Comment: The 'Scrutiny Dispatches' quarterly report is written in a more newsworthy style, and with assistance from the Communications Team press releases have been developed for media coverage.

5. We need more members of the public contributing to scrutiny meetings so that we can reflect their views in our work

Comment: In addition to inviting questions for Cabinet Member Q & A sessions and requests for scrutiny, the committee agenda now includes a public question time.

6. We need closer links with regulators and inspectors so that we can provide a more coordinated and effective challenge

Comment: We need to discuss with Wales Audit Office links between our work plans, mutual awareness and use of audit / scrutiny findings.

#### 7.1.2 Development Sessions:

Scrutiny Councillors received training during the year on:

- Children's Rights (UNCRC)

This awareness raising training session helped to develop understanding of children's rights and the policy context within which they sit in Swansea. The session also covered the role of scrutiny and questioning in relation to championing children's rights and monitoring the council's implementation of a Children's Rights Scheme.

- Scrutiny of Community Services

This training was provided by the Older People's Commissioner for Wales following guidance issued under Section 12 of the Commissioner for Older People (Wales) Act 2006 on how to take forward a rights-based approach to impact assessments and scrutiny around changes to community services.

### 8. Developing the Work Programme for 2016/17

- 8.1 A Work Planning Conference will take place on 12 May that will help the committee to consider and identify priorities for scrutiny for the coming year. All scrutiny councillors have been invited to participate in this. As well as new topics the work programme for 2016/17 will include activities that need to be carried over, either because of their importance or because work is incomplete.

- 8.2 Work Outstanding

The following work may need to be carried over from the current work plan:

- Inquiry Panels
  - Child & Adolescent Mental Health Services (*completion due: June*)
  - Building Sustainable Communities (*completion due: June*)
  - Tackling Poverty (*pre-inquiry working group was held in April and terms of reference have been drafted for the Inquiry to begin*)

Already identified as possible future Inquiry topics but not started:

- Sustainability – Food Security
- Transition from Children to Adult Social Care
  
- Follow up of Previous Scrutiny Inquiries
  - Social Care at Home
  - Corporate Culture
  - Education Inclusion
  - School Governance
  - Gypsy & Traveller Site Search Process
  
- Performance Panels
  - Service Improvement & Finance
  - Schools
  - Child & Family Services
  - Adult Social Services
  - Public Services Board (*multi-agency Panel*)
  
- Working Groups
  - Local Flood Risk Management (*the committee has agreed that this Working Group should meet annually to review flood risk plans*)
  - Civic Events (*the Convener requested a follow-up meeting to address a number of issues that the Working Group felt needed further consideration*)
  - Corporate Building Services
  - Roads / Highway Maintenance

8.3 Pre-decision scrutiny – the committee is invited to consider the available information on future cabinet business (attached as **Appendix 7**) 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, raise thoughts, and ask questions on proposed cabinet reports to provide ‘critical friend’ challenge and influence decision-making.

8.3.1 At the last meeting a report on ‘Castle Square - Development and Public Realm Opportunity’ was identified for possible pre-decision scrutiny subject to further information about the proposed report and decision. The following advice has been received from relevant officers:

*Planning Policy supports city centre redevelopment and the joining up of public spaces aiming for a green artery running through the city to the sea. Castle Square is a key open space within the city. The Council has been approached by a developer with a vision for developing a small number of high quality restaurants on part of Castle Square and as part of the development would retain and upgrade a significant area of public realm in keeping with such a high profile, central area. Public access to the square would be maintained at all times, with continuing provision for events to be hosted by the Council and other organisations. There is potential for the developer to take responsibility for ongoing maintenance of Castle Square, thus relieving the Council of this obligation. Council officers and advisors consider such a scheme would benefit the city centre. The proposed quality of this development would differentiate it from the existing offer and complement other redevelopment proposals, including St Davids. In order to consider this opportunity further the site would need to be marketed to explore other development options that include public realm and greening, and ensure “best consideration”. At this stage Cabinet are being asked to authorise the principle of marketing the site. Before doing so it would be necessary to advertise the proposal as part of its legal obligations relating to public consultation where there is any proposal to dispose of open space. Any objections would then need to be considered by Cabinet before moving forward. The outcome of any marketing would require a further report to Cabinet for a decision relating to any options. This report to Cabinet is exempt as there is commercial confidentiality in revealing proposals put forward by the developer.*

**The committee should confirm whether it wishes to undertake pre-decision scrutiny of this matter, in which case a committee meeting will need to take place ahead of the Cabinet meeting the report is scheduled for (16 June).**

- 8.3.2 Commissioning Reviews – it is acknowledged that reports about the various commissioning reviews that are planned are key cabinet decisions and should be subject to scrutiny. Further to the committee’s discussion with the lead officer, Martin Nicholls, a meeting between the convener of the Service Improvement & Finance Scrutiny Performance Panel, Cabinet Member for Transformation & Performance, and lead officer has led to an agreement that all Commission Reviews would undergo pre-decision scrutiny. This will be carried out via the committee or relevant Panels as appropriate. This work will need to be scheduled into respective work plans.
- 8.4 The Committee is invited to share ideas about any other topics that might need to be looked at by scrutiny in future. To ensure awareness and avoidance of duplication with the work of Cabinet Advisory Committees (CAC) it may be beneficial for the committee to receive information about CAC work plans.
- 8.5 The first scheduled meeting of the Scrutiny Programme Committee in the new council year is expected to be 13 June 2016.

## **9. Scrutiny Annual Report**

- 9.1 The key achievements from the scrutiny work carried out over the past year will be featured in the Scrutiny Annual Report which will be published in the next few months.

## **10. Financial Implications**

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

## **11. Legal Implications**

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

### **Background papers: None**

Legal Officer: Wendy Parkin  
Finance Officer: Paul Cridland

### Appendices:

- Appendix 1: Scrutiny Programme Committee Terms of Reference
- Appendix 2: The Committee's Completed Work Plan 2013/14
- Appendix 3a: Overall Scrutiny Work Programme Timetable 2013/14
- Appendix 3b: Progress of Panels and Working Groups
- Appendix 4: Scrutiny Councillor / Officer Leads
- Appendix 5: Scrutiny Performance Data
- Appendix 6: Annual Councillor Scrutiny Survey Results
- Appendix 7: Forward Look (Cabinet Business)

### Scrutiny Programme Committee - Terms of Reference

#### 1 General

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

#### 2 Scrutiny Panels

- 2.1 The Committee may establish Panels / working groups for the purpose of undertaking in depth inquiries or for looking at the performance of particular areas of service delivery.
- 2.2 Each Panel / working groups will be led by a Scrutiny Convener who will be responsible for:

- a. Convening meetings of the relevant Panel
- b. Chairing meetings of the relevant Panel
- c. Ensuring that the Panel undertakes work to the specifications and timescales agreed by the parent board
- d. Reporting back to the parent Board with findings, conclusions and recommendations as appropriate

2.3 Councillors will be appointed to a Panel on the following basis:

- a. At least two political groups on the Council to be represented on the Panel.
- b. Membership of Panels will be open to any non executive members of the Council regardless of whether they are a member of the Scrutiny Committee.
- c. New panels will be advertised to all non executive members and expressions of interest sought. The membership of panels will be determined by the Committee.

### **3 Scrutiny Work Programme**

3.1 The Scrutiny Programme Committee will be responsible for coordinating the work of the Scrutiny panels. Other tasks linked to the delivery of the work programme include:

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

### **4 Service and Policy Areas**

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

- a. All of the functions of the Council as a Social Services Authority under all relevant legislation;
- b. All functions of the Council under the Children Act (1989 and 2004);
- c. All of the functions of the Council as a Planning Authority under the Town and Country Planning Acts and all other relevant

- legislation including countryside, nature conservation and rights of way matters, in force from time to time;
- d. Acting as the Council's designated Crime and Disorder Committee for the purposes of the Police & Justice Act 2006;
  - e. All of the functions of the Council as a Housing Authority under the Housing Acts and all other relevant legislation;
  - f. Outcomes of reviews undertaken by outside agencies or audit bodies;
  - g. Items where Welsh Government Guidance suggests that matters should be considered by scrutiny.

## **5. Cabinet Portfolios**

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



**Scrutiny 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>
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 Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from 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 (12 Oct; 11 Jan; 11 Apr)</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
<b>13 Jul</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 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:                             <ul style="list-style-type: none"> <li>Corporate Culture</li> </ul> </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: <ul style="list-style-type: none"> <li>▪ Education Inclusion</li> </ul> </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 – Compliance and Progress</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>Pre-decision Scrutiny: City Centre Development Sites – Selection of Preferred Developer(s)</li> </ul>	<ul style="list-style-type: none"> <li>To undertake pre-decision scrutiny of proposed Cabinet report, of the Cabinet Member for Enterprise, Development &amp; Regeneration, and decision scheduled for 19 November cabinet meeting.</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>Final Inquiry Report: <ul style="list-style-type: none"> <li>School Governance</li> </ul> </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>
	<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 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>Overview of Commissioning Review Process</li> </ul>	<ul style="list-style-type: none"> <li>The Chief Operating Officer presenting an overview of the Commissioning Service Reviews in his role as Commissioning Strand Lead, in order to aid understanding of the purpose and process, and discuss scrutiny involvement.</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>

	<ul style="list-style-type: none"> <li>• Older People's Commissioner for Wales</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance on Equality &amp; Human Rights Impact Assessments and Scrutiny.</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> <li>• Report on Planning System</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>• Scrutiny of Swansea Public Services Board</li> </ul>	<ul style="list-style-type: none"> <li>• To consider implication of introduction of statutory Public Services Boards (in place of Local Service Boards) through the Wellbeing of Future Generations (Wales) Bill.</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>



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

**1. Inquiry Panels:**

**a) 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's final report was presented to Cabinet on 17 March. A response to the recommendations from Cabinet is expected within two months.

Projected End Date: Complete

**b) Child & Adolescent Mental Health Services (convener: Cllr Mary Jones)**

Key Question: How is the Council working with health and other partners to reduce demand for specialist child & adolescent mental health services?

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The panel is due to meet in early May to consider its findings

Projected End Date: May 2016

**c) Building Sustainable Communities (convenor: Cllr Terry Hennegan)**

Key Question: How can the council best support residents to run services in their own communities?

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

In the panel will speak to representatives from Council and non-council community centres across Swansea. The Panel will then meet in early June to discuss their findings and to begin to conclude the inquiry.

Projected End Date: June 2016

## 2. Pre-Inquiry Working Groups:

### a) Tackling Poverty (convener: Sybil Crouch)

A pre-inquiry Working Group took place on 20 April, where Members received an overview report and relevant information from the Cabinet Member and officers. The group agreed to proceed with an in depth inquiry into this topic and came to a view about the focus for the inquiry. Draft terms of reference have been produced and are attached.

## 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 & 3 March 2016 (Follow up complete)
Public Engagement	17 Feb 2015	15	1	0	25 Aug 2015 (Follow up complete)
Streetscene	14 Apr 2015	14	4	3	20 Jan 2016 (Follow up complete)
Social Care at Home	20 Aug 2015	16	5	1	May 2016

Corporate Culture	15 Oct 2015	19	0	0	6 Jul 2016
Education Inclusion	21 Jan 2016	19	0	1	Oct 2016

#### 4. Performance Panels:

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

The Panel met on 13 April. The main item on the agenda was the Cabinet report (January 2016) on the closure of the ICT project to bring the service back in-house. The Panel identified a continuing interest in the work that is being done around service continuity and resilience. They also noted that the innovation work being developed is essential to the future delivery of the Council's services. Therefore, the Panel plans to include the new Digital Strategy in its work programme for 2016/17 in order to ensure that it can keep abreast of the work being undertaken to develop the service and to provide an on-going critical friend challenge.

The Panel also considered the 3<sup>rd</sup> Quarter performance monitoring report. They noted the limited amount of performance data available for the Tackling Poverty priority and are in the process of preparing a letter to the Cabinet Member for Anti-Poverty outlining their concerns on this.

The Convener met with the Cabinet Member for Transformation & Performance (Cllr Clive Lloyd) and the Director of Place (Martin Nicholls) in order to discuss scrutiny involvement in the Commissioning Review Process. It has been agreed that the relevant scrutiny performance panels will carry out pre-decision scrutiny on the Commissioning Reviews as they become available. The first review will be Waste Management, which is due to go to Cabinet on 16 June; therefore a meeting will be arranged for early June in order to carry out pre-decision scrutiny.

The Panel's next meeting is on 11 May where they will consider their Annual work plan review and draft work plan for 2016/17.

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

The Panel will meet on the 11 May to start to plan their work for the new municipal year. They have consulted with Councillors, Officers and the public to look for the most relevant topic within the field of education. The Panel in June will speak to a school that has been assessed by Estyn as sector leading Cefn Hengoed Secondary School.

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

See separate report - item 7 of the agenda.



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

The panel met on 11 April to discuss the Independent Residential Placement Provision and the Development and Implementation of the Post-16 Service.

**Independent residential placement provision**

The panel was pleased with the significant progress that has been made since 2010 in substantially reducing the number of out of county placements, which clearly demonstrates the effectiveness of the Placement Strategy. The panel had no significant concerns to feedback on this service.

**Post-16 service**

The panel was updated on the development of the new partnership with Barnardo's (following a tendering process). The panel has followed this work since the former Child and Families Overview and Scrutiny Board carried out an in-depth review to look at the support provided to care leavers, which was completed in March 2012. An area of concern raised in the review was the effectiveness of the Council's contract with Barnardo's to provide leaving care support and the review made the following recommendation to improve the service:

*Ensure the contract with Barnardo's is clear about the level of service expected, including the monitoring of delivery and performance, and work with Barnardo's to develop a common set of performance measures for the care leaving service, including a process for evaluating success.*

The development of the new Post-16 service is a progressive step and goes beyond the expectations of this recommendation.

Whilst the panel expressed concern about the length of time the process has taken, it was pleased that the establishment of the Post-16 service was now making substantial progress. However, the panel had some concerns about the following issues:

- The need to develop a robust performance management framework to closely monitor the new service.
- The need to develop mechanisms to ensure that children and young people continue to be consulted and involved in the development and on-going delivery of the new service.

Officers agreed to attend a future meeting to provide the following:

- A presentation on the performance framework which is currently being developed to support the new service, including information on the Outcome Star package.
- The implementation plan/timeline for the development of the new services, along with the new organisational structure.

We will build these issues into our work plan for 2016/17.

A new work plan for the panel is currently in development.

## 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: Uta Clay)

The panel agreed its final report at its meeting on 4 April and this has been sent to the Cabinet Member for a response. This concludes the work of the panel.

### b) **Education Through Regional Working** (regional scrutiny group)

A meeting for scrutiny councillors and officers from the six councils participating in ERW was hosted by Swansea on 11 March. Swansea was represented by Cllr Fiona Gordon. It was agreed that a scrutiny councillors group will be set up in order to coordinate scrutiny work and ensure a consistent approach. The group agreed its terms of reference, discussed individual Councils scrutiny education work programmes, looked at the ERW Business Plan for 2016-19, shared good practice in relation to individual schools scrutiny and looked at the data for school standards and categorisation. The next meeting will be hosted by Pembrokeshire Council and is being arranged for September 2016. Swansea Scrutiny Team will provide the support for this group as the Council's contribution to ERW.

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

The Committee previously agreed that the Local Flood Risk Management Working Group can continue to meet on an annual basis in order to provide an on-going scrutiny involvement in the annual review of the Local Flood Risk Management Plan. The Head of Highways and Transportation has been contacted and asked to provide a timescale for future scrutiny involvement.

### d) **Civic Events** (convener: Cllr Anthony Colburn)

The Convener of the Civic Events Working Group requested a follow-up meeting to address a number of issues that the Working Group felt needed further consideration. This is being arranged.

### e) **Tethered Horses** (convener: Cllr Jeff Jones)

The Working Group has concluded its work and a letter with their findings and recommendations has been sent to the Cabinet Member for Wellbeing and Healthy City and the Cabinet Member for Services for Children and Young People. The response will be reported to the Committee once it is received.

f) **Tree Preservation** (convener: Cllr David Cole)

The Working Group met on 21 April. Councillor Robert Francis-Davies, Cabinet Member for Enterprise, Development & Regeneration, attended along with the relevant offices, and provided an assessment of the current service in relation to the tree preservation process, and information on objectives, procedures/practice, challenges, and improvement plans etc. The Panel is now in the process of preparing a letter to the Cabinet Member containing its findings and recommendations.

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

**1. 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.

**2. 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>
Inquiry Panels:		
<b>Child &amp; Adolescent Mental Health Services</b> How is the Council working with health and other partners to reduce demand for specialist child and adolescent mental health services?	Mary Jones <a href="mailto:cllr.mary.jones@swansea.gov.uk">cllr.mary.jones@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Building Sustainable Communities</b> How can the council best support residents to run services in their own communities?	Terry Hennegan <a href="mailto:cllr.terry.hennegan@swansea.gov.uk">cllr.terry.hennegan@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
Inquiry Panels (follow up)		
<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>Education Inclusion</b>	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>	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>

<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>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@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>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Adult Social Services</b>	tbc	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<u>Working Groups:</u>		
<b>Local Flood Risk Management</b>	Susan Jones <a href="mailto:cllr.susan.m.jones@swansea.gov.uk">cllr.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>
<b>Civic Events</b>	Anthony Colburn <a href="mailto:cllr.anthony.colburn@swansea.gov.uk">cllr.anthony.colburn@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Tethered Horses</b>	Jeff Jones <a href="mailto:cllr.jeff.w.jones@swansea.gov.uk">cllr.jeff.w.jones@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>

<b>Tackling Poverty (pre-inquiry)</b>	Sybil Crouch <a href="mailto:cllr.sybil.crouch@swansea.gov.uk">cllr.sybil.crouch@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>
<b>Tree Preservation</b>	David Cole <a href="mailto:cllr.david.cole@swansea.gov.uk">cllr.david.cole@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>

## Appendix 5

### Data for 9 May 2016 Scrutiny Programme Committee (20 May 2015 to 28 April 2016)

	No. of SPC Meetings	No. of Inquiries Completed	No. of Working Groups	No. of Panel / Working Group meetings	Number of backbench councillors actively involved in scrutiny	Average councillor attendance at scrutiny meetings	How many reports presented to Cabinet	Recommendations accepted or partly accepted by Cabinet	No. of scrutiny letters sent	No. of blog posts / press releases
2015/16 (to 28 April)	14 79% attendance	4	6	96	79%	68%	4	97%	69 (22 response n/a)	55 blogs 6 press releases
Page 2014/15	21 83% attendance	4	5	99	77%	72%	4	90%	78 (26 response n/a)	74 blogs 3 Press Releases
2013/14	16 77% attendance	2 further 5 in progress, completion on 3 of these due May / June	6	96	83%	63%	6	95%	45	62 blogs 8 press releases
2012/13 From Nov 2012)	7 (78% attendance)	4	4	65	89%	69%	3	100%	13	38 blogs 7 press releases

**Annual Stakeholder Survey**  
**2016**  
**Councillors**

<b>1.0</b>	<b>Introduction</b>					
1.1	All councillors and co-opted members received a copy of the annual stakeholder survey. 42 completed the survey. The results were analysed and the results were as follows.					
1.2	<p><b>1. Are you a:</b></p> <p>Councillor – Cabinet Member - 16.7% (7)  Councillor – Non Executive Member - 78.6% (33)  Co-opted Members – 4.8% (2)</p>					
<b>2.0</b>	<b>Scrutiny Arrangements</b>					
2.1	2. How far do you agree or disagree with the following statements:					
		Strongly agree	Tend to agree	Tend to disagree	Strongly disagree	Don't Know
	a. I have a good understanding of the work of scrutiny.	45.2% (19)	47.6% (20)	7.1% (3)	0.0%(0)	0.0%(0)
	b. The scrutiny arrangements are working well.	14.6% (6)	68.3% (28)	9.8% (4)	0.0%	7.3%(3)
	c. The work of scrutiny is councillor-led	33.3% (14)	57.1% (24)	7.1% (3)	0.0%	2.4% (1)
	d. Scrutiny works in a cross cutting fashion and not restricted to departmental silos.	33.3% (14)	47.6% (20)	16.7% (7)	0.0%	2.4% (1)
	e. Non-executive members have good opportunities to participate in scrutiny.	58.5% (24)	34.1% (14)	4.9% (2)	2.4% (1)	0.0%
	f. The Scrutiny Work Programme balances community concerns against issues of strategic risk and importance.	26.2% (11)	47.6% (20)	16.7% (7)	2.4% (1)	7.1% (3)
2.2	3. How far do you agree or disagree with the following statements:					
		Strongly agree	Tend to agree	Tend to disagree	Strongly disagree	Don't Know
	a. Scrutiny has the officer support it needs to be effective	45.2% (19)	42.9% (18)	7.1% (3)	0.0%	4.8% (2)
	b. Scrutiny activities are well planned.	35.7% (15)	50.0% (21)	11.9% (5)	0.0%	2.4% (1)
	c. Scrutiny provides regular challenge to decision-makers	28.6% (12)	47.6% (20)	16.7% (7)	2.4% (1)	4.8% (2)
	d. Scrutiny is an important council mechanism for	38.1% (16)	38.1% (16)	23.8% (10)	0.0%	0.0%



	community engagement					
	e. Scrutiny has a positive impact on the business of the Council	31.0% (13)	45.2% (19)	16.7% (7)	2.4% (1)	4.8% (2)
	f. Scrutiny Councillors have the training and development opportunities they need to undertake their role effectively	23.8% (10)	61.9% (26)	4.8% (2)	0.0%	9.5% (4)
<b>3.0</b>	<b>Officer Support</b>					
3.1	<p>4. How would you rate the level of support you receive from the scrutiny team?</p> <p>Excellent - 33.3% (14)  Very good – 47.6% (20)  Good – 7.1% (3)  Satisfactory – 11.9% (5)  Poor – 0.0%</p> <p>5. How could the scrutiny support be improved?  The comments received were analysed and the following themes emerged:</p> <ul style="list-style-type: none"> <li>• Communication should be ongoing not just before and after a meeting</li> <li>• Papers or emails with the agenda papers should be sent out sooner</li> <li>• Working well no need for changes</li> <li>• Have more scrutiny officers to cope with the work load. Some panels have very in-depth topics which take a lot of time.</li> <li>• Make work the work of scrutiny more widely known and implement its findings.</li> <li>• Improved research into scrutiny topic areas.</li> <li>• It needs to be councillor led, however councillors are not always the best to decide, officers need the power to suggest, guide and advise.</li> <li>• More involvement with officers on the ground - not only managers</li> <li>• Standardise the format of reports (and supply a template for presenters to use)</li> <li>• Activities/Meetings mainly take place in the daytime.</li> </ul>					
<b>4.0</b>	<b>Training &amp; Development</b>					
4.1	<p>6. Do you have any training and development needs that you feel would assist you in your role as a Scrutiny Committee/Panel member?</p> <p>Yes I do have training and development needs - 21.4% (9)  I am ok at the moment but I would like to receive information on any future opportunities - 61.9% (26)  No I do not have any training and development needs – 16.7% (7)</p> <p>7. If you do have any training and development needs? Please give further detail below.</p> <p>The following comment was received:</p> <ul style="list-style-type: none"> <li>• I would like proper training if possible shadow a more experienced councillor</li> </ul>					

	<ul style="list-style-type: none"> <li>• As a co-opted member I feel that I am not always aware of the bigger picture to fully participate in some debates.</li> <li>• Anything I can learn about scrutiny of education from other sources, for example sharing of practice with other local authorities or Welsh Government scrutiny of education matters.</li> <li>• I'd like to know more about the legal aspect of the extent to which scrutiny work in relation to Cabinet Members.</li> <li>• Just need to know a bit more of the way the council works.</li> <li>• IT training</li> </ul>
<b>5.0</b>	<b>Suggestions for the Scrutiny Work Programme</b>
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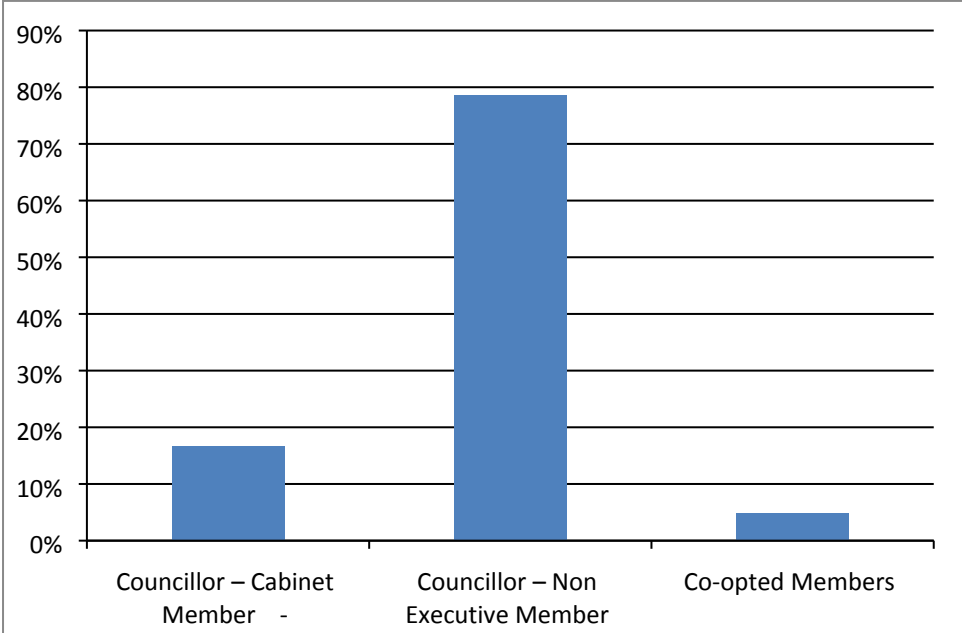
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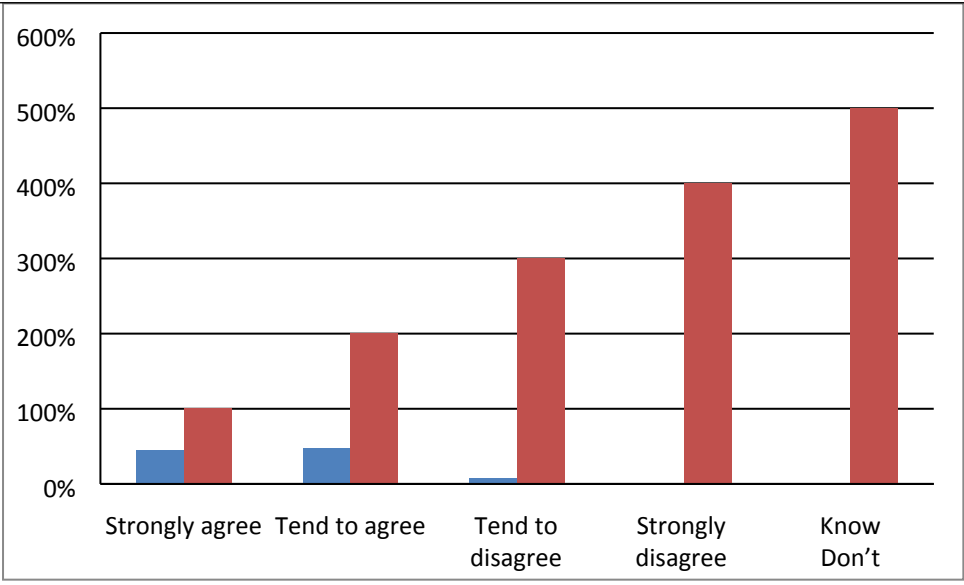
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6.3	<p>13. In your opinion, what could be better?</p> <ul style="list-style-type: none"> <li>• Links between scrutiny and cabinet advisory committees</li> <li>• Standardise the format of documentation and reports and include executive summaries</li> <li>• Making it clear when a particular Panel will meet so that I can commit or not commit as appropriate. Will it be a daytime one or an evening one?</li> <li>• have said before feel that scoping should be simpler, less prescriptive, involve THE WHOLE GROUP not just chair &amp; officer so everyone owns it</li> <li>• Unnecessary duplication from CACs (2)</li> <li>• More members need to be actively involved (3)</li> <li>• Be more proactive tends to be too conservative</li> <li>• Venues are sometimes too small to accommodate comfortably all who attend.</li> <li>• More outcomes which are measureable</li> <li>• Not all scrutiny members participate in questioning Cabinet members</li> <li>• Maybe greater clarity in linking scrutiny topics to corporate priorities. This could just be a tag attached to each panel</li> <li>• We need to make the executive feel that they have been through scrutiny. We must take the lead and not leave Cabinet members take up too much time especially over very good questions.</li> <li>• I feel that scrutiny still has not got the recognition it deserves. It is a function of council but I still feel that we are not appreciated. The officers work extremely hard to promote it - but the media do not help us enough to inform the public about us.</li> <li>• The Cabinet members should be more accountable to scrutiny, even fearful</li> </ul>

	<ul style="list-style-type: none"> <li>• Charing</li> <li>• Defining of goals</li> </ul>
6.4	<p>14. Do you have any other suggestions for improvement?</p> <ul style="list-style-type: none"> <li>• Do the various scrutiny teams have an opportunity to learn from each other?</li> <li>• Start with a blank page so the group is clear what it is scrutinising, and call in experts &amp; reports later in order to decide how these can be used to help with the process</li> <li>• My experience of CAC's was that there is no link with work that is ongoing or has recently been done in terms of scrutiny in an area of council work. This could lead to duplication and increased pressure on departments to provide information to scrutiny and CAC's. It is also notable that the scrutiny support which is not in place around CAC's would help more the work forward, though I am sure that there is not enough capacity in scrutiny team to service CAC's as well.</li> <li>• More resident input - engagement</li> <li>• Officer presentations at scrutiny Board meetings</li> <li>• Scrutiny should be allowed greater leeway with regards to call ins</li> <li>• More non-executive councillors must participate in scrutiny, the same dedicated councillors cannot and should not carry the non-existence of the few who do.</li> <li>• Ensure chairs of panels are trained and competent</li> <li>• Make it part of proportionality and give allowances to the performance panel conveners.</li> <li>• Scrutiny should have teeth and should have shorter time frames for decisions.</li> <li>• The gradual move to standing committees should still be expected to produce regular, focussed recommendations.</li> </ul>

## Scrutiny Survey 2016

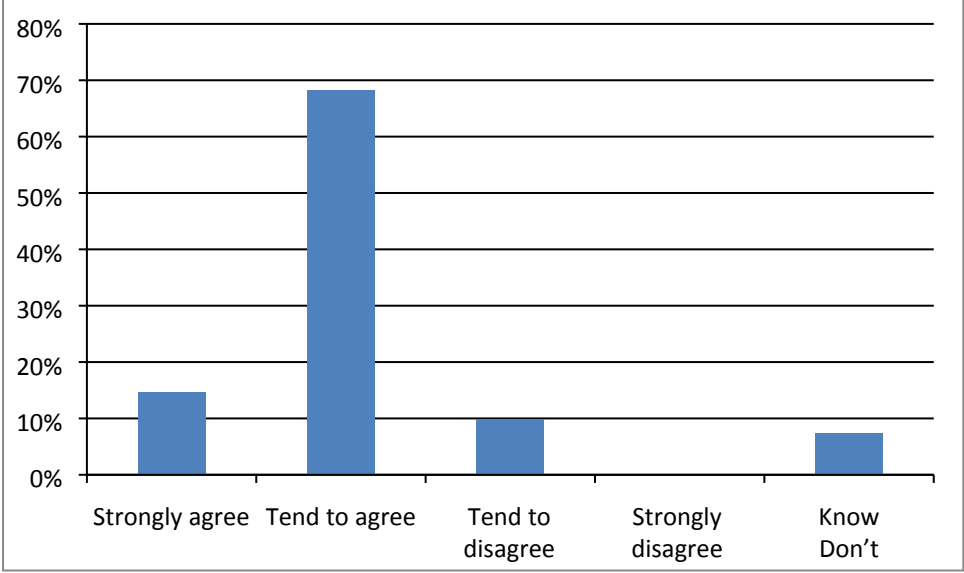
### Councillor Results – Graphs

<b>1.0</b>	<b>Introduction</b>								
1.1	All councillors and co-opted members received a copy of the annual stakeholder survey. 42 completed the survey. The results were analysed and the results were as follows.								
1.2	<p><b>1. Are you a:</b> Graph 1:</p>  <table border="1" data-bbox="300 618 1267 1249"> <caption>Data for Graph 1: Are you a?</caption> <thead> <tr> <th>Councillor Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Councillor – Cabinet Member -</td> <td>18%</td> </tr> <tr> <td>Councillor – Non Executive Member</td> <td>80%</td> </tr> <tr> <td>Co-opted Members</td> <td>5%</td> </tr> </tbody> </table>	Councillor Type	Percentage	Councillor – Cabinet Member -	18%	Councillor – Non Executive Member	80%	Co-opted Members	5%
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<b>2.0</b>	<b>Scrutiny Arrangements</b>								
2.1	<p>2. How far do you agree or disagree with the following statements:</p> <p><b>a) I have a good understanding of the work of scrutiny:</b> Graph 2:</p>								



**b) The scrutiny arrangements are working well**

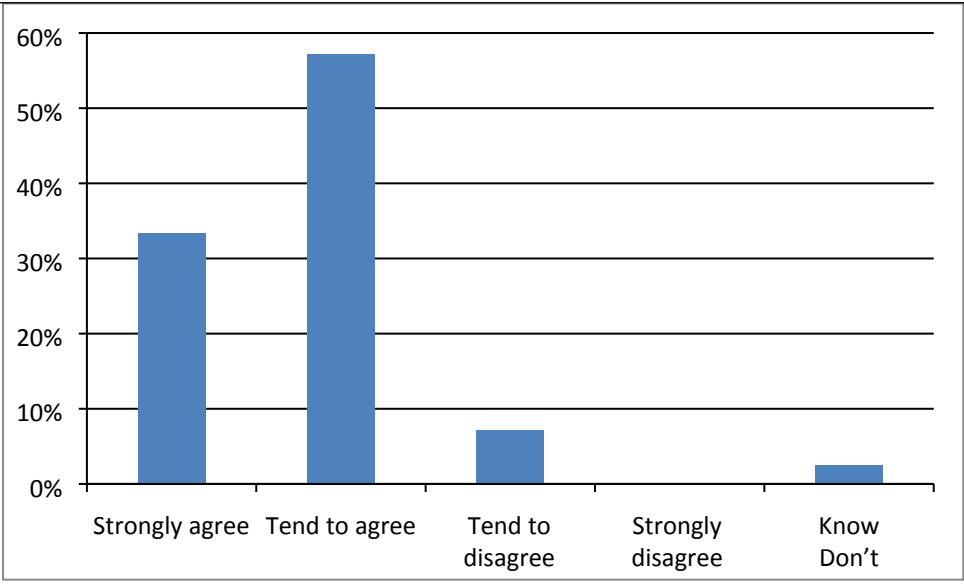
Graph 3:



**c) The work of scrutiny is councillor-led**

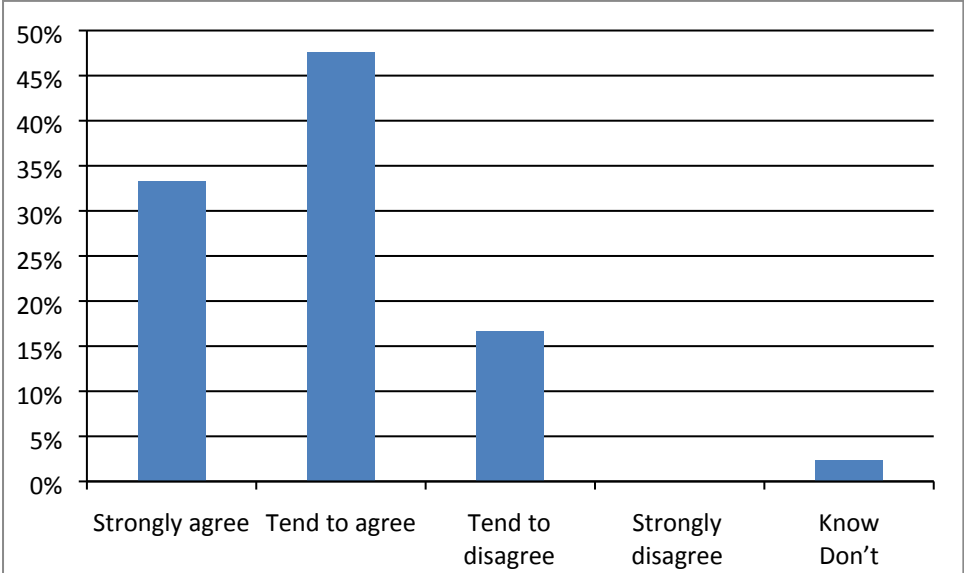
Graph 4:





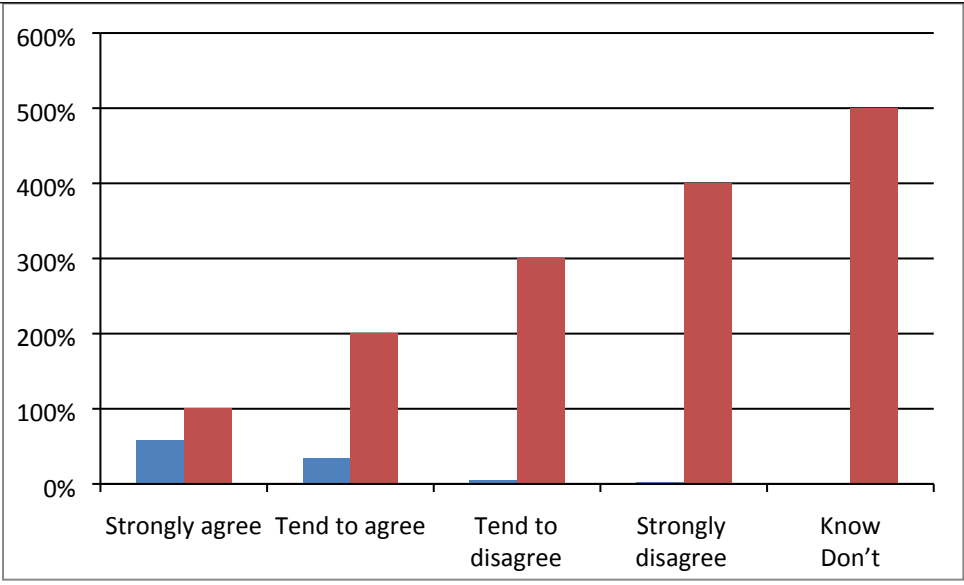
**d) Scrutiny works in a cross cutting fashion and not restricted to departmental silos**

Graph 5:

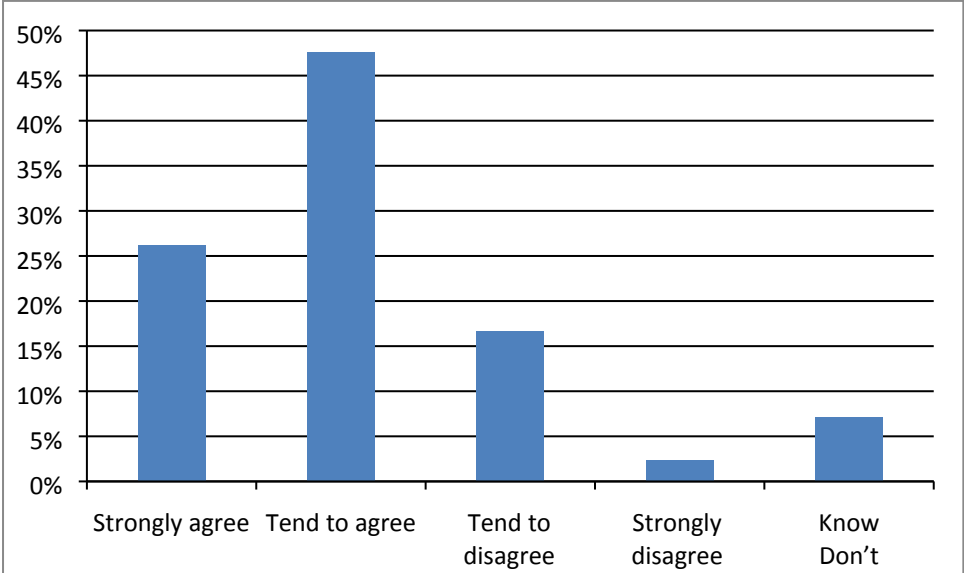


**e) Non-executive members have good opportunities to participate in scrutiny**

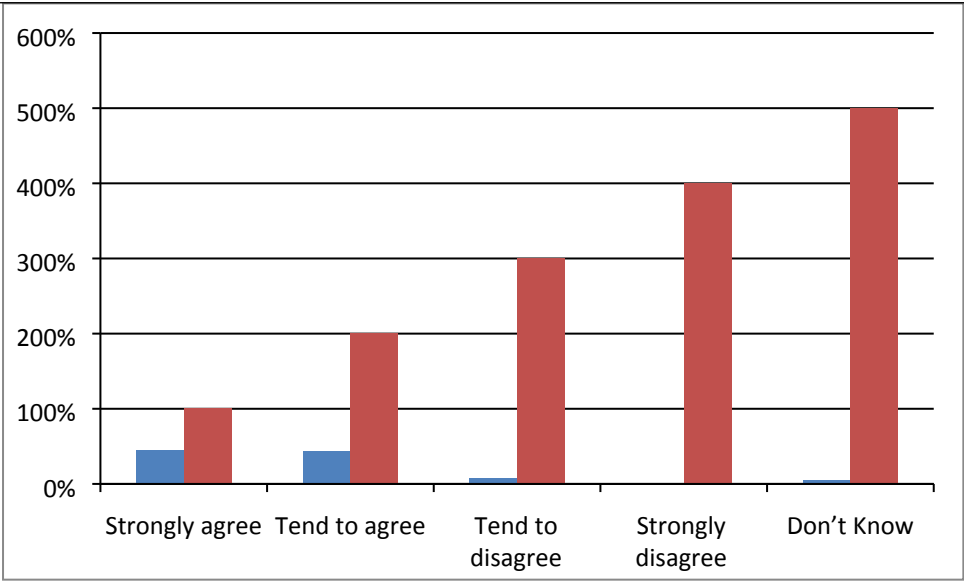
Graph 6:



**f) The Scrutiny Work Programme balances community concerns against issues of strategic risk and importance**  
 Graph 7:

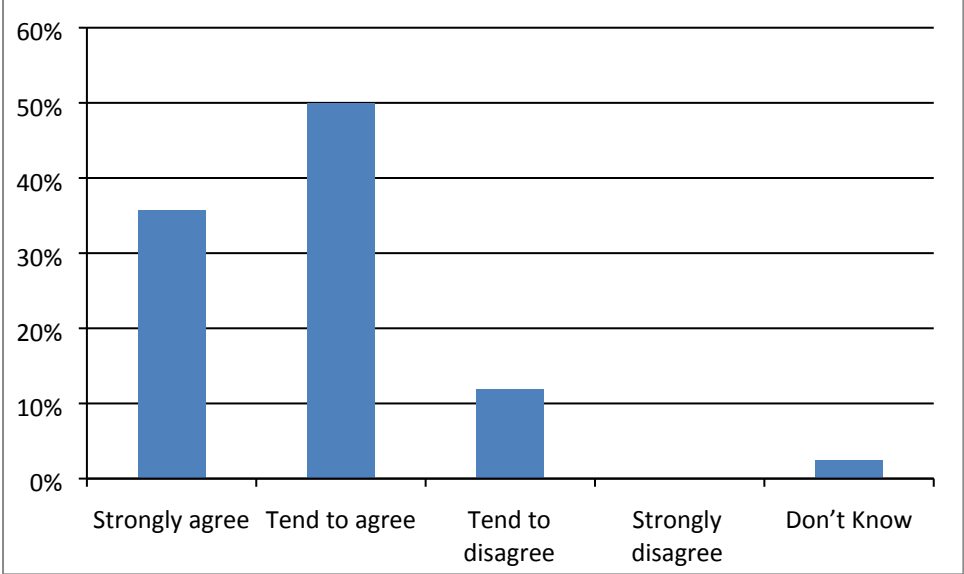


2.2 3) How far do you agree or disagree with the following statements:  
**a) Scrutiny has the officer support it needs to be effective**  
 Graph 8:



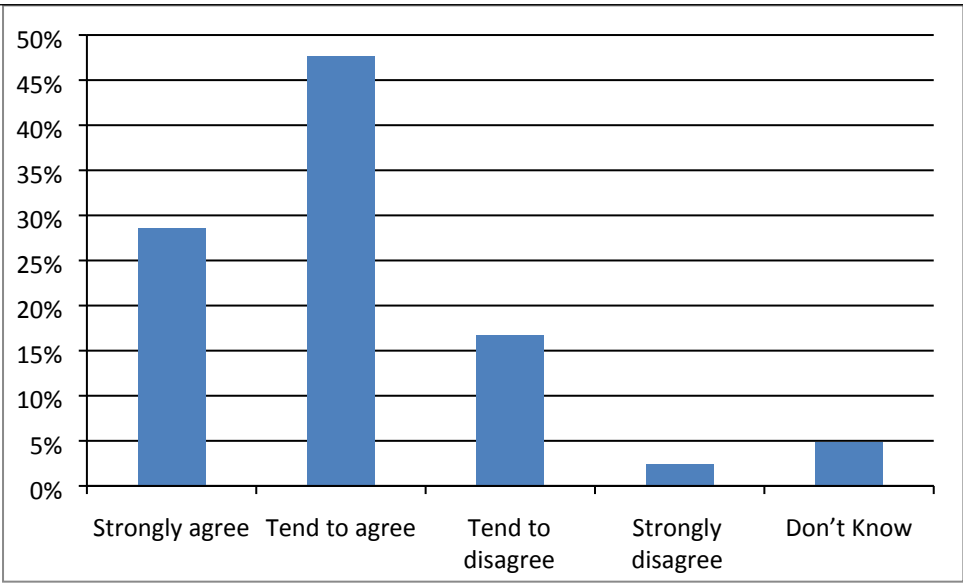
**b) Scrutiny activities are well planned**

Graph 9:



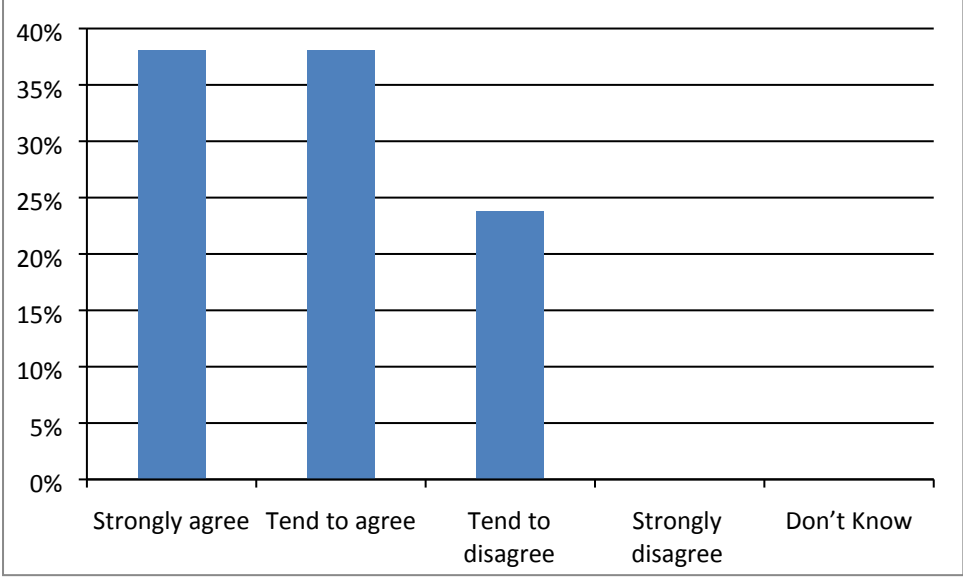
**c) Scrutiny provides regular challenge to decision-makers**

Graph 10:



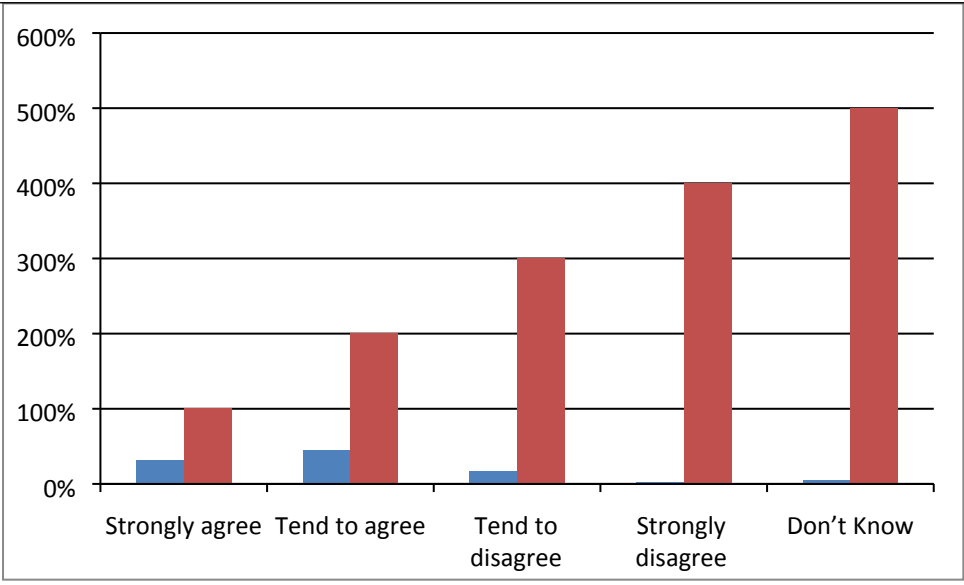
**d) Scrutiny is an important council mechanism for community engagement**

Graph 11:



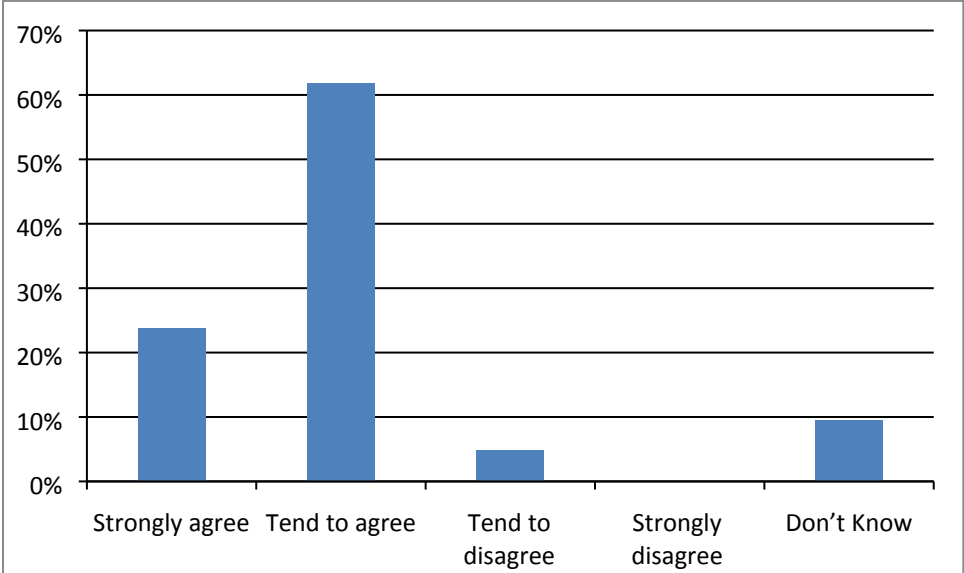
**e) Scrutiny has a positive impact on the business of the Council**

Graph 12:

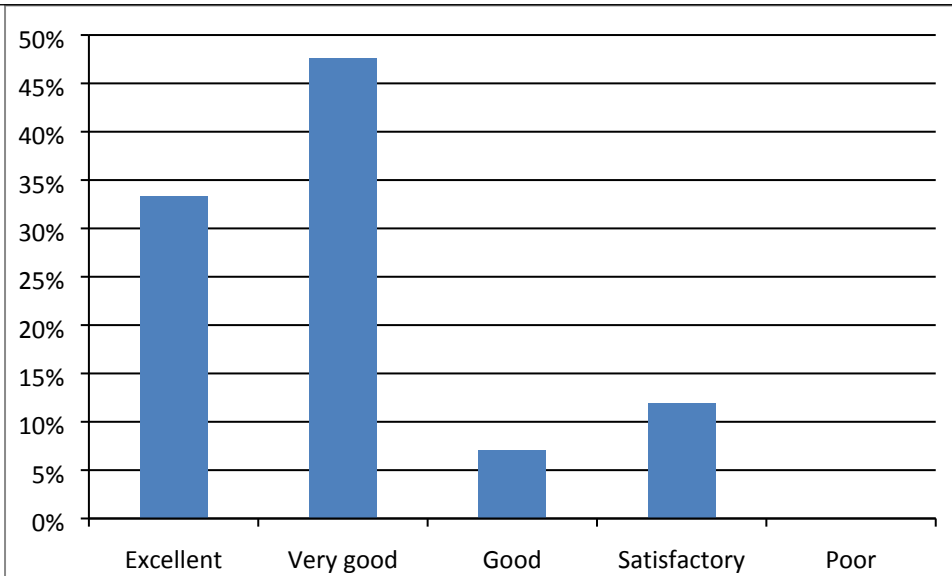


**f) Scrutiny Councillors have the training and development opportunities they need to undertake their role effectively**

Graph 13:



<b>3.0</b>	<b>Officer Support</b>
3.1	4. How would you rate the level of support you receive from the scrutiny team? Graph 14:



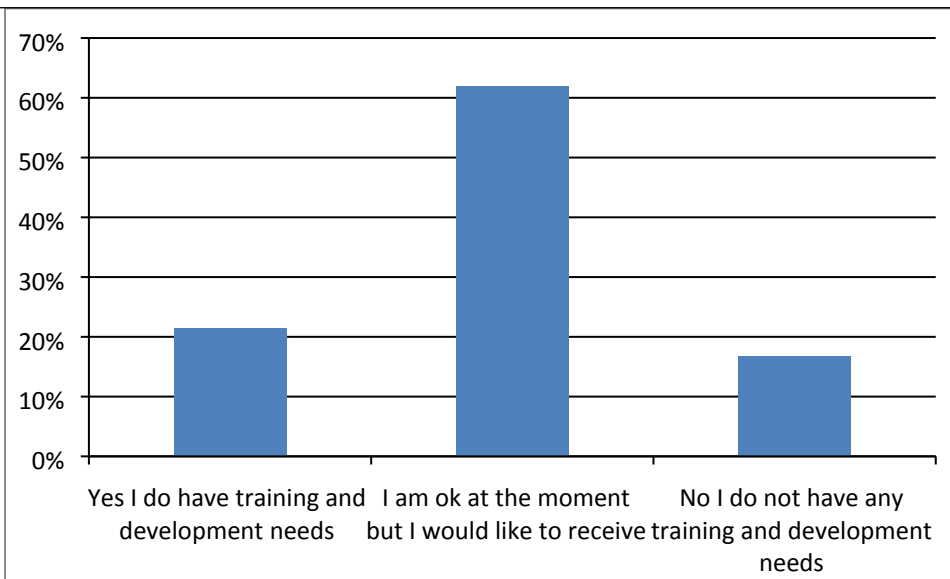
5. How could the scrutiny support be improved?

The comments received were analysed and the following themes emerged:

- Communication should be ongoing not just before and after a meeting
- Papers or emails with the agenda papers should be sent out sooner
- Working well no need for changes
- Have more scrutiny officers to cope with the work load. Some panels have very in-depth topics which take a lot of time.
- Make work the work of scrutiny more widely known and implement its findings.
- Improved research into scrutiny topic areas.
- It needs to be councillor led, however councillors are not always the best to decide, officers need the power to suggest, guide and advise.
- More involvement with officers on the ground - not only managers
- Standardise the format of reports (and supply a template for presenters to use)
- Activities/Meetings mainly take place in the daytime.

**4.0 Training & Development**

4.1 6. Do you have any training and development needs that you feel would assist you in your role as a Scrutiny Committee/Panel member?  
Graph 15:



7. If you do have any training and development needs? Please give further detail below.

The following comment was received:

- I would like proper training if possible shadow a more experienced councillor
- As a co-opted member I feel that I am not always aware of the bigger picture to fully participate in some debates.
- Anything I can learn about scrutiny of education from other sources, for example sharing of practice with other local authorities or Welsh Government scrutiny of education matters.
- I'd like to know more about the legal aspect of the extent to which scrutiny work in relation to Cabinet Members.
- Just need to know a bit more of the way the council works.
- IT training

**5.0 Suggestions for the Scrutiny Work Programme**

- 5.1 8. Do you have any suggestions of topics for possible in-depth inquiry?
- The process by which the key corporate objectives are a) determined b) monitored and c) altered to reflect changed circumstances ought to be reviewed to see if it is i) sufficiently dynamic to respond to new in-year circumstances ii) fully compatible with the Cabinet system of governance. My experience suggests that the current arrangements are centred around the tasks set for the Chief Executive by the Remuneration committee - which in turn are cascaded down the officer hierarchy - but without, it seems, any involvement of the cabinet members charged with delivering key programmes.
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6.2	<p>12. In your opinion, what is good about scrutiny?</p> <ul style="list-style-type: none"> <li>• It provides a dis-interested challenge to the Executive and has some reflective capability.</li> <li>• The monitoring</li> <li>• It making bad decisions put right</li> <li>• Provides an opportunity for open and honest debate and challenge (5)</li> <li>• That it holds the council executive ie cabinet to account but also helps the cabinet to know how they are doing (3)</li> <li>• The flexible nature of the work, responding to suggestions and changes.</li> <li>• The officer support - the amount of research, follow up, organisation and creativity in terms of what can be done. The positive, can-do, helpful, friendly approach of members of the team.</li> <li>• Gives a chance to look at important problems</li> <li>• Being able to call in Cabinet Members</li> <li>• That non-executive members have access to cabinet members and are able to affect councils policy</li> <li>• I appreciate the positive contribution and constructive criticism from scrutiny members. Each meeting I have attended to date has been extremely professional and well-managed.</li> <li>• The recommendations</li> <li>• Gives all councillors the opportunity to look at the workings of departments and have good understanding (3)</li> <li>• That councillors are involved</li> <li>• It gives the opportunity to put forward topics for evaluation</li> <li>• How we work with partners - police, communities first, PCSO's</li> <li>• Gives you the opportunity to question representatives of departments and to make recommendations.</li> <li>• There are more topics we scrutinise with councillors that are interested in them. We scrutinise the corporate priorities and we should be scrutinising regulatory body inspections.</li> <li>• I believe all departments should be accountable to scrutiny and it can, through constructive criticism, improve the running of the City.</li> <li>• That is Member led.</li> </ul>

	<ul style="list-style-type: none"> <li>• Whipping does not apply, that gives freedom to speak according to one's views without having to watch over one's shoulder.</li> <li>• Areas of concern can be looked at by backbench councillors when they believe it needs to happen.</li> <li>• Can define a goal, works with internal and external expertise to challenge current methods and provide workable improvements that benefit the council and citizens.</li> </ul>
6.3	<p>13. In your opinion, what could be better?</p> <ul style="list-style-type: none"> <li>• Links between scrutiny and cabinet advisory committees</li> <li>• Standardise the format of documentation and reports and include executive summaries</li> <li>• Making it clear when a particular Panel will meet so that I can commit or not commit as appropriate. Will it be a daytime one or an evening one?</li> <li>• have said before feel that scoping should be simpler, less prescriptive, involve THE WHOLE GROUP not just chair &amp; officer so everyone owns it</li> <li>• Unnecessary duplication from CACs (2)</li> <li>• More members need to be actively involved (3)</li> <li>• Be more proactive tends to be too conservative</li> <li>• Venues are sometimes too small to accommodate comfortably all who attend.</li> <li>• More outcomes which are measureable</li> <li>• Not all scrutiny members participate in questioning Cabinet members</li> <li>• Maybe greater clarity in linking scrutiny topics to corporate priorities. This could just be a tag attached to each panel</li> <li>• We need to make the executive feel that they have been through scrutiny. We must take the lead and not leave Cabinet members take up too much time especially over very good questions.</li> <li>• I feel that scrutiny still has not got the recognition it deserves. It is a function of council but I still feel that we are not appreciated. The officers work extremely hard to promote it - but the media do not help us enough to inform the public about us.</li> <li>• The Cabinet members should be more accountable to scrutiny, even fearful</li> <li>• Charing</li> <li>• Defining of goals</li> </ul>
6.4	<p>14. Do you have any other suggestions for improvement?</p> <ul style="list-style-type: none"> <li>• Do the various scrutiny teams have an opportunity to learn from each other?</li> <li>• Start with a blank page so the group is clear what it is scrutinising, and</li> </ul>

	<p>call in experts &amp; reports later in order to decide how these can be used to help with the process</p> <ul style="list-style-type: none"><li>• My experience of CAC's was that there is no link with work that is ongoing or has recently been done in terms of scrutiny in an area of council work. This could lead to duplication and increased pressure on departments to provide information to scrutiny and CAC's. It is also notable that the scrutiny support which is not in place around CAC's would help more the work forward, though I am sure that there is not enough capacity in scrutiny team to service CAC's as well.</li><li>• More resident input - engagement</li><li>• Officer presentations at scrutiny Board meetings</li><li>• Scrutiny should be allowed greater leeway with regards to call ins</li><li>• More non-executive councillors must participate in scrutiny, the same dedicated councillors cannot and should not carry the non-existence of the few who do.</li><li>• Ensure chairs of panels are trained and competent</li><li>• Make it part of proportionality and give allowances to the performance panel conveners.</li><li>• Scrutiny should have teeth and should have shorter time frames for decisions.</li><li>• The gradual move to standing committees should still be expected to produce regular, focussed recommendations.</li></ul>
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**FORWARD PLAN**  
**Internal Plan 2015 – 2016**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Castle Square – Development and Public Realm Opportunity.</b></p>	<p>The Council has been approached by a developer with a proposal to develop 3 quality restaurants on this key city centre site and to refurbish the square.</p> <p>The report will advise on the potential developer interest and benefits the Council could expect to achieve.</p> <p>The site would need to be marketed to comply with procurement procedures.</p>	<p>Katy Evans</p>	<p>Cabinet Member - Environment and Transportation</p>	<p>Cabinet</p>	<p>16 Jun 2016</p>	<p>Fully exempt</p>

**FORWARD PLAN**  
**Internal Plan 2015 – 2016**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Western Bay Regional Adoption Service Inter Authority Agreement.</b></p>	<p>To update on the progress of the formulation of the WB Regional Adoption Service Inter Authority Agreement and to agree in principle the final Inter Authority Agreement for the WB Adoption Services that meets statutory requirements.</p>	<p>David Howes</p>	<p>Cabinet Member - Services for Children and Young People (Deputy Leader)</p>	<p>Cabinet</p>	<p>16 Jun 2016</p>	<p>Open</p>

**FORWARD PLAN**  
**Internal Plan 2015 – 2016**

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Contracts for Home to School Transport Services (SH 16-21)</b>	29 Mainstream Home to School Transport contracts being re-tendered from 1st September 2016 to comply with Contract Procedure Rules. These have a value of just over £5.1m over their maximum four years and six months term	Cath Swain	Cabinet Member - Education	Cabinet	16 Jun 2016	Fully exempt

## Report of the Chair

### Scrutiny Programme Committee – 9 May 2016

#### MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

<b>Purpose</b>	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established. This report advises of relevant matters that need to be considered.
<b>Content</b>	This report is provided to facilitate any changes that need to be made.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>agree any membership changes of Panels and Working Groups necessary</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. Proposed Revision to Scrutiny Panel / Working Group Membership

- 2.1 There are no membership changes to existing Panels / Working Groups report. However this report is provided to facilitate any changes that may need to be made at the meeting in respect of scrutiny panel and working group membership.

#### 3. New Adult Social Services Scrutiny Performance Panel

- 3.1 Expressions of interest amongst scrutiny councillors have been invited and will be reported to the committee for agreement.

#### 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: Paul Cridland

## Report of the Chair

Scrutiny Programme Committee – 9 May 2016

### 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. The exception to this is the Public Services Board Scrutiny Performance Panel, whose letters will be reported as this committee is the designated committee for scrutinising Swansea Public Services Board (for the purposes of the Well-being of Future Generations (Wales) Act 2015). However all Performance Panel conveners will provide a quarterly progress report to the committee, including summary of correspondence with Cabinet Members and outcomes.

### 3. Letters Log

3.1 This report contains a log of scrutiny letters produced to enable the committee to maintain an overview of letters activity over the last year – see **Appendix 1**.

3.2 The following letter(s) are also attached for discussion:

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a	Cabinet Member Q & A	8 Feb	Letter to / from Cabinet Member for Adults & Vulnerable Children
b	Cabinet Member Q & A	14 Mar	Letter to / from Cabinet Member for Next Generation Services
c	Local Service Board Performance Panel	21 Mar	Letter to / from Leader of the Council (chair of the LSB)

3.2.1 The letter from the LSB Performance represents the conclusion of the Panels work before the Public Services Board Scrutiny Performance Panel begins shortly.

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: Paul Cridland

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

Ave. Response Time (days): 20

(target within 21 days)

% responses within target:

79

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

8	Child & Family Services Performance Panel	08-Jun	Workplan / Issues from Previous Letters	Services for Children & Young People (Deputy Leader)	15-Jun	Not required	n/a	n/a
9	Service Improvement & Finance Performance Panel	10-Jun	New Performance Framework & Indicators	Transformation & Performance	24-Jun	25-Aug	62	n/a
10	Attainment & Wellbeing Inquiry Panel	11-Jun	Follow Up on Recommendations and Impact of Inquiry	Services for Children & Young People (Deputy Leader)	29-Jun	13-Jul	14	10-Aug
11	Transformation of Adult Social Services Panel	29-Jun	Domiciliary Care Commissioning Review	Services for Adults & Vulnerable People	13-Jul	23-Jul	10	n/a
12	Child & Family Services Performance Panel	06-Jul	Signs of Safety Practice Framework	Services for Children & Young People (Deputy Leader)	22-Jul	28-Jul	6	n/a
13	Economic Inactivity Inquiry Panel	24-Jun	Follow Up on Recommendations and Impact of Inquiry	Enterprise, Development & Regeneration	27-Jul	Not required	n/a	10-Aug
14	Committee	13-Jul	Cabinet Member Question Session	Finance & Strategy (Leader)	03-Aug	Not required	n/a	10-Aug
15	Inward Investment Inquiry Panel	14-Jul	Follow Up on Recommendations and Impact of Inquiry	Enterprise, Development & Regeneration	06-Aug	Not required	n/a	14-Sep
16	Schools Performance Panel	13-Aug	Additional Learning Needs Reform	Education	01-Sep	21-Sep	20	n/a

17	Public Engagement Inquiry Panel	25-Aug	Follow Up on Recommendations and Impact of Inquiry	Transformation & Performance	09-Sep	Not required	n/a	
18	Child & Family Services Performance Panel	10-Aug	Performance Monitoring Report	Services for Children & Young People (Deputy Leader)	10-Sep	28-Sep	18	n/a
19	Committee	10-Aug	Cabinet Member Question Session	Services for Children & Young People (Deputy Leader)	16-Sep	25-Sep	9	12-Oct
20	Service Improvement & Finance Performance Panel	12-Aug	Cabinet Member Question & Answer Session and an overview of Parks & Gardens	Wellbeing & Healthy City	16-Sep	06-Oct	20	n/a
21	Service Improvement & Finance Performance Panel	12-Aug	Cabinet Member Question & Answer Session	Transformation & Performance	16-Sep	05-Oct	19	n/a
22	Transformation of Adult Social Services Panel	24-Aug	Network Hubs	Services for Adults & Vulnerable People	30-Sep	21-Oct	21	n/a
23	Transformation of Adult Social Services Panel	21-Sep	Unit costs - in-house residential and domiciliary care	Services for Adults & Vulnerable People	05-Oct	Not required	n/a	n/a
24	Service Improvement & Finance Performance Panel	16-Sep	Grand Theatre, City Centre Regeneration and Arts & Culture	Enterprise, Development & Regeneration	08-Oct	03-Nov	26	n/a
25	Schools Performance Panel	10-Sep	Performance and support for LAC children and for Gypsy and Traveller children	Education	13-Oct	28-Oct	15	n/a

26	Schools Performance Panel	21-Sep	Reviewing the School Improvement Service	Education	14-Oct	28-Oct	14	n/a
27	Committee	14-Sep	Cabinet Member Question & Answer Session	Wellbeing & Healthy City	20-Oct	30-Dec	71	11-Jan
28*	Service Improvement & Finance Performance Panel	16-Sep	Grand Theatre, City Centre Regeneration and Arts & Culture	Welsh National Opera	21-Oct	23-Oct	n/a	n/a
29*	Service Improvement & Finance Performance Panel	16-Sep	Grand Theatre, City Centre Regeneration and Arts & Culture	Arts Council Wales	21-Oct	28-Oct	n/a	n/a
30	Schools Performance Panel	14-Oct	Future of Education other than at School services	Education	26-Oct	02-Dec	37	n/a
31	Schools Performance Panel	08-Oct	Meeting with Casllwchwr Primary School	Education	26-Oct	Not required	n/a	n/a
32	Committee	12-Oct	Cabinet Member Question & Answer Session	Education	28-Oct	25-Nov	28	14-Dec
33	Child & Family Services Performance Panel	28-Sep	Prevention and early intervention	Services for Children & Young People (Deputy Leader)	09-Nov	30-Nov	21	n/a
34	Transformation of Adult Social Services Panel	19-Oct	Unit costs - in-house residential and domiciliary care	Services for Adults & Vulnerable People	10-Nov	08-Dec	28	n/a
35	Schools Performance Panel	03-Nov	Estyn recommendations 1 year on and Annual Audit of Schools	Education	18-Nov	31-Dec	43	n/a
36	Child & Family Services Performance Panel	26-Oct	Development of the Post-16 Service	Services for Children & Young People (Deputy Leader)	30-Nov	23-Dec	23	n/a



37	Civic Events Working Group	12-Nov	Management & Organisation of Civic Events	Transformation & Performance	07-Dec	18-Dec	11	11-Jan
38	Committee	09-Nov	Cabinet Member Question & Answer Session	Transformation & Performance	08-Dec	22-Dec	14	11-Jan
39	Child & Family Services Performance Panel	23-Nov	September 2015 Performance Report	Services for Children & Young People (Deputy Leader)	09-Dec	24-Dec	15	n/a
40	Committee	14-Dec	Cabinet Member Question & Answer Session	Finance & Strategy (Leader)	07-Jan	Not required	n/a	08-Feb
41	Service Improvement & Finance Performance Panel	11-Nov	Update about the procurement of Oracle Support from a third party supplier.	Transformation & Performance	11-Jan	28-Jan	17	n/a
42	Service Improvement & Finance Performance Panel	09-Dec	Welsh Public Library Standards and Annual Performance Report	Enterprise, Development & Regeneration	13-Jan	Not required	n/a	n/a
43	Service Improvement & Finance Performance Panel	09-Dec	Recycling & Landfill	Environment & Transportation	13-Jan	Not required	n/a	n/a
44	Transformation of Adult Social Services Panel	14-Dec	Performance data - integrated service hubs, older people's services income generation, local aread co-ordination evaluation	Services for Adults & Vulnerable People	15-Jan	05-Feb	21	n/a
45	Child & Family Services Performance Panel	21-Dec	Western Bay Youth Justice & Early Intervention Service	Services for Children & Young People (Deputy Leader)	18-Jan	29-Jan	11	n/a

46	Child & Family Services Performance Panel	18-Jan	Performance of Domestic Abuse Hub	Services for Children & Young People (Deputy Leader)	27-Jan	11-Feb	15	n/a
47	Transformation of Adult Social Services Panel	11-Jan	Pre-decision Abergelli & Beeches	Services for Adults & Vulnerable People	27-Jan	Not required	n/a	n/a
48	Schools Performance Panel	21-Jan	Annual Education Performance data	Education	28-Jan	Not required	n/a	n/a
49	Service Improvement & Finance Performance Panel	20-Jan	Annual Review of Performance; 2 <sup>nd</sup> Quarter Budget Monitoring Report; sickness monitoring; arrangements for the scrutiny of the Council's Budget proposals.	Finance & Strategy (Leader)	02-Feb	23-Feb	21	n/a
50	Service Improvement & Finance Performance Panel	20-Jan	Improvement Objective G – Healthy Lifestyles and new growing spaces; and Performance Indication SUSC3.	Anti-Poverty	02-Feb	11-Feb	9	n/a
51	Local Flood Risk Management Working Group	14-Dec	Flood Risk Management Plan; Joint Working arrangements between council departments; Monitoring and further scrutiny work to take place annually when plan goes through its annual monitoring process	Environment & Transport	04-Feb	19-Feb	15	14-Mar

52	Committee	11-Jan	Cabinet Member Question Session	Anti-Poverty	10-Feb	24-Feb	14	14-Mar
53	Service Improvement & Finance Performance Panel	10-Feb	Budget consultation	Finance & Strategy (Leader)	29-Feb	21-Mar	21	n/a
54	WHQS Working Group	03-Feb	Progress towards achieving the Welsh Housing Quality Standard	Next Generation Services	01-Mar	22-Mar	21	11-Apr
55	Schools Performance Panel	23-Feb	Consultation on the West Glamorgan Music Service	Education	02-Mar	07-Mar	5	n/a
56	Streetscene Inquiry Panel	20-Jan	Follow Up on Recommendations and Impact of Inquiry	Environment & Transport	03-Mar	16-Mar	13	11-Apr
57	Inward Investment Inquiry Panel	03-Mar	Follow Up on Recommendations and Impact of Inquiry	Enterprise, Development & Regeneration	09-Mar	Not required	n/a	11-Apr
58	Committee	08-Feb	Cabinet Member Question Session	Adults & Vulnerable People	18-Mar	08-Apr	21	09-May
59	Child & Family Services Performance Panel	14-Mar	Corporate Parenting Strategy	Services for Children & Young People (Deputy Leader)	29-Mar	n/a		
60	Committee	14-Mar	Cabinet Member Question Session	Next Generation Services	30-Mar	21-Apr	22	09-May
61	Local Service Board Performance Panel	21-Mar	Findings & recommendations from Panel's work looking at Older People's Independence Priority	Finance & Strategy (Leader)	31-Mar	15-Apr	21	09-May





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

**To/  
Councillor Jane Harris  
Cabinet Member for Adults &  
Vulnerable People**

*Please ask for:  
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**Scrutiny**

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*Our Ref  
Ein Cyf:*

**SPC/2015-16/8**

**BY EMAIL**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**18 March 2016**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Adults & Vulnerable People following the meeting of the Committee on 8 February 2016. It is about Adult Social Services Performance, Social Care and Local Area Coordination.

Dear Councillor Harris,

**Cabinet Member Question Session – 8 February**

Thank you for attending the Scrutiny Programme Committee on 8 February 2016 answering questions on your work as Cabinet Member for Adults & Vulnerable People. We wanted to explore priorities, actions, achievements and impact in relation to your areas of responsibility. Thank you for providing a paper that gave us the headlines from your portfolio. We noted the overall priority to develop a response to individuals asking for help that is fit for people in the 21<sup>st</sup> century and cost effective, and specific objectives to deliver this. You emphasised a focus on ensuring services which fit the needs of people.

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

**Adult Social Services Performance**

We looked at the results you provided for November 2015 and were concerned at the number of areas of performance (10 out of 17) with 'red' status. We sought assurance about the current situation and reasons behind the data.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**CITY AND COUNTY OF SWANSEA / DINAS A SIR ABERTAWE**  
**GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE**

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

It was noted that a new performance framework was being developed to improve performance measurement and management, particularly in gathering more qualitative information and outcome measures, and ensuring closer alignment with priorities. You felt that some of the performance targets were too generic and needed to be more specific so the results were more measurable and meaningful.

We asked in particular about performance measure SCA002a (the rate of older people helped to live at home). You acknowledged that there was a lot to do to enable service users to continue to live at home and were exploring ways to improve, including efforts to develop a preventative agenda. You talked about the importance of reablement support following discharge from hospital, and working closely with health. The committee sought further information about the performance measure SCA002a, reasons behind the current performance, and efforts to improve.

### **Person Centred Care**

We discussed this feature of the Social Service and Wellbeing Act 2014 that will be implemented in April 2016. You stated that this was about service users having an input into their own personal requirements and listening to what people say about what they need. However, you added that subsequent service and budget implications would also need to be assessed. It was noted that work was being done to develop a practice framework that meets the challenges of the Act.

### **Local Area Coordination**

We talked about initiatives to help involve people in health and social care and the Local Area Coordination approach. The committee was aware that a review of the effectiveness of this approach was being carried out by Swansea University. You agreed to share this with the committee. Members of our Building Sustainable Communities Inquiry Panel recently met with one of the Local Area Coordinators and were encouraged by what they heard.

### **GP Service**

We were concerned about the shortage of GPs in the area, and difficulties experienced by people in relation to making appointments. We asked about the reasons behind the shortage. You pointed out that this was a UK wide problem, and not specifically down to any local issues. Part of the problem was about hours / workload and other countries becoming more attractive to work. However, it was noted that GPs were looking at new ways of working to manage demand, and improve access to the service.

## **Prevention**

We raised the issue of trips and falls and cost to the NHS. Reference was made to a recent presentation given to the Local Service Board. We highlighted the need for a holistic approach to ensure safety at home. For example, when the Council was doing any works within the home. You agreed that anything to help prevent a fall in the home would be welcome however the causes were not always down to physical features but the health of the individual.

## **Modern Slavery**

We remarked on your reference to modern slavery within the paper provided to the committee. It was a stark reminder that this exists and there may be vulnerable people within our communities affected or at risk. We were concerned whether modern slavery / human trafficking was an issue locally. Whilst there appeared to be no evidence of any specific activity in Swansea, you stated that this was something that was being monitored and evaluated. We were interested in knowing how this is being done.

## **Alcohol Misuse**

It was felt that more help was required for people with alcohol misuse issues (e.g. drinking within the home) although it was acknowledged that significant work was ongoing in relation to help with substance misuse. We noted that work on this was being done by the Healthy Cities initiative but you stated that you would have a closer look to see what is going on regarding alcohol misuse and share any information on this.

Finally, it was pleasing to hear you praise the work of our Adult Social Services Scrutiny Panel, including their continuing focus on budget issues.

## **Your Response**

In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for:

- further information on performance measure SCA002a, the reasons behind the current performance, and efforts to improve upon the rate of older people helped to live at home;
- the assessment into Local Area Co-ordinators conducted by Swansea University;
- a copy of the Older People's review conducted by Cardiff University; and
- further information on the monitoring and evaluation work in relation to modern slavery.

Please provide your response by 8 April. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,

A handwritten signature in black ink that reads "Mary Jones". The signature is written in a cursive style with a large initial 'M'.

**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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





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

Councillor Mary Jones  
Chair, Scrutiny Programme Committee

Please ask for:  
Gofynnwch am:  
Direct Line:  
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Councillor Jane Harris  
(01792) 636926

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JH/SH  
SPC/2015-16/8  
6 April 2016

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I dderbyn yr wybodaeth hon mewn fformat arall, cysylltwch â'r person uchod.**

Dear Councillor Jones

**Cabinet Member Question Session – 8 February**

Thank you for your letter of the 18 March 2016 following the Scrutiny Programme Committee of the 8 February 2016. You requested further information and I have sought to give you the detail that you have required. Do not hesitate to come back to me if you need further clarity.

The performance rate SCA002a that you referred to is the rate per 1000 of older people helped to live at home. This rate did decrease from 19.84 to 20.45 in the year 2014/ 2015. The decrease was small and largely reflects the increasing dependency of the people at that time and the additional need for help during a period of rapid transition to accommodate to the increasing needs including the rise in assessments of deprivation of liberty (DoLS).

Considerable developments have been initiated and continue to evolve over the last year with the implementation of the integrated community services across health and social care. The three hubs that deliver to Western Swansea, Northern Swansea and Central have improved the outcomes of the coordinated care packages so as to avoid individuals having to be admitted to hospital or care homes and facilitating the prompt and effective skilling up of individuals with the aspiration to remain in their own homes.

**COUNCILLOR/Y CYNGHORYDD  
JANE HARRIS**

**CABINET MEMBER FOR SERVICES FOR ADULTS & PEOPLE /  
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Bonymaen Care Home provides skills based six week residential re-ablement packages where appropriate and the hubs provide community based six weekly re-ablement domiciliary care packages as well as community based long term care packages within the home. Whilst it is increasingly recognised that individuals wish to return to their homes it is also apparent that there are some individuals that still require admission to a care home.

I have attached a copy:

- of a briefing note on modern slavery
- of the evaluation report produced by Swansea University on the Local Area Coordinators

The older adults report by Cardiff University can be sourced from:  
<http://staffnet.internal.swansea.gov.uk/media/pat/j/i/Review.pdf>

Yours sincerely

**COUNCILLOR JANE HARRIS**  
**CABINET MEMBER FOR SERVICES FOR ADULTS & VULNERABLE PEOPLE**

**COUNCILLOR/Y CYNGHORYDD**  
**JANE HARRIS**  
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## Briefing Note

### Western Bay Regional Anti-Slavery/ Human Trafficking

#### What is Modern Slavery / Human Trafficking?

Anti-slavery / Human Trafficking can be defined as the movement of a person from one place to another (within a country or across borders) with deception or coercion, abuse of power or of a position of vulnerability into conditions of exploitation.

Exploitation types include:

- Sexual Exploitation
- Labour Exploitation
- Domestic Servitude / Slavery
- Less common but equally valid is Exploitation of Human Tissue (Organ Harvesting).

Slavery has been outlawed on both sides of the Atlantic since 1805 but unfortunately it is still happening and here in Wales. We now have the Modern Slavery Act 2015 to help us tackle this heinous crime.

#### Regional approach:

The Western Bay Anti-Slavery Forum (WBASF) formerly known as the WB Anti-Slavery/Human Trafficking Group was set up in autumn 2013, meeting quarterly, the key focus of the forum is to:

- promote Anti-Slavery awareness training across the Western Bay footprint
- consider the frequency and type of referrals under the National Referral Mechanism (NRM) and receive updates on local Anti-Slavery MARAC
- facilitate an exchange of human trafficking information and intelligence gathering across the whole range of statutory services, and associated third party organisations.

#### What steps we have taken to increase local awareness:

The regional Community Cohesion programme have arranged for free train the trainer sessions including the delivery of **free** half day Anti-slavery/ human trafficking session as below:

#### Regional Anti-slavery/human trafficking awareness sessions:

- Since January 2015, we have delivered 52 anti-slavery/ human trafficking awareness sessions which are attended by 1014 participants across the Western Bay region. Amongst them was 767 staff in Swansea, 117 staff in Bridgend and 130 in Neath Port Talbot.

The training, which is being delivered to frontline professionals in Wales, is designed to help people spot the signs of Modern Slavery / Human Trafficking and:

- understand and define modern slavery/human trafficking
- discuss strategies to improve reporting of modern slavery/human trafficking
- be able to identify a victim of trafficking
- have knowledge about the National Referral Mechanism (NRM)
- know whom to contact for further advice

These training sessions will enable participants to gain better understanding of the various types of modern slavery/human trafficking and discuss strategies to raise awareness within the workplace or with the communities they work in. For 2016-17, the following sessions have now been agreed to be delivered in Swansea. NPT and Bridgend sessions will be finalised soon.

<b>Date</b>	<b>Time</b>	<b>Course venue</b>
21 <sup>st</sup> April	01.30pm – 05.00pm	Committee Room 1, Civic Centre, Swansea
18 <sup>th</sup> May	10.00am – 01.30pm	Committee Room 2, Civic Centre, Swansea
20 <sup>th</sup> June	09.30am – 01.00pm	Committee Room 1, Civic Centre, Swansea
21 <sup>st</sup> July	10.00am – 01.30pm	Committee Room 1, Civic Centre, Swansea
7 <sup>th</sup> September	12.30pm – 04.30pm	Committee Room 2, Civic Centre, Swansea
5 <sup>th</sup> October	10.00am – 01.30pm	Committee Room 1, Civic Centre, Swansea
3 <sup>rd</sup> November	01.00pm – 04.30pm	Committee Room 2, Civic Centre, Swansea
25 <sup>th</sup> January	10.00am – 01.30pm	Committee Room 1, Civic Centre, Swansea
28 <sup>th</sup> February	01.00pm – 04.30pm	Committee Room 2, Civic Centre, Swansea
16 <sup>th</sup> March	10.00am – 01.30pm	Committee Room 1, Civic Centre, Swansea

Since the introduction of the new anti-slavery law last year, prosecutions for human trafficking in England and Wales have increased. There has also been an increase in the trafficking of people for sham marriages.

The number of people trafficked as labourers or domestic workers now exceeded the number forced into sexual exploitation. There are an estimated 13,000 victims of forced labour, sexual exploitation and domestic servitude in Britain. Globally, forced labour generates an estimated \$150 billion in illegal profits every year, reported AFP.

We are at the same understanding stage of Human Trafficking as we were with domestic abuse a decade ago. There have been dramatic changes in the way domestic abuse is reported and handled. We can now learn from this field of work and fast-track people so they have a much greater understanding of the human trafficking and the extent of the issue in Western Bay.



**CITY AND COUNTY OF SWANSEA**  
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**To/  
Councillor Andrea Lewis  
Cabinet Member for Next  
Generation Services**

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*Date  
Dyddiad:*

**30 March 2016**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Next Generation Services following the meeting of the Committee on 14 March 2016. It is about Housing, Corporate Building & Property Services, Energy and Commercialism.

Dear Councillor Lewis,

**Cabinet Member Question Session – 14 March**

Thank you for attending the Scrutiny Programme Committee on 14 March 2016 answering questions on your work as Cabinet Member for Next Generation Services. We wanted to explore priorities, actions, achievements and impact, in relation to your areas of responsibility. Thank you for providing a paper that gave us the headlines from, and helped us to understand, this new cabinet portfolio. You helpfully identified the following as key areas within the portfolio: Housing; Corporate Building & Property Services; Energy, and Commercialism.

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

**Housing**

**'More Homes' Programme**

You talked about progress on the pilot scheme of the plan to build new council housing, under the 'More Homes' Programme. We noted the intention of the pilot to look at the viability of using in-house skills and resources where

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possible to build these homes. You stated that this would be a good test of the capability and capacity within our Corporate Building & Property Services and competitiveness.

We were impressed that you wanted to build to high energy specifications using the 'passivhaus' standard. We understood that this was a focus on the quality of build and materials providing excellent thermal performance, exceptional airtightness with mechanical ventilation, thereby reducing the heating demand of the property. Although this may add to the cost of construction you stressed that it was about sustainability. We felt this was an approach that could be very important in tackling fuel poverty – something that you stated would be assessed after the first year to measure impact.

We asked about timescales for the delivery of new homes and you stated that things were moving ahead in terms of survey work and having architects in place, and it was hoped that the first keys would be handed over by this time next year.

#### Welsh Housing Quality Standard

You highlighted achievements in relation to the Welsh Housing Quality Standard. A Scrutiny Working Group recently met to discuss the Council's progress in achieving the standard and has written to you about this.

#### Disabled Facilities Grants

We discussed some of the challenges you identified including the need to reduce waiting times for Disabled Facilities Grants. You acknowledged issues around the process, particular at the initial point of contact and involvement of Occupational Therapists (OT), which were delaying the delivery of vital adaptations. Given existing demand on the OT service and pressure on social services, we heard that, to improve matters, you have overseen the appointment of 2.5 FTE Occupational Therapists within the Housing Service.

Committee members shared their experiences about other delays in the process, for example around surveys, which you agreed to look into. You stated that every property was different and surveys were a critical part of the process but told us that you were happy to look into the overall process and timescales / waiting involved at various stages to see what could be done.

#### **Corporate Building & Property Services**

You highlighted the role of Corporate Building & Property Services in maintaining the 13,500 council-owned housing stock, within the property portfolio. You also gave a number of examples of achievements against key targets as well as various public service awards gained, which was pleasing.

We discussed your role in relation to the School Building Programme, which is listed amongst your portfolio responsibilities. You clarified that it was involvement in the maintenance and repair of school buildings.

## **Energy**

We noted progress in relation to renewable energy projects within the Swansea Energy and Enterprise Scheme (SCEES), the establishment of a district heating network, and work to reduce carbon emissions.

## **Commercialism**

We discussed the work of the Council's Commercial Team and opportunities for generating extra revenue for the Council. We noted a number of key projects and successes. We were particularly impressed that the Team has been looking at maximising income from the Council's public sector contracts with others (e.g. the Local Health Board), and has generated significant amount of income back to the Council. You mentioned a sum of £3m that has been generated in total so far. We were interested in a breakdown of how this amount has been achieved, and in particular how the Team has been able to maximise income from contracts.

We asked whether you were exploring the possibility of commercial opportunities in relation to our ICT services which are now back in-house. You stated that this is being considered although the main focus at the moment was to ensure that the in-house service has bed in.

We noted that £167k has been raised from external sponsorship and potential for even more income generation. We commented about the use of lampposts and pillar wraps for advertising and potential for being a blot on the landscape. You stated that no stone would be left unturned to identify commercial opportunities and raise income, but would be mindful of any concerns about over advertising. We heard that a Commercial Board has been set up involving Cabinet Members and officers to test / challenge ideas to ensure they are feasible and acceptable.

We noted that you are taking a report in the coming months to Council on the commercial plan and progress, and looked forward to this.

## **Portfolio Responsibilities**

Finally, it was noted that your portfolio responsibilities include reference to Community Building & Asset Transfer. We are interested to know how you are involved in this and get some clarity about responsibility as there appears to be some cross-over with other Cabinet portfolios.

## Your Response

In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for:

- you to look into the overall process in relation to Disabled Facilities Grants and timescales / waiting involved at various stages to see what could be done;
- a breakdown of the income generation achieved through the new commercial approach, and in particular how the Commercial Team has been able to maximise income from contracts; and
- clarity about your portfolio responsibilities in relation to Community Building & Asset Transfer

Please provide your response by 20 April. We will then include both letters in the agenda of the next available committee meeting.

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

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**CITY AND COUNTY OF SWANSEA**  
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Councillor Mary Jones  
 Chair of Scrutiny Programme  
 Committee

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 AL/JW

20 April 2016

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Dear Councillor Jones

**SCRUTINY PROGRAMME COMMITTEE**

Thank you for your letter dated 30<sup>th</sup> March 2016 following my attendance at the Scrutiny Programme Committee on the 14<sup>th</sup> March 2016.

Disabled Facilities Grants

The average Disabled Facilities Grants (DFG) timescales for 2014/15 and 2015/16 are listed in Table 1. This shows the total time taken to process a DFG as an average of all cases completed during the year. The total time includes both Occupational Therapy (OT) and Housing elements of the process from first contact to completion of works.

**Table 1**

<b>Year</b>	<b>Number of DFGs completed</b>	<b>Average numbers of days to complete a DFG</b>
2014/15	302	277
2015/16	306	338*

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 ANDREA LEWIS**

**CABINET MEMBER FOR NEXT GENERATION SERVICES /  
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\* Please note, due to timing, this figure may not be the final out-turn for 2015/16. The published out-turn figure may vary slightly because cases are still being completed at end of the financial year.

Further information is provided in Table 2 showing the Housing proportion of the average time taken to process a DFG. This measures the time from Housing receiving the recommended works from the OT to completion of works. It includes the total time for survey, scheduling, any required Planning permission or other statutory consents, arrangement of a contractor and the completion/supervision of works on site.

These are as follows:

**Table 2**

<b>Year</b>	<b>Number of DFGs completed</b>	<b>DFG time with Housing (days)</b>
2014/15	302	188
2015/16	306	200

Of a total time of 277 days in 2014/15, the average DFG was with OT for 89 days. In 2015/16, out of a total time of 338 days (see \* above), the average DFG was with OT for 138 days.

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A systems review of the DFG process in Housing has been completed and a number of changes aimed at reducing waiting times have been implemented in recent times. These include for example a telephone based initial enquiry and screening process. The Housing in-house 'Agency Service' has been expanded. This service is offered to all applicants needing assistance with the DFG application, carrying out a survey and the contractor management process. The Agency Service helps ensure DFG processing times are minimised and offered within statutory timescales.

In early 2016 Housing directly employed 2.5 OT staff to work in addition to OTs based in Social Services. This is expected to improve DFG performance in 2016/17 and beyond.

Minor adaptations up to £2000 in value are delivered outside of the DFG process and without the need for an Occupational Therapist assessment in every case. The average waiting time for minor adaptations in 2015/16 is 55 days. Typical works include installation of grab rails, external handrails, small ramps and lever taps. Minor adaptations are not included in the monitoring of DFG waiting times. The larger and more complex adaptations are all delivered through the DFG process, hence longer waiting times for DFG.

Health Board recharge project / contract management

The Commercial Services team was asked by the Social Services department to lead on the recharging of 'Learning Disabilities Continuing Health Care' Health Board funded packages (funded by Abertawe Bro Morgannwg University Health Board /AMBU) in December 2015; these healthcare packages can be 50% to 100% funded by the Health Board. The Council delivers the care required by the Health Board and then engages in a recharging exercise.

The following work was undertaken by the Commercial Services team –

1. Establish historic arrangements and clarify the information we currently held.
2. Compiled a list of all the packages of care which needed to be recharged liaising with Care Management and Team Leaders to gather this information and checking through previous invoices to gather all the information.

**COUNCILLOR/Y CYNGHORYDD**  
**ANDREA LEWIS**

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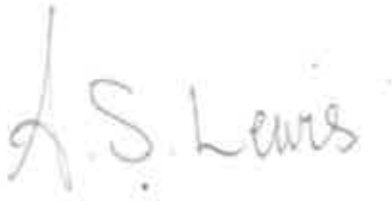
3. Arranged a meeting with senior Officers from ABMU to go through all packages and identify any disputes/queries. All those which we agreed were invoiced immediately.
4. Disputes/queries addressed in conjunction with care management
5. Further meeting with ABMU to address initial queries and to review and discuss new ways of working.

To date the amount recharged for 2015/16 is in excess of £3.4 million with the work that the Commercial Services team undertook yielding approximately £2.1 million.

Portfolio Responsibilities with Community Building and Asset Transfer

In relation to the request to clarify the portfolio responsibilities in relation to Community Building and Asset Transfer I can confirm that I was originally involved in helping to draft the "toolkit" to assist organisations and the council to facilitate CAT. However other than that initial involvement there is currently no portfolio involvement for myself with the relevant Cabinet Member being Councillor Mark Child.

Yours sincerely



**COUNCILLOR ANDREA LEWIS**  
**CABINET MEMBER FOR NEXT GENERATION SERVICES**

**COUNCILLOR/Y CYNGHORYDD**  
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**Subject: 2015/16 overview**

**Income / Savings project**

Activity	Annual Savings	Annual New Income
Public Notices	£104,000.00	
Corporate Advertising rate	£7,000.00	
Car Park Tickets	£3,500.00	£3,500.00
Credit Card		£15,000.00
Hanging Baskets		£11,500.00
Street Naming & numbering		£30,000.00
Landore Priority Football Parking		£16,200.00
Road Closures		£35,000.00
Pre-planning advice		£30,000.00
Knotweed service		£20,000.00
Land charges		£20,000.00
Primary school breakfast club service. Welsh Government funding now ceased. Estimate based on 1500 users @ £1 per day x 5 = £7,500 x 38 weeks = £285,000		£285,000.00
Swansea Resource Centre Hearing loop hire		£720.00
Swansea Resource Centre Reduction in contingency budget		£8,000.00
Increase in Legal Docs		£1,832.00
Increase in Legal Coveyancing		£11,064.00
Increase in Legal Common fees		£2,938.00
Sponsorship, Advertising & Promotions		£170,000.00
	£114,500.00	£660,754.00
<b>Contribution</b>		<b>£775,254.00</b>

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**CITY AND COUNTY OF SWANSEA**

Dinas A Sir Abertawe

Councillor Rob Stewart  
Chair of the Local Service Board

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**30<sup>th</sup> March 2016**

**Summary:** A Convener's letter to the Chair of the Local Service Board outlining the Panel's findings and recommendations following their work to look at "What difference is the Swansea Local Service Board making for citizens?"

Dear Councillor Stewart,

Thank you for your attendance at the Local Service Board Scrutiny Performance Panel on 22 February. We wanted to explore with you our findings so far around our work looking at Older People's Independence. We are writing to you in order to reflect on what we learnt from the discussion and share the Panel's findings, which we intend to be useful to help influence the development of the new Public Services Board.

### **Panel's approach**

The Panel was set up to look at the effectiveness of the Local Service Board and in particular address the question: *'What difference is the Swansea Local Service Board making for citizens?'*

Over the past six months our approach has been to look in depth at one of the Local Service Board's priorities for 2015/16 in order to extrapolate findings on how well it is working as a whole. We selected the Older People's Independence Priority and

commenced our work with an overview of the priority from Chris Sivers (Corporate Director for Place) in July 2015.

## **Evidence gathered**

We have gathered evidence from a range of sources, which included:

- Briefing on Older People's Independence and the Ageing Well Plan: Chris Sivers (Corporate Director People) and Euros Owen.
- Briefing on the Wellbeing & Future Generations Act: Tanya Nash (Sustainable Development Team Leader)
- Cllr Mark Child: Cabinet Member for Wellbeing & Healthy City. An overview of his portfolio's contribution to the Older People's Independence priority and the links to Healthy Cities.
- Healthy Cities (phase VI 2014-2018 specifically referring to the theme of Older People): Sharon Miller (ABMU)
- Premature mortality rates: Dr Nina Williams (Public Health Wales)
- Cllr Andrea Lewis: Cabinet Member for Next Generation Services. A briefing and overview of the Next Generation Services portfolio contribution to the Older People's Independence and independent living
- Written submissions from Local Service Board members providing their views on the effectiveness and achievements of the Local Service Board.

Our work has led us to a number of findings with some resulting recommendations which we hope will influence the development of the Public Services Board.

### **The Local Service Board has been successful in clarifying and promoting the top priorities for Swansea.**

The Local Service Board is important because it has been effective in bringing key stakeholders together and agreeing joint priorities through the production of the One Swansea Plan and the Strategic Needs Assessment. This has encouraged organisations to align their priorities and focus on the same outcomes. Without collaboration some may be working contradictory to each other or duplicating work. Organisations who work separately may be missing out on opportunities to complement each other's work for similar activities.

Financial cuts across all sectors mean that the need to explore opportunities for closer collaboration is greater than ever. The key role of the Local Service Board, as we see it, is to focus on building on the strengths of organisations and allowing them to pool resources, avoid duplication and through this maximise their impact on improving outcomes for residents of Swansea. The evidence we have collected and our discussions with Local Service Board partners have indicated that it has had mixed success in doing this, we discuss this view further in the following paragraphs.

**The Local Service Board has demonstrated its effectiveness in strategic planning.**

The One Swansea Plan has been a useful tool to raise the profile of the Local Service Board's priorities for Swansea. In particular, examples provided to us by health representatives included: raising the profile of early years and premature mortality and contributory factors like smoking cessation; the profile of older people and premature mortality; the tobacco action plan, the benefits of exercise and early years programme under Healthy Cities is gaining momentum; and support from the cabinet lead as a champion has been excellent in reducing premature mortality and increasing prevention aspects of older people's independence. Health representatives told us that the Local Service Board has been able to disseminate a wider understanding of the Healthy City initiative and this is attributed to the partnership working that it has facilitated.

In terms of the Older People's Independence priority, the development of the Ageing Well Plan as the over-arching strategy for multi-agency work is a positive outcome which has strengthened the partnership working in this area, and the development of the five work streams has provided a clear strategic focus. However, we suggest that wider promotion of the Plan should take place, including a report to Council, following its agreement by Cabinet in November 2015. We believe that this will help to highlight the work of the Local Service Board.

**We have found that the Local Service Board is less effective at monitoring outcomes.**

We have been provided with some evidence of on the ground work where the Local Service Board has built on existing strategic developments such as making Swansea a Dementia Supportive City – for example as a result police officers are now fully aware of the issues and have now received dementia awareness training. The Local Service Board has also supported the work of Local Area Co-ordinators. However it is not clear to us how important a part it has had in the development of the role. Nevertheless, we were pleased to hear of further collaborative work with the Police in order to look at ways to expand this approach but within existing resources. We feel that this is a positive example of the partnership approach fostered by the Local Service Board.

We have found it difficult to gather information on the effectiveness of outcome monitoring and we were advised the work is on-going to develop qualitative measures in order to more robustly monitor progress on the outcomes for the Older People's Independence priority. As a result we believe that when the annual review of the Ageing Well Plan takes place in July 2016 the scrutiny panel should be consulted as part of the process in order to help us understand how effective the Local Service Board is at monitoring outcomes.

The low level of response to the Panel's request for information from Local Service Board partners is disappointing and we hope it is not indicative of the level of their



engagement with review and evaluation generally. We expect that the enhanced statutory role for scrutiny as part of the Well-being and Future Generations Act will encourage a greater level of engagement in the scrutiny process from all partners.

The Public Services Board must ensure that it sets clear tasks with tangible outcomes and a robust monitoring plan. Going forward, regular progress reports should be made to the scrutiny panel, so that we can develop an active role in performance monitoring. We recognise that developing meaningful, robust outcomes is not an easy task therefore we would be prepared to assist and be consulted on the development of any performance monitoring framework.

**We are concerned by the failure of the Local Service Board to agree pooled funding for activities.**

Pooled funding is a key area which will demonstrate the commitment of partners to achieving the outcomes; therefore we consider that a lack of funding commitment shows a lack of commitment to the partnership working process. We were advised that work is on-going to try to address this issue, both in terms of small contributions to administrative costs and pooled funding to work on objectives. Going forward we recommend that addressing the issue of pooled funding should be a priority for the Public Services Board. Partners need have shared and clearly defined outcomes, objectives and strategies that enable them to sign up to a clear formal agreement, which sets out the activities to be delivered via the pool. Therefore it will be important for the Public Services Board to gain an understanding what partners feel are the barriers to this.

**We believe that work needs to be done to develop a wide understanding of the Public Services Board's purpose and role.**

Positive steps have been taken to improve the transparency and accountability of the Local Service Board by opening its meetings to the public and publishing its agendas and minutes on-line. However, we were unable to establish evidence to show how well individual organisations are cascading information about the work of the Local Service Board internally. The work of the new Public Services Board will be more effective if staff are aware of its aims, objectives and outcomes.

We believe that communications plan needs to be established for all partners of the Public Services Board to ensure that its work, objectives and outcomes are widely understood within all organisations. All partners need to report regularly on the efforts they are making to ensure this information is disseminated.

**Recommendations**

Following the discussions and evidence gathered by the Panel to date, we have made the following recommendations which we intend to assist the development of the Public Services Board. Some relate specifically to the Older People's Independence Priority and some relate to the development of the Public Services Board:

### *Older People's Independence Priority*

- a) Ensure wider reporting of the Ageing Well Plan, including a report to Council, in order to highlight the successful partnership approach.
- b) Consult with the scrutiny panel as part of the review of the Ageing Well Plan (due July 2016).

### *Public Services Board*

- c) The Public Services Board needs to clearly state how it will address the issue of pooled funding to tackle priorities.
- d) Clear arrangements need to be put in place to monitor the outcomes of the Public Services Board's work.
- e) Consult with the scrutiny panel about the format of future performance monitoring reports for the work of the Public Services Board and ensure that the panel receives regular performance monitoring reports.
- f) Develop a communications plan for all partners of the Public Services Board to ensure that its work, objectives and outcomes are widely understood within all organisations. Ensure that all partners report regularly on the efforts they are making to disseminate this information.

### **Next steps**

Whilst we are now happy to conclude our work looking at the Older People's Independence priority, we plan to meet with Councillor Jane Harris (Cabinet Member for Adults & Vulnerable People). This is because her portfolio covers the issue of Older People's Independence and she also sits on the Local Service Board, therefore we feel our work would be incomplete if we did not take the opportunity to discuss our findings with her and to gather her views on the effectiveness of the Local Service Board.

Aside from this, going forward, our main focus will be to monitor the development of the Public Services Board and to develop the role of scrutiny within this. We also plan to address the issue of our own membership in order to ensure that we reflect the new make-up of the Public Services Board.

### **Your response**

In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful however if you could specifically refer to the recommendations outlined above. As part of our work plan for 2016/17 we plan to review progress on the recommendations we have made.

Please could you provide your response by 21st April 2016.

Yours sincerely,

A handwritten signature in black ink that reads "Mary Jones". The signature is written in a cursive style.

**Councillor Mary Jones**  
**Convener, Local Service Board Scrutiny Performance Panel**  
✉ [cllr.mary.jones@swansea.gov.uk](mailto:cllr.mary.jones@swansea.gov.uk)



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**DINAS A SIR ABERTAWE**

Councillor Mary Jones  
Convenor, Local Service Board Scrutiny  
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Your Ref / Eich  
Cyf:  
Date / Dyddiad:

14 April 2016

**To receive this information in alternative format, please contact the above.  
I dderbyn yr wybodaeth hon mewn fformat arall, cysylltwch â'r person uchod.**

Dear Councillor Jones

**Local Service Board Scrutiny Performance Panel – 22 February 2016**

Thank you for your letter dated 30 March 2016.

I am grateful for the work that the Panel has done on the effectiveness of the Local Service Board and have read your findings with interest. Partnership working is often challenging and it is useful to hear an independent perspective on what is working well and what is not. Of course I recognise many of the issues raised as they were discussed at the meeting I attended and raised in my previous letter to you.

In terms of your four recommendations for the Public Services Board my own view is that they should be adopted by the Board going forward. However, this should of course be a matter for the Public Services Board itself and, as you know, it has not yet met. I will therefore place your letter on the first available agenda so that these recommendations can be fully considered and discussed. The outcome of this will be reported back to scrutiny.

In respect of your recommendations about the Ageing Well Partnership Plan, again, I am happy to support these in principle. This is of course within the portfolio of Councillor Jane Harris so I will ask her to discuss the details of these recommendations with you when she attends the Panel.

**COUNCILLOR/Y CYNGHORYDD**  
**ROB STEWART**  
**LEADER / ARWEINYDD**

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- 2 -

Finally, I was also disappointed to hear about the difficulty you had in getting responses from LSB partners. I can give you my reassurance that Council representatives on the PSB will be stressing the value and importance of scrutiny going forward. I expect that the statutory status of scrutiny for the PSB will further strengthen its influence.

Yours sincerely

**COUNCILLOR ROB STEWART**  
**LEADER & CABINET MEMBER FOR FINANCE & STRATEGY**

**COUNCILLOR/Y CYNGHORYDD**  
**ROB STEWART**  
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## **FOR INFORMATION**

This report provides the Audit Committee work plan to May 2016, and draft work plan for 2016/17.

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 Audit Committee attended the Scrutiny Programme Committee on 9 November.

The Chair of the Scrutiny Programme Committee attended the Audit Committee on 15 December.

Arrangements for further engagement in the new municipal year will be made.

## Report of the Head of Finance & Delivery

Audit Committee – 19 April 2016

### AUDIT COMMITTEE – WORKPLAN

<b>Purpose:</b>	This report details the Audit Committee Workplan to May 2016.
<b>Report Author:</b>	Paul Beynon
<b>Finance Officer:</b>	Paul Beynon
<b>Legal Officer:</b>	Sharon Heys
<b>Access to Services Officer:</b>	Sherill Hopkins

#### FOR INFORMATION

#### 1. Introduction

- 1.1 The Audit Committee's Workplan to May 2016 is attached in Appendix 1 for information
- 1.2 A draft Workplan for the following year is also attached in Appendix 2

#### 2. Equality and Engagement Implications

- 2.1 There are no equality and engagement implications associated with this report.

#### 3. Financial Implications

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

#### 4. Legal Implications

- 4.1 There are no legal implications associated with this report

**Background Papers:** None

**Appendix 1** – Audit Committee Workplan 2015/16

**Appendix 2** – Draft Audit Committee Workplan 2016/17

**AUDIT COMMITTEE WORKPLAN 2015/16**

<b>Date of Meeting</b>	<b>Reports</b>
19 April 2016	WLGA Peer Review – Progress Update Wales Audit Office - Annual Plan 2016 Internal Audit Charter 2016/17 Internal Audit Annual Plan 2016/17 Draft Audit Committee Annual Report 2015/16 Scrutiny Work Programme 2015/16 Chair's Letters Corporate Fraud Team Investigation Report



## DRAFT AUDIT COMMITTEE WORKPLAN 2016/17

Date of Meeting	Reports
14 June 2016	Audit Committee - Training
June 2016	Corporate Governance Review Report Section 106 Planning Obligations – Update YGG Lon Las Draft Response to Cabinet Internal Audit Monitoring Report Q4 2015/16 Risk Management Annual Review 2015/16 Final Audit Committee Annual Report 2015/16
July 2016 – Special Meeting	Draft Statement of Accounts 2015/16 Draft Annual Governance Statement 2015/16
August 2016	Internal Audit Annual Report 2015/16 Corporate Fraud Team Annual Report 2015/16 Annual Report of School Audits 2015/16 Internal Audit Monitoring Report Q1 2016/17 Bad Debt Write Offs - Update
September 2016 – Special Meeting	Audited Statement of Accounts 2015/16 Wales Audit Office ISA 260 Report 2015/16
October 2016	Chair of Scrutiny Programme Committee Head of Commercial Services – Commercialism Strategy Wales Audit Office Performance Audit – Mid Term Report Risk Management Half Yearly Review 2016/17
December 2016	Wales Audit Office Controls Report 2015/16 Wales Audit Office Annual Audit Letter 2015/16 Internal Audit Monitoring Report Q2 2016/17 Recommendations Tracker Report 2014/15
February 2017	Wales Audit Office Performance Audit Update Internal Audit Monitoring Report Q3 2016/17 Internal Audit Plan 2017/18 - Methodology Audit Committee Review of Performance 2016/17
April 2017	Wales Audit Office Annual Plan 2017 Internal Audit Charter 2017/18 Internal Audit Annual Plan 2017/18 Risk Management Annual Review 2016/17 Draft Audit Committee Annual Report 2016/17