

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 5, Guildhall, Swansea

On: Monday, 13 June 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.

AGENDA

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on the 13 June 2016. The main items are Child & Young People, Safeguarding, the Scrutiny Work Programme, and pre-decision scrutiny of a Cabinet report on Castle Square.

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- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interest.**
www.swansea.gov.uk/disclosuresofinterests
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Minutes:** 1 - 6
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 **Public Question Time.**
- 6 **Role of the Scrutiny Programme Committee.** 7 - 14
- 7 **Cabinet Member Question Session: Cabinet Member for Services for Children & Young People. (Councillor Christine Richards)** 15 - 30
- 8 **Corporate Safeguarding Annual Report 2014/15 and Addendum for 2015/16.** 31 - 53
- 9 **Scrutiny Work Programme 2016/17.** 54 - 115
- 10 **Membership of Scrutiny Panels and Working Groups.** 116 - 117

11 Scrutiny Letters.**118 - 148**

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	11 April	Letter to / from Cabinet Member for Enterprise, Development & Regeneration
b	Tree Preservation Working Group	21 April	Letter to / from Cabinet Member for Enterprise, Development & Regeneration

12 Feedback from Recent Scrutiny Events.**13 Upcoming Scrutiny Events.****14 Audit Committee Work Plan. (For Information)****149 - 150****15 Date and Time of Upcoming Panel / Working Group Meetings.**

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Public Services Board	Performance Panel	20 Jun	10.00 am	Committee Room 5 (GH)
Adult Social Services	Performance Panel	21 Jun	4.30 pm	TBA
Building Sustainable Communities	Inquiry Panel	22 Jun	10.00 am*	Room 235 (GH)
Service Improvement & Finance	Performance Panel	22 Jun	10.00 am*	Committee Room 5 (GH)
Child & Family Services	Performance Panel	27 Jun	10.00 am	TBA
Corporate Culture	Inquiry Panel (follow up)	6 Jul	5.00 pm	TBA

*time subject to change due to clash

16 Pre-Decision Scrutiny - Role of the Committee.**151 - 153****17 Exclusion of the Public.****154 - 157****18 Pre-Decision Scrutiny: Castle Square - Development & Public Realm Opportunity - Report of the Cabinet Member for Enterprise, Development & Regeneration.****158 - 164**

- a Presentation of Cabinet Report and Questions.
- b Committee's Views for Cabinet.

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:

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Patrick Arran

Head of Legal and Democratic Services

Monday, 6 June 2016

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, 9 MAY 2016 AT 4.30 PM

PRESENT: M H Jones (Chair) Presided

Councillor(s)

U C Clay
N J Davies
J W Jones
G J Tanner

Councillor(s)

A C S Colburn
E W Fitzgerald
P M Meara

Councillor(s)

S E Crouch
T J Hennegan
G Owens

Co-opted Member(s)

D Anderson-Thomas
P R Hood-Williams

Co-opted Member(s)

F M Gordon

Co-opted Member(s)

C A Holley

Officer(s)

Brij Madahar
Wendy Parkin

Scrutiny Co-ordinator
Senior Lawyer

178 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors D W Cole and D J Lewis.

179 **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 N J Davies – Minute 183 Cabinet Member Question Session: Cabinet Member for Environment & Transportation - Personal Interest – employed by Graham Evans & Partners LLP which conducts public liability claims against the Authority.

180 **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.

181 **MINUTES:**

RESOLVED that the Minutes of the Scrutiny Programme Committee held on 11 April 2016, be agreed as a correct record.

In relation to Minute 166 Members sought clarification about the statement made by the Cabinet Member for Enterprise, Development & Regeneration about the inclusion of Library Services, along with other Cultural Services, in the 'Prior Information Notice' in order to seek interest from external parties. It was agreed that the committee's letter to the Cabinet Member, reflecting the Question & Answer Session, should ask him provide more information about this.

182 **PUBLIC QUESTION TIME.**

There were no public questions.

183 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION. (COUNCILLOR DAVID HOPKINS).**

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

Stuart Davies, Head of Highways & Transportation, and Chris Howell, Head of Waste Management & Parks, were also present and assisted the committee as required on their questions.

The question session led to discussion around the following topics:

- The status of relevant Commissioning Reviews (e.g. Waste Management, Parks & Cleaning, Highways & Transportation)
- Recycling performance / excessive packaging / litter
- Backlog of road repairs (e.g. potholes), inspection and prioritisation
- Civil parking enforcement / costs to provide Parking Services
- Swansea Marina income / maintenance of Tawe Barrage
- Progress on developing a Quality Bus Partnership with First Cymru
- Fleet Management and depot rationalisation
- Charges for street closures (e.g. national celebrations / street parties)
- Dog fouling & enforcement / provision & cost of dog waste bins
- Street cleansing schedules and targeting
- Programme for Safe Routes to School / 20 mph limits around schools
- Grass cutting in parks / maintenance e.g. where managed by 'Friends of Parks' Groups
- Cost of works in relation to councillors' environmental allowances (e.g. wooden posts to prevent parking and protect grass verges)
- Effectiveness of LED street lighting
- Home to school transport

The Chair thanked Councillor Hopkins and the officers for attending.

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

184 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - LOCAL SERVICE BOARD. (COUNCILLOR MARY JONES).**

Councillor Mary Jones, Convener, provided an update of the work of the Local Service Board Scrutiny Performance Panel.

Further to the discussion at the last committee meeting she stated that the work of the Performance Panel had now concluded its work, and the new Public Services Board Scrutiny Performance Panel would be meeting from June 2016.

She referred to the main conclusions of the Panel's which have been communicated to the chair of the Local Service Board, Councillor Rob Stewart (Leader of the Council). The Panel's letter is due to be considered by the new Public Services Board when it meets for the first time on 17 May, and Members hoped to see the new Board accept the Panel's views and recommendations.

RESOLVED that the report be **NOTED**.

185 **ANNUAL WORK PROGRAMME REVIEW 2015/16.**

As the final meeting of the current municipal year, the report assisted Councillors to take stock of the work done during the municipal year and reflect on the experience. The Committee was also encouraged to begin to think about the scrutiny work programme for the forthcoming municipal year.

The report provided the committee with:

- A summary of the work of the Committee and the overall scrutiny work programme (including progress of the various Panels and Working Groups)
- Feedback on the performance of scrutiny and the annual councillor survey
- A summary of improvement activities carried out
- A list of outstanding work that may be carried over
- The Cabinet forward plan for opportunities for pre-decision scrutiny.

Members were invited to give views about the work programme and experience of scrutiny to help evaluate how well things have worked and identify areas for improvement. The committee considered the information provided and the following issues were raised during discussion:

- Transformation of Adult Social Services Panel – the convener of the Panel, Councillor Uta Clay, referred to the work of the Panel over the last 18 months, and its concluding letter to the Cabinet Member for Adults & Vulnerable People which will be presented to the committee.
- Councillor Participation in Scrutiny – the committee felt that more councillors should be involved in scrutiny. It was noted that the % of backbench councillors actively involved over the last year was 79% (49 out of 62).
- Pre-decision scrutiny – committee members shared experiences of undertaking pre-decision scrutiny and some concern about the effectiveness of the current process. Specific concerns centred on the timescales provided for scrutiny and

how Cabinet responds to views. The recent pre-decision scrutiny of the School Music Service was cited as an example. Some clarity was sought from members about the purpose of pre-decision scrutiny and the expectations on Cabinet in response to pre-decision scrutiny concerns / recommendations. It was felt that a deferral of cabinet decision may be appropriate to fully consider the views of scrutiny.

The committee noted further information about the upcoming cabinet report on 'Castle Square – Development and Public Realm Opportunity' and considered whether a request for pre-decision scrutiny should be made. There was some concern about the proposal to market the site in response to developer interest, as an important public space.

The chair reminded committee members about the annual scrutiny work planning conference which was being held on 12 May. She stated that the chair of the Audit Committee and the lay members of the Standards Committee had also been invited to the conference to provide an independent / public perspective on future work.

RESOLVED that:

- 1) the Terms of Reference of the Tackling Poverty Scrutiny Inquiry be endorsed;
- 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 – a meeting of the Scrutiny Programme Committee to be arranged at the earliest possible opportunity; and
- 3) a meeting be arranged between the chair of the Scrutiny Programme Committee and relevant Cabinet Member to discuss the pre-decision scrutiny process and possible improvements.

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

Expressions of interest amongst scrutiny councillors for the new Adult Social Services Scrutiny Performance Panel were reported for agreement. It was reported that both Councillor Peter Black and Councillor Uta Clay had expressed interest in acting as convener.

RESOLVED that:

- 1) the membership of the Adult Social Services Scrutiny Performance Panel be agreed as follows:

Labour Councillors: 6

Uta Clay	Geraint Owens
Ann Cook	Paulette Smith
Yvonne Jardine	Gloria Tanner

Liberal Democrat Councillors: 3

Peter Black	Jeff Jones
Chris Holley	

Independent Councillor: 1

Susan Jones	
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Conservative Councillor: 1

Paxton Hood-Williams	
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- 2) the Panel selects the convener at its first meeting, for the Committee's agreement.

187 **SCRUTINY LETTERS.**

The Chair reported the Scrutiny Letters Log and referred to the recent correspondence between Scrutiny and Cabinet Members. This included the concluding letter of the Local Service Board Scrutiny Performance Panel and response.

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

188 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

The Chair referred with pleasure to the shortlisting of Swansea Scrutiny for the national Municipal Journal Achievement Award in the category of 'Excellence in Governance & Scrutiny'. She reflected on the 'judging day' in London that she, along with Councillor Clive Lloyd (Cabinet Member for Transformation & Performance) and Dave Mckenna (Scrutiny Manager), attended on 28 April. She was pleased with the presentation made to judges which she felt was well-received, and the experience. She stated that the Awards Ceremony was taking place on 16 June which she, Councillor Terry Hennegan, and Councillor Paxton Hood-Williams would be attending.

189 **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.

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

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

191 **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 6.05 pm

CHAIR

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

**HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON
THURSDAY, 19 MAY 2016 AT 5.54 PM**

PRESENT:

Councillor(s)

C Anderson
D W Cole
C R Evans
M H Jones
P M Meara

Councillor(s)

U C Clay
S E Crouch
E W Fitzgerald
E J King
G Owens

Councillor(s)

A C S Colburn
N J Davies
T J Hennegan
D J Lewis

1 **SUSPENSION OF COUNCIL PROCEDURE RULE 12 "CHAIR OF MEETINGS" IN
ORDER TO ALLOW THE PRESIDING MEMBER TO PRESIDE OVER THE UNDER
MENTIONED AGENDA ITEMS.**

RESOLVED that Procedure Rule 12 be suspended in order to allow the Chair of Council to preside over this meeting.

(COUNCILLOR D W W THOMAS PRESIDED)

2 **ELECTION OF CHAIR FOR THE MUNICIPAL YEAR 2016 - 2017.**

RESOLVED that Councillor M H Jones be elected Chair for the 2016-2017 Municipal Year.

(COUNCILLOR M H JONES PRESIDED)

3 **ELECTION OF VICE CHAIR FOR THE MUNICIPAL YEAR 2016 - 2017.**

RESOLVED that Councillor N J Davies be elected Vice-Chair for the 2016-2017 Municipal Year.

4 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors J W Jones & G J Tanner.

5 **DISCLOSURES OF PERSONAL & PREJUDICIAL INTEREST.**

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

The meeting ended at 5.55 pm

CHAIR

Report of the Chair

Scrutiny Programme Committee – 13 June 2016

ROLE OF THE SCRUTINY PROGRAMME COMMITTEE

Purpose	To ensure understanding about the role of the Scrutiny Programme Committee.
Content	This report provides a description of the Council's overview and scrutiny arrangements. The terms of reference of the Scrutiny Programme Committee are attached.
Councillors are being asked to	Discuss the role of the Committee as required
Lead Councillor	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer	Mike Hawes, Director – Corporate Director (Resources)
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 The main aim of scrutiny is to act as a 'critical friend' to the Cabinet and other decision makers in order to promote better services, policies and decisions. Councillors involved in scrutiny will hold the Council's executive to account and examine the work of Council departments, as well as other public services.
- 1.2 The Scrutiny Programme Committee (first established in October 2012) is the Council's single Overview & Scrutiny Committee and is responsible for managing all scrutiny activity within the Authority through a single work plan. Although certain work is undertaken by the committee (e.g. holding Cabinet Members to account) detailed scrutiny of specific topics is carried out by establishing informal panels (for in-depth activities) or one-off working group meetings. This provides for greater flexibility within the scrutiny work programme and engagement of all non-executive councillors in the scrutiny process, regardless of committee membership, and participation in topics that match their areas of interest.
- 1.3 Any Panel / Working Group topics that are agreed by the committee are advertised to all non executive councillors and expressions of interest sought. The membership of Panels / Working Groups, as well as a lead councillor for this work (known as 'convener'), will then be determined by the committee.

1.4 In conjunction with the committee the Chair of the Scrutiny Programme Committee maintains overall responsibility for agreed scrutiny activities, monitoring activities and outcomes to ensure that the work programme is being delivered effectively, and in accordance with any timetable set out.

2. Role of the Scrutiny Programme Committee

2.1 The role of this committee in general is to:

- Establish and manage the informal scrutiny panels and working groups to undertake the detailed work of scrutiny – these to be open to all back bench councillors
- Appoint ‘Scrutiny Conveners’ to chair the various scrutiny panels / working groups
- Manage the Scrutiny Work Programme and monitor outcomes
- Hold Cabinet Members to account in a formal public setting
- Meet the Council’s statutory responsibilities for overview and scrutiny, including performing the Crime and Disorder scrutiny function, and scrutiny of the Public Services Board
- Coordinate pre-decision scrutiny
- Respond to urgent issues and referrals from Council
- To undertake any scrutiny not delegated to a panel / working group
- Agree any scrutiny reports that make recommendations to Cabinet, Council and other bodies

2.2 Terms of Reference (*taken from the Council Constitution*) are attached at **Appendix 1**.

3. Scrutiny Conveners

3.1 Scrutiny Conveners are appointed by the Scrutiny Programme Committee to lead specific activities (Panels and/or other informal Working Groups) and are responsible for:

- convening (or chairing) meetings of the relevant Panel / Working Group
- ensuring that the Panel / Working Group undertakes work to the specifications and timescales agreed by the committee
- reporting back to the committee with findings, conclusions and recommendations as appropriate

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

3.2 The Programme Committee may appoint conveners from outside of the membership of the committee. In this case conveners will attend the committee by invitation of the chair to provide updates and/or present final reports on the work of the panels.

- 3.3 Councillors who are appointed as conveners will be responsible for ensuring that Panels are operating effectively. If there are any issues with regard to membership (e.g. attendance / representation of different political groups) these should be raised with the chair of the Scrutiny Programme Committee. The Chair of the Scrutiny Programme Committee will consult informally with group leaders in the first instance and then, if necessary, raise the issue as an item for the Scrutiny Programme Committee to consider.

4. Financial Implications

- 4.1 There are no additional financial implications associated with this report.

5. Legal Implications

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

Background Papers: None

Appendices:

1. Scrutiny Programme Committee Terms of Reference
2. Scrutiny Convener Role Description

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

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

Scrutiny Convener Role Description

1. General

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

2. Providing leadership

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

3. Managing the work programme

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

4 Effective meeting management

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

5 Community leadership

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

6 Values

6.1 To be committed to the values of the Council and the following values in public office:

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability.

Report of the Chair

Scrutiny Programme Committee – 13 June 2016

CABINET MEMBER QUESTION SESSION

Purpose	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.
Content	The following Cabinet Member will appear before the committee to participate in a question and answer session: <ul style="list-style-type: none"> • Councillor Christine Richards – Cabinet Member for Services for Children & Young People
Councillors are being asked to	<ul style="list-style-type: none"> • Question the Cabinet Member on relevant matters • Make comments and recommendations as necessary
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Mike Hawes, Corporate Director Services (Resources)
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

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 4 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 Christine Richards – Cabinet Member for Services for Children & Young People

Within this Cabinet portfolio, she is responsible for:

- Child & Family Services
- Play
- Youth Services & Promoting Youth Inclusion
- Early Intervention / Prevention
- Youth Offending Service (Y.O.S.)
- Youth Citizenship
- Opportunities for Young People
- United Nations Convention on the Rights of the Child (UNCRC) Champion
- Not in Education, Employment or Training (NEETS) (Link with Education)
- Regional Adoption Service
- Children & Young People (CYP) Board
- Continuum of Care
- Safe Looking After Children (LAC) Reduction Strategy
- Flying Start
- Lead elements of Sustainable Swansea

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 this portfolio in August 2015. Amongst the issues discussed then included:

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

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

- 4.2 Other contact with scrutiny:

- Child & Family Services Performance Panel – Regular dialogue and correspondence with Cabinet Member on performance issues, with attendance as required by the Panel.
- Service Improvement & Finance Performance Panel – question session on the achievement and impact of budget savings relevant to her portfolio. She answered questions on: Child & Family Services, Youth Services, Outdoor Activity Centres, Youth Workers / NEETs; Regional Adoption Service, Youth Citizenship & Flying Start.
- Children & Young People Rights Scheme – discussion on compliance / progress with agreed scheme and impact.

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



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor Christine Richards,
Cabinet Member for Services to
Children & Young People**

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SPC/2015-16/2

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16 September 2015

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Services for Children & Young People following the meeting of the Committee on 10 August 2015. It is about Children's Social Services, Flying Start, Children's University, Youth Services, Education for Gypsy & Traveller Children, and the Children & Young People's Rights Scheme.

Dear Councillor Richards,

Cabinet Member Question Session – 10 August

Thank you for your attendance at the Scrutiny Programme Committee on 10 August 2015 answering questions on your work as Cabinet Member for Services for Children & Young People. We wanted to explore priorities, actions, achievements and impact in relation to your areas of responsibility. Thank you for the written information also provided to the committee.

We are writing to you in order 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:

Child & Family Services

You reported good progress since we last met in the autumn. However, you reminded the committee that Child & Family Services remained a fragile area of the Council's work. We were particularly pleased to hear you praise the way you and the service felt challenged by the Child & Family Services Scrutiny Performance Panel, vital to ensuring that the service continues improving and does not return to the issues of recent past. You remarked on

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the high quality of scrutiny and questioning in relation to service performance, and how you valued the exchange of letters with the Panel.

We discussed the financial strategy for Child & Family Services noting that the service had cost £3m less in 2014/15 than two years ago. We asked how this has been achieved. You said that the Safe Looked After Children Reduction Strategy has helped, with the levels of Looked After Children (502) being at their lowest for some time. The strategy has included identifying where it is safe for a child to stay with family, as well as there being an increase in Foster Swansea carers which is cheaper than private providers, and more locally based. We recognised that the budget had been increased a few years ago due to issues but that it was now coming down.

We did raise an issue about the use of Special Guardianship Orders (SGOs) which we understand are being encouraged, and are reducing the numbers of Looked After Children. We noted that SGOs have less financial and other support, so wanted reassurance that this was working well and were not being used primarily because of financial pressures.

Child Sexual Exploitation

As you are aware we invite members of the public and other councillors not on the committee to suggest questions to us. We asked, on behalf of Councillor Linda Tyler-Lloyd, whether you were confident that everything was being done to ensure that vulnerable young people were being protected against gangs who might want to sexually exploit them.

You referred to a recent council question on the same matter but reiterated that there was close working with partners (particularly the Police) to identify any signs of such gangs operating here, and all the available information suggested that there was not. We recognised that unfortunately we do see cases of sexual abuse or exploitation in the area but were pleased that there was no sign of organised activity.

You highlighted the council's corporate parenting and safeguarding role and stressed the importance of people not being afraid to report any concerns in the community. You mentioned the key role played by the Western Bay partnership in safeguarding, and also the work of the Local Service Board. You mentioned the conference which took place last autumn in the Liberty Stadium on child sexual exploitation where all sectors were represented, and of course recognised that work must continue.

We discussed the importance of all councillors completing the available online training on child sexual exploitation awareness training and supported moves to make such training compulsory. We understand you are in discussion with the Head of Democratic Services / Democratic Services Committee about this. We were pleased to hear about the work to improve the level of staff engagement across the organisation with training / online materials to raise

levels of awareness and ensure people know what to do to report concerns. The committee emphasised the need to be vigilant of any form of exploitation.

Employment Opportunities for Looked After Children

We asked you about progress in relation to employment opportunities that the council provides for Looked After Children. You stated that you were passionate about this issue and regarded the council as the 'Family Firm'. You told us that you were looking at what pots of money (e.g. grants) could help support this aim, and have asked officers to devise a possible scheme to support this. We felt this is an important issue which has also been raised in other forums, such as the Corporate Parenting Forum, and progress needs to be made.

We also asked about quality of provision for post-16 Looked After Children / care leavers. You felt that things have improved although accepted more needs to be done. You said that Child & Family Services were undertaking a commissioning review for post-16 services, however you expressed the view that children should continue to be supported and looked after until they are ready to leave care, regardless of age.

Flying Start

This is something which the Service Improvement & Finance Scrutiny Performance Panel looked at in some detail last year. You clarified some of the performance figures around the % of eligible 2 year olds taking up Flying Start Childcare, in that more children are becoming eligible. This would suggest a rise in child poverty, but it was not clear whether things were getting better or worse. You explained that although the criteria had changed meaning more people were entitled to Flying Start, that it was not in itself an indicator of poverty.

We noted the areas for development including plans to have additional childcare settings up and running at Parklands, Plasmarl and Pontarddulais, which meet the criteria for Flying Start. You also confirmed that a Welsh medium childcare facility was being sited at the old Daniel James school site. We asked whether you could provide us with more information about the criteria which determined how areas become eligible for Flying Start, as some areas do not have the service but would benefit from it.

We also talked about ensuring proper access to information for young people and impact of potential closure of facilities (such as libraries) in rural areas (e.g. Pennard). You assured the committee that equality impact assessments are carried out before any decisions are made and this includes children & young people. You argued that there was a need to work smarter and leaner in order to sustain services and felt that there was an important role for schools in this. You argued that whilst we may not have libraries in communities we do have schools, and there was potential innovation to be

explored in terms of future library / information service provision, given financial pressures on the council.

Children's University

We asked you about the council's support for the UK wide Children's University initiative, and raised concern about resources which we believed had been cut back or stopped, despite this scheme playing an important role in prevention and early intervention. We asked for clarification on the current position.

You agreed to look into this and provide a fuller response to the committee. However, you mentioned that a meeting was taking place in the next few weeks to discuss the local situation. You added that most of the work was done outside of the council although there has been a supporting role in terms of gathering information from participating schools and issuing certificates etc. You stated that the council was looking for ways to develop this, and we look forward to hearing more. We did also wonder about the levels of awareness about the Children's University amongst local schools / children.

Youth Services

You talked about the reconfiguration of the Youth Service that has taken place, due to financial pressures, which has seen the integration of the service as part of early intervention and prevention approaches. You stressed the importance of the work of Youth Leaders in the positive development of children and young people in Swansea.

We also asked about recent changes to the opening hours of the InfoNation Service, and concern about lack of access for young people in the evening and weekend. You told us that there had been consultation with young people but there have also been staff shortages. You stated that the issue was being looked at in conjunction with the Local Health Board. One of the issues you pointed out was that the ABMU Health Board funded Neath Port Talbot Council under the Public Health initiative around £40k to promote young people's sexual health but in comparison Swansea did not receive such support. With regard to access you did clarify that InfoNation was not the only source of information but part of a coordinated effort in the centre of Swansea which has many different organisations serving young people.

Education for Gypsy & Traveller Children

We asked for clarification whether there had been changes to the education service for gypsy & traveller children. We understand there has been a move from Education into the Poverty & Prevention service. You said that a lot of good work was going on with gypsy & traveller families and the service designation had no impact on the work itself.

There was still some concern amongst the committee that it created a distance from the Education service given that it is effectively an education service being provided. This had the potential to stigmatise these children as being different, especially as other services such as the Education Other Than At School service are within Education. You responded that it was important that services were joined up and not working in silos but clarified that the staff working with the children were the same. We agreed it was critical to build trust with the young people and their families. The rationale for the change was still nevertheless unclear to the committee, aside from organisational convenience. You stated that this work was about early intervention and prevention and this is education beyond the school gates, and therefore sat well with the Poverty & Prevention Service Unit.

Children & Young People's Rights Scheme

You spoke about the launch of the Children & Young People's Rights Scheme last October and the good progress being made in relation to schools signing up to UNCRC and becoming Rights Respecting, and the positive impact on children. At our meeting on 14 September we discussed the role of scrutiny in monitoring the implementation of the Children & Young People's Rights Scheme across the council and impact, and how scrutiny councillors can champion children's rights more generally in our scrutiny of the work of the council. We have been invited to an awareness raising training session on 29 October to develop our understanding of children's rights and the policy context within which they sit in Swansea. We are scheduled to review the Children and Young People's Rights Scheme Annual Report at our committee meeting on 9 November in order to assess progress and impact.

Issue for Scrutiny

You raised an issue about the Children & Young People's Partnership (CYP) and invited scrutiny work. We noted recent changes which meant the CYP was now part of the Single Integrated Plan (the One Swansea Plan) and the CYP Executive Board presumably was sub set of the Local Service Board. We were very concerned to hear that the CYP Board has not met for some time and things appear to have got lost in the big picture. You felt there was a need to revitalise joined up work around CYP Board. We shared your concern about the profile of this work within the One Swansea Plan and strategic direction.

It is not clear why the CYP Executive Board is not meeting, and what progress there has been in relation to CYP Partnership activities, and what role the LSB is meant to play in this. Perhaps as lead / designated member you should raise your concerns at the earliest meeting of the Local Service Board to discuss the effective functioning of the CYP Partnership. We recognise this is an issue which depends a lot on partner engagement.

If after discussion with the Local Service Board you feel there may still be a role for scrutiny in this matter we would be pleased to hear from you and will take a view on our involvement.

In the meantime we will make the Local Service Board Scrutiny Performance Panel aware of this issue.

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 concern about the use of Special Guardianship Orders (SGOs) and provide reassurance about the positive impact / benefits;
- our request for information about the criteria which determines how areas become eligible for Flying Start provision;
- the current position with regard to the council's support for the Children's University and plans for development; and
- our recommendation that you take up issues regarding the Children & Young People's Partnership with the Local Service Board.

Please provide your response by 7 October. 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,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

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Councillor Mary Jones
Chair, Scrutiny Programme Committee

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Cyf:
Date / Dyddiad: 25 September 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 – 10 August 2015

Thank you for your letter dated 16 September 2015 regarding my attendance at the Scrutiny Programme Committee on 10 August 2015 and your reflections on the session. You raised a number of outstanding issues and actions for response.

Special Guardianship Orders

Please find below my answer to your question in relation to your concern about the use of Special Guardianship Orders (SGOs)

The Adoption and Children Act 2002 introduced Special Guardianship and Special Guardianship Orders. They came into force on 30 December 2005. Special Guardianship is a formal Court Order that usually lasts until a child is 18 years of age. Special Guardianship means that the child lives with carers who have parental responsibility for them until they are grown up. The child is no longer considered to be a looked after child, although the LA continues to hold responsibilities in terms of reviewing support packages.

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People who can apply for an SGO could be a grandparent, close relative a family friend, or even a foster carer. They would be people who have a bond and commitment to the child. SGO's offer stability and permanence for a child without separating them from their parents and extended family network. They provide an opportunity to build a firm foundation for a lifelong permanent relationship.

Special Guardianship may be more suitable because it does not distort family relationships like adoption can.

There is a requirement to provide an assessment report and proposed support package to the Court with the SGO application. This will include provision of financial and other more practical support. It is considered best practice, and this is enshrined in Legislation, that children, wherever possible and safe, remain in the care of or at least continue to maintain relationships with their families and communities of origin. This is why the proportion of SGO's has risen across Wales. Some SGO support packages have a significant financial contribution. Child and Family services whilst maintaining financial rigour in all planning and service provision, always put the best interests of the child first. In addition the Court provides the most rigorous scrutiny to ensure the best interests of the child are prioritised.

Education for Gypsy and Traveller Children

There have been no changes to the provision of services for Gypsy and Traveller Children and Young People in Swansea. The Young People's Service runs outreach and support work for Gypsy and traveller children, young people and their families. This involves liaison with Primary and secondary schools, ensuring their attendance and issues are dealt with.

The Gypsy and Traveller children are still receiving their education in school within Cefn Hengoed with funding from the Education Improvement Grant (EIG) from colleagues in Education.

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Flying Start

The criteria which determines how areas are eligible for Flying Start provision:

Flying Start is aimed at 0-3 year olds living in the identified most deprived areas in Wales. It is not a school based Programme however the preferred model adopted in Swansea is to, where possible, site the Flying Start childcare settings on primary school sites due to the benefits of transition and continuity into the Foundation Phase and in recognition of the fact that Swansea's nursery provision is provided through the maintained sector.

WG determines the targeting of the Programme for each Phase which is summarised below:

Phase 1 of the Programme (2006-2011) was required by Welsh Government to be targeted at the most disadvantaged school catchments in Swansea. In line with WIMD data the target areas were Townhill, Seaview, Blaenymaes, Portmead, Clwyd, Hafod, Waun Wen and Pentrechwyth. Provision for welsh medium childcare and accessible childcare for children with disabilities are also provided for eligible 0-3 year olds living in the geographical target areas.

Phase 2 of the Programme (2012–2014) involved a change in criteria (set by Welsh Government) for defining Flying Start areas. Local partnerships were provided with a list of all Lower Super Output Areas (LSOAs) ranked in order of deprivation according to the levels of income benefit households (IBHHs) with 0-3 year olds. Prior to receiving offer of capital grant from Welsh Government for Phase 2, the Authority had to satisfy Welsh Government on a number of occasions that the expansion of the Programme was fully in line with the ranking of LSOAs determined by IBHHs of 0-3 year olds.

Phase 3 criteria prescribed by Welsh Government for new areas directly relate to LSOAs ranked in priority order, determined by Income Deprived Households (IDHHs) where 0-3 year olds live thus also taking into account low income families.

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The targeting for each Phase therefore has to take into account:

- the criteria set by WG (e.g school catchment / LSOA determined by IBHH, LSOA determined by IDHH).
- the cap ("maximum") of 0-3 year olds set by Welsh Government (starting with the total 0-3 year olds living in all existing Flying Start areas in order to calculate how much of an expansion can be achieved within the set cap.)
- the data provided to the Local Authority by WG (ranking order of LSOAs and estimate of numbers of 0-3 year olds in each area).

Children's University

Whilst the scheme has been very successful in the past, there is no longer national support or financial backing from Welsh Government for it to continue. This has made it extremely difficult to continue with the scheme from 2014/15 onwards. Only 15 of our schools used the scheme in 14/15 often concerned about the administrative burden of entering registers for after school clubs on to a data base for children to have a certificate with no formal qualification attached to it.

The post of the Children's University Development Worker was lost in August 2014 due to changes in terms and conditions to Grant funding criteria. Since then the Poverty & Prevention service's Partnerships team have continued to try to run the scheme with no support with the hope that it would become self-sufficient, however that has not been the case and since no dedicated worker has been in place the numbers of schools and organisations using the scheme has diminished considerably.

An analysis was undertaken of the database the Partnerships team hold for Children's University and at present there are less than 500 children and young people who are actively involved in the scheme. The majority of the activity registered comes from the Egypt Centre and Glyn Vivian Art Gallery.

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The partnerships team and the wider Poverty & Prevention service has no capacity to carry on running the scheme as it requires admin support and a worker to drive this forward to keep on top of registrations and encourage schools and organisations to use the scheme.

Across Wales there is limited use of the Children's University which was initially run through Glyndwr University; however there is no reason that the scheme cannot be run by another organisation.

The database held by the partnerships team is linked to the main Education database of all children and young people in Swansea, therefore this cannot be shared in this form with a third party due to data protection, however a new way of recording activity could be established if the scheme was run by another organisation.

The Partnerships team could support an organisation to take on the scheme and ensure activity recorded against active children and young people was transferred to a new database to ensure that credits already achieved were not lost and added to that child's record.

Another organisation could develop and run it as they wish, there is no national steer on this scheme at present so they would have the opportunity to shape and revive the scheme as they see fit.

It is important to note that the scheme just recognises activity conducted by other organisations, and by not continuing with it, there will be no detrimental impact on the number of activities run or opportunities provided for children and young people in Swansea. There are many other ways that the achievement of young people is recognised in Swansea.

Children's and Young People's Partnership

A review of the CYP Board was undertaken in May 2015, with the revised members of the group meeting to undertake a planning workshop on the CYP plan in June 2015, and then subsequently meeting fully as a board in July 2015 to follow up on this work.

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Work is being undertaken to re-establish the CYP Board to ensure we obtain a clear picture around all the ongoing work which sits under this agenda, however it is important we ensure the right people are engaged with this process to maximise buy in and ensure we achieve the correct set of shared outcomes for children & young people across the partnership which will form a basis for a new CYP Plan and feed into the LSB.

I am looking at the involvement of the Education & Children and Young People Cabinet Advisory Committee Chaired by Cllr Des Thomas in the co-ordination of information and services for children and young people.

I hope that my response has answered any outstanding queries and updated you on the actions being undertaken in my area.

Yours sincerely

Christine Richards

COUNCILLOR CHRISTINE RICHARDS
DEPUTY LEADER & CABINET MEMBER FOR
SERVICES FOR CHILDREN & YOUNG PEOPLE

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Report of the Cabinet Member for Services for Children & Young People

Scrutiny Programme Committee – 13 June 2016

CORPORATE SAFEGUARDING ANNUAL REPORT 2014/15 AND ADDENDUM FOR 2015/16

Purpose	To present an overview of the work of the Corporate Safeguarding People Steering Group by providing the Annual Report for the period 1st April 2014 to 31st March 2015 with an updated addendum to reflect progress as at 31st March 2016
Content	This report includes the Safeguarding Annual Report, an addendum and Action Plan
Councillors are being asked to	Endorse the actions being taken by the Corporate Safeguarding Group in response to the Welsh Audit Office review of Local Authority arrangements to Support the Safeguarding of Children
Lead Councillor(s)	Cabinet Member for Children & Young People, Councillor Christine Richards
Lead Officer(s)	Dave Howes, Chief Social Services Officer
Report Author	Ray Mitchell 636638 ray.mitchell@swansea.gov.uk

1. Introduction

- 1.1 Safeguarding Vulnerable People is one of the Council's main five priorities and in response to the Welsh Audit Office review of Local Authority arrangements to Support the Safeguarding of Children a Corporate Safeguarding Group was set up in April 2014.
- 1.2 The Group has looked at the findings of the Audit and the five proposals for improvement have formed the core work of the Group. The membership of the Group is drawn from departments from across the Council.
- 1.3 The attached report, Corporate Safeguarding Group Action Plan (**Appendix 1**) and addendum (**Appendix 2**) provide an update on the work undertaken to date and the key actions to be completed during 2016/17 by the Corporate Safeguarding Group.

2. Reporting

- 2.1 Reporting the Annual Report to Scrutiny will provide Members with an overview of the progress to date of the work of the Corporate Safeguarding Group.

3. Legal Implications

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

4. Financial Implications

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

Appendices:

Appendix 1 - Corporate Safeguarding Steering Group Annual Report 2014/15
and Action Plan

Appendix 2 - Addendum

Background Papers: None

Legal Officer: Stephen Holland / Lucy Moore

Finance Officer: Chris Davies

Corporate Safeguarding Steering Group Annual Report 2014/15

1. Introduction

1.1 Safeguarding vulnerable people is one of the most important functions that any local authority is required to deliver. This is reflected in the fact that, safeguarding vulnerable people is one of the five City and County of Swansea's Corporate Priorities.

1.2 In September 2013 the United Nations Convention on the Rights of the Child (1989) was embedded and became part of the Council's policy framework. The Council developed a Children & Young People's Rights Scheme which sets out the arrangements in place to ensure transparency in the processes that are being followed to ensure we pay 'due regard' to the UNCRC.

Everyone is responsible for protecting children from neglect and working in a way that promotes and supports their best interests. Article 3 of the UNCRC (1989) states that "The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers".

The Children & Young People's Rights Scheme ensures we consider the rights of the child in all of our work, ultimately resulting in better services and lives for children and young people, this clearly links to our Corporate Priorities, including Safeguarding.

1.3 In April 2014 an All Wales Audit of Local Authority Arrangements to Support Safeguarding of Children took place. The Corporate Safeguarding Steering Group was set up initially to manage this audit. Members of the group were drawn from across the Local Authority in recognition that Safeguarding is everybody's business. The findings of the Audit were produced in September 2014. There were five proposals for improvement. These have formed the core of the work of the Steering Group which has continued to meet. Its remit has been widened to include adult safeguarding as a key component of the work. Despite the pressures on resources, progress has been steady and the commitment of the designated safeguarding managers from each of the Authority's departments and other members of the group who have supported the development and delivery of the work has been commendable. There is still much to be done to promote the idea that safeguarding vulnerable people

is everyone's responsibility. However the progress during this first year has provided a good foundation for the work to continue in this important area.

2. Progress to date

2.1 Policy development

The City and County of Swansea Operational Safeguarding Policy has been produced. The purpose is to set out how the City and County of Swansea will meet its obligations towards the safeguarding of vulnerable children and adults and to give assurance to members of the public, service users, councillors, employees and people working on behalf of the Council, that there are clear arrangements in place. The Policy is implemented via the Safeguarding Operational Group comprising Designated Safeguarding Managers from all departments which meets bi-monthly.

The policy has been disseminated widely across the authority, including its publication on the public and employee City and County of Swansea websites.

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

2.2 Performance Framework and reporting cycles

2.2.1 Response to the Wales Audit Office Review of Local Authority Arrangements to Support the Safeguarding of Children

The Audit took place in April 2014. The report was received in September 2014. It contained five proposals for improvement.

1. Ensure all elected members are made aware of the concept and use of risk management and its central importance in safeguarding.
2. Improve the range, quality and coverage of safeguarding performance reporting to provide adequate assurance that systems are working effectively.
3. Improve the work of the Council's Scrutiny Committees to ensure it is providing assurance on the effectiveness of the Council's corporate safeguarding arrangements.
4. Ensure all elected members and staff who encounter children on a regular basis receive training on safeguarding and child protection issues and the Council's corporate policy on safeguarding.
5. Identify and agree an appropriate internal audit programme of work for safeguarding.

2.2.2 To avoid duplication and to embed the Safeguarding reporting on a truly corporate basis, the actions required to respond to the WAO report have been incorporated into the Corporate performance reporting on safeguarding vulnerable people using a scorecard approach.

In addition to this the following arrangements have been set in place:

- Members of the Performance Scrutiny Committee will receive information regarding the work of the Corporate Safeguarding Operational Group through the Annual Safeguarding report. This will provide an opportunity for Members to scrutinise, steer and influence the work programme and progress.
- Key risks, issues and performance are reported to the Corporate Executive Board on an exception basis.
- Reports are provided to the Public Protection Executive Board for information.
- The Corporate Executive Board has safeguarding as part of its work programme and regular agenda item.
- The Leadership Team and Senior Management Group has safeguarding as a regular agenda item and provides the forum to raise awareness about Safeguarding and to cascade information.
- Team Meetings (at service unit level as a minimum) has safeguarding as a regular item on their agenda and will escalate risks, issues and training needs to the relevant designated lead manager for safeguarding. Information is cascaded throughout the wider workforce as and when required.
- Safeguarding is reflected in the business planning process within all departments
- The Local Authority risk register in relation to safeguarding vulnerable people has been reviewed and revised at a Corporate and Peoples Directorate level.
- Safeguarding is now included in every job description across the Local Authority in recognition of it being everyone's business.
- Staff DBS checks are routinely reported to P&FM

2.3. Training

2.3.1 The implementation of the Policy has been supported by a Corporate Safeguarding Training Plan, clarifying which members of staff should receive safeguarding training and to what level.

2.3.2 Training and workforce development was identified by the Steering Group as a key priority to improving corporate safeguarding. A range of training has been developed over the year. A number of Key Performance Indicators have also been developed, to be reported by the Corporate Learning & Development Manager. These PIs relate to the number of Elected Members who have completed safeguarding training, as well as the number/percentage of staff and designated managers who have completed both face to face and e-learning training in Child and Vulnerable Adult Safeguarding.

2.3.3 Face to Face Training

A series of Safeguarding awareness training events have been held, including training Elected Members, Executive Managers, and Senior Management

Group (3rd Tier & some strategic 4th Tier managers). In relation to the attendance of elected members the take up was low, with only 27 out of the 72 attending.

A One hour face-to-face safeguarding awareness training, on a 'Spot it Report it' basis, has been developed for frontline staff who do not have access to PC's. The training session, which is designed to complement the e-learning module, has been piloted with Safeguarding Managers and other staff, amended to take account of feedback and will now be rolled out from July 2015 with attendance being centrally monitored by the Corporate Learning & Development Department.

2.3.4 E learning training

Two separate Safeguarding e-learning modules (one for children and one for adults) have been developed and rolled out to staff supported by a communications plan. The completion of these modules is mandatory. They are regularly monitored centrally by the Corporate Learning & Development Department and reported to the safeguarding steering group. School governors, school staff and elected members have also been encouraged to complete the e-learning module. As of the 15 June June 2015, 995 members of staff have completed the children's e-learning safeguarding module and 1042 have completed the adult safeguarding module. This is for a staff group of approx. 2,700 who can access the online course.

<http://swansea.learningpool.com/course/category.php?id=66>

2.3.5 Child Sexual Exploitation training

A half day conference was held on 20 October 2014 at the Liberty Stadium. Over 360 delegates attended from a wide cross section of agencies and businesses including Hotels, taxis, schools, police, youth services, health, fire service, church groups and staff from a good spread of LA departments.

Learning outcomes were to develop an increased awareness of:

- what child sexual exploitation is and what is known about it
- how young people become involved in and react to exploitative situations
- what to do within their own organisations to respond effectively to CSE
- the key partners within single service and multi- agency settings
- how to respond to concerns and disclosures

262 delegates completed feedback forms. They felt that the conference had significantly improved their knowledge and awareness and that they would share information with colleagues. An evaluation including key themes has been compiled and reported to the Corporate Safeguarding Steering Group.

The Western Bay Safeguarding Board has prioritised the topic of Child Sexual exploitation. A Western Bay Child Sexual Exploitation Strategy is currently been developed and a series of face to face training events (April – June

2015) is being rolled out. These dates have been circulated to all designated Safeguarding Managers for attendance and onward distribution to staff, and more widely across the Local Authority. Attendance information will be provided by Western Bay to each Authority for monitoring purposes.

2.3.6 Additional information for staff.

Corporate safeguarding children and child protection pages have been added to the intranet for all staff to access. These add another dimension to employee learning and accessibility to information. Use of these pages are being monitored. Indicators are that staff are regularly viewing the main page.

The page can be viewed at

<http://staffnet/index.cfm?articleid=57786>.

There are plans in place to develop similar pages for Adult Safeguarding in 2015.

3. Future Workplan

3.1 The Corporate Safeguarding Group will now consider its future priorities and compile a detailed work plan 15/16. This will include:

- Ensuring that the reporting cycle and governance arrangements are operational, regularly and properly used, fit for purpose, accessible and understandable.
- Rolling out and monitoring the numbers of staff who attend the face to face 'Spot it Report it' training
- Continuing to monitor the e- learning completion rates by directorate and report to the Safeguarding Steering Group.
- Develop further training on risk management in safeguarding for elected members
- Develop Adult safeguarding intranet pages
- Develop a more systematic approach to communication to reach out more comprehensively to staff, elected members and partners.

Consideration to be given to incorporating the Action Plan to implement the key features of effective corporate arrangements for Safeguarding and assigning designated officers to those tasks (Appendix A)

Appendices: Appendix A - Action Plan to implement the key features of effective corporate arrangements for Safeguarding

Report Author: Angela Towler; Project Manager Child and Family Services / Dave Howes, Chief Social Services Officer

ACTION PLAN

Wales Audit Office - Local Authority Arrangements to Support Safeguarding Children

- **The governance, accountability and management arrangements for overseeing whether the Council is meeting its safeguarding responsibilities to children are mostly adequate but some improvements could be made.**
- **The Council's arrangements for monitoring and evaluating its safeguarding responsibilities to children are mostly adequate but some improvements could be made**
- **The Council's approach to identifying and acting on improvements in its safeguarding arrangements has some weaknesses which the Council is addressing**

	Areas for Improvement	Action	Timescale	Responsible person	Update / Notes
P1	All elected members are aware of the concept and use of risk management and its central importance in Safeguarding	Incorporate into training for Elected Members (to be made mandatory once clarification is gained)		KP and Cllr CR	Updated 12.04.16 Concepts and issues of risk implicitly embedded in the safeguarding training which has been made mandatory for all Councillors. Issues relating to risk management are being incorporated into new members' induction training to go live in 2017.
P3	Improve the work of the Council's Scrutiny Committees to ensure it is providing assurance on the effectiveness of the Councils corporate safeguarding arrangements.	Integrate Corporate Safeguarding into the Councils Scrutiny Committee's work plan.	2015/17	DH (HOS C&FS) DM	

ACTION PLAN

	Areas for Improvement	Action	Timescale	Responsible person	Update / Notes
P4	<p>Ensure all elected members and staff who encounter children on a regular basis receive training on safeguarding and child protection issues and the Council's Corporate Policy on Safeguarding</p> <ul style="list-style-type: none"> • (Also related to para 16 – Safeguarding training last 6 months 23% local v 32% national • Never received Safeguarding training 15% national v 10% local • % of respondents who had their responsibilities for safeguarding and child protection explained to them when they first started their role in the Council/School (66% v 75%) 	Ensure that elected Members and Designated leads have attended appropriate safeguarding training.	2015/17	KP HE	Updated 12.04.16 42 Councillors have now completed either face to face or e-learning training, or a combination of both 5 Designated leads have received additional face to face training with additional training provision options being considered at a more advanced level.
		Ensure that the Corporate Safeguarding policy is referenced in face to face and e learning materials for all staff.	2015/17	KP	Updated 12.04.16 SG policy is referenced in all face to face and e-learning training courses.
		Establish, agree and resource a comprehensive Corporate Safeguarding Training Plan for staff and elected Members.	2015/17	KP	Updated 12.04.16 Completed - training plan being constantly reviewed and implemented

ACTION PLAN

	<ul style="list-style-type: none"> • Know who the Lead Councillor is for Child Protection (35% v 44%) • Know who the Council's Designated Officer for Child Protection is (61% v 67%) 	<p>Establish a training matrix to record who needs and has received appropriate safeguarding training and produce a monthly progress report.</p>	<p>2015/17</p>	<p>KP</p>	<p>Updated 12.04.16 Done and reported on an ongoing basis Data up to 16th March: Total number of Adult SG e-learning completions = 2351 Total number of Child SG e-learning completions = 2348 Total number of face to face SG attendances = 1110</p> <p>Updated 14.04.16 The intention is to get to a point with a degree of confidence as to how many persons have already completed the training. Additional work on the Face2face training will be undertaken to bring the standard to a level as the e-learning reports produced</p>
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ACTION PLAN

	Areas for Improvement	Action	Timescale	Responsible person	Update / Notes
P5	Identify and agree an appropriate internal audit programme of work for safeguarding	Agree a timetable for Assurance and Audit activities within the Corporate Safeguarding group.	2015/17	SJ	<p>Updated 08.04.16 An initial meeting has taken place to establish which areas should be included in such a timetable. Specific details are unable to be populated until the Council Diary has been published for 2016/17</p>
		Establish a plan for completing Self- Assessment / Peer review using Section28 framework across all service areas.	2015/17	Safeguarding Board	<p>Updated 08.04.16 Western Bay Children Safeguarding Board (WBCSB) are expecting LA's to complete their own Section 28 audit and be reported at some point. Other than this, WBCSB will not be doing any further work on S28.</p> <p>Updated 14.04.16 (updated after April's meeting) A self-assessment tool will be sent to Leads for them to score and return. MH to be appointed to co-ordinate this with a suggested return date of end of June</p>
		Arrange for the Assurance Report to be reported to the Corporate	2015/17	SJ	

ACTION PLAN

		Safeguarding group.			
		Review and implement the recommendations from the internal audit report on corporate safeguarding arrangements.	2015/17	DH	<p style="background-color: #e0ffff; display: inline-block; padding: 2px;">Update 14.04.16</p> After being finalised with the Auditors details will come to a future Corporate Safeguarding Meeting

ACTION PLAN

	Areas for Improvement	Action	Timescale	Responsible person	Update / Notes
B3	Corporate Policy	Ensure that the Corporate Safeguarding Policy is approved and signed by the Local Safeguarding Children's Board	2015/17	MH	Updated 08.04.16 Completed. A lead would need to be agreed if the action is to review the policy
B4		Ensure that all staff, members, volunteers, partners and contractors comply with the Corporate Safeguarding Policy.	2015/17	<p>Lead Officer Deb Yeates</p> <ul style="list-style-type: none"> • Staff, Members & Volunteers – DY / PF • Partners – To be agreed • Contractors – Chris Williams 	Updated 14.04.16 Safeguarding information is referenced in all Job Descriptions for staff. Staff have undertaken mandatory training and this is being continually monitored through Exec. Board and P&FMs

ACTION PLAN

	Areas for Improvement	Action	Timescale	Responsible person	Update / Notes
B5	Partners, volunteers and commissioned services	Ensure that there is a process of engagement with partners on safeguarding issues to ensure common agreements, mutual learning and development of good practice.	2015/17	CLlr C Richards	
B6		Ensure that the council has written minimum standards for safeguarding for working with partners, volunteers and contractors.	2015/17	Lead Officer Deb Yeates <ul style="list-style-type: none"> • Volunteers DY • Partners – To be agreed • Contractors – Chris Williams 	Updated 14.04.16 The current volunteer policy is being re-written and this will be explicit with this document.
B7		The council requires safe recruitment practices by partners, volunteers and contractors who provide services commissioned and/or used by the council.	2015/17	Lead Officer Chris Williams <ul style="list-style-type: none"> • Volunteers DY • Partners – To be agreed • Contractors – Chris Williams 	Updated 14.04.16 As per B6
B8		The council requires relevant staff in partner organisations who are commissioned to work for the council in delivering services to children and young people to undertake safeguarding training.	2015/17	Lead Officer – Cathy Richards DY KP CW KT CR	Updated 01.03.16 A three year rolling programme of Child Protection and Safeguarding training is in place for school and education staff and governors. Agency staff receive Child

ACTION PLAN

					<p>Protection and Safeguarding training as part of their induction when registering with a Teaching and Support Staff Agency. School Nurses undergo Child Protection and Safeguarding training as part of Health Services training programme.</p> <p>Updated 14.04.16 (updated after April's meeting) This action needs to be split and be tailored. Unsure at present as to which contracts have potential Safeguarding issues and in particular the contract work done on behalf of the Authority</p>
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ACTION PLAN

	Areas for Improvement	Action	Timescale	Responsible person	Update / Notes
B9	Scrutiny and assurance	<p>The Council reports safeguarding issues and assurances to Scrutiny Committee(s) against a balanced set of performance information -</p> <ul style="list-style-type: none"> • benchmarking and comparisons with others 	2015/17	RR SJ	<p>Dependent upon B4 – B8. Limited information available</p> <p>Updated 14.04.16 (updated after April’s meeting)</p> <p>Will need to look at the possibility of benchmarking with other Local Authorities and in particular those Authorities who have responded to the WAO report.</p>
B10		<p>The Council reports safeguarding issues and assurances to Scrutiny Committee(s) against a balanced set of performance information -</p> <ul style="list-style-type: none"> • The performance of contractors, partners, volunteers and commissioned services on compliance with council safeguarding responsibilities 	2015/17	<p>Lead Officer To be agreed</p> <ul style="list-style-type: none"> • Volunteers Poverty & Prevention rep • Partners – To be agreed • Contractors – Chris Williams 	<p>Dependent upon B4 – B8. Limited information available</p>

ACTION PLAN

	Areas for Improvement	Action	Timescale	Responsible person	Update / Notes
B11	<p>Communications</p> <p>The Council informs all parents how their children are safeguarded and protected when using Council Services and Schools (49% v 55%)</p>	<p>Establish a Communications Plan to promote safeguarding and to raise awareness and understanding amongst staff, Members, volunteers, partners and the public, including:</p> <ul style="list-style-type: none"> • Logos / Quality and Kite Marks • Annual Event • Positive feedback from training 	2015/17	PF	<p>Updated 08.04.16</p> <p>The first two actions do not relate specifically to the area for improvement – so the work is prioritised</p> <p>Updated PF April 2016</p> <p>A communication group has been set up to work on the communication plan. It has met once and has agreed an internal communication plan for staff.</p> <p>Further work required to develop plan for Members, partners and the public.</p> <p>Considering potential for an annual event towards the end of the year/early next year. Need to discuss budget and possible links in to Western Bay Safeguarding Board.</p> <p>Internal feedback from training being developed as part of internal</p>

ACTION PLAN

					communication plan
B12		<p>As part of the Communications Plan, regularly disseminate and update information to all staff and stakeholders (including webpages) on:</p> <ul style="list-style-type: none"> • Named person for safeguarding at senior management level • Appointed lead Member for safeguarding • Designated leads 	2015/17	<p>Leader Officer Patrick Fletcher</p> <p>PF EC Designated leads</p>	<p>Updated by PF – April 2016</p> <p>Designated leads have (mostly) provided information for Staffnet section which is being put on the system.</p>
B13		<p>As part of the Communications Plan, ensure that the Council public webpages includes ‘how we help safeguard and protect your child when they are using our services’.</p>	2015/17	<p>PF EC</p>	<p>Updated by PF – April 2016</p> <p>Public web pages have been reviewed. Agreed additions to be drafted:</p> <p>Downloadable ‘safeguarding on a page’ guide for members of the public. This may need to be separate for adult and children services.</p> <p>Downloadable – on a page - ‘how we help safeguard and protect your child or older/vulnerable adult when they are using our services.</p>

ACTION PLAN

B14		Review public information from directorates to explain how children and adults are safeguarded and protected when using Local Authority services.	2015/17	Designated Safeguarding Managers	
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Completed Actions

ACTION PLAN

	Areas for Improvement	Action	Timescale	Responsible person	Update / Notes
P2	Improve the range, quality and coverage of safeguarding performance reporting to provide adequate assurance that systems are working effectively (Also related to para 13- too social services focussed and 18 – not utilising internal audit)	Agree performance framework	Nov. 14	SJ	Complete - Safeguarding KPIs incorporated into Corporate KPI suite
		Identify key measures and targets linked to Corporate priority	Dec.14	SJ	Complete for 2015/16 – under review in readiness for refresh of Corporate Plan 2016/17 - by 27/11/15
		Agree format for Reporting	Dec.14	SJ	Complete – incorporated into Corporate Performance Monitoring Report
		Report Card Presented to Executive Board	17 Dec. 14	SJ	Complete – as above
P3	Improve the work of the Council's Scrutiny Committees to ensure it is providing assurance on the effectiveness of the Councils corporate safeguarding arrangements.	Framework to integrate Corporate Safeguarding, including an agreed schedule for reporting Corporate Safeguarding Annual Report and other key performance reports plus any other requests from scrutiny	Mid Dec 14	SJ	Complete – see above re: scrutiny

Addendum update since the Annual Report as at May 2016

Policy development

- The Safeguarding Policy continues to be available to employees via Staffnet and to members of the public.
- Safeguarding Leads continue to promote the Policy from time to time as relevant.
- A review of the Policy is scheduled for 2016/2017

Training

- The Safeguarding Training Plan is continually reviewed for relevance and the range of training is developed on an ongoing basis.

Elected Members Face to Face & E-Learning Training

- Face to Face training courses have been provided for Councillors.
- E-learning courses continue on an ongoing basis. As at 20th May 2016, 43 out of 72 Councillors have completed the Council's safeguarding training.
- Full Council has adopted this training as a mandatory course for all Elected Members.

Face to Face Training

- The one hour face-to-face safeguarding awareness training for frontline staff has been developed for staff currently not having any access to PC's (Spot it Report it)
- The training session to complement the e-learning module, has been rolled out across the Authority
- As of 20th May 2016, 1502 of 2600 (approx.) staff members have completed the face to face training programme.

E learning training

- Courses continue to be reviewed and updated on an ongoing basis.
- As of 29th May 2016, 2787 members of staff have completed the children's e-learning safeguarding module and 2720 have completed the adult safeguarding module out of the original staff group of approx. 2,800.
- This group is currently under review because a large number of Social Services based staff have been additionally identified as appropriate for this training.

Child Sexual Exploitation training

- Over 100 employees, foster carers, Members, Partners and third sector organisations attended the Western Bay Safeguarding Board Child Sexual Exploitation half day awareness raising training during the spring of 2015.
- Several Swansea employees have undertaken the necessary 'train the trainer' course enabling them to co-deliver these sessions.
- Training has been actively promoted across the Authority by our Safeguarding Leads by providing details on the employee website.
- Feedback has suggested that the training was well received and that learners have improved their knowledge in respect of Child Sexual Exploitation.
- The training programme has been devised and facilitated in partnership with Neath Port Talbot County Borough Council and Bridgend Council.
- Safeguarding Leads have been invited to attend one of three Child and Family Services lunchtime sessions in May 2016.
- Work has been undertaken to explore the opportunity to introduce Child Sexual Exploitation training online.

Additional information for staff.

- A 'Safeguarding' area has been created on staffnet during 2015 to enable access to safeguarding information for both children and adults at risk of harm. (See planned to achieve in 2015/16)
- The group's wider communications plan 2016/2017 intends that the internet pages will be developed further.
- The Corporate Safeguarding Group has identified the value of promoting safeguarding across the whole authority particularly for those services which may not traditionally see Safeguarding as part of their role.
- Many employees do not have access to computers or staffnet, therefore, Safeguarding leads have taken the responsibility in providing face to face training and information in alternative ways.
- The Corporate Safeguarding Group has discussed the progress of this work which has also resulted in sharing ideas and good practice particular in Corporate Building and Property Services and Waste and Parks.
- Initiatives range from including Safeguarding in: employee briefing notes/newsletters, a standard agenda item for discussion in team briefings, designing and displaying posters in employee work areas, highlighting who their safeguarding lead is including their picture, contact details and the contact for Child and Family Services and Adult services.

- Feedback suggests that employees are now more aware of who they can talk to and understand the part they can play in safeguarding and preventative work.

What we planned to achieve during 2015/16

- Ensuring that the reporting cycle and governance arrangements are operational, regularly and properly used, fit for purpose, accessible and understandable – **Ongoing. This is constantly being reviewed to ensure that all the above is being done.**
- Rolling out and monitoring the numbers of staff who attend the face to face ‘Spot it Report it’ training - **Achieved. See details on the development of the one hour face-to-face training.**
- Continuing to monitor the e-learning completion rates by directorate and report to the Safeguarding Steering Group – **Achieved. This is monitored through the numbers reported.**
- Develop further training on risk management in safeguarding for elected members – **Ongoing. This to be incorporated into new members induction training going live in 2017**
- Develop Adult safeguarding intranet pages – **Achieved. See work on creating a ‘safeguarding area’ on Staffnet.**
- Develop a more systematic approach to communication to reach out more comprehensively to staff, elected members and partners – **Achieved. Although, this is constantly being reviewed ie see future workplan for 2016/17**

Future Workplan for 2016/17 will include:

- Ensure that all elected Members and Designated leads have attended appropriate safeguarding training
- Undertake additional work on the face2face training to bring the standard to a level as the e-learning reports have been produced
- Review the self-assessment tool that Leads have scored.
- To review the current policies to ensure that the council has written minimum standards for safeguarding for working with partners, volunteers and contractors.
- Establish a Communications Plan to promote Safeguarding and to raise awareness amongst staff, Members, Volunteers, partners and the public.

Agenda Item 9

Report of the Chair

Scrutiny Programme Committee – 13 June 2016

SCRUTINY WORK PROGRAMME 2016/17

Purpose	This report explains the background and purpose of the scrutiny work programme. The report invites the committee to consider the scrutiny work programme for the year ahead taking into account feedback from the recent Scrutiny Work Planning Conference.
Content	The proposed work programme is attached, including a plan for future committee meetings, which shows the topics that will be examined by scrutiny through various Panels and Working Groups. It includes work that needs to be carried over, either because of its importance or because work is incomplete, as well as proposed new topics.
Councillors are being asked to	<ul style="list-style-type: none">• agree the scrutiny work programme for 2016/17, in particular :<ul style="list-style-type: none">- the proposed committee work plan (appendix 1)- identify 2 new inquiry topics (appendix 7)- identify up to 5 new working group topics (appendix 7)• plan for the committee meetings ahead• review progress of established Panels and Working Groups• consider the information on future cabinet business and any opportunities for pre-decision scrutiny
Lead Councillor	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer	Mike Hawes, Corporate Director (Resources)
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

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

1.2 The broad aim of the scrutiny function is to:

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

1.3 At the same time the committee must ensure that the work of scrutiny is:

- manageable, realistic and achievable given resources available to support activities
- relevant to council priorities and focused on significant areas
- adding value and having maximum impact
- coordinated and avoids duplication

2. **Methods of Working**

2.1 The work of scrutiny is undertaken primarily in three ways – through the committee itself and by establishing informal panels (for in-depth activities) or one-off working groups:

- **Formal committee meetings** – as well as developing and managing the overall work programme and keeping an oversight on all scrutiny activities, the committee will focus on holding Cabinet Members to account by holding formal questioning sessions, and provide challenge on a broad range of policy and service issues over the course of the year. Matters considered at committee meetings will typically be ‘one-off’ opportunities for questions, which will result in the committee communicating findings, views and recommendations for improvement through chairs letters to Cabinet Members, and where appropriate by producing reports.
- **Informal panels** – Scrutiny panels are established, with conveners and members appointed by the committee, to carry out in-depth inquiries or undertake in-depth monitoring of particular services. The use of panels helps to ensure that scrutiny can be flexible and responsive to issues of concern:

- a) Inquiry Panels: to undertake discrete in-depth inquiries into specific and significant areas of concern on a task and finish basis. These would be significant topics where scrutiny can make a real difference. Inquiry panels are expected to take no longer than six months to complete and will produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered.

A pre-inquiry Working Group is arranged at the start of any proposed inquiry. The Working Group will receive a detailed presentation of the subject matter, with advice from relevant Cabinet Members / officers, and existing research and information available. This will enable the Working Group to determine whether an in-depth inquiry is necessary and inform decisions about its focus. If so, the Working Group will develop and report appropriate terms of reference (including the key question / line of inquiry, and timescales) to the committee for agreement. Alternatively, the Working Group

may agree that no further work is needed, but can submit opinion and proposals to Cabinet Member(s) as required.

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

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

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

- 2.2 These arrangements help to achieve more focused scrutiny activity and provide flexibility to deal with things in different ways, depending on the issue, and improve impact.
- 2.3 Non executive councillors who are not members of the committee have the opportunity to participate in panels and other informal task and finish groups. New panel topics, once agreed, are advertised to all non executive councillors and expressions of interest sought. The membership of panels and working groups is then determined by the committee. More than one political group should be represented on each panel / working group. These bodies also need to be of a manageable size in terms of team working and effective questioning. A minimum of 3 members should be present at all meetings.
- 2.4 Although much of the work of scrutiny is carried out by informal Panels and Working Groups these meetings are accessible to the public. Agendas, reports, letters relating to all scrutiny activities are published on-line: <http://swansea.gov.uk/scrutinypublications>.

3. Proposed Scrutiny Work Programme 2016/17

3.1 Scrutiny Programme Committee:

3.1.1 The proposed committee work plan for the year ahead is attached as **Appendix 1**. This includes a schedule of future Cabinet Member Question & Answer Sessions.

3.1.2 The committee work plan will remain under constant review to ensure it is robust and effective. An updated work plan timetable will assist forward planning and help the committee to manage workload and review progress made. Committee members will review and confirm items for the next and future meetings giving specific consideration to who should attend and confirm expectations so that meetings are always well planned and prepared for, e.g. information required and key questions that the committee wishes to ask. The committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g. pre-decision scrutiny which may require extra meetings.

3.1.3 Pre-decision scrutiny – this is carried out by the committee unless delegated elsewhere. The committee is invited to consider the available information on future cabinet business and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications (see Forward Look attached as **Appendix 2**). Any requests will require discussion with relevant Cabinet Member(s) to confirm timescales and window of opportunity for scrutiny involvement. Pre-decision scrutiny enables scrutiny to develop understanding about and ask questions on proposed Cabinet reports to provide ‘critical friend’ challenge and influence decision-making.

3.1.4 Commissioning Reviews – it has been acknowledged that reports about the various commissioning reviews that are planned over the next year are key cabinet decisions and should be subject to scrutiny. There is a general agreement that all Commissioning Reviews will 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. The following commissioning reviews are expected:

Commissioning Review	Cabinet Portfolio	Cabinet	Pre-decision by Scrutiny Panel / Committee
Waste Management	David Hopkins	June	Service Improvement & Finance
Corporate Building & Property	Rob Stewart / Andrea Lewis	August	Service Improvement & Finance
Highways & Transportation	David Hopkins	September	Service Improvement & Finance

All Residential and Day Care Services provided via: Learning Disability; Mental Health; Physical Disability Services	Jane Harris	October	Adult Social Services
Family Support	Christine Richards / Mark Child	November	Child & Family Services
Parks and Cleansing	David Hopkins / Mark Child	November	Service Improvement & Finance
Alternative Learning Needs /Special Education Needs	Jennifer Raynor	December	Schools
All Housing & Public Protection	Andrea Lewis / Mark Child	tbc	Service Improvement & Finance
Planning Services/Economic Development/City Centre	Robert Francis Davies	February 2017	Service Improvement & Finance

3.2 Inquiry Panels:

3.2.1 The following Inquiry Panels are currently active:

In progress (yet to report):	Completed (follow up stage)
<ol style="list-style-type: none"> 1. Child & Adolescent Mental Health Services (final report stage) - Expected End: Jun/Jul 2016 2. Building Sustainable Communities (final report stage) – Expected End: Jun/Jul 2016 3. Tackling Poverty (planning stage) – Expected End: Dec 2016 	<ol style="list-style-type: none"> 1. Social Care at Home (Jun/Jul 2016) 2. Corporate Culture (Jul 2016) 3. Education Inclusion (Oct 2015) 4. School Governance (cabinet decision awaited)

3.2.2 The committee is invited to identify 2 new inquiry topics taking into account feedback from the annual work planning conference held on 12 May (see section 4 of this report).

3.3 Performance Panels:

3.3.1 The following Performance Panels are now well established, with work ongoing:

<ol style="list-style-type: none"> 1. Service Improvement & Finance 2. Schools 	<ol style="list-style-type: none"> 3. Child & Family Services
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3.3.2 The following new Performance Panels were established by the committee in April:

4. Public Services Board – supersedes the Local Service Board Performance Panel in accordance with new legislative requirements
5. Adult Social Services – following the conclusion of the Transformation of Adult Social Services Panel

3.3.3 No further Performance Panels are proposed.

3.4 Working Groups:

3.4.1 The following Working Groups are currently live and will meet during the year ahead:

1. Local Flood Risk Management <i>(the committee has agreed that this Working Group should meet annually to review flood risk plans)</i>	3. Tethered Horses <i>(the Working Group is meeting to consider the Cabinet Member response to its findings and recommendations)</i>
2. Civic Events <i>(the Convener requested a follow-up meeting to address a number of issues that the Working Group felt needed further consideration)</i>	

3.4.2 The committee is invited to identify up to 5 new working group topics taking into account feedback from the annual work planning conference held on 12 May (see section 4 of this report).

3.5 Regional Scrutiny:

3.5.1 Swansea scrutiny is also involved in a regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A scrutiny councillors group has been set up in order to coordinate scrutiny work across the region and ensure a consistent approach. It is initially meeting bi-annually. The Swansea Scrutiny Team is providing support for this group as the Council's contribution to ERW. Swansea is represented by the chair of the Scrutiny Programme Committee and convener of the Schools Performance Panel. The next meeting taking place in September 2016 will be hosted by Pembrokeshire Council.

3.6 **Appendix 3a & 3b** provide a snapshot of progress with all of the informal Panels and Working Groups established by the committee to carry out specific activities, and current position.

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

4. Work Planning Conference

4.1 A Scrutiny Work Planning Conference took place on 12 May and was attended by 16 scrutiny councillors, 5 co-opted members and the Chair of the Audit Committee. The conference papers are attached (**Appendix 5**).

4.2 Those in attendance were asked to think about what topics scrutiny should focus on in the year ahead, considering whether anything important was missing from current work, and whether the balance was right across Cabinet portfolios.

4.3 A range of perspectives were considered, including:

- Review of last year's work plan
- The council's corporate priorities (provided by Mike Hawes – Corporate Director for Resources)
- Suggestions and ideas from councillors, cabinet members, staff, partners, and the public (gathered from the annual scrutiny survey)

4.4 Those present shared views about the work programme and their priorities for the year ahead.

4.4.1 The main topics coming out of the discussions were:

- **Collaboration** – how effective is it? How could the Council's collaboration with its partners be improved?
- **Preparedness for School** – This is one of the key challenges for Swansea as a Healthy City but is the Council getting this right? How can support for 0-3 year olds be improved so that they arrive at school ready to learn?
- **Corporate Building Services** – Does it offer value for money?
- **Digital Inclusion** – Many council services will be digital in future but is the quality of services being preserved? How can we ensure that people who are not being excluded from services once they become digital?
- **Housing Strategy** – The Council has ambitious plans for meeting housing need through building new homes but how realistic are these plans? How can housing needs best be met?

4.4.2 Other topic suggestions included:

- Deprivation of liberty safeguards
- Vibrant and viable city centre
- Job creation
- Community cohesion
- Safeguarding
- Estates / asset management
- School transport
- Residents parking
- Planning
- Well-being of Future Generations Act

4.4.3 A complete summary of the topics suggested at the conference is attached as **Appendix 6**.

4.5 The committee should consider what additional work should be included in the work programme. This should be guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

- 4.6 The committee recognises the importance of aligning scrutiny work more closely to the corporate priorities. The committee also wants to ensure that there is a good coverage of scrutiny activity across all cabinet portfolios.

Proposals for New Work:

- 4.7 Taking into account feedback from the conference, proposals for new work are attached as **Appendix 7** for consideration. This includes options for in-depth inquiries and working groups and topics appropriate for referral to existing performance panels. Within these options the committee is reminded of topics identified from the previous work programme but not started. The committee may also wish to consider whether there are topics that may work best as all-scrutiny councillor events, with a 'scrutiny seminar' type approach.
- 4.8 Further guidance about selecting / prioritising topics is attached as **Appendix 8**.
- 4.9 Prioritisation of scrutiny activities is vital in view of limited scrutiny time and resources. Aligning the amount of scrutiny with available resources will help to sharpen the focus on the quality of scrutiny and impact. The committee should recognise that a limited number of panels and working groups can be supported in any given year, keeping a degree of flexibility to adapt to issues that may emerge during the year.

5. Public Requests for Scrutiny / Councillor Calls for Action

- 5.1 In accordance with the Local Government (Wales) Measure 2011 the Scrutiny Programme Committee has agreed arrangements to deal with requests for scrutiny from individual councillors (who are not members of the committee) and/or members of the public.
- 5.2 Councillors who are not on the Scrutiny Programme Committee who have suggestions for scrutiny during the course of the year should make these known to the chair and vice-chair of the Scrutiny Programme Committee for consideration. However for a more formal route there is the Councillor Call for Action (CCfA). CCfAs specifically enable councillors to refer issues of local importance to an overview and scrutiny committee, however as a means of "last resort" in a broad sense, with issues being raised at a scrutiny committee after other avenues have been explored.
- 5.3 Members of the public are able to make requests for scrutiny by contacting the Scrutiny Team in writing detailing the issue of concern, its impact, and suggested action.

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

6. Support

- 6.1 The work of the Committee, Panels and Working Groups will have the dedicated support of a member of the Council's Scrutiny Unit. This lead scrutiny officer will project manage scrutiny activities and help to ensure that things runs smoothly, for example for in-depth inquiries they will:

- contact and arrange witness sessions
- carry out and assist with any consultation and public engagement exercises
- carry out research on behalf of the Committee
- help to keep the work to time
- capture and reflect back the ideas, evidence gathered and any key issues that have been highlighted
- assist in the compilation of final reports

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

7. Monitoring the Work Programme

- 7.1 A report will be provided to each meeting to enable the committee to maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary. In particular the committee will monitor progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility. Performance Panel conveners will be asked to attend the committee on a regular basis to provide updates and enable discussion on key activities and impact.

- 7.2 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. Financial Implications

- 8.1 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.

9. Legal Implications

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

Background papers: None

Legal Officer: Wendy Parkin
Finance Officer: Paul Cridland

Appendices:

- Appendix 1: Proposed Committee Work Plan 2016/17
- Appendix 2: Forward Look (Cabinet Business)
- Appendix 3a: Current Scrutiny Work Programme Timetable 2016/17
- Appendix 3b: Progress of Panels and Working Groups
- Appendix 4: Scrutiny Councillor / Officer Leads
- Appendix 5: Scrutiny Work Planning Conference Papers
- Appendix 6: Work Planning Conference - Group Feedback on Topics
- Appendix 7 - Proposals for New Work for 2016/17
- Appendix 8: Scrutiny Work Planning Guidance

Scrutiny Programme Committee – Proposed Work Plan

Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required To review future cabinet business and consider opportunities for pre-decision scrutiny To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes
Scrutiny Letters	<ul style="list-style-type: none"> To review scrutiny letters and Cabinet Member responses arising from scrutiny activities
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact (8 Aug; 14 Nov; 13 Feb)
Scrutiny Events	<ul style="list-style-type: none"> Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development & improvement Issues; WLGA / CfPS network meetings)

Items for Specific Meetings:

Meeting	Reports	Purpose
13 Jun	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Deputy Leader / Cabinet Member for Services for Children & Young People
	<ul style="list-style-type: none"> Annual Corporate Safeguarding Report 	<ul style="list-style-type: none"> To consider report of the Council’s Corporate Safeguarding Group. The report is cross cutting (i.e. covers safeguarding of adults and children) and is not a report on social services performance but on how the Council as whole is meeting its safeguarding responsibilities
	<ul style="list-style-type: none"> Work Programme 2016-17 	<ul style="list-style-type: none"> To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings
	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Wellbeing & Healthy City
	<ul style="list-style-type: none"> Progress Report – Service Improvement & 	<ul style="list-style-type: none"> Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements

11 Jul	Finance Performance Panel	
	<ul style="list-style-type: none"> Final Inquiry Report: Child & Adolescent Mental Health Services Councillor Support and Development 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Mary Jones, prior to submission to Cabinet for decision Discussion on training and development needs to develop knowledge and skills To reflect on agreed Councillor Training and Development programme and actions necessary to further scrutiny related activities
8 Aug	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Education
	<ul style="list-style-type: none"> Progress Report – Child & Family Services Performance Panel 	<ul style="list-style-type: none"> Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel's work and achievements
	<ul style="list-style-type: none"> Final Inquiry Report: Building Sustainable Communities 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Terry Hennegan, prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Scrutiny Annual Report 	<ul style="list-style-type: none"> To agree the annual report of the work of overview & scrutiny for the municipal year 2015/16, as required by the constitution
12 Sep	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Anti-Poverty
	<ul style="list-style-type: none"> Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel's work and achievements
	<ul style="list-style-type: none"> Relationship with Regulators and Inspectors 	<ul style="list-style-type: none"> To discuss relationship between scrutiny and external regulators and inspectors to ensure more coordinated and effective challenge
10 Oct	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Enterprise, Development & Regeneration
	<ul style="list-style-type: none"> Progress Report – Adult Social Services Performance Panel 	<ul style="list-style-type: none"> Convener, attending to update on headlines from the Panel's work and achievements
	<ul style="list-style-type: none"> Scrutiny / Audit Committee Coordination 	<ul style="list-style-type: none"> Chair of Audit to attend to share work plan of Audit Committee. Discussion to ensure: <ul style="list-style-type: none"> - mutual awareness and understanding of respective work plans and co-ordination - issues relating to work programmes can be discussed
	<ul style="list-style-type: none"> Annual Local Government Performance Bulletin 2015-16 	<ul style="list-style-type: none"> To ensure awareness of content of the Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance

14 Nov	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Environment & Transportation
	<ul style="list-style-type: none"> • Progress Report – Public Services Board Performance Panel 	<ul style="list-style-type: none"> • Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> • Council Priorities 	<ul style="list-style-type: none"> • Update from Director - Corporate Services, on council priorities, strategic challenges, key decisions
	<ul style="list-style-type: none"> • Children & Young People’s Rights Scheme – Compliance and Progress 	<ul style="list-style-type: none"> • To discuss annual progress report on implementation of Children & Young People’s Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014)
12 Dec	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Services for Adults & Vulnerable People
	<ul style="list-style-type: none"> • Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> • Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements
9 Jan	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with the Leader of the Council / Cabinet Member for Finance & Strategy
	<ul style="list-style-type: none"> • Progress Report – Child & Family Services Performance Panel 	<ul style="list-style-type: none"> • Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements
13 Feb	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Next Generation Services
	<ul style="list-style-type: none"> • Gypsy & Traveller Site Search Process 	<ul style="list-style-type: none"> • Follow up on agreed recommendations / impact of scrutiny following cabinet decision in June 2016 (report from Cabinet Member for Next Generation Services)
	<ul style="list-style-type: none"> • Crime & Disorder Scrutiny 	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> • Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements
13 Mar	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Transformation & Performance
	<ul style="list-style-type: none"> • Progress Report – Adult Social Services Performance Panel 	<ul style="list-style-type: none"> • Convener, attending to update on headlines from the Panel’s work and achievements

10 Apr	<ul style="list-style-type: none"> • Annual Work Plan Review 	<ul style="list-style-type: none"> • To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny
	<ul style="list-style-type: none"> • Progress Report – Local Service Board Performance Panel 	<ul style="list-style-type: none"> • Convener attending to update on headlines from the Panel's work and achievements

FORWARD PLAN
Internal Plan 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
17, West Street, Gorseinon	Potential sale of premises	Richard John	Cabinet Member - Transformation and Performance	Cabinet	16 Jun 2016	Fully exempt
Castle Square – Development and Public Realm Opportunity.	<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>	Katy Evans	Cabinet Member - Environment and Transportation	Cabinet	16 Jun 2016	Fully exempt

FORWARD PLAN
Internal Plan 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Commissioning Review – Waste Management.	Report will provide detail on the Waste Commissioning Review and provide recommendations, options and impact. It will seek formal approval for implementation, including necessary consultation.	Chris Howell	Cabinet Member - Environment and Transportation	Cabinet	16 Jun 2016	Open
Contracts for Home to School Transport Services (SH 16-21)	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

FORWARD PLAN
Internal Plan 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Disposal of Dan Y Coed Training Centre, West Cross, Swansea, SA3 5AL.</p>	<p>The Council have declared the property surplus to requirements. Following a high profile marketing campaign several offers have been received and it is proposed to proceed with a sale at best value for the Council. The Council have declared the property surplus to requirements. Following a high profile marketing campaign several offers have been received and it is proposed to proceed with a sale at best value for the Council.</p>	<p>Stuart Ramsey</p>	<p>Cabinet Member - Finance and Strategy (Leader)</p>	<p>Cabinet</p>	<p>16 Jun 2016</p>	<p>Fully exempt</p>
<p>Disposal of Surplus Land on School Sites - Site Valuations and Financial Details.</p>	<p>The report presents the site valuation and financial information redacted from the report presented in the open part of the agenda.</p>	<p>Louise Herbert-Evans</p>	<p>Cabinet Member - Education</p>	<p>Cabinet</p>	<p>16 Jun 2016</p>	<p>Fully exempt</p>

FORWARD PLAN
Internal Plan 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Disposal of Surplus Land on School Sites.</p>	<p>To report back on the consultation with Olchfa Comprehensive School Governing Body on the proposed land sale with a view to declaring the land surplus to requirements and progressing to serve notice served in accordance with The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015. If it is determined that the land sale proceeds subject to further consideration of any response to the notice as set out above, the receipt will be utilised as set out in the Capital Budget & Programme 2015/16 - 2019/20</p>	<p>Louise Herbert-Evans</p>	<p>Cabinet Member - Education</p>	<p>Cabinet</p>	<p>16 Jun 2016</p>	<p>Open</p>

FORWARD PLAN
Internal Plan 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Extension of First Stage Contract to include a Summer Programme of works – Refurbishment and remodelling of Pentrehafod Comprehensive School’s Existing School Buildings.</p>	<p>a. The summer programme of capital works as detailed together with the financial implications set out in Appendix A is approved, subject to planning approval and prior to the confirmation of the grant and entering into a contract with Welsh Government and,</p> <p>b. The first stage contract for the design of refurbishment, remodelling and extension works for Pentrehafod Comprehensive School is extended to include the summer programme works (subject to planning approval)</p> <p>c. The Head of Legal and Democratic Services is authorised to enter into any necessary documentation required</p>	<p>Sarah Weir</p>	<p>Cabinet Member - Education</p>	<p>Cabinet</p>	<p>16 Jun 2016</p>	<p>Open</p>

FORWARD PLAN
Internal Plan 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
The Environment Centre, Pier Street, Swansea - New Lease Proposals.	The purpose of this report is to seek a decision on the grant of a new lease at a concessionary rental level for the Environment Centre Pier Street.	Deb Hill	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	16 Jun 2016	Fully exempt
Western Bay Regional Adoption Service Inter Authority Agreement.	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.	David Howes	Cabinet Member - Services for Children and Young People (Deputy Leader)	Cabinet	16 Jun 2016	Open

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FORWARD PLAN
Internal Plan 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>2016 Play Sufficiency Assessment.</p>	<p>Under the Children & Families (Wales) Act 2010, each Local Authority has a Duty to assess Play Sufficiency on a 3 year basis. The City & County of Swansea's 2016 Play Sufficiency Assessment was undertaken between July 2015 and March 2016. This Report is intended to support the necessary approval of the Assessment, its key findings and associated Action Plan for its completion.</p>	<p>Stephen Cable</p>	<p>Cabinet Member - Wellbeing and Healthy City</p>	<p>Cabinet</p>	<p>21 Jul 2016</p>	<p>Open</p>
<p>The Future of Education Other Than AT School (EOTAS) Provision in Swansea.</p>	<p>Members are asked to consider the proposals in respect of the direction of travel for the provision of EOTAS services in Swansea and agree on the proposals are set out in the paper.</p>	<p>Lindsay Harvey</p>	<p>Cabinet Member - Education</p>	<p>Cabinet</p>	<p>21 Jul 2016</p>	<p>Open</p>

Scrutiny Work Programme 2016-17

Appendix 3a

ACTIVITY	May	June	July	August	September	October
Scrutiny Programme Committee	9	13	11	8	12	10
Inquiry Panels						
Current:						
CAMHS (started Oct 2015)	11					
Building Sustainable Communities (started Jan 2016)	18	22				
Tackling Poverty		8				
Follow Up:						
Social Care at Home (Cabinet 20/8/15)						
Corporate Culture (Cabinet 15/10/15)			6			
Education Inclusion (Cabinet 19/11/15)						
School Governance (Cabinet decision awaited)						
	Planning		Evidence Gathering		Final Report	Cabinet
Performance Panels						
Service Improvement & Finance	11	6	22	27	31	21
Schools	11		16	14		1
Child & Family Services				27		
Adult Social Services				21		
Public Services Board (multi-agency panel)			20			
Other Panels / Working Groups						
ERW Regional Councillor Group						
Local Flood Risk Management						
Civic Events						

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 on 16 June.

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 met in May to consider its findings. It is now in the processes of drafting its final report

Projected End Date: July 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

The Panel will meet on the 22 June to discuss their findings and to begin to conclude the inquiry.

Projected End Date: July 2016

d) Tackling Poverty (convener: Sybil Crouch)

Key Question: How can the Council's Tackling Poverty Strategy be improved?

Progress Bar:

Planning			Evidence Gathering				Draft Final Report				
█											

A pre-inquiry Working Group took place on 20 April, where the group agreed to proceed with an in depth inquiry into this topic. Terms of reference have since been agreed by the Committee and the planning meeting is due to take place on 8 June.

Projected End Date: December 2016

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)

					complete)
Streetscene	14 Apr 2015	14	4	3	20 Jan 2016 (Follow up complete)
Social Care at Home	20 Aug 2015	16	5	1	Jun /Jul 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 11 May where they discussed their Annual work plan review and draft work plan for 2016/17.

The Panel's next meeting is on 6 June where they are intending to carry out Pre-Decision Scrutiny of the Waste Management Commissioning Review.

b) Schools Performance (convener: Cllr Fiona Gordon)

The Panel met on the 11 May and agreed their work programme for the year. They consulted with Councillors, Officers and the public to look for the most relevant topics 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. In July members will meet with the Chief Executive of ERW and the Hub Head of School Improvement Service to discuss the ERW Business Plan and progress locally.

c) Public Services Board (convener: Cllr Mary Jones)

As reported at the last Committee meeting the Local Service Board Scrutiny Performance Panel has now changed to the Public Services Board Performance Panel. It remains a multi-agency Panel and recruitment of the external members is underway. These include members from the non-executive arms of the statutory members and invited participants of the Public Services Board, including: Natural Resources Wales, Mid and West Wales Fire Service Scrutiny Panel, South Wales Police and Crime Panel, ABMU Health Board, SCVS Board of Trustees, the Probation Service.

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.

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

The panel is in the process of finalising its work plan for the coming year. It is proposed that the first meeting will take place at the end of June.

e) **Adult Social Services** (convener: tbc)

The panel will meet on June 21 to appoint a convener and discuss its draft work plan

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

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

a) **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.

b) **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.

c) **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.

d) **Tethered Horses** (convener: Cllr Jeff Jones)

The Working Group has concluded its work and written to the relevant Cabinet Members with their findings and recommendations. A response has since been received from the Cabinet Member for Wellbeing and Healthy City and this is being considered by the working group.

e) **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 wrote a letter to the Cabinet Member on 9 May containing its findings and recommendations. The Cabinet Member response has now been received and the correspondence is included in the committee agenda (item 11).

Appendix 4

Lead Scrutiny Councillor / Officer Contacts:

Activity	Lead Councillor	Lead Scrutiny Officer
Scrutiny Programme Committee	Mary Jones cllr.mary.jones@swansea.gov.uk	Brij Madahar (01792 637257) brij.madahar@swansea.gov.uk
Inquiry Panels:		
Child & Adolescent Mental Health Services How is the Council working with health and other partners to reduce demand for specialist child and adolescent mental health services?	Mary Jones cllr.mary.jones@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Building Sustainable Communities How can the council best support residents to run services in their own communities?	Terry Hennegan cllr.terry.hennegan@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Tackling Poverty How can the Council's Tackling Poverty Strategy be improved?	Sybil Crouch cllr.sybil.crouch@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Inquiry Panels (follow up)		
Social Care at Home	Uta Clay cllr.uta.clay@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Corporate Culture	Andrew Jones cllr.andrew.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk

Education Inclusion	Cheryl Philpott cllr.cheryl.philpott@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
School Governance	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Performance Panels:		
Child & Family Services	Paxton Hood-Williams cllr.paxton.hood-williams@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Service Improvement & Finance	Chris Holley cllr.chris.holley@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Schools	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Public Services Board (multi-agency)	Mary Jones cllr.mary.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Adult Social Services	tbc	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Working Groups:		
Local Flood Risk Management	Susan Jones cllr.susan.m.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Civic Events	Anthony Colburn	Delyth Davies (01792 637491)

	cllr.anthony.colburn@swansea.gov.uk	delyth.davies@swansea.gov.uk
Tethered Horses	Jeff Jones cllr.jeff.w.jones@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Tree Preservation	David Cole cllr.david.cole@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk

Scrutiny Work Planning Conference

12th May 2016

Lord Mayor's Reception Room, Guildhall

Agenda

4.00	Welcome	Councillor Mary Jones
4.05	Introduction <ul style="list-style-type: none">• Aims for the conference• Overview of the work planning process• What Makes a Good Topic?	Dave Mckenna
4.10	Current Work Plan <ul style="list-style-type: none">• Update on last year's priorities• Business as Usual Items• Collaborative Scrutiny	Dave Mckenna
4.20	Corporate Priorities – Directors' Overview <ul style="list-style-type: none">• Outline of the Council's Priorities and the main strategic challenges facing the Council.	Mike Hawes, Corporate Director (Resources)
4.40	Suggestions for the Work Programme <p>From:</p> <ul style="list-style-type: none">• Councillors (survey)• Cabinet (survey)• Staff (survey)• Public (relevant consultations)	Dave Mckenna
4.50	Small Group Discussions <ul style="list-style-type: none">• What should be the work plan priorities for 2016/17?• Is anything important missing?• Is the balance right across Cabinet portfolios?	All
5.30	Feedback and Conclusions	Dave Mckenna
6.00	Close	Councillor Mary Jones

Attachments:

1. Presentation Slides
2. Work Programme Headlines 2015-16
3. 2016-17 Current Work Programme
4. Council Priorities – Director's Overview
5. Work Programme Topic Suggestions
6. Cabinet Portfolios

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Slide 1

The Fifth Annual Scrutiny Work Planning Conference

12th May 2016



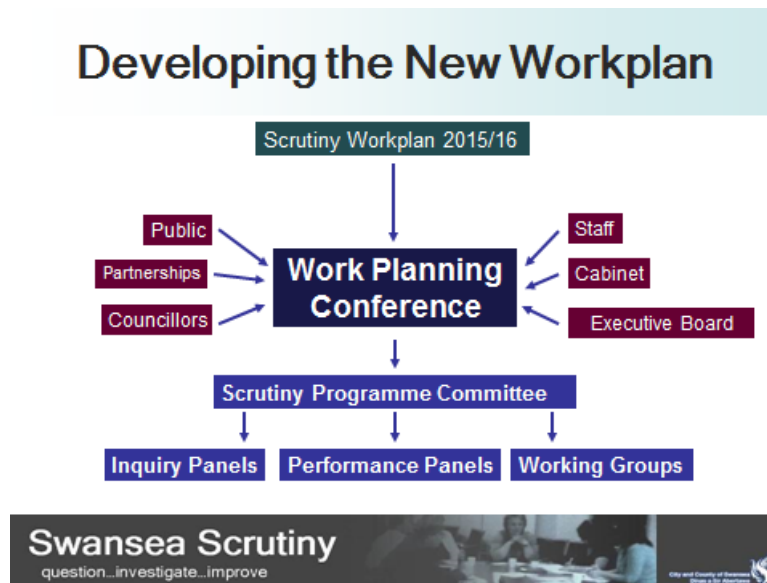
Slide 2

Aims for Today

- To review the current workplan
- To consider different perspectives and suggestions
- To check nothing major has been missed



Slide 3



Slide 4

What Makes a Good Workplan?

Overview and scrutiny is councillor-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance.

Characteristics of Effective Scrutiny
(Wales Audit Office / Centre for Public Scrutiny in Wales)



Slide 5

What Makes A Good Topic?

- Strategic and significant
- An issue of concern
- A good use of scrutiny time and resources



Slide 6

Current Workplan



Slide 7

Last Year's Suggestions

- Building Sustainable Communities
- Tackling Poverty
- Child and Adolescent Mental Health Services
- Tethered Horses
- City Centre Development
- Elective Home Education
- Transition from Child & Family to Adult Social Services
- Corporate Building Services



Slide 8

Planned Work

- Transition from Child & Family to Adult Social Services
- Sustainability / Food Security
- Corporate Building Services
- Roads / Highway Maintenance



Slide 9

Business As Usual Items

- Performance Panels
 - Schools
 - Service Improvement and Finance
 - Child and Family Services
 - Public Services Board *Statutory Item
 - Adult Social Services *New
- Cabinet Member Q&As
- Crime and Disorder *Statutory Item
- Pre-decision
- Unforeseen Items



Slide 10

Commissioning Reviews

Underway (Pre Decision Scrutiny June–Nov)

- Waste Management
- All Residential and Day Care Services provided via Learning Disability, Mental Health and Physical Disability Services
- Corporate Building & Property
- Highways & Transportation - Cross Cutting
- Family Support
- Parks and Cleansing



Slide 11

Commissioning Reviews

About to Start (Pre-Decision Scrutiny Dec – Feb)

- Additional Learning Needs / Special Educational Needs
- All Housing & Public Protection
- Planning Services/Economic Development/City Centre



Slide 12

Collaborative Scrutiny

- Western Bay scrutiny under development
- ERW Councillor Scrutiny Group established



Slide 13

Council Priorities and Strategic Priorities



Slide 14

Suggestions for the Workplan

- Councillors (survey)
- Cabinet (survey)
- Staff (survey)
- Public (relevant consultations)



Slide 15

Group Discussion

- What should be the priorities for the next year?
- Is anything important missing?
- Are all cabinet portfolios covered?



Slide 16

Summary and Close



Work Programme Headlines 2015-16

- 4 Inquiry Reports published (in-depth scrutiny):
 - **Corporate Culture**
 - **Education Inclusion**
 - **Gypsy & Traveller Site Search Process** (*response awaited*)
 - **School Governance** (*response awaited*)

A Cabinet response to the **Social Care at Home** inquiry was also received in the last year.

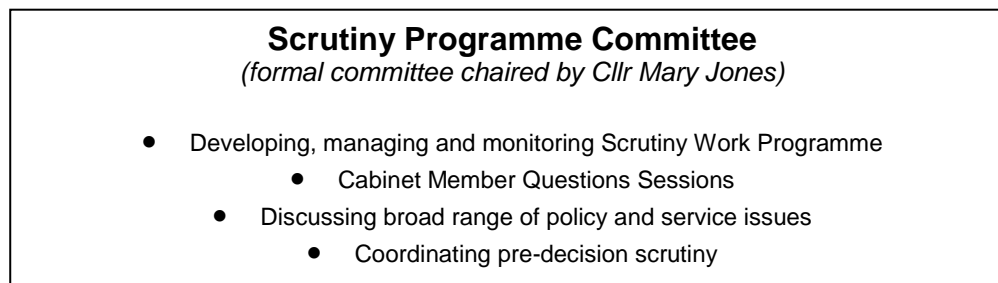
Of the 3 reports considered by Cabinet so far – 97% of recommendations accepted in full or part

- Inquiries underway into **Child & Adolescent Mental Health Services, Building Sustainable Communities** and **Tackling Poverty**.
- Impacts made by previous scrutiny inquiry recommendations:
 - **Economic Inactivity**
 - **Attainment & Wellbeing**
 - **Inward Investment**
 - **Public Engagement**
 - **Streetscene**
- Committee **Cabinet Member Q & As** – all Cabinet Members involved. Included discussion on concerns about the appropriation of land at Parc Y Werin, Gorseinon for new build of Gorseinon Primary School raised by a member of the public.
- Crime & Disorder Scrutiny – Performance of **Safer Swansea Partnership** examined by committee.
- Pre-decision Scrutiny - 6 cabinet reports were subject to pre-decision scrutiny (**Education Other Than At School; Disposal of Former Penllergaer Civic Centre; Development of City Centre Sites; Abergelli & The Beeches Alternative Day Services; Council Budget; School Music Service**)
- Performance Panels - provided in-depth monitoring and challenge for these service areas:
 - **Service Improvement & Finance**
 - **Schools**
 - **Child & Family Services**
 - **Local Service Board** (*multi-agency Panel*) NB – now the *Public Services Board*

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.

- Started scrutiny of the **Education through Regional Working (ERW)** regional school improvement service. A regional Scrutiny Councillors Group has been established to coordinate scrutiny work across the region and ensure a consistent approach.
- Working Groups - provided opportunity to discuss the following topics:
 - **Sustainability**
 - **Civic Events**
 - **Local Flood Risk Management**
 - **Tethered Horses**
 - **Welsh Housing Quality Standard**
 - **Tree Preservation**
- 96 Panel / Working Group meetings have been held.
- 71 Letters to Cabinet Members – effectively ‘mini-reports’ with conclusions and proposals from scrutiny – and responses. Average response time 20 days (against target of 21 days). 79% have been responded to within time (47 letters).
- Scrutiny Dispatches – quarterly summary of the headlines from the work of scrutiny presented to council focussed on impact and how scrutiny is making a difference - resulted in increased media coverage both in the Evening Post and Swansea Bay Radio.
- Agreed improvement outcomes to focus on areas for improvement.
 - We need to talk more to cabinet members so that we can plan better and ensure that our work is making a difference.
 - 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.
 - We need more briefings and development sessions so that we have the knowledge and skills we need.
 - We need more coverage in the media so that the public are more aware of our work.
 - We need more members of the public contributing to scrutiny meetings so that we can reflect their views in our work.
 - We need closer links with regulators and inspectors so that we can provide a more coordinated and effective challenge.
- Development Sessions on **Children’s Rights (UNCRC)** and Scrutiny of **Community Services**

2016 / 2017 Current Scrutiny Work Programme



Inquiry Panels:
(time-limited in-depth inquiries)

In progress	Carried Over	Completed (for follow up)
<ul style="list-style-type: none"> • Child & Adolescent Mental Health Services <i>(completion due June)</i> • Building Sustainable Communities <i>(completion due June)</i> • Tackling Poverty (planning stage) 	<ul style="list-style-type: none"> • Sustainability – Food Security • Transition from Children to Adult Social Care 	<ul style="list-style-type: none"> • Social Care at Home • Corporate Culture • Education Inclusion • School Governance • Gypsy & Traveller Site Search Process

Performance Panels:
(on-going in-depth monitoring)

<ul style="list-style-type: none"> • Service Improvement & Finance • Schools • Child & Family Services • Adult Social Services • Public Services Board
--

Working Groups:
(one-off meetings)

In progress	Carried Over
<ul style="list-style-type: none"> • Local Flood Risk Management <i>(the committee has agreed that this Working Group should meet annually to review flood risk plans)</i> • Civic Events <i>(the Convener requested a follow-up meeting to address a number of issues that the Working Group felt needed further consideration)</i> 	<ul style="list-style-type: none"> • Corporate Building Services • Roads / Highway Maintenance

Performance Panels:

- **Service Improvement & Finance Performance Panel:**
 - Quarterly / End of Year Corporate Performance Monitoring
 - Quarterly Budget Monitoring
 - Corporate Improvement Plan
 - Wales Audit Officer Annual Improvement Report
 - Budget Scrutiny
 - Recycling and Landfill – Annual Performance Monitoring
 - Welsh Public Library Standards – Annual Performance Report
 - New Digital Strategy
 - Pre-Decision Scrutiny of Commissioning Reviews
 - Fees and Charges
 - Corporate Complaints Annual Report

- **Schools Performance Panel:**
 - Challenge Session with 4 Schools (3 identified as Causing Concern or Amber and 1 sector leading)
 - Education Through Regional Working (ERW) Business Plan and progress
 - Looked After Children Educational Performance and Support (annual)
 - Special Education Needs Education Reform Agenda - update
 - Reviewing the Work of the School Improvement Service and looking at how we improve the quality of teaching
 - Pre-decision Scrutiny on ALN/SEN Commissioning Review
 - Annual Education Performance (Verified Data)
 - School Categorisation
 - Sharing Good Practice Across Schools
 - Tools and Techniques for intervention (examine intervention programmes and how effective they are)
 - Estyn Post Inspection Action Plan
 - Annual budget as it affects education matters
 - Progress of literacy and numeracy across the curriculum
 - Pupil Deprivation Grant and how it has been spent
 - Attendance and Exclusions
 - How to build the 4 core principles of a Curriculum for Life
 - How schools are building capacity to manage behaviour in mainstream
 - Safeguarding in Schools
 - Effective networks and collaborations between schools – cluster working
 - The development of curriculum pioneer schools in Swansea
 - Preparedness for school

- **Child & Family Services Performance Panel:**
 - Quarterly Performance Monitoring of Child & Family Services
 - Impact and performance of the Signs of Safety Practice Model
 - Prevention and early intervention – performance and effectiveness
 - Post-16 Service – performance and outcomes
 - Intensive Family Support Service – measuring outcomes
 - Regional Adoption Service – performance and outcomes
 - Disability Strategy
 - Draft Budget
 - Corporate Parenting Strategy
 - CSSIW Inspection Reports – Fostering, Flexible Family Support Service

- **Adult Social Services Performance Panel: (NEW PANEL)**
 - Quarterly Performance Monitoring
 - Overview of Adult Services
 - Adult Services Improvement Plan and Programme
 - Developing a New Performance Management Framework

- **Public Services Board Performance Panel:**
 - Examining what difference the Swansea Public Services Board (LSB) is making for citizens?

SCRUTINY WORK PLANNING CONFERENCE
12 May 2016
COUNCIL PRIORITIES – DIRECTORS’ OVERVIEW

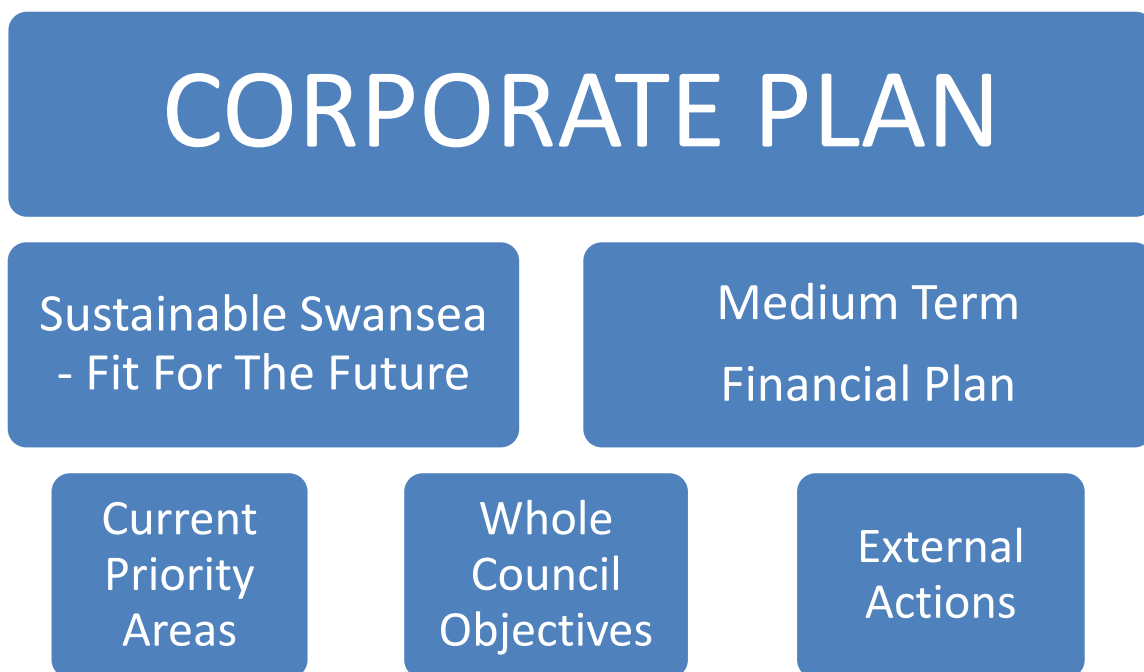
A PURPOSE

This brief paper outlines the Council’s Priorities and the views of the Chief Executive and Directors on the main strategic challenges facing the Council. The paper is intended to support Scrutiny Members in setting a work programme for the municipal year.

B BACKGROUND

Scrutiny wishes to focus its time on the major challenges facing the Council and the key decisions that Cabinet will need to take during the course of the year.

This paper provides the context for this from the following areas:



C CORPORATE PLAN

The Corporate Plan 2016/17, *Delivering for Swansea* sets out our top 5 Priorities for the medium term as follows:

City and County of Swansea Corporate Plan Priorities
Safeguarding Vulnerable People
Improving Pupil attainment
Creating a Vibrant and Viable City Centre Economy
Tackling Poverty
Building Sustainable Communities

The Priorities are underpinned by 3 key principles:

1. *Sustainability*
2. *Prevention*
3. *Partnerships*

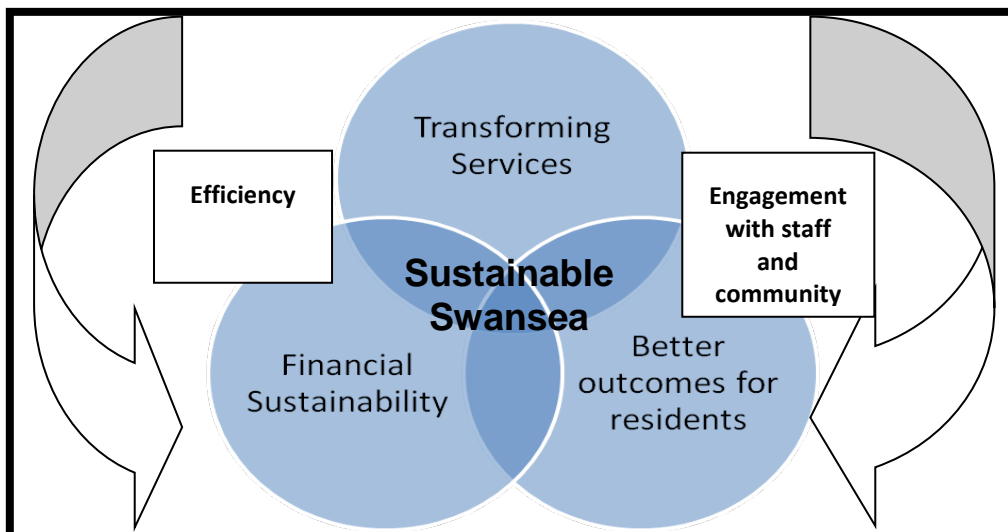
By definition, an increasing amount of our effort and resources will be directed to achieving these priorities. Work has taken place to consolidate the policy commitments within the 5 Priorities.

Consequently, Scrutiny will no doubt wish to ensure that these priorities are sufficiently reflected in the work programme.

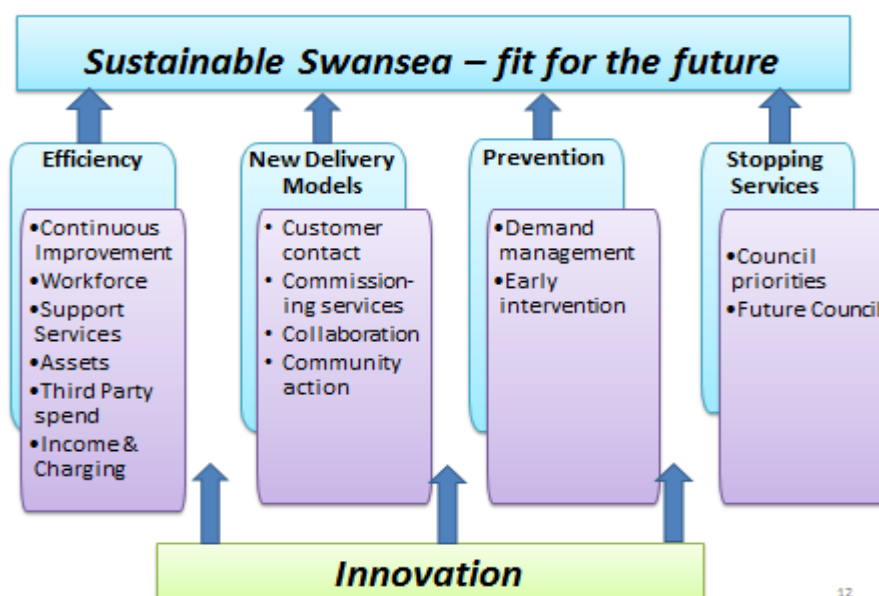
D SUSTAINABLE SWANSEA – FIT FOR THE FUTURE

Sustainable Swansea sets out our strategic and long term framework for whole Council change and service transformation to meet the financial and other challenges that we face.

Sustainable Swansea has 3 key objectives:



Sustainable Swansea currently (this is under review) has 4 workstreams and 14 Delivery Strands, underpinned by our Innovation Programme:



The Delivery Programme for *Sustainable Swansea* is being developed to ensure that we build in and align all other major service change and so that the contribution of all services to achieving the overall change is clearly identified and monitored.

Delivery of *Sustainable Swansea* is clearly central to the work of both Cabinet and the Leadership Team and Scrutiny engagement in this would be welcomed.

E MEDIUM TERM FINANCIAL PLAN (MTFP)

The MTFP sets out the Council's 3 year spending plans, how we propose to manage financial pressures and how we will fund our priorities. As well as the annual (February) MTFP, we have also introduced a Mid-Year Budget Statement (October).

The current estimate of savings for the next 3 years, 2017/18 to 2019/20, is £80m. The MTFP sets out the following strategic savings targets for major service blocks:

Service	Current Budget £m	Percentage Reduction/Increase over 3 Years	Amount Realised £m
Schools	135.2	2.3	+3.2
Rest of Education	21.1	-15	-3.2
Social Care – Child & Families	38.3	-15	-5.8
Social Care - Adults	66.4	-20	-13.3
Poverty & Prevention *	4.8	+5	+0.2

Place	52.7	-50	-26.4
Corporate Services +	23.5	-50	-11.7
Total	342.0m		-57.0m

The review of the *Sustainable Swansea* Delivery Programme will propose how these savings will be delivered through the 4 Workstreams and 14 Delivery Strands and Projects.

A key objective for the MTFP is to ensure a clearer link between funding and outcomes, linked to our priorities.

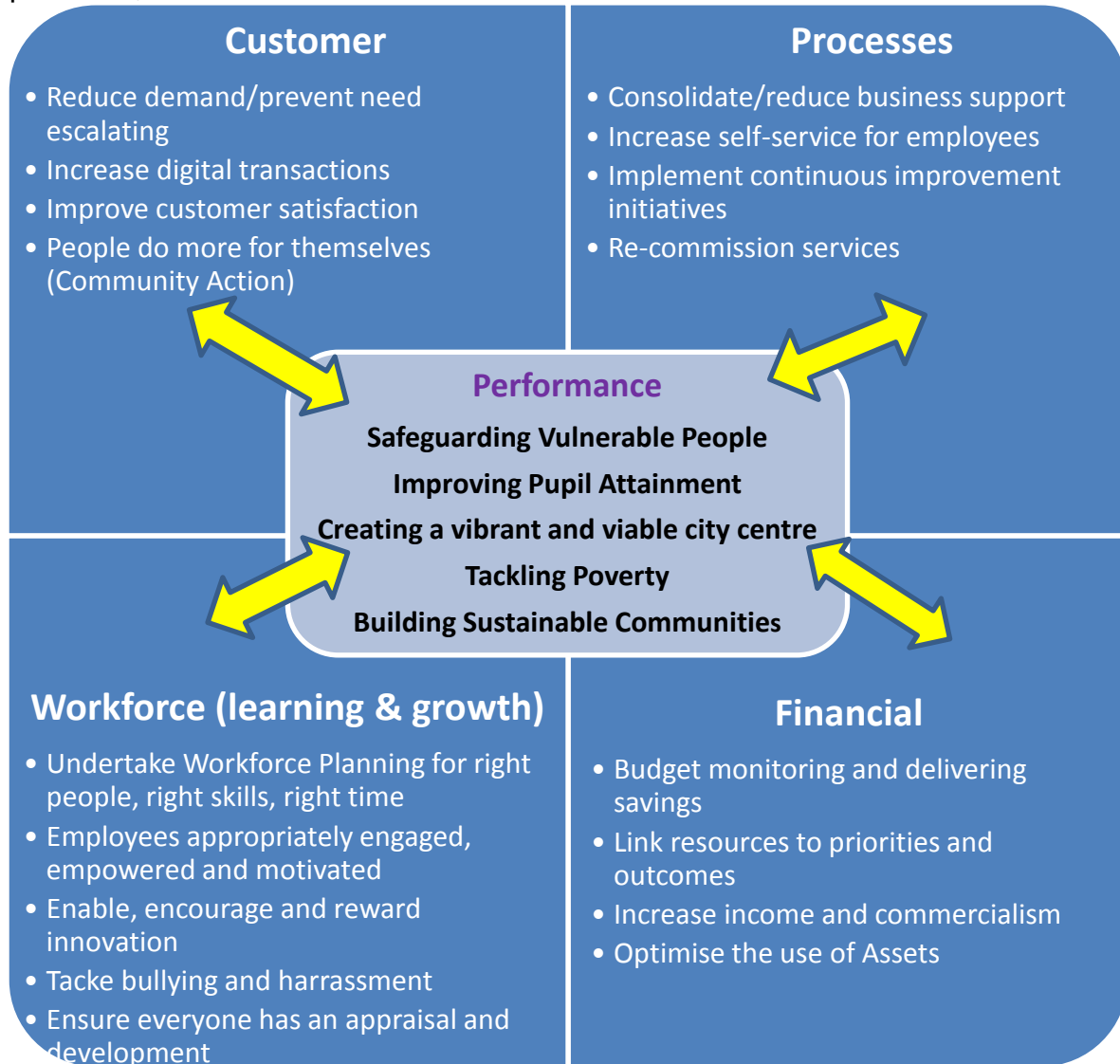
Scrutiny is already engaged in work around the MTFP and budget choices and the new work programme will inevitably include the key decisions during the Autumn and Winter cycles.

F WHOLE COUNCIL OBJECTIVES

The Corporate Plan and Sustainable Swansea contain our priorities for the medium term, within the financial framework of the MTFP.

To ensure that we are on track with delivery, the Executive Board has identified a number of whole Council objectives that sit within the “balanced scorecard”

quadrants, as illustrated below:



These will be monitored by the Executive Board during the course of the year.

G EXTERNAL ACTIONS

The Council is also required to respond to a range of external inspections, reports and recommendations. These are linked to the relevant priorities and other work above. But for completeness, the major (not exhaustive) current external actions are as follows:

EXTERNAL AGENCY	COMMENT
Estyn	<ul style="list-style-type: none">• Improvement Plan following the inspection in 2013• Action plan is in place and monitored by the Chief Executive's Improvement Board
Welsh Audit Office	<ul style="list-style-type: none">• Corporate Assessment undertaken in November 2014• Follow up audit undertaken in April 2016; findings to be incorporated into WAO Annual Improvement Report to be published June 2016
WLGA Peer Review	<ul style="list-style-type: none">• Peer Review undertaken in September 2014• Action Plan has been monitored by the Executive Board• Work to take stock and review the action plan will be undertaken.
CSSIW	<ul style="list-style-type: none">• Report on social care in the Council, reported to Council in Autumn 2014/Autumn 2015• Action Plan being implemented

H CURRENT PRIORITY AREAS

Flowing from the Corporate Plan and the work on *Sustainable Swansea*, the following is a summary of the key priority areas over the next year or so:

KEY STRATEGIC CHALLENGES

- Safeguarding
- Prevention and Demand Management
- Partnerships to Deliver Outcomes
- Radical Service Transformation
- Commissioning reviews of all Council services
- Delivery of the More Homes strategy and pilot projects
- City Regeneration
- Improved Streetscene services
- Innovation Programme
- Performance Improvement and outcomes
- Customer Contact
- Commercialism
- Aspiring to be a Digital Business
- New Business Support Model
- Legislation – Delivering outcomes required by Well-Being of Future Generations Act; Social Services and Well-Being Act; Welsh Language Standard

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Scrutiny Work Planning Conference 2016

Current Work Programme / New Topic Suggestions Received

Topic (by Cabinet Portfolio):	Current Work Programme	Suggested by:			
		Councillor	Cabinet	Staff / Partner	Public
FINANCE & STRATEGY (LEADER)					
Service Improvement & Finance Performance Panel (including Strategy for Digital Council / paperless authority)	✓	✓			
Public Services Board Performance Panel	✓			✓	
Budget scrutiny (Service Improvement & Finance Performance Panel)	✓	✓			
Budget monitoring (Service Improvement & Finance Performance Panel) <i>(Risks of budget reductions, how effective budgetary control is being carried out by managers)</i>	✓			✓ (3)	
Tackling Poverty Inquiry	✓				✓
Relevant Commissioning Reviews (pre-decision scrutiny): Corporate Building & Property	✓	✓	✓	✓	
Key Corporate Objectives <i>(The process by which they are determined, how are they monitored and do Cabinet members have any involvement?)</i>		✓			
Relationships with outside bodies (e.g. services transferred / outsourced)		✓			
Inter-agency working with the NHS (monitoring) <i>(to increase jointly provided and jointly funded services)</i>		✓			
Estates / Asset Management <i>(Are land sales maximising profit or meeting corporate goals?)</i> <i>(Performance Monitoring)</i>			✓	✓	
Failed projects <i>(Learning points)</i>				✓	
Council's Performance Management System				✓	

Topic (by Cabinet Portfolio):	Current Work Programme	Suggested by:			
		Councillor	Cabinet	Staff / Partner	Public
SERVICES FOR CHILDREN & YOUNG PEOPLE (DEPUTY LEADER)					
Child & Family Services Performance Panel	✓				✓
Child & Adolescent Mental Health Services Inquiry	✓				✓
Transition from Children to Adult Social Care inquiry	✓				✓
Relevant Commissioning Reviews (pre-decision scrutiny): Family Support	✓	✓	✓	✓	
Further monitoring work on Child and Adolescent Mental Health Services <i>(More issues that need to be addressed that haven't been covered in the inquiry)</i>		✓ (2)			✓
Child Abuse <i>(At all ages, when the abuser is close in age to the victim)</i>		✓			✓
Keeping children safe					✓
ANTI-POVERTY					
Tackling Poverty Inquiry <i>(anti-poverty outcomes?)</i>	✓	✓			✓
Relevant Commissioning Reviews (pre-decision scrutiny)	✓	✓	✓	✓	
Strategy for Digital Inclusion		✓			
Allotments (Working Group?) <i>(Increasing the number of allotments is a target in creating an active and healthy Swansea Action Plan)</i>		✓			
Homelessness					✓

Topic (by Cabinet Portfolio):	Current Work Programme	Suggested by:			
		Councillor	Cabinet	Staff / Partner	Public
EDUCATION					
Schools Performance Panel	✓				✓
Education Inclusion (Inquiry follow up)	✓				✓
School Governance (Inquiry follow up)	✓				✓
Relevant Commissioning Reviews (pre-decision scrutiny): Alternative Learning Needs / Special Education Needs	✓	✓	✓	✓	
School to School Support / Joint Cluster Working		✓		✓	
Preparedness for School		✓		✓	
Effectiveness of Education Intervention Programmes		✓		✓	
Education Service Level Agreements <i>(Are they value for money?)</i>		✓			✓
Local Authority Governors <i>(Maximising the potential of this resource in school effectiveness)</i>		✓			✓
ENTERPRISE, DEVELOPMENT & REGENERATION					
Relevant Commissioning Reviews (pre-decision scrutiny): Planning Services / Economic Development / City Centre	✓	✓	✓	✓	
Planning Services <i>(Working Group? How is the Planning Committee working ; how does it interact with the public and developers?)</i>		✓ (2)			
Libraries (Working Group?) <i>(achievement of savings?)</i>			✓		✓
Archive Service					✓

Topic (by Cabinet Portfolio):	Current Work Programme	Suggested by:			
		Councillor	Cabinet	Staff / Partner	Public
ENVIRONMENT & TRANSPORT					
Local Flood Risk Management Working Group	✓				
Roads / Highway Maintenance Working Group (e.g. effectiveness of the PATCH scheme)	✓	✓ (3)			
Relevant Commissioning Reviews (pre-decision scrutiny): Highways & Transportation; Parks and Cleansing	✓	✓	✓	✓	
Dog fouling (monitoring)		✓			
Residents Parking Policy (Working Group)			✓		
Gritting Routes / Service					✓
Abandoned Vehicle Service					✓
NEXT GENERATION SERVICES					
Review of Gypsy & Traveller Site Search Process (follow up) (Scrutiny Programme Committee)	✓				
Corporate Building Services (Working Group)	✓	✓ (2)			
Relevant Commissioning Reviews (pre-decision scrutiny): Corporate Building & Property; All Housing & Public Protection	✓	✓	✓	✓	
Commercialism		✓			
Housing for school leavers		✓			✓
Welsh Housing Quality Standards (The financial costs and implications) (Performance/financial monitoring)		✓			✓
Provision of Affordable Housing across Swansea			✓		✓
Doubling the rate on second homes (Are they really a source of income? Working Group?)			✓		

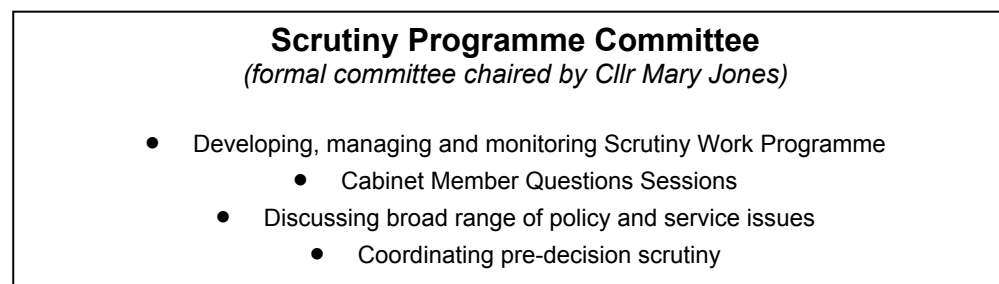
Topic (by Cabinet Portfolio):	Current Work Programme	Suggested by:			
		Councillor	Cabinet	Staff / Partner	Public
SERVICES FOR ADULTS & VULNERABLE PEOPLE					
Social Care at Home (Inquiry follow up)	✓				✓
Transition from Children to Adult Social Care Inquiry	✓	✓ (2)			✓
Adult Social Services Performance Panel	✓	✓			✓ (2)
Relevant Commissioning Reviews (pre-decision scrutiny): All Residential and Day Care Services provided via: Learning Disability; Mental Health; Physical Disability Services	✓	✓	✓	✓	
Care for disabled adults					✓
TRANSFORMATION & PERFORMANCE					
Service Improvement & Finance Performance Panel (Corporate Improvement Plan? Achievement of resource / financial savings - Central Services / Place - & risks)	✓	✓			
Corporate Culture (Inquiry follow up)	✓	✓			
Civic Events Working Group	✓				
Sustainability – Food Security Inquiry	✓				
Commissioning Reviews (pre-decision scrutiny)	✓	✓	✓	✓	
The effectiveness of Cabinet Advisory Committees (Are they good value for money? Does it undermine the scrutiny process?)		✓			
The Complaints Procedure		✓			
Internal Communications with Councillors (Working Group?)		✓			
Preparations for the Future Generations and Wellbeing Act			✓		
Finance Department Procedures (e.g. budgetary control / management; payment of invoices)				✓	
Working relationships between Councillors and Staff (Are councillors working with and supporting council staff?)				✓	

Topic (by Cabinet Portfolio):	Current Work Programme	Suggested by:			
		Councillor	Cabinet	Staff / Partner	Public
Flexi Policy <i>(Is it more flexible on the authority's side than that of the staff?)</i>				✓	
Sustainable Swansea - Fit for the Future programme <i>(The effectiveness of the programme, has it shown the promised results?)</i>				✓	
Disciplinary Procedures <i>(What these issues be better resolved by independent bodies?)</i>				✓	
Resourcing for Elections <i>(policy; recruitment process; payments)</i>				✓	
Sickness Policy <i>(Is more practical help needed rather than health and wellbeing?)</i>				✓	
WELLBEING & HEALTHY CITY					
Building Sustainable Communities Inquiry <i>(transfer of community assets? risks?)</i>	✓	✓			
Crime & Disorder Scrutiny (Scrutiny Programme Committee)	✓				
Relevant Commissioning Reviews (pre-decision scrutiny): Family Support; Parks and Cleansing	✓	✓	✓	✓	
Human Trafficking		✓			
Anti-Social Behaviour <i>(Working Group?)</i>		✓			
Implementation of the Welsh Language Act and Welsh Language Standards			✓		
Public Footpaths				✓	
Animal Welfare <i>(The licensing of animal establishments)</i>					✓

Finance & Strategy (Leader) (Cllr Rob Stewart)	Services for Children & Young People (Deputy Leader) (Cllr Christine Richards)	Anti-Poverty (Cllr Will Evans)	Education (Cllr Jennifer Raynor)	Enterprise, Development & Regeneration (Cllr Robert Francis-Davies)
<ul style="list-style-type: none"> • Finance Strategy • Delivery and Performance • Information & Business Change (inc ICT) • Strategic Estates & Property • Poverty • Local Service Board / Community Leadership • Regional Working / Collaboration 	<ul style="list-style-type: none"> • Child and Family Services • Play • Youth Services & Promoting Youth Inclusion • Early Intervention / Prevention • Youth Offending Service • Youth Citizenship • Opportunities for Young People • UNCRC champion • NEETS (Link with Education) • Regional Adoption Service • Children & Young People Board • Continuum of Care • Safe Looked After Children Reduction Strategy • Flying Start 	<ul style="list-style-type: none"> • Poverty Strategy • Communities First • Welfare Rights • 3rd Sector • Social Inclusion • Localised Services • Welfare Reform • Financial Information • Digital Inclusion • Food Access / Growing • Community Cohesion • Community Development • Homelessness • Neighbourhood Working 	<ul style="list-style-type: none"> • Inclusion & Learner Support • School Improvement • Planning & Resources • Schools • City of Learning • Not in Education, Employment or Training (NEETS) • Education through Regional Working (ERW) • Schools' Organisation and Performance • Quality in Education (QEd) • Education Charter 	<ul style="list-style-type: none"> • City Region • Economic Development & Investment • Tourism & Destination Marketing • Planning Policy / Local Development Plan (LDP) • Adult Learning / Workways • City Centre • City of Culture • Heritage • Science City • Universities • Creative City • Suburban Centres • Licensing • City Deal (Link with Next Generation Services)
Environment & Transport (Cllr David Hopkins)	Next Generation Services (Cllr Andrea Lewis)	Adults & Vulnerable People (Cllr Jane Harris)	Transformation & Performance (Cllr Clive Lloyd)	Wellbeing & Healthy City (Cllr Mark Child)
<ul style="list-style-type: none"> • Transport Policy • Highways & Engineering • Waste Management • Marina • Streetscene • Repairs and Capital • Sustainable Transport 	<ul style="list-style-type: none"> • Council House Management • Council House Repairs • Housing Policy, Affordable Housing & Housing Options • Housing Renewal Schemes • Housing Renewals and Adaptations • WHQS • Community Building & Asset Transfer • Identify & Implement new Commercial Models • Deliver Income from New Commercial Models • Councillors Delegated Budget Schemes • Improve Procurement Frameworks • Energy Schemes • City Deal (Link with Enterprise, Development & Regeneration) • District Heating Schemes • Sheltered Housing (Link with Adults & Vulnerable People) • School Building Programme - Quality in Education (QEd) 2020 	<ul style="list-style-type: none"> • Elderly Care • Activities to Promote Independence & Health • Mental Health • Supporting People • Learning Disability • Joint Equipment • Assessment / Care Management • Domestic Abuse • Integration of Health and Social Care • Western Bay • Older People's Champion • Transformation of Adult Social Services (TASS) • Drugs / Alcohol • Sheltered Housing (link with Next Generation Services) 	<ul style="list-style-type: none"> • Comms & Engagement • Legal & Democratic • Commercial Services • Financial Services • Human Resources / Organisational Development • Customer Contact • Scrutiny • Risk & Resilience • Member Development • Sustainable Swansea – Fit for the Future • Future Generations • Sustainable Development • Health & Safety Policy • Commissioning Organisation • Demand Management Strategy • Finance Performance & Budget Cycle 	<ul style="list-style-type: none"> • Early Intervention & Prevention • Equalities (Access to Services) • Diversity • Public Protection • Culture: Sports & Arts • Parks • Healthy Cities / Greener Cities • Community Safety / Safer Swansea Partnership • Anti-Social Behaviour • Well-being • Healthy Night Life / Purple Flag • Healthy City Partnership • Houses in Multiple Occupation (HMOs)

APPENDIX 6 - CONFERENCE COMBINED GROUP FEEDBACK

My Scrutiny Work Programme 2016 / 2017



Inquiry Panels:
(time-limited in-depth inquiries)

- Page 113

 - **Digital Inclusion (or exclusion) – is there a strategy? As more and more is done online ensuring that all can access and are not excluded from services**
 - **Corporate Building Services (vfm, issue re. costs for cllr ward requests)**
 - **Preparedness for School (e.g. 0-3 age group, effectiveness of Flying Start etc)**
 - Vibrant & Viable City Centre – whole systems approach? e.g. what are we doing about housing, transport, health & wellbeing, as well as retail and leisure
 - Role of out of town shopping / industrial estates in regenerating the city
 - Job Creation
 - Financial Inclusion (responsible fair credit)
 - Girls and STEM (Science, Technology, Engineering & Maths) in education and industry
 - Collaborative Working with other Local Authorities – what are we doing to develop this? Is current practice effective? Are we learning from examples elsewhere?
 - Community Cohesion - how are we working with communities to ensure they are cohesive? e.g. multicultural inclusion; tackling poverty; tackling extremism
 - Safeguarding - how are organisations working together and recognising their role in safeguarding?

Performance Panels:
(on-going in-depth monitoring)

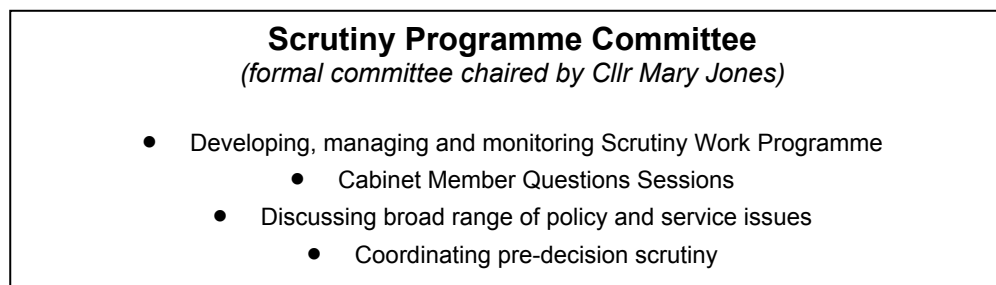
- Schools:
 - Home to School Transport
 - Effectiveness of Intervention Programmes
 - Value for money from Education Service Level Agreements
 - Service Improvement & Finance:
 - Estates / Asset Management
 - Corporate Complaints Process
 - Learning Points from Council Projects
 - Social Services:
 - **Collaborative Working with the NHS**
 - Application of Deprivation of Liberty Standards (DOLS)
 - How we consult with vulnerable people and take into account their views about delivery of services

Working Groups:
(one-off meetings)

- **Housing Strategy (incl. delivery of More Homes Strategy / pilot project; affordable housing; issue of council tax premium on second homes; homelessness)**
 - Planning Services (incl. s106 agreements)
 - Dog Fouling
 - Residents Parking Policy
 - Winter Gritting Service
 - Roads & Highway Maintenance (impact of budget cuts)
 - Effectiveness of transition between Child & Adult Social Services
 - Allotments & Community Gardens
 - Effects of postponement of electrification
 - Tourism
 - **Wellbeing of Future Generations Act – how is it being embedded and actions evaluated?**

(NOTE: Topics in bold indicate wider support at Conference)

APPENDIX 7 - Scrutiny Work Programme 2016 / 2017 PROPOSALS FOR NEW WORK



Inquiry Panels:
(time-limited in-depth inquiries)

- Choose 2 from:
- **Partnerships / Collaboration** (How are we currently working with others? How effective is it? How could the Council's collaboration with other authorities/ partners be further developed & improved? Are we learning from examples elsewhere?)
 - **Preparedness for School** (How can support for 0-3 year olds be improved so that they arrive at school ready to learn? Are we getting this right e.g. effectiveness of Flying Start etc)
- Carried over from 2015/16 work programme:
- Sustainability (Food Security)
 - Transition from Children to Adult Social Care (or Working Group instead?)
- Others:
- Community Cohesion (How are we working with communities to ensure they are cohesive? e.g. multicultural inclusion; tackling poverty; tackling extremism)
 - Financial Inclusion (e.g. responsible fair credit)
 - Role of the Council in Job Creation

Performance Panels:
(on-going in-depth monitoring)

- Issues to be referred to Performance Panels:
- Schools:
 - Home to School Transport
 - Effectiveness of Intervention Programmes
 - Value for money from Education Service Level Agreements
 - Service Improvement & Finance:
 - Estates / Asset Management
 - Corporate Complaints Process
 - Programme / Project Management
 - Adult Social Services:
 - Application of Deprivation of Liberty Safeguards (DOLS)
 - How we consult with vulnerable people and take into account their views about delivery of services

Working Groups:
(one-off meetings)

- Choose 5 from:
- **Roads / Highway Maintenance*** (Incl. impact of budget cuts; gritting service)
 - **Corporate Building Services*** (Does it offer value for money? Issue re. competitiveness / costs for councillor ward requests)
 - **Digital Inclusion** (Many council services will be digital in future but is the quality of services being preserved? How can we ensure that people are not being excluded from services once they become digital? What is the Council's strategy to ensure that all can access and are not excluded from services)
 - **Housing** (Delivery of More Homes Strategy / pilot project to develop new council housing)
 - **City Centre** (What does a 'vibrant & viable' city centre economy mean – does it involve a whole systems approach, e.g. what are we doing about housing, transport, health & wellbeing, as well as retail and leisure?)
 - **Preparedness for Well-being of Future Generations Act** (Implications; How is it being embedded and actions evaluated?)
- Others:
- **Dog Fouling**
 - Planning Services (incl. s106 agreements)
 - Residents Parking Policy
 - Allotments & Community Gardens

* CARRIED OVER from 2015/16 Work Programme
 Topics in bold indicate wider support at Conference

Issue to be dealt with by Scrutiny Programme Committee: **Safeguarding** – corporate safeguarding; how are organisations working together and recognising their role in safeguarding?

APPENDIX 8 - Work Planning Guidance

For proposed scrutiny topics

Proposed topic:

1	Is it an issue of concern?	<p>Examples could include:</p> <ul style="list-style-type: none"> • Is it an issue of public concern? e.g. complaints, Members' knowledge/feedback from constituencies, local media, surveys, other consultation • Is it an issue performance concern? e.g. evidence from performance indicators, benchmarking or performance unknown/not currently measured • Are there budget concerns? e.g. pattern of budget overspending or significant underspending • Is it an issue of concern or interest to external groups? e.g. local businesses • 	No ↓
	Yes ↓		
2	Is the issue strategic and significant?	<p>Examples could include:</p> <ul style="list-style-type: none"> • Are there links to Council's Corporate Improvement Plan/Community Strategy priorities? • Does the issue impact on Council's or partners main priorities? e.g. Service Plans, Strategies, Outcome Agreement • Is it a Welsh Government or Central Government priority? • Has the issue been raised by Audit/Inspection reports or WAO Annual Improvement Report? • Does it have a significant impact on the public? Or a specific group/community? 	No ↓
Page 115	Yes ↓		
3	Is it a good use of scrutiny time?	<p>Examples could include:</p> <ul style="list-style-type: none"> • Is there a clear objective for examining this topic? • Has similar scrutiny work already been undertaken? • Is the issue being examined elsewhere internally or externally? • Could a scrutiny inquiry make a difference to how services are delivered or how resources are used? • Could a scrutiny inquiry consider quality, cost and sustainability of service provision? • Is an inquiry likely to generate recommendations for improvement? • Would this issue require in-depth examination? i.e. a wide-ranging programme of evidence gathering and research? • Has the relevant service / policy recently undergone substantial change? i.e. is it too early to review the effects of the change? 	No ↓
	Yes ↓		
*SUITABLE FOR IN-DEPTH INQUIRY			*NOT SUITABLE FOR IN-DEPTH INQUIRY

* Based on the criteria this topic is recommended for:

- In-depth inquiry Performance Panel Other (state what)
 Working Group Committee Report

Agenda Item 10

Report of the Chair

Scrutiny Programme Committee – 13 June 2016

MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

Purpose	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established. This report advises of relevant matters that need to be considered.
Content	This report is provided to facilitate any changes that need to be made.
Councillors are being asked to	<ul style="list-style-type: none">agree any membership changes of Panels and Working Groups necessary
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

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 Schools Performance Panel

ADD Councillors Cyril Anderson and Susan Jones

The revised membership will be 11:

Labour Councillors: 5

Cyril Anderson	Hazel Morris
Beverley Hopkins	Robert Smith
Fiona Gordon (CONVENER)	

Liberal Democrat Councillor: 3

Mike Day	Cheryl Philpott
Paul Meara	

Independent Councillor: 1

Susan Jones	
-------------	--

Conservative Councillor: 1

Anthony Colburn	
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Other:

Statutory Coopted Members: 1

David Anderson-Thomas	Parent Governor
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- 2.2 The committee should consider whether there are any other changes that need to be made in respect of scrutiny panel and working group membership.

3. Legal Implications

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

4. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Paul Cridland

Agenda Item 11

Report of the Chair

Scrutiny Programme Committee – 13 June 2016

SCRUTINY LETTERS

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

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:

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	11 Apr	Letter to / from Cabinet Member for Enterprise, Development & Regeneration
b	Tree Preservation Working Group	21 Apr	Letter to / from Cabinet Member for Enterprise, Development & Regeneration

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. The letters log will show the average time taken by Cabinet Members to respond to scrutiny letters, and the percentage of letters responded to within timescale.

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 2016 - 25 May 2017)

Ave. Response Time (days): 8

(target within 21 days)

% responses within target:

100

No.	Committee / Panel / Working Group	Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken	Reported to SPC (if applicable)
1	Committee	11-Apr	Cabinet Member Q & A	Enterprise, Development & Regeneration	24-May	01-Jun	8	13-Jun
2	Tackling Poverty Inquiry Panel	20-Apr	Proposed In-depth Inquiry	Anti-Poverty	26-May	Not required	n/a	n/a
3								
4								
5								
6								
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16								
17								
18								



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor Robert Francis-Davies
Cabinet Member for Enterprise,
Development & Regeneration**

*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/2015-16/10

BY EMAIL

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

24 May 2016

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Enterprise, Development & Regeneration following the meeting of the Committee on 11 April 2016. It is about Cultural Services, Regeneration, Tourism / Special Events, Licensing and Planning.

Dear Councillor Francis-Davies,

Cabinet Member Question Session – 11 April

Thank you for attending the Scrutiny Programme Committee on 11 April 2016 answering questions on your work as Cabinet Member for Enterprise, Development & Regeneration. 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 this cabinet portfolio. Thank you also for providing a separate report on Planning performance and effectiveness, as requested.

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:

Cultural Services

We acknowledged that as part of the wider Sustainable Swansea Fit for the Future programme, the whole of Cultural Services was taken through a Commissioning Review. Although some areas of efficiencies and in-house transformation have been identified you informed us that this process has resulted in market testing to invite interest from external parties that could sustain services, across the whole of the culture portfolio. Following questions

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

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you confirmed that this 'Prior Information Notice' also included the libraries service. Since our meeting there appears to be some confusion amongst councillors about this and we would be grateful if you could clarify the position with the library service, as there has to date not been a report to Cabinet on the outcomes from any commissioning review of the library service.

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 (Well-being of Future Generations Act). You stated that any interest in the culture portfolio would be carefully analysed, assessed and challenged. We suggested that you build in time for scrutiny of any proposed decisions arising from this process, which you appeared to be open to.

We noted that the Glyn Vivian Art Gallery refurbishment was complete however work on the pavements was now underway, with anticipated opening in the autumn.

Regeneration Projects

Vibrant & Viable Places

We asked about 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. You undertook to provide us with more information on how this grant is being used – a financial breakdown would be helpful.

Wind Street Pedestrianisation

We discussed plans to move towards a more restaurant rather than pub culture, supported by an increase in the number of people living and working in the city centre that you felt should create more vibrancy and a better night time economy. We asked about how realistic these plans were, and whether it would push the 'pub culture' to another part of the centre. The increase in the number of students in Swansea, and impact on the city centre in general, was also discussed.

Mariner Street

You informed the committee that the Mariner Street mixed-use development was expected to 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. You welcomed this decision and confirmed that you and the Leader would continue to sit on the BID Board, and talked about the benefits from the BID to the city centre and good working relationship with partners.

Tourism / Special Events

Although the quality of road races in Swansea was something to be proud of we asked about opportunities to expand upon running events in Swansea, for example by hosting a marathon. We asked whether any work has been done to look at the feasibility of such a race being delivered here in the future, to showcase our attractive waterfront city.

We also talked about the closure of the Tourist Information Centre (TIC) and need to consider more imaginative ways of providing information to visitors.

Licensing

We referred to the future review of conditions and criteria for taxi licensing and asked you to consider how the image of taxi drivers operating in Swansea could be improved, such as the introduction of a dress code. This is something which has been done in other cities. We noted that this was something which you felt the relevant Cabinet Advisory Committee could look at.

Planning

A request for scrutiny was made to the committee by councillors in relation to concerns about the current planning system and operation of the Planning Committee. We decided that in the first instance it would be helpful for you to bring a report to the committee on this before deciding on any further scrutiny.

Thank you for the report and to Phil Holmes, Head of Economic Regeneration & Planning and Ryan Thomas, Planning Control Manager for their assistance at our meeting.

We acknowledged that the Authority had undergone a significant change process during 2014-2015, partly as a result of budgetary pressures, criticism from Wales Audit Office about planning arrangements, and partly in response to Welsh Government proposals with the Planning (Wales) Act 2015. You told us that the Authority had adopted the Welsh Government good practice model for Committee structure and scheme of delegation.

We noted that performance framework statistics indicated significant progress was being made and showed improvement in the speed and quality of the decision making. We also noted various improvements have been made in efficiencies through the introduction of an electronic document management system, and restructure of planning teams, in response to budget cuts.

The main issues which we wanted to bring to your attention was, that:

- There is concern about the effectiveness of the new Planning Committee structure (introduced by Council in January 2015) and in particular the call-in procedure, which some consider is too onerous.
- Many Councillors are unhappy about the small size of the Committee and feel that they are not involved sufficiently in and lack confidence in, the current process.
- There is also concern at the lack of a review of the current arrangements which councillors have been expecting. Whilst acknowledging the rationale for changes there is a feeling that improvements could be made to current arrangements.

You maintained 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. We heard that the new pre-application consultation requirements (which come into force on 1 August) would focus on member engagement prior to formal applications being submitted. Further to this we were informed that a new Committee protocol would be presented to the Planning Committee in May for consideration, and further Welsh Government advice was expected which will clarify requirements in relation to issues such as call-in procedures. We noted that the Authority's current performance in relation to member made decisions against officer advice was in line with the Wales average.

You stressed that member engagement in Planning was not dependent on committee membership. Whilst decision making was a matter for the committee, all members have the opportunity to express opinions about applications and engage as they see fit. We did feel that information on important planning matters could be communicated to all councillors, and not just to those on the committee, to promote engagement.

We agreed that any further scrutiny of planning would be considered as part of the Annual Work Planning Conference discussions and a matter for the Committee to agree as it considers the scrutiny work programme for the year ahead.

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 in relation to the use of the Vibrant & Viable Places grant;
- scrutiny in relation to decisions on Cultural Services;
- clarification about the status of the Library Service in relation to commissioning review and inclusion in the 'Prior Information Notice';
- the introduction of a minimum standard of dress code for taxi drivers;
- improved communication with all councillors (not just the Planning Committee) on important planning matters, including seminars for all Councillors when new planning regulations are received; and
- you to ensure that a session providing feedback on last year's appeal decisions is arranged for the Planning Committee, to ensure learning from previous decisions.

Please provide your response by 14 June. 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

✉ 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:
Llinell
Uniongyrochol:

Councillor Robert Francis-Davies
(01792) 637440

BY EMAIL

E-Mail / E-Bost: cllr.robert.davies@swansea.gov.uk

Our Ref / Ein Cyf: RFD/SH

Your Ref / Eich

Cyf:

Date / Dyddiad:

26 May 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

Cabinet Member Question Session – 11 April 2016

Thank you for your letter dated the 24 May 2016. I would respond as follows;

Planning:

“improved communication with all councillors (not just the Planning Committee) on important planning matters, including seminars for all Councillors when new planning regulations are received”

“you to ensure that a session providing feedback on last year’s appeal decisions is arranged for the Planning Committee, to ensure learning from previous decisions”

I welcome the acknowledgement, by the Scrutiny Programme Committee, that there has been significant improvement in the performance of the Planning Service, particularly since the restructuring of the Planning Committee and the introduction of amendments to the Councils scheme of delegation.

**COUNCILLOR/Y CYNGHORYDD
ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION /
AELOD Y CABINET MENTER, DATBLYGU AC ADFYWIO**

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In this respect it should also be acknowledged that the Council is embarking on an ambitious programme of regeneration including the redevelopment of the City Centre, the Civic Centre, Kingsway and High Street. Taken together with facilitating the delivery of the nationally significant Swansea Bay Tidal Lagoon infrastructure project and the objectives of the emerging LDP, the provision of an efficient and effective development management service is seen as being integral to achieving the Authority's corporate priorities for creating a vibrant and viable City and economy.

As acknowledged in my report to Scrutiny Programme Committee the positive changes introduced during 2014-15 have significantly improved the Authority's development management performance in both qualitative and quantitative terms particularly when measured against the Welsh Government Performance Framework.

In efficiency terms the Authority achieved top quartile performance in Wales during Quarters 3 and Quarters 4 2015/16 and the percentage of all major applications determined within required timescales has also increased from 6% in 2014-15 to 32% in 2015-16 reflecting a focus on delivering schemes with an economic imperative in a timely manner and addressing the perception that delays in the planning process were hampering development.

In qualitative terms the percentage of Member made decisions made against officer advice has reduced from 23% in 2014-15 to 11% in 2015-16 in line with the Welsh Average for 2014-15. With the total number of decisions made contrary to officer advice reducing from some 26 to 7 during these timescales, reducing uncertainty for the development industry and providing greater consistency of decision making.

The percentage of appeals dismissed has also improved from 55% in 2014-15 to 61% in 2015-16 again reflecting an improvement in the quality of decision making during this time and providing greater certainty for developers. I am advised that a review of these appeal decisions will be provided to Planning Committee in the summer and agree that this will provide an important opportunity for learning.

COUNCILLOR/Y CYNGHORYDD
ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION /
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- 3 -

I acknowledge that some Members may have concerns regarding the new Planning Committee structure and the "call-in" procedures, however, on the basis of the above facts I cannot accept that these changes have had an impact upon the effectiveness of the Planning Service, quite the opposite in fact.

Whilst some Members may feel that they are not involved sufficiently in the current process this should be viewed in the context of the wider changes introduced as part of the Wales Planning Act to facilitate a greater involvement of Members generally, in the process and the clear distinction which must be drawn between the Ward Member and Committee Member role. In this respect new requirements upon developers to carry out consultation in advance of the submission of a major planning applications will provide significant opportunity for Ward Members to actively engagement in the process. In addition the Authority has also been invited to participate in a Welsh Government sponsored pilot scheme on Members engagement in the pre-application process.

The changes to the Development Management process in March were introduced by Welsh Government very rapidly which, I acknowledge, has made it difficult for Councillors to be kept up to speed. I am advised, however, that training for all Councillors on these changes has already been arranged and that Section 106 training was also provided for all Members in April 2016. I am advised, however, that of the Councils 60 Councillors who do not sit on Planning Committee, 12 attended the session arranged for 13th April and only 4 attended the second session held on 19th April. I would hope that Councillors will make themselves available to attend such sessions in the future.

Moving forward the Authority faces significant budgetary pressures at a time of transformational change for the City and its region and to meet these challenges it is inevitable that difficult decisions will have to be made regarding the Authority's priorities and service levels in the future. The performance of the Planning Service over the past year has, however, shown that the current structures and decision making processes are fit for purpose and better placed to facilitate the delivery of the Authority's corporate regeneration objectives and priorities.

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Vibrant & Viable Places (VVP):

“further information in relation to the use of the Vibrant & Viable Places grant”

The total VVP budget allocation for Swansea is £9,029,780. This allocation covers the 3 year programme. The 14/15 Budget was £3,429,780, which was fully spent, with £5,410,000 and £190,000 allocated for 2015/16 and 2016/17 respectively. The 16/17 allocation will also include a £3m loan which has now been repaid by Coastal.

At end of Year 2 (15/16), £5,139k has been spent from the VVP allocation of £5,410k, with only £271k de-committed due to project delays. This has already delivered significant outputs and other match funding during Year 2, including 3,734 sq. m of new commercial floor space, 36 new homes above shops, 80 homes improved, 490 jobs accommodated and 46 enterprises accommodated.

Overall a very successful programme has been delivered in Year 2. This has included key strategic acquisitions along Kingsway and Oxford St, and also funding towards the demolition of Oceana. These acquisitions are essential to the successful delivery of the Kingsway Employment Hub, as identified in the City Centre Strategic Framework Review, and improving linkages between Kingsway and Oxford Street, as part of the public realm enhancements to the City Centre.

Scrutiny in relation to decisions on Cultural Services:

The exercise to determine whether there was genuine interest in running aspects of our Cultural Services was kick-started with a 'Prior Information Notice'. This was beneficial as it was a light touch market test, to challenge our own assumptions as well as assess whether there was a genuine need to undertake a full procurement exercise, prior to making a decision on future governance/management. Having completed this stage, we can now see that our earlier assumptions, as set out in the Cabinet Report about the longer terms prospects for the services were sound, but that there is a clear case for an OJEU notice to assess the quality and credibility of interest from third parties.

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Over the next months we will be briefing stakeholders and determining the specifications, prior to placing an OJEU Notice. Following this, the next stage will be to supply a Pre-Qualification Questionnaire (PQQ) to respondents to determine which organisations move forward, in relation to our specification. As set out in the commissioning review outcomes, in the event that establishing our own Not for Profit vehicle is not the only or best option, our desire is to work with an existing, not for profit organisation with a proven track record in leisure/cultural provision. This is because we have specified that any partnership must demonstrate an ability to undertake all staff and facility management as well as improve the services with revenue and capital investment and this is most likely to come from an existing organisation.

Following this stage, we will invite the remaining applicants to submit detailed solutions; after the assessment of which we will decide whether to proceed to competitive dialogue, involving extensive negotiation and discussion of the criteria and outcomes, prior to moving to the final tender stages. It is probable that during this period some services will fall out of the process and some that were indicated as being subject to other factors (e.g. the Archives, Glynn Vivian and Grand Theatre) may even be included, as we'll better understand the options as the dialogue develops.

At every significant stage, where there is something to consider or better understand, we will seek to engage and consult with stakeholders, users and statutory partners at Welsh Government, to understand the options and benefits or disbenefits of moving to the next stage. Right up until we complete a final tender and sign contracts, we can decide to discontinue and either maintain the in house transformed model, or establish our own not for profit body. The key issue is that we will have demonstrated, through continuous assessment, which is the best model for the continuation of and improvement of the services for Swansea and proceed with confidence. In this respect, I gladly invite Scrutiny to be part of the process.

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Clarification about the status of the Library Service in relation to commissioning review and inclusion in the 'Prior Information Notice':

All of the cultural services were referenced in a document called a 'Memorandum of Information', which was compiled for those expressing an interest in order to describe the overall provision of cultural activity in Swansea, including facilities not in our management. The library service was referenced in this context, but we did not set out the details of the service in terms of buildings, locations, or costs. Through the EoI period, enquiries were made by some of the interested organisations, due to their experience of running libraries elsewhere and we explained that we are yet to agree the future for the whole service, but would like to hear of interest and experience at the relevant time. We are currently determining the best timetable and format for the latest commissioning review of the Library Services, given the various reports and data analysis already reviewed, but there are currently no changes proposed to the Library Service in the City and County of Swansea.

Yours sincerely

COUNCILLOR ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION

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Information circulated by email:

Licensing

We referred to the future review of conditions and criteria for taxi licensing and asked you to consider how the image of taxi drivers operating in Swansea could be improved, such as the introduction of a dress code. This is something which has been done in other cities. We noted that this was something which you felt the relevant Cabinet Advisory Committee could look at.

In your response we would be grateful if you could specifically refer to our request for:

- *the introduction of a minimum standard of dress code for taxi drivers.*

Hackney carriage drivers are regulated by byelaws and private hire drivers through conditions attached to their licences. Currently both the byelaws and conditions contain requirements that prescribe a minimum standard of dress for drivers.

The minimum standard requires drivers to be appropriately dressed in suitable clean clothing. Drivers must not be bare chested and are not permitted to wear vests, shorts or dirty clothing.

If the standard of dress of a licensed driver is at any time found to be inappropriate, either following the receipt of complaints or during routine enforcement carried out by officers, the issue is addressed. If appropriate the driver can be reported to the General Licensing Committee for any action they consider necessary, this could include a warning, suspension or ultimately revocation of their licence.

Therefore should any Members or members of the public have any concerns regarding the standard of dress of any licensed driver this should be referred to the taxi licensing team for the matter to be dealt with.

I hope this information clarifies the position regarding the current standards of dress for licensed drivers but if you need any further information please let me know.

Regards.

Cllr Robert Francis-Davies

Cabinet Member for Enterprise, Development & Regeneration



CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

BY EMAIL

Councillor Robert Francis-Davies
Cabinet Member for Enterprise,
Development & Regeneration

Councillor Mark Child
Cabinet Member for Wellbeing & Healthy
City

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*Date
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Scrutiny

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9th May 2016

Summary: This is a letter from the Tree Preservation Scrutiny Working Group to the Cabinet Member for Enterprise, Development & Regeneration following the meeting of the Working Group on 21 April 2016. It is about the Council's approach to tree preservation and the working group's recommendations.

Dear Councillor Francis-Davies,

**Tree Preservation Scrutiny Working Group
21st April 2016**

We wish to thank you and the officers, Jeff Saywell, Paul Meller, Alan Webster and Martin Bignall, for attending our meeting and engaging in an interesting and productive discussion. This letter reflects on the main areas of our discussion and provides a summary of our views on the matter of tree preservation.

We discussed the importance of the Council's responsibilities for preserving trees and we agree that this is an essential role. We were advised of the Tawe Catchment iTree Eco-survey and the significant benefits it has identified that are brought through the existence of urban trees, including their contribution in terms of carbon capture, rainwater inception and the removal of air pollution. In addition the Green Infrastructure Policy in the draft LDP lists the wide range of benefits of trees including enhancing the landscape and bio-diversity, improving air quality, reducing the impact of noise pollution, reducing flood risk, capturing carbon and goes on to state that trees should wherever possible be protected as part of new development.

As a consequence of this we feel that it more important than ever that the Council ensures that it has an effective tree preservation service, both for trees on private land and on Council owned land. We discussed a range of issues and as a result have identified a number of recommendations that have an impact across the Council, and not just for the Landscaping Team.

Resources

We were pleased to hear that the service has become more pro-active since becoming part of the Landscaping Team in 2011. Work is underway to address the accuracy of records by carrying out a review of existing Tree Preservation Orders. We were informed that there are a range of problems with the Council's historic records, which include a lack of original Tree Preservation Orders in the older files and instances of incomplete paperwork e.g. with missing signatures. We were advised that whilst this is not a problem in the planning arena it causes difficulties if the Council wishes to take up criminal proceedings as part of enforcement, as all relevant paperwork would need to be complete. A review of all documents is underway but limited resources means that progress is slow. We believe that the service should consider providing additional temporary resources to ensure that the review of existing Tree Preservation Orders is completed within a shorter timescale.

Enforcement activity

It is important that the Council is seen to be taking action where householders/developers have ignored Tree Preservation Orders. Our preferred option would be for the Council to select an appropriate case and follow through with a prosecution. We understand that there are difficulties in this, partly due to the fact that it would be a criminal case with a high burden of proof placed on the Council and that the time and resources available for this work are limited. However without taking action the Council is seen as a soft touch on this issue and there is no incentive for people to pay regard to Tree Preservation Orders. We were advised that a more straightforward option is the rigorous pursuit of replacement planting or remedial work at the owner's expense. Both routes should be followed and any successful outcomes publicised and promoted.

Protection of trees on Council land

We learnt that Tree Preservation Orders are not placed on Council owned land as the Council is considered to be a responsible landowner. However we feel that this approach should be reconsidered as the increased sales of Council owned land through the asset disposal programme mean that we are reducing our land holdings in order to raise much needed capital receipts. This means that when land passes out of the Council's ownership the trees are unprotected. Therefore we recommend that Tree Preservation Orders are placed on Council land prior to sale. We appreciate that this may have an impact on the land value however the importance of tree preservation needs to be taken into account.

Provision of information

Overall we feel that more work needs to be done promoting the value and importance of trees both within the Council and with the general public. In particular, key officers within the Council such as planning officers should be fully aware of the importance of trees in order to ensure that appropriate planning conditions are used to protect trees as part of planning approvals. It is also important that clear information is available to the public regarding what can and can't be done to trees that are subject to Tree Preservation Orders.

Identification of protected trees

We raised the issue of ensuring that trees covered by protection order can be identified. We discussed whether it would be possible to tag individual trees so that there is a clear visual marker that a tree is protected. However we were advised that this is not feasible due to the large number of trees and the officer time it would take. In addition, trees would eventually grow around the tags. We accept this advice, however we believe that it is essential that local ward members are provided with details of all Tree Preservation Orders in their wards. We believe that this will assist the service to identify when orders are breached or at risk of being breached by provided additional "eyes and ears" on the ground. We also propose that consideration is given to providing the same information to community councillors.

Tree replanting programme

We learnt during our discussions that the Parks Service is the only section of the Council who carries out a tree replanting programme. We were informed that the service approximately plants 100-150 tree per year, but at the same time has to remove around 400 trees per year. Other departments do not replace trees as a matter of course. We feel that this is an area of concern. In order to maintain the tree population, with its associated benefits, we believe that the Council should ensure that, wherever possible, trees are replaced if they need to be removed.

We discussed the costs associated with this and were advised that the average cost of a 6-8ft tree is £100. We appreciate that the Council has to manage with reduced resources and is facing difficult budget decisions therefore we support the Parks Service idea of developing a Tree Nursery to mitigate the costs of purchasing new trees. We believe that the service should investigate whether this would be a feasible commercial opportunity.

Development of a tree policy

There are a number of issues in relation to tree preservation which we believe should be brought together within an overarching Tree Policy. This should cover all issues relating to trees and not just Tree Preservation Orders, including the relevant issues we have raised in this letter plus the range of issues already

identified by officers in order to ensure a consistent Council wide approach to the retention and provision of tree cover.

Recommendations

As a result of our consideration of the Council's work on tree preservation we wish to make the following recommendations:

1. Consider providing additional temporary resources to ensure that the review of existing Tree Preservation Orders is completed within a shorter timescale
2. Identify a suitable case for prosecution where a Tree Preservation Order has been breached and, if successful, ensure it is widely publicised
3. When Tree Preservation Orders have been breached, if prosecution is not possible, ensure that the service rigorously pursues replacement planting or remedial work at the owner's expense
4. Ensure that Tree Preservation Orders are placed on Council land prior to sale
5. Provide Councillors (including community councillors) with a list of Tree Preservation Orders in their wards
6. Look for ways to promote the value and importance of trees amongst key staff members and the public
7. Direct the Parks Service to develop a proposal to establish a tree/plant nursery to mitigate costs of purchasing new trees and investigate whether this would be a feasible commercial opportunity
8. Ensure that other Council departments replant trees that are removed during the course of their work
9. Develop a tree policy for the whole Council

Your response

In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful if you could specifically refer to the recommendations outlined. As some of the issues and recommendations come under the portfolio of the Cabinet Member for Wellbeing & Healthy City we have also sent a copy of this letter to him, however it would be preferable to receive a joint response to this letter.

Please could you provide your response by 30th May 2016.

Yours sincerely,

Councillor David Cole
Convener of the Tree Preservation Scrutiny Working Group



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor David Cole
 Convenor
 Tree Preservation Scrutiny Working Group

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Councillor Robert Francis-Davies
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BY EMAIL

Our Ref / Ein Cyf: RFD/SH

Your Ref / Eich

Cyf:

Date / Dyddiad:

27 May 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 Cole

TREE PRESERVATION SCRUTINY WORKING GROUP – 21 APRIL 2016

Thank you for your letter of 9 May 2016 in respect of the above. We agree that trees play a vital part in the landscape and environment of Swansea. We are proud of our woods, parks and urban trees which add to the biodiversity of Swansea and to the Wellbeing of residents. It is important that this is recognised and guidelines and efforts are in place to retain and enhance this. Set out below is my response, jointly made with the Cabinet Member for Wellbeing & Healthy City, to the issues and recommendations raised.

1. Consider providing additional temporary resources to ensure that the review of existing Tree Preservation Orders is completed within a shorter timescale.	Agreed
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**Cabinet Member(s) whose areas of responsibility is affected:
 Cllr Robert Francis-Davies - Enterprise, Development & Regeneration**

Whilst the full review of the tree preservation orders requires specialist technical knowledge, certain aspects of the review can be completed without detailed knowledge.

**COUNCILLOR/Y CYNGHORYDD
 ROBERT FRANCIS-DAVIES
 CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION /
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These include:

- Completion of scanning the paper files to improve resilience in the event of fire or flood.
- Identification of known inaccuracies of paper work. A check of each TPO document will identify where there are inaccuracies in the numbering system and if there are missing documents.

The Strategic Planning and Natural Environment Manager has identified potential ad-hoc officer time around key stages to help complete the above actions.

2. Identify a suitable case for prosecution where a Tree Preservation Order has been breached and, if successful, ensure it is widely publicised.	Agreed
--	---------------

Cabinet Member(s) whose areas of responsibility is affected:
Cllr Robert Francis-Davies - Enterprise, Development & Regeneration

The Landscape Team will identify a suitable case for prosecution when it occurs. An initial assessment of all breaches will be made to ensure that prospects of a prosecution are possible taking into account the evidence and quality of the supporting documentation. The suitable case must also pass the public interest test. Any successful prosecution will be reported in the Local Press.

3. When Tree Preservation Orders have been breached, if prosecution is not possible, ensure that the service rigorously pursues replacement planting or remedial work at the owner's expense.	Agreed * may require a budget
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Cabinet Member(s) whose areas of responsibility are affected:
Cllr Rob Stewart Cabinet Member (Leader) - Finance and Strategy
Cllr Robert Francis-Davies - Enterprise, Development & Regeneration

COUNCILLOR/Y CYNGHORYDD
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In the event of any removal of a protected tree the owners will in the first instance be instructed to replace the tree. This is a duty as set out in Section 206(1)(b) of the Town and Country Planning Act 1990.

The Council's power to enforce the replacement of trees is discretionary. Clearly the Council must be satisfied that the duty exists, i.e. that the trees were protected by a TPO which was in force at the time they were removed.

In deciding whether to take enforcement action the Council should consider:

- (1) the impact on amenity of the removal of trees, and whether it would be in the interests of amenity (and, in woodlands, in accordance with the practice of good forestry) to require their replacement;
- (2) whether it would be reasonable to serve a tree replacement notice in the circumstances of the case.

If the Council decides not to take formal enforcement action a record should be kept and made available to the public when requested.

If the landowner applies to the Council asking them to dispense with the duty, the Council will give their decision in writing, setting out the reasons.

If the Council believe, in the circumstances, that replacement trees should be planted, the Council will first try to persuade the landowner to comply with the duty voluntarily. The landowner may not fully appreciate that there is a statutory duty to replace the trees in question. The Council will discuss the issue with the landowner, to agree a range of matters such as choice of species, their size and location, the best time to plant and good practice generally. If persuasion, discussion and advice fail, the Council will then consider taking formal enforcement action.

If it appears that a duty to replace trees or woodlands has not been complied with, the Council will within four years from the alleged non-compliance serve on the landowner a tree replacement notice under section 207 of the T&CP Act.

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A tree replacement notice has to be served within four years from the date of the alleged failure to comply with the duty (i.e. four years from the landowner's failure to plant the trees as soon as he or she reasonably could, not four years from the date of the removal of the trees).

Failure to comply with a tree replacement notice is not at present an offence. If a tree is not planted within the period specified in the notice the Council may go on to the land (there is no requirement to give prior notice to the owner or occupier), plant the trees and recover from the landowner any reasonable expenses incurred. Anyone who wilfully obstructs someone from using these powers is guilty of an offence and liable, if convicted in the Magistrates' Court, to a fine of up to £1000.

*To carry out planting ourselves when replanting is not carried out by the tree owner will require a budget. The costs as mentioned above can be recovered or placed as a charge on the land.

4. Ensure that Tree Preservation Orders are placed on Council land prior to sale	Agreed
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Cabinet Member(s) whose areas of responsibility are affected:
Cllr Rob Stewart Cabinet Member (Leader) - Finance and Strategy
Cllr Robert Francis-Davies - Enterprise, Development & Regeneration

This has policy and financial implications.

Once considered for disposal the trees on any site on land owned by the Council will be assessed using Tree Evaluation Method for Preservation Orders. Only trees of suitable quality thus identified may be protected by a tree preservation order. It is important that we treat land being sold by the council the same as any other development site, and consider Tree Preservation Orders where there is a threat to trees that have significant amenity value. Protected trees are not necessarily a constraint to development but are a material consideration in the Planning process where the financial value of a location is balanced with a number of other considerations.

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Strategic Estates and Facilities have been consulted and advise that *“any additional protection to any site will have a detrimental effect on development potential and therefore value. Swansea is not a high value location therefore it could be that such initiatives could render a site undevelopable. Consequently any recommendation to proactively apply TPOs needs to be considered carefully”*.

5. Provide Councillors (including community councillors) with a list of Tree Preservation Orders in their wards	Partially Agreed
--	-------------------------

All CCS Councillors

Each CCS Councillor will be supplied with electronic ‘copies’ of each TPO present in their Ward. Members will be informed of new TPOs (as at present) and any variation or revocation within their wards.

Community councils are consulted on and are provided with copies of schedules and plans of provisional TPO’s and are notified of confirmations, variations and revocations and are consulted on relevant tree works applications.

6. Look for ways to promote the value and importance of trees amongst key staff members and the public	Agreed
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Training will be provided to Planning Officers by the Landscape Team relating to trees in the planning context in validating Planning and tree works applications and the emerging LDP Policies.

The Guidance notes “The Protection of Trees on Development Sites” will be updated to ensure the public is provided with current best advice. This may be included as supplementary planning guidance when the new LDP is adopted.

Further information will be provided on the website to increase the information available to the public on matters of relevance to protected trees, trees within Conservation Areas and trees in general e.g. our approach to Ash die back disease.

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The council is working with NRW, the Swansea Environment Centre, Nature conservation and Woodland organisations, and Schools and others to improve appreciation of the wider environment of which trees are crucial. This fits with the Sustainable Swansea goals and the Greener City the council wants to see. This is also one measure the Wellbeing and Future Generations Act will be assessing Swansea on.

<p>7. Direct the Parks Service to develop a proposal to establish a tree/plant nursery to mitigate costs of purchasing new trees and investigate whether this would be a feasible commercial opportunity.</p>	<p>Partially agreed</p>
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Cabinet Member(s) whose areas of responsibility is affected:
Cllr. Mark Child - Wellbeing & Healthy City

- i) Parks only has space and resources to carry this out on a small and limited scale for their own use.
- ii) There are a very limited number of species that could be reliably grown from seeds collected locally of varieties that are suitable for planting.
- iii) Buying in smaller trees and growing them to sizes suitable for planting in the public realm (except woodlands) would probably take 8 to 10 years.
- iv) While parks can grow a certain number of trees for their own use with little additional resources, taking this to sell commercially would require a large investment that wouldn't see any returns for approximately 8 to 10 years.
- v) It is an aim to ensure that we obtain trees for planting at the most efficient price, which is a small aspect of the Parks and Cleansing review currently underway. Where commercial opportunities do arise, they will be investigated and undertaken if viable, such as the hanging baskets. Clearly, the cost of trees are very important in enabling replacement planting when others are felled for whatever reason.

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8. Ensure that other Council departments replant trees that are removed during the course of their work	Partially agreed
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Cabinet Member(s) whose areas of responsibility are affected:

Rob Stewart (Leader) Finance & Strategy

Robert Francis-Davies- Enterprise, Development & Regeneration

Mark Child - Wellbeing & Healthy City

David Hopkins - Environment & Transportation

Jennifer Raynor- Education

Andrea Lewis – Next Generation Service

Jane Harris – Services for Adults and Vulnerable People

Christine Richards (Deputy Leader) - Services for Children and Young People

We thank the Scrutiny committee for providing the information showing that the Council fells approximately 5 times the number of trees that it plants and acknowledge that this presents a serious challenge. If adopted as a Council Policy it will have significant cost implications across all departments. For example, trees are regularly removed as part of road improvement schemes or as part of street maintenance, or within the grounds of education or social services property for various ground improvement reasons or the death of existing trees; It is anticipated that the cost of replacement tree planting by the Parks Tree Services Unit in green spaces is at least £300 per tree and considerably more for street trees - an average of say £2,000.

Whilst we may not be able to do 1 for 1 replanting, we should be looking to reduce the imbalance between felling and planting.

This would be a key element of a Tree Policy, where at the very minimum we should be justifying why we are not replacing trees in certain circumstances.

COUNCILLOR/Y CYNGHORYDD
ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION /
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9. Develop a tree policy for the whole Council

**Partially
Agreed**

Cabinet Member(s) whose areas of responsibility are affected:

Rob Stewart (Leader) Finance & Strategy

Robert Francis-Davies- Enterprise, Development & Regeneration

Mark Child - Wellbeing & Healthy City

David Hopkins - Environment & Transportation

Jennifer Raynor- Education

Andrea Lewis – Next Generation Service

Jane Harris – Services for Adults and Vulnerable People

Christine Richards (Deputy Leader) - Services for Children and Young People

A whole council Tree Policy would require the cooperation and approval of all the relevant Cabinet Members and affected Council Services for 'adoption' following consideration of financial implications and various methods of delivery including memorial, sponsored trees and compensatory planting in lieu of planting on development sites where no space exists.

In advance of this and to inform such a policy the Landscape Team could produce a policy covering protected trees (to include i - iv below) that would facilitate and make more transparent the decision making process and this could be adopted in part whilst the remaining policies are considered.

Aims:

The main aims of a Council wide policy would be to include broad objectives on canopy retention or expansion, replacement of trees, contribution to wellbeing and green infrastructure initiatives etc.

The following are broad policy and subject headlines to be included in a 'whole tree policy' with the responsible service area identified.

COUNCILLOR/Y CYNGHORYDD
ROBERT FRANCIS-DAVIES

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i. New Tree Preservation Orders – Landscape Team

Robert Francis-Davies- Enterprise, Development & Regeneration

When to make new TPOs

Criteria for making new TPOs

ii. Reviewing Existing Tree Preservation Orders

Robert Francis-Davies- Enterprise, Development & Regeneration

Set Targets – with available resources and timeframes

For transparency clarify the priority of type and chronology of TPOs to review.

iii. Work to Protected Trees

Robert Francis-Davies- Enterprise, Development & Regeneration

Criteria for allowing felling

Criteria for allowing pruning

iv. Enforcement – Landscape Team,

Robert Francis-Davies- Enterprise, Development & Regeneration

Protocol for enforcement

Replacement planting

v. Trees and Development – Landscape Team, Planning Services

Rob Stewart Cabinet Member (Leader) - Finance and Strategy

Robert Francis-Davies- Enterprise, Development & Regeneration

Requirements for planning applications

Development within woodland TPOs

Selling of council land

Adoption of land

COUNCILLOR/Y CYNGHORYDD
ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION /
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- vi. Management of Council Trees – Tree Services Unit, Schools, Estates
- Mark Child - Wellbeing & Healthy City**
David Hopkins - Environment & Transportation
Jennifer Raynor – Education
- Duty of care
Systems used
Frequency of inspections
Inspectors' minimum qualifications
- vii. Dangerous trees in private ownership – Environmental Health
- Mark Child - Wellbeing & Healthy City**
Reporting requirements
Trees near Highways
Trees endangering neighbours
When to intervene
- viii. Subsidence – Landscape Team (Protected trees – onerous burden of proof), Tree Services Unit (Parks).
- Robert Francis-Davies- Enterprise, Development & Regeneration**
Mark Child - Wellbeing & Healthy City
David Hopkins - Environment & Transportation
Clive Lloyd – Transformation and Performance
- Protocol Required
- ix. Woodland Management – Tree Services Unit (Parks), Nature Conservation
- Mark Child - Wellbeing & Healthy City**
Amenity
Biodiversity
Outdoor space
- x. Tree Planting – Tree Services Unit, Highways, Education, Social Services, Estates, Landscape.

COUNCILLOR/Y CYNGHORYDD
ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION /
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Mark Child - Wellbeing & Healthy City
David Hopkins - Environment & Transportation
Jennifer Raynor – Education
Andrea Lewis – Next Generation Services
Replacement tree planting – right tree, right place
Highways trees
Size of trees to be planted

- xi. **Tree Diseases** – Landscape Team, Tree Services Unit, Environmental Heath,
Highways
Cllr Mark Child - Wellbeing & Healthy City
Cllr Robert Francis-Davies- Enterprise, Development & Regeneration

Reporting procedures
Protocol for widespread damage
Replacement planting
Biosecurity measures – to follow government guidelines
Approach to diseased protected trees

Yours sincerely

COUNCILLOR ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR ENTERPRISE,
DEVELOPMENT & REGENERATION

COUNCILLOR MARK CHILD
CABINET MEMBER FOR
WELLBEING & HEALTHY CITY

COUNCILLOR/Y CYNGHORYDD
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FOR INFORMATION

This report provides the Audit Committee 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 last attended the Scrutiny Programme Committee on 9 November 2015

The Chair of the Scrutiny Programme Committee last attended the Audit Committee on 15 December 2015.

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

AUDIT COMMITTEE WORKPLAN 2016/17

Date of Meeting	Reports
14 June 2016	Audit Committee - Training
28 June 2016	Corporate Governance Review Report Wales Audit Office – Update Report Section 106 Planning Obligations – Update YGG Lon Las Draft Response to Cabinet PwC Grants Report 2013/14 & 2014/15 Risk Management Annual Review 2015/16 Final Audit Committee Annual Report 2015/16
July 2016 – Special Meeting	Internal Audit Monitoring Report Q4 2015/16 Wales Audit Office – Update Report Draft Statement of Accounts 2015/16 Draft Annual Governance Statement 2015/16
30 August 2016	Wales Audit Office Update Report Internal Audit Annual Report 2015/16 Corporate Fraud Team Annual Report 2015/16 Corporate Fraud Team Plan 2016/17 Annual Report of School Audits 2015/16 Internal Audit Monitoring Report Q1 2016/17
September 2016 – Special Meeting	Audited Statement of Accounts 2015/16 WAO ISA 260 Report 2015/16 – City & County of Swansea WAO ISA 260 Report 2015/16 – Pension Fund
25 October 2016	Chair of Scrutiny Programme Committee Head of Commercial Services – Commercialism Strategy Wales Audit Office Update Report Risk Management Half Yearly Review 2016/17 Bad Debt Write Offs - Update
3 January 2017	Wales Audit Office Financial Statements Report 2015/16 Wales Audit Office Annual Audit Letter 2015/16 Wales Audit Office Update Report Internal Audit Monitoring Report Q2 2016/17 Recommendations Tracker Report 2014/15
14 March 2017	Wales Audit Office Grants Report 2015/16 Wales Audit Office Update Report Internal Audit Monitoring Report Q3 2016/17 Internal Audit Plan 2017/18 - Methodology Audit Committee Review of Performance 2016/17
April 2017 – Special Meeting	Wales Audit Office Annual Plan 2017 Wales Audit Office Update Report Internal Audit Charter 2017/18 Internal Audit Annual Plan 2017/18 Risk Management Annual Review 2016/17 Draft Audit Committee Annual Report 2016/17

Report of the Chair

Scrutiny Programme Committee – 13 June 2016

PRE-DECISION SCRUTINY OF CABINET REPORT – CASTLE SQUARE – DEVELOPMENT & PUBLIC REALM OPPORTUNITY

Purpose	This report provides guidance on pre-decision scrutiny ahead of consideration of the Cabinet report on ‘Castle Square – Development & Public Realm Opportunity’
Content	This report is focussed on the role of the committee in undertaking pre-decision scrutiny.
Councillors are being asked to	<ul style="list-style-type: none"> • consider the Cabinet report and proposals • agree any views on the proposed decision that are to be submitted to Cabinet
Lead Councillor	Councillor Mary Jones, Chair of Scrutiny Programme Committee
Lead Cabinet Member / Officer(s)	<ul style="list-style-type: none"> • Councillor Robert Francis-Davies – Cabinet Member for Enterprise, Development & Regeneration • Martin Nicholls, Director – Place
Report Author	Brij Madahar, Scrutiny Coordinator Telephone: 01792 637257 brij.madahar@swansea.gov.uk

1. Introduction

1.1 Following a review of future cabinet business at a recent meeting the committee requested to undertake pre-decision scrutiny of the Cabinet report of the Cabinet Member for Enterprise, Development & Regeneration on “Castle Square – Development & Public Realm Opportunity”.

1.2 The report, which is due to be considered by Cabinet on 16 June, is included in the agenda for the committee to undertake pre-decision scrutiny of this report.

2. Cabinet Report

2.1 The committee will note that the Cabinet report is an exempt report which necessitates discussion by the committee in closed session. The report is included in the agenda papers as Item 18.

3. Role of the Committee

3.1 The purpose of pre-decision scrutiny:

- It entitles scrutiny to discuss proposed Cabinet reports, where a clear recommendation(s) exists, before decisions are taken by the Executive.
- Acting as a 'critical friend', it enables scrutiny to ask questions about a report to develop understanding and inform and influence decision-making, for example asking about:
 - the rationale for the report
 - robustness of the proposed decision and decision-making process
 - potential impact and implications (including policy/budget issues) and risks
 - how different options have been considered
 - the extent of consultation undertakenetc.
- It enables scrutiny to report its views to Cabinet - the chair, on behalf of the committee, can attend the Cabinet meeting to share the views of scrutiny on a report prior to Cabinet decision.
- The views of scrutiny are required to be formally considered by Cabinet before it makes the decision and feedback should be given including explanation for any rejection of views expressed.

3.2 Councillor Robert Francis-Davies, Cabinet Member for Enterprise, Development & Regeneration will attend the meeting to present the report and answer questions, along with relevant officer(s) involved in the development of the report who will assist the committee and provide appropriate advice.

3.3 In sharing its views with cabinet this may include giving support, providing other suggestions on the way forward, or flagging up any concerns. The committee (through the chair) will have the opportunity to present its views, conclusions and recommendations about the report to Cabinet on 16 June.

4. Legal Implications

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

5. Financial Implications

- 5.1 There are no specific financial implications raised by this report. Financial implications of the actual cabinet report are contained within that report which is appended.

Background Papers: None

Legal Officer: Wendy Parkin
Finance Officer: Paul Cridland

Agenda Item 17

Report of the Head of Legal, Democratic Services & Procurement

Scrutiny Programme Committee – 13 June 2016

EXCLUSION OF THE PUBLIC

Purpose:	To consider whether the Public should be excluded from the following item of business.	
Policy Framework:	None.	
Reason for Decision:	To comply with legislation.	
Consultation:	Legal.	
Recommendation(s):	It is recommended that:	
1)	The public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	Item No.	Relevant Paragraphs in Schedule 12A
	18	14
Report Author:	Democratic Services	
Finance Officer:	Not Applicable	
Legal Officer:	Patrick Arran – Head of Legal, Democratic Services and Procurement (Monitoring Officer)	

1. Introduction

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

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, the Committee will be requested to exclude the public from the meeting during consideration of the item of business identified in the recommendation to the report on the grounds that it involves the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as

amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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

3. Financial Implications

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

4. Legal Implications

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

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
12	Information relating to a particular individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. His view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
13	Information which is likely to reveal the identity of an individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. His view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. His view on the public interest test was that:</p> <p>a) Whilst he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or</p> <p>b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts.</p> <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

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

Agenda Item 18

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

Document is Restricted

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