

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 3A, Guildhall, Swansea

On: Monday, 8 August 2016

Time: 4.30 pm

Chair: Councillor Mary Jones

Membership:

Councillors: C Anderson, U C Clay, A C S Colburn, S E Crouch, N J Davies, C R Evans, E W Fitzgerald, F M Gordon, T J Hennegan, C A Holley, P R Hood-Williams, J W Jones, E J King, D J Lewis, P M Meara, G Owens and G J Tanner

Co-opted Members:

D Anderson-Thomas, C A Holley and P R Hood-Williams

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 8 August 2016. The main items are Education and Child & Family Services.

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www.swansea.gov.uk/disclosuresofinterests
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- 4 **Minutes.** 1 - 5
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- 17 **Date and Time of Future Committee Meetings for 2016/17 Municipal Year (all at 4.30 pm).**

12 September 2016	12 December 2016	13 March 2017
10 October 2016	9 January 2017	10 April 2017
14 November 2016	13 February 2017	

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

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Service Improvement & Finance	Performance Panel	15 Aug	9.30 am	Committee Room 5 (GH)
Building Sustainable Communities	Inquiry Panel	17 Aug	10.30 am	Meeting Room 235 (GH)
Child & Family Services	Performance Panel	22 Aug	10.00 am	Committee Room 5 (GH)

Service Improvement & Finance	Performance Panel	31 Aug	10.00 am	Committee Room 2 (CC)
Schools	Performance Panel	1 Sep	4.00 pm	Committee Room 6 (GH)
Child & Family Services	Performance Panel	6 Sep	10.00 am	Committee Room 5

Next Meeting: Monday, 12 September 2016 at 4.30 pm

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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Huw Evans

Head of Democratic Services

Monday, 1 August 2016

Contact: Democratic Services - Tel (01792) 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 2, CIVIC CENTRE, SWANSEA ON
MONDAY, 11 JULY 2016 AT 4.30 PM

PRESENT: Councillor M H Jones (Chair) Presided

Councillor(s)

A C S Colburn
E W Fitzgerald
P R Hood-Williams
D J Lewis

Councillor(s)

D W Cole
T J Hennegan
J W Jones
P M Meara

Councillor(s)

S E Crouch
C A Holley
E J King
G J Tanner

Co-opted Member(s)

D Anderson-Thomas

Co-opted Member(s)

C A Holley

Co-opted Member(s)

P R Hood-Williams

Officer(s)

Gareth Borsden
Brij Madahar
Wendy Parkin

Democratic Services Officer
Scrutiny Co-ordinator
Senior Lawyer

Apologies for Absence

Councillor(s): C Anderson, U C Clay, N J Davies, C R Evans and F M Gordon

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

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

25 **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.

26 **MINUTES.**

RESOLVED that the Minutes of the Scrutiny Programme Committee held on 13 June 2016 be approved as a correct record.

27 **PUBLIC QUESTION TIME.**

The Chair reported that questions had been submitted by Mr David Grimsell, on behalf of Friends of Swansea Horses, in writing for Councillor M C Child, Cabinet Member for Wellbeing & Healthy City. The questions related to the recent Tethered Horses Scrutiny Working Group. It was noted that Mr Grimsell was concerned about the amount of horses kept on public spaces, particularly Council land, without authorisation, with many kept tethered and suffering poor welfare. The questions were accompanied by comments about the number of horses that have had to be seized, impounded and destroyed by the Council, and complaints that are made to

the Council about horse welfare and management issues. The questions put to the Cabinet Member were read out by the Chair:

- How is it that the Council presumes to do nothing and to continue with a reactive approach that has proved entirely ineffective in addressing the needs of the horses and the concerns of the community that has allowed these problems to continue year-in year-out without change?
- How is it that it presumes to disregard the recommendations of the 'Tethered Horses Working Group' for fundamental change?

Councillor M C Child, Cabinet Member for Wellbeing & Healthy City gave a verbal response and indicated a full written answer would be sent to Mr Grimsell, and copied to Members of the Committee.

He provided some assurance to the committee that he is keen to meet with all interested groups in order to make progress, but drew attention to financial pressures on the service that may affect possible investment to deal with this issue. Cllr Child pointed out that improved partnership working has already seen a big fall in the number of stray horses having to be put down.

28 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR WELLBEING & HEALTHY CITY. (COUNCILLOR MARK CHILD).**

Councillor Child provided opening remarks and information about his Cabinet Portfolio, prior to taking questions from the Committee.

He gave a verbal update to his written submission outlined in the report regarding the following areas within his portfolio:

- Local Area Coordinators – coverage and progress / evaluation
- 'Park Lives' Scheme – encouraging use of parks and participation in activities
- 3G Pitches – delivery of two new all-weather pitches
- Japanese Knotweed – income generated
- Tree Policy – contribution of Scrutiny Working Group looking at Tree Preservation and need to develop a policy
- Best Start in Life Scheme
- Tethered Horses

He then took questions from Committee Members on these and other topic areas including the following areas:

- Use of CCTV / coverage – review of service
- Healthy City Partnership – activities and achievements
- HMO's – impact of new University campus on the east side of Swansea
- Bowling Clubs & Greens – maintenance of unused greens
- Transfer of Assets/Buildings to Community Groups/Transition Funds
- Rationale for council charges for "Friends of Parks" events
- Open Spaces Strategy – survey carried out to influence decisions on future development
- City Centre Development – focus on building design and urban space to ensure healthy / safe access for the public

- Community Volunteers & Groups – advice and support provided
- Anti-Social Behaviour – portfolio responsibilities
- Funding for Community Sports Clubs / Groups
- Challenges for the year ahead

He indicated he would respond in writing to the Committee with information on a number of issues raised.

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

29 **SCRUTINY ANNUAL REPORT 2015/16.**

The Chair presented the Scrutiny Annual Report 2015-2016 for agreement.

The purpose of the report was to:

- highlight the work carried out by scrutiny
- show how scrutiny has made a difference
- support continuous improvement for the scrutiny function

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

- What was the impact of scrutiny?
- How well did we do it?
- How much did scrutiny affect the business of the Council?
- How much scrutiny did we do?

Charts have been added that show comparative data with previous years where available and arrows on the main scorecard have also been added to indicate the direction of change for each measure.

Subject to agreement the annual report would be presented to Council on 28 July 2016.

RESOLVED that the report be **AGREED** and submitted to Council subject to the addition of a thank you to staff supporting the scrutiny process in the Chairs forward.

30 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - SERVICE IMPROVEMENT & FINANCE. (COUNCILLOR CHRIS HOLLEY, CONVENER)**

Councillor C A Holley, Convener provided an update of the work of the Service Improvement & Finance Panel.

Discussions centred on the following:

- Key issues discussed by the Panel
- Pre decision scrutiny exercise carried out regarding the Waste Management Commissioning Review

- Future topics to be reviewed – Corporate Plan, Further pre decision of Commissioning Reviews, Fees and Charges & Budget

RESOLVED that the report be **NOTED**.

31 **SCRUTINY WORK PROGRAMME 2016/17.**

The Chair presented the proposed work programme, including a plan for future committee meetings, which showed the topics that would be examined by scrutiny through various Panels and Working Groups.

She referred to information about Cabinet Advisory Committee (CAC) work plans which had been provided within the report to ensure awareness and help avoid duplication. Members noted CAC involvement in 'Tacking Poverty' and 'Section 106 Agreements' however were satisfied that that the scrutiny work planned on these issues would not cause any undue duplication.

RESOLVED that the scrutiny work programme as outlined in the report be noted.

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

The Chair presented a report outlining proposed revisions to the Scrutiny Panel / Working Group Membership.

It was reported that Councillor U C Clay had been appointed as the convenor for the Adult Services Scrutiny Performance Panel, and as such will also be added to the membership of the new Public Services Board Scrutiny Performance Panel, and that Councillor C L Philpott will be re-joining the Schools Performance Panel.

RESOLVED that the above appointments be **ENDORSED**.

33 **SCRUTINY LETTERS.**

The Chair reported the Scrutiny Letters Log and referred to the recent correspondence between Scrutiny and Cabinet Members. This included letters from the Tethered Horses Working Group to the Cabinet Member for Wellbeing & Health City and the subsequent response.

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

34 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

The Chair referred to the National Municipal Journal Achievement Awards Ceremony on 16 June 2016 which she, Councillor T J Hennegan and Councillor P R Hood-Williams had attended. The Authority had been shortlisted for the Swansea Scrutiny in the Excellence in Governance & Scrutiny category. Although the award was not won members recognised the achievement in being in the shortlist of five councils from across the UK.

Councillors C A Holley and P Hood-Williams also provided feedback on a seminar arranged by the Wales Audit Office on 'The Future of Governance: Effective Decision Making for Current and Future Generations'. This was held on 6 July on Cardiff, and focused on the implications of the Wellbeing of Future Generations Act on running, delivering and holding public services to account, and skills and behaviours needed.

35 **UPCOMING SCRUTINY EVENTS.**

The Chair referred to the Poverty Awareness Workshop being held at 4pm on Monday 25 July 2016 in the Civic Centre. The workshop was open to all councillors, but primarily arranged to provide background on the issues to the Tackling Poverty Scrutiny Inquiry Panel prior to their evidence gathering.

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

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

37 **DATE AND TIME OF FUTURE COMMITTEE MEETINGS FOR 2016/17 MUNICIPAL YEAR (ALL AT 4.30 P.M. EXCEPT WHERE NOTED):**

The dates and times of future Committee meetings for the 2016-2017 Municipal Year were **NOTED**.

38 **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 5.57 pm

CHAIR

Agenda Item 6

Report of the Chair

Scrutiny Programme Committee – 8 August 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 Jennifer Raynor – Cabinet Member for Education
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 Jennifer Raynor – Cabinet Member for Education

Within this Cabinet portfolio, she is responsible for:

- City of Learning
- Education Charter
- Education Regional Working (ERW)
- Flying Start - links with Services for Children & Young People and Wellbeing & Healthy City portfolios
- Inclusion & Learner Support
- Lead elements of Sustainable Swansea
- Not in Education, Employment or Training (NEETS) – Link with Services for Children & Young People portfolio
- Planning & Resources
- Quality in Education (QEd) Programme
- School Improvement
- Schools
- Schools' Organisation & Performance

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

3. Approach to Questions

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

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

- 3.2 The committee has also identified sustainability and future trends as a key cross-cutting theme. It is interested in to what extent long-term thinking is influencing work / decisions. The committee is also interested in the relationship between the work of the Public Services Board (PSB) and Cabinet Members, and could ask about how the work of the PSB impacts on their portfolio and is helping them to deliver on priorities, and making a difference.
- 3.3 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.
- 3.4 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 October 2015. Amongst the issues discussed then included:

- New Gorseinon Primary School / Parc y Werin
- School Budgets
- Education Inclusion
- School Attendance
- Safeguarding

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 relevant contact with scrutiny:

- Schools Scrutiny Performance Panel – Regular dialogue and correspondence with Cabinet Member on performance issues, with attendance as required by the Panel.
- Education Inclusion – the Cabinet Member provided a response to the recommendations of this inquiry in October, agreed by Cabinet. The Panel is expected to meet again in October to follow up on implementation of agreed recommendations and impact of this piece of scrutiny.
- School Governance Inquiry – the Cabinet Member provided a response to the recommendations of this inquiry in June, agreed by Cabinet. The Panel will meet during the next 9 months to follow up.
- Child & Adolescent Mental Health Services Inquiry – the Cabinet Member has also contributed evidence to this inquiry.

5. Other Questions

5.1 For each Cabinet Member Q & A Sessions the committee invites members of the public and other scrutiny councillors (not on the committee) to suggest questions.

5.2 On this occasion no questions were received.

6. Legal Implications

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

7. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Education Department Summary (July 2016)

Context

1. The 2015 annual self-evaluation of local authority education services for children and young people (LAESCYP) has been published.
2. The new Education Department Service Plan for 2016-2017 has been finalised and approved. There is a strong focus on corporate priorities, local targets and regional objectives.
3. The development of the new Welsh in Education Strategic Plan (WESP) 2017-2020 is underway and is due for publication during autumn term 2016.
4. An internal departmental risk register is now in place. Operational risks are managed by Heads of Unit and are scrutinised through formal governance methodology using the Education Department's Strategic Leads Board (SLB) and Senior Leadership Team (EDSLT).
5. A revised structure for the Education Department has been implemented and, having now been in place for six months, it continues to provide a stable and consistent service. The table below illustrates the current Education Department team/management structure.

Chief Education Officer						
Strategic Planning and Improvement Group	Education Improvement Service		Education Planning and Resources Service		Learner Support Service	
Strategic Planning and Improvement Group						
Stakeholder Engagement Unit		Monitoring and Improvement Unit		Management Systems Unit		
Education Improvement Service						
Primary Phase Unit		Secondary Phase Unit		Curriculum Support Unit		
Education Planning and Resources Service						
Capital Funding and Delivery Unit			Funding and Information Unit			
Learner Support Service						
School Support Unit	Catering and Cleaning Unit	Swansea Music Unit	Ethnic Minority Achievement Unit	Lifelong Learning Unit	Additional Learning Needs Unit	Behaviour Support Unit

6. The recently-appointed Head of Learner Support Service has now been in post for five months. Along with the Chief Education Officer, the Head of Education Improvement Service, the Head of Education Planning and Resources and the Head of Strategic Planning and Improvement Group, the Education Department's top-level team is now fully populated and is functioning well.

Pupil attainment

7. While it is too early to provide a definitive update in respect of this year's national numeracy and reading tests, early information provides evidence to suggest that Swansea's overall performance will remain in the top quartile.
8. Teacher assessment of pupil attainment at Foundation Phase and at key stage 2 suggests that performance is slightly down on last year although this year's results are the second best ever and the upward trend over five years remains.
9. Teacher assessment of pupil attainment at key stage 3 suggests that performance is up on the previous year and is currently the highest ever.
10. It is too early to determine this year's key stage 4 results although early indications suggest that Swansea might improve further on last year's best-ever Level 2 inclusive performance (up from around 64% to over 65%).

School improvement

11. School inspections have been generally positive throughout the academic year 2015-2016 (especially in the secondary sector). Currently, only two Swansea schools have been identified in the RED support category.
12. The consistent challenge to schools has shown strong progress since the local authority inspection in 2013. There are now effective standardised processes in place to ensure rigorous challenge (i.e. deep data analysis, tighter reporting mechanisms and quality assurance procedures).
13. While the involvement of Education Improvement Service staff has been welcomed in the vast majority of schools, following a trade union directive, teaching staff at one primary school refused to provide books for scrutiny or participate in lesson observations.
14. While the current configuration of Education Improvement Service personnel provides a high-quality service, staff recruitment and retention continues to be challenging (most notably in the secondary sector).

Attendance

15. Attendance in our secondary schools hit an all-time high in 2014-2015 at 94.0% and Swansea's ranking improved to 10th in Wales after five years where ranking was 15th or 16th. In 2015-2016, it has risen again to 94.1% (a new all-time high).
16. Attendance in our primary schools hit an all-time high in 2014-2015 at 94.9% and Swansea's ranking improved to 11th in Wales up from 18th in 2013-2014. Attendance rates for 2015-2016 will be confirmed shortly although we are expecting a further improvement on last year's results.
17. By the end of the summer term 2016, fifteen primary schools had attendance exceeding 96% and six secondary schools at or exceeding 94%, with one achieving 96%. Two secondary schools have achieved over 95% attendance for the same period from September 2015 to the end of the summer term 2016.
18. The Education Department has appointed an Incentivising Attendance Officer who has launched the incentivising attendance scheme with schools. An official launch is being arranged for early in the autumn term 2016.

19. Although there has been good improvement in absolute terms, the comparative position of too many primary schools remains an area for improvement. Schools and the local authority will continue to work together to embed and share the strategies and actions that lead to higher levels of attendance.

Education Other Than At School (EOTAS)

20. Estyn conducted a monitoring visit to Swansea Pupil Referral Unit (PRU) on 14-16 March 2016 and removed the PRU from being 'in need of significant improvement'.
21. The designated challenge adviser continues to work closely with the centres that comprise the Swansea PRU. The Additional Learning Needs Unit and the Education Improvement Service are also working to support the PRU.
22. The Intervention Board continues to work with the Swansea PRU Management Committee in the short term to ensure robust monitoring of the effectiveness the new PRU Improvement Plan that builds on the work of the Accelerated Implementation Plan.

Notable other issues

23. The transfer of Work-Based Learning from Employment Training to Gower College Swansea was finalised in April 2016. That said, the final closing down of Employment Training still remains challenging including final financial reconciliation and archiving extensive learner records.
24. Significant work has been undertaken in respect of migrating all schools to Hwb Office 365. This is on track for a September 2016 launch.
25. Due in the main to the recently introduced Welsh Language Measure, there is significant pressure on the Welsh Translation Service. We are currently advertising for a new translator which is hoped will alleviate the current heavy workload of the team.
26. Budget pressures continue to be challenging; most notably involving EOTAS and out-of-county charges for pupils with additional learning needs.
27. The reorganisation of the Music Service is continuing. The latest update suggests that 77 schools have bought into the Swansea Music Unit service level agreement for the forthcoming academic year. We predict that there will be no compulsory redundancies as a result of the restructuring of the service.
28. As of July 2016, the Welsh Government has still not finalised the terms and conditions for the FY2016-2017 Education Improvement Grant (EIG). Similarly, Pupil Deprivation Grant LAC allocations are still not known.



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor Jennifer Raynor
Cabinet Member for Education**

*Please ask for:
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BY EMAIL

*Our Ref
Ein Cyf:*

SPC/2015-16/4

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

28 October 2015

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Education following the meeting of the Committee on 12 October 2015. It is about Gorseinon Primary School / Parc y Werin, School Budgets, Education Inclusion, School Attendance, and Safeguarding.

Dear Councillor Raynor,

Cabinet Member Question Session – 12 October

Thank you for your attendance at the Scrutiny Programme Committee on 12 October 2015 answering questions on your work as Cabinet Member for Education. 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 that gave us the headlines, as well as the more detailed background reading on the portfolio.

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:

Proposed New Primary School in Gorseinon

As you are aware we invite members of the public and other councillors not on the committee to suggest questions to us. We received a number of questions in relation to concerns about the proposed new primary school in Gorseinon and appropriation of land at Parc Y Werin. To summarise the questions received from Mr Aaron Phillips we asked you to advise on the current position with regard to the proposed new primary school and inform

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

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the Committee of the rationale for the project, options considered and how the public views have influenced the decision.

You stated that there had been numerous public meetings and previous correspondence with residents over concerns raised. You referred to a letter that had already been sent to the Parc y Werin Committee (resident's group) addressing their concerns. It would be helpful if you could supply a copy of that correspondence with your response to this letter.

You were very clear about the positives that the proposed new school would bring and community benefits, as well as providing assurance about the impact on Park and local area. You took us through the public engagement and decision making process.

We invited Mr Phillips to ask a supplementary question. You were asked about progress with a petition that had been submitted. In response you referred to 2 petitions that had been received on this matter and stated that the petitions were in the process of being validated and would then be dealt with in accordance with agreed protocols. We understood that a planning application would be considered by committee in the next few weeks, which still allowed for representations to be made.

With regard to a question on the display of statutory notices within the vicinity, you stated that you would look into this and provide respond in writing. There was some concern about the absence of notices around the Park.

Overall Performance

Despite difficult times, you stated that overall there were many positive stories about education in Swansea, for example in relation to national reading and numeracy tests; and we noted that at Key Stage 4 the Summer term 2015 GCSE results were the best ever for Swansea. There was also good performance at 'A' and 'AS' level.

You stated that there was no reason to be complacent and sit back because the financial situation was going to force a number of changes upon the authority and schools, and we needed to ensure that good progress can be maintained.

School Budgets

You pointed to the financial challenges facing all Councils. Whilst Education had received relative prioritisation as all council departments face large reductions in their budgets, this had still resulted in real-term cuts for many schools. Schools faced the challenge of developing new models of delivering services whilst maintaining standards.

We asked a question on school budgets and impact of 5% cuts, as well as measures in place to help schools in difficulty. You reported that many schools have been able to cope but recognised that things would be extremely challenging in future years and will impact on the delivery of services. It required Head Teachers to be innovative. We were informed that a number of areas were being looked in conjunction with schools that provided scope for change to meet financial pressures, but alongside this you were committed to increasing non-financial support and advice to help schools deal with challenges ahead and maintain standards.

We noted that 20 different areas have been discussed with Head Teachers and that 10 of these were being taken forward at pace, including: nursery provision; collaborative / joint working; use of VOIP instead of fixed landlines; use of schools as community resources; Additional Learning Needs provision; and removal of the cheque book facility. The use of schools as community resources was something that we were particularly enthusiastic about.

Schools with Outsourced Services

We asked a question about schools buying in services from outside of the local authority and what measures were in place to ensure consistency of standards. You stated that schools were aware of the need for due diligence when contracting out services. This was an issue for school governing bodies to ensure that sound decisions were being made and things were done properly when managing delegated budgets. You stated that schools were different therefore their needs will differ, so the issue was not necessarily about standardisation but making the best decisions for that particular school.

Education Inclusion

On our agenda for this meeting we were presented with and agreed the final report of the Education Inclusion Inquiry Panel, which asked how services were being improved for those children and young people who need or are at risk of being educated other than at school. This is being presented to Cabinet on 19 November and we look forward to the response in due course.

There was some discussion at the meeting about urgency and pace of change since issues were raised by Estyn in 2013 about performance and outcomes. Also, members were particularly concerned about some of the buildings within the Pupil Referral Unit (PRU) of the buildings not being fit for purpose. You stated that you shared these concerns but told us that the service has presented very difficult issues which have taken time to resolve. With regard to accommodation you stated that alternative buildings were being identified but will most likely require reconfiguration, and you welcomed suggestions.

You cited that things have moved forward since the appointment of a new Chief Education Officer, and were now in a position to present proposals to Cabinet on 15 October. We had agreed for the Schools Scrutiny Performance Panel to undertake pre-decision scrutiny of your Cabinet report.

We were able to hear from the Chief Education Officer about the progress that has been made during the last year on taking the service forward, including: the Pupil Referral Unit coming out of special measures; appointment of a dedicated Challenge Advisor; the PRU Management Committee has been revised to include an independent chair (who is a Head Teacher), councillors and a challenge advisor; the setting up of an intervention board with external input, and the appointment of a new Head Teacher for the PRU.

School Attendance

We asked about school attendance. You stated that figures for secondary school attendance were positive. However, concerns remained with regard to primary school attendance, where there was a large variation between schools. You were looking at the role of Education Welfare Officers and Social Services. You stated that it was a big challenge to improve towards 100% because of illness, but were looking at incentive schemes (e.g. recognising best classes / rewarding achievement of targets) as well as penalty notices.

We asked whether the introduction of fines had made any impact on increasing levels of attendance. You stated that this differed school to school but felt that it did help to reinforce the seriousness of school absence in the minds of parents.

We did feel that data should be disaggregated from overall figures in relation to pupils using Special Teaching Facilities because they can have health needs which have significant impact on their attendance.

In terms of helping to avoid pupils being taken out for holidays during school terms we discussed opportunities for changes to school terms. You agreed this needed to be looked at, learning from experiences elsewhere.

Safeguarding

We asked about safeguarding and whether you looked at this when you visited schools and met with staff. You stressed that safeguarding was everyone's responsibility and that you would always speak to Head Teachers and staff if you had any specific concerns, and would not hesitate to refer matters to the Chief Executive where appropriate. You added that the Education Department included a Safeguarding Officer and there has been an increase in training offered to School Governors.

Issues for Scrutiny

You praised the work of the Education Inclusion Scrutiny Inquiry Panel and of scrutiny in general in terms of its contribution to service improvement and helping to tackle important issues in relation to education. You looked forward with interest to the conclusion of the School Governance Scrutiny Inquiry and recommendations for improvement. It was pleasing to hear you say that scrutiny was targeting the issues of concern.

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 copy of your letter regarding the new Gorseinon primary school / Parc y Werin;
- our query about the display of statutory notices around Parc y Werin; and
- our view that data should be disaggregated from overall attendance figures in relation to pupils using Special Teaching Facilities.

Please provide your response by 18 November. 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

✉ cllr.mary.jones@swansea.gov.uk

24 November 2015

Dear Councillor Jones,

Scrutiny Programme Committee 12 October 2015

Thank you for your letter dated 28 October. I am sorry for the delay in replying we have been experiencing some technical difficulties.

1. Copy of letter

You asked for a copy of the letter to the secretary of Parc y Werin Committee which I enclose as Appendix A. I also enclose a copy of the presentation delivered to the Public Meeting held in the Junior School in Gorseinon. Members of the Parc y Werin Committee were present and asked questions (Appendix B).

2. Statutory Notice

With regard to the statutory notice, the notice but more particularly the plan has to be available for inspection by the public and it is usually put up in the notice space at Civic Centre. A local member may request a copy and arrange additional displays. No notices have to be put anywhere else other than a local newspaper nor does it have to be "advertised" anywhere else and neither do notices have to be put on site.

The notice for Parc y Werin was published in the South Wales Evening Post 23 May and 30 May 2015.

3. School Attendance – Special Teaching Facilities

- We do not hold specific data on the attendance of pupils attending STF. This could be obtained but would be very time consuming and involve manually interrogating the records of each school hosting an STF.
- However, the vast majority of pupils attending STF do so for reasons relating to learning rather than health.
- The exceptions would be pupils attending the STF for pupils with profound and multiple learning disabilities at Penllergaer Primary and Pontarddulais Comprehensive who are likely to have greater health needs and be more at risk of health related absences.
- WG data for 2014/15 comparing attendance of pupils with statements of special educational needs and pupils without SEN shows slightly lower rates of attendance for those with statements of SEN: 93.1% for those with statements of SEN and 95.1% for those without. However rates for pupils with SEN at school action and school action plus, who would be educated in mainstream settings, show similar rates of absence at 93.6% and 92.8% respectively.
- Formal disaggregation of the STF students' attendance data from the mainstream school attendance data is not possible as the STF students are registered solely at the school in which the STF is based.
- However, schools may informally disaggregate the data to demonstrate any effect on the school's overall attendance, for example in preparation for a school

Estyn inspection, but this would not impact on the formal school attendance data reporting.

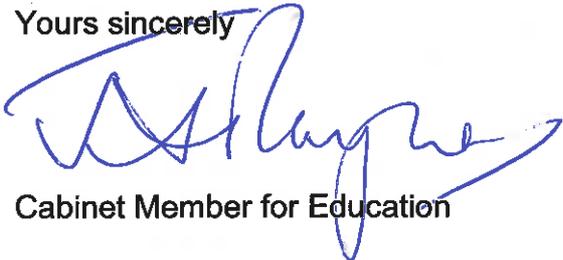
- For all pupils, including those in STFs, we have comprehensive attendance tracking systems in place, including building this data into the VAP.

Categorisation

- An amber support category, within national categorisation, is the result of a three step process. The explanation below is with specific reference to primary schools, including those with STFs.
- Step 1 is an objective view of a school's performance data measures. There is a formula to calculate the standards group of a school. The formula includes six measures. Attendance is one of the six measures. Welsh Government specifies the standards group for each school in Wales. The standards groups can range between 1 and 4. Group 1 indicates high performance.
- Step 2 requires a professional dialogue about the strength of leadership and teaching and learning within the school and this generates a letter between A and D. A indicates the strongest capacity to improve.
- Agreement on the school's support category (step 3) can only take place after step 2. The support category is indicated by four colours ranging from green, yellow, amber and red. Green indicates that less support is required than schools, for example in an amber support category.
- For schools with STFs, the number in step 1 cannot be changed. However, capacity to improve in step 2 can be as high as A provided that the school can evidence that pupils make good progress from their starting points. For STFs, challenge advisers across Wales, will ask the same questions to establish the strength of the school. As a result, schools with STFs and a low standards group of 3 or 4 do not automatically get placed in amber or red.
- Disaggregation is not applied to any of the six measures in step 1 because disaggregation could result in the school being placed in a different benchmark group.
- Step 1 is the start of the categorisation process and does not generate a colour such as amber.

If you require any additional information please do not hesitate to get back to me.

Yours sincerely



Cabinet Member for Education



Appendix A

CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Mr Aaron Phillips

BY EMAIL

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

Councillor Jennifer Raynor
(01792) 637429

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

clr.jennifer.raynor@swansea.gov.uk
JR/SH

18 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 Mr Phillips

Many thanks for your letter dated 15 August 2015 and received on 18 August 2015 regarding the proposed development at Parc y Werin which has been passed to me to reply to you from the Leader.

I can assure you that the Council has considered a number of alternative options for a united Gorseinon Primary School on one site.

The school needs to be in the Gorseinon Primary School catchment area to ensure easy and convenient access for pupils and parents. The school needs to have green space on-site so pupils can play and for 'Foundation Phase' learning and, given the economic climate, it needs to be affordable. A new Gorseinon Primary School at Parc y Werin would meet all the above needs more effectively and more efficiently than any other alternative.

During the community engagement in February of this year, approximately 3500 leaflets were distributed to residential accommodation throughout the Gorseinon Primary School catchment area, including Gorseinon Hospital and local sheltered accommodation. Leaflets, posters and comment boxes were also placed within the three school sites, the Canolfan Gorseinon Centre, the library and the Gorseinon Institute.

COUNCILLOR/Y CYNGHÖRYDD
JENNIFER RAYNOR
CABINET MEMBER FOR EDUCATION /
AELOD Y CABINET ADDYSG

CABINET OFFICE, THE GUILDHALL, SWANSEA, SA1 4PE
SWYDDFA'R CABINET, NEUADD Y DDINAS, ABERTAWE, SA1 4PE

☎ (01792) 637429

✉ clr.jennifer.raynor@swansea.gov.uk www.swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

- 2 -

Community information sessions were held at Canolfan Gorseinon Centre on 23 February 2015, 2 March 2015 and 4 March 2015 and a presentation was given to a Town Council meeting held at the Town Council Offices on 4 March 2015.

All the queries/suggestions received during this time have been published on our website and responses provided. I have asked officers to re-visit all points to ensure that all concerns/views are addressed.

Under the proposal, the park could still benefit from hosting weekly bowls and football tournaments and a new junior all-weather pitch would allow children to benefit from using this pitch all-year round, whatever the weather.

Gorseinon Primary School was established in September 2012 following the amalgamation of Gorseinon Infant and Junior Schools and is currently located across three sites. No Welsh Government funds were awarded to the project in 2012.

All the worries that you raise have and are being considered. The community will have a further opportunity to share its views when a planning application is submitted in the coming months.

Yours sincerely

COUNCILLOR JENNIFER RAYNOR
CABINET MEMBER FOR EDUCATION

COUNCILLOR/Y CYNGHORYDD
JENNIFER RAYNOR
CABINET MEMBER FOR EDUCATION /
AELOD Y CABINET ADDYSG

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1

Appendix B

Proposed new build for Gorseinon Primary School

Adeilad newydd arfaethedig ar gyfer
Ysgol Gynradd Gorseinon

Community presentation / Cyflwyniad cymunedol

23 September 2015 / 23 Medi 2015

City and County of Swansea
Dinas a Sir Abertawe



2

Introductions

**Cllr Rob Stewart
(Leader)**

**Cllr Jen Raynor
(Cabinet Member for Education)**

**Lindsay Harvey
(Chief Education Officer)**

**City and County of Swansea
Dinas a Sir Abertawe**



3

Key issues

- The school on three sites, is not appropriate for the 21st century and is not acceptable in the long term to the local community.
- Gorseinon has been waiting a long time for a replacement school and, thanks to the Welsh Government and the work of Swansea Council, the opportunity to secure a new school has arisen.
- The infant school, for ages four to eight, was built in Victorian times and is no longer fit for purpose, despite significant maintenance work by the Council and the efforts of teachers, staff and governors.
- An external wall is being held up by a wooden buttress, damp is a daily experience and there is no green space for sport or lessons.
- Classes have to be walked to the nearest green space half a mile away with an escort of up to six staff.



Progress to date

- Identification of possible sites in Council ownership
- Initial investigations and scoping of requirements
- Community engagement
- Presentations to stakeholders and consideration of feedback
- Traffic assessment
- Publication of notice of intention to develop on Public Open Space
- Refining the school's requirements
- Welsh Government approval of the full business case
- Appointment of contractor to develop design



5

Which site?

- Any new site for the school has to already be in the Council's ownership and within the Gorseinon catchment area.
- The site has to be capable of meeting the needs of a 21st century school.
- Potential sites were identified following an area review of local authority-owned assets in the Gorseinon area.



6

Why build at Parc Y Werin?

All pupils would have easy, direct and safe access to green space for lessons and for play, encouraging children to follow their sporting dreams in rugby, football and other pursuits.

For the first time ever, pupils at Gorseinon Primary School would have the same degree of access to green space as pupils of nearby primary schools at Pontybrenin and Penyrheol have taken for granted for many years.



Why build at Parc Y Werin?

There is an opportunity to enhance and improve the community facilities at Parc y Werin:

- Provision of a 3G mini pitch that will be available for letting by community groups and sports clubs
- Re-siting and upgrading of the existing playground
- The new car park which will serve the school will be available for community use when the school is closed at evenings, weekends and holidays
- Community room in the school building available for hire to community groups



8

Why build at Parc Y Werin?

- It will help develop Parc y Werin as a community park, discourage anti-social behaviour and increase perceptions of the park as a place in the heart of its community available for people to relax and enjoy.
- This site would reinforce links between the new school and its community to help promote the fact that all education relates to the life and well-being of the wider community, as well as the social and economic benefits to the individual.
- There would be no disruption to pupils while construction is underway.
- This option is the most cost-effective solution and would provide better value for money.



9

Why not build on the junior school site?

- Traffic, highway and child safety issues would be much greater.
- Improvements to access and parking arrangements that may be required are likely to impact on the available site.
- Access to the site for demolition and construction purposes would be challenging.
- The shape and topography of the site is more difficult both in terms of layout and construction costs.
- There would be significant disruption to junior school pupils while the new school was built either on a live site or possibly having to be relocated.



Why not build on the junior school site?

- Additional costs arising from the decant and temporary classroom provision.
- Loss of playing field during construction.
- The junior school site would not bring the same community benefits as the Parc Y Werin proposal.
- The junior site would be less cost effective and give less value for money than the Parc y Werin proposal.



11

Highways issues at the junior school site

- The school is primarily accessed off a classified road and is shared with a busy rear car parking facility for a Sainsbury's supermarket. This potentially will give rise to many highway safety concerns especially in view of increasing pupil/staff numbers from the locality.
- The existing highway infrastructure at the 'school gate' and peripheral is not ideal, and may be inadequate given the current lack of highway infrastructure; however, this may be challenging given the existing highway footprint.
- There are no controlled or uncontrolled crossing facilities for pedestrians who wish to head towards Alexandra Road and in general there is little provision for pedestrians and especially potential foot fall of children.



What will happen to the existing school buildings if this project goes ahead?

- The future use of the existing sites would be determined as part of the Council's corporate asset management process.
- No decisions have been made as it would pre-empt the outcome of this planning process.
- Initially the local authority would consider whether the existing buildings have an educational benefit.

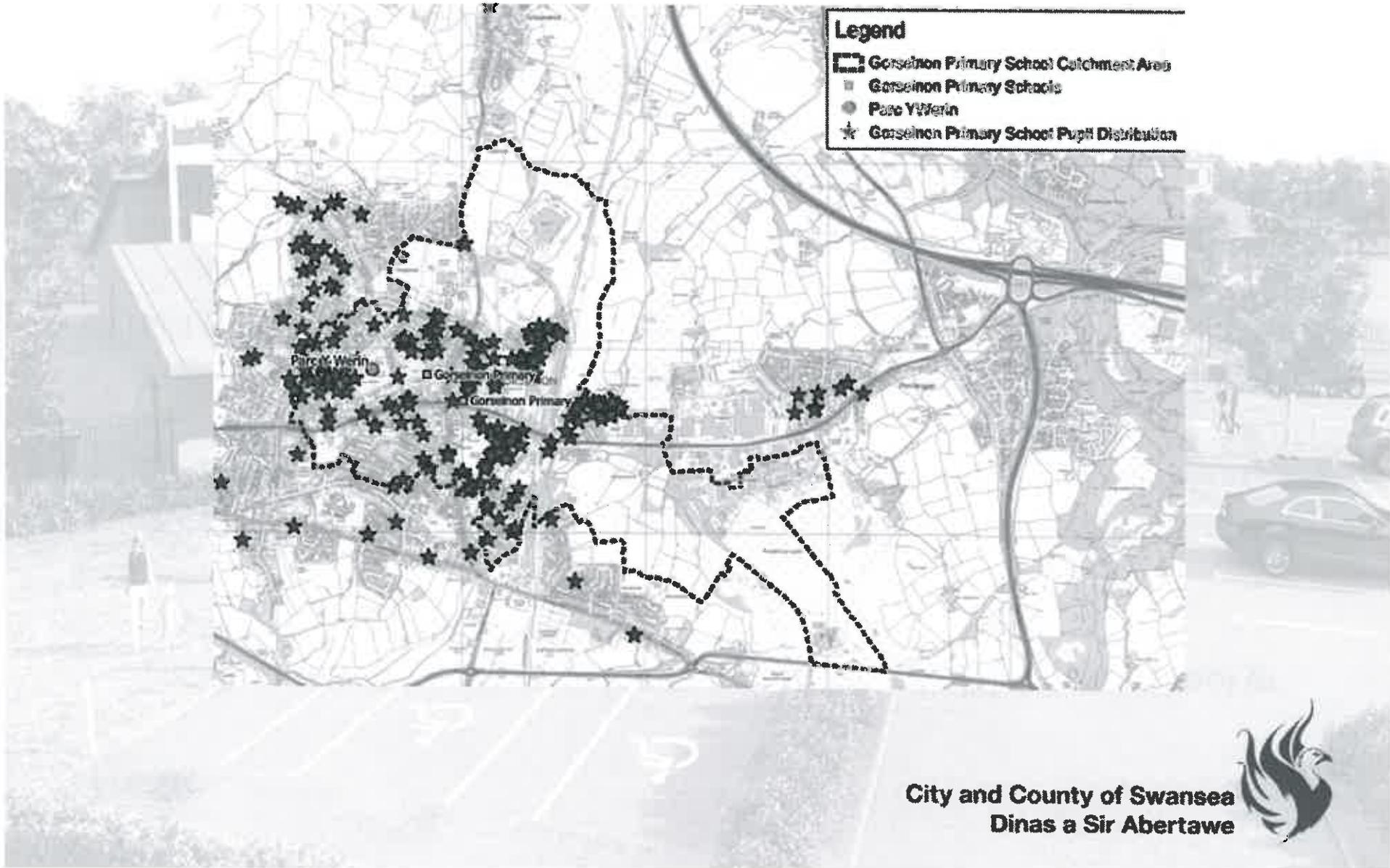
Page 33

Traffic

- Traffic is always a concern in any proposal to build a new school or expand an existing school.
- A traffic assessment has been undertaken by an independent consultant and this will be submitted with the planning application.
- The school will also have a travel plan for the new build which they will be required to implement and monitor going forward, this is intended to encourage pupils, parents and staff to use modes of transport other than cars.
- The school is on three sites now; it is expected that this will help reduce volume of car journeys undertaken by parents.
- The school car park will be available for community use when the school is closed.



Pupil distribution



5

What happens if we don't proceed?

- It is unlikely the school will be built.
- Funding is dependent on accessing a Welsh Government grant this year. If that doesn't happen the children of Gorseinon Primary School will continue to be educated in facilities not fit for the 21st century for the foreseeable future while alternatives are considered.
- Welsh Government confirmed this again in a letter to Local Authority Chief Executives this month, stating '...we are still evidencing slippage, which is disappointing, and as a consequence there are now budget pressures for the next financial year. It is important to avoid further slippage in light of these pressures and Welsh Government may not be able to guarantee funding in future years where slippage continues.'



Community benefits

- Relocated and upgraded playground with new equipment designed to meet the needs of local children.
- The school would also include a community room that would be available for letting by arrangement with the school.
- Externally a 3G mini pitch would be provided that would be available for letting by arrangement with the school.
- The car park, will be open during evenings and weekends, so that it can be used by the community.
- Co-located existing facilities that will remain include: the grass sports pitch, the bowling green and pavilion.
- Provision has also been included in the cost plan to invest in other pitch facilities in the locality.

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How will the new school build benefit local businesses?

- 80% of contract delivered by suppliers based in in Wales, of those 20% within 10 miles, 30% within 25 miles, and 75% within 50 miles
- 75% spent on business in Wales
- 100% of money spent on businesses in Wales spent on SMEs in Wales



The new school build will:

- achieve British Research Establishment Environmental Assessment Method (BREEAM) 'excellent'; and
- have a minimum recycled content of at least 15% of the total value of the materials used.



When will the relocated and upgraded play area be installed?

- The location of a new play area, including equipment, will form part of the planning application due for publication in the coming weeks.
- It would be the first work to be carried out once construction begins.
- Cwmbwrla and Manselton Wards are already benefiting from a new community changing room block, developed as part of the new school for Burlais as promised by the Council.
- Similarly, the Gowerton Ward is already benefiting from a new children's play area with new equipment on the public park at the Elba as part of a new primary school for the community.

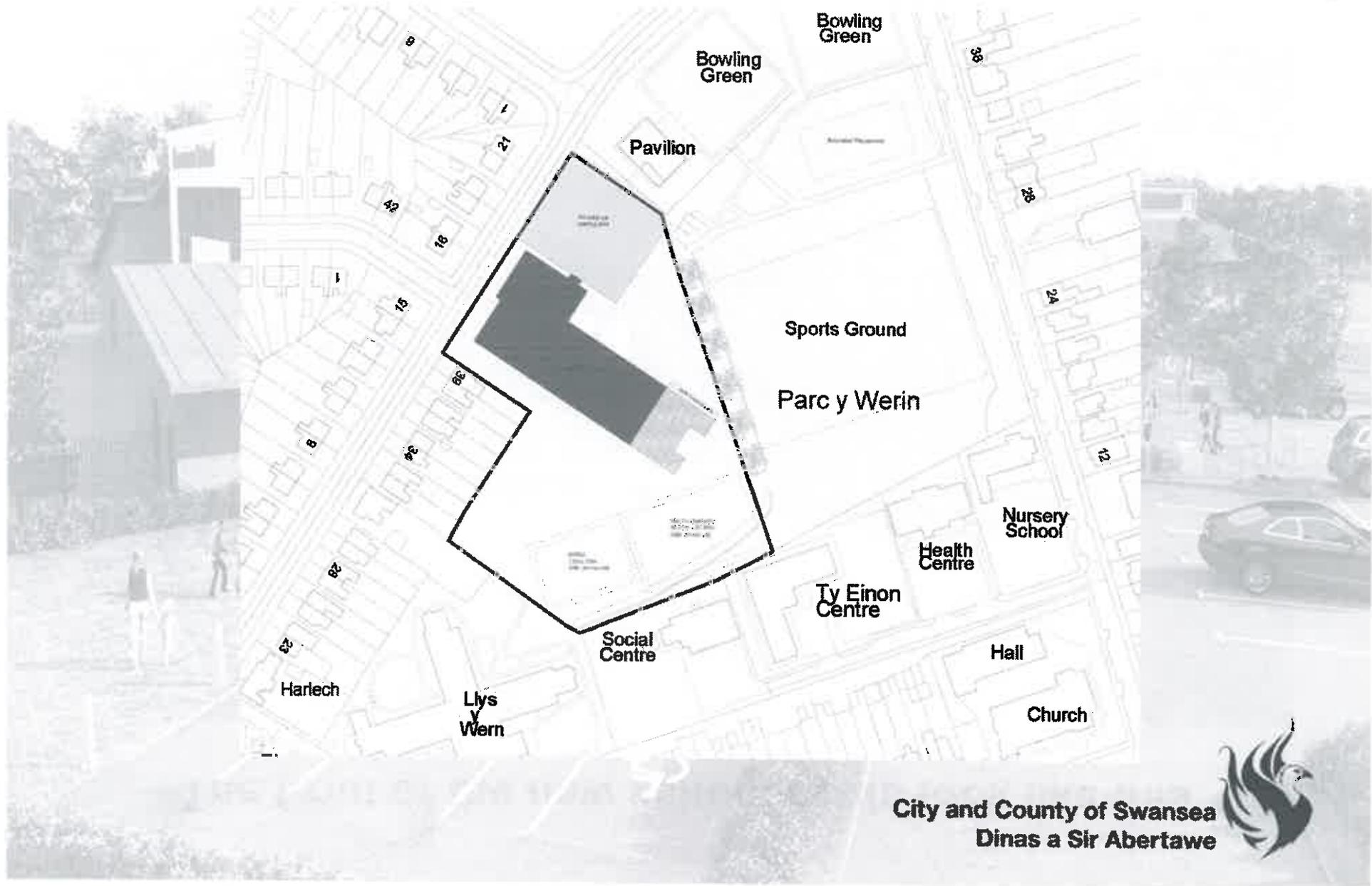


Site plan showing the new build, car park, 3G and MUGA



21

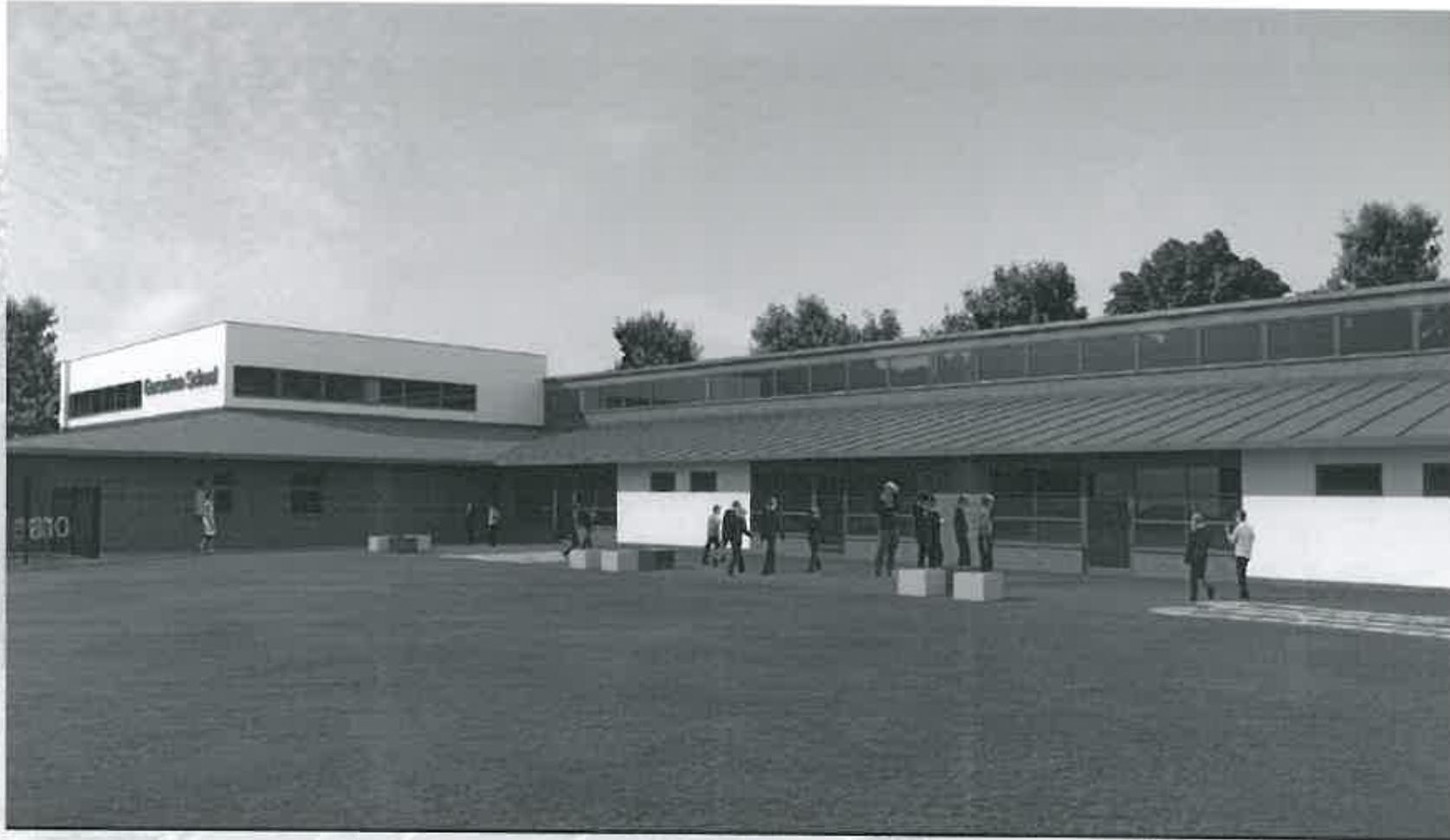
Site layout plan



The front of the new school could look like this

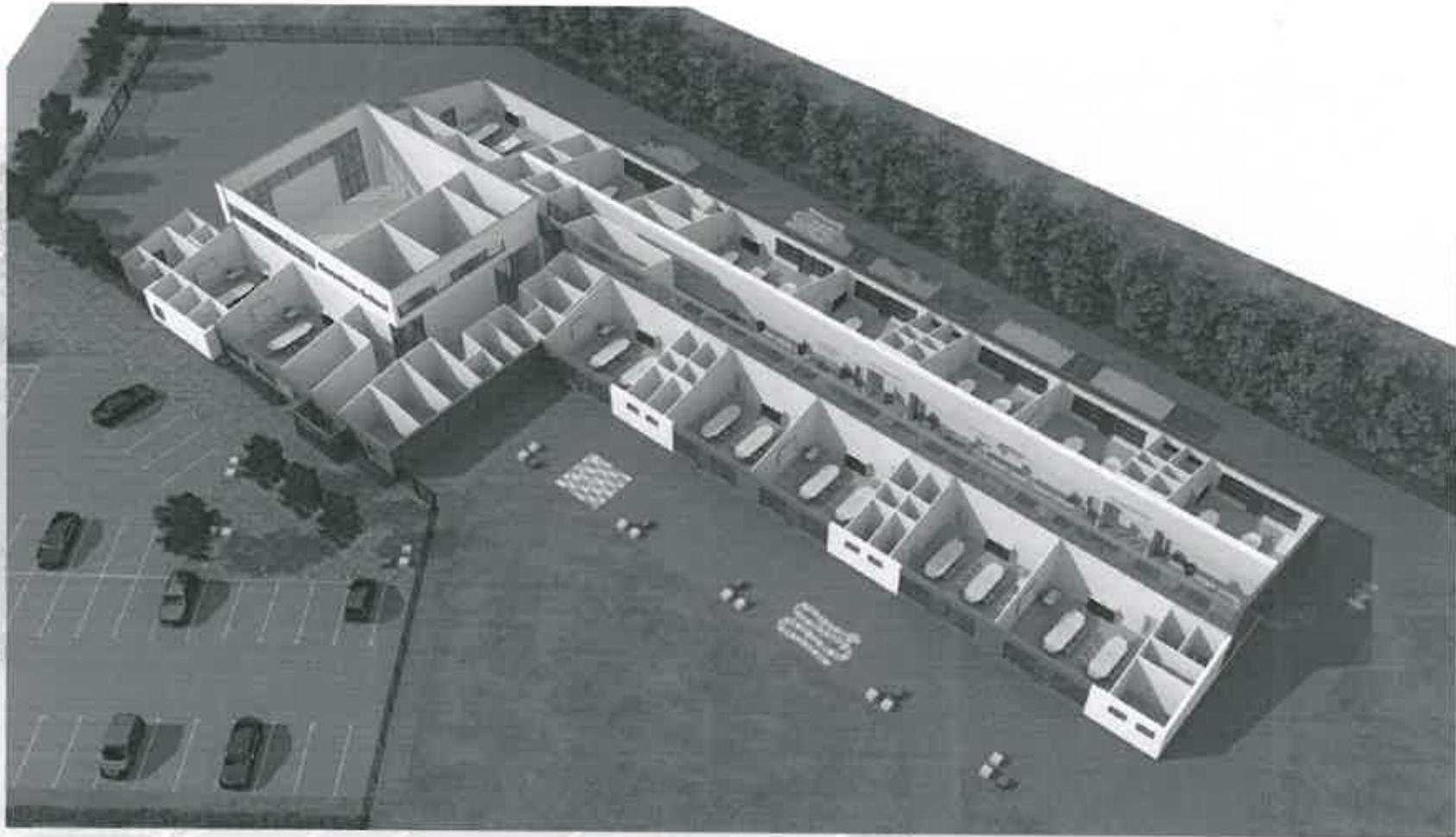


This is a 3D eye-level perspective

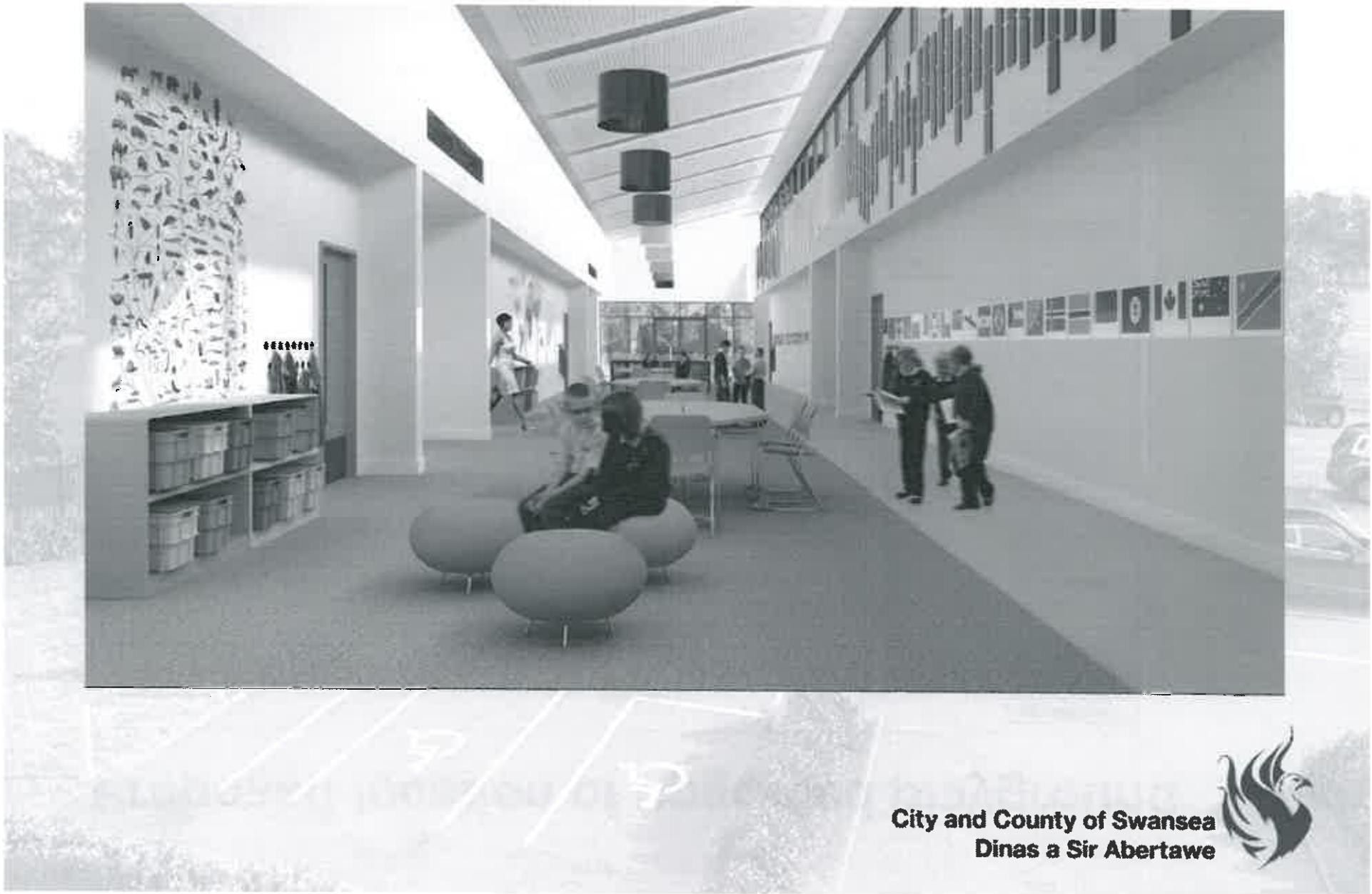


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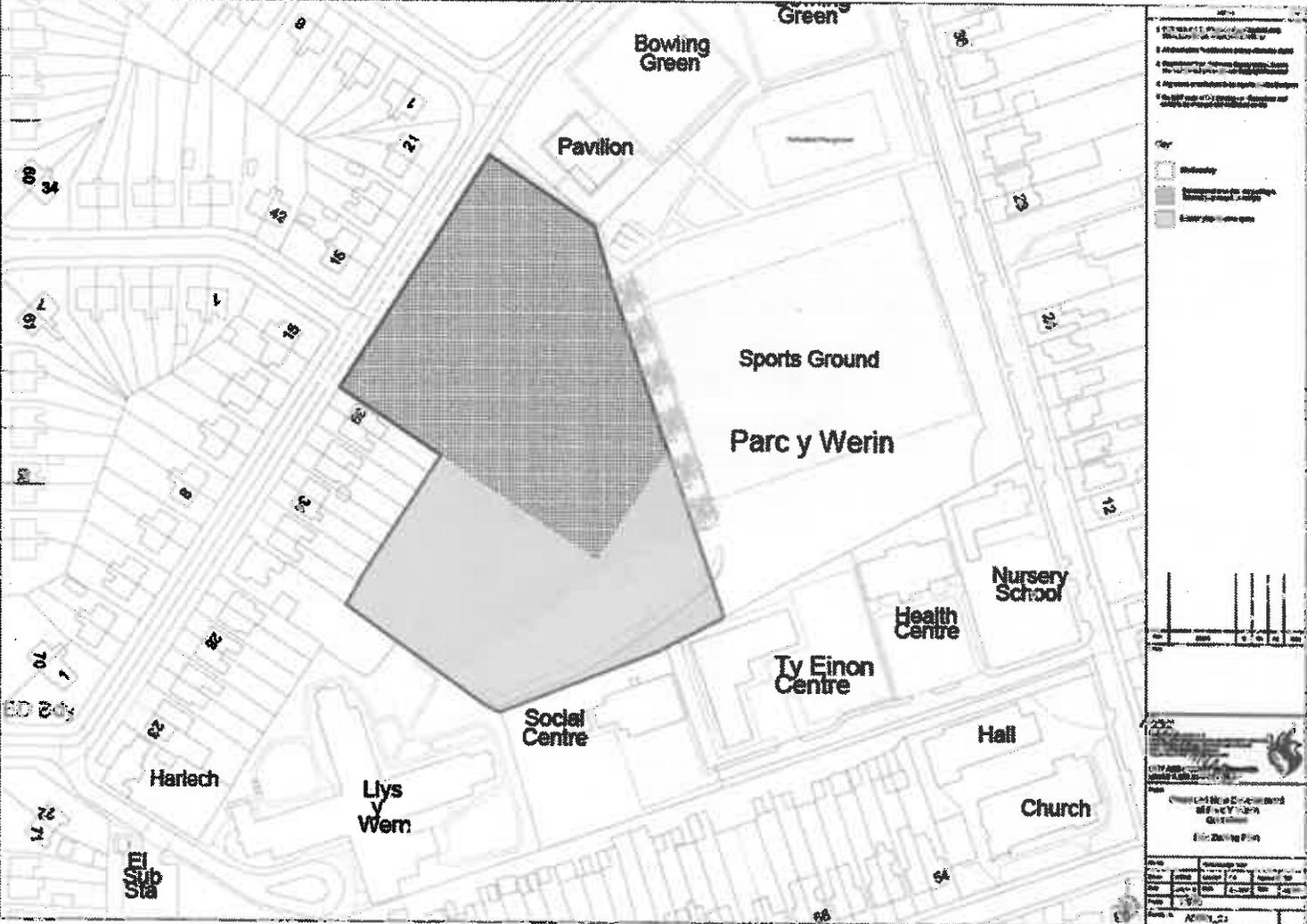
3D cut-away plan



The learning street could look something like this....



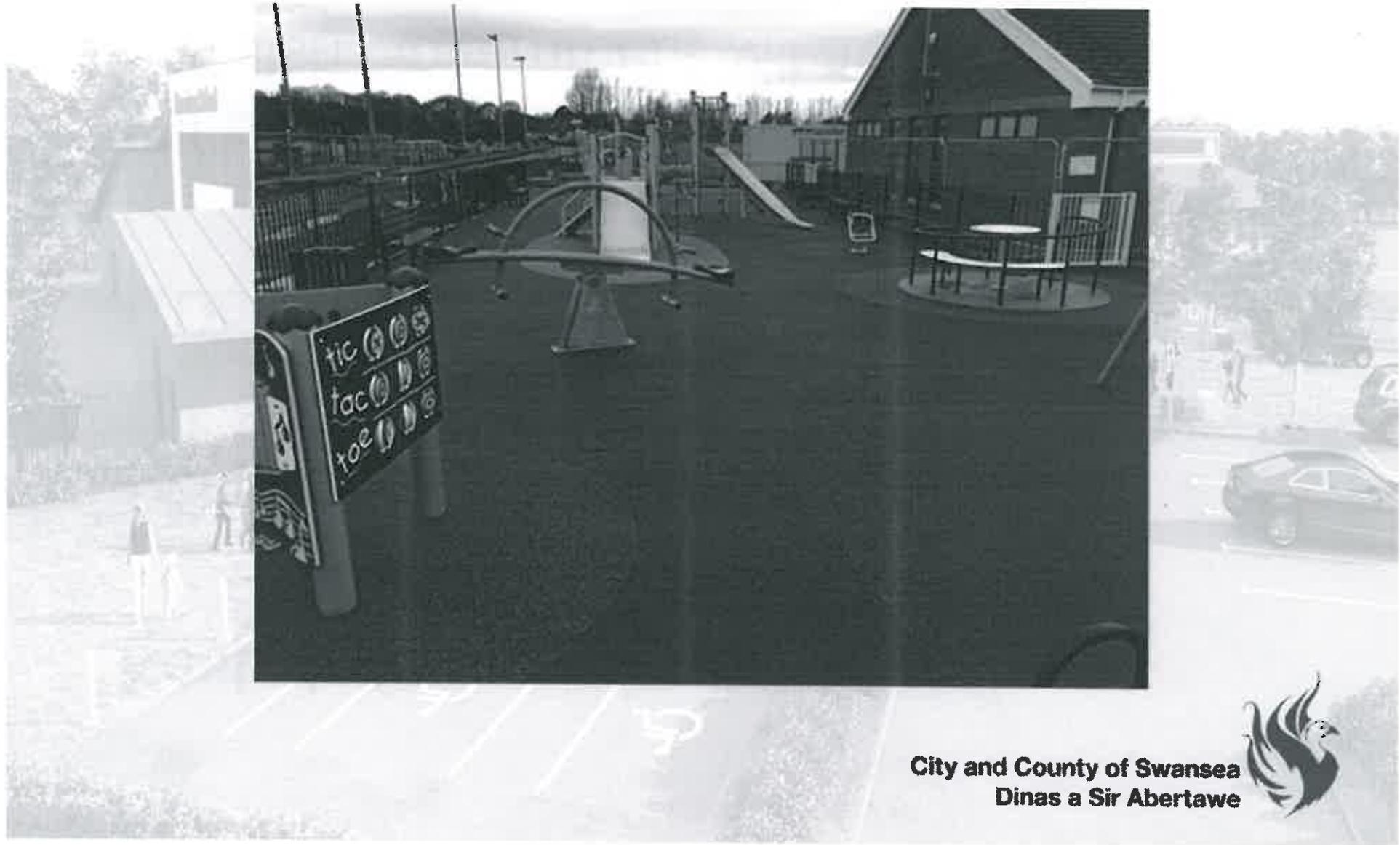
Proposed location of upgraded playground



Page 47



**The image below is of the new playground at The Elba.
We would expect that a new playground at Parc Y Werin would be similar.**



Next steps

- Submission of planning application
- Detailed design development
- If planning permission is granted, the Welsh Government will award the Grant

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Milestones

September/October 2015

Design development and submission of planning application

January 2016

Start on site

January 2016

Works start on new playground

January 2017

Completion

Spring 2017

School opens in new build



Frequently asked questions



Swansea Council wants to build on all of Parc y Werin

No, we don't.

It's anticipated the amount of space for a new school building will occupy about 12% of the park.

Improved sports facilities the community has been campaigning for over the last few years will also form part of the project including a new 3G pitch and MUGA (multi-use games area).

As is the case with the bowls pavilion and bowls pitches, a section of the school grounds will be fenced off to protect the facilities.

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If the Council builds a new school on Parc y Werin, it'll take over the rest of the park in a decade

This isn't the case and there is no evidence to support that claim.

The new school will bring together the junior section, the primary and the nursery section together on one site for the first time in Gorseinon's history - just as is the case at Penyrheol Primary School.

It is being built with current and potential future demand.

The design will create enough space on the school site for 315 pupils (plus a nursery) but also future-proof the school to take an additional 105 pupils (if needed) and extra land will not be needed in the years ahead.



Why hasn't the Council considered alternatives?

The Council has considered alternative options for a united Gorseinon Primary School on one site.

The school needs to be in the Gorseinon Primary School catchment areas to ensure easy and convenient access for pupils and parents.

It needs to have green space on-site so pupils can play and for 'Foundation Phase' learning. Pupils who don't have access to such facilities place them potentially at a natural learning disadvantage which teachers and staff have to overcome.



We won't be able to play sport at Parc y Werin any more

Not true.

Informal sport and formal sport such as rugby and football would continue to be played there.

This is because the majority of the park would be open, green space.

Sports facilities would be improved as part of the Gorseinon Primary School project.



We should stop and start the engagement process again

- All the concerns and issues currently being raised were raised in February and March. They were also addressed at that time.
- The planning application for the new Gorseinon Primary School will give residents an opportunity to comment on the proposals again and issues such as traffic management and plans for the play area will be considered as part of the process.
- A new Gorseinon Primary School is much-needed. At the moment pupils learn on three sites, one of which is Victorian-built, has no immediate access to green space and is not fit for purpose.
- If, for any reason, work does not start on the school in this financial year, it is unlikely Gorseinon Primary School will be built. This is because it is partly dependent on the allocation of Welsh Government grants which are available for Gorseinon Primary School only in this financial year.



**Many thanks for listening
Diolch yn fawr iawn am wrando**

**Questions?
Cwestiynau?**

www.swansea.gov.uk/gorseinonprimaryproject

education@swansea.gov.uk

**City and County of Swansea
Dinas a Sir Abertawe**



Agenda Item 7

Report of the Chair

Scrutiny Programme Committee – 8 August 2016

SCRUTINY COUNCILLOR SUPPORT AND DEVELOPMENT

Purpose	This report invites the committee to discuss and consider support and development needs for scrutiny councillors.
Content	The report provides information on: a) feedback from the annual councillor survey on training and development needs b) the agreed Council Training and Development Programme 2016/17 c) possible assistance from the Welsh Local Government Association on councillor support and development services
Councillors are being asked to	<ul style="list-style-type: none">• Discuss and consider support and development needs for scrutiny councillors including specific expectations and actions necessary to deliver planned activities
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 6367257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 Continuing importance is being placed on scrutiny as an essential element of local democracy and good governance, but this means increased demands on scrutiny councillors.
- 1.2 Over the course of the year scrutiny councillors and officers will be involved in ad hoc development and improvement events in order to support and deliver effective scrutiny. This will include opportunities to attend scrutiny events at a regional and national level, such as those organised by the Welsh Government, Welsh Local Government Association and Centre for Public Scrutiny. Feedback is provided to the committee to ensure learning from such events can be disseminated.
- 1.3 The views of the Committee are invited to steer the approach to scrutiny training and development for the remainder of this municipal year as well as induction during May / June 2017, so that it is focused on the things that matter most. The committee should note:

- a) feedback from the annual councillor survey on training and development needs;
- b) the agreed Council Training and Development 2016-17 Programme which incorporates scrutiny; and
- c) possible assistance from the Welsh Local Government Association on councillor support and development

2. **Annual Councillor Survey**

- 2.1 One of the questions the annual councillor scrutiny survey asked was about training and development needs. The results of survey are presented below:

Training & Development

Q 13. Do you have any training and development needs that you feel would assist you in your role? Please tick ONE box

<i>Yes I do have training and development needs</i>	- 21.4% (9)
<i>I am ok at the moment but I would like to receive information on any future opportunities</i>	- 61.9% (26)
<i>No I do not have any training and development needs</i>	- 16.7% (7)

Q 14. If you do have any training and development needs? Please give further detail below.

- 2.2 From the comments received for Q.14 the following can be identified:

- opportunity to shadow a more experienced councillor
- ensuring co-opted members have the same access to induction, training and development opportunities
- education specific training e.g. national good practice,
- training about how the Council works and good governance
- I.T. training

Some responders noted that training for all councillors was paramount and should be ongoing.

- 2.3 The committee should consider this feedback in identifying areas where support and development is necessary.

3. **Councillor Training and Development Programme 2016-17**

- 3.1 In January 2016 Council agreed a Councillor Training and Development Programme to help them to progress, improve and carry out their role effectively. The Programme was informed by the results of a training needs analysis and incorporates training and development for scrutiny.

3.2 Key principles within the Programme:

- Training is divided into three categories: Compulsory, Recommended, and Councillor / Co-opted Member Requested. Some are identified as priority areas e.g. safeguarding, corporate parenting.
- Amongst the 14 training sessions identified as 'Compulsory' is a requirement for training on Scrutiny Questioning Skills. This would be for Councillors and Co-opted Members on the Scrutiny Programme Committee and relevant Panels (at least once per electoral term or more frequently should content change significantly due to legislation / guidance etc.).
- Additionally, although not compulsory, a session on the Council Budget / Financial Scrutiny has been included in the Programme following requests by councillors.
- There be a greater use of e-learning (training sessions should be adapted into e-learning programmes wherever possible).
- Training sessions, where possible, be timetabled with both a daytime and an evening session in order to encourage better attendance.

3.3 The Committee will of course be interested in the delivery of planned training and may wish to discuss expectations and actions necessary to ensure the success of training and development sessions.

3.4 The need for a session on questioning skills has already been discussed with officers and this is being developed. The starting point will be to revisit the previously agreed 'Effective Questioning for Scrutiny Checklist' developed by scrutiny a few years ago.

4. **WLGA Services / Councillor Induction**

4.1 There have been discussions within Scrutiny Practitioners Networks / Head of Democratic Services / Members Networks and agreement that an introduction to scrutiny for all members as part of a mandatory induction programme would be a good thing.

4.2 Whilst each council will be arranging induction sessions after the council elections in May 2017 the Welsh Local Government Association (WLGA) has offered to develop an e-learning module to support individual efforts across Wales. Scrutiny Practitioners have been supportive of this proposal.

4.3 This e-learning module would be based on recognised good practice in Wales, recent legislation and research, and the Characteristics of Effective Scrutiny, Wellbeing of Future Generations Act and elements of WLGA workshops that seem to have worked well with members. An outline of the e-learning module is currently being drafted which the WLGA will be sending out for comments in the next couple of weeks.

- 4.4 As reported previously to the committee the WLGA also has an offer to authorities in relation to councillor support and development. The WLGA will continue to coordinate and provide strategic national guidance and support to local authorities but will offer a more focused range of bespoke in-house training and support packages to councils and councillors. The WLGA will charge for some services (e.g. member training workshops). More details are on the WLGA website: (www.wlga.gov.uk/councillor-development-and-support-services-from-the-wlga/) See leaflet attached for details – **Appendix 1**.

5. Legal Implications

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

6. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Councillor Development and Support Services from the WLGA: 2015-16

The work of a councillor is complex and challenging and the political, legislative and local landscape in which they work is changing constantly. Communities have high expectations of their elected representatives from the day of their election throughout their period of office. New and experienced councillors therefore need appropriate support, guidance and personal and professional development to undertake their complex and evolving roles.

The WLGA works with local authorities across Wales to help provide this important support to councillors. The support is informed by councillors themselves and the officers who support them.

The WLGA has over a decade of experience in providing valued training, development and support to councillors and officers. The WLGA's improvement and support role has however been refocused following the withdrawal of Welsh Government funding in 2015; the WLGA will continue to coordinate and provide strategic national guidance and support to local authorities but will offer a more focused range of bespoke in-house training and support packages to councils and councillors. The WLGA will charge for some services from 1st April 2015.

CORE SERVICES (FREE)

- **Ad hoc guidance to authorities, councillors and officers** on all aspects of councillor support and development
- **Facilitating national councillor and officer networks** to share learning, experiences and expertise, to collaborate on activities such as the production or delivery of councillor training or guidance notes
- **Developing national guidance**, with input from authorities, such as the Wales Charter for Member Support and Development, model member development strategies, role descriptions and development frameworks.
- **Developing induction and training modules and e-learning** for councillors and authorities
- **Representing local government interests and views** to ensure that the needs of councillors are promoted and that the requirements of authorities are reflected in Welsh Government policies, programmes and legislation
- **Signposting authorities** to, and briefing of, consultants and trainers who can provide specialist training and development for councillors in Wales
- **Promoting leading practice and raising standards** of councillor development and support through the Wales Charter for Member Support and Development
- **Supporting councils' arrangements for personal development review for councillors**, including workshops for those involved and undertaking or sourcing peers to undertake reviews for councillors who chose to seek this outside of their local arrangements
- **Liaising with national partners** to ensure any councillor development or training programmes that may be offered in future are appropriate, proportionate and add value

TRAINING

Coaching, training and workshops will be provided by WLGA officers, unless otherwise specified or requested.

Councillor skills workshops: £200 plus VAT

- **Chairing skills for councillors:** An interactive workshop covering the key skills required to chair meetings effectively. This provides councillors with some examples of good practice and encourages them to consider their own performance as chairs or vice chairs.
- **Chairing skills for scrutiny:** A similar workshop catering for the specialist needs of the chairs of overview and scrutiny committees.
- **Scrutiny Questioning skills:** An interactive workshop on outcome focused questioning strategies and techniques for scrutiny committee members.
- **Effective scrutiny:** An opportunity for scrutiny members to review their approaches to outcome focused scrutiny which makes an impact.
- **How to be a mentor:** An interactive workshop where members have opportunities to develop practical skills in mentoring new or inexperienced members.
- **Similar bespoke workshops on request** where expertise is available in the WLGA. For example induction workshops.

Workshops are typically 2hrs. Maximum numbers 15 councillors per workshop. Workshops can be delivered to councillors from one or a group of authorities.

- **Other skills or subject matters:** The WLGA aims to be responsive and, on request, will seek to signpost to relevant trainers or may deliver and/or commission other sessions in response to emerging councillor development and training needs where possible. Fees may vary depending on whether additional external trainers are required.

Regional/National Workshops on new or key areas of councillor skills and knowledge: £75 plus VAT per delegate (4 for the price of 3 for multiple bookings).

Individual Coaching for Councillors: £200 plus VAT for 4 confidential sessions (plus cost of any psychometrics). Sessions will be provided by a WLGA qualified coach, to help councillors address current or new challenges, role changes or personal skills.

Individual Support for Chairs: £400 plus VAT. Confidential one-to-one support for chairs focusing on improving confidence and performance in meetings and on webcasts. This would include observation of meetings, feedback on performance and 3 coaching sessions

FOR FURTHER INFORMATION, CONTACT:

Sarah Titcombe

Policy and Improvement Officer (Democratic Services) 029 20468638

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Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 8 August 2016

GUIDE FOR CO-OPTED MEMBERS OF PANELS AND WORKING GROUPS

Purpose	This report adds to the previously agreed protocol for co-option by proposing a guide for co-opted members once they have joined panels and working groups.
Content	The draft guide is included as an appendix. This report focuses on non-statutory co-option.
Councillors are being asked to	Agree the guide to aid co-opted members in their role.
Lead Councillor(s)	Councillor Mary Jones, Chair of Scrutiny Programme Committee.
Lead Officer & Report Author	Dave Mckenna, Scrutiny Manager Tel: 01792 636090 E-mail: dave.mckenna@swansea.gov.uk

1. Guide for Co-optees

- 1.1 This report proposes a guide for co-opted members of panels and working groups.
- 1.2 The purpose of the guide is to provide clarity to co-opted members and to help them to contribute effectively to scrutiny.
- 1.3 The guide complements the protocol for appointing co-optees agreed by the Committee 9 June 2014. This protocol is attached at APPENDIX ONE.
- 1.4 The proposed guide for co-optees is attached at APPENDIX TWO.

2. Next Steps

- 2.1 Members are asked to consider the draft guide and suggest any changes as necessary.
- 2.2 Once agreed the guidance can be provided to all co-optees participating in panels and working groups.

3. Legal Implications

- 3.1 The proposed guidance is consistent with all Constitutional requirements and Statutory Guidance from the Local Government Measure 2011 (Welsh Government June 2012)

4. Financial Implications

- 4.1 There may be a financial cost to co-option, for example in the payment of expenses, which will have to be met from the existing scrutiny budget.

Legal Officer: Wendy Parkin
Finance Officer: Carl Billingsley

Background Papers:
Council Constitution

Protocol for co-option: involving the public

1. Introduction

- 1.1 The Scrutiny Programme Committee has developed a protocol for co-option to ensure a consistent approach that should be adopted across Scrutiny Panels and Working Groups.
- 1.2 The protocol outlines the benefits of co-option and the thinking that should be undertaken to best inform any decisions about co-option. It is designed to give clarity to conveners and scrutiny councillors about what steps to take.
- 1.3 It essentially highlights the importance of having a clear rationale, taking advice (relevant officers) and ensuring that there are no potential conflicts of interest.
- 1.4 It is important to remember that there are different ways of engaging people in the work of scrutiny.
- 1.5 The protocol emphasises that there should be a strong case for co-opting someone, who rather than giving evidence, would work alongside scrutiny members to carry out the scrutiny.
- 1.6 Once agreed co-optees should be written to with a formal invitation to join the Panel and with advice as appropriate about the role and duration of co-option.
- 1.7 A report to the Scrutiny Programme Committee must then follow to ensure awareness of the agreement to co-opt.
- 1.8 The committee recognised the importance of advertising the work of scrutiny to ensure the public are aware of work and opportunities to get involved.
- 1.9 This protocol was agreed by the Scrutiny Programme Committee on 9 June 2014.

2. Context

- 2.1 Scrutiny has the power to co-opt non-voting members for either a topic or a term up to the next Annual Meeting of Council. There is no formal mechanism for co-option and relevant legislation / guidance focuses on co-option as a way of involving those who are not councillors in the scrutiny process (*that does not preclude the co-option of other councillors as non voting members but there is no automatic right for members to be co-opted onto a scrutiny committee / body or their request to be placed on an agenda*).
- 2.2 Co-option in the main is about scrutiny reaching out for expert knowledge or skills from others to support elected members in their deliberations and adding value to their work. It would effectively mean having someone work alongside

Panel / Working Group members at all stages, e.g. planning of meetings, evidence gathering, drawing up conclusions and recommendations.

2.3 Any scrutiny body interested in co-option should consider:

- the range of expertise, skills and knowledge needed to effectively deliver its work
- the range of expertise, skills and knowledge the existing members are already able to bring
- where there are gaps in the required expertise, skills and/or knowledge that a co-opted member could fill
- whether the need for the expertise, skills and knowledge is time-limited

2.4 According to Statutory Guidance from the Local Government (Wales) Measure 2011 'in all instances where co-option is being considered, care should be taken to ensure that co-option is in fact the best way for some individuals or groups of interest to be involved in the work of scrutiny committees' (p. 36). Co-option is not the only means for scrutiny to engage others. Other arrangements include the calling of expert and other witnesses, and consultation through a range of means designed to reach members of the public, and receiving evidence or hearing from interested parties.

2.5 Ultimately it is for the scrutiny body to come to a view about co-option but the advice would be that this is done with a clear rationale about what the committee is looking for in a co-optee and consideration given as to whether other people ought to be asked / included, who may meet any criteria set out.

2.6 When considering co-option it would be good practice to:

- determine the number of co-optees to be sought
- identify the range of experience, skills, knowledge and expertise sought and seek nominations from organisations and individuals who demonstrate they have these
- guard against seeking nominations from organisations or individuals with a single issue perspective or personal agenda
- be inclusive and fair

2.7 Co-opted members would not count towards a quorum of a meeting nor be eligible to serve as Chairman or Vice Chairman. Co-optees would also be required to declare any interest / conflict of interest / predetermination.

3. Protocol

3.1 It is proposed that Scrutiny Panels and Working Groups adopt the following approach when considering co-option:

- a) at the outset of any inquiry / task consider whether co-option is necessary and the rationale behind it – identifying the gaps in the required expertise, skills and/or knowledge that a co-opted member could fill;

- b) consider whether co-option is the best way to involve others, as opposed to inviting relevant persons to appear as a witness;
- c) consider who would be the most appropriate person(s) to act as co-optee, e.g. seek nominations from organisations and individuals who can demonstrate they have the required experience, skills, knowledge and expertise
- d) once suggested co-optee(s) are identified consult with relevant officers to ensure there is no conflict of interest;
- e) invitation to be sent to proposed co-optee to join the Panel / Working Group, outlining duration of co-option;
- f) report to the Scrutiny Programme Committee to ensure awareness of the agreement to co-opt.

3.2 In the case of a member of the public requesting co-option onto a specific Panel / Working Group the following process should be followed:

- a) further information be sought as to the experience / skill / knowledge / expertise that they can add to the scrutiny process;
- b) refer the request to the relevant convener for consideration;
- c) consider whether co-option is the best way to involve the individual, as opposed to inviting them to give evidence as a witness;
- d) if co-option is agreed consult with relevant officers to ensure there is no conflict of interest;
- e) invitation to be sent to proposed co-optee to join the Panel / Working Group, outlining duration of co-option;
- f) report to the Scrutiny Programme Committee to ensure awareness of the agreement to co-opt.

3.3 Where a member of the public has a general interest in being a co-optee the scrutiny team will:

- a) obtain further information about what they can add to the scrutiny process;
- b) invite them to observe relevant Panel / Working Group meetings to develop an understanding of scrutiny and way of working;
- c) raise awareness of their interest in scrutiny with conveners, allowing for the discussion about the appropriateness of co-option to develop naturally.

Guide for Co-opted Members of Scrutiny Panels and Working Groups

This guidance is for anyone who has been asked to join a scrutiny panel or working group as a co-opted member.

About scrutiny

Similar to select committees in Parliament, scrutiny involves backbench councillors in holding Cabinet Members to account, monitoring the performance of council services and contributing to policy development and decision making.

Swansea Council has a single committee approach to scrutiny. The Scrutiny Programme Committee manages the work programme and holds Q&A sessions with Cabinet Members – much of the work is done through cross party informal task and finish groups called panels and working groups.

General information about scrutiny is available on the Council's website [here](#).

About panels and working groups

- Panels and working groups are task and finish groups made up of councillors from different party groups.
- There are two types of Panel – Performance Panels that monitor and challenge an area of service delivery on an ongoing basis and Inquiry Panels that typically spend six months investigating a topic in-depth
- Scrutiny communicates its conclusions and recommendations to Cabinet in two ways; the Committee, performance panels and working groups write public letters; inquiry panels produce reports that are presented to Cabinet
- Panels will have a terms of reference setting out what they will focus on and how they will work
- Working groups typically only meet once to rapidly scrutinise an issue and write to the Cabinet Member with their conclusions and recommendations
- Panels and working groups receive support from a scrutiny officer who arranges meetings, makes notes, drafts reports etc

Purpose of being invited to be a co-opted member

You have been invited to join the panel / working group because you have expertise, skills or knowledge that the panel does not. This will have been made clear in your invitation to be a co-opted member.

You should therefore be prepared to contribute views and opinions based on your own knowledge and experience.

What You Can Expect

As a co-opted member you should expect to:

- Contribute to the work of the panel via email and at meetings
- Ask questions to those providing evidence in line with the Panel's terms of reference
- Be asked to help draw up conclusions and recommendations
- Be clear about how long you are being asked to be involved (scrutiny inquiries, for example, typically take from six to eight months)
- Attend meetings – these are normally held in the Civic Centre or Guildhall and two hours long – the panel/working group decides the time that meetings are held
- Attend meetings in the community if this is appropriate to the work of the Panel / Working Group
- Have usual expenses paid e.g. transport

As a co-opted member you should not:

- Be involved in any formal votes
- Act as the convener (chair) of the meeting

Good Conduct - General

Councillors are bound by a code of conduct to ensure that they behave appropriately and in the public interest. This is included in the Council Constitution available on the Council website.

As a co-opted member of an informal task and finish you are not bound by a formal code of conduct. You should, however, follow standards of good conduct by:

- Working for the public interest in your role as a co-opted member
- Promoting opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion
- Showing respect and consideration for others
- Not bullying or harassing any person
- Not doing anything that might compromise the impartiality of those who work for the Council
- Keeping confidential any information given to you that is identified as confidential in nature
- Not using your role to gain an advantage for yourself or any other person
- Reaching conclusions on the basis of the evidence in front of you
- Having regard to any relevant advice provided by Council officers,
- Observing the law and Council rules if you claim any expenses
- Not being unduly influenced by anyone for example through gifts
- Making known any interests you may have either personally, politically or professionally, that might be relevant to your role as co-optee

Good Conduct - Scrutiny

The purpose of Scrutiny is to make constructive recommendations that are based on factual findings.

Scrutiny is not about fostering a blame culture or assigning unfair criticism. To be effective, it must operate in an environment that supports the principles of service improvement. To assist this approach Scrutiny members should:

- Work with due diligence and satisfy themselves that all pertinent issues are covered
- Be free from party political discipline
- Use the powers of scrutiny properly and behave in a manner that reflects the trust placed in the process by citizens
- Ensure that personal agendas or differences in political complexion do not obscure an effective scrutiny process
- Refrain from public and personal criticism of other members or officers (scrutiny questioning should not be directed to the conduct of individuals in order to allocate criticism or blame)

Agenda Item 9

Report of the Chair

Scrutiny Programme Committee – 8 August 2016

PROGRESS REPORT – CHILD & FAMILY SERVICES SCRUTINY PERFORMANCE PANEL

Purpose	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will attend the committee on a regular basis to provide a progress report, updating the committee on headlines from their Panel's work and impact.
Content	This report focuses on the Child & Family Services Scrutiny Performance Panel. Councillor Paxton Hood-Williams, convener of the Panel, has provided the update.
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness / understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Paxton Hood-Williams, Convener of the Child & Family Services Scrutiny Performance Panel
Lead Officer & Report Author	Delyth Davies, Scrutiny Officer Tel: 01792 637491 E-mail: delyth.davies@swansea.gov.uk

1. Introduction

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

any issues arising from Panel activities which may have an impact on the overall scrutiny work programme. These regular reports ensure awareness amongst the committee as well as visibility across the council and public.

1.4 This report is about the Child & Family Services Scrutiny Performance Panel. To focus the discussion a short written report provided by Councillor Paxton Hood-Williams, convener of the Panel, is attached as **Appendix 1**. This includes a summary of Panel activities, correspondence between the Panel and Cabinet Members, proposals made and impact.

1.5 The Membership of the Panel (10) is:

Labour Councillors: 7

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

Liberal Democrat Councillors: 1

John Newbury	
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Independent Councillor: 1

Susan Jones	
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Conservative Councillor: 1

Paxton Hood-Williams (CONVENER)	
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2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Child & Family Services Scrutiny Performance Panel Update

1. Remit of the Panel

The overarching purpose of the Panel is to ensure that performance in Child & Family Services is effectively monitored and challenged.

2. Introduction

The Panel is focused on contributing to good performance in child & family services by providing a critical friend for the Cabinet and helping to ensure accountability. This is particularly important because of the need to safely reduce the numbers of looked after children and ensure good delivery of support to children and their families, all within an increasingly reduced budget.

3. Key Activities

The Panel held 3 meetings between March and July. This has involved speaking to the Head of Child and Family Services; engagement with the Principal Officer who is developing the post-16 Service; 3 convener's letters to the Cabinet Member; development of a new work plan for 2016/17.

The main issues covered were as follows:

March

- Progress on the development of the Corporate Parenting Strategy.

April

- Development and implementation of the Post-16 Service; progress on reducing out of area placements.

June

- Child & Family Services end of year performance report, April's monthly performance report, work plan discussion and agreement.

4. Achievements / Impact

• Development of the Post-16 Service

- The panel was clear in its views on the importance of a robust performance management framework and the panel agreed a future session on this. It has been added to the panel's new work plan.
- The panel asked the Cabinet Member to provide more detail on how young people will be able to contribute to the development and ongoing delivery of the service.

• Performance

- As a result of discussions on the end of year performance report the panel agreed to add work on NEETS to its work plan. Performance around NEETS fluctuates from year to year and there is room for performance to be improved.

5. Future Work Programme

- The Panel will continue to meet on a monthly basis.
- The Panel has developed and agreed a new work plan for 2016/17.

6. Action required by the Scrutiny Programme Committee

None.

Agenda Item 10

Report of the Chair

Scrutiny Programme Committee – 8 August 2016

SCRUTINY DISPATCHES – QUARTERLY IMPACT REPORT

Purpose	To present a draft of the quarterly report from the committee to council on the impact of scrutiny.
Content	The report appends the draft 'Scrutiny Dispatches' report, which headlines recent activities and impact for council and public awareness.
Councillors are being asked to	approve content of the draft 'Scrutiny Dispatches' for submission to Council.
Lead Councillor(s)	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 The Scrutiny Programme Committee is responsible for the overall work programme, including the various informal scrutiny activities, and monitoring progress to ensure that the work is effective.
- 1.2 The committee is also concerned about improving communication and public engagement, and getting more coverage in the media so that the public are more aware of the work of scrutiny.
- 1.3 In order to provide 'headlines' from scrutiny activity and give the work of scrutiny greater visibility, both for council and public audience, a quarterly 'Scrutiny Dispatches' report is published.

2. Scrutiny Dispatches

- 2.1 The next quarterly report has been drafted for approval (**attached**). This will then be submitted to the next Council meeting (22 September) for discussion.

- 2.2 'Scrutiny Dispatches' is intended to demonstrate scrutiny achievements and outcomes. It is effectively a regular report about impact and how scrutiny is making a difference, rather than a descriptive account of scrutiny activities. The aim is to focus on and promote a small number of 'significant stories'. A chair's roundup is also featured to highlight other work.
- 2.3 As well as being a report to council the content will be shared more widely, with advice and support from the Council's Communications Team and utilising social media. This should help raise awareness of the work and impact of scrutiny, and hopefully encourage more public engagement and participation in scrutiny. It is anticipated that some of the impact stories within Scrutiny Dispatches will generate press releases.
- 2.4 In order to ensure that people are informed more generally about the work of scrutiny a monthly information list is also being produced. This list is shared via an email subscription, and includes details of:
- Forthcoming panel and working group meetings
 - Topics being looked at by scrutiny
 - Progress with current activities

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: Carl Billingsley

‘How scrutiny councillors are making a difference’

‘Swansea’s dedication to open, transparent and innovative scrutiny’

(Lead: Councillor Mary Jones)

Swansea Scrutiny has been identified as amongst the best in the UK following recognition by the Municipal Journal, the leading information, intelligence and news resource about the UK’s local authorities.

The yearly [Municipal Journal Awards](#) (otherwise known as the ‘local government Oscars’) recognise and celebrate local government achievements. Swansea Council beat off competition from other local authorities to be shortlisted for the award for Excellence in Governance and Scrutiny. Swansea made the final six though unfortunately missed out on the top prize. That shouldn’t detract from the real achievement of being a finalist and pride in the strength of scrutiny arrangements here, and how we are making a difference. It shows how far we’ve come!

The shortlisting reflects the Council’s ‘agile’ approach to scrutiny work – less of the work is done in formal committees and more by flexible working groups. It has also attracted attention from other councils. This approach allows councillors to spend more time getting to grips with the most important issues and to respond quickly to issues of public concern. When Swansea Council introduced a single committee for scrutiny in November 2012 the idea was simple – to have a model that was member led, responsive, flexible and able to involve every backbench councillor according to their interests. The benefits of a single rather than multi committee system are well known but this idea has been developed and refined into an effective and distinctive approach. What makes the Swansea approach different are the five principles that underpin it:

1. The highest priority is holding the whole Cabinet to account through an ongoing public conversation
2. Every scrutiny councillor has the opportunity to contribute according to their interests
3. Be flexible with the work plan in the best interests of citizens
4. Simplicity is essential for engagement
5. Regular reflection on how to be more effective followed by improvements

In developing our agile model we have brought in a number of innovations that have helped to improve accountability, work planning and public engagement. Ultimately good scrutiny should make a difference for citizens and councillors – we believe our model does exactly that.

The Award Judging Panel had this to say about our award submission:

“Swansea’s dedication to open, transparent and innovative scrutiny supports councillors to work in flexible ways that are visible to the public and positively impact decisions and outcomes. The Council can, in the view of judges, clearly demonstrate how its approach to governance is adding value to way key services are planned and delivered.”

Councillor Mary Jones, Chair of the Scrutiny Programme Committee says:

“I am delighted that we have been shortlisted for this national award. It reflects the hard work that scrutiny councillors have been willing to put in to improve services and make a difference to their communities. This shortlisting also reflects the engagement of councillors across parties and their support for the system – it is a real team effort.”

Encouraging a can do culture from day one

(Lead: Councillor Andrew Jones)

The importance of having a can do attitude is being stressed to Council staff from the day they start a new job as part of their Council induction.

This is one of the steps being taken to develop and improve the culture of the Council following a report by scrutiny councillors. The report looked at staff engagement, bullying and harassment, employee behaviours and the staff suggestions scheme.

Some of the recommendations in the report included:

- Take steps to ensure new staff receive corporate induction within 1 month of starting work with the Council
- Embrace a wide range of innovation methods to bring about changes to the way that organisation works
- Ensure managers incorporate innovation into staff appraisals, 1-2-1s and team meetings
- Encourage Senior Managers to undertake 'back to the floor' type activities

Councillors recently met to consider what impact their report has had. They heard that significant work continues to be done to advance and embed the work of the Innovation Programme which is the focus for the Council's work on cultural change.

The [inquiry report](#) has enabled the programme to focus its efforts and resources in specific directions for example upskilling staff in innovation tools and techniques.

The follow up report from the Cabinet Member for Transformation & Performance highlighted that achieving and embedding a 'can do' corporate culture is an ongoing and long term process. His report also includes an [action plan](#) giving progress on recommendations implemented.

Councillors were pleased to hear that the inquiry had provided a focus for improvement in the area of corporate culture and will continue to be a checklist for future work.

The Wales Audit Office has also contacted us in order to feature this piece of scrutiny for sharing as best practice across Wales.

Raising concerns about lost trees

(Lead: Councillor David Cole)

Scrutiny councillors have raised concerns about trees not being replaced in Swansea.

Trees are an essential part of the urban landscape and the Council carries important work out to ensure that trees are protected and preserved.

Scrutiny councillors recently discussed the Council's responsibilities for preserving trees and the significant environmental benefits of urban trees.

In a [letter](#) to the Cabinet Member scrutiny councillors highlighted the importance of an effective tree preservation service. They also recommended that prosecutions for breaching tree preservation orders are publicised, that the parks service set up their own tree nursery and that Council departments replant trees that are removed during the course of their work.

The scrutiny annual report for 2015/16

(Lead: Councillor Mary Jones)

A summary of the work of scrutiny during the last year is now available. Our annual report has been prepared and is being presented to Council in July.

The [scrutiny annual report](#) is set out as a simple scorecard, which highlights a small number of key indicators to illustrate 4 performance questions, reflecting a 'results based' approach. The report shows:

- How much scrutiny we did
- How well we did it
- How much we affected the business of the Council
- The outcomes of scrutiny

Whilst the MJ Award shortlisting is the highlight of the year, a number of our performance indicators are showing improvement, such as: the number of meetings; the number of councillors involved; the number of Cabinet reports subjected to pre-decision scrutiny; the number of recommendations being accepted; and, the level of understanding amongst staff of the work of scrutiny.

The report is informed by results from an annual scrutiny survey and feedback from those involved, including external inspectors.

Chair's Roundup:

This is my first quarterly roundup of the work of [scrutiny](#) for 2016/17.

Choosing our priorities for 2016/17

We held our annual scrutiny work planning conference in May to help us to focus on the right things, and taking into account the ideas shared about future scrutiny activities the committee has agreed new work for the coming year. Councillors considered a range of inputs 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 Cabinet, the public, staff, partners and from councillors (via survey)

The Scrutiny Programme Committee has agreed to arrange new potential in-depth inquiries into Partnerships & Collaboration, and Preparedness for School. There will also be one-off Working Groups on Planning, Roads & Highways Maintenance, Corporate Building Services and Digital Inclusion.

Scrutiny of Swansea Public Services Board

Following the move from Local Service Boards to Public Service Boards, in line with the Wellbeing of Future Generations Act, the Committee has established a multi-agency Public Services Board Scrutiny Performance Panel to discharge its responsibility. Taking into account the requirements of the Act and Guidance, the Scrutiny Panel will be a body of 12 members, including six scrutiny councillors and six invited non-executives from local partner agencies. Following recruitment of external members the Scrutiny Panel meets for the first time on 28 September. Over the course of its work the Panel will be considering what difference the [Swansea Public Services Board](#) is making for citizens. The conclusions of the previous Local Service Board Scrutiny Panel are contained within a [letter](#) to the Chair of the Local Service Board, Cllr Rob Stewart.

New Adult Services Performance Panel

Another new Performance Panel has been set up following the conclusion of the work of the Transformation of Adult Social Services Panel. The Adult Services Scrutiny Performance Panel, will mirror the approach of the Child & Family Services Performance Panel to regularly review, monitor and challenge service performance. The convener of the Panel is Councillor Uta Clay.

Working on in-depth inquiries

Final reports on the Child & Adolescent Mental Health Services and Building Sustainable Communities Inquiries are expected soon. These reports will come before the Committee before being presented to Cabinet for decision. The Tackling Poverty Inquiry has just started and will run until December.

Scrutiny of Commissioning Reviews

One of the ways in which scrutiny can hold the cabinet to account is to carry out pre-decision scrutiny. This means questioning Cabinet Members on [proposals](#), e.g. rationale, potential impact / implications, options considered, consultation undertaken, and presenting views to Cabinet ahead of decisions. We usually reserve pre-decision scrutiny for matters taking into account strategic impact, public interest and financial implications. Over the course of the year we are going to be looking at all Commissioning Review reports prior to Cabinet decision. These are significant decisions about the future of our services, under the backdrop of financial pressures and sustainability. The Service Improvement & Finance Performance Panel kicked things off with a look at the Waste Management Commissioning Review in June.

Holding Cabinet Members to account

Each month's Scrutiny Programme Committee meeting features a Q & A session with a Cabinet Member in order to hold them to account for their work. As I write we are due to meet with the Cabinet Member for Education in August and Cabinet Member for Anti-Poverty in September. Acting as a 'critical friend' we question and challenge them on their priorities, actions, achievement and impact. We invite members of the public and all scrutiny councillors to contribute ideas to ensure the committee asks the right questions. A summary of each session and views of the committee are published in the form of letter to relevant Cabinet Members. We have recently put questions to the Cabinet Members for Enterprise, Development & Regeneration, Environment & Transportation, Services for Children & Young People, and Wellbeing & Healthy City.

Working in different ways to look at some issues

Adopting a more light-touch approach, one-off Working Groups are set up to look at some topics. However there is flexibility where further work is necessary. The work of the [Tethered Horses Working Group](#) has now come to a close. Generating a lot of partner and public interest, the Group has passed its recommendations to Councillor Mark Child, Cabinet Member for Wellbeing & Healthy City. It responds to a petition that was made to the Council to ban the tethering of horses on public land. The Working Group recognised arguments for and against, but in the common interest of horse welfare the way forward was a piloted implementation of a ban that combines enforcement and education. The Cabinet Member is planning to meet with all interested groups to work out the best way in which this can be achieved.

Making the work of scrutiny more transparent and accessible

Just a reminder about our on-line '[publications page](#)' for easy access to all scrutiny agenda packs, reports and letters as well as responses from Cabinet Members.

Connect with Scrutiny:

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

Web: www.swansea.gov.uk/scrutiny

Twitter: @swanseascrutiny

Email: scrutiny@swansea.gov.uk

Bulletin Board: www.swanseascrutiny.co.uk

Agenda Item 11

Report of the Chair

Scrutiny Programme Committee – 8 August 2016

SCRUTINY WORK PROGRAMME 2016/17

Purpose	This report reviews progress with the scrutiny work programme for 2016/17.
Content	The current work programme is described, including the plan for future committee meetings and topics that will be examined by scrutiny through various Panels and Working Groups.
Councillors are being asked to	<ul style="list-style-type: none">• accept or make changes to the scrutiny work programme• plan for the committee meetings ahead• review progress of established Panels and Working Groups• consider 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 A report is provided to each meeting to enable the committee to maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.
- 1.3 The broad aim of the scrutiny function is to:
 - help improve services
 - provide an effective challenge to the executive
 - engage members in the development of policies, strategies and plans
 - engage the public
- 1.4 The Scrutiny Work Programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

It also needs to be:

- manageable, realistic and achievable given resources available
- relevant to council priorities
- adding value and having maximum impact
- coordinated and avoid duplication

- 1.5 The work of scrutiny is undertaken primarily in three ways – through the committee itself, by establishing informal panels or via one-off working groups. Panels and Working Groups would be open to all non-executive councillors - the Committee will agree membership and conveners following expressions of interest.
- 1.6 Scrutiny will regularly send letters to Cabinet Members communicating findings, views and recommendations for improvement and, where appropriate, by producing reports. Inquiry panels will produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered. Inquiry panels will reconvene to follow up on the implementation of agreed recommendations and the impact of their work – usually 6-12 months following cabinet decision.
- 1.7 Although much of the work of scrutiny is carried out by informal panels and working groups these meetings are accessible to the public. Agendas, reports and letters relating to all scrutiny activities are published on-line: <http://swansea.gov.uk/scrutinypublications>.

2. Scrutiny Work Programme 2016/17

2.1 Scrutiny Programme Committee:

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

scrutiny involvement. Pre-decision scrutiny enables scrutiny to develop understanding about and ask questions on proposed Cabinet reports to provide 'critical friend' challenge and influence decision-making.

2.1.4 Commissioning Reviews – Cabinet reports about the various commissioning reviews that are planned over the coming year will be subject to pre-decision scrutiny. This will be carried out via the committee or relevant Panels as appropriate. 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
Family Support	Christine Richards / Mark Child	November	Child & Family Services
Parks and Cleansing	David Hopkins / Mark Child	November	Service Improvement & Finance
Public Protection	Mark Child	February 2017	Service Improvement & Finance
Special Education Needs	Jennifer Raynor	March 2017	Schools
All Council Catering Services	Jennifer Raynor	March 2017	tbc
Planning Services/Economic Development/City Centre	Robert Francis Davies	March 2017	Service Improvement & Finance
All Residential and Day Care Services provided via: Learning Disability; Mental Health; Physical Disability Services	Jane Harris	June 2017	Adult Social Services
Housing	Andrea Lewis	tbc - 2017	Service Improvement & Finance

2.2 Inquiry Panels:

2.2.1 The following Inquiry Panels are currently active:

In progress (yet to report):	Completed (follow up stage)
1. Child & Adolescent Mental Health Services (final report stage) - Expected End: Sep 2016	1. Social Care at Home (Sept 2016) 2. Education Inclusion (Oct 2015) 3. School Governance (tba)

2. Building Sustainable Communities (final report stage) – Expected End: Sep 2016 3. Tackling Poverty (planning stage) – Expected End: Dec 2016	
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2.2.2 The committee has agreed the following as potential new inquiries, preparations for which will begin shortly. The committee may wish to provide a steer in relation to the focus of these inquiries based on the concern about these issues. The committee should also note that being the final year in this council term it is important that these new inquiries are completed by March 2017. This will depend on clear and focussed terms of reference being developed and will necessitate completion of evidence gathering before the end of 2016 to allow time for final reports to be drafted and agreed early 2017.

- Partnerships & Collaboration

Link to Council Priorities:

Corporate Priorities:

This work would support all of the Council’s corporate priorities as they are underpinned by a number of key principles, including sustainability and partnerships, by working with others where this is beneficial and helps us meet people’s needs. The needs of our residents and the major challenges facing Swansea can only be tackled through productive partnerships, greater integration of our services and pooling of resources.

Sustainable Swansea:

It also supports the Sustainable Swansea strategic and long term framework for whole Council change and service transformation to meet the financial and other challenges faced. In particular one of the work streams is focussed on ‘New Delivery Models’ which includes commissioning services, collaboration and community action.

Key Strategic Challenges:

One of the key strategic challenges identified by the Corporate Director (Resources) at the Scrutiny Work Planning Conference was: ‘Partnerships to Deliver Outcomes’.

One Swansea Plan: The One Swansea Plan is based on professionals (public service, business and voluntary sectors) and the public working together to improve the well-being of people in Swansea, with agreed population outcomes and a shared action plan.

- Preparedness for School

Link to Council Priorities:

Corporate Priorities:

- Tackling Poverty – so that every person in Swansea can achieve their potential.
 - Children have a good start in life - 2 and 3 year olds in the Flying Start programme reach expected development milestones.
 - Children are not disadvantaged by poverty in education.
- Improving Pupil Attainment – so that every child and young person in Swansea gains the skills and qualifications they need to succeed in life.

Sustainable Swansea: Prevention (Early Intervention) - to support people at greatest risk, change behaviours and prevent the need for costly specialist services, often with a long-term support programme.

Key Strategic Challenges: Prevention and Demand Management; Addressing Inequalities in Education and Life Chances

One Swansea Plan

Population Outcomes:

- Children have a good start in life – A good start in life for our children is the key to community wellbeing for all. The pre-school years are the time when the biggest difference can be made. If children have a good start in life they are likely to be healthier, likely to be better learners and less likely to experience deprivation. This is also one of the priorities of the Public Services Board.
- People learn successfully

2.3 Performance Panels:

2.3.1 The following Performance Panels are meeting:

1. Service Improvement & Finance	4. Adult Services
2. Schools	5. Public Services Board
3. Child & Family Services	

2.4 Working Groups:

2.4.1 The following Working Groups will be convened 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. Planning & Section 106 Agreements
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>	4. Roads / Highways Maintenance
	5. Corporate Building Services
	6. Digital Inclusion
	7. Dog Fouling

2.5 Regional Scrutiny:

2.5.1 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.

2.6 **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.

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

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

3.1 None.

4. **Financial Implications**

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

5. **Legal Implications**

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

Background papers: 'Delivering for Swansea – Corporate Plan for 2016/17'
<http://swansea.gov.uk/corporateimprovementplan>

Legal Officer: Wendy Parkin
Finance Officer: Carl Billingsley

Appendices:

Appendix 1: Committee Work Plan 2016/17
Appendix 2: Forward Look (Cabinet Business)
Appendix 3a: Scrutiny Work Programme Timetable 2016/17
Appendix 3b: Progress of Panels and Working Groups
Appendix 4: Scrutiny Councillor / Officer Leads

Scrutiny Programme Committee – Work Plan

Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> 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
11 Jul	<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

	Finance Performance Panel	
	<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
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"> Councillor Support and Development 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Guidance for Co-opted Members 	<ul style="list-style-type: none"> Adding to the previously agreed protocol for co-option, a proposed guide for co-opted members once they have joined panels and working groups.
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"> Final Inquiry Report: Child & Adolescent Mental Health Services 	<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
	<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"> 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 	<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

	2015-16	
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 	<ul style="list-style-type: none"> • Convener, attending to update on headlines from the Panel’s work and achievements

	Performance Panel	
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

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Corporate Building and Property Services Commissioning Review	A review of all Corporate Building and Property Services under Commissioning Delivery Strand	Martin Nicholls	Cabinet Member - Next Generation Services, Cabinet Member - Transformation and Performance	Cabinet	18 Aug 2016	Open

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
21st Century Schools Programme.	<p>The delay to the commencement of the scheme has resulted into a delay to the overall programme and an increase in costs.</p> <p>Cabinet considered this matter on the 16th July 2015, this is now being brought back to Cabinet in view of the change to the programme and cost, and to review the decision to appropriate the land. The purpose of this report is therefore to;</p> <ul style="list-style-type: none"> • confirm the commitment to the Capital Programme of the scheme reflecting the increased cost for the new build for Gorseinon Primary School subject to entering into a contract with Welsh Government. • confirm the appropriation of part of the land at Parc Y Werin, from Leisure use to Education purposes, to enable the construction of a new school build for Gorseinon Primary School. 	Louise Herbert-Evans	Cabinet Member - Education	Cabinet	15 Sep 2016	Open

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Notification of Contract Award for the Cynnydd Project.	Following Cabinet approval on the 21st April 2016 to participate in the Cynnydd Project, the purpose of this report is to provide notification of Contract Award of all Suppliers from a procured framework (Call-Off) as and when identified for participants of this Project in Swansea.	Tracy Nichols	Cabinet Member - Enterprise, Development and Regeneration, Cabinet Member - Education	Cabinet	15 Sep 2016	Open
Requirement for Additional Places for Primary and Secondary Aged Pupils with Autistic Spectrum Disorder (ASD).	Members are asked to consider the report and agree on the proposals are set out in the paper.	Lindsay Harvey	Cabinet Member - Education	Cabinet	15 Sep 2016	Open
Strategic Equality Plan 2012 – 2016	Annual review reports on Equalities as required by law	Sherill Hopkins	Cabinet Member - Transformation and Performance	Cabinet	15 Sep 2016	Open

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APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Contracts for Home to School Transport Services (SH 17-22)	31 Mainstream Home to School Transport contracts being re-tendered from 27th February 2017 to comply with Contract Procedure Rules. These have a value of just under £4.9m over their maximum five year term	Barry Gilbert	Cabinet Member - Environment and Transportation, Cabinet Member - Education	Cabinet	17 Nov 2016	Open

Progress Report – Current Scrutiny Panels and Working Groups

1. Inquiry Panels:

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

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

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The panel is drafting its final report

Projected End Date: September 2016

b) 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 17 August to discuss their draft final report.

Projected End Date: September 2016

c) 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

The Panel has agreed its work plan and an initial Poverty Awareness session (delivered by the Council’s Tackling Poverty Unit) took place on 25th July, this was open to all Councillors. The Panel’s evidence gathering sessions will commence in September.

Projected End Date: December 2016

2. Pre-Inquiry Working Groups

a) Partnerships & Collaboration (membership / convener: tbc)

Preparations for this potential inquiry will begin shortly.

Key concerns:

- 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?

b) Preparedness for School (membership / convener: tbc)

Preparations for this potential inquiry will begin shortly.

Key concerns:

- 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

NB - Expressions of interest from non-executive members in leading / participation in these potential inquiries are being reported to the committee for agreement (see agenda item 12).

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	
Social Care at Home	20 Aug 2015	16	5	1	September 2016
Corporate Culture	15 Oct 2015	19	0	0	6 Jul 2016 (complete)
Education Inclusion	21 Jan 2016	19	0	1	Oct 2016
School Governance	16 Jun 2016	10	2	4	tba

4. Performance Panels:

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

The Panel continues its focus on carrying out pre-decision scrutiny of the Commissioning reviews. Up-coming meetings will look at the Corporate Building and Property review and Highways and Transportation review. The Panel is also due to consider a report on the Fees and Charges made by the Council, as it considers this to be a significant area of finance that requires a deeper understanding from scrutiny. It continues to keep a close eye on quarterly performance and finance reports.

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

In September the panel will meet on the 1st with the Chief Executive of ERW and the Hub Head of School Improvement Service to discuss the ERW Business Plan and progress being made locally, they will also look at progress of the School Improvement Service. On the 29th they will meet with the Headteacher from Sketty Primary School to discuss tool and techniques for intervention.

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

The first meeting of the Public Services Board Scrutiny Performance Panel has been arranged for 28th September. The majority of external members have been recruited including representatives from SCVS, ABMU Health Board and the Police and Crime Panel. A nominee is expected shortly from the Fire Authority. The Panel will discuss its draft work plan and will also hear from a representative from the Future Generations Commissioner's Office on the role of the Commissioner in monitoring the work of the Public Services Board and the links with scrutiny.

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

See separate report – agenda item 9.

e) **Adult Social Services** (convener: Uta Clay)

The panel met on July 5 to examine the Adult Services Improvement Plan and to receive an overview of directly provided services. The panel agreed to use the improvement plan to help develop its work plan. It will discuss the work plan at its next meeting on 2 August. The Committee should note that the Panel has agreed to co-opt Mr Tony Beddow, who was previously involved in the TASS Panel, onto the Performance Panel.

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 27 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.

Further Working Groups to be convened, in the order of priority shown (membership / conveners to be appointed in due course):

1. **Planning & Section 106 agreements**

the relevant cabinet member / officer will be requested to provide a report covering this aspect of the planning service e.g. objectives, procedures, effective use / achievements, challenges, for questions and discussion. The meeting will also provide opportunity to ask questions about the current planning system, including the call-in process.

2. **Roads / Highway Maintenance**

the relevant cabinet member / officer will be requested to provide a report covering service practices and procedures (e.g. dealing with pot holes), use of resources / impact of budget cuts, prospects for improvement. This will enable questions about the

quality and effectiveness of highway maintenance and repair, and also issues relating to the relationship with utilities and strategic planning / co-ordination of works to minimise disruption to major access roads.

3. Corporate Building Services

the relevant cabinet member / officer will be requested to provide a report to provide a briefing about Corporate Building Services to enable questions and discussion e.g. about value for money provide, costs / competitiveness for works including councillor ward requests.

4. Digital Inclusion

the relevant cabinet member / officer will be requested to provide a report on digital inclusion for discussion and questions e.g. 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?

5. Dog Fouling

the relevant cabinet member / officer will be requested to provide a report on dealing with dog fouling, e.g. community initiatives, support for dog owners, deterrents, dealing with complaints, enforcement, resources, achievements etc.

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	Uta Clay cllr.uta.clay@swansea.gov.uk	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 clr.anthony.colburn@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
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Report of the Chair

Scrutiny Programme Committee – 8 August 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 Current Scrutiny Panel / Working Group Membership

- 2.1 Tackling Poverty Scrutiny Inquiry Panel

ADD Councillor Hazel Morris. The revised membership of this Panel will be 14:

Councillors:

Labour Councillors: 9

June Burtonshaw	David Phillips
Sybil Crouch (CONVENER)	Gloria Tanner
Joe Hale	Yvonne Jardine
Andrew Jones	Mike White
Hazel Morris	

Liberal Democrat Councillors: 3

Mike Day	Jeff Jones
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Chris Holley	
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Independent Councillor: 2

Lynda James	Susan Jones
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3. Membership of Proposed New Panel / Working Groups

3.1 Following agreement of new work expressions of interest were sought for proposed inquiries into Partnerships & Collaboration and Preparedness for School, and a Working Group looking at Planning & Section 106 Agreements. The interest from scrutiny councillors is reported for agreement:

a) Partnerships & Collaboration Inquiry (10):

Labour Councillors: 6

June Burtonshaw	Hazel Morris
Mandy Evans	Geraint Owens
Joe Hale	Ceinwen Thomas

Liberal Democrat Councillors: 1

Chris Holley	
--------------	--

Independent Councillor: 2

David Cole	Susan Jones
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Conservative Councillor: 1

Tony Colburn	
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Cllr June Burtonshaw and Hazel Morris have expressed interest in acting as convener.

b) Preparedness for School Inquiry (8):

Labour Councillors: 5

Sybil Crouch	Elliot King
Jan Curtice	Hazel Morris
Fiona Gordon	

Liberal Democrat Councillors: 2

Mike Day	Mary Jones
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Independent Councillor: 1

Wendy Fitzgerald	
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Conservative Councillor: 0

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Cllr Mike Day and Hazel Morris have expressed interest in acting as convener.

c) Planning & Section 106 Agreements Working Group (14):

Labour Councillors: 5

Jan Curtice	Yvonne Jardine
Phillip Downing	Gloria Tanner
Terry Hennegan	

Liberal Democrat Councillors: 2

Chris Holley (convener)	Mary Jones
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Independent Councillor: 4

David Cole	Lynda James
Wendy Fitzgerald	Keith Marsh

Conservative Councillor: 3

Tony Colburn	Lynda Tyler-Lloyd
Miles Thomas	

- 3.2 The committee should consider whether there are any other changes that need to be made in respect of scrutiny panel and working group membership.

4. Legal Implications

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

5. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Agenda Item 13

Report of the Chair

Scrutiny Programme Committee – 8 August 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	Transformation of Adult Social Services Panel	4 Apr	Letters to / from Cabinet Member for Adults & Vulnerable People
b	Corporate Culture Inquiry Panel (follow up)	6 Jul	Letter to Cabinet Member for Transformation & Performance

Summary:

Both letters represent the conclusion of these activities.

a. An Adult Services Performance Panel is now established to monitor and challenge service performance, which may encompass the issues arising from this work.

b. The Inquiry Panel's letter indicates satisfaction with the implementation of agreed recommendations and impact of this work. The scrutiny recommendations have provided a focus for improvement and the Panel was told that they will continue to serve as a checklist for future work of the Innovation Programme. The Panel was encouraged by strides forward made e.g. significant progress thanks to the work of the innovation community around staff engagement, bullying and harassment, employee behaviours and the staff suggestions scheme.

Although formal monitoring has concluded the Committee has the opportunity to question the Cabinet Member for Transformation & Performance during his next Q & A on relevant issues on the corporate culture of the Council.

- 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: Carl Billingsley

Scrutiny Letters Log (20 May 2016 - 25 May 2017)

Ave. Response Time (days): 13 (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	Child & Family Services Performance Panel	11-Apr	Development of the Post-16 Service; Independent Residential Placement	Services for Children & Young People (Deputy Leader)	31-May	20-Jun	20	n/a
4	Service Improvement & Finance Performance Panel	06-Jun	Pre-decision scrutiny of Waste Management Commissioning Review Cabinet Report	Environment & Transportation	13-Jun	30-Jun	17	n/a
5	Committee	13-Jun	Pre-decision scrutiny of Castle Square Cabinet Report	Enterprise, Development & Regeneration	15-Jun	04-Jul	19	n/a
6	Schools Performance Panel	09-Jun	Cefn Hengoed Community School	Education	17-Jun	Not required	n/a	n/a

7	Tethered Horses Working Group	07-Jun	Further letter to Cabinet Member following response to conclusions / recommendations of the Working Group	Wellbeing & Healthy City	20-Jun	Not required	n/a	11-Jul
8	Adult Services Panel	21-Jun	Agreed terms of reference and agreed to invite 2 people to be co-optees	Adults & Vulnerable People	27-Jun	Not required	n/a	n/a
9	Service Improvement & Finance Performance Panel	22-Jun	Resrequesting further information on PIs relating to the Tackling Poverty corporate priority	Anti-Poverty	06-Jul	07-Jul	1	n/a
10	Service Improvement & Finance Performance Panel	22-Jun	Comments on the Corporate Plan	Transformation & Performance	06-Jul			
11	Committee	09-May	Cabinet Member Q & A	Environment & Transportation	07-Jul			
12	Corporate Culture Inquiry Panel	06-Jul	Impact report	Transformation & Performance	12-Jul	Not required	n/a	08-Aug
13	Committee	13-Jun	Cabinet Member Q & A	Services for Children & Young People (Deputy Leader)	14-Jul			
14	Child & Family Services	27-Jun	Performance Monitoring	Services for Children & Young People (Deputy Leader)	25-Jul			
15	Committee	11-Jul	Cabinet Member Q & A	Wellbeing & Healthy City	27-Jul			
16								



CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

Councillor Jane Harris
Cabinet Member, Adults
& Vulnerable People

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*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

**Overview &
Scrutiny**

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scrutiny@swansea.gov.uk

TASS/11

11/05/2016

Summary: This is a letter from the Transforming Adult Social Services Scrutiny Panel to The Cabinet Member for Services for Adults and Vulnerable People following the meeting of the Panel on 4 April 2016. It sets out the findings and conclusions of the panel and concludes the work plan of the Transforming Adult Social Services Scrutiny Panel

Dear Councillor Harris,

Transforming Adult Social Services Scrutiny Panel, 4 April 2016

The Panel met on 4 April to discuss the evidence it had collected as a result of its work plan.

The panel discussed its findings and conclusions which it agreed to submit to you for consideration and inclusion in the current commissioning reviews and any future development of the provision of adult social services. The panel is pleased to attach the report and its evidence pack which it hopes you find useful and informative.

This report and meeting concludes the work of the TASS panel. The panel had a number of ideas that could form part of a new scrutiny panel's work plan. These include:

- a) undertaking the further refining of comparative cost information of all in house and purchased care components that comprise the care system
- b) gaining a deeper understanding of the knock on effects to the total care system of changes in one component
- c) pursuing further the resilience, responsiveness and fitness for purpose of the present processes whereby corporate objectives for significant and high

risk changes to social care are set, embedded within the organisation, monitored, and then proactively amended, in the light of changing pressures.
d) Learning disabilities, physical disabilities and mental health – care management and social work support
e) Pre-decision: Commissioning reviews options reports

Your Response

The panel hopes that you find its report useful and informative and we welcome your views on our conclusions in section C of the attached report.

Yours sincerely

UTA CLAY

CONVENER, TRANSFORMING ADULT SERVICES PANEL

✉ CLLR.UTA.CLAY@SWANSEA.GOV.UK



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor Uta Clay
Convenor
Transforming Adults Services Panel

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

Councillor Jane Harris
(01792) 636926

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

cllr.jane.harris@swansea.gov.uk

JH/CM
TASS/11

5 July 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 Clay

Transforming Adult Social Services Scrutiny Panel – 4 April 2016

The TASS Panel has drawn conclusions following their review in relation to the following areas:

1. Unit Costs
2. Swansea Integration – Network Hubs
3. Local Area Coordination
4. Social Services and Wellbeing (Wales) Act
5. Risks
6. Commissioning Reviews – General comments
7. Commissioning Reviews – Residential
8. Data and population projections
9. In-house domiciliary care service
10. Prevention and Independent living
11. Reablement
12. Performance Management Frameworks
13. Finance
14. Budget
15. Respite

**COUNCILLOR/Y CYNGHORYDD
JANE HARRIS**

**CABINET MEMBER FOR SERVICES FOR ADULTS & PEOPLE /
AELOD Y CABINET GWASANAETHAU OEDOLION A PHOBL DDIAMDDIFFYN**

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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

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1. Unit Costs

Being clear about unit costs is a critical component of the second stage of the commissioning reviews to help inform what needs to be considered in terms of future delivery.

The moving of the Income and Finance team from Social Services to the Corporate Centre has had significant benefits in terms of the generation of 'windfall' income and the collection generally of income owed. Financial control remains with Social Services. The transactional functions with the customer have also moved to the Corporate Centre, but financial oversight and control has been maintained in Adult Services to ensure good governance and financial control going forward. As in your list of suggestions I confirm that the continuous refining of comparative cost information is necessary as part of the review process and at least yearly.

2. Swansea Integration – Network Hubs

The Cabinet responsibility for the Hubs sits under one Cabinet Member; the Cabinet Member for Adults and Vulnerable People.

Joint Performance Indicators have already been developed via the Western Bay Intermediate Tier programme and I understand this information was presented to the Panel on 9th December and continues to be developed. This information will need to be reported to scrutiny and continuously updated.

Arrangements for scrutiny, oversight and governance in relation to the integrated hubs are already in place. On an operational level, there is dual reporting into the Head of Adult Services and the Health Board Primary and Community Services Director of Nursing. These joint management arrangements are in the process of being strengthened as part of the Adult Services Senior Management restructure. A Joint Partnership Board is also in place to provide scrutiny, oversight and governance in relation to the commitments under the Section 33 agreement relating to the Western Bay intermediate tier project. The Board reports into the overall Western Bay Community Services Planning and Delivery Board.

COUNCILLOR/Y CYNGHORYDD
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DINAS A SIR ABERTAWE

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The MDT triage function has been piloted in Intake since January 2016. The pilot is in the process of being evaluated to determine the way forward, but initial indications show how the MDT triage is proving very effective and is critical to achieve Adult Services' strategy in relation to demand management.

The points in relation to the lack of the consultation on Hub location are acknowledged. However, at the time of setting up the Hubs the Health Board and the Local Authority were very limited in terms of available premises at a reasonable cost. The Central Hub has however recently relocated to the Civic Centre and this is proving to address many of the issues which were previously experienced in this Hub. The challenges remain with Gorseinon Hub, but the service continues to work with the Health Board and our colleagues in IT to try and find solutions going forward.

The performance indicators and governance arrangements will be two issues that require scrutiny if there is to be transparent and effective processes and actions.

3. Local Area Coordination

There is already good working between the Local Area Coordinators and the Hubs and the Communities Services Manager who is responsible for the Hubs sits on the LAC Leadership Group.

The performance information relating to Local Area Coordination is being developed and will in due course form part of the overall Adult Services Performance Framework.

It is relevant as part of this process to identify those vulnerable groups for which Local Area Coordination may be targeted.

COUNCILLOR/Y CYNGHORYDD
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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

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4. Social Services and Wellbeing (Wales) Act

There is considerable work remaining to ensure that Social Services and Wellbeing Act is embedded. Innovation and diversification are part of the review but initial work is focusing on policies, procedures and the range of opportunities associated with direct payments.

5. Risks

I would agree with the risks identified in relation to the external care market. However, it should be highlighted that the risks are not just limited at achieving the minimum wage, but the obligations in terms of the national living wage.

The national living wage/minimum wage will not have an impact on the future costs of in-house service provision as Single Status/Job Evaluation already means that the Council pays above the minimum wage/national living wage.

The Local Authority does not take lightly decisions to terminate contracts with providers; however the Local Authority cannot continue to contract with a provider where minimum quality standards are not maintained and in particular where the safeguarding of vulnerable adults are compromised. In situations such as this, exit strategies are carefully managed to allow for successful transition of service users to alternative providers to minimise disruption to service users and maintain continuity of service. This work is carried out with significant consultation and sensitivity,

6. Commissioning Reviews – General comments

We welcome the comments that the Panel raised in relation to the Commissioning Reviews and will factor in these issues as part of development. Involvement of Members during development is important and increasingly looked for.

COUNCILLOR/Y CYNGHORYDD
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DINAS A SIR ABERTAWE

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Whilst I am in full agreement that the potential for charging for day services should be addressed experience elsewhere has shown that the potential to generate income needs to be handled creatively.

The issues of mental health, learning disability and physical disability is important and review developments are ongoing.

7. Commissioning Reviews – Residential

I welcome the comments in relation to this Review and all issues are being addressed including capacity, assessment for reablement and extra care.

8. Data and population projections

This intelligence is in the process of being gathered to inform the option development of the Commissioning Reviews.

In addition, under the Social Services and Wellbeing Act there is a requirement for each Local Authority area to produce a population assessment by 2017. This is currently in development.

9. In-house domiciliary care service

I welcome the comments and these issues will be reviewed as part of the commissioning review particularly with relevant to social contact and loneliness.

10. Prevention and Independent living

I would agree with this view and under the Social Services and Wellbeing Act having a clear approach to prevention and early intervention is critical. It is therefore imperative that Adult Services works closely with the Poverty and Prevention department to be a critical player in the development and delivery of the Prevention Strategy. It is also important other Adult Services work closely with the Adult sector and monitor the outcome of the provision in each locality to ensure accessibility for all.

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CITY AND COUNTY OF SWANSEA
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11. Reablement

The current in-house domiciliary care service is focused on reablement and complex needs. The Commissioning Review will look at whether this approach should be maintained going forward and whether reablement in the community should be developed depending on the needs of the population. Reablement should be a care scheme for all providers whether the client has complex needs or not.

12. Performance Management Frameworks

The first iteration of the Adult Services Performance Framework will be presented to BPSG shortly by the Cabinet Member. It is the intention to subsequently bring the Performance Framework to one of the early meetings of the Adult Services Performance Scrutiny Panel. It is imperative that the Performance Framework reflects the changes within the sector so that changes in one section can be tracked to changes in total care and underpin the ongoing development of corporate objectives.

13. Finance

I would concur the move of the transactional finance functions from Social Services to the Corporate Centre has been extremely positive. The amount of income generated via 'windfall' has as a consequence been much higher than previous years.

14. Budget

Robust monitoring of the budget is in place and the Head of Adult Services holds monthly challenge sessions with each Principal Officer to monitor the budget position, overall performance and HR performance. This is reported to and scrutinised through the Social Services and People Budget performance and Management system. Adult Services has developed a clearer understanding of its key areas of overspend, the reasons behind it and what activity needs to be undertaken to address it.

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DINAS A SIR ABERTAWE

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The critical component of the Adult Services Improvement Programme which is currently in draft is the activity required to address this. This approach has allowed Adult Services to significantly reduce the level of overspend during the course of the 2015/16 financial year resulting in an overall balanced position for Social Services.

15. Respite

This is a critical element which is being explored as part of the Commissioning Reviews.

The involvement of Members in development is considered important and where pre-decision scrutiny is appropriate.

Yours sincerely

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

COUNCILLOR/Y CYNGHORYDD
JANE HARRIS
CABINET MEMBER FOR SERVICES FOR ADULTS & PEOPLE /
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CITY AND COUNTY OF SWANSEA

DINAS A SIR ABERTAWE

To:
Councillor Clive Lloyd
Cabinet member Transformation and Performance

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Date **12 July 2016**
Dyddiad:

This is a letter from the Corporate Culture Scrutiny Inquiry Panel to the Cabinet Member for Transformation and Performance following the meeting of the Panel on the 6 July 2016. It highlights the Panel's discussion and outcomes arising from the meeting.

Dear Cllr Lloyd

Corporate Culture Scrutiny Inquiry Impact

Thank you for attending our Panel meeting on the 6 July and updating us on the progress and impact of the recommendations arising from our scrutiny inquiry. We were pleased to hear that the scrutiny inquiry recommendations have provided a focus for improvement and that they will continue to serve as a checklist for future work of the Innovation Programme.

We recognise that cultural change can be a slow and gradual process but were encouraged to see the strides forward made since our inquiry. We were particularly pleased to hear about the significant progress that has been made thanks to the work of the innovation community around staff engagement, bullying and harassment, employee behavior's and the staff suggestions scheme. We were also keen to hear about the work planned by the innovation group to look at breaking down the departmental silos that still exist in some parts of the authority.

The work that continues to be done to encourage staff to engage with the staff survey was seen as positive; we recognise that the survey is a vital tool in accessing the views and concerns of staff. We felt it important to give feedback to staff about the outcomes that will arise from their comments and idea's; sending the message that we value their input. We believe that an email to staff once the survey is complete thanking them for their input would be beneficial.

You said that you would like to keep scrutiny up to date with the progress being made in relation to improving the corporate culture of the council. The best opportunity to do so will be as part of your regular appearance at the Scrutiny Programme Committee.

This letter does not require a formal written response.

Yours sincerely
Councillor Andrew Jones
Convener Corporate Culture Scrutiny Inquiry Panel
Cllr.andrew.jones@swansea.gov.uk

FOR INFORMATION

The Audit Committee's Work Plan to May 2017 is appended for information.

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
21 July 2016 – Special Meeting	Section 106 Planning Obligations – Update Internal Audit Monitoring Report Q4 2015/16 Draft Statement of Accounts 2015/16 Draft Annual Governance Statement 2015/16 Audit Committee Action Tracker Report
30 August 2016	Wales Audit Office Update Report Risk Management Annual Review 2015/16 Internal Audit Annual Report 2015/16 Corporate Fraud Team Annual Report 2015/16 Corporate Fraud Team Plan 2016/17 Internal Audit Monitoring Report Q1 2016/17 Audit Committee Action Tracker Report
September 2016 – Special Meeting	Cabinet Advisory Committees – Update Report Audited Statement of Accounts 2015/16 WAO ISA 260 Report 2015/16 – City & County of Swansea WAO ISA 260 Report 2015/16 – Pension Fund Annual Report of School Audits 2015/16 Audit Committee Action Tracker Report
25 October 2016	Chair of Scrutiny Programme Committee Head of Commercial Services – Commercialism Strategy Wales Audit Office Update Report Bad Debt Write Offs – Update Audit Committee Action Tracker Report
December 2016 – Special Meeting	Audit Committee Training – Risk Management and Counter Fraud Risk Management Half Yearly Review 2016/17 Wales Audit Office Update Report
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 Audit Committee Action Tracker Report
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 Audit Committee Action Tracker Report

Date of Meeting	Reports
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 Draft Audit Committee Annual Report 2016/17 Audit Committee Action Tracker Report