

# 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, 12 September 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, 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

	Page No.
<b>1 Apologies for Absence.</b>	
<b>2 Disclosures of Personal &amp; Prejudicial Interest.</b> <a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>	
<b>3 Prohibition of Whipped Votes and Declaration of Party Whips.</b>	
<b>4 Minutes.</b> To approve and sign the Minutes of the previous meeting(s) as a correct record.	1 - 5
<b>5 Public Question Time.</b>	
<b>6 Cabinet Member Question Session: Cabinet Member for Anti-Poverty and Communities (Councillor Will Evans).</b>	6 - 23
<b>7 Final Scrutiny Inquiry Report: Child and Adolescent Mental Health Services (Councillor Mary Jones, convener).</b>	24 - 44
<b>8 Final Scrutiny Inquiry Report: Building Sustainable Communities Through Community Action (Councillor Terry Hennegan, convener).</b>	45 - 70

- 9 Scrutiny Performance Panel Progress Report - Schools (Councillor Fiona Gordon, Convener). 71 - 74**
- 10 Scrutiny Work Programme 2016/17. 75 - 102**
- 11 Membership of Scrutiny Panels and Working Groups. 103**
- 12 Scrutiny Letters. 104 - 181**

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	9 May	Letter to / from Cabinet Member for Environment & Transportation
b	Committee (Cabinet Member Q & A)	13 Jun	Letter to / from Cabinet Member for Services for Children & Young People
c	Committee (Cabinet Member Q & A)	11 Jul	Letter to / from Cabinet Member for Wellbeing & Healthy City

**13 Feedback from Recent Scrutiny Events.**

**14 Upcoming Scrutiny Events.**

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

**16 Date and Time of Future Committee Meetings for 2016/17 Municipal Year (all at 4.30 pm).**

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

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

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Tackling Poverty	Inquiry Panel	15 Sep	4.00 pm	Committee Room 1 (CC)
Tackling Poverty	Inquiry Panel	19 Sep	4.00 pm	Purple Room (CC)
Service Improvement & Finance	Performance Panel	21 Sep	10.00 am	Committee Room 5 (GH)
Adult Services	Performance Panel	21 Sep	4.00 pm	Committee Room 3C (GH)
Child & Family Services	Performance Panel	26 Sep	10.00 am	Committee Room 3A (GH)
Tackling Poverty	Inquiry Panel	26 Sep	4.00 pm	Committee Room 1 (CC)
Education Through Regional Working	Regional Councillor Group	27 Sep	10.30 am	Pembrokeshire Archives Building

Public Services Board	Performance Panel (multi-agency)	28 Sep	10.00 am	Committee Room 5 (GH)
Preparedness for School	Pre-inquiry Working Group	28 Sep	4.00 pm	Room 235 (GH)
Schools	Performance Panel	29 Sep	4.00 pm	Committee Room 6 (GH)
Tackling Poverty	Inquiry Panel	3 Oct	4.00 pm	Purple Room (CC)
Tackling Poverty	Inquiry Panel	6 Oct	4.00 pm	Committee Room 1 (CC)

**Next Meeting:** Monday, 10 October 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:**

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

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

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**Huw Evans**

**Head of Democratic Services**

**Monday, 5 September 2016**

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**Contact: Democratic Services - Tel (01792) 636923**

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON  
MONDAY, 8 AUGUST 2016 AT 4.30 PM

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

**Councillor(s)**

C Anderson  
N J Davies  
F M Gordon  
J W Jones  
G Owens

**Councillor(s)**

A C S Colburn  
C R Evans  
T J Hennegan  
D J Lewis

**Councillor(s)**

S E Crouch  
E W Fitzgerald  
P M Meara

**Co-opted Member(s)**

D Anderson-Thomas

**Co-opted Member(s)**

C A Holley

**Also Present:**

Councillor J A Raynor – Cabinet Member for Education

Councillor D W W Thomas – Deputy Cabinet Member for Education

**Officer(s)**

B Madahar  
W Parkin  
S Woon  
Brian Roles

Scrutiny Co-ordinator  
Senior Lawyer  
Democratic Services Officer  
Head of Education Planning & Resources

**Apologies for Absence**

Councillor(s): P R Hood-Williams, E J King and G J Tanner

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

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

40 **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.

41 **MINUTES.**

**RESOLVED** that the Minutes of the Scrutiny Programme Committee held on 11 July, 2016, be approved as a correct record.

42 **PUBLIC QUESTION TIME.**

There were no public questions.

43 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR EDUCATION (COUNCILLOR JENNIFER RAYNOR).**

Councillor J A Raynor provided opening remarks and information on her Cabinet Portfolio prior to taking questions from the Committee.

She then took questions from Committee Members on following areas:

- The costs to the Authority in respect of delays with the Parc Y Werin Village Green application;
- Play area at Parc Y Werin;
- Education Other Than At School (EOTAS) provision;
- The costs associated with surplus places;
- The programme for the future in respect of the Flying Start Programme;
- Timelines and impact in respect of the delay with 2016-2017 Education Improvement Grant (EIG);
- Issues with one primary school refusing to participate in scrutiny of lesson observations;
- Devolving budgets to schools;
- School attendance;
- Out of catchment placements;
- Business continuity (bomb hoaxes in large comprehensive schools);
- The prognosis for the two schools identified as being in the RED support category;
- Challenge Advisors;

The Chair referred to the revised structure for Education and requested that names be placed alongside job titles / service areas.

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

44 **SCRUTINY COUNCILLOR SUPPORT AND DEVELOPMENT.**

The Scrutiny Co-ordinator presented a report which sought consideration of support and development needs for scrutiny councillors.

He referred to the feedback from the annual councillor survey on training and development needs; the agreed Council Training and Development Programme 2016/17 and possible assistance from the Welsh Local Government Association on councillor support and development services.

Members discussed the following issues:

- The Head of Democratic Services has a total member training budget of only £3,000;
- E-Learning tools are helpful;
- Training on questioning skills would be beneficial – to ensure the right questions are asked and questioning is robust;
- Assistance by the WLGA in developing an e-learning scrutiny induction module is welcomed; and
- The need to utilise the experience / expertise of particular councillors.

**RESOLVED** that Members forward any views about support and development to the Scrutiny Co-ordinator.

45 **GUIDANCE FOR CO-OPTED MEMBERS.**

The Chair presented a report which added to the previously agreed protocol for co-option by proposing a guide for co-opted members once they have joined panels and working groups.

**RESOLVED** that the Guide be **AGREED**.

46 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - CHILD & FAMILY SERVICES (COUNCILLOR PAXTON HOOD-WILLIAMS, CONVENER).**

The Chair referred to the Progress Report – Child and Family Services Scrutiny Performance Panel and advised that Councillor P R Hood-Williams was unable to attend the meeting.

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

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

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

**RESOLVED** that the content of the draft 'Scrutiny Dispatches' be agreed and submitted to Council on 22 September, 2016.

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

The Chair presented the work programme and referred to potential new inquiries and the need to develop clear and focussed terms of reference to ensure completion of the evidence gathering before the end of 2016 to allow time for final reports to be drafted and agreed in early 2017.

The Chair stated that the next meeting of the regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working (ERW) school improvement consortium would be taking place in September in Pembrokeshire Council.

It was noted that a public request for scrutiny into Houses of Multiple Occupation (HMO's) had been received and a proposal would be reported to the next committee meeting for agreement.

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

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

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

A revision to the current scrutiny panel's/working group membership was outlined in respect of:

- Tackling Poverty Scrutiny Inquiry Panel – Councillor H M Morris to be added.

Expressions of interest from scrutiny councillors were also reported for the following new scrutiny activities:

- Partnership and Collaboration Inquiry (10) – Councillor J B Burtonshaw (convener), M Evans, J Hale, H Morris, G Owens, C Thomas, C Holley, D Cole, S Jones, A Colburn.
- Preparedness for School Inquiry (8) – Councillor H M Morris (convener), S Crouch, J Curtice, F Gordon, E King, M Day, M Jones, W Fitzgerald.
- Planning & Section 106 Agreements Working Group (14) – Councillor C A Holley (convener), J Curtice, P Downing, T Hennegan, Y Jardine, G Tanner, M Jones, D Cole, W Fitzgerald, L James, K Marsh, A Colburn, Miles Thomas, L Tyler-Lloyd.

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

50 **SCRUTINY LETTERS.**

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

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

51 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

There had been no recent Scrutiny events.

52 **UPCOMING SCRUTINY EVENTS.**

The Chair referred to a repeat of the Tackling Poverty awareness session for scrutiny councillors planned for 15 September, 2016 at 4.00 p.m. and urged colleagues to attend. Positive comments were made about the original session in July.

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

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

54 **DATE AND TIME OF FUTURE COMMITTEE MEETINGS FOR 2016/17  
MUNICIPAL YEAR (ALL AT 4.30 PM).**

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

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

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

The meeting ended at 5.50 pm

**CHAIR**



# Agenda Item 6

## Report of the Chair

### Scrutiny Programme Committee – 12 September 2016

#### CABINET MEMBER QUESTION SESSION

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

#### 1. Introduction

- 1.1 One of the most important roles that scrutiny carries out is holding the council's cabinet to account. The cabinet is made up of the Leader and 9 additional councillors, appointed by the Leader, who are allocated specific responsibilities.
- 1.2 By acting as a 'critical friend' scrutiny has the opportunity to challenge the cabinet and individual cabinet members on their actions and monitor performance in relation to their areas of responsibilities.
- 1.3 Cabinet Member Question Sessions have become a feature of committee meetings over the past 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 Will Evans – Cabinet Member for Anti-Poverty and Communities

Within this Cabinet portfolio, he is responsible for:

- Communities First
- Community Cohesion
- Community Development
- Digital Inclusion
- Financial Information
- Food Access / Growing (link with Wellbeing & Healthy City)
- Homelessness
- Localised Services
- Neighbourhood Working
- Poverty Strategy
- Social Inclusion
- Third (3rd) Sector
- Welfare Reform
- Welfare Rights

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 January 2016. Amongst the issues discussed then included:

- Tackling Poverty
- Food & Growing
- Homelessness
- Community Action

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:

- The Tackling Poverty Inquiry has commenced with the evidence gather sessions starting in September. The Cabinet Member attended a pre-inquiry briefing with the Panel in April 2016. The Panel met in June to agree the lines of inquiry and wrote to the Cabinet Member to confirm that the inquiry is going ahead.
- The Service Improvement & Finance Panel wrote to the Cabinet Member in May following its consideration of the 3<sup>rd</sup> Quarter Performance Monitoring report. The Panel felt that the number of indicators within the report was limited for the Tackling Poverty Corporate Priority (with only two being reported) and wanted to understand the full range of performance information that is collected in relation to this priority. The Cabinet Member provided the Panel with the further information requested. The Panel copied the letter and the response to the Convener of the Tackling Poverty Inquiry so that she was aware of the issues raised.

## **5. Other Questions**

- 5.1 For each Cabinet Member Q & A Session 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

## Cabinet Member for Anti-Poverty and Communities

### 1. Portfolio priorities/objectives

Anti-Poverty Portfolio Objectives	Indicators for success	Updated information						
<p>PO 1) The effective running of the Communities First Programme – Welsh Government's tackling poverty programme in communities</p>	<p>1. The funding allocation is spent appropriately within the financial year – with minimal underspend 2. The Programme is delivering its targets and achieving the required outcomes 3. The programme is actively engaging the residents of each of the cluster areas in activities</p>	<p>1. The total grant in 2015/16 was £2,844,812. Reducing the amount of underspend being returned to the Welsh Government has been a high priority. The total amounts being returned have been reducing dramatically.</p> <table style="margin-left: 20px;"> <tr> <td>2013/14</td> <td>£558,418</td> </tr> <tr> <td>2014/15</td> <td>£204,689</td> </tr> <tr> <td>2015/16</td> <td>£146,575</td> </tr> </table> <p>Measures are in place to monitor spend closely in 16/17 to ensure the grant is maximised.</p> <p>2. 2015/16 Performance measures for WG were on Target. For 16/17 submission and approval of a single Communities First Delivery Plan for Swansea, this focused the programme on supporting people to improve their employability skills. Projects have been aligned across the whole programme and including Communities for Work and LIFT) Performance Measures for 16/17 have been set in line with the new structure of the Communities First Programme. The new structure of Communities First has now been established against three themes working across the five clusters these are:</p> <ul style="list-style-type: none"> <li>• Community Engagement and Support Team</li> <li>• Readiness for Work Team</li> <li>• Communities for Work and LIFT Team</li> </ul> <p>3. A key themes of the programme now focussed on community engagements and involvement and a dedicated team put in place for 16/17 to ensure more people are engaged and supported to benefit positively from the programme, this team works across all five cluster areas.</p>	2013/14	£558,418	2014/15	£204,689	2015/16	£146,575
2013/14	£558,418							
2014/15	£204,689							
2015/16	£146,575							
<p>PO 2) To deliver the poverty strategies main actions over the next 12 months ensuring the Council is progressing towards</p>	<p>1. The Tackling poverty action plan milestones and activities are achieved 2. The performance management framework targets are being achieved</p>	<p>1. There are 23 Actions in the Tackling Poverty Action Plan, 14 of these are underway and others will be developed over the next 6 months.</p> <p>These are not actions which will all be completed over a 12-18 month period. The life of the strategy and its delivery needs to be seen over a 5-10 year + period.</p> <p>One of the actions underway is the review of the Tackling Poverty Strategy. This is part of an ongoing Scrutiny Inquiry and further work will be</p>						

Anti-Poverty Portfolio Objectives	Indicators for success	Updated information
delivering the targets for 2017.		carried out over the next 6 months to review the strategy ensuring the findings of the Integrated Impact Assessment and the Scrutiny Inquiry feed into this process
PO3) Mitigating against the impact of Welfare Reform – particularly the introduction of Universal Credit	<p>1. Production and implementation of a Local Delivery Framework/action plan for Universal Credit</p> <p>2. Effective partnerships with other public and third sector providers supporting the roll out of Universal Credit and other reforms.</p>	<p>1. Delivery of the Local plan in readiness for the roll out of Universal Credit is ongoing</p> <ul style="list-style-type: none"> <li>• The roll out of Universal Credit has been delayed in Wales due to problems with Welsh translation and the digital service; however we expect these difficulties to be overcome during 2017.</li> <li>• There have been other major changes this year; with the reduction in the backdate of housing benefit from 6 months to 4 weeks; the removal of the family premium within the new claims for housing benefit and this Autumn the benefit cap will be reduced from £26,000 to £20,000 affecting around 300 households.</li> <li>• In 2017, there will be changes affecting benefit entitlement for families with 3 or more children, which will particularly affect those in low paid employment.</li> </ul> <p>2. The Welfare Rights Team continue to provide a 2<sup>nd</sup> tier service to staff of the City and County of Swansea and other statutory and voluntary organisations working in the area via their advice line. The Welfare Rights Team are now closely aligned to work with the Welfare Benefit Officers within Communities First to build on their knowledge and increase capacity</p>

## Other areas of responsibility:

### Third Sector Funding

#### **(Swansea Change Fund and Community Action Transformation Fund)**

Swansea Change Fund is the City and County of Swansea's Major Third Sector Grant fund. It is a mix of Service Level Agreements (SLA's) and Grants awarded in an open competition round. The Fund is currently in its final year. A Third Sector Strategy is being developed in partnership with the sector itself as part of a refresh of the former Compact Agreement. This will inform how the Third Sector will be commissioned in the future.

Community Action Transformation Fund (CATF) - The Fund was created in 2014 to support the delivery of the aims of the Community Action strand. There have been 4 rounds to date. In particular, funding will be aimed at proposals from community groups to develop proposals to run Council services locally and/or facilitate the transfer of community assets.

## **Food Enterprise Update**

A decision has been taken to test the market and viability of the food enterprise by conducting a development phase 'pilot' project. Over the next 18 months, a 'chargeable' chilled meal delivery service will be created aimed at older people.

Using Can Cook Ltd.'s 'COOKED' meals product, production kitchens will be established and a Chef employed to produce meals in Swansea. A range of community projects and responses to tackling food poverty will also be developed as part of the pilot. A full business plan will be produced and additional sources of investment will also be identified and secured.

## **Grow Local 2016/17 - £20k**

The allocation for Grow Local Grants in 16 /17 is 20K . To date one award has been made for £3,000 awarded to the Swansea Community Growing Network. Enquiries have been made by 5 organisations and it is anticipated that they will make applications to the fund in the near future.

## **Allotments**

To support the transfer of management to enable future self-management, the Estates Team will work with Allotment Associations. It is anticipated that work will begin in autumn, once a vacant post in the team is filled. Day to day management continues to be provided by the Community Food and Growing Team.

## **Homelessness Prevention**

The Housing (Wales) Act 2014 was implemented in April 2015 and introduced new homelessness prevention duties. Local Councils are now required to take 'all reasonable steps' to prevent homelessness for those who are at risk of losing their home, and to take all reasonable steps to relieve homelessness for those who are already homeless.

We continue to work with partners in the statutory and voluntary sector to maintain and improve our homelessness prevention services. Key areas of focus for the next 12 months are continued development of the private rented sector locally to offer good quality affordable accommodation as a housing solution to those who need it along with developing accommodation options for persons under 35 affected by upcoming reform of Welfare benefits.

## **Community Cohesion**

The Swansea Community Cohesion Leadership Group has set out a common vision and action plan to help address issues surrounding Community Cohesion within the City & County of Swansea. The key focus areas are to:

- increase the reporting and understand of hate crime
- increase the reporting and understand of modern slavery
- increase awareness and engagement of Gypsy and Traveller communities
- Increase evidence and awareness on immigration
- policies and services are responsive to community tensions



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

**To/  
Councillor Will Evans  
Cabinet Member for Anti-Poverty**

*Please ask for:  
Gofynnwch am:*

**Scrutiny**

*Direct Line:  
Llinell Uniongyrochol:*

**01792 637257**

*e-Mail  
e-Bost:*

**scrutiny@swansea.gov.uk**

**BY EMAIL**

*Our Ref  
Ein Cyf:*

**SPC/2015-16/7**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**10 February 2016**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Anti-Poverty following the meeting of the Committee on 11 January 2015. It is about Tackling Poverty, Food & Growing, Homelessness, and Community Action.

Dear Councillor Evans,

**Cabinet Member Question Session – 11 January**

Thank you for your attendance at the Scrutiny Programme Committee on 11 January 2015 answering questions on your work as Cabinet Member for Anti-Poverty. We wanted to explore priorities, actions, achievements and impact in relation to your areas of responsibility. We noted that there have been some changes to your portfolio since we last met with you – now taking on responsibility for Community Cohesion, Community Development, Homelessness, and Neighbourhood Working.

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:

**Tackling Poverty**

You stressed the commitment to reducing poverty in Swansea and its impacts. You stated that poverty had an effect throughout society and tackling poverty was not something that the council alone could deal with. You highlighted in particular the part education and employment played in helping to reduce poverty, and outlined work to deliver poverty strategies and progress against targets for 2017.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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

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



You pointed out that this was a generational issue and whilst there may be some short-term actions, the life of the strategy and its delivery needed to be seen over a 5-10 year+ period. We asked about the balance between quick wins and long term impact for anti-poverty work. You stated that you were happy with the current plan, which you oversee, though we pressed you on your personal objectives for the next two years. You again stressed the need to focus on education and getting people into employment. You also wanted to see the development of a food growing enterprise by the end of this year. You stated that a food poverty conference was in the works. You also talked about the new 'Communities for Work Programme' within Communities First areas, which will focus on tackling poverty through sustainable employment and help to provide mentoring and support for employment. We asked about the funding for this scheme and any financial risk to the Council in relation to objectives. You confirmed that this was European funding via the Welsh Government, therefore there was no risk to the Council.

The committee asked about the effectiveness of established indicators that are measured in order to affect poverty and its outcomes. You referred to a framework containing a range of national and local indicators, measuring income levels, standard of living, and deprivation. This led to a discussion about who qualified as being in poverty and other relevant factors, e.g. rent levels. You referred to the current Minimum Income Standard (MIS) for the UK which is one of the key measures, and the Living Wage which is linked to the MIS. There was some surprise to find out that current MIS identifies a two-child family as needing to earn at least £40k combined to achieve MIS.

There was some concern for those living outside of target areas / Communities First areas not having the same access to support. We also asked about how councillors should be involved in tackling poverty. You acknowledged that poverty existed in all areas and stressed the role of ward members in understanding the issues, community engagement and signposting to help. You stated that helping members to embed community development in their roles was within the Poverty Strategy action plan.

You acknowledged that the next Scrutiny Inquiry will be based on the 'Tackling Poverty' Corporate Priority, and offered some ideas about the contribution that scrutiny could contribute to improvement. Aside from scrutiny of the performance management framework and monitoring the delivery of outcomes, you invited a view about the focus and effectiveness of current strategy / plans, multi-agency working, whether there were gaps in services, and whether more could be done, and the resourcing and sustainability of work to tackle poverty.

## **Food and Growing**

We wanted you to advise as to whether targets for increasing the number of allotments, community gardens and other food growing opportunities have been met and advise as to what work was being done to encourage and support this work.

### Grow Local Scheme

Given the levels of poverty and establishment of food banks we asked for an update on the Grow Local Scheme, which has the potential to alleviate poverty. You explained that the Scheme was continuing albeit with reduced funding. Although the Scheme began with a £50k budget, this became £30k in 2014/15 and was further reduced to £20k for 2015/16 and will continue at that level for 2016/17.

We learned that for 2014/15 there had been 8 applications received to date, (total amount requested £12,968), of these 6 awards have been made, to the value of £9.4k, 5 of these in respect of new growing spaces. Two applications have been deferred and are pending. Further applications are expected and it was anticipated that the £20k budget would be spent by the end of March 2016.

You informed that committee that you were looking at ways in which to maximize funding for the Scheme in the future. We asked if you could you provide a list of Grow Local Grants awarded in the past 12 months, as well as any more information about plans for the scheme for 2016/17. We were not sure whether local councillors were automatically informed of grants awarded for schemes in their areas but felt that they should be.

Could you also advise on progress towards setting up a social enterprise for a Community Cooking organisation as per the model in Liverpool?

### Allotments

You confirmed that there were currently 16 allotment sites, 5 of these managed by the Council. You stated that the budget has been overspent for some time and therefore an operational review, including management / leasing arrangements, costs (including rents), and the support provided by the Council, has been undertaken. You told us that existing leaseholders would be consulted before any changes were made.

We were aware of waiting lists for allotments and healthy living strategies having targets for introducing new allotments, so we asked how that was consistent with your statement that there were no plans to identify and introduce new allotments. You clarified that an increase in the number of growing spaces was encouraged, but there was some disagreement with your comment that these could be effectively regarded as allotments.

## **Homelessness**

We noted work in relation to homeless prevention. We asked about the number of homeless presentations and anticipated rises due to issues such as welfare reform. It was interesting that 63% of cases presenting in 2014/15 were prevented or found not homeless, and we discussed some of the reasons why. We asked if you could provide a more detailed breakdown of homelessness figures.

## **Community Action**

We noted information about the Community Action Transformation Fund created in 2014 to support the delivery of the aims of the Community Action strand within the Sustainable Swansea strategy. We understood that Community Action was all about finding new, innovative methods of delivery to save facilities and services for the benefit of Swansea residents.

You reported that there have been 3 rounds to date, with funding aimed at proposals from community groups to:

- develop proposals to run Council services locally and/or
- facilitate the transfer of community assets.

We would appreciate a list of what services / community assets have been transferred to date or in progress.

## **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 a list of Grow Local Grants awarded in the past 12 months, as well information about any plans for the scheme for 2016/17;
- ensuring that local councillors are automatically informed of Grow Local grants awarded for schemes in their areas;
- progress towards setting up a social enterprise for a Community Cooking organisation as per the model in Liverpool;
- our request for a more detailed breakdown of homelessness figures; and
- our request for a list of what services / community assets have been transferred to date or in progress.

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

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

Yours sincerely,

A handwritten signature in black ink that reads "Robert Smith". The signature is written in a cursive style with a large initial 'R' and 'S'.

**COUNCILLOR ROBERT SMITH**  
Vice-Chair, Scrutiny Programme Committee  
✉ [cllr.robert.smith@swansea.gov.uk](mailto:cllr.robert.smith@swansea.gov.uk)



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**DINAS A SIR ABERTAWE**

Councillor Robert Smith  
 Vice-Chair  
 Scrutiny Programme Committee  
 City & County of Swansea

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

Councillor Will Evans  
 (01792) 637438

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

[cllr.william.evans@swansea.gov.uk](mailto:cllr.william.evans@swansea.gov.uk)  
 WEVHD

24<sup>th</sup> February 2016

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

Dear Councillor Smith

**Re: Cabinet Member question session on the 11<sup>th</sup> January 2016**

Thank you for your letter dated 10<sup>th</sup> February 2016, regarding the Cabinet Member question session held on 11<sup>th</sup> January 2016. I will outline below responses to your specific questions.

**1) A list of Grow Local Grants awarded in the past 12 months, as well as information about any plans for the scheme for 2016/17;**

This is a list of all the Grow Local grants awarded to date in 2015/16:

Ref	Description: Grow Local - Awards Apr 2015- Jan 2016 £20,000 Budget	£20,000
	<b>Budget</b>	
GL15-01	Clase Family Centre	600.00
GL15-02	HIPPO Hafod	2,750.00
GL15-03	Oaktree Playgroup	1,200.00
GL15-04	Clase Primary School	2,000.00
GL15-06	Walsingham Support	2,300.00
GL15-08	CHAPS (Gwalia)	550.00
	<b>Total</b>	<b>9,400.00</b>

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**WILLIAM EVANS**  
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Ref	Deferred by Panel 01.12.15	
GL15-05	Mumbles Development Trust	1,000.00
GL15-07	Friends of Fairfield Allotments	2,568.00

The Grow Local Grants scheme will continue to run in 2016/17, supported by the Partnerships team in Poverty & Prevention.

**2) Ensuring that local councillors are automatically informed of Grow Local grants awarded for schemes in their areas;**

The panel met in December 2015 and awarded 6 grants whilst deferring 2 pending further information. Acceptance paper work must be received before payments are made and as a result these payments were not made until mid-January 2016. Both deferred applications are almost complete and awards will be made imminently. All associated ward Councillors will then be notified of the 8 approved schemes.

**3) An update on progress towards setting up a social enterprise for a Community Cooking organisation as per the model in Liverpool.**

Initial work to date:

- An assessment of the size and capacity of the social enterprise sector in Swansea
- Scoping the scale of food poverty in Swansea
- Meetings with key officers and local agencies regarding buy-in and resources
- Planning a Food Poverty Conference – to launch the CIC
- Obtaining all the forms and advice ready to register the Community Interest Company
- Identification of the Swansea Model, based on Liverpool's experience
- Development of an outline business case, discussions with senior officers

**4) A more detailed breakdown of homelessness figures;**

The figure of 63% of not homeless or prevented cases refers to cases where no homelessness duty was accepted by the Council. We aim to engage with households at risk of homelessness as early as possible in order to improve the possibility of attaining a successful outcome.

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Therefore, these cases had a solution to their housing need prior to them becoming homeless.

A typical and common example of a case in such circumstances may be a household living in rented accommodation with rent arrears. They may be at risk of losing their home but are not actually homeless at that time. The Council's approach is to intervene early, negotiate with the landlord and give advice to reduce arrears.

Where cases were either at risk of homelessness or actually homeless and the Council had a legal duty to provide advice and assistance / a duty to find a solution, the majority will have been assisted into alternative accommodation with either the Council, Registered Social Landlords or the Private Rented Sector.

For the cases who remained at home, we provided measures such as target hardening for cases of Domestic Abuse, Money Advice for those who were struggling with their rent/mortgage and negotiating with family and friends who were asking an applicant to leave their home.

'Target hardening' refers to work arranged at a property to assist someone to stay put in cases of domestic violence.

The Police advise on appropriate measures such as security locks and intruder alarms. Works are determined based on the circumstances of each particular case.

**5) A list of what services / community assets have been transferred to date or in progress.**

The Community Action Transformation Fund (CATF) has been created to support the delivery of the aims of the Community Action strand. In particular, funding will be aimed at proposals from community groups to:

- Develop proposals to run Council services locally and/or
- Facilitate the transfer of community assets.

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There have been three funding rounds, December 2014, March 2015 and September 2015:

- 17 Applications received in total
- 9 Applications approved to the amount of £171,300
- 8 Applications refused or deferred for further information

**Round 1 December 2014**

Group	Proposal Synopsis	Amount
Bonymaen RFC	<b>East Side Academy For Sport</b> The application is to fund a feasibility study for a proposed project entitled the 'East Side Academy for Sport'.	£20,000
Mumbles Community Association	<b>Underhill Park Mumbles</b> The City and County of Swansea Council has recently granted, subject to negotiation, a lease for 125 years on Underhill Park to Mumbles Community Association. The grant requested is based on the cost of setting up the organisation as a Charity, receiving Legal and Architectural advice, ensuring that the trustees and Management Committee are adequately prepared and have the resources to undertake the transfer, management	£19,985
Swansea Gymnastics Club	<b>Re-establish Swansea Gymnastics Club in a non-council facility.</b> The Club propose using the funds to pay for costs relating to the start-up costs in operating from a new premises, which would be entirely owned by the centre, without reliance on further Council support. These are listed under specific financial costs later in the application but include professional fees in entering into a new lease, allowing us to vacate the existing property. Removal costs of dismantling and transferring equipment, IT and office/café equipment	£24,931
Boys and Girls Club of Wales	<b>Redevelopment of Swansea Boys Club</b> Boys' and Girls' Clubs of Wales has a vision to redevelop the old Swansea Boys' Club site, situated at the top of Mayhill, and create a Community Hub which would rate as one of the finest in the country. The centre would be dedicated to serving the needs of the whole of the community, both locally and across the city, supporting equality and the fight against poverty.	£25,000
<b>TOTAL</b>		<b>£79, 931</b>

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**Round 2 April 2015**

Group	Proposal Synopsis	Amount
Mumbles Community Council	<b>Oystermouth Bowling Green</b> Mumbles Community Council is applying for fees which will enable them to be granted a lease of not less than 25 years over the bowling green at Oystermouth with MCC then being responsible for maintaining the green and any associated buildings. C&CS currently maintain the green and building at their own expense of £10,000 per annum.	£5,500
Friends of Dunvant Park	<b>Dunvant Park Pavilion</b> The 'Friends of Dunvant Park' (FDP) was established in April 2014. The historic pavilion, located in the centre of the park is seen as key to the future development and improvement of the park. However, its use has become more and more restricted and it lacks some basic amenities and services. The purpose of the grant would be to fund a feasibility study to assess the condition of the pavilion and the viability of the FDP taking on its management.	£7,524
Ospreys Rugby	<b>King George V Playing Fields Sport Facilities</b> Swansea RFC, Swansea University and Ospreys Rugby have held preliminary discussions about the need for creating a range of sustainable sports facilities that will support the local authority in achieving its aim of Swansea becoming the 'City of sport', as well as utilising the power of sport and the 3 organisations to tackle key social objective such as poverty, obesity, healthy living, educational attainment and social inclusion. The projects aim is to Conduct a feasibility study into the opportunity to create a Joint Venture Company that will have the opportunity to create and operate a range of community sports facilities at King George V playing Fields	£25,000
<b>TOTAL</b>		<b>£38,024</b>

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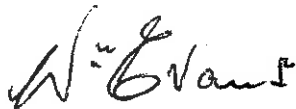
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**Round 3 September 2015**

Group	Proposal Synopsis	Amount
Ynystawe Cricket and Football Club	<p><b>Ynystawe Park – Maintenance of Pitches</b></p> <p>The project is for the transfer of asset and responsibility for the Cricket and Football pitches at Ynystawe Park to the club.</p> <p>The grant will be utilised to purchase various items of machinery to enable the club to take over the maintenance and administration of facilities to a high standard for use by football and cricket clubs, schools and the wider local community.</p> <p><b>Estimated (by Applicant) saving to CCS: approximately £15,000 pa</b></p>	£23,070
Coed Bach Park Community Bowls Association	<p><b>Merger of Bowling Clubs</b></p> <p>The application is made by Coed Bach Park Community Bowls Association. The Association is recently formed to represent three lawn bowls clubs of long standing, who are based at Coed Bach Park, Pontarddulais, Swansea. The associated bowls clubs being Coed Bach Bowls Club (incorporating Merched Coed Bach Ladies), Graig Merthyr Bowls Club and Pontarddulais Bowls Club.</p>	£30,275
<b>TOTAL</b>		<b>£53,345</b>

I trust this provides you with the information requested.

Yours sincerely



**COUNCILLOR WILLIAM EVANS**  
**CABINET MEMBER FOR ANTI POVERTY**

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# Agenda Item 7

## Report of the Convener of the Child & Adolescent Mental Health Services Scrutiny Inquiry Panel

Scrutiny Programme Committee – 12 September 2016

### CHILD & ADOLESCENT MENTAL HEALTH SERVICES SCRUTINY INQUIRY – FINAL REPORT

<b>Purpose</b>	To present the final report for the scrutiny inquiry into Child & Adolescent Mental Health Services.
<b>Content</b>	The final report, titled 'How can the Council work with health and other partners to reduce the demand for specialist child and adolescent mental health services?', is attached which concludes the inquiry.
<b>Councillors are being asked to</b>	a) Agree the report for submission to Cabinet b) Identify any issues that might be emphasised as the report is presented to Cabinet c) Consider whether any issues arising merit inclusion in the future scrutiny work programme
<b>Lead Councillor</b>	Councillor Mary Jones, Convener
<b>Lead Officer and Report Author</b>	Delyth Davies, Scrutiny Officer <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a> Tel: 01792 637491

#### 1. Details

- 1.1 The final report arising from the Scrutiny Panel's inquiry into Child & Adolescent Mental Health Services is presented to the Committee for agreement. The attached report presents the conclusions and recommendations arising from the inquiry that sought to answer the following question:

*How can the Council work with health and other partners to reduce demand for specialist child & adolescent mental health services?*

- 1.2 The report is structured in the following way:

- Foreword: Why This Matters
- Summary of Conclusions and Recommendations
- Why We Produced this Report
- Evidence Considered
- Conclusions
- Recommendations
- Further Scrutiny Needed
- Acknowledgements
- About the Inquiry Panel

1.3 The Scrutiny Programme Committee are asked to agree the report for submission to Cabinet. In considering the report the Committee should satisfy themselves that:

- Sufficient evidence has been gathered in order to address the question that the inquiry aimed to answer;
- The conclusions are supported by the evidence gathered by the Panel;
- The recommendations of the Panel follow from their conclusions and are reasonable, achievable and capable of being actioned and monitored.

If the Committee have any issues with regard to the content of the report, these will need to be referred back to the Panel for further consideration prior to the report being re-presented to the Committee.

1.4 In considering the report the Committee may wish to emphasise aspects of the Inquiry to Cabinet. Points of this type can be included on the covering report that goes to Cabinet and will be attributed to the Committee.

## **2. Legal Implications**

2.1 There are no specific legal implications at this stage.

## **3. Financial Implications**

3.1 There are no financial implications to this report. Any potential implications will be outlined in the Cabinet response.

## **4. Equality and Engagement Implications**

4.1 Equality and engagement issues were formally considered at the scoping stage of this inquiry and borne in mind by the panel throughout evidence gathering. The Cabinet Member will need to ensure that implications are considered via application of the corporate Equality Impact Assessment process when considering the response to the recommendations.

Background Papers: *see attached report*

Legal Officer: *Tracey Meredith*

Finance Officer: *Ben Smith*

Access to Services: *Phil Couch*

# **Child and Adolescent Mental Health Services**

*How can the Council work with health and other partners to reduce demand for child and adolescent mental health services?*

---

**The Child and Adolescent Mental Health Services Scrutiny Inquiry Panel**

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

August 2016



## Why This Matters



### Foreword by **Councillor Mary Jones** (Convener)

The demand for mental health support services has increased significantly in recent years and the supply of appropriate services has been unable to meet this demand. This growing need for mental health support services is set to continue to grow and to meet this demand it is clear that things need to be done differently. The Welsh Government recently invested funds to develop mental health services in Wales with a significant investment for residents within the Abertawe Bro Morgannwg University Health Board area, which was allocated to the health board to oversee implementation. We felt that now was a good time to do our inquiry.

I firmly believe that services to support the growing need in this area can only be delivered in partnership with a broad range of service providers and interest groups. More work certainly needs to be done to develop preventative services so that all of us are doing what we can to divert children and young people away from specialist child and adolescent mental health services if they do not need them.

The current work being led by health, the work that the Western Bay is doing to understand the kind of service delivery model it needs and the work on transition arrangements are all excellent opportunities for the local authority to help shape the kind of services it needs to meet demand.

Parents that took time to talk to us told us how hard it can sometimes be for their children to access the support and services they need but we learned that better information and greater involvement in service design and planning could lead to improvements.

What was clear was the commitment amongst professionals and parents to want to improve services and work together and collaborate to achieve this.

We hope that our conclusions and recommendations challenge where they need to and support the work being taken forward to improve mental health services in the Abertawe Bro Morgannwg University Health Board area.

We would like to thank all those people who have contributed to this inquiry including councillors, officers, parents and service providers.

## **Summary of Conclusions and Recommendations**

How can the Council work with health and other partners to reduce demand for specialist child and adolescent mental health services?

The panel believes this can be done by:

### **Conclusions**

1. Ensuring that the influential Abertawe Bro Morgannwg Health Board Children and Young People's Emotional and Mental Health Planning Group continues to reflect a broad set of interests
2. Collaborative development of prevention and early intervention services will help to reduce and prevent referrals to specialist child and adolescent mental health services.
3. Developing access to good quality training for professionals and agencies in contact with children and young people will help them identify mental health needs at an early stage.
4. Ensuring that the authority uses the Western Bay's review of child and adolescent mental health services across the region as an opportunity to help shape a future service delivery model.
5. Providing professionals and parents with access to better information on the referral process and eligibility criteria for child and adolescent mental health services will improve understanding.
6. Developing and improving transition arrangements between child and adolescent mental health services and adult mental health services.

### **Recommendations for Cabinet**

It is recommended to Cabinet that the following recommendations are considered:

- 1.1.1 Cabinet seeks to engage with the Abertawe Bro Morgannwg Health Board Children and Young People's Emotional and Mental Health Planning Group to ensure the continuation of a broad membership of this group to include agencies which play an important role in the mental health and emotional wellbeing of children and young people.
- 1.1.2 Cabinet seeks clarification from the specialist child and adolescent mental health services and other CAMHS services on the types of mental illnesses that the services support and ensures this is communicated to relevant agencies.
- 1.1.3 Cabinet brings together relevant agencies and facilitates collaborative development of low level prevention and early intervention services that support children and young people who do not have a diagnosis for a mental illness

- 1.1.4 Cabinet ensures the sustainability of good services like those provided by Team Around the Family, Exchange Counselling Service and the Educational Psychology Team;
- 1.1.5 Cabinet encourages the development of existing and new partnership working amongst agencies that provide mental health support services to make the most of resources
- 1.1.6 Cabinet investigates the feasibility of the development of a training programme in collaboration with CAMHS services which is relevant to the education sector and is affordable and accessible.
- 1.1.7 Cabinet supports the Western Bay's review of child and adolescent mental health services across the region and ensures that the Council takes a full and participatory role in this review.
- 1.1.8 Cabinet takes steps to formalise support service arrangements between child and family services and all CAMHS services in any future CAMHS service delivery model and pays particular attention to support, guidance and information for looked after children, guardians and foster carers
- 1.1.9 Cabinet works with the planning group to ensure there is collaborative development of and consultation on eligibility criteria;
- 1.1.10 Training and information on the CAMHS and specialist CAMHS referral process and new eligibility criteria is developed and communicated to relevant agencies such as schools, GPs, social services, the voluntary sector and the youth justice and early intervention service
- 1.1.11 Development of peer support to help parents understand the referral process, the eligibility criteria and pathways in CAMHS and specialist services
- 1.1.12 Cabinet should encourage the ABMU Board Children and Young People's Emotional and Mental Health Planning Group to use the opportunity of the Welsh Government investment to simplify the referral process
- 1.1.13 Seek to ensure that parents and carers of children with mental health issues and mental illnesses are included in the planning and development of all CAMHS services
- 1.1.14 Cabinet to discuss with the ABMU Board Children and Young People's Emotional and Mental Health Planning Group the possibility of implementing an access and information point, also known as a "front door" to screen referrals and to provide advice and information to help reduce the number of referrals to all CAMHS service
- 1.1.15 Cabinet to monitor referral rates and how long it takes to be seen by all CAMHS services.
- 1.1.16 Cabinet supports the work on transition and plays a full and participatory role in the development of these arrangements.



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## 2 WHY WE PRODUCED THIS REPORT

### Overview

2.1.1 This report focusses on the following question:

***How can the Council work with health and partners to reduce the demand for specialist CAMHS services?***

### Selecting the topic

2.1.2 The Inquiry into child and adolescent mental health services was proposed by the Annual Scrutiny Work Planning Conference in May 2015 and was subsequently included in the scrutiny work programme by the Scrutiny Programme Committee.

2.1.3 Context of the inquiry and why the topic was chosen:

- The number of referrals into specialist CAMHS services had doubled in the last 4 years.
- Prevention and early intervention and partners working collaboratively to share resources will help to reduce demand for specialist services
- The Council is an important partner in this area and the panel wanted to hear the views of a wide range of people so that they can propose practical changes that can help reduce demand for CAMHS services.
- Welsh Government had recently invested £7.6million to develop mental health services in Wales with an investment of £1.2million for residents within the Abertawe Bro Morgannwg University Health Board area, which was allocated to the health board to oversee implementation.

At the pre inquiry meeting we heard from the Director of Strategy, ABMU Health Board and Clinical Director (CAMHS), Cwm Taf Health Board. They outlined current service provision, the Welsh Government investment in mental health services and the review of current CAMHS provision and how the health board planned to develop services. The panel then met towards the end of 2015 to discuss what they would like to do as part of this piece of work. The panel agreed the following terms of reference and to investigate the following aspects:

- a) Multi-agency prevention & early intervention: how do partners (education, health, youth offending, child and family services) work together to provide prevention and early intervention services?*
- b) Accessing services: what is the referral process and how does it operate?*
- c) Training: how are professionals who work with children and young people trained to identify mental health issues?*
- d) Transition: how effective is the transition process from child & adolescent mental health services to adult services?*
- e) Impact on service users: how service users access mental health services?*

### *Intended contribution*

2.1.4 As a panel we believe that we can make a valuable contribution to this topic. We recognise that, while there are no easy answers, success will only come from a conversation that everyone is able to contribute to. It is in this spirit that our conclusions and recommendations are offered.

2.1.5 Specifically this report aims to contribute to this vital debate by providing:

- Evidenced proposals that will lead to better access to child & adolescent mental health services
- The views of key stakeholders including health professionals providing services, the voluntary and community sector, social services and education officers
- Consideration of the conclusions and recommendations from regional and national reports
- Increased councillor understanding about how child and adolescent mental health services are delivered and the effectiveness of the services
- Greater public awareness of child and adolescent mental health services

2.1.6 We are also happy to recognise the limitations of the inquiry. Given the complexity of the topic and the time that we had this report provides a broad view.

2.1.7 Finally, many of our conclusions are in line with the general direction of travel in this area and may be either additional or contrary to what is happening. These are intended to offer challenge and to stimulate debate. Where we have made recommendations these are intended to help improve services.

### *Use of key terms*

2.1.8 There have been a number technical terms and acronyms used when looking at this subject. In the report we have tried to write for the layperson and have avoided acronyms whenever possible. There are, however, a few terms that we use throughout the report that should be clarified from the outset.

2.1.9 *Specialist CAMHS services:* Services commissioned by ABMU Health Board from Cwn Taf Health Board which require a diagnosis of a mental illness in order to access them

2.1.10 *CAMHS:* Child and Adolescent Mental Health Services

2.1.11 *ABMU:* Abertawe Bro Morgannwg University Health Board

2.1.12 *SCVS:* Swansea Council for Voluntary Services

### 3 EVIDENCE

#### *Evidence collected*

3.1.1 Evidence was collected between November 2015 and May 2016. The evidence gathering activities undertaken included:

- a. A general briefing paper of child and adolescent mental health services provided was by health partners
- b. Question and answer session with the Head of Child and Family Services
- c. Question and answer session with the Locality Manager, Western Bay Youth Justice and Early Intervention Service
- d. Question and answer session with Swansea Council for Voluntary Services Mental Health Forum
- e. Question and answer session with the Chief Education Officer
- f. Round table discussion with primary school and secondary head teachers
- g. Session with Cabinet Members for Services for Children and Young People and Education.
- h. Question and answer session with the Head of the Additional Learning Needs Service and Principal Educational Psychologist
- i. Evidence gathering with the Swansea Council for Voluntary Services Parent/Carer Forum
- j. Question and answer session with Head of Adult Services
- k. Desk based research of good practice mental health service provision

3.1.2 For full details of the evidence gathered including details of all of the findings from each session please see the evidence pack for this inquiry. This can be downloaded at [www.swansea.gov.uk/scrutinypublications](http://www.swansea.gov.uk/scrutinypublications)

3.1.3 The panel received a wide range of submissions from interested parties. Some evidence however was not included in the evidence pack because:

- Some information was critical of individual officers or councillors
- Some e-mails questioned the panel members about the conduct of the inquiry rather than submitting evidence
- The panel agreed that some of the information received was not relevant to the inquiry's terms of reference (points a-d on page 1 of this report)

## 4 CONCLUSIONS

*This report considers how the Council, working with health and other partners, can help reduce the demand placed on child and adolescent mental health services. Each of these conclusions, therefore, is a suggestion about how the Council's Cabinet might approach this issue. Specific proposals are identified throughout and listed in the Recommendations section that follows.*

The conclusions and recommendations are designed to address the inquiry key question: **'How can the Council work with health and other partners to reduce demand for specialist child and adolescent mental health services'**. The panel believes this can be achieved by:

### ***Ensuring that the influential ABMU Children and Young People's Emotional and Mental Health Planning Group continues to reflect a broad set of interests***

- 4.1.1 The Children and Young People's Emotional and Mental Health Planning Group was established to develop and agree a service model for mental health and emotional wellbeing services for children and young people resident within the health board area. The objective of the planning group was to jointly develop, agree and commission a service specification that provides care from primary contact through to specialist interventions. The planning group also had an important role to play in looking at how best to spend new budgets and resources.
- 4.1.2 The panel could see how influential this group would be in the planning and development of CAMHS services across the western bay area. There was a consistent message from our evidence gathering that the membership of this important planning group should be as wide as was practicably possible. Given the importance of this planning group in the development of a future CAMHS service delivery model the panel felt that its membership should be broadened to include sectors, partners and organisations that play a role in the mental health and emotional wellbeing of children and young people
- 4.1.3 Cabinet seeks to engage with the Abertawe Bro Morgannwg Health Board Children and Young People's Emotional and Mental Health Planning Group to ensure the continuation of a broad membership of this group to include agencies which play an important role in the mental health and emotional wellbeing of children and young people.

### ***Collaborative development of prevention and early intervention services will help to reduce and prevent referrals to specialist child and adolescent mental health services***

- 4.1.4 Without exception, all consultees agreed that prevention and early intervention services were key to minimising referrals to specialist child and adolescent mental health services. Swansea Council for Voluntary Services stated that in its view access to early intervention services should happen in a more timely manner.

4.1.5 A number of services were given as examples of good prevention and early intervention services such as the Step Ahead group, Team Around the Family and the Exchange Counselling Service which is procured by the Educational Psychology Service. These services were praised as working quickly and making a difference. For example, the panel learned that the Team Around the Family works with schools who have identified families with potential issues to prevent escalation to formal service interventions; one of the aims of the Educational Psychology Service was to support early intervention and help with prevention.

4.1.6 It was clear to the panel that schools, the Educational Psychology Team and Exchange Counselling valued each other and worked well together and helped to identify children early on with mental health needs and prevent them from escalating to a referral to CAMHS.

*“Team Around the Family has trained a teaching assistant to work with children and the resources on offer from TAF...this is a good use of resources”*

*“Exchange is brilliant, it works on a demand basis, children can self-refer and they can work with children during lessons”*

4.1.7 However, it was widely acknowledged that prevention and early intervention services were operating in tough financial times and all services were facing reductions in resources. The Educational Psychology Service provision was spread thinly across schools and it faced uncertainty over its budget and the sustainability of the services it offered. This concerned the panel given the role these types of services played in the prevention and early intervention agenda. Consultees all agreed that greater collaboration would be needed to develop prevention and early intervention services to meet the twin challenges of increasing mental health need and diminishing resources.

*“..yes we are in tough times, but we need to look very differently at how we provide services and work together....”*

4.1.8 We found there was a difference between mental health issues and mental illness. If a child or young person is diagnosed with a mental illness then they are able to specialist CAMHS services. Specialist CAMHS services provide services for assessment and treatment to under 18s who present with signs and symptoms that would meet the criteria for moderate to severe mental illness. Evidence from parents and some professionals suggested that there was a reluctance by specialist CAMHS services to label children with a diagnosis for a mental illness; many consultees understood this but parents the panel spoke to felt frustrated that without a diagnosis their children were unable to access services they could benefit from. There was also a lack of clarity amongst consultees on what could be diagnosed as a mental illness and what was a mental health issue and this could have contributed to the recent rise in the number of referrals to specialist CAMHS services for assessments.

- 4.1.9 The panel felt that there was a distinct gap in services for children and young people with mental health needs who were not diagnosed with a mental illness but who could benefit from therapeutic interventions and services.
- 4.1.10 Over the last four years the number of referrals to specialist CAMHS services had doubled; mental health needs of children and young people had grown and were predicted to rise further. There was a shared view amongst professionals that more needed to be done to develop early intervention and prevention services that could be accessed by children and young people without a diagnosis for a mental illness and could help reduce referrals to CAMHS. Health partners stated that achieving this kind of development would be less costly than the provision of specialist CAMHS services.
- 4.1.11 The panel was pleased to find agreement amongst professionals that this kind of prevention and early intervention needed to be done collaboratively and that it could reduce the number of referrals to specialist CAMHS services.
- 4.1.12 The panel felt that the gap in provision of lower level prevention and early intervention services for children who did not have a diagnosis for a mental illness, was a factor in the significant increase in the number of referrals to specialist CAMHS services. The panel felt that developing services in this area could have the potential to greatly reduce the number of referrals to specialist CAMHS services and as the panel has previously stated, it felt that service development in this area needed to be done collaboratively.
- 4.1.13 The panel therefore recommends that the Cabinet Member: seeks clarification from specialist Child and Adolescent Mental Health Services and other CAMHS services on the types of mental illnesses that the services support; brings together relevant agencies and facilitates collaborative development of low level prevention and early intervention services that support children and young people without a diagnosis for mental illness; ensures the sustainability of good services like those provided by Team Around the Family, Exchange Counselling Service and Educational Psychology Team; encourages the development of existing and new partnership working amongst agencies and the sharing of resources to provide mental health support services to children and young people.

***Developing access to good quality training for professionals and agencies in contact with children and young people will help them identify mental health needs at an early stage***

- 4.1.14 There was broad agreement that up to date and relevant training was a good way to help professionals in contact with children and young people, to identify those with mental health issues and thus prevent escalation to specialist child and adolescent mental health services. However, may consultees reported that training opportunities were irregular and infrequent; stakeholders reported that training was valuable and worthwhile

but expensive; cost was usually a barrier to third sector organisations; schools reported that there was no formal programme of training that they could access and that training was often sought in reaction to issues that had arisen.

- 4.1.15 There was a feeling of frustration amongst some head teachers who gave evidence to our panel around the lack of affordable and local training and the impact this could have on the mental health of children in their schools. All agreed that training was invaluable in this broad and complex area; an area of need that is set to grow. Teachers said they wanted to use their expertise and were well placed to help children and could be effective in identifying mental health issues early on if they were equipped with the right training and resources.
- 4.1.16 The panel recommends that Cabinet investigates the feasibility of the development a training programme which is relevant to the education sector and is affordable and accessible.

***The authority uses the Western Bay's review of child and adolescent mental health services across the region as an opportunity to help shape a future service delivery model***

- 4.1.17 There was broad agreement that the Western Bay's review of child and adolescent mental health services across the region was a good thing and should be supported.
- 4.1.18 Mental health support services across the different local authorities within the Western Bay region were found to be inconsistent and sometimes ad hoc. Historic and incremental service developments and individual local authority arrangements with CAMHS meant that all three local authorities had different arrangements with child and adolescent mental health services.
- 4.1.19 The panel was concerned about the ad hoc nature of some arrangements between the Council's Child and Family Services and CAMHS. These were not specified in the CAMHS delivery model and were dependent on the capacity of CAMHS at any given time. The panel felt that the lack of formality of the arrangements between child and family services and CAMHS presented a risk to the service and needed to be addressed.
- 4.1.20 The panel was of the view that the Western Bay review presented a good opportunity to consider need across the region and to establish a joint vision for more consistent mental health services. The panel felt that this would be a positive development for CAMHS services across the region. It would provide an opportunity for the authority to help shape the services it needed and to put in place more formal support arrangements through the development of a new CAMHS service delivery model.



- 4.1.21 The panel recommends that the Cabinet supports the Western Bay's review of child and adolescent mental health services across the region and ensures that the Council takes a full and participatory role in this review. The panel also recommends that Cabinet takes steps to formalise support service arrangements between child and family services and child and adolescent mental health services in any future CAMHS service delivery model and pays particular attention to support, guidance and information for looked after children, guardians and foster carers

***Providing professionals and parents with better information about the referral process and the eligibility criteria for CAMHS will improve understanding***

- 4.1.22 Evidence suggested that many professionals in contact with children and young people lacked important information about the referral process and eligibility criteria for CAMHS which often led to a low take up rates of referrals by CAMHS.
- 4.1.23 The Head of Child and Family Services reported that social workers needed to be upskilled in the referral process to help them better understand the process and the eligibility criteria. We learned that social workers were able to refer their cases to CAMHS but not for children who needed an assessment for Autistic Spectrum Disorder or Attention Deficit Hyperactivity Disorder (this was done by schools). We found that the take up rate of cases referred to CAMHS by social workers was low because Child and Family Services framed need in a different way to CAMHS. The panel felt that better joint working between the authority and health to develop new eligibility criteria for CAMHS referrals would help ensure that only cases that ought to be referred to CAMHS would be referred.
- 4.1.24 The panel felt that there was pressure and responsibility on schools to identify mental health needs in children and young people and the referral process followed by schools was difficult to navigate. Teachers reported difficulties understanding the referral process, the pathway into CAMHS services and who they needed to communicate with at CAMHS; some evidence suggested that GPs had asked schools to step in and liaise with CAMHS to help move things on with cases and there was uncertainty over where the responsibility lay for referrals amongst schools and GPs. The consequence of these types of difficulties often led to children and young people experiencing long waits for CAMHS assessments and specialist CAMHS services. While this happened schools had to deal with the impact of supporting these children who needed extra help which often meant demands on schools' resources.
- 4.1.25 The panel felt that partners such as GPs and schools would benefit from good quality information on the CAMHS referral process, eligibility criteria and the different pathways into CAMHS services. This would lead to a greater understanding of the process and improve the quality of referrals to CAMHS. The panel welcomed the work being done by ABMU to develop new eligibility criteria and stressed the importance of taking a collaborative approach in this.

- 4.1.26 Parents also reported difficulties understanding the referral process, eligibility criteria and pathways into CAMHS services. Some parents reported that professionals such GPs could be better informed about the CAMHS referral process:

*“the GP was very understanding, but not that well informed, he tried to refer my son to CAMHS to be assessed for ASD. It took him more than a year to come back to me with the answer that he wasn’t able to refer my son and that everything needed to be done through the school. I had by that stage found that out from other sources”*

- 4.1.27 Some parents reported that if they were knowledgeable about services and the process and they were supported by their child’s school or teacher then they could access good support services for their children; often parents sought out private assessments to help them access CAMHS services:

*“I have a good care package and am knowledgeable about what services are available...community paediatrics are great....I get physio and occupational therapy services for my children....I receive a large number of services and the referral for my son was done through Penyrheol which was brilliant...I paid for a private occupational therapist who guided me through the system”*

- 4.1.28 The panel felt that the parents with whom they consulted had valuable experiences of the processes and systems around CAMHS services and that this experience should be tapped into. Parents of children with mental health issues and mental illness should be included in service model planning, development and consultation and could help guide and support other parents through the process and systems.

- 4.1.29 The panel learned from CAMHS that the pathway into its services has to come via schools; that the pathway is clear but that often the professionals making the referrals don’t understand the pathway or don’t understand the disorders that are supported by CAMHS services.

- 4.1.30 It was clear to the panel that knowledge and understanding amongst professionals and parents about pathways into CAMHS services, the referral process, eligibility criteria and the types of mental illnesses that are supported by CAMHS services was inconsistent and this impacted on the likelihood of accessing specialist services.

- 4.1.31 Panel recommends that Cabinet works with the Abertawe Bro Morgannwg Health Board and Western Bay Children and Young People’s Mental Health Planning Group to ensure there is collaborative development and consultation on the new eligibility criteria; training and information on the CAMHS referral process and new eligibility criteria is developed and communicated to relevant agencies such as schools, GPs, social services, the voluntary sector and the Youth Justice and Early Intervention Service.

- 4.1.32 The panel also recommends the development of peer support to help parents understand the referral process, the eligibility criteria and pathways in CAMHS services; encourage the ABMU Board Children and Young

People's Emotional and Mental Health Planning Group to use the opportunity that the Welsh Government funding offers to simplify the referral process; seeks to ensure that parents and carers of children with mental health issues and mental illnesses are included in the planning and development of all CAMHS services.

- 4.1.33 Finally the panel recommends that the Cabinet encourages the Abertawe Bro Morgannwg Health Board Children and Young People's Mental Health Planning Group to consider the implementation of a "front door" to provide advice and information and to screen referrals to ensure that they are appropriate to the service; monitors referral rates and the length of time it takes for an individual to be assessed by all CAMHS services.

***Develop and improve transition arrangements between CAMHS and adult services***

- 4.1.34 The panel was pleased to learn that transition arrangements for young people to adult mental health services would be a workstream of the ABMU Board Children and Young People's Emotional and Mental Health Planning Group. The panel supported the work of this group on transition arrangements and the Western Bay's Transitions to Adulthood Service Model. Our health partners also reported to us that there was a drive on to tighten up the transition process between CAMHS and adult services. Health acknowledged that there were gaps where services existed for children but not adults and that developments in these areas would be a challenge of the transition work.
- 4.1.35 The panel was concerned that children who transitioned from CAMHS to adult mental health services could find themselves at the back of the queue for support and would need to undergo a new referral and assessment procedure; accessing therapeutic services as a child was no guarantee that this would follow the person as they transitioned into adult services. The panel felt that quick collaborative action was needed to develop robust transition arrangements which ensured young people with a mental illness and mental health needs continued to access services in adulthood and to ensure that transition didn't pose a risk to a young person's mental health.
- 4.1.36 The panel recommends that Cabinet supports the work on transition and plays a full and participatory role in the development of these arrangements.

## 5 RECOMMENDATIONS

The panel commends Cabinet to consider all issues and ideas raised by this inquiry and, in particular, the recommendations set out below.

The panel recognises that the Authority

- (a) will need to ensure that any subsequent actions are legal and meet the requirements of any relevant legislation;
- (b) has a responsibility to make the best use of limited resources and that any additional costs will need to be considered carefully as part of the annual budget setting process.

The panel has kept these principles in mind in the course of its investigations.

### **Recommendations for Cabinet:**

It is recommended to Cabinet that the following recommendations are considered:

- 5.1.1 Cabinet seeks to engage with the Abertawe Bro Morgannwg Health Board Children and Young People's Emotional and Mental Health Planning Group to ensure the continuation of a broad membership of this group to include agencies which play an important role in the mental health and emotional wellbeing of children and young people.
- 5.1.2 Cabinet seeks clarification from the specialist Child and Adolescent Mental Health services and other CAMHS services on the types of mental illnesses that this service supports and ensures this is communicated to relevant agencies.
- 5.1.3 Cabinet brings together relevant agencies and facilitates collaborative development of low level prevention and early intervention services that support children and young people who do not have a diagnosis for a mental illness.
- 5.1.4 Cabinet ensures the sustainability of good services like those provided by Team Around the Family, Exchange Counselling Service and the Educational Psychology Team.
- 5.1.5 Cabinet encourages the development of existing and new partnership working amongst agencies that provide mental health support services to make the most of resources.
- 5.1.6 Cabinet investigates the feasibility of the development of a training programme in collaboration with all CAMHS services which is relevant to the education sector and is affordable and accessible.
- 5.1.7 Cabinet supports the Western Bay's review of child and adolescent mental health services across the region and ensures that the Council takes a full and participatory role in this review.
- 5.1.8 Cabinet takes steps to formalise support service arrangements between child and family services and all CAMHS services in any future CAMHS

service delivery model and pays particular attention to support, guidance and information for looked after children, guardians and foster carers.

- 5.1.9 Cabinet works with the planning group to ensure there is collaborative development of and consultation on eligibility criteria.
- 5.1.10 Training and information on all CAMHS referral process and new eligibility criteria is developed and communicated to relevant agencies such as schools, GPs, social services, the voluntary sector and the youth justice and early intervention service.
- 5.1.11 Development of peer support to help parents understand the referral process, the eligibility criteria and pathways into all CAMHS services.
- 5.1.12 Cabinet should encourage the ABMU Board Children and Young People's Emotional and Mental Health Planning Group to use the opportunity of the Welsh Government investment to simplify the referral process.
- 5.1.13 Seek to ensure that parents and carers of children with mental health issues and mental illnesses are included in the planning and development of all CAMHS services.
- 5.1.14 Cabinet to discuss with the ABMU Board Children and Young People's Emotional and Mental Health Planning Group the possibility of implementing an access and information point, also known as a "front door" to screen referrals and to provide advice and information to help reduce the number of referrals to all CAMHS services.
- 5.1.15 Cabinet to monitor referral rates and how long it takes to be seen by all CAMHS services.
- 5.1.16 Cabinet supports the work on transition and plays a full and participatory role in the development of these arrangements.

## **6 ACKNOWLEDGEMENTS**

The panel would like to record its thanks to the following people who came and gave evidence to us:

- Swansea Council for Voluntary Services, Mental Health Forum
- Sandra Spratt, Swansea Council for Voluntary Services
- Julie Thomas, Head of Child & Family Services
- Janice Hall, Locality Manager, Western Bay Youth Justice and Early Intervention Service
- Sian Harrop-Griffiths, Director of Strategy, ABMU Health Board
- Dr Claire Ball, Clinical Director, CAMHS, Cwm Taf Health Board
- Lindsay Harvey, Chief Education Officer
- Helen Tallat, Head Teacher at Pengelli Primary School
- Alison Williams, Head Teacher at Craigfelin Primary School
- Gethin Sutton, Head Teacher at Pen Y Bryn Comprehensive School
- Simon Evans, Head Teacher, Pupil Referral Units
- Councillor Jennifer Raynor, Cabinet Member for Education
- Councillor Jane Harris, Cabinet Member for Adults and Vulnerable People
- Councillor Christine Richards, Cabinet Member for Services for Children and Young People
- Alex Williams, Head of Adult Services
- Phil Monaghan, Head of Additional Learning Needs and Principal Educational Psychologist
- Swansea Council for Voluntary Services Parent/Carer Forum

## 7 ABOUT THE INQUIRY PANEL

The **Child & Adolescent Mental Health Services Inquiry Panel** is a team of Councillors who are not members of the Cabinet. Their role is to examine a strategic issue of concern and to make recommendations about how policies and services can be improved.

### **Members of the panel, Councillors**

Mary Jones (Convener)  
Hazel Morris  
Terry Hennegan  
Ceri Evans  
Susan Jones  
Erika Kirchner  
Paul Meara  
Cheryl Philpott  
Uta Clay  
Yvonne Jardine  
Elliot King  
David Lewis  
David Anderson-Thomas

The inquiry was supported by Delyth Davies from the Council's Scrutiny Unit.

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## Report of the Convener of the Building Sustainable Communities Scrutiny Inquiry Panel

**Scrutiny Programme Committee – 12 September 2016**

### **BUILDING SUSTAINABLE COMMUNITIES THROUGH COMMUNITY ACTION SCRUTINY INQUIRY - FINAL REPORT**

<b>Purpose</b>	To present the final report for the scrutiny inquiry into building sustainable communities through community action
<b>Content</b>	The final report is attached which concludes the inquiry.
<b>Councillors are being asked to</b>	a) Agree the report for submission to Cabinet b) Identify any issues that might be emphasised as the report is presented to Cabinet c) Consider whether any issues arising merit inclusion in the future scrutiny work programme
<b>Lead Councillor</b>	Councillor Terry Hennegan, Convener
<b>Lead Officer and Report Author</b>	Michelle Roberts, Scrutiny Officer

#### 1. Details

1.1 The final report arising from the Scrutiny Panel's inquiry into building sustainable communities through community action is presented to the Committee for agreement. The attached report presents the conclusions and recommendations arising from the inquiry that sought to answer the following question:

*How can the council best support residents to run services in their own communities?*

1.2 The report is structured in the following way:

- Foreword: Why This Matters
- Summary of Conclusions and Recommendations
- Why We Produced this Report
- Evidence Considered
- Conclusions
- Recommendations
- Acknowledgements
- About the Inquiry Panel

1.3 The Scrutiny Programme Committee are asked to agree the report for submission to Cabinet. In considering the report the Committee should satisfy themselves that:



- Sufficient evidence has been gathered in order to address the question that the inquiry aimed to answer;
- The conclusions of the panel are supported by the evidence gathered by the Panel;
- The recommendations of the Panel follow from their conclusions and are reasonable, achievable and capable of being actioned and monitored.

If the Committee have any issues with regard to the content of the report, these will need to be referred back to the Panel for further consideration prior to the report being re-presented to the Committee.

- 1.4 In considering the report the Committee may wish to emphasise aspects of the Inquiry to Cabinet. Points of this type can be included on the covering report that goes to Cabinet and will be attributed to the Committee.

## **2. Legal Implications**

- 2.1 There are no specific legal implications at this stage.

## **3. Financial Implications**

- 3.1 There are no financial implications to this report. Any potential implications will be outlined in the Cabinet response.

## **4. Equality and Engagement Implications**

- 4.1 Equality and engagement issues were formally considered at the scoping stage of this inquiry and borne in mind by the panel throughout evidence gathering. The Cabinet Member will need to ensure that implications are considered via application of the corporate Equality Impact Assessment process when considering the response to the recommendations. This is of particular importance for this inquiry as schools are subject to the Public Sector Equality Duty (Wales) in their own right.

Background Papers: *see attached report*

Contact: Michelle Roberts, *Scrutiny Officer, 01792 636090*

Date: *24/08/2016*

Legal Officer: *Debbie Smith*

Finance Officer: *Ben Smith*

Access to Services: *Sherill Hopkins*

# Community Action

*How can the Council best support residents to run services in their own communities?*



The Building Sustainable Communities Scrutiny Inquiry Panel  
City and County of Swansea - Dinas a Sir Abertawe



August 2016

## Why This Matters



### Foreword by Councillor Terry Hennegan (Convener)

The Council is facing significant budget cuts which mean that we need to take a radical look at the way things are done. This includes what services and assets we continue to manage and which we are unable to support. The Council's Sustainable Swansea – Fit for the Future Strategy is about transforming Council services, ensuring the financial viability of the Council, and improving outcomes for residents. This means finding new models of service delivery which are sustainable. Within this aim, Community Action and the relationship between residents and public services has been the focus of our scrutiny inquiry.

I firmly believe that a community can only be sustainable if all its members have an equal opportunity to participate fully in the life of that community.

Community Action is about placing more say and control in the hands of local communities to meet their needs, wants and expectations so they are more self-sufficient. To this end the Council has embarked on a journey to work with the voluntary, community, public and private sector in Swansea and the wider region to promote Community Action, build capacity and develop projects for communities to run services or manage assets.

We understand that the Council is at the beginning of that Community Action journey and we have welcomed the opportunity to be involved in developing the way forward through this report. We are pleased to see the progress made particularly around sports and leisure services. Our report draws and number of conclusions and makes recommendations focused on how the Council can best support residents to run services in their own communities. Many of these have a particular emphasis on communicating and working closely with residents, community groups and our third sector partners.

We need to be better at communicating and working with communities as well as at collaborating with our partners in the third sector to ensure that services continue and are of good quality. We recognise that Swansea Council for Voluntary Service is one of our key strategic partners and has an important role in preparing and supporting community groups and volunteers to take on more responsible roles within our communities.

We would like to thank all those people who have contributed to this inquiry including Councillors, Officers and those from community centres who attended a focus group along with all the survey respondents who took the time to complete our questionnaire.

## **Summary of Conclusions and Recommendations**

How can the Council best support residents to run services in their own communities?

The panel believe this can be done by

1. Raising the profile of volunteers and community groups so that they feel more valued.
2. Ensuring that information and advice for potential applicants is readily available and easy to access.
3. Improving communication around Community Action projects and the Transformation Fund.
4. Supporting groups and volunteers to access learning and development opportunities.
5. Addressing barriers for groups who apply for Community Action projects.
6. Generating interest, commitment and involvement in volunteering.
7. Improving the sustainability of community groups by developing opportunities for networking and sharing of skills.

### **Recommendations for Cabinet**

We recommend to Cabinet that the following recommendations are considered as part of the development of the third sector strategy and that these should be developed in conjunction with the Councils partners in the third sector in particular Swansea Council for Voluntary Service (SCVS):

1. Develop a communication plan which should include
  - a) Undertaking a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting benefits of volunteering.
  - b) Publicity and promotion of successful Community Action projects more widely, using for example individual success stories.
  - c) Being clear about what assets and services are available for Community Action and communicating these proactively to communities and local councillors.
  - d) Holding an annual open day or community fayre for community facilities and community groups designed to improve communication, networking and to share information, good practice and training opportunities. This should include information and opportunities for Community Action.
2. Investigate the viability of having an annual Lord Mayor's Award for Community Work.

3. Ensure that the Third Sector Strategy includes an updated Compact agreement.
4. Undertake a mapping exercise to understand what advice, guidance and support is out there for community groups and volunteers across Swansea.
5. Conduct a piece of work that considers the information needs of Community Action applicants from the user perspective.
6. All information on Community Action, the Transformation Fund, training, advice and guidance for groups and volunteers is available from one place.
7. Involving SCVS in the option appraisal stage of future Commissioning Reviews, when appropriate.
8. Proactively link community groups, community councils and volunteers with the possibilities that are available for Community Action.
9. Encourage and support mixed economy applications (more than one organisations working together to make application for asset or service viable and accessible to smaller groups)
10. Develop peer to peer networks and mentoring programmes to help share expertise and support across community groups particularly around assisting new groups with their longer term sustainability.

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## 1 WHY WE PRODUCED THIS REPORT

### **Overview**

1.1.1 This report focusses on the following question:

***How can the Council best support residents to run services in their own communities?***

### **Selecting the topic**

1.1.2 The Inquiry into Building Sustainable Communities was proposed by the Annual Scrutiny Work Planning Conference in May 2015 and was subsequently included in the scrutiny work programme by the Scrutiny Programme Committee.

1.1.3 This topic was chosen because:

- We need to build and support sustainable communities because this will result in better outcomes for people and reduce the cost of services
- Current models of service delivery are unsustainable and do not always provide the best outcomes for people
- Transformation of services is vital to meet the challenges of the future and this is made more urgent by the significant budget cuts we are facing.

The panel agreed to investigate the following aspects:

***What does the Community Action strand mean in practice?*** What is the Community Action Strand and how does it help to Build Sustainable Communities?

***What is the level of support?*** What level of support is provided?

***How will transition work?*** How will the transition of services from the Council to communities actually work in practice and are the processes effective?

***What finances are available?*** How will the transition and support be financed?

***How are we working across the Council and other organisations?*** How do we/will we work across the Council and with others to deliver the Community Action schemes?

***What are the views of Communities?*** How are we working with local communities to develop this strand?

***Impact so far?*** What has been the impact of Community Action schemes to date?

***What does Good Practice look like?*** Look at successful and unsuccessful Community Action schemes and good practice here and elsewhere

***How can Sustainability be ensured?*** How do we/will we ensure continuity of the service provision?

### **The context of the inquiry**

1.1.4 Community Action is about recognising that the Council needs let go of some of their responsibilities and devolve them to those local communities who want to take ownership of certain services.

1.1.5 The Council needs to build and support sustainable communities because it will result in better outcomes for people and reduce the cost of services. Current models of service delivery are unsustainable and are not always providing the best outcomes for people. Community Action is specific to delivering the Sustainable Swansea work for new models of delivery, as a means of sustaining present services despite financial reductions. Community Action relates specifically to current services the Council may no longer be able to provide.

### ***Intended contribution***

1.1.6 As a panel we believe that we can make a valuable contribution to this topic. We recognise that, while there are no easy answers, success will only come from a conversation that everyone is able to contribute to. It is in this spirit that our conclusions and recommendations are offered.

1.1.7 Specifically this report aims to contribute to this vital debate by:

- Drawing together some general principles for the development of Community Action and in building sustainable communities
- Offering proposals for improvement
- Providing a councillor perspective
- Pointing to good practice examples
- Sharing the views of different people involved

1.1.8 We are also happy to recognise the limitations of the inquiry. Given the complexity of the topic and the time that we had this report provides a broad view.

1.1.9 Finally, many of our conclusions are in line with the Council's current direction of travel and these are offered in order to provide reassurance. Others may be either additional or contrary to what has already been agreed. These are intended to offer challenge and to stimulate debate. Where we have made recommendations these are intended to help improve the service.

### ***Use of key terms***

1.1.10 There have been a number technical terms and acronyms used when looking at this subject. In the report we have tried to write for the layperson and have avoided acronyms whenever possible. There are, however, a few terms that we use throughout the report that should be clarified from the outset.

- *Community Action*: Council letting go of some of their responsibilities and offering them to those local communities who want to take on ownership of certain services.
- *Community Transformation Fund*: a fund available to community groups to help develop proposals to run Council services locally and/or to transfer community assets.
- *Commissioning Review*: reviewing the options for future service delivery
- *Community Asset Transfer*: when a public sector body, usually a Local Authority, passes on the management and/or ownership of a facility to a community group.



## 2 EVIDENCE

### ***Evidence collected***

- 2.1.1 Evidence was collected between January and June 2016. The evidence gathering activities undertaken included:
- a. Overview of Community Action
  - b. Survey of public, councillors, community councillors and other organisations
  - c. Overview of Transformation Fund
  - d. Discussion with Head of Legal and Democratic Services
  - e. Session with representatives of Community Centres in Swansea
  - f. Two sessions with different people working within communities including SCVS, Communities First, Housing Tenancy, Community Connectors
  - g. Session with Cabinet Member and Head of Service/lead for the Building Sustainable Communities Corporate Objective.
  - h. The revised structure and delivery model for Communities First
  - i. How Community Action fits with the reducing poverty agenda
  - j. Meeting with Swansea Council for Voluntary Service
  - k. Desk based research giving good practice examples
- 2.1.2 For full details of the evidence gathered including details of all of the findings from each session please see the evidence pack for this inquiry. This can be downloaded at [www.swansea.gov.uk/scrutinypublications](http://www.swansea.gov.uk/scrutinypublications)

### 3 CONCLUSIONS

This report considers how the Council can best support residents to run services in their own communities. Each of these conclusions, therefore, is a suggestion about how the Council's Cabinet might approach this problem. Specific proposals are identified throughout and listed separately in the recommendations section that follows.

We recognise that the many organisations that run groups and assets across Swansea are independent from Council control. There are, however, a number of ways that Cabinet can influence the work of these voluntary bodies such as through information, advice and training.

We believe that the Council can best support resident to run services in their own communities by:

#### **3.1 *Raising the profile of volunteers and community groups so that they feel more valued***

3.1.1 There was a consistent message from our evidence gathering that many community volunteers and community groups do not feel valued either by their communities or by the Council.

3.1.2 The inquiry consultation included a survey of community groups, charities, councillors and community councils, along with a focus group with Community Centre representatives. It told us that some feel it is difficult for volunteers to cope with all of the things that they are being asked to do and that new responsibilities are being placed on them all of the time. Some of those consulted did say, particularly in the context of increased responsibilities in recent years, *why would anyone want to do it?*

3.1.3 Community Centre representatives, at a focus group with panel members, were asked about how we can improve the numbers of people volunteering. They said some of the ways to do this is by:

- Annual showcasing of good work
- Media stories and raising profile of work of volunteers
- Improving appreciation of what volunteers do, make those volunteering feel valued by the Council and local communities
- Recognition is important and goes a long way to motivating people

3.1.4 The Chief Executive for Swansea Council for Voluntary Service said that *the Council must show a strategic lead and that it values its third sector.*

3.1.5 We believe that recognition for the work of volunteers is important not just because this is the right thing to do but also because it provides encouragement and it lets them know that they have the support and backing of the Council and the wider community.

3.1.6 For this reason alone we felt that we should be publicly praising the work of volunteers and the vital difference they make to their communities. As a panel

we certainly want to record our thanks and admiration to community groups and volunteers who are working hard in our communities.

- 3.1.7 We will propose that Cabinet considers what extra steps might be taken to recognise the good work being done by volunteers and community groups. This might be through a media campaign or an award scheme of some kind. We recognise that this does not necessarily have to be done by the Council but rather by SCVS who are working with volunteers and community groups on a daily basis.

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We therefore recommend to Cabinet that:

- R1 A communication plan is developed that will include:
- a. Undertaking a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting the benefits of volunteering;
  - b. Publicising and promotion of successful Community Action projects more widely using individual success stories
- R2 We will also ask Cabinet to look at the viability of recognising the work of volunteers by having an annual Lord Mayors Award for community work.
- 

### **3.2 *Ensuring that information and advice for potential applicants is readily available and easy to access***

- 3.2.1 Communities and applicants are not always clear at the outset of an application what they want and what they can offer in relation to Community Action. It is essential that they are fully advised at this point, that clear information is available and easily accessed.
- 3.2.2 We identified that potential and current volunteers and community groups find information on community action and volunteering from a number of places, including from the Councils website and SCVS. We felt that it would be beneficial to have all the information available in one place even if the services provided are across different organisations.
- 3.2.3 We consider it essential to have a clear picture of what training, advice and guidance is out there for volunteers and community groups, including who provides what, recognising that a large number of groups exist that may not have contact with the Council or our partners but provide vital support in communities. We believe that the better the information we have the better the reach into communities will be. We would therefore like to see a mapping exercise carried out across the whole sector in Swansea to identify what community groups and services exist (we recognise that this can only be a snapshot but feel it would be beneficial when communicating and developing Community Action projects moving forward).
- 3.2.4 We are pleased that a protocol for Community Asset Transfer has been written and believe it will be extremely useful for both councillors and their communities. We found the Community Action and Transformation Fund

process to be complex and agree they should be simplified wherever possible especially in relation to smaller applications.

- 3.2.5 We would like to see a piece of work conducted that properly considers the information needs of Community Action applicants from a 'user perspective'. This would help the Council and our partners to understand the issues from the applicant's viewpoint and enable processes to be put in place that reflect their needs rather than imposing what the Council thinks they might need when using the Community Action process.
- 3.2.6 Finance, management, organisational skills and communication are seen as key by survey respondents when asked *what would help run and sustain community groups*. We therefore feel that information, advice and training on these areas need to be easily understood and readily available.

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We therefore recommend that:

- R3 Ensure that the Third Sector Strategy includes an up dated Compact agreement.
- R4 A mapping exercise is undertaken to help us understand what guidance and support is out there for community groups and volunteers across Swansea.
- R5 A piece of work is conducted that considers the information needs of Community Action applicants from the user perspective.
- R6 All information on Community Action, the Transformation Fund, training, advice and guidance for groups and volunteers is available from one place.
- 

### **3.3 *Improving communication around Community Action projects and the Transformation Fund***

- 3.3.1 A popular response in the survey when respondents were asked about *how people can be helped to get involved in running a service or asset* was overwhelming 'publicity' letting people know what is going on and how they can get involved.
- 3.3.2 Survey respondents said the following when asked how the Council could help them to promote, increase and sustain services in their community work
- With the ward councillors and any current residents groups, work closely with the media. Listen to residents and take their concerns seriously.
  - Direct mailing, discussion forum, ongoing training and mentoring facilities
  - Hold open days, highlight where good things are happening
  - Education, information, training support.
  - Financial management guidance
  - Have a community hub
  - Marketing on the Council's website and community new letters
  - Advertise widely and use the Council's experience and contacts
  - Be clear and consistent about what the Council 'can' and 'cannot do'. Be much better at listening to communities and ward councillors
  - Partnership, events and social media

- 3.3.3 SCVS said that they are aware of asset transfer and the Transformation fund but have not been involved in it. We recognise that they do not need to be involved in the actual asset transfer process but it is important that they are kept informed and are linked to what is happening in order to help identify possible applicants, train and develop those making applications as well as helping to support and advise on issues like funding and longer term sustainability.
- 3.3.4 An equally important aspect is the involvement and inclusion of local ward Councillors in the process of Community Action especially when looking to communicate and reach out to communities. Councillors are in a good position to assist both community groups and the Council having a key role in signposting potential applicants.

*'Important to be on the ground and developing what is needed inside communities, huge benefits to groups developing in the community and keeping it local. People in the community know what they want and what they need day to day.'*

**Local Area Co-ordinator**

- 3.3.5 Front line staff working in communities (for example Communities First, Local Area Co-ordinators, Tenant Support Officers) should be informed of and understand Community Action so that they can signpost people as well as being able to inform individuals of what might be happening in their communities if they are asked.
- 3.3.6 We also highlighted the role of community councils in Community Action. They are already involved in many Community Action projects and may be in a good position to take forward further possibilities.

*'Following the asset transfer of Graig Y Coed, the Community Council will run all the services in the ward. This including recreation grounds, tennis courts, bowls pavilion, football field and playgrounds. All these facilities are provided for individual and clubs within the area and the Community Council works in partnership in order to ensure as many people can enjoy sport and participate in activities.'*

*'Our services at Ty Croeso have won an award for service to the community from the Community Council. Although none of our activities are large, they receive strong praise from those who come: Swansea Foodbank, Welsh Learners Group, book club, bereavement support group.'*

*'De La Beche Association who have raised funding to refurbish Uplands market'*

*'COBRA Bonymaen, Community House run by the community for the community: Credit Union, breakfast club, teenage club, over 50's and advice service.'*

*'If the Council wishes to transfer assets to groups within communities it must ensure that there are sufficient funds available to encourage interested parties and furthermore it should ensure that the transfer is done effectively and efficiently at no cost to the recipients.'*

**Survey respondents**

- 3.3.7 Evidence suggests that communication is central to improving the understanding and reach of Community Action. We would like to see a

communication plan for all aspects of Community Action to include not only how we communicate with community groups and our partners like SCVS, but also internally across the Council.

- 3.3.8 There must be a co-ordinated approach to developing Community Action and its projects and this includes connecting more closely across Council departments especially those who are currently working with potential assets or services that may be considered for Community Action. One important way of doing this will be through the Council's Commissioning Reviews (each part of the Council will carry out a Commissioning Review over coming years and will identify potential areas for Community Action). Communicating these potential opportunities for Community Action out to communities and groups will be the vital next step. It will be important at this point to work with our partners, Councillors and existing networks to reach out to local people and groups. Whether this is SCVS, Council services or initiatives like Communities First; using all the avenues open to us to get the message out.
- 3.3.9 The next important step must then be how we support and assist applicants to make an application. This should include assessing their capacity to apply; given that they are often lay people who may not have detailed knowledge of what is involved in and the responsibilities of managing an asset or service. We need to help them assess their own capacity to take on an asset or service; identifying what knowledge or training gaps they may have and help them to address these.
- 3.3.10 We recognise the important role that SCVS has in developing and building capacity in communities and in communities groups through their different roles including training and development, advice on funding and guidance around setting up and sustaining a group. They also have a key role in developing the volunteering strategies in Swansea. SCVS said that they find some things that are done by community organisations are duplicated by the Council, particularly when organisations are funded to do things on its behalf, for example, the Council developing volunteering activities whilst funding SCVS to do the same.
- 3.3.11 The Council must work more closely with SCVS to ensure that both organisations are using all the resources available and to ensure effort is not being duplicated unnecessarily. The Council must use SCVS and their expertise and communication networks to get the message out to communities around Community Action projects and the Transformation Fund.
- 3.3.12 Community Action possibilities will be an important outcome of many of the Councils Commissioning Reviews where areas will be identified for potential asset and service transfer. We felt that it would be useful for SCVS to be involved in the Commissioning Reviews at the 'options appraisal stage'. Where they can give their experience on the potential for those asset transfer possibilities and help reach out and prepare community groups for these potential Community Action projects.
- 3.3.13 Representatives from Community Centres expressed their concerns about some aspects of Community Action and volunteering to us at a focus group. Particularly communities understanding that services are not all run by the

Council but some by volunteers. They felt that many people have an expectation that the Council run most services and that this will be a barrier which needs to be overcome before communities can understand they may need to take on some services or assets or lose them.

*'Fear factor puts people off especially new volunteers. Taking the fear away so people feel confident and able to take on services, this includes providing back-up and support, will be vital to encouraging people to take on services and community assets.'*  
**Community Centre representative**

3.3.15 Community Centre representatives also felt that in some cases asset transfer has been seen as a threat rather than an opportunity. Some worry that their services will be taken over by someone else and then others are concerned about the level of service and the commitment provided if the Council are not involved. We would like to see better communication about what Community Action is and how it will affect those communities.

*'Community centre volunteers give up their time for the benefit of the community but they also need support, they said they do not want to go it alone but wish to continue to be part of a bigger network with back up and support from the Council. They felt other Community Action applicants may feel this way.'*  
**Community Centre volunteer**

3.3.16 We would like to see successful applications publicised and celebrated and one way to do this is by using individual case stories. This will help to make it 'real' in communities who can then connect and understand what is involved in the process of Community Action and what a positive outcome can mean.

*'Communities are beginning to realise that opportunities are there but we need to build on this with stronger communication.'* **Cllr Mark Child, Cabinet Member**

3.3.17 We were keen to see the 'Compact Agreement' updated as part of the process of developing the new Third Sector Strategy. We recognise the importance of an agreement being in place for co-operation between our third sector partner SCVS, Abertawe Bro Morgannwg University Health Board and the Council but also feel that this could potentially be extended further now that other organisations like community councils are running many of our services. This is only likely to increase given the current emphasis on Community Action and Asset Transfer.

3.3.18 Interestingly, results of our survey told us that 85% of the respondents understood the term Community Action and 42% had heard of the Transformation Fund, with 17% making an application to the fund. This indicates to us that the message is starting to get out for Community Action but there is less of an understanding of the role of the Transformation Fund.

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We will therefore recommend that

R4 A communication plan is developed that will include:

- c) Being clear about what assets and services are available for Community Action and communicating these proactively to communities and local councillors;

- d) Hold an annual open day or fayre designed to improve networking and sharing of information. This should include information and opportunities for Community Action.
- R7 SCVS is involved in the options appraisal stage of the Councils commissioning reviews when possible assets/services are identified for Community Action.
- 

### **3.4 Supporting groups and volunteers to access learning and development opportunities**

- 3.4.1 It is important to raise capacity in communities, to enable and encourage the development of skills and confidence to volunteer and therefore increasing our communities' potential to be involved in projects like Community Action.
- 3.4.2 We believe that, in order to be effective, volunteers involved in taking on an asset or service need to be trained, especially those who are responsible for managing it.

There are number of essential skills that were identified by the survey respondents, some of these include:

- financial management and applying for funding
  - advertising and promoting service
  - business management skills
  - how to establish a community group
  - organisational and people skills
  - There were also a number of practical training needs highlighted including for example: health and safety, building management, digital skills and child safety.
- 3.4.3 It was also highlighted as part of the survey that it is not only the practical skills but certain personal attributes that are needed when being involved in the running of a service or asset. These include for example: listening and negotiation skills, empathy and compassion, patience and enthusiasm.
- 3.4.4 It is important that community groups have a business plan and that their income and expenditure is realistic. They must demonstrate they are a sound organisation that is able to take on and sustain a service and or asset in the longer term. Training and support in the aspects needed to manage an asset and run the service need to be available and easy to access.
- 3.4.5 The idea of mixed economy applications was raised (different organisations working together to make one application) and we were interested in the possibility of working with third sector partners to enable a more proactive approach to encourage this. The Director of SCVS said that there may need to be more mixed economy applications as smaller groups may not be able to take on an asset or service themselves fully but if they do it in combination with others it becomes more feasible
- 3.4.6 We discussed whether we need to be more proactive in relation to Community Action more generally and felt that the Council could be more proactive in



targeting or approaching organisations who might be interested (with assistance from our third sector partner). Approaches could be made by asking questions like: Have you thought of this? Your organisation may be in a good position to consider this? Have you thought about doing this in conjunction with another organisation?

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We will therefore recommend that

R8 We proactively link community groups, community councils and volunteers with those possibilities that are available for Community Action;

R9 Encourage and support mixed economy applications (more than one organisation working together to make application for viable)

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### **3.5 Addressing barriers for groups who apply for Community Action projects**

3.5.1 Some of the barriers and challenges experienced by communities when considering developing Community Action projects were identified in the our survey including:

- Lack of willingness to engage in active volunteering
- Belief that the Council are solely responsible
- General apathy and lack of local commitment
- Many community centres are run by aging volunteers and are struggling to survive due to the lack of younger people coming forward
- Residents often have little spare time to develop Community Action projects
- Transient student population in some areas so little commitment to community activity
- A parent child relationship between community and the Council
- Getting people who have the time, knowledge, capacity and commitment to run a service
- Finance is always going to be one of the major concerns, continually looking for funding, grants and sponsorship
- Finding people willing to take on the responsibility and who have the capability to develop the service
- Tackling the anxieties of local communities when taking on extra responsibilities
- Lack of will, community spirit, money, facilities and volunteers to take on what the Council wants to offload.
- Engagement and confidence of communities to get involved.

3.5.2 When asked in the survey *how the Council could help tackle the barriers faced*. Survey respondents said this can be done through training, advice, support particularly around legal, financial, health and safety, and promotion (particularly raising awareness, marketing, media).

3.5.3 We undertook a desk based research exercise where we looked at a series of good practice examples including community run services, social enterprise and community interest companies including:

The Muni Journey (Rhondda Cynon Taf)

Abercynon Paddling Pool (Rhondda Cynon Taf)  
Cordale Housing Association (Scotland)  
Community Volunteering in Alness, Ross-shire (Scotland)  
Explore York Libraries and Archives  
Harwich Connexions  
Hammersmith and Fulham Membership Circle Social Enterprise

We concluded following this exercise that:

- Grants and funding have been crucial to all of the case studies mentioned in this report
- Partnership working is important to maintaining services. You can't do everything by yourself
- Volunteers are at the heart of running community services. Without them many of the examples outlined would not have got off the ground
- Building and maintaining relationships is integral when working together within a community/organisation to run a service
- All those involved in running the service need to have a shared vision/ aim
- Many of the authorities mentioned in this report have some kind of Community Action plan which empowers and supports communities and organisation and gives relevant information
- There is a lot of work involved in taking over a community service

3.5.4 We found that clear information needs to be available on what assets and services are available for transfer through Community Action. Members felt that *'we need to think about what we want from communities and then make that clear to them'*. A list of those assets and services available should be publicised clearly to communities, once they are identified as available for transfer rather than just a large list made available of all assets the Council owns (experienced by some panel members). Groups can then themselves explore and consider implications and the viability for them from what is available.

3.5.5 The Head of Poverty and Prevention said that *Community Action must be collective action across the whole Council*. We agreed with this and are pleased to see departments working together more closely in relation commissioning reviews and this cross department working should be used as an example for breaking down departmental silos. We did feel that working practices in many areas of the council still indicate that more improvement is needed to ensure cross departmental working and a seamless service to the public.

3.5.6 We would like to see the asset transfer process and applying for the Transformation Fund to be simplified; making it easier to access and understand. Council processes can be long and unwieldy; we need to change that culture being quicker and more responsive. We need to be less process heavy especially for smaller applications. We must do everything in our power to make the asset transfer process as straightforward and as smooth a process as possible.

- 3.5.7 We recognise that we are at the beginning of the Community Action journey and feel that the Council has made a positive start although we believe there does need to be more of a proactive push to move things forward.
- 3.5.8 Finance and access to sustainable funding was highlighted as a barrier. We recognise the importance role of SCVS in advising and assisting groups to apply for funding and in giving advice on sustainable funding sources.

### **3.6 *Generating interest, commitment and involvement in volunteering***

- 3.6.1 The main challenge or barrier to developing Community Action identified by survey respondents was a lack of volunteers and interest from the community including lack of longer term commitment. This issue also came through strongly in the evidence gathering; particularly the difficulty in the recruitment of volunteers; especially finding people who are willing to take on the responsibilities for running a service. Many people are willing to assist in a limited capacity but do not have the time or ability, for whatever reason, to commit to taking on the full responsibility of managing a service or asset.

*'Need to have a core of people who have dedication and commitment to the centre or service in the longer term to ensure sustainability.'*

*'Many people are willing to be involved in the short term to run and be involved in groups but do not want or are unable to commit in longer term.'*

*'Often people do not want the full responsibility of taking on all that is involved in managing an asset/running a centre.'*

*'Time is a key element and barrier to taking on services, people have busy lives and do not or cannot commit enough time to be that involved.'*

*'Many of those running services/centres are elderly and as they are no longer able to do it there is no one coming up behind to take on/sustain these services.'*

*'Taking the fear away so people feel confident and able to take on services, including providing back-up and support will be vital to encouraging people to take on services.'*

**Community Centre representatives**

- 3.6.2 We reviewed a question that had been posed by the Council in Swansea Voices earlier this year which asked:

*Swansea Council is considering introducing a new initiative whereby local residents will be able to manage facilities and services on a voluntary basis.*

Should this initiative be introduced in your local area, would you consider volunteering to help run the following services?

- Around half of respondents (51%) would not consider volunteering for any of these services.
- Around a third of respondents (32%) said that they would consider volunteering to help run the local library.
- Around a fifth of respondents would consider volunteering to help run the local community centre (22%) and the local park (17%).
- However less than 1 in 10 respondents would consider running local sports pitches (7%) or a local playground (6%).

- Respondents were asked if they had any other comments or suggestions relating to Community Action. Comments mainly related to a disagreement with the use of volunteers/ volunteers shouldn't replace paid staff, respondents who are unable/have no time to participate and comments that Council Tax should pay for these services.

3.6.3 Concern was raised about the longer term sustainability of services when many of the people currently in these positions are from the older generation and that no one is 'coming up behind' to take on those roles. We recognise the role of SCVS in building capacity and interest in communities as helping to address the need for ongoing succession planning. Succession planning can be a major problem for third sector organisations.

- *Community leadership is vital and needs to be embedded in local culture, not least amongst young people*
- *The next generation must be able to keep things going when pioneers start to run out of steam*
- *You have to build practical partnerships with other organisations – you cannot do all on your own*

**Good practice example: Cordale Housing Association**

3.6.4 There is also a huge barrier around engaging people to become involved in community activity. It is vital to develop interest, the capacity and commitment in communities to take on important community roles. We understand that the Council does recognise the importance of this and do fund SCVS by approximately £100,000 (£50,000 core funding, £40,000 for community group development and £10,000 small group development).

*'There are many people who want to get involved in their community, but don't know how. More promotion would be good including advertising and also linking in with local councillors who can help in the campaign to enlist volunteers.'*

**Survey respondent**

3.6.5 The engagement of young people in community volunteering is seen as essential to the sustainability of services in the future. It was recognised that in order to engage young people into volunteering some things may have to be done differently including

- considering the times and hours in which young people are involved, including for example;
- ensuring they are reimbursed for any expenses incurred for i.e. travel
- look at how to we advertise opportunities to young people,
- tailoring our medium of communication and language
- making opportunities interesting and having possibility of future benefit to young people (experience gained for future employment etc.)

3.6.6 The Cabinet Member for Wellbeing and Healthy City Cllr Mark Child said that one influence on this agenda is the Wellbeing and Future Generations Act. This puts a clear focus on increasing independence and recognising the individuality of communities instead of a one size fits all approach. Communities are

therefore more able to do what suits them. We need to empower communities helping to reduce demand on Council services.

3.6.7 The Survey also asked *how the Council can help to tackle barriers and challenges to communities taking on Community Action projects*. Survey respondents said:

- Ongoing support from Council until able to go it alone
- Put on some training and maybe assign a mentor to new groups. Have a link person available to help in the future should this be needed to develop new ideas, sustain existing initiatives and ensure succession planning of current initiatives.
- More publicity around Community Action. The community needs to stand up support services or lose them.
- Enhance working relationships with the Council and have joined up activities
- Raise awareness of what's available in an area
- Finding out what matters to the community rather than assuming or telling the community what it is important
- The barriers exist because residents feel that there is nothing to gain by being responsible for something, they fear that it would backfire and end up being sued for something that they would not have any control over.

3.6.8 It is important that we reach out more to communities to encourage interest in Community Action projects and we believe this can be done by using networks already in existence; by *piggybacking* on existing community relationships in partnership with SCVS.

3.6.9 Time is a key element and a barrier to some in becoming involved in taking on an asset or service. It was recognised that people have busy lives and find it hard to commit enough to be that involved. People have many demands on their time. Many survey respondents highlighted their concerns around the increased responsibilities that are involved in taking on an asset.

### **3.7 *Improving sustainability of community groups by developing networking and sharing of skills***

3.7.1 We were informed that the Transformation Fund has been created to support the delivery of the aims of the Community Action in particular funding being aimed at developing proposals to run Council services locally and/or transfer of community assets.

3.7.2 We looked at a summary of the applications that have been made to the Transformation Fund, which gave us an understanding of the different types of applications being made, particularly those that are suitable and those that are not. We found quite a number of the applications were not suitable and had been refused because for example savings were not apparent or the application did not meet the criteria. We believe that this indicates that more advice, information and support are needed at the pre-application stage.

3.7.3 One issue that arose from this discussion was how important it is for people who are looking to set up a new group or who may be considering making an

application to take over an asset to be able to access the knowledge and experience of others who have been through the process.

3.7.4 We were pleased to hear from the Cabinet Member Cllr Mark Child that more and more groups are recognising the benefits of doing things more collaboratively, pooling and sharing expertise for example, Friends of Parks.

3.7.5 Friends of Parks are a good example of groups working together. Friends groups come together on a regular basis to share experience. There is also a good relationship between Friends of Parks and the Council's Parks department. Although we did recognise that most parks are still managed by Council and they enhance the work of parks rather than managing them.

*It is about linking people across the community rather than linking to the statutory service. It's about self-empowerment and feeling of worth. I think there is a vast amount of untapped ability in communities of all types, and it is not related to wealth or any other factor. There is also a huge level of satisfaction to be gained from providing a service, a kindness to another.*

**Survey respondent**

3.7.6 Sharing information across groups would also be of benefit to all groups and services in the third sector especially when looking to sustain their services. Being able to contact someone who has the experience of aspects of running a group and or in maintaining an asset will help others to be more resilient in the longer term. This may include developing networking opportunities like for example peer to peer support programmes, mentoring, e-sharing across organisations.

3.7.7 We need to consider encouraging more mixed economy applications from community groups and others including community councils, charities and private sector. Some groups or organisations may not feel confident or able to apply themselves but would be interested as part of a wider application. Developing networks across organisations would help to encourage more shared applications.

3.7.8 We recognise that there is a wealth of skills and experience in many of the established groups in Swansea which could be tapped. Particularly those skills needed to run and sustain a community group. We felt that as community groups grow in experience it is important for them to share their good practice especially with those who are starting out.

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We will therefore recommend that

R10 Develop peer to peer networks and mentoring programmes to help share expertise and support across community groups particularly around assisting new groups and with their longer term sustainability.

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## 4 RECOMMENDATIONS

The panel commends Cabinet to consider all issues and ideas raised by this inquiry and, in particular, the recommendations set out below. The panel recognises that the Council

- (a) will need to ensure that any subsequent actions are legal and meet the requirements of any relevant legislation;
- (b) has a responsibility to make the best use of limited resources and that any additional costs will need to be considered carefully as part of the annual budget setting process.

The panel has kept these principles in mind in the course of its investigations.

### **Recommendations for Cabinet:**

It is recommended to Cabinet that the following recommendations are considered as part of the development of the third sector strategy and that these should be developed in conjunction with the Council's partners in the third sector in particular Swansea Council for Voluntary Service (SCVS):

- 4.1.1 Develop a communication plan which should include
  - a) Undertaking a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting benefits of volunteering.
  - b) Publicity and promotion of successful Community Action projects more widely, using for example individual success stories.
  - c) Being clear about what assets and services are available for Community Action and communicating these proactively to communities and local councillors.
  - d) Holding an annual open day or community fayre for community facilities and community groups designed to improve communication, networking and to share information, good practice and training opportunities. This should include information and opportunities for Community Action.
- 4.1.2 Investigate the viability of having an annual Lord Mayor's Award for Community Work.
- 4.1.3 Ensure that the Third Sector Strategy includes an updated Compact agreement.
- 4.1.4 Undertake a mapping exercise to understand what advice, guidance and support is out there for community groups and volunteers across Swansea.
- 4.1.5 Conduct a piece of work that considers the information needs of Community Action applicants from the user perspective.
- 4.1.6 All information on Community Action, the Transformation Fund, training, advice and guidance for groups and volunteers is available from one place.

- 4.1.7 Involve SCVS in the option appraisal stage of future Commissioning Reviews, when appropriate.
- 4.1.8 Proactively link community groups, community councils and volunteers with the possibilities that are available for Community Action.
- 4.1.9 Encourage and support mixed economy applications (more than one organisations working together to make application for asset or service viable and accessible to smaller groups)
- 4.1.10 Develop peer to peer networks and mentoring programmes to help share expertise and support across community groups particularly around assisting new groups and with their longer term sustainability.



## 5 ACKNOWLEDGEMENTS

The panel would like to record its thanks to the following people who came and gave evidence to us:

- Swansea Council for Voluntary Services
- Community Centre representatives
- Community Connectors and Local Area Co-ordinators
- Staff from Communities First
- Community Buildings Development Manager
- Housing Tenancy Support
- Head of Poverty and Prevention
- Head of Legal and Democratic Services
- Cabinet Member for Wellbeing and Health City
- Head of Adult Services
- Head of Corporate Property Services
- Head of Culture and Tourism

We would also like to thank all the people that contributed to our Community Action survey.

## 6 ABOUT THE INQUIRY PANEL

The **Building Sustainable Communities Scrutiny Inquiry Panel** is a team of Councillors who are not members of the Cabinet. Their role is to examine a strategic issue of concern and to make recommendations about how policies and services can be improved.

### **Members of the panel, Councillors**

Terry Hennegan (Convener)  
June Burtonshaw  
David Cole  
Chris Holley  
Wendy Fitzgerald  
Keith Marsh  
Lynda James  
Anthony Colburn  
David Lewis  
Gloria Tanner  
Mike White  
Phil Downing

The inquiry was supported by Michelle Roberts from the Council's Scrutiny Unit.

### **For further information contact:**

Michelle Roberts  
Scrutiny Officer  
City and County of Swansea  
[Michelle.roberts@swansea.gov.uk](mailto:Michelle.roberts@swansea.gov.uk)  
☎ 01792 637732

Front page photo credit: Picture Credit: Flicker Richard McKeever Community Action banner

## Report of the Chair

### Scrutiny Programme Committee – 12 September 2016

#### PROGRESS REPORT – SCHOOLS SCRUTINY PERFORMANCE PANEL

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

#### 1. Introduction

- 1.1 There are 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 Schools Scrutiny Performance Panel. To focus the discussion a short written report provided by Councillor Fiona Gordon, 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: 4**

Cyril Anderson	<b>Fiona Gordon (CONVENER)</b>
Beverley Hopkins	Hazel Morris

**Liberal Democrat Councillors: 3**

Cheryl Philpott	Paul Meara
Mike Day	

**Independent Councillor: 1**

Susan Jones	
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**Conservative Councillor: 1**

Anthony Colburn	
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Other:

**Statutory Coopted Members: 1**

David Anderson-Thomas	Parent Governor
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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

## Schools Scrutiny Performance Panel Update

### 1. Remit of the Panel

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

### 2. Key Activities

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

- a) In May the Panel discussed and agreed their programme of work for the year
- b) In June the Panel met with Cefn Hengoed Community Secondary School
- c) In July we planned to meet with the ERW Chief Executive to take our annual look at the ERW Business Plan and how it affects Swansea but unfortunately this had to be cancelled, this has been rescheduled for late September
- d) Over this period the Panel has also kept up to date with individual school Estyn Inspections publications and any advisory/practice documents including for example: relevant Estyn Inspection outcomes for Swansea, Estyn and other guidance information.

### 3. Achievements / Impact

One convener's letter to the Cabinet Member has been sent since May where the panel looked at:

#### **Individual School Scrutiny – Cefn Hengoed Community Secondary School**

We chose to speak to the school because it has been highlighted as showing excellent practice by Estyn and we wished to learn, celebrate and help share that good practice. We have given our thoughts in a letter to the cabinet member as well as feeding back to the school.

We found that some of the reasons for the schools exceptional Estyn judgement are

- *Leadership: the high quality and consistency of leadership at all levels is a particular strength. Roles and responsibilities are distributed well and lines of accountability are clear. All leaders set the highest expectations and level of challenge to staff and individual departments, as well as pupils. Estyn*
- Excellent quality assurance and use of data, tight monitoring with several layers of quality assurance
- A sharp focus on pupil performance and raising standards
- Commitment to Continuous Professional Development of staff resulting in high teaching quality across the school which has been judged as a particular strength by Estyn
- Continually self-evaluating school that addresses challenges head on
- Supportive and challenging governing body
- Supportive local community that also benefit from this successful school
- Excellent pastoral care
- The school works well with others in sharing practice, not only with its cluster primaries but also with parents and the local community

We were particularly impressed by

- The work of Cefn Hengoed with its cluster Primary's Schools
- Literacy, numeracy and basic skills all being developed fully across the curriculum

- How the school has narrowed the gap both between boys' and girls' performance and significantly improving outcomes for boys and pupils in receipt of free school meals
- The overall improved performance of successive year 9 and 11 cohorts in terms of national indicators
- Ongoing improvement in pupil attendance with this year being on target so far 94.1% attendance.

The school also identified some of the challenges it will face over coming years, including

- The continued focus on and reduction to budgets for schools and the public sector
- Donaldson report and associated developments - positive but resource intensive.
- Welsh Baccalaureate - also resource intensive.

#### 4. Future Work Programme

In May we evaluated the year's work, identify learning points and then began planning for the coming year. The work programme has been agreed as follows:

Meeting date	Item to be discussed
<b>Meeting 4</b> 1 Sep 16	<ul style="list-style-type: none"> <li>• Reviewing the provision of support for school improvement including improving the quality of teaching and learning and of the consistency of teacher assessments.</li> </ul>
<b>Meeting 5</b> 29 Sep 16	<ul style="list-style-type: none"> <li>• ERW - progress against Business Plan priorities locally and regionally</li> <li>• Discuss tools/techniques for intervention (examine intervention programmes to see how effective they are, speaking to Sketty Primary School as an example)</li> </ul>
<b>Meeting 6</b> 19 Oct 16	<b>School 2</b> – Amber school Birchgrove Comprehensive School, (Headteacher, Chair of Governors), Pre meeting with Challenge Advisor
<b>Meeting 7</b> 17 Nov 16	<ul style="list-style-type: none"> <li>• Annual Audit Report of Schools (invite Chair of Audit Committee)</li> <li>• Free school meal pupils performance and use of the Pupil deprivation grant (including data on how it has been spent by schools)</li> </ul>
<b>Meeting 8</b> 8 Dec 16	<ul style="list-style-type: none"> <li>• Looked After Children – Educational Performance update</li> <li>• Swansea Association of Governing Bodies (<i>tentative - tba</i>)</li> <li>• The development of new curriculum - pioneer schools in Swansea</li> </ul>
<b>Meeting 9</b> 18 Jan 17	<ul style="list-style-type: none"> <li>• Annual Education Performance Reporting (verified data)</li> <li>• Latest school categorisation matrix</li> <li>• Estyn Inspection - Post Inspection Action Plan – progress update</li> </ul>
**Extra meeting (Feb)	• Annual budget as it relates to education matters <i>Date TBA</i>
<b>Meeting 10</b> 16 Feb 17	<b>School 3</b> – Red or Amber School to be agreed
<b>Meeting 11</b> 16 Mar 17	<b>School 4</b> – Red or Amber School to be agreed
**Extra meeting (Mar)	Pre-decision Scrutiny: Commissioning Review of Alternative Learning Needs/Special Educational Needs <i>Date TBA</i>
<b>Meeting 12</b> 6 Apr 17	<ul style="list-style-type: none"> <li>• EMLAS update</li> <li>• Evaluate year and discuss possible topics for new municipal year</li> </ul>

**Topics also identified to be prioritised and to be scheduled in year:**

1. Effective networks and collaborations between schools – cluster working (behaviour)
2. Preparedness for School (To become a separate inquiry)
3. A particular reference to Science when speaking to schools this year
4. New Estyn Inspection Regime from 2017 (all councillor briefing to be arranged)
5. Home-schooling non statutory guidance (to agenda when published in Autumn)

#### 5. Action for the Scrutiny Programme Committee

We were pleased that the topic that had arisen via their work programme discussions was recently chosen for in-depth scrutiny review by the SPC, namely, preparedness for school.

## Report of the Chair

### Scrutiny Programme Committee – 12 September 2016

#### SCRUTINY WORK PROGRAMME 2016/17

<b>Purpose</b>	This report reviews progress with the scrutiny work programme for 2016/17.
<b>Content</b>	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.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• review the scrutiny work programme (including progress of established Panels and Working Groups)</li> <li>• plan for the committee meetings ahead</li> <li>• consider opportunities for pre-decision scrutiny</li> <li>• consider the public request for scrutiny on Houses in Multiple Occupation</li> </ul>
<b>Lead Councillor</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer</b>	Mike Hawes, Corporate Director (Resources)
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for developing the Council's scrutiny work programme, and managing the overall work of scrutiny to ensure that it is as effective as possible.
- 1.2 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:

<b>Commissioning Review</b>	<b>Cabinet Portfolio</b>	<b>Cabinet</b>	<b>Pre-decision by Scrutiny Panel / Committee</b>
Waste Management	David Hopkins	16 June	Service Improvement & Finance (6 June)
Corporate Building & Property	Rob Stewart / Andrea Lewis	18 August	Service Improvement & Finance (15 Aug)
Highways & Transportation	David Hopkins	October	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:



<b>In progress (yet to report):</b>	<b>Completed (follow up stage)</b>
1. Child & Adolescent Mental Health Services (final report stage - reporting to Committee 12 Sep) 2. Building Sustainable Communities (final report stage – reporting to Committee 12 Sep) 3. Tackling Poverty (planning stage) – Expected End: Dec 2016	1. Social Care at Home (Oct 2016) 2. Education Inclusion (Nov 2015) 3. School Governance (tba)

2.2.2 The committee has agreed the following as potential new inquiries, preparations for which will begin shortly, with a pre-inquiry working group.

- Partnerships & Collaboration
- Preparedness for School

### 2.3 Performance Panels:

2.3.1 The following Performance Panels are meeting:

1. Service Improvement & Finance 2. Schools 3. Child & Family Services	4. Adult Services 5. Public Services Board
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### 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> 2. Civic Events <i>(the Convener requested a follow-up meeting to address a number of issues that the Working Group felt needed further consideration)</i>	3. Planning 4. Roads / Highways Maintenance 5. Corporate Building Services 6. Digital Inclusion 7. Dog Fouling
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### 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 A public request for scrutiny has been made in relation to Houses in Multiple Occupation (HMOs). Concern has been raised about the numbers and control of HMOs in Swansea, and in particular the spread of HMOs into the east side due to the new University campus, and effect on local areas.

3.2 The Scrutiny Programme Committee needs to consider this request and may choose to:

- a. include the matter in its work programme (taking into account existing work plan commitments)
- b. refer the matter elsewhere
- c. take no action

3.3 Taking into account relevant advice it is proposed that a one-off Scrutiny Working Group be established to obtain information on and discuss this matter with relevant Cabinet Member(s) and Officers that are responsible for HMO licensing and planning. The Working Group will need to consider:

- The Council's responsibilities (legislative or otherwise) and current position regarding HMOs licensing, management and control, and future plans.
- Service aims / targets / performance measures
- Service costs
- The intensity of HMOs across Swansea including East / West comparison
- Recent changes / trends and causes. Future projections.
- The Council's engagement with universities / landlords / HMO providers, and partnership working
- Impact on Council Tax revenue from HMO properties

3.4 We understand that Supplementary Planning Guidance is being developed over the next few months with a view to adoption in the first quarter of 2017. This provides opportunity for the Working Group's findings and recommendations to feed into and add value to this work.

3.5 The Working Group will be expected to capture its views, and recommended actions to address concerns, in a letter to the relevant Cabinet Member following the conclusion of the Working Group.

3.6 The Committee is asked to endorse this proposal. If agreed expressions of interest should be invited from non-executive councillors with a view to the Working Group being arranged as soon as practicably possible.

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

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

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

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

**Background papers:** None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Appendices:

Appendix 1: Committee Work Plan 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"> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> <li>To review future cabinet business and consider opportunities for pre-decision scrutiny</li> <li>To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)</li> </ul>
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>
Scrutiny Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from scrutiny activities</li> </ul>
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> <li>To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact (8 Aug; 14 Nov; 13 Feb)</li> </ul>
Scrutiny Events	<ul style="list-style-type: none"> <li>Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development &amp; improvement Issues; WLGA / CfPS network meetings)</li> </ul>

Items for Specific Meetings:

Meeting	Reports	Purpose
<b>13 Jun</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Deputy Leader / Cabinet Member for Services for Children &amp; Young People</li> </ul>
	<ul style="list-style-type: none"> <li>Annual Corporate Safeguarding Report</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
	<ul style="list-style-type: none"> <li>Work Programme 2016-17</li> </ul>	<ul style="list-style-type: none"> <li>To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings</li> </ul>
<b>11 Jul</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Wellbeing &amp; Healthy City</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp;</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>

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

	2015-16	
<b>14 Nov</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Environment &amp; Transportation</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Public Services Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>• Council Priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Update from Director - Corporate Services, on council priorities, strategic challenges, key decisions</li> </ul>
	<ul style="list-style-type: none"> <li>• Children &amp; Young People’s Rights Scheme – Compliance and Progress</li> </ul>	<ul style="list-style-type: none"> <li>• To discuss annual progress report on implementation of Children &amp; Young People’s Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014)</li> </ul>
<b>12 Dec</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Services for Adults &amp; Vulnerable People</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>9 Jan</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with the Leader of the Council / Cabinet Member for Finance &amp; Strategy</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>13 Feb</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Next Generation Services</li> </ul>
	<ul style="list-style-type: none"> <li>• Gypsy &amp; Traveller Site Search Process</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up on agreed recommendations / impact of scrutiny following cabinet decision in June 2016 (report from Cabinet Member for Next Generation Services)</li> </ul>
	<ul style="list-style-type: none"> <li>• Crime &amp; Disorder Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>• Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>
<b>13 Mar</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Transformation &amp; Performance</li> </ul>
	<ul style="list-style-type: none"> <li>• Progress Report – Adult Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Convener, attending to update on headlines from the Panel’s work and achievements</li> </ul>

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

**APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017**

<b>Report Title</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Requirement for Additional Places for Primary and Secondary Aged Pupils with Autistic Spectrum Disorder (ASD).</b>	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
<b>Notification of Contract Award for the Cynnydd Project.</b>	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

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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
<p><b>Relocation of Whitethorns Intensive Day Service (Morrison) to Acacia Road, West Cross, Swansea.</b></p>	<p>To relocate WIDS Day Service for Adults with Learning Disability from a leased property in Morrison to vacant building in Acacia Road (formerly a Respite Service). The new building provides better layout to provide occupants and manage behaviours that challenge. The location is close to West Cross Day Service with the opportunity to share resources and activities. The Service provided would remain with some adjustments to transport and refurbishment of the building required. The transition can take place over a 6 month period.</p>	<p>Cathy Murray</p>	<p>Cabinet Member - Adults and Vulnerable People</p>	<p>Cabinet</p>	<p>15 Sep 2016</p>	<p>Open</p>

**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
<p><b>YGG Lon Las New Build – Audit Committee Response to Cabinet.</b></p>	<p>Cabinet referred the YGG Lon Las New Build scheme to the Audit Committee in September 2015 so that lessons may be learned.</p> <p>This report is the Audit Committee’s summary of lessons learned which can be applied to other QEd 2020 capital schemes.</p> <p>Appropriate recommendations to address the lessons learned are included for Cabinet to consider.</p>	<p>Paul Beynon</p>	<p>Cabinet Member - Education</p>	<p>Cabinet</p>	<p>20 Oct 2016</p>	<p>Open</p>

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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
<p><b>Contract Award and Capital Programme authorisation for the Refurbishment of Pentrehafod Comprehensive Schools Existing School Buildings.</b></p>	<p>to withdraw agreement for the programme of enabling and external works for summer 2016, prior to Welsh Government approval of the full business case and contract, and prior to award of second-stage contract for construction.                      To withdraw authorisation for spend against City and County of Swansea’s 50% contribution for the project prior to Welsh Government final approval of its 50% funding contribution.                      To appoint second stage contract award for capital project works to commence.</p>	<p>Sarah Weir</p>	<p>Cabinet Member - Education</p>	<p>Cabinet</p>	<p>20 Oct 2016</p>	<p>Open</p>

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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
<b>21st Century Schools Programme.</b>	<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"> <li>• 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.</li> <li>• 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.</li> </ul>	Louise Herbert-Evans	Cabinet Member - Education	Cabinet	20 Oct 2016	Open

**APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017**

<b>Report Title</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Contracts for Home to School Transport Services (SH 17-22)</b>	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

**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
<p><b>To Seek Approval to Participate in the Cam Nesa Project and See Through the Necessary Stages to Implementation.</b></p>	<p>To approve and agree participation and implementation of City &amp; County of Swansea in the Cam Nesa project which seeks to reduce youth unemployment and reduce the number of young people who are already NEET between the ages of 16 – 24 years old. This is a collaborative ESF funded initiative between five Local Authorities across the South West Wales Region, for which Pembrokeshire County Council is acting as the lead beneficiary</p>	<p>Tracy Nichols</p>	<p>Cabinet Member - Enterprise, Development and Regeneration, Cabinet Member - Anti-Poverty and Communities</p>	<p>Cabinet</p>	<p>15 Dec 2016</p>	<p>Open</p>

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## Scrutiny Work Programme 2016-17

## Appendix 3a

ACTIVITY	May	June	July	August	September	October	
<b>Scrutiny Programme Committee</b>	9	13	11	8	12	10	
<b>Inquiry Panels</b>							
<b>Current:</b>							
CAMHS (started Oct 2015)	11			23		20	
Building Sustainable Communities (started Jan 2016)	18	30	25	17		20	
Tackling Poverty (started June 2016)		8	25		15 19 26	3 6 13	
Readiness for School (started Sep 2016)					28		
<b>Follow Up:</b>							
Social Care at Home (Cabinet 20/8/15)						25	
Corporate Culture (Cabinet 15/10/15) COMPLETE			6				
Education Inclusion (Cabinet 19/11/15)							
School Governance (Cabinet 16/6/16)							
	<b>Planning</b>		<b>Evidence Gathering</b>		<b>Final Report</b>		<b>Cabinet</b>
<b>Performance Panels</b>							
Service Improvement & Finance	11	6 22	27	15 31	21	17 26	
Schools	11	9			1 29	19	
Child & Family Services		27	25	22	26	31	
Adult Services		21 5	2	24	21	25	
Public Services Board (multi-agency panel)					28		
<b>Other Panels / Working Groups</b>							
ERW Regional Councillor Group (twice a year)					27		
Local Flood Risk Management							
Civic Events							
Planning						12 19	

## Scrutiny Work Programme 2016-17

## Appendix 3a

ACTIVITY	November	December	January	February	March	April
<b>Scrutiny Programme Committee</b>	14	12	9	13	13	10
<b>Inquiry Panels</b>						
<b>Current:</b>						
CAMHS (started Oct 2015)						
Building Sustainable Communities (started Jan 2016)						
Tackling Poverty (started Jun 2016)						
Preparedness for School (started Sep 2016)						
Partnerships & Collaboration						
<b>Follow Up:</b>						
Social Care at Home (Cabinet 20/8/15)						
Education Inclusion (Cabinet 19/11/15)		29				
School Governance (Cabinet decision awaited)						
	<b>Planning</b>		<b>Evidence Gathering</b>		<b>Final Report</b>	<b>Cabinet</b>
<b>Performance Panels</b>						
Service Improvement & Finance		23	21	25	22	22
Schools	17	8	18	16	16	6
Child & Family Services		28	19	23	27	27
Adult Social Services		23	14	11	8	8
Public Services Board (multi-agency panel)						5
<b>Other Panels / Working Groups</b>						
ERW Regional Councillor Group (twice a year)						
Local Flood Risk Management						
Civic Events						



**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 has finished its final report for presentation to the Committee.

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 has finished its final report for presentation to the Committee on 12 September.

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 25<sup>th</sup> July, this was open to all Councillors. A further awareness session has been arranged for 15<sup>th</sup> September. The Panel’s evidence gathering sessions will commence in September.

Projected End Date: December 2016

## 2. Pre-Inquiry Working Groups

### a) Partnerships & Collaboration

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

The Pre-Inquiry Working Group for this inquiry has been arranged for the 11 October.

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

## 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	25 October 2016
Corporate Culture	15 Oct 2015	19	0	0	6 Jul 2016 (complete)
Education Inclusion	21 Jan 2016	19	0	1	29 Nov 2016
School Governance	16 Jun 2016	6	2	4	tba
		Response to other 4 recommendations: Action already in place			

#### 4. **Performance Panels:**

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

The Panel carried out pre-decision scrutiny of the Corporate Building and Property Services Commissioning Review on 15<sup>th</sup> August and the convener attended Cabinet to provide scrutiny's feedback on 18<sup>th</sup> August. Whilst the Panel had no issues with the recommendation to retain both services and transform in-house, they made a number of recommendations including improved clarity that that value for money and quality of service are key elements of the commissioning review and to provide more detailed cost comparison information in order to clearly demonstrate that Corporate Building Services is providing value for money.

At its meeting on 31<sup>st</sup> August the Panel looked at the Wales Audit Office Annual report and the 1<sup>st</sup> quarter budget and performance monitoring reports.

The Panel continues its focus on carrying out pre-decision scrutiny of the Commissioning reviews. Up-coming meetings will look at the Highways and Transportation review and the Parks & Cleansing review.

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

See separate report – agenda item 9.

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

The first meeting of the Public Services Board Scrutiny Performance Panel has been arranged for 28<sup>th</sup> 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)

The panel met on 22 August to discuss the July performance report. Overall the panel was pleased with performance and was particularly pleased with the sustained drop in the number of looked after children which has remained consistently below 500 for the last three months. The current figure stands at 493 looked after children with 11 ceasing to be looked after.

The panel did have some concerns the new assessment process and was informed that the department was currently reviewing it after the first quarter's data. The panel will return to this in the next quarter.

The panel was keen to send a message to staff in the department to congratulate them on sustained good performance.

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

The panel met on 24 August and discussed Learning Disabilities.

The panel considered an overview of the Learning Disability population in Swansea and current levels of demand, the social work assessment process and what is taken account of when assessing what needs need to be met in relation to learning disabilities, how the assessment translates into a service and an outline of the type of service/support that people might expect to receive and an explanation of the different approach between Child and Family Services and how people are supported through the transition process.

The panel had some concerns about the numbers of people in Swansea with a learning disability as it appeared almost 4% higher than the national average. Officers agreed to look into this.

The panel was also concerned about the removal of eligibility criteria in the assessment process (under the Social Services and Well Being Act) and that eligibility for a service would be down to a professional's judgement. The panel and officers both agreed that this could lead to legal challenges. The panel welcomed the framework being developed however to ensure there would be a consistency of approach amongst professionals.

The panel was also concerned about the ability of people with learning disabilities to develop and rely on networks rather than services. Officers stressed how the assessment process was strengths based and empowered and enabled people rather than "fixing" them. It was noted that this kind of approach would require a change in culture and behaviour.

The panel also highlighted its concerns with quality of care and use of the private sector in providing care and support for learning disabled people. Officers stressed the importance of good contract monitoring to ensure that care provided by the private sector was as good as the care provided by the in-house teams.

The panel's next meeting is on 21 September and it will receive a briefing on the commissioning reviews and the panel agreed to invite the cabinet member to the next meeting.

## 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. The last meeting of the Working Group took place on 14 December 2015.

### c) Civic Events (convener: Cllr Anthony Colburn)

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

### d) Planning (convener: Cllr Chris Holley)

Arrangements for this Working Group to meet in October are currently being made. This will provide opportunity to ask questions about the current planning system, including Section 106 Agreements, and the call-in process.

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

#### 1. **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.

**2. 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.

**3. 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?

**4. 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
<b>Scrutiny Programme Committee</b>	Mary Jones <a href="mailto:cllr.mary.jones@swansea.gov.uk">cllr.mary.jones@swansea.gov.uk</a>	Brij Madahar (01792 637257) <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
Inquiry Panels:		
<b>Child &amp; Adolescent Mental Health Services</b> How is the Council working with health and other partners to reduce demand for specialist child and adolescent mental health services?	Mary Jones <a href="mailto:cllr.mary.jones@swansea.gov.uk">cllr.mary.jones@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Building Sustainable Communities</b> How can the council best support residents to run services in their own communities?	Terry Hennegan <a href="mailto:cllr.terry.hennegan@swansea.gov.uk">cllr.terry.hennegan@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Tackling Poverty</b> How can the Council's Tackling Poverty Strategy be improved?	Sybil Crouch <a href="mailto:cllr.sybil.crouch@swansea.gov.uk">cllr.sybil.crouch@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>
Inquiry Panels (follow up)		
<b>Social Care at Home</b>	Uta Clay <a href="mailto:cllr.uta.clay@swansea.gov.uk">cllr.uta.clay@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>
<b>Education Inclusion</b>	Cheryl Philpott <a href="mailto:cllr.cheryl.philpott@swansea.gov.uk">cllr.cheryl.philpott@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>

<b>School Governance</b>	Fiona Gordon <a href="mailto:cllr.fiona.gordon@swansea.gov.uk">cllr.fiona.gordon@swansea.gov.uk</a>	Dave Mckenna (01792 636090) <a href="mailto:dave.mckenna@swansea.gov.uk">dave.mckenna@swansea.gov.uk</a>
<u>Performance Panels:</u>		
<b>Child &amp; Family Services</b>	Paxton Hood-Williams <a href="mailto:cllr.paxton.hood-williams@swansea.gov.uk">cllr.paxton.hood-williams@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Service Improvement &amp; Finance</b>	Chris Holley <a href="mailto:cllr.chris.holley@swansea.gov.uk">cllr.chris.holley@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Schools</b>	Fiona Gordon <a href="mailto:cllr.fiona.gordon@swansea.gov.uk">cllr.fiona.gordon@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Public Services Board (multi-agency)</b>	Mary Jones <a href="mailto:cllr.mary.jones@swansea.gov.uk">cllr.mary.jones@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Adult Social Services</b>	Uta Clay <a href="mailto:cllr.uta.clay@swansea.gov.uk">cllr.uta.clay@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<u>Working Groups:</u>		
<b>Local Flood Risk Management</b>	Susan Jones <a href="mailto:cllr.susan.m.jones@swansea.gov.uk">cllr.susan.m.jones@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Civic Events</b>	Anthony Colburn <a href="mailto:cllr.anthony.colburn@swansea.gov.uk">cllr.anthony.colburn@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>



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<b>Partnerships &amp; Collaboration (pre-inquiry)</b>	June Burtonshaw <a href="mailto:cllr.june.burtonshaw@swansea.gov.uk">cllr.june.burtonshaw@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Preparedness for School (pre-inquiry)</b>	Hazel Morris <a href="mailto:cllr.hazel.morris@swansea.gov.uk">cllr.hazel.morris@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>

## Report of the Chair

### Scrutiny Programme Committee – 12 September 2016

#### MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

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

#### 1. Introduction

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

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

- 2.1 None.

#### 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

# Agenda Item 12

## Report of the Chair

### Scrutiny Programme Committee – 12 September 2016

#### SCRUTINY LETTERS

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

#### 1. Introduction

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

#### 2. Reporting of Letters

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

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

2.3 Letters relating to the work of Performance Panels are part of an ongoing dialogue with Cabinet Members and are therefore reported back and monitored by each Panel. The exception to this is the Public Services Board Scrutiny Performance Panel, whose letters will be reported as this committee is the designated committee for scrutinising Swansea Public Services Board (for the purposes of the Well-being of Future Generations (Wales) Act 2015). However all Performance Panel conveners will provide a quarterly progress report to the committee, including summary of correspondence with Cabinet Members and outcomes.

### 3. Letters Log

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

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

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a	Committee (Cabinet Member Q & A)	9 May	Letter to / from Cabinet Member for Environment & Transportation
b	Committee (Cabinet Member Q & A)	13 Jun	Letter to / from Cabinet Member for Services for Children & Young People
c	Committee (Cabinet Member Q & A)	11 Jul	Letter to / from Cabinet Member for Wellbeing & Healthy City

NB – responses from the Cabinet Member for Services for Children & Young People, and Cabinet Member for Wellbeing & Healthy City refer to and contain a number of attachments arising from information requested. The following are lengthy documents omitted from this agenda but are available on the scrutiny publications page - [www.swansea.gov.uk/scrutinypublications](http://www.swansea.gov.uk/scrutinypublications).

- Youth Justice & Early Intervention Annual Report 2016/17
- Evaluation Report – Local Area Coordination

A copy of these documents will be available at the meeting for reference.

- 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): 15 (target within 21 days)      % responses within target: 91

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	22-Jul	16	n/a
11	Committee	09-May	Cabinet Member Q & A	Environment & Transportation	07-Jul	29-Jul	22	12-Sep
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	03-Aug	20	12-Sep
14	Child & Family Services	27-Jun	Performance Monitoring	Services for Children & Young People (Deputy Leader)	25-Jul	29-Jul	4	n/a
15	Committee	11-Jul	Cabinet Member Q & A	Wellbeing & Healthy City	27-Jul	17-Aug	21	12-Sep

16	Child & Family Services Performance Panel	25-Jul	CSSIW inspection reports Youth Justice & Early Intervention Service	Services for Children & Young People (Deputy Leader)	10-Aug	25-Aug	15	n/a
17	Service Improvement & Finance Performance Panel	15-Aug	Pre-decision scrutiny of CBPS Commissioning Review	Next Generation Services	17-Aug			
18	Service Improvement & Finance Performance Panel	27-Jul	Revenue and Capital Outturn for 2015/16.	Finance & Strategy (Leader)	18-Aug			
19	Committee	08-Aug	Cabinet Member Q & A	Education	01-Sep			
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**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

**To/  
Councillor David Hopkins  
Cabinet Member for Environment &  
Transportation**

*Please ask for:  
Gofynnwch am:*

**Scrutiny**

*Direct Line:  
Llinell Uniongyrochol:*

**01792 637257**

*e-Mail  
e-Bost:*

**scrutiny@swansea.gov.uk**

*Our Ref  
Ein Cyf:*

**SPC/2016-17/2**

**BY EMAIL**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**7 July 2016**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Environment & Transportation following the meeting of the Committee on 9 May 2016. It is about Commissioning Reviews, Recycling, Road Maintenance & Repair, Bus Services, Parking Services, Streets, Parks, Dog Fouling, Swansea Marina and Safe Routes to School.

Dear Councillor Hopkins,

**Cabinet Member Question Session – 9 May**

Thank you for attending the Scrutiny Programme Committee on 9 May 2016 answering questions on your work as Cabinet Member for Environment & Transportation. We wanted to explore priorities, actions, achievements and impact, in relation to your areas of responsibility. Thank you for providing a paper that gave us the headlines from this cabinet portfolio. Thanks also to Stuart Davies, Head of Highways & Transportation, and Chris Howell, Head of Waste Management & Parks, who were present to assist the committee during the session.

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

**Commissioning Reviews**

We noted the status of relevant Commissioning Reviews that you were leading (e.g. Waste Management, Parks & Cleaning, Highways & Transportation). You talked about the pressure on budgets and need to find

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sustainable solutions for future service delivery, including exploring opportunities to generate income.

Since our meeting the Service Improvement & Finance Scrutiny Performance Panel has carried out pre-decision scrutiny on the Waste Management Commissioning Review and fed back its views to Cabinet on 16 June. Pre-decision scrutiny of future commissioning reviews is also being arranged.

## **Recycling**

We asked about recycling performance and you stated that the service was performing well (currently 59.2%) against Government targets. You were confident about further improvement with a view to meeting the target of 64% by 2019/20.

We were interested in activities within schools to educate children about waste, recycling and litter. We were told that there was a limited resource but there is an education officer working with primary and secondary schools.

We also discussed the issue of excess packaging and its contribution to waste and litter. You told us that the Welsh Government has been lobbied on this issue to minimise waste, but there has been little progress.

## **Road Maintenance and Repair**

We talked about the large backlog of road repairs (e.g. potholes), and inspection and prioritisation process. We were concerned about the condition of roads and how response to issues can be improved.

The process for dealing with reports of issues such as potholes was explained, and we noted that the level of response would be dependent on the severity of damage and potential danger. We heard that not every road was routinely inspected but there were criteria for intervention. However a balance had to be struck between planned and reactive inspections to counter any charge of any negligence.

Financial pressures meant that this was a very challenging area for the council because of the overall condition of roads - an issue not just locally but UK wide, and factors such as poor weather. However, you reported that despite limited resources Swansea was one of the highest performing councils across Wales.

## **Bus Services**

We were very pleased to hear that there has been some progress in developing a Quality Bus Partnership with First Cymru. This has been an area of concern for scrutiny, as highlighted in our inquiry on public transport a few years ago. We heard that you have spoken at length with the Managing

Director of First Cymru, Justin Davies and that things were close to agreement, which will mean a close working arrangement and opportunity for proper engagement over service provision and quality. You stated that it could also provide more leverage for investment from the Welsh Government.

## **Parking Services**

We asked about civil parking enforcement and the costs to provide Parking Services. You stated that you were trying to maximise income, and mentioned the plan to bring parking services across the council under a single umbrella for efficiency, as some are under the responsibility of leisure services.

We noted that the service generated an overall surplus in the region of £800k, against turnover of approximately £5 million. We were interested in the cost of the service and asked for a breakdown of the £4.2m, and particularly whether it covered the repair of the council's multi-storey car parks.

## **Streets**

### Street Closures

A question was raised about charges for street closures for example for street parties when there are national celebrations (Queen's Birthday etc). There has been concern at the money being charges and in light of statements by the Secretary of State and Department of Transport we asked whether such charges could be abandoned or reduced for occasions of national celebration. You gave assurances that this is being looked at with view to not making any charges in the future.

### Street Cleansing

We asked about cleansing schedules and targeting. We were not sure whether the service provided for a weekly clean or whether there was any particular targeting of areas.

We heard that the service was becoming more agile rather than carrying out blanket cleaning through a scheduled fixed rotation approach, i.e. the aim was to HAVE clean streets, not TO clean streets. We agreed that areas of large volumes of footfall and traffic would need more targeting, such as the city centre, and other shopping districts, not least to ensure they are attractive places to visit.

We asked you to share with us the schedule of street cleansing.

### Street Lighting

We noted the implementation of energy efficiency measures but discussed the effectiveness of LED street lighting. Committee members shared concerns about the limited spread of light making areas between lighting columns quite dark. You told us that there were no plans to increase the number of columns due to cost of new installations.

## **Councillors Environmental Allowances**

We referred to the cost of works in relation to councillors' environmental allowances (e.g. wooden posts to prevent parking and protect grass verges). Some members have found quotes to be very expensive. You responded that both the level of members' environmental allowances, and the cost of works, was being looked at. It was emphasised to the committee that works such as that referred to had to be done in a proper and safe manner and cost comparisons needed to be on a like-for-like basis.

## **Parks**

The committee noted that the Parks & Cleansing Service worked alongside colleagues in Culture & Tourism to actively work in partnership with in excess of 30 'Friends of Parks' Groups to encourage, sustain and develop each individual Friends Group and Park. We asked about grass cutting in parks / maintenance where managed by such 'Friends of Parks' Groups. We were told that no maintenance contracts with 'Friends of Parks' had been established to date.

## **Dog Fouling**

We raised some concerns about the provision & high cost of dog waste bins. You explained the various costs associated with the installation and servicing of dog waste bins and stated that this was being reviewed.

There was also concern at the limited presence of wardens to help deter dog fouling, and questions were asked about the extent of enforcement activity. We were told that resources did not allow for constant patrols but the service aimed to be responsive to complaints so that problems are dealt with. We accepted it was difficult to catch people in the act but one of the ways to improve matters was to have more operatives working in communities trained to enforce and able to issue fixed penalty notices.

We acknowledged that there needs to be an emphasis on education first not necessarily patrol and enforcement. We asked you to provide us with a breakdown of penalty notices issued over the last year.

## **Swansea Marina**

We talked about the operation of Swansea Marina. We noted the competitive environment and need to maximise income to offset the cost of maintaining and operating the Tawe Barrage. Given the crucial role played by the Barrage and consequences of failure we were interested in the maintenance regime.

## **Safe Routes to School**

We asked about the programme for Safe Routes to School / 20 mph limits around schools. You explained that this utilises Welsh Government funding, which the Council bids for each year, and its use is prioritised based on risk assessments, looking at factors like traffic volumes, speed of vehicles, access, width of pavements etc.

We noted that unfortunately the fund is limited and does not stretch to cover all schools - typically resources enable a couple of schools to benefit each year. We understood that the aim was for all schools to be covered in time, subject to funding.

## **Home to School Transport**

We asked about any development in relation to school transport, and relevant issues, including managing future cost.

## **Fleet Management / Depot Rationalisation**

We noted that Central Transport Unit activities have recently been subject to an external review, as part of a depot rationalisation review.

## **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:

- information / breakdown on the cost of the Parking Service, and particularly whether it covered the repair of the council's multi-storey car parks;
- street cleansing schedules; and
- breakdown of penalty notices issued in relation to dog fouling

Please provide your response by 28 July. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,



**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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

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

Councillor David Hopkins  
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DH/JW

29 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 Jones

**CABINET MEMBER QUESTION SESSION – 9 MAY 2016**

Further to your letter dated 7 July 2016 in relation to the Scrutiny Programme Committee meeting held on 9 May, I confirm / comment as follows:

**Road Maintenance and Repair**

The Council has launched a new process to respond to pothole complaints which will reduce the number of ongoing pothole defects.

The highways maintenance backlog is a longer term issue which would require significant levels of investment over several years across Wales and the whole of the UK.

You mention that not every road is routinely inspected, this is not the case as all adopted roads are inspected on a routine basis.

Subsequent to the inquiry, this year's independent results in relation to road condition of principle roads has been received and Swansea have been listed as 2 out the 22 Authorities.

**COUNCILLOR/Y CYNGHORYDD**  
**DAVID HOPKINS**  
**CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION /**  
**AELOD Y CABINET YR AMGYLCHEDD A THRAFNIDIAETH**

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**Bus Services**

A Quality Partnership Agreement between the Council and First Cymru Buses has recently been signed. The aims and objectives of the partnership will be taken forward by a Partnership Board comprising of 3 Council Members, the Managing Director and General Manager of First Cymru and The Head of Highways and Transportation and the Group Leader for Transportation. The Board will meet quarterly and will be supported by a Working Group.

**Street Lighting**

The new LED lanterns provide brighter and more efficient lighting but the spread of light is less than traditional son/sox lamps. In most locations the lighting levels between columns conform with required standards of illumination. In the limited number of areas where this cannot be achieved it is planned to install additional columns as part of the capital programme as budgets permit.

**Home to School Transport**

The current home to school transport policy is being reviewed and areas of discretionary transport identified. Any proposals to change this policy will be subject to public consultation and normal member's approval and would only be implemented at the start of an academic year.

Home to school transport provided in accordance with the current policy is reviewed each year to take into account the changes in pupil numbers and pupil movements during the year. In addition to this there is a planned programme of tendering whereby approximately one quarter of all routes is retendered each year to ensure best value.

**COUNCILLOR/Y CYNGHORYDD**  
**DAVID HOPKINS**  
**CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION /**  
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**Questions requiring response:**

- **Information / breakdown on the cost of the Parking Services and particularly whether it covered the repair of the council's multi-storey car parks:**

The financial report for 2015/2016 has not been finalised as yet. However, as a guide to the costs here is the actual outturn for Parking Services for 2014/2015.

**Breakdown of Parking Services actual outturn 2014/2015**

<u>Breakdown - Costs</u>	<u>Total (£)</u>
Employees	1,509,825
Premises	1,090,718
Transport	56,064
Supplies and Services	1,042,846
Overheads	291,416
	<hr/>
	3,990,869

<u>Breakdown - Income</u>	<u>Total income (£)</u>
Car Parks (26082)	3,063,339
Civil Parking Enforcement (26081)	1,240,230
Park & Ride (26097)	517,667
	<hr/>
	4,821,236

The maintenance costs for the Council's multi storey car parks are not directly funded from the car parking budget.

**COUNCILLOR/Y CYNGHORYDD**  
**DAVID HOPKINS**  
**CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION /**  
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The multi storey car parks are part of the corporate property portfolio and are maintained in accordance with wider asset priorities.

- **Street cleansing schedules**

- **The Cleansing Service** is a multifunctional section responsible for satisfying the requirements of the Environmental Protection Act 1990, other associated legislation and relevant Codes of Practice throughout City & County of Swansea. The primary purpose is to ensure public areas are kept clean, safe and fit for purpose.

- **Litter** – All adopted highways and verges (where footway is present) are litter-picked on a weekly basis. Litter can consist of a wide range of materials including that related to smoking, fast-food, confectionary, dog-fouling, sharps (needles etc.), chewing gum etc. Other roads without a footway are litter-picked routinely and are subject to stringent health and safety regulations. Areas of high footfall (e.g. City Centre, other shopping areas etc.) are cleared on a daily basis;

- **Litter bins** – All bins are emptied routinely and at least once a week. Litter bins in areas of high footfall (e.g. City Centre, other shopping areas etc.) are emptied on a daily basis;

- **Dog bins** – All bins are emptied routinely and at least once a week. Dog bins which are used regularly are emptied more frequently as necessary;

- **Mechanical Brush** – Compact and LGV Mechanical Sweepers routinely sweep the highways and footways of general debris and detritus. Most adopted areas are swept at least 2/3 times per year. Areas of high footfall (City Centre, main shopping areas etc.) are swept on a daily basis. The Mechanical Sweepers respond to specific complaints received often following specific incidents (e.g. RTAs etc.). Additional sweeps are undertaken generally and in specific areas where need is greatest during the autumn to combat leaf fall;

- **Dog Fouling** – Reports of Dog Fouling are removed from the adopted highway as soon as reasonably practicable;

**COUNCILLOR/Y CYNGHORYDD**  
**DAVID HOPKINS**  
**CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION /**  
**AELOD Y CABINET YR AMGYLCHEDD A THRAFNIDIAETH**

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**CITY AND COUNTY OF SWANSEA**  
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o **Fly-tipping** – Under the fly-tipping protocol, Cleansing respond and clear all small scale fly-tipping on publicly owned land, including roads and laybys within 5 days. Approximately 8300 service requests relating to fly-tipping were received during 2015/2016. Any evidence collected is passed to the Enforcement Team for further action;

• **Breakdown of penalty notices issued in relation to dog fouling**

5 fixed penalty notices have been served this year for dog fouling, three of those on Beaches.

I trust this information provides a response to the issues recorded at the Scrutiny Programme meeting.

Yours sincerely



**COUNCILLOR DAVID HOPKINS**  
**CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION**

**COUNCILLOR/Y CYNGHORYDD**  
**DAVID HOPKINS**  
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**CITY AND COUNTY OF SWANSEA**  
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**To/  
Councillor Christine Richards  
Cabinet Member for Services for  
Children & Young People**

*Please ask for:  
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**BY EMAIL**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**14 July 2016**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Services for Children & Young People following the meeting of the Committee on 13 June 2016. It is about Corporate Safeguarding, Children & Young Peoples Partnership, Youth Leaders, Youth Offending Service, Flying Start, Children Educated at Home and the Budget.

Dear Councillor Richards,

**Cabinet Member Question Session – 13 June**

Thank you for attending the Scrutiny Programme Committee on 13 June 2016 and answering questions on your work as Cabinet Member for Services for Children & Young People. We wanted to explore priorities, actions, achievements and impact, in relation to your areas of responsibility. Thanks also to Dave Howes, Chief Social Services Officer, who was present to assist the committee during the session.

You talked about your regular contact with scrutiny through the Child & Family Services Scrutiny Performance Panel and we were pleased to hear you praise the valuable work of that Panel which you stated made a significant contribution to service improvement. You recognised the important role played by scrutiny to help ensure the service does not return to the time, just a few years ago, of intervention. You also spoke about your meeting with the Service Improvement & Finance Scrutiny Performance Panel over the last year which covered a number of aspects of your portfolio including the budget.

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You referred to partnership working as one of the main issues and challenges ahead, and an area of increasing emphasis within the public sector, and between local authorities, despite the likely absence of major local government reorganisation.

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

### **Corporate Safeguarding**

The committee discussed the Corporate Safeguarding Annual Report for 2014/15 and update for 2015/16. As Cabinet Member with lead responsibility for safeguarding you provided a background to this work and explained that the report covered the activities of the Corporate Safeguarding People Steering Group, formed in response to a Wales Audit Office review of Local Authority arrangements to support the safeguarding of children.

We recognised that 'Safeguarding Vulnerable People' was one of the Council's five Corporate Plan Priorities, and perhaps the most important. We noted that the annual report for 2014/15 represented the first year's work of the Steering Group in establishing clear corporate safeguarding arrangements.

The committee was made aware of work carried out over the past 18 months to promote the idea that safeguarding was everyone's responsibility, and other achievements, including:

- identifying clear safeguarding leads across all Council services
- provision of on-line and/or face-to-face training, appropriate to job roles
- developing a performance framework to provide adequate assurance that systems are working effectively
- a training event on child sexual exploitation

The committee noted that approaches in Swansea were attracting interest elsewhere.

Overall the committee was pleased with progress and endorsed actions taken. However, we asked about progress in relation to the effectiveness of arrangements with partners, including contractors, and their engagement with safeguarding standards / issues. We were told that that this remained an area of development but actions have been identified to extend responsibilities across external organisations carrying out work for the council and ensure that they have a level of safeguarding understanding. The committee was keen to see progress in this area and timescales.

The committee was also interested in how the work of the Corporate Steering Group complemented the work of the Western Bay Safeguarding Board, Public Protection Executive Board, and local operational groups.

### **Children & Young Peoples Partnership**

Following our meeting with you last September and subsequent correspondence you said that work was being undertaken to re-establish the Children & Young Peoples Executive Board. This is important for strategic direction and coordination of work to ensure good outcomes for children & young people across the partnership. One of the issues was around how this fits within the bigger Single Integrated Plan / Public Services Board agenda.

Although no longer statutory, you confirmed that the Board has now met and referred to a new draft of the Children & Young People Strategic Partnership Plan which has been developed. The Plan provided clarity about the vision, priorities, and outcomes.

We asked about the process of monitoring progress to improve outcomes. You said that one of the objectives was around promoting children's rights and talked about the progress made in embedding the UNCRC across schools, as an example of actions being monitored. We asked about your role and involvement in the Public Services Board. As well as sitting on the Children and Young Peoples Partnership Board you confirmed that you were a member of the Public Services Board.

### **Youth Leaders**

We asked about the work of Youth Leaders and level of service across Swansea. You said you would provide us with information about the number of youth workers and the areas that they were operating within.

### **Youth Offending Service**

We asked about the regional Youth Offending Service. You said that the arrangements were working well however this was a challenging area with room for improvement.

We discussed early intervention initiatives and whether any improvements to outcomes for young offenders had resulted since restorative practice had been introduced. We were told that although there was evidence of successful outcomes for some children there were still a small and significant number of children being incarcerated, many with developmental needs such as speech and language.

Committee members queried the availability of reports on performance about the Youth Offending Service. We were unclear about the reporting mechanism for this body. Can you give us overview about this service with links to any published reports?

### **Flying Start**

We asked about the continuity and evaluation of the Flying Start scheme since it had moved into the Education Portfolio. You felt that the move to Education was a positive step to ensure better links with nursery / school provision, and stated that you would continue to work with the relevant Cabinet Member and retain interest. We agreed that working with families was critical to help break the cycle of deprivation. The committee asked how the scheme is being monitored. We understood that there was a performance framework which is used for reporting back to the Welsh Government. We have identified 'Preparedness for School' as a potential scrutiny inquiry topic that will be starting soon. I would expect that this will explore the success or otherwise of Flying Start, and other initiatives, during any evidence gathering.

### **Children Educated at Home**

We asked about the welfare of those children being educated at home. This is something which has concerned a number of scrutiny councillors in various forums and there has been surprise that the council has no power to see those children to check on their welfare. We acknowledged the need to remain vigilant, ask questions, offer help, and not be afraid to report any concerns. You stated that this was an issue that the service was aware of and has been in contact with the Welsh Government about. We noted that there was joint working between social service and education officers to ensure any concerns can be addressed at the point any request for home tuition is made.

### **Budget**

We asked about the budget for the Children & Young People portfolio, particularly any financial pressures / challenges over the past year. We were told that the service was within budget, and financial management was strong within the service with an emphasis, like other parts of the council, on working smarter.

### **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:

- more information about arrangements with partners, including contactors, on safeguarding;
- information about Youth Leaders; and

- a performance report on Youth Offending Service.

Please provide your response by 4 August. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,

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

**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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

Councillor Mary Jones  
Chair, Scrutiny Programme Committee

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Cyf:  
Date / Dyddiad: 3 August 2016

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

Dear Mary

**Cabinet Member Question Session – 13 June 2016**

Thank you for your letter of the 14 July 2016 which follows on from my attendance at the Scrutiny Programme Committee on 13 June 2016. I will respond using the headings outlined in your letter.

**Corporate Safeguarding**

As you say 'safeguarding vulnerable people' is one of the Council's five Corporate Plan Priorities and one which remains highly visible within the authority. I note the committee's focus on extending responsibilities in this area to external organisations carrying out work for the council. I can report that considerable progress has been made in terms of Safeguarding in contracts; there is a new standard form contract for Community and Adult/Children Services with specific clauses in relation to safeguarding, all new contracts within Social Services have specific safeguarding clauses. A Safeguarding Policy is in the process of being drafted for providers which will clearly state their duties in terms of safeguarding. Before the Council enters into contracts with providers a number of checks are undertaken and these include DBS checks and ensuring staff receive appropriate safeguarding training and refresher training.

I would also like to take the opportunity to encourage scrutiny members to complete the safeguarding training. Records show that less than half the Members present had completed both the training for adults and for children.

**COUNCILLOR/Y CYNGHORYDD**  
**CHRISTINE RICHARDS**  
**DEPUTY LEADER / DIRPRWY ARWEINYDD**

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**Children and Young People's Partnership**

The Partnership Board last met on 13 July 2016. The meeting was very well attended by representatives of all the key agencies with a focus on speech and language. This is a vital area and key to improving outcomes for our most vulnerable children. Work around children's rights has been ongoing in Swansea for a number of years, starting with the concept of restorative practice. The UNCRC provides the opportunity to embed the value base of children's rights and participation in all the work we do. It will also provide the opportunity to ensure we promote evidence based models of intervention that are compatible with this value base. The Signs of Safety (SOS) practice framework adopted by Child and Family services and Rights Respecting Schools would be good examples of this work in practice.

**Youth leaders**

We currently have 29 full time Lead Worker roles within the Young People Services who work intensively with Young People and their Family. They are a referral only service with referrals coming from social services, schools and careers.

These posts operate in approximate geographical areas and are based at centres in Townhill, Cockett, Blaen-y-maes, Llansamlet, Gorseinon and Central Swansea. Their location is based on need, demand and funding restrictions. The posts are funded by a combination of sources including Communities First, Families First, Welsh Government Youth Work Strategy Grant and Core funding. The team are currently supporting 254 young people and their families from pre 16 referrers and 75 post 16 young people and their families.

In addition to the lead work teams the service also has 7 part time Youth Club leadership posts operating across a range of clubs across the city.

The service also operates a NEETS Team and a Targeted and Specialist Team, which includes the running of the Info-nation Service on the Kingsway in the City Centre.

**COUNCILLOR/Y CYNGHORYDD**  
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**Youth offending service**

The Western Bay Youth Offending Service (YOS) has been operating since 2014. The transition to a regional service has worked well, with performance sustained and in some areas improved, within a context of efficiencies being made. In summary there has been a reduction in first time entrants to the Criminal Justice System (CJS), a reduction in reoffending, a reduction in the use of custody and in 2015/16 savings of £130,000 were made. In Swansea last year, 7 young people received a custodial sentence, a reduction from 8 the previous year. The current Youth Offending Service Plan has been presented to Western Bay Youth Offending Service Board, Corporate Management Team and will be presented to Corporate Briefing on Thursday 4 August 2016. A presentation of the performance of the service was provided to Scrutiny Performance Panel on Monday 25 July 2016. Performance information relating to YOS will be included in Child and Family Service monthly report.

**Flying Start**

Following the Scrutiny Planning Conference, the committee agreed to establish further Scrutiny Panels / Working Groups. One of these being **Preparedness for School**, which will look at how support for 0-3 year olds can be improved so that they arrive at school ready to learn. An inquiry will explore the success and performance framework of Flying Start and other initiatives, during the evidence gathering stages.

**Children Educated at Home**

There is nothing further to report on this other than to reassure that Welsh Government continue to be lobbied to address this issue, which has been a concern for a number of years. In the interim, close working arrangements between the Education department and Child and Family services will continue.

**COUNCILLOR/Y CYNGHORYDD**  
**CHRISTINE RICHARDS**  
**DEPUTY LEADER / DIRPRWY ARWEINYDD**

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**Budget**

Significant savings were made in 2015/16 within Child and Family Services, performance was sustained and successful implementation of the Safe LAC Reduction Strategy continued. Robust financial management continues, however the challenges this year are significant due to uplifts in contract costs and allowances.

Yours sincerely

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

**COUNCILLOR/Y CYNGHORYDD**  
**CHRISTINE RICHARDS**  
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Gweithio mewn partneriaeth / Working in Partnership

# Western Bay Youth Justice and Early Intervention Service 2015/2016

This is the year that was  
(updated to account for YJB figures  
now available)

# Background

## Key Performance Indicators:

- Reduction in first time entrants
- Reduction in reoffending
- Reduction in the use of custody

# Wales Only

Access to:

- Education training and employment
- Substance misuse services
- Suitable accommodation
- Mental health services

# How and what did we do?

- Maintaining FTEs
- Western Bay has continued to maintain FTEs year on year
- During 15/16 108 young people entered the youth justice system for the first time
- Of the 108, 45 were from Swansea
- Early intervention and prevention services
- Bureau
- Restorative approaches



# Reducing Reoffending

- The big challenge
- Are we turning the curve?
- Swansea – 14/15 27.3% reoffended  
15/16 24.8% reoffended  
14/15 cohort 275 YP – 75 reoffended  
15/16 cohort 270 YP – 67 reoffended
- Transition
- Improving opportunities and range of interventions

# Reducing use of custody

- 15/16 WB saw an decrease from 15 to 13 custodial sentences compared to 14/15
- Swansea – reduced from 8 to 7
- Improved work within The Courts
- Increased sentencing options
- Resettlement and reintegration panels

# Access to services

Western Bay reported:

- Substance misuse – 96.5% of YP were assessed within 5 days of referral (54 out of 56 YP) However 100% received a service within 10 days of assessment
- Accommodation – 94% of YP were in suitable accommodation at the end of their order
- Mental health – 77% of YP were screened within 10 days (N.B measure has been amended for 16/17)

- ETE
- School age children – average of 21 hours education offered per week at the end of their order
- Post 16 – average of 16 hours of training or employment offered per week at the end of their order

# Value for money? (All this and change!)

- 2014/2015 the service overspent by circa 60k
- 2015/2016 the service underspend by circa 130k
- Taking into account grant reductions, the reduction in spend was circa 270k
- No compulsory redundancies

# A thought to leave you with

## Across WB

- 237 YP committed 594 offences
- 103 were from Swansea and committed 262 of the offences
- 118 of the 594 offences were violence against a person
- 63 of these were committed in Swansea

Diolch /  
Thank you



**CITY AND COUNTY OF SWANSEA**  
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**To/  
Councillor Mark Child  
Cabinet Member for Wellbeing &  
Healthy City**

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**27 July 2016**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Wellbeing & Healthy City following the meeting of the Committee on 11 July 2016. It is about Tethered Horses, Local Area Coordinators, Parks, Sports, Japanese Knotweed, CCTV, Houses in Multiple Occupation, Community Buildings / Asset Transfer, Healthy Cities and Anti-Social Behaviour.

Dear Councillor Child,

**Cabinet Member Question Session – 11 July**

Thank you for attending the Scrutiny Programme Committee on 11 July 2016 and answering questions on your work as Cabinet Member for Wellbeing & Healthy City. Thank you for providing a written paper that gave some headlines from this cabinet portfolio in support of your appearance.

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

**Tethered Horses**

We had received written questions from a member of the public in relation to the recent Tethered Horses Scrutiny Working Group and your response to that work. The questions were from Mr David Grimsell, on behalf of Friends of Swansea Horses, who 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,

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impounded and destroyed by the Council, and complaints that are made to the Council about horse welfare and management issues. He wanted the committee to ask you:

- 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?

You provided some assurance to the committee that you are 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. You pointed out that improved partnership working has already seen a big fall in the number of stray horses having to be put down.

You told us that a full written answer would be sent to Mr Grimsell, and copied to Members of the Committee. We note that you have already done so.

One of the issues discussed during the Working Group had been signage put up by the council at hotspots in Swansea deterring people from tethering horses. Members understood that signage was in place however this was called into question by some committee members, for example in Mynyddbach. We asked you to check on this matter.

### **Local Area Coordinators**

We asked about progress including coverage across Swansea and how this initiative is being evaluated. You told us that steady progress was being made although not as rapid as desired. You stated that there was growing interest in this approach and were encouraged by the fact that Neath Port Talbot Council was also adopting this model.

The planned expansion of Local Area Coordinators (LACs) in further areas of Swansea was noted – which would mean a total of six LACs in place. Although the aim is to cover all areas we noted that you felt an increase by three each year would be a good achievement, with a total of 16 anticipated to provide coverage across the whole of Swansea.

You argued that LACs was something that should not only fall on the Council to fund, given mutual benefits for partners such as health, public health and police, and would press for a shared contribution that will enable swifter expansion. This was about reducing demand on services, and increasing independence and support within communities. You felt this should be a key element of collaborative working.

We noted that a report from Swansea University will be coming soon, evaluating this work, though there was anecdotal evidence of success. We look forward to seeing this report – please share with us as soon as it is available.

Some members stated that there has been some confusion about the exact role of LACs – you agreed to send us a job description. You clarified that the previous role of Community Connectors was now obsolete however the budget for that work has been used to increase recruitment of new LACs.

We also suggested that there should be regular feedback to local councillors from/about LACs to ensure their awareness and engagement with this work. You stated that there was an existing quarterly report that could be shared with councillors however you encouraged local councillors to personally make contact with Local Area Coordinators to share knowledge etc.

## **Parks**

You previously mentioned agreement to participate in the ‘Park Lives’ Scheme, sponsored by Coca-Cola. We noted that this is now underway with a number of activities being arranged, encouraging use of parks and participation – efforts that would otherwise not have been possible without funding.

We shared with you some concern about examples of ‘Friends of Parks’ groups being charged £35 by the council for community events. We asked you to explain the rationale for such charges. Although we understood that in certain circumstances a charge may be appropriate it was apparent that a flat fee was being charged regardless of the type of event. You told us that you were aware of the issue and were looking into it.

We talked about the number of bowling clubs which have collapsed with greens no longer in use. We asked about the maintenance of these unused greens. You confirmed that there were six greens not in use, one of which was now used as a children’s playground. You stated that others were being cut within the normal park regime though not maintained as bowling greens. We asked that you check that this is happening.

You praised the work of the recent Scrutiny Working Group which looked at Tree Preservation and its findings as they related to your portfolio, particularly the fact that significantly more trees were being cut down than planted. You accepted the need to reduce the imbalance between felling and planting, and need to develop a policy about the management of trees which at the very minimum should justify why we are not replacing trees in certain circumstances.

## **Sports**

We noted that two full-size all-weather 3G pitches had been secured for Penyrheol and Morriston, improving upon current facilities in these communities. You added that discussions were also underway about a further two pitches.

We asked about funding for Community Sports Clubs and Groups. You told us that funding was largely accessed through external bodies such as Sport Wales. You stated that part of the money for the new 3G pitches was coming from Sport Wales.

## **Japanese Knotweed**

We followed up on our discussion with you last September about efforts and progress in controlling knotweed and the commercial service now provided. You talked about the income that has been generated (circa £45k) which will help tackle efforts to treat Council land, but stressed that knotweed presented an ongoing challenge and resources were limited. You hoped that an experiment currently underway in an area of Swansea involving the use of a special insect to try to kill knotweed would prove successful. The committee felt that the council should set an example to private landowners by dealing with knotweed on our own land.

## **CCTV Service**

We noted that a review of the CCTV service was being carried out. We asked about use of CCTV and coverage particular in communities where there are nuisance problems such as off-road vehicles, or problems relating to tethered horses etc. You doubted whether CCTV could prevent such problems, and argued that it was as much about education, however would refer members' concerns to relevant officers.

One of the long-standing issues has been about funding for the service, with the Police being a major user of the service but not actually providing any funding. Despite difficulties regarding joint funding we agreed with you that like Local Area Coordination this was a service where some pooling of funding was merited.

## **Houses in Multiple Occupation (HMO)**

We asked you about the impact of new University campus on the number of HMOs in the east side of Swansea. The committee was interested in whether there has been a big increase and what effect this was having in the area. You referred to the close working relationship with the University to manage accommodation issues. We noted that there has been a change in definitions meaning that any house with at least three individuals (not a family) with shared facilities is classed as a HMO. You told us that you would provide

figures to show the intensity of HMOs and what impact the new campus has had on the spread.

### **Community Building and Asset Transfer**

We raised an issue, which you acknowledged, about the length of leases for community buildings which impact on whether community groups could bid for funds to improve buildings. You highlighted that any agreement to asset transfer would depend on a viable business plan, where there is financial benefit to the council (i.e. a cost saving) and remain a community asset.

There was some concern raised by committee members that those working in community centres were not feeling valued. You were disappointed if this were the case as you praised the work community volunteers and thanked them for what they did. You stated that a lot of advice and support was provided and available to community groups and volunteers.

### **Healthy Cities / Greener Cities**

We were pleased about progress in work to develop an Open Spaces Strategy which, when complete, should help inform and influence future decisions on development and quality of the built environment.

We understand that a survey / assessment has been carried out of open spaces as part of this work, which shows any deficiencies or surplus land which qualifies as open space across each area of Swansea. You felt that this will provide an opportunity to influence the anticipated City Centre development with focus on building design and healthy urban space with safe access for the public.

We asked if you could provide us with some information about the activities and achievements of the Healthy City Partnership, and who is involved. Members remarked that it was something which very little is mentioned about.

### **Anti-Social Behaviour**

We asked about your work in relation to tackling anti-social behaviour, but you appeared to be confused about its relevance to your portfolio. We would be grateful for clarification about cabinet responsibilities as it is clearly referenced within the Wellbeing & Healthy City portfolio.

### **Challenges for the year ahead**

We asked you to indicate some of the challenges ahead in your work and hopes for the next year. You mentioned the following:

- Budget – dealing with continuing financial pressures
- Local Area Coordination – recruiting of a further two or three coordinators to ensure half of Swansea is covered
- Best Start in Life – progressing work to improve children’s readiness for school. You were expecting the launch of fresh work, through the new Public Services Board, for all involved in early years across all sectors
- Anti-Smoking – evaluating of the pilot smoke-free beach at Caswell and possible expansion to the areas. Also developing smoke-free school gates.
- Purple Flag – continuing the success in relation to managing the evening and night time economy
- Sports – having four 3G pitches in operation
- Commissioning Reviews – making a positive impact from relevant reviews, keeping facilities / outdoor attractions open whether provided in-house or externally. You referred to example of ‘FootGolf’ which is generating income for the council and encouraging participation in sport
- Parks – hoping that all parks can develop a ‘Friends’ group

### **Your Response**

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

- Check on the issue of signage relating to tethering of horses;
- Share:
  - any evaluation report on Local Area Coordinators
  - the job description of Local Area Coordinators
  - regular news about their work, with local councillors
- Clarify the charges to ‘Friends of Parks’ groups for events;
- Provide confirmation about maintenance of unused bowling greens;
- Pass on our concerns about CCTV coverage;
- Provide HMO figures in the East side and analysis of trends since the new University campus has opened;
- Give information about the Healthy City Partnership;
- Clarify cabinet responsibilities in relation to anti-social behaviour.

Please provide your response by 17 August. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,

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

**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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



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

Councillor Mary Jones  
Chair – Scrutiny Programme Committee  
City & County of Swansea

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

Councillor Mark Child  
(01792) 637441

**BY EMAIL**

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MC/CM

17 August 2016

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

Dear Councillor Jones

**CABINET MEMBER QUESTIONS – 11<sup>TH</sup> JULY 2016**

Thank you for your letter dated 27<sup>th</sup> July 2016 regarding the Cabinet Member questions session held on 11<sup>th</sup> July 2016. I will outline below responses to your specific questions.

**Tethered Horses**

Notices have been placed at the site known locally as the racecourse in Penlan as a trial. Four notices were placed at the site at points where roads intersected. Three of the four had gone by the following morning. Currently more permanent adhesives are being investigated for these notices up so that they are more difficult to remove. Notices will be placed at all known locations when the next planned inspection is undertaken which is scheduled to take place during week commencing 15<sup>th</sup> August 2016.

**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
**CABINET MEMBER FOR WELLBEING & HEALTHY CITY /**  
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**Local Area Coordinators**

**Evaluation**

Swansea's Local Area Coordination work is being evaluated by the Institute of Life Sciences at Swansea University. It is part of a wider evaluation commissioned by Western Bay of similar approaches developing across the region (Local Area Coordination in Swansea and Neath Port Talbot and Local Community Coordination in Bridgend.)

Swansea's first report is a formative evaluation of the work undertaken during the development of the approach, and covers the period from December 2014 up to and including the first three months of the service becoming operational (until end September 2015).

It looks at how effective Swansea has been in implementing Local Area Coordination and building the foundations of the model.

The second, summative, part of the report, covering the period October 2015—end March 2016 is expected by September 2016.

This second report will appear alongside the summative reports from Neath Port Talbot and Bridgend.

It is expected to provide information on the benefits of Local Area Coordination to local people and communities, and to give an idea of the potential of the approach to save both financial and other resources.

**Role of Local Area Coordinators**

Please see attached the Job Description and Person Specification for the Local Area Coordinator posts; I hope this helps to clarify their role.

**Feedback to local Councillors**

Local Area Coordinators meet and work with local Councillors regularly; it is critically important for them to do so, as this benefits the community and local people and ensures that developments are relevant to the locality.

**COUNCILLOR/Y CYNGHORYDD**  
**MARK CHILD**  
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Since Local Area Coordination started in Swansea in 2014, and became operational at community level in 2015, Local Area Coordination and our (soon to be) six Local Area Coordinators have engaged with Councillors in the following ways:

- Cabinet Members for Wellbeing and Healthy City and for Adults and Vulnerable People are members of the Local Area Coordination Leadership Group, contributing to the shaping and driving of the approach in Swansea, linking with politicians at Welsh Government level, and promoting Swansea's work with Councillors across the other UK Local Area Coordination development sites.
- Local Area Coordination information sessions held for all local Councillors in the six LAC areas.
- Cabinet and other Members involved, alongside local people, in the co-productive recruitment process to appoint the six Local Area Coordinators.
- Local Area Coordinators contact each local Councillor for their area when they start in post and throughout their work.

**Here are some examples of work undertaken with local Councillors to date:**

**Dan Morris – (St Thomas, Pentrechwyth, Bonymaen, SA1 Waterfront)**

- Dan has had a total of 8 introductions from 4 Councillors to date.
- Worked with Coastal Housing to set up a garden party for tenants to meet each other, hear from various speakers (Trading Standards scams prevention, local credit Union, etc) to promote social contact and address issues of loneliness in the new housing complex. Local Councillors invited to attend and were able to meet residents.
- Meets regularly with local Councillors at the Eastside foodbank, where he bases himself once a week.
- Worked with local Councillors to help a local resident negotiate access to her property.

**COUNCILLOR/Y CYNGHORYDD**

**MARK CHILD**

**CABINET MEMBER FOR WELLBEING & HEALTHY CITY /  
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**CITY AND COUNTY OF SWANSEA**  
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- Meets regularly with Councillor for Bonynmaen, who has supported Dan by providing local information and history and 'walkabouts' to get to know the area.
- Cllrs Evans and Lloyd are supporting the creation of a historical group in Bonynmaen and a youth group, in collaboration with Local Area Coordination and PCSO.
- All Councillors are supportive of making joint visits to introductions.
- All have supported the promotion of Local Area Coordination to local resources, including schools, and to isolated and excluded people in their areas.

**Ronan Ruddy – (Gorseinon & Loughor)**

- Attends meetings of the Town Councils in his area to provide information about his work.
- Has met with Councillors re his involvement in supporting the development of potential growing schemes in the area. Critical advice provided by Councillors to enable him to avoid potentially divisive local issues re school developments.
- Ronan has been introduced to one of the school Principals by Councillor.
- Councillor attended local food bank after discussing with Ronan some of the issues that people face.
- Councillor invited Ronan to assist at family fun day in park.
- Ronan invited to use office space in new Town Council building.
- Ronan has been asked to accompany a Councillor on visits to sheltered accommodation.

**Jon Franklin – (Sketty, Sketty Park, Derwen Fawr & Tycloch)**

- Has contacted local Councillors when starting in post and since in order to make connections and inform them about developments in relation to his work.

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**Richard Davies – (new in post from August 1<sup>st</sup> – Pontarddulais and surrounding area)**

- Has contacted all the local Councillors for this large semi-rural area to introduce himself and his work.
- Councillor for Pontarddulais was able to broker one of the several local bases that will be needed for Richard to undertake his work, and where he will meet local people who may be vulnerable or excluded in some way.

**Francesca Grice – (new in post from August 1<sup>st</sup> – Uplands, Brynmill, Ffynone, St Helens)**

- Has contacted all the local Councillors for the area to introduce herself and her work.
- Has met with one Councillor at the local community centre, to share information about each other's' work.

**Claire Jones – (starts in post Sept 5<sup>th</sup> – City Centre, incl Mount Pleasant, Dyfatty, Sandfields, the Marina)**

- All local Councillors for the area have been contacted to advise them of Claire's imminent start date, and several have responded. Claire will follow up when she starts in post.

### **Parks**

All greens are open to the public unless there are specific security or safety issues. I can confirm that ten cuts are scheduled during the season but obviously due to work commitments and weather this may alter slightly.

As of April 1<sup>st</sup> this year, the management of the Parks and Open Spaces lettings, transferred to the Special Events Team. This was part of the transformational activity resulting in the reduction in staff in the former Parks Lettings team help achieve the required savings targets within Cultural Services.

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A review of the service was undertaken, in order to achieve the 1st April implementation date and this included the harmonisation of two former systems managed by two different teams within Cultural Services, into one consistent process.

Prior to the merger of the processes, we had two systems whereby the Special Events team charged an administration fee for all bookings within its portfolio and the Parks Letting Team applied a licence fee, which was paid to the Legal Team to oversee the checking of the Licence / indemnity. However, in the latter case, the implementation of this charge was applied inconsistently.

Under efficiency proposals put in place by the Council's Legal Section, the licence / indemnity issues were transferred to Cultural Services as part of a 'self-service' arrangement, so the licence fee requirement was realised at the initial stage of the booking.

The harmonisation of the process now means that every booking is treated in an equitable fashion and the £35 fee represents an iteration of the Licence / Indemnity Fee that has always existed and which has been increased annually in line with agreed Council fees and charges. As part of the transformation programme for Cultural Services, the new operating model for the Special Events Team is one of cost recovery basis, working to a full cost recovery model in future years.

The £35 fee is an extremely nominal charge which goes some way to covering the cost of managing the booking process, and the professional input required of checking the risk assessments, insurances, indemnities, liaison with other internal departments (e.g. Highways, Environmental Health, Parks, Cleansing etc.) in order to ensure the delivery of a safe event on public land.

We constantly review our procedures and systems and will continue to do so regarding this area of work. However, I would reiterate, that £35 is a very low charge given the amount of work that is involved in processing a booking for events and activities on its land, the purpose of which is to ensure the Council and public are protected as much as possible.

As well as these fees to Friends of Parks, there are additional fees should any commercial activity be requested as part of the hire application.

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**CCTV Service**

Following the recent Commissioning Review, changes are being made to the Council's provision and use of a CCTV service. This is likely to bring about capacity for closer and more consistent working arrangements between staff and cameras covering residential and community areas (with potential issues such as horse tethering and off road vehicles) and resources dedicated to public space coverage, such as the city centre. There is also the potential to deploy temporary "hot spot" cameras in areas as and when appropriate, as part of a multi-agency response, which may also include temporary deployments of a CCTV equipped vehicle.

**Houses in Multiple Occupation (HMO)**

Mandatory' licensing applies to Houses in Multiple Occupation (HMOs) in the east side of Swansea. This means owners of HMOs which have 3 or more storeys AND 5 or more occupiers are required to have a licence issued by the Council. The licensing regime controls property standards and management.

From the housing enforcement (Public Protection) perspective owners of HMOs outside the mandatory licensing regime i.e. the smaller ones are not obliged to notify the Council of their existence. This means the complete picture of HMO activity in the area may not be fully available.

An analysis of records and information available within the Public Protection Service has however been completed.

At the end of July 2015 there were 4 licensed HMOs in the east side (St Thomas ward). At the end of December 2015 there were 5 (the previous 4 + 1) and at the end of July 2016 there were 9 (the previous 5 + 4). Those are in Danygraig Road, Kilvey Terrace, Miers Street and Port Tennant Road.

Numbers are small but this does show an increase in the number of licensable HMOs in the area over the last 12 months.

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In the period 1<sup>st</sup> August 2015 – 31<sup>st</sup> July 2016 6 properties in St Thomas and Port Tennant were inspected by Public Protection at the request of the owner for the purpose of obtaining advice on management and property standards required relating to intended occupation as an HMO. These were non-licensable properties.

Over the same period one year earlier, from 1<sup>st</sup> August 2014 – 31<sup>st</sup> July 2015, that number was 5. 1 of those 5 properties subsequently became a licensed HMO.

Public Protection have not noted any specific issues with rising complaints related to HMO standards or anti-social behaviour in the area since the new University campus opened.

There have been some issues about parking in Elba Crescent which resulted in new parking restrictions being introduced but it is not known whether that was due to an increase in HMOs or factors such as people working in SA1 but parking in St Thomas.

New Planning regulations introduced this year will improve knowledge / information available on HMOs.

Amendments have been made to the Planning Use Classes Order to create a new Use Class C4 (broadly defined as HMOs of between 3 and 6 occupants) and a new requirement for any proposed change of use to Use Class C4 to require planning permission. Previously in Wales, only changes of use to larger (in terms of numbers of occupants) HMOs were subject to planning control.

The Council and a variety of other Agencies such as the Police maintain an active partnership with Swansea University and continue to liaise on a variety of matters. The Swansea Student Liaison Forum meets regularly. The Forum is unable to control the local housing market, or where students choose to live, but the numbers of HMOs and associated matters will continue to be closely monitored.

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**Healthy Cities**

I have been unable to provide the full answer here due to colleagues in Public Health Wales and ABMU Trust being on holiday, so I will reply as soon as I can with more information on the Healthy City Partnership. I will also forward on the latest Bulletin for information on some of the current and recent Healthy City Partnership work.

**Anti-Social Behaviour**

Anti-Social Behaviour is an issue that is dealt with by several service units across the Council. It forms an important part of the role of the Neighbourhood Support Unit, which is part of the Housing Department, and therefore also forms part of the portfolio of the Cabinet member for Housing.

The Health and Wellbeing portfolio includes the Community Safety team, which is part of the Poverty and Prevention service area. This team includes a member of staff who works as part of a multi-agency unit, including police and other partner agencies as part of the Safer Swansea Partnership.

The portfolio therefore entails oversight of the general response of the Council to issues of anti-social behaviour, and seeks to ensure that appropriate action is taken in close co-operation with other agencies within the Safer Swansea Partnership.

Yours sincerely



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

**COUNCILLOR/Y CYNGHORYDD**  
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# JOB SPECIFICATION

**DIRECTORATE: People**

<b>DIVISION/SECTION/UNIT:</b>	<b>Adult Social Services</b>
<b>UNIT MANAGER:</b>	Alex Williams
<b>POST TITLE:</b>	Local Area Coordinator
<b>JOB FAMILY &amp; ROLE PROFILE:</b>	
<b>POST NO:</b>	<b>GRADE</b> 8

## SUMMARY OF ROLE

**REPORTING TO:**

**PURPOSE OF THE POST:**

1. To act as a single, local point of contact, supporting 50-65 people of **all ages and across service types** (who may be disabled, older or have mental health issues) and their families / carers to:
  - determine and pursue their vision for a good life,
  - identify their own **strengths and needs**,
  - **stay safe, strong, connected** and contributing as valued citizens
  - have a voice/**self advocate**
  - build **resilience**,
  - find local, **practical, non service solutions to problems**
  - access, coordinate and control the required supports/services/resources, to the extent that they desire, to get there.
  
2. To support individuals and their **families / carers to lead and contribute** to the ongoing development of Local Area Co-ordination, including the monitoring of quality and outcomes. (Co productive approaches)
  
3. To build **strong partnerships with communities, agencies and services** to develop and increase their capacity to include and meet the needs of people-- who may be disabled, older or have mental health issues-- and their families / carers.



### **Key Working Relationships**

This post will demand the development and maintenance of strong, positive working relationships with the following:

#### **External to the Social Services Directorate:**

- Disabled people and people with mental health needs, older people, families and carers and their local communities.
- Third sector, community and faith groups, and organisations, the Council for Voluntary Service and independent service providers who work with and provide services and supports to local communities, disabled people, people with mental health needs, older people, families and carers.
- Other Council directorates / departments, e.g. Access to Services, Housing, Children and Family Services, Education, Economic Regeneration, Culture, tourism, sport and leisure, etc.
- Health colleagues and partners, including GP Networks, the ABMU Health Board and the Community Health Council.
- Elected members, including Community Councillors, County Councillors and other political representatives.
- Colleagues in other Authorities and relevant networks.
- Key local community activists?

#### **Internal to the Social Services Directorate:**

- The Intake Team ( Single Point of Access) for Health and Social Care Teams.
- Social Work Teams and colleagues in Network Hubs.
- Service providers
- Senior Managers and Commissioners
- Staff with policy, planning, contracting, information, data collection, monitoring, financial and funding responsibilities.

**THE POST HOLDER IS RESPONSIBLE FOR THE FOLLOWING:**

#### **MAIN ACTIVITIES:**

##### **Coordination (60%)**

1. To get to know, **build and maintain effective working relationships** with **50-65 individuals** (children and adults who may be disabled, older or have mental health issues) and their families / carers and communities across a local area. (population area 10-15,000)
2. To assist people who may be disabled, older or have mental health issues and their families /carers to clarify their **goals, strengths and needs**, and where appropriate enable them to develop a plan to pursue their life goals.
3. To support and promote opportunities for the involvement and **participation** of people who may be disabled, older, have mental health issues and families and carers in a range of ways including within community groups and cross-Council initiatives, and in influencing policy and decision-making at a variety of

#### levels. (Co Production)

4. To support people who may be disabled, older or have mental health issues and families and carers to access accurate, timely and relevant information and assist individuals, families and communities to access information through a variety of means.
5. To promote **self-advocacy**, provide advocacy support or access to independent advocacy as required.
6. To assist individuals and families to develop and utilise personal and local **community networks** to develop practical solutions to meet their goals and needs.
7. To assist individuals and families to access, navigate, coordinate and control the support and resources they need to pursue their goals and needs, including access to funding as appropriate (**Service coordination and navigation**)
8. To build effective partnerships and working relationships with community and statutory services, including Police, GPs, community organisations, Health, adult Social Care and children and family services. (**Multi agency partnership working**)
9. To **build, maintain and develop effective working partnerships** and relationships with statutory services regarding early identification of and effective responses to safety and **safeguarding**.

#### **Community Development and Capacity Building (20%)**

10. To develop and maintain a clear understanding of local community strengths, resources, connections, gaps and opportunities. (**Social capital**).
11. To develop partnerships with individuals, families, local organisations and the broader community to promote more opportunities for contribution and build a more inclusive community. (**Inclusion**)
12. To develop a sound understanding of the key issues in the local area for people who may be disabled, older or have mental health issues and families and carers in order to inform **planning and policy development**.

#### **Administration and Information Management (15%)**

13. To organise and maintain administrative records/data sharing within Council protocols and contribute to the effective operation of the local office.
14. To ensure proper records are maintained for all people

supported in the local area through use of an endorsed data system, providing information and data for reporting purposes and responding to requests for information.

15. Administer all aspects of Local Area Coordination discretionary budget/funding in accordance with agreed policies and accountability benchmarks and signpost individuals and families to Direct Payments support processes.

16. To ensure that the concept and practice of Local Area Coordination is understood and communicated appropriately to disabled people, older people, people with mental health issues, families and carers, communities, colleagues and partners.

**Professional Development and Supervision (5%)**

17. To take delegated **responsibility for specific projects**, developments and initiatives.

18. To participate in an approved supervision and performance development process and undertake training and development related to the position.

19. Ensure all work complies with standing orders, financial regulations and departmental instructions.

20. Participate in the **induction training of new employees** and trainees allocated to the section.

21. Participate in the **introduction and development of new systems** and procedures including those based on IT.

**JOB WORKING CIRCUMSTANCES**

The post holder will be expected to:

**SPECIAL CONDITIONS:**

The post-holder will be expected to be flexible at all times in duties undertaken to achieve workload.

Considerations to be given to workloads and deadlines when booking leave.

Will be required to work outside of office hours, including evenings and weekends.

Will be required to work in a variety of geographical locations and situations.



## PERSON SPECIFICATION

ROLE CRITERIA NO.1	EDUCATION, QUALIFICATIONS & TRAINING
<b>Essential</b>	Relevant qualification in Community Development, Education, Health or Social Care – degree or post-graduate degree level or equivalent or 5 years experience in a similar role.
<b>Desirable</b>	A minimum of three years post qualification experience.
<b>Evidence</b>	All certificates to be provided at interview for validation.
ROLE CRITERIA NO.2	SKILLS / TECHNICAL / PROFESSIONAL COMPETENCE
<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Understanding of and commitment to the principles of Local Area Co-ordination and to fairness and equity in our communities.</li> <li>2. Able to <b>set goals and manage a variety of tasks and competing priorities.</b></li> <li>3. Capable of working with a degree of <b>autonomy, analysing issues and reaching creative solutions.</b></li> <li>4. Good <b>communication and negotiation skills</b> to build and nurture relationships and partnerships with a <b>range of people and organisations at a personal, service and community level.</b></li> <li>5. Able to constructively <b>challenge existing processes and practice.</b></li> <li>6. Able to identify <b>opportunities and gaps in local communities</b> and work to develop more welcoming and inclusive communities.</li> <li>7. Demonstrate <b>insight and astuteness, sensitivity and tact.</b></li> <li>8. Skills and experience in <b>influencing, managing and supporting change</b> at the individual, family, community and systems levels.</li> <li>9. Ability to record and present <b>complex issues</b> in a clear and concise manner both <b>verbally and written.</b></li> </ol>

	<p>10. Able to <b>identify and respond to potential safeguarding</b> situations, maintaining effective longer term support.</p> <p>11. Ability to effectively <b>manage a local budget</b> for non-recurrent, innovative responses.</p> <p>12. A working knowledge of <b>IT</b> including word processing and email.</p>
<b>Desirable</b>	Knowledge of, and commitment to, the local area.
<b>Evidence</b>	Valid certification and/or registration/CPD
<b>ROLE CRITERIA NO.3</b>	<b>EXPERIENCE</b>
<b>Essential</b>	<p>1. Experience of working alongside and supporting individuals and <b>families from a variety of backgrounds and with varying needs.</b></p> <p>2. An understanding of and practical experience in <b>advocacy.</b></p> <p>3. An understanding and experience of supporting people to <b>plan for the future.</b></p>
<b>Desirable</b>	Experience of <b>building partnerships with individuals, families, communities, organisations and agencies.</b>
<b>Evidence</b>	At interview, then in post
<b>ROLE CRITERIA NO.4</b>	<b>COMPETENCIES &amp; ABILITIES</b>
<b>Essential</b>	<p><b>Special Knowledge</b></p> <p>1. Knowledge of the <b>local and national policy</b> context across services for disabled people, people with mental health issues, dementia, sensory impairments, older people, children and families and for carers.</p>
<b>Desirable</b>	<p><b>Special Knowledge – Desirable</b></p> <p>1. Knowledge of the Social Care and Wellbeing Act 2014.</p> <p>2. Knowledge of Adult and Children <b>Safeguarding</b> legislation and practice</p> <p>3. Knowledge of capacity issues and the <b>Mental Capacity Act 2005</b></p> <p>4. Knowledge of <b>community resources</b> that can help local <b>children, adults and older people.</b></p>
<b>Evidence</b>	At interview, then in post

<b>ROLE CRITERIA NO.5</b>	<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>
<b>Essential</b>	Candidates will demonstrate that all activities are undertaken in accordance with the Equalities Act 2010 and the City and County of Swansea's Equal Opportunities Policy and Procedures.
<b>Desirable</b>	
<b>Evidence</b>	At interview, then in post
<b>ROLE CRITERIA NO.6</b>	<b>CURRENT DRIVING LICENCE</b>
<b>Essential</b>	
<b>Desirable</b>	
<b>Evidence</b>	To be produced at interview and on request.
<b>ROLE CRITERIA NO.7</b>	<b>OTHER REQUIREMENT (1)</b>
<b>Essential</b>	Use of own car: Should the post holder have a disability and/or be unable to drive, then they may seek alternative means of transport/assistance, which must be an effective and cost effective method of travelling
<b>Desirable</b>	
<b>Evidence</b>	Evidence the post holder is appropriately insured for business purposes to be provided annually

<b>HEALTH SURVEILLANCE &amp; MONITORING:</b>	This post will require the post holder to take part in Health Surveillance and Monitoring procedures.
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<b>SAFEGUARDING:</b>	The Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
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<b>DISCLOSURE &amp; BARRING SERVICE (DBS):</b>	<b>THIS POST REQUIRES THE POSTHOLDER TO HAVE THE LEVEL OF DBS DISCLOSURE AS INDICATED BELOW:</b>		
	<b>Standard DBS Disclosure Application</b>	<b>Enhanced DBS Disclosure Application</b>	<b>No DBS Disclosure Application</b>
		Yes	

<b>REVIEW/ RIGHT TO VARY:</b>	This Person Specification is as currently applies and will be reviewed regularly according to the Employee Performance Management Review Policy and the Performance Development Review and Appraisal process. The Job and Person Specification may be subject to other Variance within the remit of the Role Profile.
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<b>SIGN OFF</b>			
<b>LINE MANAGER:</b>		<b>DATE:</b>	
<b>POST HOLDER:</b>		<b>DATE:</b>	

<b>DISCLOSURE AND BARRING SERVICE (DBS)</b>
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## DISCLOSURE CHECKS

The Disclosure and Barring Service (DBS) has been introduced as a result of Part V of the Police Act, 1997 and will replace the current system of police checking (see attached notes). It should be noted that this post requires a Standard/Enhanced level of disclosure. Further information about the Disclosure Scheme is available at [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/) or by contacting the Employee Vetting Team at the Guildhall, Swansea SA1 4PE.

This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults. The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

The DBS can issue 5 levels of Disclosure Certificates, depending on the position applied for, namely Standard, Enhanced, Enhanced with ISA check (children), Enhanced with ISA check (adults) and Enhanced with ISA check (children and adults)

Prospective applicants should be aware that before any offer of appointment is confirmed the successful candidate will be required to complete an application for the appropriate level of disclosure; the Authority will provide the relevant DBS Application Forms. Proof of the successful candidate's identity will also be required in the form of the following: Passport, Driving Licence, Birth Certificate and Utility Bills.

The Authority actively promotes equality of opportunity for all existing employees and prospective applicants. Candidates are selected on the basis of skill, qualifications and experience, and their match against the Person Specification. A criminal record will not necessarily bar applicants from working with the Authority. It will depend on the nature of the position and the circumstances and background of the offence.

The Authority has a written Policy on the Recruitment of Ex-offenders, which complies with the DBS Code of Practice, and undertakes to treat all applicants fairly. The DBS's Code of Practice; the Authority's Policy on the Security of Confidential Disclosure information and; information on the Rehabilitation of Offenders Act 1974 is available from the Employee Vetting Team, Room 214, The Guildhall, SWANSEA SA1 4PE; Telephone 01792 637795

Further information about the DBS can also be found at [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/)

## REQUIRED PERSONAL CHARACTERISTICS – LOCAL AREA COORDINATION

The list of examples below is provided as an aid in understanding what is meant by each criterion.

Applicants are encouraged to outline examples from their own life experiences to demonstrate they have the required personal characteristics.

General Description:	Examples could include:
<p><b><i>Committed to enhancing the lives of all people and to fairness and equity in communities</i></b></p> <p>In making a positive difference, values and respects the diverse needs and contributions that each person makes in society and embraces social justice principles.</p>	<ul style="list-style-type: none"> <li>• Shows sensitivity, respect and empathy for the values and beliefs of others including those from culturally and linguistically diverse backgrounds.</li> <li>• Acts to achieve outcomes which are fair and equitable.</li> <li>• Understands and makes efforts to address inequities experienced by people including those from diverse backgrounds.</li> <li>• Committed to empowering people to make their own decisions.</li> <li>• Contributes to the development of positive relationships within families and communities.</li> <li>• Promotes access, fairness and equity to address the needs of people from all cultural backgrounds.</li> <li>• Embraces contemporary attitudes to disabled people, people with mental health issues, people with sensory impairments and older people.</li> </ul>
<p><b><i>Skills and experience in managing change</i></b></p> <p>Understands the importance that change can have on the lives of people and realises that people can react to change in different ways. Demonstrates an understanding of change management principles and processes.</p>	<ul style="list-style-type: none"> <li>• Recognises the positive dimensions of change within organisations and within people's lives.</li> <li>• Understands the potential impact of change, both positive and negative, on the lives of individuals.</li> <li>• Committed to effective change management processes.</li> <li>• Actively promotes positive change to deal with challenging issues and situations.</li> </ul>
<p><b><i>Values people, partnerships and teamwork</i></b></p> <p>Values and respects others and encourages diverse opinion. Works constructively with people and makes a positive contribution. Actively promotes, values and strives to work collaboratively with others to achieve a common goal.</p>	<ul style="list-style-type: none"> <li>• Has a non-judgemental approach and does not force opinions on others.</li> <li>• Recognises and appreciates the diversity, skills and abilities of others.</li> <li>• Fosters an environment of trust and actively encourages others to work as a team.</li> <li>• Provides advice, guidance and support to others in varied situations.</li> <li>• Actively communicates ideas, shares information and knowledge.</li> <li>• Understands and takes account of differing community perceptions of disability.</li> <li>• Works to empower individuals, families and communities</li> </ul>







## Overview of the Healthy City Programme in Swansea

This paper aims to give an outline of developments and work that have been implemented under Swansea's Healthy City Programme. It focuses on the background of the WHO initiative and outlines how Swansea has taken the Programme forward and what the priorities are going forward...

### Background

The World Health Organisation's European network of Healthy Cities has been in place for over 25 years and is now in its sixth phase with approximately 100 member cities across Europe.

The European network is founded on the principles of fair health for all and has had health equity at its heart since its inception. There is a clear recognition that the health of the population is largely determined by policies and actions beyond the health sector. The social determinants of health (including education, housing, transport, economic policies, the environment and urban development) have different effects on health at different stages of the life course and can cause disadvantage which starts before birth and accumulates throughout life.

The World Health Commission on the Social Determinants of Health concluded that '*social injustice is killing on a grand scale*', The Marmot Review '*Fair Society Healthy Lives*' showed that people in poorer areas not only die sooner but will also spend more of their shorter lives with a disability. It is clear that what is needed to succeed in improving health and reducing unfair health inequalities is a whole government, systemic action to tackle the social determinants.

Swansea originally received designation from WHO as a member city of the World Health Organisation Healthy City network in September 2010 when it entered Phase V of the Healthy City Programme. In May 2014 Swansea applied for and was successful in being awarded designation to enter Phase VI (2014-2018). The overarching goals of Phase VI are: *'Improving health for all, reducing health inequalities'* and *'Improving leadership and participatory governance for health'*. These goals are underpinned by the core themes: *'life course and empowering people'*, *'tackling the major public health challenges'*, *'strengthening people centred health systems and public health capacity'* and *'creating resilient communities and supportive environments'*.

### **The Challenges in Swansea**

In common with Wales and other parts of the UK life expectancy is increasing together with the overall number of years that people can expect to be in good health. However, this masks an inequality within the Swansea Population that is widening. The *'Measuring Inequalities Report'* showed a 12 year gap in life expectancy for males and a 7 year gap in life expectancy for females between the least and most deprived areas. The gaps for healthy life expectancy and disability free life expectancy were greater at 22.9 years and 17 years respectively for males and 14 years and 13 years for females. Unfortunately these gaps are among the worst in Wales. The gap is well evidenced in the death rates for respiratory and circulatory disease. Two and a half times more people die from smoking attributed causes in the most deprived areas compared to the least deprived.

With regard to the Early Years, the Marmot Report highlights the critical importance of investing in the early years and states that *'the foundations for virtually every aspect of human development...are laid in early childhood'*. Locally, in Swansea, data collected in 2012 showed that out of 1,200 primary school children under 3, 75% are not achieving the expected developmental milestones (10-18 month gap) with the majority coming from areas that are not targeted or funded. A local primary school in the East Side of Swansea reported that over 40% of Reception children aged 4-5 had limited speech and 20% were dependent on dummies. Furthermore 25-30% are not toilet trained and 36% are unable to use a toothbrush.

## **Progress to Date**

Swansea has developed a robust governance mechanism to monitor and progress work undertaken by the established Healthy City Work Streams. Each Work Stream reports into the Healthy City Board on a regular rotational and ongoing basis and outlines how each action plan is progressing. Sound working partnerships have been developed between Health, Social Services, the Local Authority and the Third Sector.

Existing Work Streams include:

- Creating an Active and Healthy Swansea Forum
- Tobacco Control Forum
- Swansea Environmental Forum
- Readiness for School Strategy Group
- Older People/Age Friendly/Dementia Friendly Communities
- Community Voices
- Integration Board
- Healthy University Steering Group
- Primary and Community Networks

Key Programmes of work have been successfully progressed under the Healthy City Programme. Information outlining these achievements will follow in due course...

As part of the Healthy City Programme, Bulletins are produced by the Healthy City Communications Group and regularly circulated to partners outlining developments in Swansea and work currently being undertaken. The two most recent newsletters are attached for your information.



November 2015 – 3rd edition

## Swansea Healthy City Bulletin



### Welcome to the Healthy City Bulletin October 2015 issue...

The Healthy City Bulletin provides a regular update on developments in Healthy City programme in Swansea...

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### World Health Organisation Healthy City Conference Kuopio Finland: June 2015

This conference saw the first business meeting of Phase Six of the European Healthy City Programme. A total of 33 European Countries and 59 cities attended the event. Swansea was represented by Dr Nina Williams, Public Health Wales and Emma Griffiths from Healthy Schools, who presented two case studies on work ongoing in Swansea. These focussed on 'narrowing the gap in children's development by the age of 3 between more and less deprived areas' and 'promoting the benefits of immunisation through the Healthy Schools Scheme'.

The overarching theme of this year's conference was political choices for healthy cities which was explored through three strands:

- City health diplomacy and reaching out to other sectors
- Equity, resilience and life course with a focus on the health of women and older people
- Healthy urban planning and urban innovation and technology

Speakers at the conference included the Mayor of Kuopio who spoke about the city's aim to 'build a society built on trust' by 2025. A campaign was highlighted by the Mayor of Bogatár, Columbia in 2006 where a programme to improve wellbeing was started. Money was invested into libraries, parks, cycle lanes and public transport in the poorest areas. The result was increased optimism and a reduction in violence and crime.



*Dr Nina Williams Healthy City Coordinator Swansea UK and Miri Rees, Healthy City Coordinator Jerusalem, Israel*

The conference concluded that:

- Political commitment on all levels is the key to the success of Healthy Cities and the effective work on the social determinants of health

*'Without commitment no further work can be done'*

- Healthy cities have impressive experience in the cross- sectoral work but still more effort is needed to reach out to the other sectors and wider understanding of health

*'We do a lot of good work but we need to do more'*

- Difficult times motivate healthy cities to look for new solutions, models and tools to better promote health of all in the municipalities

*'We have to find out how to use our resources better'*

Cities involved in the network put forward impressive case studies of good practice. The list of abstracts is available by contacting Debra Bennett on [debra.bennett4@wales.nhs.uk](mailto:debra.bennett4@wales.nhs.uk)

## Developing the Food Agenda for Swansea

Latest figures estimate that 58% of the adult population of Swansea are either overweight or obese. Participating regularly in physical activity and eating healthily can not only ensure you stay a healthy weight but can provide wide benefits for mental health and well being.



The Creating an Active and Healthy Swansea Plan contains targets and actions aimed at ensuring that people become more active and less overweight/obese

Following good practice examples from other UK Healthy Cities an event was held to canvass views of community stakeholders on the best way forward for the food agenda in Swansea. The group recommended the development of a food strategy most appropriate to the needs of the City.

As part of their overall approach many UK Healthy Cities have adopted food charters including Bristol, Newcastle, Cardiff, Plymouth, Belfast, Carlisle and many others. A food charter is a statement of values and principles to guide a community's food policy.

The Sustainable Food Cities movement also recognises that food sits not only at the heart of some of our greatest problems but that it can also be a vital part of the solution. The potential to use food to address issues from obesity and diet related ill health to food poverty and waste, climate change and biodiversity loss to declining prosperity and social dislocation is now being widely acknowledged by local authorities, public health departments, community organisations and businesses.

Partners have drafted a Food Charter for Swansea. There will now be a consultation event planned in order to gain stakeholder views on the draft food charter and the way forward to ensure that the food agenda is spotlighted and moves forward positively in Swansea.

# Giving Every Child the Best Start in Life: Readiness for Birth, Nursery and School

The Healthy City Board has worked in partnership with the Institute of Health Equity in London focussing on their recommendation to 'give every child the best start in life'. Research demonstrates that a positive start in life is key to improving life chances and health outcomes. Data indicates that 75% of children in Swansea may not have achieved the expected developmental milestone for their age at 3 years.

Partners in Swansea want every child to be ready for school. The Early Years strategy focuses on how this can be achieved. The strategy aims to implement actions to improve school readiness and reduce inequalities between more or less deprived areas ensuring that no child is more than than 6 months behind in attainment by age 3.

Part of the Early Years strategy is to provide 'top tip's of what can be done by anyone caring for children to support the child's development and ensure that each child reaches their maximum potential.

To achieve this the Swansea Readiness for Birth, Nursery and School Statement (opposite) was agreed by the Healthy City Board in July 2015 and will shortly be cascaded to partners, organisations and the public across the City and County of Swansea.

**P-** Playing with your child can support them to make friends and prepare for learning.

**A-** Attending to your own and your child's health can help you both stay safe and healthy.

**R-** Routines can help with your child's concentration and help them feel that their life is secure and stable.

**E-** Enjoy talking, listening, singing and reading with your child. They will be more confident to do this in school.

**N-** Nursery and groups can provide the opportunities to make new friends and learn in a fun and supportive environment.

**T-** Time with other families is beneficial to you and your child. The quality of the time spent together is what counts.

**S-** Sleep helps us remember new things we learn and gets us ready for more learning and fun.



## Swansea Healthy Cities Community Voice Portfolio

The Community Voice portfolio is now entering its third year, delivering a series of projects linked to the Healthy City Programme. The portfolio aims to support citizens to have their voices heard; enabling them to influence the shape and delivery of services which affect them. Contact details for the portfolio and each of the projects can be found below:

**General Contact** – Lauren Howlett [lauren\\_howlett@scvs.org.uk](mailto:lauren_howlett@scvs.org.uk) 01792 544036

**BME Voice** - Phatsi Mabophiwa, Twahida Akbar, Shehla Khan and Cristina Cifuentes  
SBREC Email: [phatsi.m@sbrec.org.uk](mailto:phatsi.m@sbrec.org.uk) / [twahida.a@sbrec.org.uk](mailto:twahida.a@sbrec.org.uk) Telephone: 01792 457035 // EYST Email: [manager@eyst.org.uk](mailto:manager@eyst.org.uk) Telephone: 01792 466980 // ACC Email: [cristina.cifuentes@africancommunitycentre.org.uk](mailto:cristina.cifuentes@africancommunitycentre.org.uk) Telephone: 01792 470298

**Community Champions** - Laurie Morgans

Email: [laurie.morgans@swanseapeoplefirst.co.uk](mailto:laurie.morgans@swanseapeoplefirst.co.uk) Telephone: 01792 466866

**Community Green Spaces** - Lea Halborg

Email: [lea@environmentcentre.org.uk](mailto:lea@environmentcentre.org.uk) Telephone: 07790 770839

**Dyma Ni - Carers Transition Project** – Angela Maguire

Email: [Angela@swanseacarerscentre.org.uk](mailto:Angela@swanseacarerscentre.org.uk) Telephone: 01792 653344

**Planning Together** - Andrew Hubbard

Email: [info@sail-swansea.org.uk](mailto:info@sail-swansea.org.uk) Telephone: 01792 511343

**Your Opinion Matters** - Kay Lemon

Email: [KLemon@swanseawa.org.uk](mailto:KLemon@swanseawa.org.uk) Telephone: 01792 644683

### Patient and Carer Participation Groups Update:

**Contact:** [Adele Ottilie Jones](mailto:Adele Ottilie Jones) Tel: 01792 544028 e mail: [adele\\_ottilie-jones@scvs.org.uk](mailto:adele_ottilie-jones@scvs.org.uk)

Patient & Carer Participation Groups are established within the five Community Network Areas to enable citizens to be more involved and to have their say in the design and delivery of health services, ensuring that they are responsive to local need.

Network areas are based around populations of 30,000 to 50,000 people and provide a new way in which GP Practices and a range of health, social care and voluntary sector professionals will work more closely together.

Meetings and events are currently being held across Swansea to encourage active participation.

**Bay** and **Llchwyr** networks have recently held meetings with representatives from Public Health Wales and the Institute of Life Science focussing on the flu vaccination programme. The **City** Network recently held a Family Information Day at the Grand Theatre. The event aimed to share information about the wide range of available support services as well as encouraging individuals to become members of the Patient Carer Groups for the City network.

In **Penderi**, two family information days are planned and will take place before Xmas in Penlan and Blaenymaes.

In **Cwmtawe** a meeting is planned for early December in the Community Suite, Tesco Store Llansamlet.



# Newsflash

**Swansea University is running a unique programme for children aged between 10 and 12 designed to manage healthy body weight through healthy diet and fun physical activity. There are only 14 places left. Contact Nutrition Scientist Nils Swindell for further information.**

**Email: [835228@swansea.ac.uk](mailto:835228@swansea.ac.uk)**

**The Ageing Well Plan for Swansea was agreed by the Healthy City Board at the meeting held on September 17<sup>th</sup> 2015. Four planning groups have developed the work on the Ageing Well Plan. The plan includes work to progress the following areas**

- **Age Friendly Communities and Dementia Supportive Communities- [Jeannette Munn, City and County of Swansea](mailto:jeannette.munn@swansea.gov.uk)**  
**[jeannette.munn@swansea.gov.uk](mailto:jeannette.munn@swansea.gov.uk)**
- **Falls Prevention- [Sharon Miller, ABMUHB](mailto:Sharon.miller@wales.nhs.uk)**  
**[Sharon.miller@wales.nhs.uk](mailto:Sharon.miller@wales.nhs.uk)**
- **Opportunities for Learning and Employment- [Robert Douglas, City and County of Swansea](mailto:Robert.douglas@swansea.gov.uk)**  
**[Robert.douglas@swansea.gov.uk](mailto:Robert.douglas@swansea.gov.uk)**
- **Loneliness and Isolation- [Amy Meredith- Davies/Francesca Grice, Swansea Council for Voluntary Service](mailto:amy_meredith-davies@scvs.org.uk)**  
**[amy\\_meredith-davies@scvs.org.uk](mailto:amy_meredith-davies@scvs.org.uk) [francesca\\_grice@scvs.org.uk](mailto:francesca_grice@scvs.org.uk)**

**Further information will be available in the next edition of the Bulletin...**



## **Healthy City Directory**

The Healthy City directory is an online resource for everyone to use. It provides information on over 400 voluntary sector organisations that support health and well being, from clubs for all ages, and abilities, to booking a holiday for someone with special needs. It is also a useful tool for professionals to sign post their patients, for things like counselling and home adaptations.

The Directory can be found at [www.healthycitydirectory.co.uk](http://www.healthycitydirectory.co.uk)

For any further information on this bulletin, please contact Debra Bennett on 01792 601876 or email: [Debra.Bennett4@wales.nhs.uk](mailto:Debra.Bennett4@wales.nhs.uk)



# Swansea Healthy City Bulletin

## Smoke Free Beach Initiative

On Wednesday April 27<sup>th</sup> 2016. Swansea Healthy City partners including the City and County of Swansea, ABMU HB and Public Health launched a smoke free beach trial at Caswell Bay, Swansea.

The majority of people in Wales agree with a smoking ban in communal recreational spaces and this initiative builds on work already undertaken in Swansea around smoke free playgrounds.

This initiative is supported by a number of partners who aim to provide children and young people with the right to play in a clean and healthy environment by de-normalising smoking. Ash Wales, one of the partners involved state that young people consistently over estimate the prevalence of smoking and 60% think it is the norm because they see it around them every day. Swansea hosts wonderful coastlines with 4 of its beaches being awarded blue flag status. Toxic cigarette butts



found on these beaches are littering and spoiling our environment and are poisoning marine wildlife. Swansea’s Healthy City commitment supports the increasing movement in Wales towards further smoke free beaches. We thank you for supporting this voluntary ban at Caswell and if you have any comments or suggestions, please send them to: [www.swansea.gov.uk/smokefreespaces](http://www.swansea.gov.uk/smokefreespaces)

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## Smoke Free Sensations Help Swansea Smokers Sing their Way to Stopping

Swansea Health professionals are helping to get the stop smoking message across through the power of song. ‘Breathe Deep’ written by Mike Catling (Principal Public Health Practitioner) has already had a positive effect by encouraging smokers to quit the habit. The Smoke Free Sensations is a group made up entirely of health professionals featuring Mike Catling (lead vocals and guitar) and backing vocals supplied by Nina Williams, Sylvia Osbourne, Julie Davies, Paoula Browne and Sarah Hayes.

The song was launched earlier in the year at the Mental Health and Learning Disabilities Event held by Public Health in early February. This event was picked as a suitable platform owing to the additional difficulties of giving up smoking for people with mental health issues and learning disabilities. To hear the Smoke Free Sensations rendition of Breathe Deep you can get the official twitter app on <https://twitter.com/download?s=18>



## Developing the Food Agenda for Swansea

An interactive half day Healthy City workshop ‘The Future of Food in Swansea’ took place recently at Swansea University. The workshop aimed to explore the key role that food could play in improving health, prosperity and sustainability in Swansea.

The event was delivered by Tom Andrews (Sustainable Food Cities Network) and Katie Palmer (Food Cardiff) and was attended by Swansea Healthy City partners including representatives from ABMU HB, City and County of Swansea, Swansea University, Swansea Environmental Forum and Tourism and Leisure.

The workshop focussed on overcoming obstacles and identifying the partners needed and mechanisms available for making change happen as part of a long term food programme in the city. Using simple conceptual frameworks, participants worked together to identify opportunities in Swansea for driving positive change through policy, planning and on the ground programmes.

Following the event, the next steps for Swansea are currently being considered. It is planned that partners will meet to progress the action plan and make positive changes to generate a long term food programme and plan for the City.

## A Safe Evening & Night Time Economy (ENTE)

You may have noticed the Purple Flag flying proudly in Swansea City Centre? Equivalent to the Blue Flag awarded to top quality beaches, this prestigious award is part of an international initiative that recognises the city’s vibrant and safe night-time economy.

First awarded in February 2015, Swansea was the first city in Wales to achieve this standard. As well as the excellent partnership working shown by Safer Swansea, judges recognised a number of initiatives such as Help Point, student volunteers, the Street Pastors scheme and Taxi Marshalls. These all contribute to making people feel safe and looked after in the City Centre, increasing the number of people using City Centre entertainment facilities after dark and reducing crime levels.

This is only the beginning! Having now been awarded the Purple Flag for the second consecutive year, the Safer Swansea Partnership has been discussing the adoption of a collective, multi-agency strategy to help collate views and guide future direction and development of the ENTE of Swansea. The overall aim of the strategy is to promote a diverse and vibrant night time economy in Swansea and enhance quality of life by providing a safe city centre that is accessible and attractive to all who work, visit and live in Swansea and which supports local and national regeneration objectives. We’ve adopted the five core standards from Purple Flag accreditation as the framework for our strategy. These represent the standards which need to be achieved for a successful ENTE.

**Wellbeing:** Destinations should be safe and welcoming. All sectors play a part in delivering excellent customer care.

**Movement:** Getting home safely after an evening out is crucial, as is the ability to move around the centre on foot with ease.

**Appeal:** A vibrant choice of leisure and entertainment for diverse ages, lifestyles and cultures

**Place:** Successful areas are alive during the day, **and** in the evening with overlapping activities.

They reinforce the character, flair, imagination and identity of the area

**Policy Envelope:** Crosses professional and budgetary boundaries. Bringing focus to this complicated field through research, multi-sector partnerships and integrated public policy is key.

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## Healthy and Sustainable Pre-School Scheme

In September 2015 the Local Authority began working in partnership with Public Health on the Healthy and Sustainable Pre School Scheme (H&SPSS). The Swansea Family Information Service (FIS) is now delivering the scheme and providing the main support to settings that are progressing through the seven health topics. The H&SPSS is an excellent scheme that promotes good health practice in Early Years settings by encouraging a healthy message through 7 key health topics which the settings work through.

The FIS has strong links with the early years settings in Swansea and has quickly taken up the mantle and helped to support nine settings achieve their next aspect of the award. The aspects completed by the various settings were:

- Nutrition and Oral Health
- Physical activity and active play
- Mental and Emotional Health
- Wellbeing and Relationships
- Environment
- Safety and Hygiene

Congratulations are due to Singleton Day Nursery, Clase Flying Start, Pentrechwyth Ladybirds, Waun Wen Flying Start, Rose Garden Day Nursery, Penplas Family Centre, Noah's Ark Day Nursery, Seaview Little Gems and Portmead Puddleducks who all achieved the criteria to progress through to their next aspect in November.

Finley the FIS Bear toured the nine settings, often arriving in time to see the children during their Christmas parties and celebrate the good healthy practice that is happening in the early years settings.





## Swansea Healthy City Community Voice Portfolio

The Community Voice portfolio is now entering its fourth year, delivering a series of projects linked to the Healthy City Programme. The portfolio aims to support citizens to have their voices heard; enabling them to influence the shape and delivery of services which affect them. Contact details for the portfolio and each of the projects can be found below:

**General Contact** – Amanda Edwards, amanda\_edwards@scvs.org.uk 01792 544006

**BME Voice** - Phatsi Mabophiwa, Twahida Akbar, Shehla Khan and Cristina Cifuentes  
SBREC Email: phatsi.m@sbrec.org.uk / twahida.a@sbrec.org.uk Telephone: 01792 457035 // EYST Email: manager@eyst.org.uk Telephone: 01792 466980 // ACC  
Email: cristina.cifuentes@africancommunitycentre.org.uk Telephone: 01792 470298

**Community Green Spaces** - Lea Halborg  
Email: lea@environmentcentre.org.uk Telephone: 07790 770839

**Dyma Ni - Carers Transition Project** – Angela Maguire  
Email: Angela@swansecarerscentre.org.uk Telephone: 01792 653344

**Planning Together** - Andrew Hubbard  
Email: info@sail-swansea.org.uk Telephone: 01792 511343

**Your Opinion Matters** - Kay Lemon  
Email: KLeamon@swanseawa.org.uk Telephone: 01792 644683

The Portfolio has engaged with 26 local strategic delivery decision making bodies, enabling input from members of citizen participation groups in decision making. Examples of such groups include: Health of Homeless and Vulnerable Groups; Families First; Domestic Abuse Executive Committee; Regional Citizenship Board; Police & Crime Commissioner's Office; Co-production Implementation Group; 50+ Forum etc.

A Community Voice cross-portfolio event was held in April 2016 entitled, "Nothing About Us, Without Us". Aimed at Heads of Service and Service Providers, the event took the form of legislative theatre, with each Portfolio project enacting an issue they face. The event was very well received by those in attendance and the portfolio have discussed ways forward following the event.

Your Opinion Matters have 2 beneficiaries embedded on the Domestic Abuse Executive Committee and Steering Group for the Social Services Domestic Abuse hub pilot; Community Champions worked with ABMU to establish an Editorial Advisory Group enabling people with a range of disabilities to rate and review information ensuring its accessible to all. As a result of having Champions embedded in the Learning Disability Planning Group and Forum, the project has been asked to work with all the LD services across Swansea to ensure that people with a LD can co-productively shape the future of services in Swansea. Many of the projects work closely together and inter-refer beneficiaries between projects. If you would like to get involved in decision making which affects you, please contact Amanda Edwards.

## Healthy City Directory

The Healthy City directory is an online resource for everyone to use, providing information on over 400 voluntary organisations that support health and well being, from clubs for all ages and abilities to booking a holiday for someone with special needs. It is also a useful tool for professionals to sign post their patients, for counselling and home adaptations. The Directory can be found at [www.healthycitydirectory.co.uk](http://www.healthycitydirectory.co.uk)

Draft 1



## **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 is scheduled to attend the Scrutiny Programme Committee on 10 October 2016

The Chair of the Scrutiny Programme Committee is scheduled to attend the Audit Committee on 25 October 2016.

## AUDIT COMMITTEE WORKPLAN 2016/17

Date of Meeting	Reports
30 August 2016	Wales Audit Office Update Report Internal Audit Annual Report 2015/16 Internal Audit Monitoring Report Q1 2016/17 Corporate Fraud Team Annual Report 2015/16 Corporate Fraud Team Plan 2016/17 Audit Committee Action Tracker Report
20 September 2016 – Special Meeting	Audited Statement of Accounts 2015/16 WAO ISA 260 Report 2015/16 – City & County of Swansea WAO ISA 260 Report 2015/16 – Pension Fund WAO Financial Resilience Assessment Report Audit Committee Action Tracker Report
25 October 2016	Cabinet Advisory Committees – Update Report Chair of Scrutiny Programme Committee Wales Audit Office Update Report Annual Report of School Audits 2015/16 Bad Debt Write Offs – Update Audit Committee Action Tracker Report
13 December 2016 – Special Meeting	Audit Committee Training – Risk Management and Counter Fraud Head of Commercial Services – Commercialism Strategy Risk Management Half Yearly Review 2016/17 Wales Audit Office Update Report Audit Committee Action Tracker 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
28 March 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