

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the
SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 3A, Guildhall, Swansea

On: Monday, 14 November 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 Member:

D Anderson-Thomas, C A Holley & 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.

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on 14 November 2016. The main items are Environment & Transport, Children's & Young People's Rights, Adult Social Services and the Public Services Board.

AGENDA

Page No.

- 1 Apologies for Absence.**
- 2 Disclosures of Personal & Prejudicial Interest.**
www.swansea.gov.uk/disclosuresofinterests
- 3 Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 Minutes.** 1 - 6
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 Public Question Time.**
Questions for Cabinet Members in attendance or Chair of the Committee in relation to the Scrutiny Work Programme.
- 6 Cabinet Member Question Session: Cabinet Member for Environment & Transport (Councillor David Hopkins).** 7 - 24

- 7 Children & Young People's Rights Scheme - Compliance and Progress Report (Councillor Christine Richards). 25 - 55**
- 8 Scrutiny Performance Panel Progress Reports: 56 - 62**
 (a) Adult Services (Councillor Uta Clay, Convener).
 (b) Public Services Board (Councillor Mary Jones, Convener).
- 9 Scrutiny Dispatches - Quarterly Impact Report. 63 - 68**
- 10 Scrutiny Work Programme 2016/17. 69 - 101**
 Discussion on:
 (a) Committee Work Plan.
 (b) Opportunities for Pre-Decision Scrutiny.
 (c) Progress with Current Scrutiny Panels and Working Groups.
 (d) Update from Director - Resources on Council Priorities, Strategic Challenges, Key Decisions.
 (e) Request for Scrutiny on the Demolition of Oceana Building.
- 11 Membership of Scrutiny Panels and Working Groups. 102 - 104**
- 12 Scrutiny Letters. 105 - 117**

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	12 Sep	Letter to / from Cabinet Member for Anti-Poverty & Communities

- 13 Feedback from Recent Scrutiny Events.**
- 14 Upcoming Scrutiny Events.**
- 15 Audit Committee Work Plan (For Information). 118 - 119**
- 16 Date and Time of Future Committee Meetings for 2016/17 Municipal Year (all at 4.30 pm).**

12 December 2016	13 February 2017	10 April 2017
9 January 2017	13 March 2017	

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

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Tackling Poverty	Inquiry Panel	21 Nov	4.00 pm	Committee Room 3 (CC)
Adult Services	Performance Panel	23 Nov	4.00 pm	Committee Room 3B (GH)
Service Improvement & Finance	Performance Panel	23 Nov	10.00 am	Committee Room 5 (GH)
Houses in Multiple Occupation	Working Group	25 Nov	10.00 am	Committee Room 3A (GH)
Child & Family Services	Performance Panel	28 Nov	10.00 am	Committee Room 3A (GH)
Education Inclusion	Inquiry Panel (follow up)	29 Nov	4.30 pm	Room 235 (GH)
Tackling Poverty	Inquiry Panel	1 Dec	4.00 pm	Committee Room 2 (CC)
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Education Inclusion	Inquiry Panel (follow up)	29 Nov	4.30 pm	Room 235 (GH)
Tackling Poverty	Inquiry Panel	1 Dec	4.00 pm	Committee Room 2 (CC)

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

Connect with Scrutiny:

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Huw Evans
Head of Democratic Services
Monday, 7 November 2016

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, 10 OCTOBER 2016 AT 4.30 PM

PRESENT: Councillor M H Jones (Chair) Presided

Councillor(s)

A C S Colburn
E W Fitzgerald
E J King

Councillor(s)

S E Crouch
T J Hennegan
G Owens

Councillor(s)

N J Davies
J W Jones
G J Tanner

Co-opted Member(s)

D Anderson-Thomas

Co-opted Member(s)

C A Holley

Also Present: -

Councillor R Francis-Davies

Cabinet Member for Enterprise, Development &
Regeneration

Councillor D W Cole

Convener – Tree Preservation Working Group

Mr A M Thomas

Chair of Audit Committee

Officer(s)

Brij Madahar
Wendy Parkin
Jeff Saywell
Jeremy Parkhouse

Scrutiny Co-ordinator
Senior Lawyer
Landscape Team Leader
Democratic Services Officer

Apologies for Absence

Councillor(s): C Anderson, U C Clay, C R Evans, F M Gordon, P R Hood-Williams
and P M Meara

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

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

73 **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.

74 **MINUTES.**

RESOLVED that the Minutes of the Scrutiny Programme Committee held on 12
September 2016 be approved as a correct record.

75 **PUBLIC QUESTION TIME.**

There were no public questions.

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

Councillor R Francis-Davies provided a short opening address on his Cabinet Portfolio prior to taking questions from the Committee which focussed on the following:

- City Centre
- Civic Centre
- City Region / City Deal
- Suburban Centres
- Culture (Arts)
- Support for NEETS
- Enterprise Education
- Universities
- European and External Funding
- Tree Preservation
- Planning

The session included a follow up on the work of the Tree Preservation Scrutiny Working Group, which had made a number of recommendations to the Cabinet Member. A written progress report was provided to the Committee by the Cabinet Member. Councillor D W Cole, Convener of the Working Group, was present to comment and ask questions. Councillor Cole was pleased with and encouraged by the progress that has been made, and praised the efforts of the Council's Landscape Team. The Committee welcomed the development of a Tree Policy, which would amongst other things cover the replanting of trees on Council land.

Councillor Francis-Davies welcomed this piece of scrutiny and assured the committee that the findings had been considered fully. The Committee noted that some recommendations were still in progress and amongst these the Cabinet Member confirmed that the implications of placing Tree Preservation Orders on Council land prior to sale was being discussed. There was concern amongst Councillors that many trees had been lost through sale of Council land because of the failure to protect trees.

The Chair thanked the Cabinet Member for his comments and observations.

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

77 **ANNUAL LOCAL GOVERNMENT PERFORMANCE BULLETIN 2015-16.**

The Chair provided the national performance report, published by the Local Government Data Unit Wales, which would be useful in supporting and informing the work of scrutiny in Swansea.

She referred to the performance of the Authority in relation to Disabled Facilities Grants, which would continue to be monitored by the Service Improvement and Finance Panel.

78 **AUDIT COMMITTEE WORK PLAN AND ANNUAL REPORT (CHAIR OF AUDIT COMMITTEE, ALAN THOMAS).**

The Chair of the Audit Committee, Mr Alan Thomas presented the Audit Committee Work Plan and Annual Report and had attended in support of developing the relationship between scrutiny and the Audit Committee and coordination between respective work plans.

It was outlined that the purpose of the discussion was to ensure mutual awareness, avoiding duplication and ensuring that gaps did not appear in the respective work plans.

He highlighted that the Audit Committee looked at gaining assurance regarding the financial affairs of the Council, particularly risk management, internal control, overall corporate governance arrangements and financial statements. In addition, the Audit Committee also monitored the internal and external audit arrangements of the Council.

He cited examples where the work of the Audit Committee and Scrutiny had been complementary, with issues around school governance, and planning matters being investigated and examined. Mr Thomas was clear about respective roles and commented on the scrutiny function to look at issues in detail.

He referred to the recent health check undertaken by the Wales Audit Office and a previous presentation they provided that outlined the role of the Audit Committee. The Audit Committee had received very positive feedback from the Wales Audit Office regarding the work it had undertaken to improve services but it was recognised that there were still many areas that required improving. The Committee compared very favourably with other Audit Committees across Wales.

The Audit Committee would be examining the number of partnerships and collaborations locally, particularly their effective governance, outputs and value for money.

The Committee asked questions of the Chair of the Audit Committee, who responded accordingly. Discussions centred around the following: -

- Good governance practices in schools;
- School audits, reserves held by schools in Swansea, the work of challenge advisors, the forthcoming review of issues with the Chief Education Officer;

- Powers available to local authorities with regard to schools with high levels of reserves;
- Input of the Wales Audit Office into the work of the Audit Committee and the positive relationship currently being fostered.

RESOLVED that: -

- 1) The contents of the report be noted;
- 2) The Wales Audit Office presentation regarding the role of the Audit Committee be circulated to the Committee.

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

The Chair presented the Scrutiny Work Programme 2016/17.

The report provided the Committee with:

- The current Scrutiny Work Programme;
- A plan for future committee meetings;
- A progress report on the various existing Panels and Working Groups; and
- Cabinet forward plan for opportunities for pre-decision scrutiny.

She referred to the Highways & Transportation and Parks and Cleansing Commissioning Reviews expected in December 2016 which would be subject to pre-decision scrutiny.

It was added that meeting arrangements were being made for the new HMO Scrutiny Working Group and details would be circulated in due course.

Councillor Chris Holley, Convener of the Service Improvement & Finance Performance Panel expressed disappointment that his Panel had not discussed a report requested on Fees and Charges that has been originally scheduled for June 2016. The Chair proposed that a letter be forwarded to the Leader / Chief Executive on the Panel's behalf to highlight this issue and the Panel's concern.

The Scrutiny Co-ordinator informed the Committee that Mrs Beverley Phillips, Head Teacher of Blaenymaes Primary School had been co-opted to the Tackling Poverty Panel.

RESOLVED that: -

- 1) The contents of the report be noted;
- 2) Letters be forwarded to the Leader / Chief Executive as outlined above.

80 **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 A J Jones to be deleted.

The membership of the new Scrutiny Working Group to look at Houses in Multiple Occupation, following expressions of interest, was reported as follows:

Labour Councillors: 5

S E Crouch	H M Morris
N Davies	T J Hennegan
T M White	

Liberal Democrat Councillors: 3

Mary Jones (Convener)	L G Thomas
T H Rees	

Independent Councillors: 3

D W Cole	K E Marsh
E W Fitzgerald	

Conservative Councillor: 1

A C S Colburn	
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Non-Aligned Councillor: 1

P N May	
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RESOLVED that the above be endorsed.

81 **SCRUTINY LETTERS.**

The Chair reported the Scrutiny Letters Log.

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

82 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

There had been no recent Scrutiny events.

83 **UPCOMING SCRUTINY EVENTS.**

There were no upcoming Scrutiny events.

84 **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**.

The Chair informed the Committee that the Special Committee scheduled for 17 October 2016 had been cancelled due to the report on Castle Square, which was due to be the subject of pre-decision scrutiny, being withdrawn from Cabinet on 20 October 2016.

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

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

The meeting ended at 5.58 pm

CHAIR

Report of the Chair

Scrutiny Programme Committee – 14 November 2016

CABINET MEMBER QUESTION SESSION

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

1. Introduction

- 1.1 One of the most important roles that scrutiny carries out is holding the council's cabinet to account. The cabinet is made up of the Leader and 9 additional councillors, appointed by the Leader, who are allocated specific responsibilities.
- 1.2 By acting as a 'critical friend' scrutiny has the opportunity to challenge the cabinet and individual cabinet members on their actions and monitor performance in relation to their areas of responsibilities.
- 1.3 Cabinet Member Question Sessions have become a feature of committee meetings over the past 4 years. At least one cabinet member is scheduled to appear at each committee meeting, ensuring all 10 Cabinet Members appear before the committee over the course of a year, in order to ask questions on their work. Questions will focus on their priorities, actions, achievements and impact.

2. Cabinet Member Question Session

2.1 The following Cabinet Member will appear before the committee:

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

Within this Cabinet portfolio, he is responsible for:

- Highways & Engineering
- Marina
- Repairs and Capital
- Streetscene (link with Wellbeing & Healthy City)
- Sustainable Transport
- Transport Policy
- Waste Management

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 is also interested in:

- Sustainability and future trends - to what extent long-term thinking is influencing work / decisions, in light of the Well-being of Future Generations Act?
- Public Services Board (PSB) – what is the relationship with the work of the PSB? how is the work of the PSB impacting on their portfolio and 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 May 2016. Amongst the issues discussed then included:

- Commissioning Reviews
- Recycling
- Road Maintenance and Repair
- Bus Services
- Parking Services
- Streets (Closures, Cleansing, Lighting)
- Councillors Environmental Allowances
- Parks
- Dog Fouling
- Swansea Marina
- Safe Routes to School
- Home to School Transport
- Fleet Management / Depot Rationalisation

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:

- Waste Management Commissioning Review – The Service Improvement & Finance Performance Panel carried out pre-decision scrutiny in June. The Panel found that the commissioning review process undergone by the Waste Management Service was sound and effective however some key issues were missed. In particular the Panel recommended that all future commissioning review reports should include a section on stakeholder involvement/consultation. The Panel also felt that more detailed information should be given on the financial implications of selected options. These recommendations have been acknowledged by Cabinet Members for future reports.

A decision on the Commissioning Reviews relating to Parks & Cleansing, and Highways & Transportation are also expected in December and will be looked at by the Panel.

- The Panel will consider the Annual Recycling and Landfill Performance report in December.

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 Briefing Note (Environment & Transportation) – November 2016

WASTE PARKS & CLEANSING

WASTE MANAGEMENT

Recent Progress/Key Achievements

The current statutory recycling and composting target is 58% and will remain at that level until 2019 when it will rise to 64%. Our recycling performance last year was 59%, achieving the statutory target for 2015/16.

Our current recycling and composting rate for the first half of this year is around 64% which should see the Authority achieve a full year (2016/17) rate of around 60% once seasonal adjustments have been taken into consideration.

The Commissioning review recently undertaken was approved by Cabinet in June. The main focus of the review was to prevent recyclable material being disposed of in black bags at the kerbside or residual waste skips at the Household Recycling Centres. This will increase recycling performance and reduce landfill costs to achieve budget savings.

Work has now been completed to improve the recycling facility at Garngoch Household Waste Recycling Centre (HWRC) and the residual waste skip has been removed with minimal disruption. Clyne HWRC has also had major improvements carried out and the challenge to residents bringing black bags to the site has been successful in reducing the amount of this waste being disposed of there. Penlan HWRC improvements are also underway and will be completed shortly prior to ceasing the black bag provision at this location.

Plans are also underway to expand the trial reusable pink bags for plastic kerbside collection, across the Authority, and will be rolled out next year.

Other initiatives arising from the Commissioning review are;

- Developing a revised pricing plan for Commercial waste
- Introducing Route Optimisation software for collections
- Reviewing Baling Plant operations
- Expanding the Re-use Shop

The main risks to the service continue to be, loss of experienced staff, reducing Welsh Government Grant funding, aging fleet, reducing internal budgets and increasing recycling targets.

PARKS & CLEANSING

With regards to the Cleansing functions, we continue to target a weekly cleanse for every street in Swansea, by mechanical and/or manual means, removal of all dog fouling and have dealt with in excess of 8,000 service requests.

Recent Key Achievements

- Commissioning Options Appraisal Report presented to Corporate Management Team 26/10/16
- Continue to remove fly tip material within 5 working days
- Work with colleagues in Highways on weed removal across City
- Creation of 'project' team to enhance areas of City, including cleansing of bus shelters
- Continued collaborative working with Fforestfach Day Centre and employment of services users (learning difficulties) to develop their social skills and wellbeing
- Hand over of public toilets at Pennard to local café owner
- Continue with 24 hour emergency cover

The Commissioning Report is scheduled to go to Budget Performance Review Group 22/11/16, Scrutiny on 12/12/16 and Cabinet 15/12/16.

HIGHWAYS AND TRANSPORTATION

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

The service is responsible for;

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

Recent Key Achievements;

A number of initiatives and schemes have been delivered across the service recently including;

- Implementation of the 48hr pothole initiative which has been extremely successful
- Response to two major flood events in July
- Contract let and works started with the completion of the Morfa Distributor Road
- Significant progress in the delivery of the Westway Improvement Scheme
- Produced new guidance for developers to increase percentage of roads offered for adoption
- Average speed camera scheme introduced on North Gower Road
- Secured design commission for new link road to Morriston Hospital
- Installed improved traffic signal system (MOVA) on some key routes to improve traffic flow and management
- Continued delivery of road safety training in schools, colleges and for older drivers
- Work underway to develop and outline business case for the Fabian Way Corridor in partnership with Welsh Government and Neath Port Talbot County Borough Council
- Developed and delivered several Community Budget Schemes for members
- Retendered approximately 60 home to school transport routes generating a saving of approximately £300k per annum (£1.5m over the 5 year contract period)
- Reviewed park and ride provision which has led to the closure of the heavily underutilised Fforestfach park and ride site saving £200k per annum
- Production and preparation of the commissioning review



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

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

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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

✉ cllr.mary.jones@swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor Mary Jones
Chair
Scrutiny Programme Committee

Please ask for:
Gofynnwch am:
Direct Line:
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Councillor David Hopkins
(01792) 637439

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Your Ref / Eich Cyf:
Date / Dyddiad:

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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.

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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.

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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.

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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;

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○ **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

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Report of the Director of People

Scrutiny Programme Committee – 14 November 2016

REPORT ON THE PROGRESS OF THE CHILDREN & YOUNG PEOPLE'S RIGHTS SCHEME IN SWANSEA

Purpose	To present the report on the progress of the implementation of the Children & Young People's Rights scheme in Swansea.
Content	This report includes details of; <ul style="list-style-type: none"> • Engagement and Participation with Children & Young People • Promoting knowledge and understanding of the UNCRC • A whole Council approach to embedding Child Rights • Compliance and accountability • Next steps
Councillors are being asked to	Give their views on the progress in relation to the Children & Young People's Rights Scheme and how the UNCRC has become embedded in Councils Policy Framework.
Lead Councillor(s)	Christine Richards (Deputy Leader) – Services for Children & Young People.
Lead Officer(s)	Chris Sivers – Director of People
Report Author	Jane Whitmore - Partnership, Performance and Commissioning Manager (Poverty & Prevention) 01792 637740 Jane.whitmore@swansea.gov.uk Katie Spendiff – Children's Rights Training and Development Officer (Poverty & Prevention) 01792 636313 Katie.spendiff@swansea.gov.uk

1. Introduction

- 1.1 As outlined in the Children & Young People's Rights Scheme the Council's Scrutiny Programme Committee will assess the work undertaken and the way the scheme is being implemented across the Council and its impact on children and young people.

2. Report

- 2.1 The full report on the annual progress of the implementation of the Children & Young People's Rights Scheme in Swansea can be found under Appendix 1.
- 2.2 The report covers;
- An overview of how the Children & Young People's Rights Scheme was developed and is being implemented
 - Details of how we have promoted knowledge and understanding of the UNCRC through training and awareness raising sessions
 - How we have taken a whole Council approach to embedding Child Rights
 - The participation of Children & Young People in decisions that affect them (Article 12)
 - Accountability and compliance
 - Next steps looking ahead

3. Legal Implications

- 3.1 There are no legal implications.

4. Financial Implications

- 4.1 Whilst there are no immediate financial implications arising from this report, it should be assumed that any resultant future spending needs will need be contained within existing budget provision and have full and due regard to the budget principles set out in 'Sustainable Swansea – Fit for the Future', the medium term financial plan and the likely levels of future budgets.

Appendix 1:

Report on the compliance and progress of the implementation of the Children & Young People's Rights Scheme

Background Papers:

Children & Young People's Rights Scheme

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

Date: 2nd November 2016

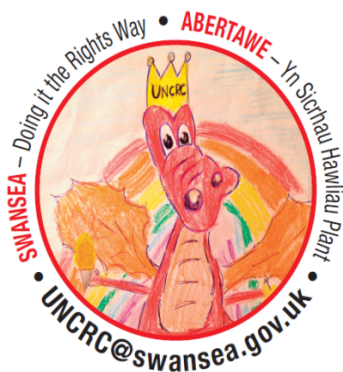
Legal Officer: Wendy Parkin

Finance Officer: Pini Patel

2016

Annual report on the progress of the implementation of the Children & Young People's Rights Scheme in Swansea

October 2015 – September 2016



City and County of Swansea
Dinas a Sir Abertawe



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Foreword

Children and young people has always been a priority for the City & County of Swansea.

The City & County of Swansea is the first local authority in the UK to voluntarily make a public commitment to Children's Rights and create a platform for change to achieve a culture where there is a full appreciation of children's rights, and that we consciously consider them in all of our work so that ultimately it results in better services and lives for children, young people and families in Swansea.

Being the first and only local authority to adopt this approach challenges existing ways of working and we are starting to see a culture change as we further develop our approach and embed our policy into practice.

The Children and Young People's Rights Scheme is an innovative road map to ensure consideration is given to the UNCRC in every decision the council makes. The success so far would not be possible without a partnership approach which includes working with our schools, communities, council services and wider partners to make this happen. We are delighted to be working with a wide group of people with a shared interest and commitment to this agenda.

The report captures the actions and progress that we have seen so far and we are both really pleased and impressed with the feedback received in relation to adopting a rights based approach. Awards are good, but putting child rights at the heart of our business is the right thing to do which is far more important for the future of our children and young people in Swansea.

Lead Cabinet Member and Lead Director

Councillor Christine Richards, Cabinet Member for Services for Children & Young People

Chris Sivers, Director of People

Introduction

The United Nations Convention on the Rights of the Child (UNCRC)¹ is an international convention that sets out rights for all children and young people up to the age of 18. It includes civil, political, social, economic and cultural rights and not only recognises children and young people's basic human rights, but gives additional rights to protect them from harm as one of the most vulnerable groups in society.

In September 2013 a report was presented to full Council² to embed the UNCRC within the Council's Policy Framework and to mainstream positive approaches to the rights of children and young people within the policy and functions of the City and County of Swansea. The Council expressed full support. This approach followed that taken by Welsh Government in March 2011, which saw the Rights of Children and Young Persons (Wales) Measure 2011³ embedded into Welsh domestic Law.

The Children & Young People's Rights Scheme was launched in November 2014. This sets out the arrangements in place to ensure transparency in the processes that are being followed to demonstrate that we pay 'due regard' to the UNCRC. We do this by;

1. Making such arrangements as is considered suitable to promote and facilitate participation by children in decisions of the authority which might affect them, as required in the Children and Families (Wales) Measure 2010.
2. Developing knowledge and understanding of the UNCRC through training for all staff and decision makers within the City and County of Swansea, including other statutory and key voluntary partners.
3. Promotion and awareness raising of the UNCRC.
4. Ensuring appropriate and robust mechanisms are in place to receive feedback and complaints in relation to the UNCRC.
5. Ensuring compliance, accountability and impact of the UNCRC due regard duty that is evidenced based.

This report is the second progress report on the due regard duty for embedding the UNCRC into the local authority policy framework and specifically focuses on progress made in the areas outlined in our Action Plan 2015/16.

¹ United Nations Convention on the Rights of the Child (UNCRC) 1989

² Rights of children and young people: Creating a due regard duty and embedding the UNCRC(1989) Council Report

Objective 1: Engagement and Participation with Children & Young People

Making such arrangements as is considered suitable to promote and facilitate participation by children in decisions of the authority which might affect them, as required in the Children and Families (Wales) Measure 2010.

Local Authorities have a duty to promote and facilitate the participation of young people. The City and County of Swansea supports children to participate, and recognises the value and importance of listening to what children and young people have to say about decisions that affect them.

The Big Conversation is a project co-ordinated by the Council's Partnership Team which aims to offer inclusive, safe and meaningful opportunities for children and young people to exercise their right to voice. This work is delivered through a variety of mechanisms with a range of partners, to ensure as far as possible, that opportunities are accessible and right for the widest number of children and young people regardless of their race, gender, sex, class maturity or ability.

2016 has seen a continued increase in participation of children and young people in Big Conversation opportunities, 2,253* children and young people participating in opportunities to have their voices heard.

*this figure does not include participants of CYP Super Survey

Engagement increase 2013-2016

Year	2013/14		2014/15		2015/16	
Age	<11	>11	<11	>11	<11	>11
Contact	0	538	75	332	730	1851
Reach	0	372	71	226	645	1608
Total	372 CYP		297 CYP		2253 CYP	

The Big Conversation Forum

Examples of what type of work this has included are outlined below:

The Big Democracy Conversation – October 2015

As a part of Local Democracy Week 2015, to celebrate children's right to have their voice heard in decisions that affect them, the PPC team held a Big Democracy Conversation with Swansea Primary Schools. 46 pupils from primary schools came together to explore what education is what should it look like. This was ahead of known reductions to school budgets and views generated by young people helped to inform the efficient directing of limited resources in the future.

Outcome of engagement:

- Pupils prioritised messages which were relayed to key education officers and formed part of the Sustainable Swansea and associated budget decision process. The key messages were:
- School facilities & equipment should be of good quality and fit for purpose. This includes technology.
- The classroom environment should be comfortable, safe and accommodate different learning styles. Children should be able to learn through play, indoors and outdoors.
- Children would find it useful to have better links between the school kitchen and canteen. Cooking lessons would help children to understand where food comes from and what skills you need to cook meals
- The playground is one of the most important parts of the school; this is where children can relax and play safely. Grass and green space is important as is equipment.
- Teachers should know about and understand rights. School should be a place where rights are respected.
- There should be equal treatment and choice for boys and girls in PE
- “The school ethos and the way people treat each other is very important. Schools should be environments where there is acceptance, courage, support, and gratitude for the things we have; where people are kind to each other, where there is discipline, where people are supported to show love, respect, tolerance and helpfulness to each other and where people feel welcome. People should learn about God and Jesus”.
- Achievement should be celebrated, big or small.

These priorities have been shared at SCCASH, Swansea’s Secondary Head teacher group.

The Big Budget Conversation – January 2016

The Big Budget Conversation was the 3rd annual consultation with children and young people. Prior to the session, an exercise was undertaken to assess, from the full list of budget proposals which had been identified as important to children and young people as important and relevant to them (based on previous work) and which of the proposals we had already consulted with children and young people on.

As such, three areas formed the basis of the 2016 consultation:

- Sustainable Swansea – young people were encouraged to think of the council budget as a whole and make decisions about where they might make savings if they were in charge of it.
- Remodelling youth club provision – young people were supported to inform a way forward for effective and efficient youth club provision.
- Education - school and learning has consistently been a priority for children and young people. The session explored what education should look like in a climate where budgets are being reduced but effectiveness should be maximised.

114 children and young people took part.

Outcome of Engagement:

- All data formed part of the Corporate Budget Consultation and was submitted to cabinet and full council.

The Big Priority Setting Conversation – March 2016

Using last year's Big Conversation priorities, national priorities for young people, findings from the Beth Nesa' Sally campaign and their own experiences, young people in Swansea worked together to agree themes for Big Conversations in 2016/17.

These priorities are:

1. Mental health
2. Anti-bullying
3. Support in transition to adulthood, particularly for vulnerable young people
4. Substance abuse
5. Housing and homelessness
6. Domestic abuse
7. Feeling safe in school
8. A curriculum for life

Outcome of engagement:

- These priorities have been fed into and visibly form the basis of the Children and Young People's Partnership Plan for the next three years.

The Big Mental Health Conversation – May 2016

As the number one priority for young people in Swansea, the Big Conversation offered a space to explore the idea of mental health and good emotional wellbeing. Young people from 9 secondary schools worked together to develop holistic definitions of what mental health was to them and spent time considering what the causes of ill mental health can be, how ill mental health can be prevented and who needs to be involved in supporting children and young people with this.

Young people also participated in a mindfulness session where they learned tips to manage stress and anxiety. This was very successful with pupils reporting to have used this technique in school (particularly around exam time) since May.

Outcome of engagement:

- Holistic definitions of mental health developed by young people
- Young people requested opportunity to become mindfulness mentors to support others in school with stress and anxiety prevention

- Feedback from the Big Mental Health Conversation is currently being used to review CAMHS services in Swansea and wider ABMU mental health services.

Big Anti-Bullying Conversation – July 2016

Young people from 10 secondary schools spent the day giving thought to bullying, in the context of every child's right to be safe. Young people enjoyed building safe spaces (dens) and thinking about how we might identify people who are bullies/being bullied, how we can keep people safe and what can be done to nurture environments where people are respectful of each other and celebrate diversity.

Outcome of engagement:

- Young people were able to share experiences and initiatives within their schools with others which they report to have found very useful.
- Information about successful programs that tackle anti-bullying in schools has contributed to the Children's Commissioner's wellbeing exchange. This information will form how National anti-bullying directives are governed.
- Feedback from the Big Anti-Bullying Conversation will also inform the Council's understanding of good anti-bullying practice that is taking place and what successful elements of anti-bullying practice looks like. This information will be shared with decision makers and relevant stakeholders.

Big Housing Conversation – September 2016

The Big Housing Conversation was split into two parts.

The first part of the day focussed on homelessness. Young people developed role plays about the reason that might cause young people to become homeless and worked on identifying critical points where early intervention might have prevented this from happening.

The second part of the day focussed on housing and young people worked with the Council's Housing Service to consider topics such as money management, community safety and personal responsibility as a tenant. This session aimed to support young people to think about what life might be like when they are ready to live independently.

Outcome of engagement:

- Young people reported to enjoy developing their understanding of causes of homelessness, and thinking about what living independently looks like.
- Young people to form part of the council's young people's housing group.

Participation of Looked After Children

Corporate Parenting Challenge

The Corporate Parenting Challenge is a week of activities designed to get members of the Corporate Parenting Board and senior officers listening directly to the concerns of young people in care.

In August, 17 young people aged between 11 and 17 spent 5 days at Down to Earth, taking part in team building activities, discussing the issues that matter most to them as Looked After young people, and planning workshops to deliver to the Corporate Parents. Young people identified 6 priorities for discussion:

- Being a Looked after Child or young person in school
- Changes at 16+ and 18+
- Respite care
- Obstacles LACYP face
- Relationships with families, carers and social workers
- Information sharing by professionals

The workshops offered an opportunity for corporate parents to gain a real understanding of the issues and challenges young people in care face, and the young people were able to express the impact of policy and practice on their lives.

Councillors also joined young people in an adventurous river walk at Three Cliffs Bay

Outcomes of engagement

- Young People responded overwhelmingly that they felt they had been listened to, that they felt more confident in expressing themselves to adults, and that they had had fun.
- The points raised are being acted upon through a variety of means including a regular participation group which is writing guidelines.
- Councillors are using the knowledge and personal understandings gained to tailor policies to better meet the needs of young people in care.
- The week has forged a strong relationship between Corporate Parenting Board members and the young people they are responsible for, which will be followed up by Corporate Parents attending the young people's forum, and young people speaking at Council meetings.

Participation of Learners in Pupil Voice

Pupil Voice Forum

In March 2016, a County-wide Pupil Voice Forum was established to enable elected pupil representatives from each of our secondary schools to directly engage with the Chief Education Officer and have a voice in decisions that affect them, specifically in relation to education.

Outcome of engagement:

To date the Pupil Voice Forum has established its own priorities to focus and work on in 2016, and has supported the Education department in the development of the Incentivising Attendance Scheme.

School Project Work - Ysgol Gyfyn Bryntawe

The Partnership Team and Bryn Tawe worked together for 12 weeks between October 2015 and February 2016 to promote and raise awareness of Children's Rights and the UNCRC in school, particularly testing Big Conversation tools and techniques as a way of broadening inclusivity and voice in school council decision-making.

This began with the Partnership Team leading sessions on the UNCRC and the Councils commitment to children's rights and facilitating opportunities to test and evaluate philosophical enquiry, and pupils leading session that supported Children's Rights Officers to understand how the Rights Respecting Schools Award is applied at the school and how the school council operated, including perceived strengths and weaknesses.

Outcome of engagement:

- Whilst pupils felt that the representative nature of the school council structure worked best in providing a framework for pupil voice at their school, pupils did evaluate that perhaps rather than having year group council's, it may be more effective to have mixed, rights based groups, e.g. a Health and wellbeing group, an Education and Curriculum group, etc. that would feed in to the Rights Council.
- It was felt that this would most effectively keep children's rights at the heart of the pupil voice work. Pupils were supported to develop a proposal for this and work is ongoing.
- As a part of this work pupils also identified an opportunity to use rights as a way of supporting transition of year 6 pupils into the school. It was recognised that as nearly all schools are becoming Rights Respecting, rights and rights language was a commonality that primary and secondary schools shared.

A rights-based event was planned, facilitated and evaluated by the school council with support from the Partnerships team.

The event hosted 56 primary school pupils, and offered an opportunity for them to foster good relationships with the school, the school council and to learn more about the UNCRC.

The event was a success with primary schools reporting to have repeated rights sessions with other pupils back at school.

Participation in Early Years

Swansea's Healthy City Early Years Strategy sets out how those working with children and families in Swansea plan to support every child to have the best start in life. The Jack's family are a cartoon family that have been created to symbolise this work.

In February 2016, 476 pupils from Blaenymaes Primary, Llanrhidian Primary, Ysgol Gynradd Gymraeg Pontybrenin and Ysgol Gynradd Gymraeg Tirdeunaw worked on developing an identity for the Jacks family. Workshops were facilitated by the Partnerships Team and the

Family Information Service. Each session focussed on rights, considering what early childhood looks like to children, what family might mean, and what being the best you can be looks like.

The work which took place with children aged 5-11years provided space to explore concepts such as gender, equality, family, aspiration and identity and offered a platform to promote the competency of young children in articulating their opinions and validity of what they had to say.

Outcome of engagement:

- The work developed by children formed the basis of the identity of the Jacks and is visible throughout the marketing campaign.
- Further work to develop voices and personalities for the characters took place with children who had previously been involved.
- Follow up sessions took place with children who were granted equal weighting in signing off the Jacks, based on whether or not they felt their views had been taken into account in their development by the design team.

UK Youth Parliament

Each year the UK Youth Parliament attends a sitting at the House of Commons to debate issues voted for by young people across the UK. On 11th November 2016, Swansea's Member of Youth Parliament, Jac Scott will participate in this debate.

As a part of this, the 'Make Your Mark' project supports young people from all areas of the UK to vote on issues that are most important to them. Each person can vote for one topic from a list of ten and the five most popular will be debated in the House of Commons.

In September 2016, 1467 young people were supported by pupils who attended the Big Housing Conversation to submit votes. This is a record high in Swansea.

The outcome of the vote in Swansea is as follows:

A curriculum for life	235 votes
First aid education	225 votes
Votes at 16	196 votes
Transport	177 votes
Tackling racism and religious discrimination	173 votes
Mental health	170 votes
NHS Cuts	108 votes
Body image	87 votes
Raising awareness of sexual harassment in school	69 votes
Fund our Youth Services	27 votes

Reports of overall and individual school votes have been submitted to schools.

CYP Super Survey

The 2016 Super Survey is ongoing at the time of this report's publication, and will close on the 20th October 2016. The figures used, therefore, provide a comparison to date with those gained in 2014 and are likely to change.

To date, the views of 3,128 young people have been gathered through the survey and a parallel shorter 'accessible' imaged based pilot survey. This figure is similar in sample size to the last survey that was run in 2014 (n = 3,160). These have been gained primarily through Secondary Schools, but also through community settings and the Pupil Referral Units.

52% of the young people who have responded to the 2016 Survey are male (n = 1,614) and 48% female (n = 1,496), which differs slightly to 2014, where each equalled 50% of the responses. The majority of respondents are aged 12-14 (73%, n = 2,288), whereas in 2014 most respondents were aged 13-15 (72% n = 2,272).

UNCRC Links

As part of the Survey young people were asked if they had heard of Children's Rights or the United Nations Convention on the Rights of the Child. 74% of respondents have said that they have heard of Children's Rights. This is a significant increase in the responses given to this question in 2014 (61%) and in 2013 (43%).

Key Findings

A full report with comparative data will be available once the current survey closes, however some key areas are summarised below;

Health and Healthy Lifestyle – General Health

- Young people were asked how they would describe their health. 18% said they were 'Never ill', 65% said they were 'Hardly ever ill', but 17% said they were 'Quite often' or 'Always' ill. 34% said 'Excellent', with a further 54% saying 'Good' and with 12% saying they were 'often' or 'always' ill.
- The young people who said they experienced illness were asked to select possible reasons for their illness from a list, where more than one response could be selected, the most commonly selected reasons were:
 - I don't know (51%)
 - I don't eat enough healthy food (25%)
 - I don't drink enough healthy drinks (19%)
 - I don't do enough exercise (18%).
- In 2014, the amount of negative responses received about the participants' health was 5% lower; however the main reasons given for their sickness were similar.

Local Area and Community Safety

- Young people were asked to select from a list all the things that they liked the most about where they lived, where more than one response could be selected, most said that they most liked friends living nearby or friendly neighbours (over 40%), with

over a third of respondents saying because I feel safe, shops that I use are nearby, there are lots of open spaces or it's close to school / college.

- Responses given in the current survey are similar to those given in the previous year's survey.

Participation in Sport

- Young people were asked if they did exercise or sport outside of school, 77% said they did. The young people were asked to select from two lists all the sports or forms of exercise they did outside of school. Young people most commonly said they did walking, football, swimming and fitness.
- A similar proportion of young people responded in 2014, with 76% saying they did participate in exercise or sport outside of school.

Involvement

- Young people were asked three separate questions about whether their views were asked about the things that affected them.
- For 'In school or college' the responses were mixed, with the majority saying that they were asked their views 'Some of the time' (35%), or 'Not often' (32%). The third highest response was 'Not at all' (21%), whilst the lowest response was for 'Most of the time' (12%).
- For 'At home', most responded positively saying that they were asked their views 'Most of the time' (30%), or 'Some of the time' (30%). But 22% said they were 'Not often' asked, and 18% chose 'Not at all'.
- For 'In your community' most responded that they were not asked their views, with 53% choosing 'Not at all', and a further 33% saying 'Not often'. 11% chose 'Some of the time', but only 3% said 'Most of the time'.
- This question was split into three parts in the 2016 Survey. It was felt that in the earlier surveys the question asking to what extent they felt involved in decisions that affected them was too general. In 2014, 14% said they were 'Always' involved in decisions, and a further 35% said 'Most of the time'. However, 33% of the young people said 'Not often' and 18% said they were 'Never' involved.

Objective 2: Promoting Knowledge and Understanding of the UNCRC

Developing knowledge and understanding of the UNCRC through training for all staff and decision makers within the City and County of Swansea, including other statutory and key voluntary partners

We are committed to supporting people to understand children's rights. This often involves supporting services to think about how the UNCRC applies in their day to day running and how practically children's rights is or can be embedded into service infrastructure.

In the last 12 months 225 people from a variety of areas have accessed bespoke training opportunities

Training for senior decision makers

Buy-in and leadership at a senior level has undoubtedly underpinned the success Swansea has experienced so far in embedding children's rights in all of its work. As such, senior decision makers have also participated in sessions to consider the practical implementation of the UNCRC in their work. Bespoke UNCRC training sessions have been facilitated with the following:

- **Cabinet members** have been supported to make links between the UNCRC and the Corporate Vision and Priorities, solidifying the embedding of children's rights in our most fundamental and strategic council aims.
- **Scrutiny Councillors** have been supported to link the UNCRC to their scrutiny reporting process. This meant that questioning strategies used by scrutiny were amended so that when work is deemed to have an impact on children, scrutiny members would be equipped to both champion children's rights and scrutinise the extent to which due regard to the UNCRC is being paid.
- **School Governor** UNCRC training has been included in the Governor's training booklet. This training is offered once a term and covers what the UNCRC is, what the local and National commitment to the UNCRC looks like and work that is going on in schools regarding the Rights Respecting Schools Award. This training has been run twice and 34 Governors have accessed this course.

Embedding in Council Service Infrastructure

Buy-in and interest from a variety of services is continually developing as we progress in ensuring children's rights are embedded throughout services. As such, bespoke sessions to consider the practical implementation of the UNCRC have been facilitated with the following:

In early years settings

Historically, engagement of children and young people has centred on 11-18 years olds (this is largely due to statutory duties for engagement of this age range). However, the impetus of children rights as a council priority has meant that more thought has needed to be given to how children aged 0-18 years are engaged and how children from birth access their rights and services where practitioners understand rights in early years and the engagement of young children

Over the last 12 months nursery teachers and leaders of 16 early year's settings have taken part in a unique and bespoke opportunity to think about what rights look like for very young children. The course has involved learning about tools to enhance settings including storytelling and Philosophical Play, as well as other practices that have been shown to promote children's language skills and enhance their well-being.

Based on action research, the course, which ends in November, will result in the creation of a good practice guide and exploration of how rights-respecting provision impacts on individual children in childcare settings.

In PREVENT (specifically in Early Years)

Since 2015, all schools and childcare providers must have due regard to the need to prevent people being drawn into terrorism, which is defined as ‘vocal or active opposition to fundamental British values such as democracy, the rule of law, individual liberty, and mutual respect and the tolerance of different faiths and beliefs.’

In July 2016, Children’s Rights Officers and PREVENT Officers within the City and County of Swansea supported early years providers, academics and other partners from across Wales to consider the links between children’s rights and the British values. The session supported participants to recognise the fundamental rights based work that early year’s settings do to build resilience and celebrate diversity in young children as well as supporting them in forming a sense of identity and self, which can prevent them from being drawn into radicalisation as they grow.

In schools

In September 2015, 84% of schools in Swansea were working towards becoming Level 1 or Level 2 Rights Respecting schools.

Of these, 26 schools have received individual support from UNICEF in the last 12 months. This includes full INSET training, after school workshops and sessions for pupils.

For the 13 schools that were not engaged in the Rights Respecting Schools Award in September 2015, a training day was held to support them on their journey; this offer was also extended to schools who required additional support to complete their action plans to be ready to work toward achieving their level 1 award. 17 teachers attended and since 7 schools have engaged and have started working on action plans.

In September 2016, 96% of schools were on their Rights Respecting Journey.

In Youth Services

Following engagement of young people in the Big Youth Work Conversation (June 2015), it was felt within Young People’s Services that there was an opportunity to build on this work by developing the knowledge and understanding of Youth Workers on the UNCRC, the Rights Respecting Schools Award model, and the Councils policy commitment to children’s rights.

Work on this has included:

- Level 1, 2 and 3 staff at YPS has undertaken workforce development opportunities to consider the above and the practical application of the UNCRC in their work. (exploring ideas such as how to evidence and record youth work child rights work)
- Youth workers in each club have been nominated to lead on the development of explicit rights based activity in club sessions, e.g. Club charters, embedding a right of the month

approach, making direct links between youth work and articles, developing specific space for conversation and opportunities to discuss decisions being made that affect service users. Referral forms have been adapted to include rights based language and to incorporate young people's voice.

Whole Council Approach to embedding Children's Rights

Our ethos in Swansea is that everyone working for the Council is a member of the team committed to developing services to deliver the best outcomes for children and young people. Services for children and young people are at the heart of all our work with Safeguarding being our top corporate priority. Our commitment to children and young people is enshrined in our decision to become the first local authority in the UK to adopt the UN Convention on the Rights of the Child (UNCRC) as part of our Policy Framework. This approach has transformed the way the council works, developing services which are integrated and joined-up approach and deliver outcomes which are best for children and young people.

UNCRC within the Public Service Board

The Wellbeing of Future Generations (Wales) Act 2015 (the Act) came into force earlier this year and places new requirements upon public bodies to take steps to maximise their contribution to improving long term wellbeing for Wales. Whilst the Act requires public bodies to work towards a wellbeing needs assessment for the whole population we are also ensuring that collaboration with partners take place to ensure we look specifically at how we can collectively improve the wellbeing of children and young people within our individual corporate plans, wellbeing assessments and PSB wellbeing plans.

A joint programme has been established by the Future Generations Commissioner and the Children's Commissioner to assist public bodies in embedding the UNCRC in developing our approach to implementing the Wellbeing of Future generations Wales Act.

In Swansea we have already established a strong partnership approach to this agenda and will continue to work together as the wellbeing plans develop to ensure children's rights is embedded for future generations. This includes recognition of partner's commitments to the UNCRC and supporting others by sharing the Council's learning of embedding children's rights.

An example of this includes recent support to Abertawe Bro Morgannwg University Child and Adolescent Mental Health Service (ABMU CAMHS), who have begun to consider embedding a CAPA or Choice and Partnership Approach into their service delivery. The CAPA approach seeks to shift focus from physicians making decisions about people's treatment on their behalf to making decisions with service users.

Making best use of Swansea learning, the CAMHS service have been supported to make clear links between its new use of CAPA and the UNCRC; fundamentally, both place children at the centre of decision making and take account of and respect the views they have to offer about their own care.

Children and Young Peoples Partnership Plan

A new Children and Young People's Plan has been developed for Swansea with a clear vision and aims for children and young people which will be aligned to our work on embedding Children's Rights. The new plan;

- Aligns to the One Swansea Plan and outlines the role of the CYP Board in overseeing the relevant section (B – People Learn Successfully).
- Oversees our statutory requirements as defined in the One Swansea Plan in line with the Shared Purpose: Shared Delivery paper Annex B; Child Participation,
- Captures our strengths – what we are already doing, in order for us to note them and not duplicate but identify gaps where the action needs to take place for add value to what we already do as a partnership.
- Captures our actions/areas for development as a partnership
- Identifies plans/strategies the CYP Board will oversee
- Ensures we are able to evidence what difference a child rights approach has made

The re-established Children & Young People's Partnership Board will reinvigorate the partnership working on children and young people's issues, ensuring that the Council's top priorities around safeguarding, educational attainment and poverty reduction are reflected, along with the commitment to Child Rights ensuring rights based practice is embedded.

Strategic Equality Plan

The United Nations Convention on the Rights of the Child (UNCRC) has been integrated into the Strategic Equality Plan (SEP) to raise awareness and place children's rights at the heart of decision making across all directorates of the local authority.

Last year, all service areas were required to set three UNCRC objectives that focussed on training and development of knowledge and understanding of the UNCRC within each service area, promotion and awareness raising of the UNCRC, making explicit links to relevant articles and use of the Children's Rights logo for Swansea, and compliance with the EIA process

Building on the UNCRC objectives

Transport

Formal consultation on the City and County of Swansea Strategic Equality Plan, including UNCRC objectives took place between September and November 2015.

Feedback from children, young people and older generations particularly focussed on transport, making it apparent that travelling around Swansea on public transport is not always a pleasant, safe, comfortable or equitable experience for people.

It is recognised that equitable access to transport is often central in enabling people, particularly those who are vulnerable to access a wide range of their rights, e.g. access to healthcare and education.

Work is taking place to formalise mechanisms for people to be listened to and affect the delivery of transport services they receive. These include:

- The establishment of a local transport forum in Swansea
- Promoting knowledge and understanding of Transport Options in Swansea, along with existing schemes and initiative to explore, share and expand on provision, in order to improve confidence, safety and pleasure in getting around the City & County of Swansea.
- Identifying opportunities for improved communication between the public and transport providers in Swansea, e.g. regular input into the First Cymru customer panel, and a future presentation to the regional transport forum, based on the feedback and information gathered locally
- Identifying opportunities for joint working, to share good practice and ultimately improve services, e.g. working with bus companies to develop a sub-agreement within the over-arching service agreement with bus companies – based on equality and customer service issues

Gender Stereotyping

Similarly to transport, feedback from the consultation on the Strategic Equality Plan showed that gender stereotyping and gender equality was an issue, particularly in relation to inequitable choice and access to provision for boys and girls.

A Gender Stereotyping Task and Finish Group has been established to:

- Explore good practice in relation to gender stereotyping within the City and County of Swansea;
- Develop a set of key considerations in relation to gender stereotyping;
- Improve knowledge and understanding of the impact of gender stereotyping, and;
- Identify opportunities for joint working, to share good practice and ultimately improve services.

Strategic Equality Plans in Schools

Schools face the same obligations as the local authority in terms of meeting the Public Sector Equality Duty for Wales, such as setting clear equality objectives. Building on the integration of the UNCRC objectives Officers from Education, Access to Services and Children's Rights are currently working on a refreshed SEP template, specifically to assist schools in Swansea.

Based on learning within the local authority and since embedding corporate children's rights objectives within the authority wide Strategic Equality Plan, it seemed right to present a refreshed draft to schools that may support and evidence further embedding of children's rights.

Corporate Parenting Strategy

The City and County of Swansea Corporate Parenting Strategy centres on developing positive outcomes for vulnerable children and young people. The Strategy is underpinned by the guiding principles of the UNCRC, outlining objectives that ensure children and young people who are looked after are able to access provision in an equitable way to others, have opportunity to thrive and develop and seeks to ensure that adults who making decisions about them act in their best interests.

The full participation, involvement and contribution of children and young people looked after and leaving care is very much at the heart of the Corporate Parenting Strategy. Specific objectives relating to supporting children and young people who are looked after to be listened to and inform service delivery have been developed. These are:

- Commission an effective Children's Rights advocacy service
- Ensure looked after children are routinely informed of their right to be supported by children's rights
- Support the Children in Care Council to ensure communication and participation remains a priority
- Develop a new website for looked after children
- Develop a web based pre-Review tool
- Seek regular feedback on placements through quality placement monitoring and Care Exit interviews
- Ensure looked after children are involved in all recruitment to key posts, including senior manager posts
- Ensure Elected Members and officers engage in training to raise awareness of our Corporate Parenting responsibility

Child Friendly Cities

Partners across the Council, including Planning and Regeneration Officers, Play Officers & Children's Rights Officers have been working together to engage children, young people and their families in the early stages of the City Centre Redevelopment, of which Castle Gardens is the first phase.

As a rights-respecting authority and in support of a 'Child Friendly Cities' approach, Officers have been working with the public to gather information that will help to create an interesting city centre that people of all ages and abilities can invest and engage in, i.e. spaces that are safe, accessible, fit for purpose and spaces that people want to spend time in.

Early Years Strategy

Swansea's Healthy City Early Years Strategy sets out how those working with children and families in Swansea plan to support every child to have the best start in life. The strategy prioritises investment and early intervention in the early years of a child's life (-9 months to 5 years) seeking to break the cycle of disadvantage of vulnerable young children and their families by changing children's life chances so that they are better able to make a positive contribution to society and be the best that they can be.

The strategy sets out clear objectives that support families in readiness for birth, and further, in enabling them to support their children to thrive and develop in readiness for nursery and school and ultimately to enjoy their rights.

The Early Years Strategy promotes 7 Best Start messages to children, parents and families. These messages promote every child's rights to play, to be healthy, to feel safe, to join groups and make friends, to be with the family if that is best for them and to learn and thrive and develop to be the best that they can be.

Rights Respecting Schools

A Rights Respecting school puts children's rights at the heart of its school ethos as well as throughout its planning, policy, and practice.

In May 2013 the City and County of Swansea signed an agreement with UNICEF UK to deliver the Rights Respecting Schools Award. The target set by the Council and UNICEF UK is to ensure that all schools become Rights Respecting by 2017.

Significant progress has been made in the last academic year in engaging and supporting schools through their Rights Respecting Schools Journey:

	% of schools	
	September 2015	July 2016
Registered Commitment	84%	94%
Achieved Level 1	33%	42%
Achieved Level 2	16%	17%

The on-going partnership between the City and County of Swansea and UNICEF UK remains unique and ground-breaking. This model and the progress achieved by Swansea's schools to become rights based learning communities are recognised widely as impressive and successful. As well as a continued increase in the engagement of schools to become Rights Respecting, there have been numerous, wider achievements in 2016:

- Penyrheol Secondary School became the third secondary school in Wales to achieve their RRS Level 1 Award

- Uptake and engagement of Welsh medium schools has increased significantly; every Welsh medium school in Swansea is now engaged with UNICEF UK and following the recruitment of a Welsh medium assessor, Level 1 awards in Welsh medium are expected to increase rapidly in 2016/17
- 9 schools have been supported by UNICEF to host Internet Safety Matters workshops for staff, parents and children. This is an exceptionally high number compared to all local authorities across the UK. UNICEF's Internet Safety Matters project have been developed with BT to enable children and young people to become confident digital citizens, whilst helping their parents and teachers to keep them safe online.
- 13 schools have taken part in UNICEF's OutRight campaign. OutRight empowers children and young people in Rights Respecting Schools to play a role in the realisation of their rights and to speak out in support of all children's rights.
- Gwrysydd Primary School and Terrace Road Primary School have joined UNICEF UK's Schools Network. The Schools Network supports pupils to become active citizens and speak out in support of children's rights around the world. As members pupils extend their opportunity to be heard by being involved in signing petitions, writing to local newspapers and speaking with local AMs.

Children's Rights Network

The Children's Rights Network is a multi-agency group of over 80 organisations whose aims is to champion children's rights in or to promote and raise awareness to officers, partners and members of the public. The network shares learning and resources, in order to further embed Children's Rights within practise, throughout the authority area and support the development and implementation of the Children and Young People's Rights Scheme in Swansea.

Formally, the Participation Network, this sub-group of the Children and Young People's Partnership Board, has been redeveloped and re - launched in 2015 to reflect the changing nature of our approach to children and young people, i.e. recognising participation as a right in a broader framework. The Network supports communication between diverse ranges of partners and contributes to enhancing a whole council approach to embedding children's rights.

Smoke-free beach trial in Swansea

Swansea Council launched a smoke-free beach trial at Caswell Bay in April 2016. Visitors to the beach are being asked to observe a voluntary ban on smoking at the popular beauty spot.

The aims of the voluntary ban on smoking at the beach was to help provide cleaner, healthier places for people including children and to reduce pollution on beaches caused by cigarette ends. Colleagues from Trading Standards worked in partnership with the Children's Rights Team to ensure that the associated Children's Rights articles were

promoted within the campaign and “Dilly” the corporate children’s rights logo present on beach signage, to promote that children’s right to grow up and be healthy was being upheld.

The council has already created more than 70 smoke-free play areas across the city in a bid to protect young children from second-hand smoke and plan to extend the initiative to smoke free school gates by the end of 2016.

Healthy and Sustainable Pre-School Scheme

The Healthy & Sustainable Preschool Scheme is now situated within the Council’s Early Intervention and Prevention Service and aims to encourage healthy habits with children of pre-school age. 38 childcare settings across Swansea, hosting up to 1,384 children, are signed up to and work through the scheme, made up of seven health based topics, which are underpinned by a child’s right to access nutritious food, clean water and a healthy and safe environment.

The scheme has provided opportunity to introduce child led concepts and opportunities to settings which includes:

- Joint work between the City and County of Swansea and Dieticians at ABMU to promote a healthy diet in each of the childcare settings, recognising that in some cases they may be the main food provider in the preschool years of a child’s life. The scheme encourages the participation of children in healthy habits with a view to the promotion and continuation of these throughout life, and is not solely focused on the policies of the setting. Recently settings have been invited to participate in ‘Cooking with Children’ sessions. Resources are provided that enable providers to cook with children, offering an opportunity for them to engage in knife skills, and cookery skills from the age of 2. This is about providing a safe environment for children to experience perceived risky activity and provide opportunity for them to learn and to develop an interest and skills in healthy habits, such as cooking.
- Programs such as Busy Feet and Jabadao have been introduced to settings to promote physical activity and movement. Jabadao, in particular, has a child led focus which places babies and children as the lead in their own movement and play and recognises physical expression as a form of voice in pre-verbal children. The Jabadao philosophy recognises babies as competent in making decisions about their movement and offers a safe space for them to move freely and without constraint, recognising that it is often the environment and adult factors that place limits on the opportunities for children to move and express themselves physically.

Objective 3: Promotion and awareness raising of the UNCRC

Progress of the development of a campaign plan to more broadly promote and raise awareness of Children’s Rights across the City and County of Swansea is ongoing and we continue to look for opportunities to promote with partners and make explicit links.

In alignment with the Rights Respecting Schools Award approach, work has been done with children and young people to develop a County-wide rights mascot, known as Dilly the Dragon. Dilly acts as a brand and symbolises the Council's commitment to the UNCRC; the Dilly brand underpins the promotion campaign for children's rights in Swansea, examples of this includes:

- A Dilly the Dragon flag flies during planned periods from the Civic Centre Building;
- Any young person engaging in the Big Conversation or any adult engaging in UNCRC workforce development receives a Dilly pin-badge, with a view to promote and act as a champion for children's rights in the community.
- A #DillyDragon #DdraigDilly has been linked to the Corporate Facebook and Twitter sites; this means that any information promoted using this hash tag reaches the wider public as well as our targeted audiences.
- Dilly the Dragon is included on all Big Conversation and affiliated promotional material;
- Work is being developed to include Dilly within the CCOS Corporate Branding Policy. This has already started to manifest in other areas, i.e. Dilly is included on 'Playful Schools' plaques and signage, and on the newly developed 'Smoke Free Beach' signage displayed across Swansea Bay and forms part of the emerging 'Smoke Free School Gates' campaign.

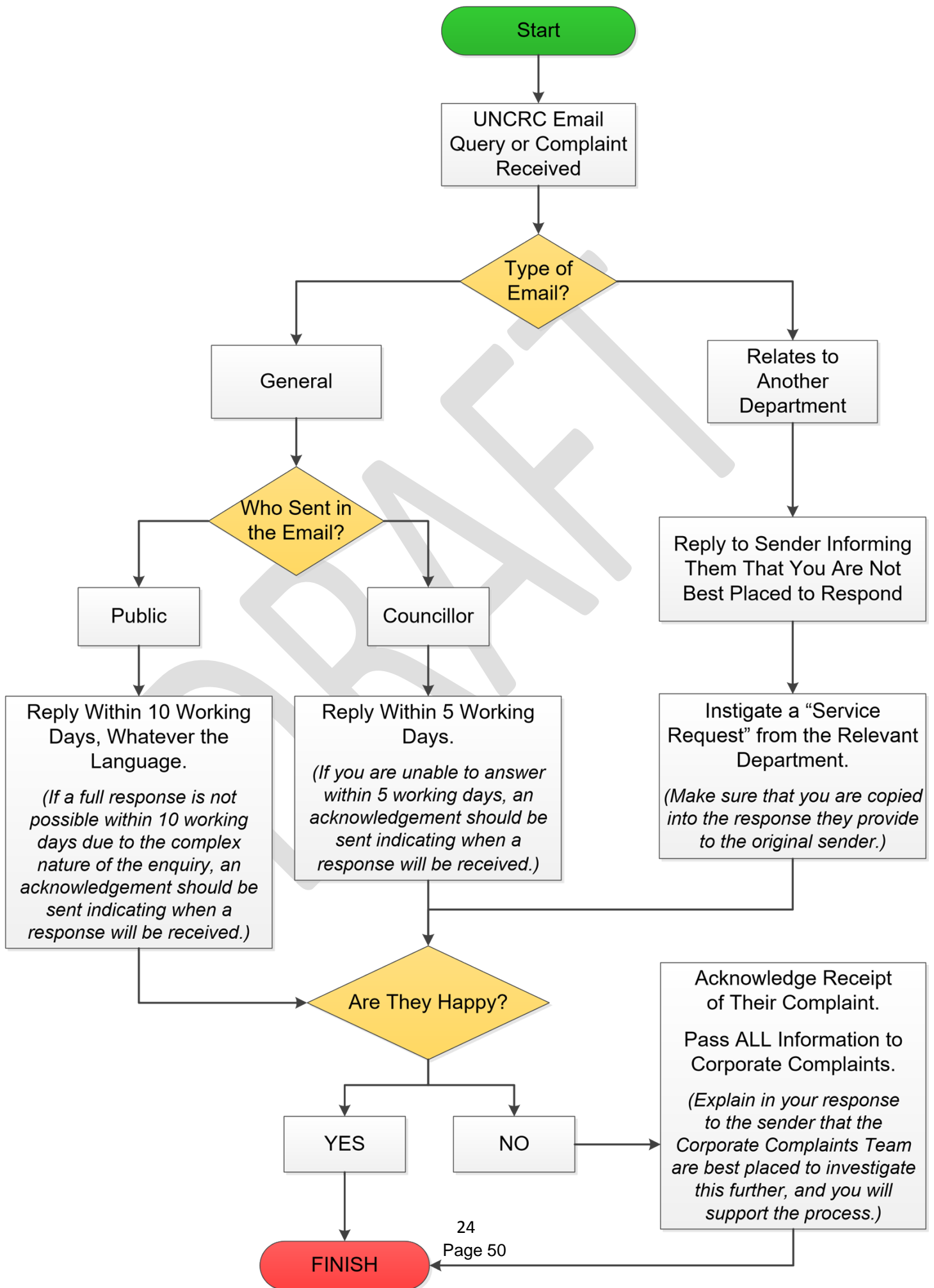
Objective 4: Ensuring appropriate and robust mechanisms are in place to receive feedback and complaints in relation to the UNCRC.

Improving How We Work

The council is committed to making sure that our policies and functions have a positive effect on the children and young people in Swansea. Whilst as a Council we are confident that good foundations have been set to ensure due regard is paid to children's rights, it is important to acknowledge that as an evolving process, there is always room to improve and develop.

It is important to listen to those affected by council decisions and to receive feedback about when decisions have or have not worked well for children and young people. A UNCRC mailbox, UNCRC@swansea.gov.uk, has been set up for anyone who has a query or would like to offer feedback about the Children and Young People's Rights Scheme or children's rights more generally.

In addition to this, a clear and open process has been developed for any person who may require further support with their query or feedback to ensure that any issues can be addressed and that the Council can be the best it can be and that services operate in a way that is effective, efficient and result in the best outcomes for children, young people and their families. A detailed process map, including escalation to complaints is outlined below.



Objective 5: Ensuring compliance, accountability and impact of the UNCRC due regard duty that is evidenced based.

The Children’s Rights Impact Assessment process

The Children’s Rights Impact Assessment process was embedded within the Equality Impact Assessment process in November 2014, when the Children and Young people’s Rights Scheme was formally launched.

The table below outlines the number of full Equality Impact Assessment reports completed and of those, the number of reports with a direct impact on children and young people from October 2015 – September 2016

Number of full EIA reports required as a result of screening forms received	34
Number of full EIA reports that had a direct impact on Children and Young People	29

Children’s Rights Impact Assessments have been submitted from across the directorates of the City & County of Swansea and examples received have had both a direct or indirect impact on children and young people.

Embedding the Children’s Rights Impact Assessment within the Equality Impact Assessment provides a platform for services, who may not do so as a matter of course, to be supported to consider how their service or policy decisions affect children and young people (considering age as a protected characteristic), and to be supported to engage with those service users to ensure decisions are made in their best interests and that they are effective in meeting their needs.

Rights Respecting Schools Impact Assessment process

Our work to put the UNCRC at the heart of our school’s culture and ethos has made the following impact to improve wellbeing and to develop every child’s talents and abilities to their fullest potential.

Each school that undergoes a Rights Respecting Schools Award are asked to identify the degree of impact that this work has had against each of the following criteria.

1. Children and young people have improved respect for themselves and for others.
2. Children and young people are more engaged in their learning.
3. Education achievement is enhanced.
4. Children and young people develop positive relationships and behaviour, including finding their peers “kind and helpful”.
5. Children and young people demonstrate positive attitudes towards diversity in society and overcoming prejudices.
6. There are reduced numbers of exclusions and less bullying.
7. Increasing percentages of pupils like school.

8. Children and young people feel empowered to respect the rights of others locally, nationally and globally, and to uphold their own rights.

Looking Ahead to 2017

The Children and Young People's Rights Scheme Action Plan has been reviewed and extended to focus on the following areas in 2016/17:

Extended engagement of children and young people

An offer for children aged 0-5 years

As the Council's due regard extends to children aged 0-18 years, it has become important in the last two years to consider the engagement of very young children in decisions that affect them.

While the last two years has focussed on a great deal of workforce development in this area, work is now set to continue and progress to developing ways in which we can engage children in their early years, promoting their able nature and supporting them to express themselves and be heard.

Extensive work has been done in Early Intervention Services and across the Healthy City Partnership to develop Best Start Messages that promote a child's right to be the best that they can be in their first 1000 days. The 7 best start messages are rights based and will form the basis of children's rights work in early years in the Council moving forward.

Children Can Do - Although in its infancy, work is developing to support young children to take part in events that celebrate all of the things children can do and offer opportunities for children to express themselves and be heard. Events will be hosted in partnership between the Partnerships Team and the Prevention and Early Intervention Service. This work will build on the storytelling, philosophical play and rights work that have been developed in Swansea.

An offer for children of Primary School Age, 5-11 years

To date, the Pupil Voice Forum (PVF) has been made up of secondary school and sixth form pupil. This academic year will see the introduction of Year 6 pupils for the first time. Pupil representatives of each school cluster will attend on a rota basis. This is to ensure that every primary school has the opportunity to attend a PVF and that no individual school or cluster misses out on the opportunity to have their voices heard.

The decision to include primary school age pupils was made following careful consideration. Initial proposals involved creating a separate Pupil Voice Forum for Primary Schools but it was felt that the collaborative approach of working with older pupils to achieve common goals would increase and strengthen the participation of younger pupils.

An offer for children of Secondary School Age, 11-18 years

The **Big Conversation** is becoming a well-established and ever growing opportunity for young people. Numbers of participants increase year on year and qualitative evaluation from young people and professionals is very positive and identifies need for the mechanisms within the Big Conversation to continue. The Big Conversation and all its encompassed mechanisms will continue to be the offer to young people aged 11-18 years in Swansea.

However, it has been recognised that community services, including third sector are widely underrepresented throughout. Extensive work will be done with partners of the Children and Young People's Partnership including youth services and Third Sector partners in the next 12 months to broaden the engagement of young people outside of school as well as continuing to develop our well-established relationships with schools.

School Council Audit

All schools are required to ensure that school councils form a part of their pupil voice offer. However, the quality assurance and recording of school council mechanisms is the responsibility of the Local Authority. Currently there is no central record of the individual Pupil Voice Mechanisms that are in place across Primary Schools, Secondary Schools, Special Schools, Pupil Referral Units and Alternative Education Providers. Understandably, each school will use whichever mechanism suits them best, with some schools reviewing their current practices and tailoring them to include a more robust, rights-based approach.

Currently, each school is being surveyed using qualitative data to establish what processes are in place and the effectiveness of each process.

An offer for children who are looked after

Since the movement of the Children's Rights and Participation Worker (LAC) has been seated within the Corporate Children's Rights Team, the following priorities have been established in this area of work:

- Establish a clear forum offer for children aged 7-25 years
- Balance participation to include under-represented groups, i.e. young men, young people in residential care, young people living out of county, especially those too far to attend for day sessions and care leavers
- Ensure consistent recording of attendance, issues raised, action points and outcomes. Follow up of issues raised by young people through communication with service managers and the Corporate Parenting Board
- Develop an offer of one to one support work for cases where young people wish to receive individual support to address policy (rather than their individual treatment, thereby not duplicating advocacy work).

A clear offer has been made to children and young people and the following work will be developed in 2016/17:

7-11 years

The 123 Forum is a forum for LAC aged 7-11 years. The group is run in partnership with Foster Swansea and the County Play Team and will meet 6 times a year during school holidays.

Currently all the members of the group are fostered with Foster Swansea carers. The membership of the group will be widened to invite young people in this age group who are fostered with other agencies.

Work in the next year will focus on emotional intelligence, and the emotional aspects of being a child in care.

11-17 year olds

The forum for 11-17 years olds meets weekly in term-time. It is well established with a small but strong core group, who recognise that they need more members.

In 2016/17, group members will focus on recruitment and participate in a recruitment drive, visiting LACYP in schools. Currently the group is all girls, so an effort will be made to recruit more boys.

The annual plan of work for this group roots from discussions held at the Corporate Parenting Challenge 2016; this includes writing good practice guidelines for schools and for respite carers, input into policy about how information about young people is shared between professionals, and preparation for an art exhibition about experiences of being in care.

16+ care leavers

The Participation of young people who are no longer in the care system but are classified as care leavers has been identified as a need and a gap. Work is taking place in partnership with BAYS and the Child and Family 16+ Team to create a bi-monthly forum for care leavers. It is proposed to offer holiday sessions which combine participation that particularly focuses on this group's needs, with fun activities.

Care leavers are also supported to take part in the Voices from Care regional group.

LACYP in Residential Care

Young people in residential care do not currently participate in the forum structure for LACYP as it is often difficult to get to session and it has been identified that they often have different issues to young people who are fostered. Work will take place on identifying an appropriate format for an online forum

Rights Respecting Secondary Schools

The Rights Respecting Schools Award presents itself differently in every school; this is part of its successful nature in celebrating and building on the individuality and potential of each child. Each establishment has its own approach to how children's rights permeate practice and how the ethos of rights is shared within the school community. Noticeably however, is the different approach required to embed children's rights in a Primary School to a Secondary School; this can be due to a range of factors including age, maturity, and school structure. It is recognised that historically the framework has most commonly been applied in Primary School settings, and as Swansea is at the forefront of progressing the work into Secondary Schools, it is fair to assume that some thought and additional support is required to do this.

This is not to say that there is not already a wealth of excellent rights respecting practice taking place in secondary schools in Swansea; it is important to acknowledge the first Welsh, and English medium Secondary Schools to achieve a Level 1 Award in Wales are in Swansea, as is the first Secondary School that achieved a Level 2 Award. There is also a higher proportion of Secondary Schools engaged in the Rights Respecting Schools Award than anywhere else in Swansea.

To support Secondary Schools in Swansea to most effectively embed children's rights, an Officer from an already Rights Respecting Secondary School has been seconded into the Council's Children's Rights Team. This Officer's role will be to support UNICEF to work with Secondary Schools, advising and developing approaches that are more suitable to and effective for young people aged 11-18 years.

Accountability and Impact

Demonstrating the impact of the Council's due regard to the UNCRC is the next step and challenge for the City and County of Swansea.

Planned work will take place to:

- Map all monitoring processes in place to understanding the impact of embedding a Child Rights approach on children and young people in Swansea
- Further understand the impact of the rights respecting schools approach
- Research about the effect of Authority –Wide rights based practice building on the Rights Respecting Schools study (2010) identifying indicators of rights based practice e.g. enhanced partnership working, increased respect of diversity, increased engagement in decision making processes.

Following this a clear plan will be developed assessing where impact is measured well, areas where impact needs to be more robustly measured and communicated and actions required to ensure that a full impact assessment of the embedding of children's rights .

Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 14 November 2016

SCRUTINY PERFORMANCE PANEL PROGRESS REPORTS

Purpose	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will regularly provide a progress report, updating the committee on headlines from their Panel's work and impact.
Content	This report focuses on the following Performance Panels: a) Adult Services (Councillor Uta Clay, convener) b) Public Services Board (Councillor Mary Jones, convener)
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness / understanding of the work of the Panels• Consider their effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Uta Clay / Councillor Mary Jones
Lead Officer & Report Author	Delyth Davies / Rosie Jackson (Scrutiny Officers) Tel: 01792 637732 E-mail: scrutiny@swansea.gov.uk

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 discussion on the work of each Panel, achievements, effectiveness and impact
 - the committee to consider any issues arising from Panel activities which may have an impact on the overall scrutiny work programme

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

1.4 This report is about the following Performance Panels:

- Adult Services (Councillor Uta Clay, convener)
- Public Services Board (Councillor Mary Jones, convener)

To focus the discussion a short written report has been provided by the convener of the Panel, and is attached. This includes a summary of Panel activities, correspondence between the Panel and Cabinet Members, proposals made and impact.

1.5 The Membership of the Adult Services Scrutiny Panel (11) is:

Labour Councillors: 6

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

Liberal Democrat Councillors: 3

Peter Black	Jeff Jones
Chris Holley	

Independent Councillor: 1

Susan Jones	
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Conservative Councillor: 1

Paxton Hood-Williams	
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1.6 The Membership of the Public Services Board Scrutiny Panel (fixed Panel of 12) is:

Labour Councillors: 3

Fiona Gordon	Convener of Schools Performance Panel
Uta Clay	Convener of Adult Services Performance Panel
Nick Davies	Vice-Chair of Scrutiny Programme Committee

Liberal Democrat Councillors: 2

Mary Jones (CONVENER)	Chair of Scrutiny Programme Committee
Chris Holley	Convener of Service Improvement & Finance Performance Panel

Conservative Councillor: 1

Paxton Hood-Williams	Convener of Child & Family Services Performance Panel
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Other:**Partner Representatives: 4**

Paul Newman	ABMU Health Board
Cllr John Warman	Mid & West Wales Fire & Rescue
unfilled	Natural Resources Wales
Cllr Paulette Smith	Police & Crime Panel
unfilled	Probation Service
Cherrie Bija	SCVS

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

A. Adult Services Scrutiny Performance Panel Update

1. Remit of the Panel

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

2. Introduction

The Panel is focused on contributing to good performance in adult services by providing a critical friend for the Cabinet and helping to ensure accountability. This is particularly important because of the need to transform the delivery of adult services, all within the context of an aging population and an increasingly reduced budget.

3. Key Activities

The Panel was established in May and has held 5 meetings. In that time it has: agreed its terms of reference; developed, consulted on and agreed a work plan; co-opted a member of the public onto the panel for the year; produced 3 convener's letters; timetabled quarterly performance monitoring. Please note that the panel agreed to assess whether a convener's letter was needed at the end of each meeting.

The main issues covered were as follows:

June and July

- Developed and agreed terms of reference and work plan.

August

- Scrutinised the adult services improvement plan
- Examined case management of learning disabilities and performance management data.

September

- Deprivation of Liberty Safeguards officer briefing. The report:
 - outlined the current position in Swansea in relation to the volume of DoLS received following the 'Cheshire West' judgement and Swansea's approach to managing it.
 - highlighted the resource implications related to this as well as the potential financial risk to the Local Authority linked to successful legal challenge.

October

- Domiciliary Care Commissioning Review Consultation Report – questioning strategy development for the additional meeting to be held on 3 November

4. Achievements / Impact

- **Performance**

- The panel has agreed to conduct regular performance monitoring
- **Commissioning Reviews**
 - The panel has developed questions for its additional meeting on the domiciliary care commissioning review. Topics to be covered at the meeting will include: links between domiciliary care, day services, learning disabilities and residential care; extent of involvement of partners in the consultation process; community resources and capacity of the third sector; projecting the support and housing needs of older people

5. Future Work Programme

- The Panel will continue to meet on a monthly basis.
- The Panel has developed and agreed a work plan for 2016/17 and it will include mental health, performance management, regionally provided services and commissioning reviews pre-decision.

6. Action required by the Scrutiny Programme Committee

None.

B. Public Services Board Scrutiny Performance Panel Update

1. Remit of the Panel

The overarching purpose of the Public Services Board Scrutiny Performance Panel is to consider “*What difference is Swansea Public Services Board making for citizens?*”

2. Key Activities

The Panel has been successfully established as a multi-agency panel with a core membership of 12, including six scrutiny councillors and four invited non-executives from local partner agencies. The scrutiny councillors are the conveners of the various performance panels along with the Chair and Vice Chair of the Scrutiny Programme Committee. The invited partner non-executives are from the organisations listed in the Well-being of Future Generations (Wales) Act as statutory members and statutory invited participants, these include:

- Non-executive Board Member of ABMU – Paul Newman
- Member of the Performance, Audit and Scrutiny Committee, Mid and West Wales Fire Authority – Councillor John Warman (NPT)
- Member of the South Wales Police and Crime Panel – Councillor Paulette Smith
- Swansea Council of Voluntary Services – Cherrie Bija
- The remaining statutory members: Natural Resources Wales declined the invitation to join the Panel and the Probation Service does not have a non-executive arm from which to provide a nominee.

The Panel met for the first time in September and agreed its work plan. It has agreed to focus on the following key issues:

a) Statutory requirements

There are a number of requirements set out in the Act that the Panel will need to fulfil. These include:

- To act as a formal consultee for Assessment of Local Well-being
- To act as a formal consultee for Local Well-Being Plan
- To receive the Annual Progress report which will outline the steps taken to meet the objectives within the Well-being Plan.

b) Q&A sessions with statutory members and invited core members

The Panel will carry out Q&A sessions with the members of the Public Services Board core group, including representatives from the Council, Natural Resources Wales, ABMU Health Board, Wales and West Fire Service, SW Police, SCVS and the Board’s Welsh Government representative. These sessions will follow the established process for Cabinet Member Q&A sessions carried out by the Scrutiny Programme Committee and will focus on the contribution each individual organisation is making to the work of the Public Services Board.

c) Performance monitoring arrangements

Following on from the recommendations made by the former Local Service Board Scrutiny Panel, a key area of scrutiny will be how the Board is ensuring that it is able to effectively demonstrate the difference it is making to the citizens of Swansea. This will involve the Panel looking at the impact the Board is having on the four key priorities it has identified for 2016/17. These are:

- Domestic Abuse

- Independence of Older People
- Economic Development/City Centre
- Good Start in Life

3. Achievements / Impact

The Convener of the Panel has written to the Chair of Swansea Public Services Board (Councillor Rob Stewart) outlining its work plan and a response is expected in due course.

4. Future Work Programme

Meeting Date	Agenda items
Meeting 1 26 September 2016	<ul style="list-style-type: none"> • Introduction to Swansea Public Services Board/Scrutiny Process, • Future Generations Commissioner <ul style="list-style-type: none"> ➢ Role of Commissioner ➢ Role of Scrutiny • Draft work plan discussion
Meeting 2 6 December 2016	<ul style="list-style-type: none"> • Public Services Board Priorities for 2016/17 Project sponsors and project co-ordinators
Meeting 3 18 January 2017	<ul style="list-style-type: none"> • Q&A Session with statutory members <ul style="list-style-type: none"> ➢ Health ➢ Council • Statutory Consultation on Wellbeing Assessment
Meeting 4 15 February 2017	<ul style="list-style-type: none"> • Q&A sessions with Invited Core Members <ul style="list-style-type: none"> ➢ SW Police ➢ SCVS ➢ Welsh Government representative
Meeting 5 15 March 2017	<ul style="list-style-type: none"> • Public Services Board Priorities for 2016/17 – 6 month progress update. Project sponsors and project co-ordinators • Q&A Session with statutory members <ul style="list-style-type: none"> ➢ Fire Service ➢ Natural Resources Wales
Meeting 6 12 April 2017	<ul style="list-style-type: none"> • Final Wellbeing Assessment – published version • Annual Review of Panel’s work – to reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny

5. Action for the Scrutiny Programme Committee

None.

Report of the Chair

Scrutiny Programme Committee – 14 November 2016

SCRUTINY DISPATCHES – QUARTERLY IMPACT REPORT

Purpose	To present a draft of the quarterly report from the committee to council on the impact of scrutiny.
Content	The report appends the draft ‘Scrutiny Dispatches’ report, which headlines recent activities and impact for council and public awareness.
Councillors are being asked to	approve content of the draft ‘Scrutiny Dispatches’ for submission to Council.
Lead Councillor(s)	Chair of the Scrutiny Programme Committee
Lead Officer(s)	Mike Hawes, Director - Resources
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for the overall work programme, including the various informal scrutiny activities, and monitoring progress to ensure that the work is effective.
- 1.2 The committee is also concerned about improving communication and public engagement, and getting more coverage in the media so that the public are more aware of the work of scrutiny.
- 1.3 In order to provide ‘headlines’ from scrutiny activity and give the work of scrutiny greater visibility, both for council and public audience, a quarterly ‘Scrutiny Dispatches’ report is published.

2. Scrutiny Dispatches

- 2.1 The next quarterly report has been drafted for approval (**attached**). This will then be submitted to the next Council meeting (24 November) for discussion.

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

3. Legal Implications

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

4. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

‘How scrutiny councillors are making a difference’

Parents of children with mental health issues at their wits’ end over services

(Lead: Councillor Mary Jones)

Scrutiny councillors have brought the concerns of parents to the fore in an inquiry into children’s mental health services. The inquiry heard how parents of children with mental health issues are often at their wits’ end about how to get help, with confusion about the role and scope of assessment and treatment services available.

The scrutiny inquiry focussed on how the Council can work with health and other partners to reduce demand for specialist child & adolescent mental health services, which are provided across the South and South West Wales region by the Health Board.

This piece of scrutiny has raised awareness and understanding of the problems in this area, and attracted a lot of media coverage. Councillor Mary Jones, who chaired the Inquiry Panel, said: ‘This has been a very difficult and emotive inquiry. Referrals to the Child & Adolescent Mental Health Services (CAMHS) have doubled in the last four years, but we found confusion amongst professionals and parents about who was eligible for specialist help, what the criteria was, and how the referral process worked. We’ve heard some difficult stories. A lot of parents are at their wits end, which is extremely sad. We hope that our inquiry will help make things simpler so that children can receive the right assessment and treatment that is necessary, before things get worse. This 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; and decisions taken at the top about how resources are used need greater input from professionals and parents.’

The difference between mental health issues and mental illness was one that was adding to the confusion as the CAMHS Service is quite a small specialist service, and its purpose is not well understood. The danger, according the scrutiny report, was that many problems were going unnoticed and never referred for specialist help. The Panel felt there was a distinct gap in services for children and young people with mental health needs who were not diagnosed with an illness but who could benefit from help.

The scrutiny report, with its conclusions and recommendations, was presented to Cabinet on 20 October. The report makes 16 recommendations. Amongst the things that the report calls for is:

- clarification from CAMHS about the services it provides, referrals and eligibility, and for that to be clearly shared with other agencies
- a training programme for education staff in collaboration with CAMHS so that issues can be identified at an early stage
- parents and carers of affected children being involved in the planning of CAMHS services
- the creation of an access and information point for worried parents to give advice and screen new referrals
- monitoring of referral rates and waiting times for those eligible to receive help

Working with relevant partners, Cabinet is expected to respond to the recommendations in December. The Panel will follow up on action and the impact made from this work during 2017.

Volunteers need more support if communities are to take control

(Lead: Councillor Terry Hennegan)

Scrutiny councillors have listened carefully to views around getting communities to have more say and take control of local services. They have agreed that more needs to be done to recognise the work of volunteers and community groups and the vital difference they make to their communities.

Councillor Terry Hennegan, who chaired an Inquiry Panel, said: '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. The Panel felt that that recognition for the work of volunteers is important because it provides encouragement and it lets them know that they have the support and backing of the Council and the wider community.'

Focussing on the Council priority to build sustainable communities, the Scrutiny Inquiry shone a spotlight on work to promote and develop what is referred to as 'community action' and build capacity. Scrutiny Councillors looked at how this is being managed and have made recommendations to help this work, given the significant budget cuts that the Council is facing which will affect the ability to sustain certain services, for example in sports and leisure services.

The scrutiny report makes a number of recommendations to Cabinet, focused on how the Council can best support residents to run services in their own communities. Much of the emphasis is on communicating and working closely with residents, community groups and our third sector partners to ensure that services continue and are of good quality. In terms of supporting community groups and volunteers the Panel calls for:

- a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting benefits of volunteering is undertaken.
- an annual Lord Mayor's Award for Community Work.
- peer to peer networks and mentoring programmes to help share expertise and support across community groups.

A response to the recommendations is expected in December and actions will be followed up by the Scrutiny Panel during 2017.

Showing how the culture at work is important to improvement

(Lead: Councillor Andrew Jones)

Our recent scrutiny inquiry on corporate culture has been picked up by the Wales Audit Office as a good practice example. On its 'good practice exchange' the Wales Audit Office has published a story applauding scrutiny in Swansea for tackling cultural change and identifying its importance to organisational improvement.

An in-depth inquiry was carried out last year focussing on how the council can develop and improve its culture. In the last edition of Dispatches we reported on the follow up and impact made by this scrutiny work. The Innovation Programme is the focus for the Council's work on cultural change, and Councillors were pleased to hear that the inquiry had provided a focus for improvement and will continue to be a checklist for future work.

The Wales Audit Office recognised that it is seen as a difficult issue to get to grips with, and praised the pro-active efforts of scrutiny to examine this and look for improvement, and add value to the Council's Innovation Programme. In their words: 'there are some eye-catching proposals that focus on the organisation's people. They cover the whole staff journey from corporate inductions, mainstreaming innovation into appraisals and developing personal skills to avoid buying in expertise....it's great to see that the council are looking at how they can move away from a blame culture'.

Chair's Roundup:

This is my second quarterly roundup of the work of scrutiny for 2016/17.

Gathering evidence

Focussing on some of the Council's priorities, in-depth inquiries are in progress looking at improving the Council's Tackling Poverty strategy (lead: Councillor Sybil Crouch), Children's Readiness for School (lead: Councillor Hazel Morris), and developing Partnerships and Collaboration (lead: Councillor June Burtonshaw). A number of different methods are being used to gather evidence for these inquiries, to take in a range of perspectives which will inform conclusions and recommendations for improvement. A scrutiny report on each of these topics will be published in early 2017.

Checking on performance

Child & Family Services (lead: Cllr Paxton Hood-Williams) – the Panel continues to monitor and challenge performance, as an area of high demand and high spend. With regular questions on the number of looked after children and reduction strategies, it is pleasing to see that numbers have fallen steadily over the last few months.

Adult Services (lead: Cllr Uta Clay) – this new Panel is only a few months old and is establishing a regime for regular monitoring of Adult Services.

Schools (lead: Cllr Fiona Gordon) – the Panel is focussed on school improvement and improving outcomes for children and young people. Recent meetings have included discussions with Cefn Hengoed Comprehensive School and Bryniago Welsh Medium Primary School about their improvement journeys. The Panel has also looked at how well schools are using tools and techniques for intervention, and identifying good practice.

Public Services Board (lead: Cllr Mary Jones) – there is a statutory duty on council's to scrutinise the work of Public Services Board in Swansea and the first meeting of this multi-agency Panel took place in September to discuss how it will consider what difference the Swansea Public Services Board is making for citizens.

Questioning Cabinet Members

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

Examining Commissioning Reviews

One of the ways in which scrutiny hold the cabinet to account is to carry out pre-decision scrutiny. This means questioning Cabinet Members on proposals, taking into account strategic impact, public interest and financial implications, and presenting views to Cabinet ahead of decisions. Amongst these are Commissioning Reviews where Cabinet is taking significant decisions about the future of our services, under the backdrop of financial pressures and sustainability. The Service Improvement & Finance Performance Panel has looked at the Commissioning Reviews concerning Waste Management, and Corporate Building & Property Services. Some general concerns have been raised on the clarity of information provided on stakeholder involvement / consultation, and financial implications of selected options. These have been acknowledged by Cabinet Members for future reports. Next up are Highways & Transportation, and Parks & Cleansing.

Picking up public concerns

Following a public request for scrutiny we have agreed to set up a Working Group to look at issues around Houses in Multiple Occupation. An initial officer briefing is being planned for 25 November and then a further meeting that will enable the public to give views. Further information about this to follow. Anyone living or working in Swansea can get in touch with us about matters of concerns as scrutiny may be able to help. We also have time set aside at every Scrutiny Programme Committee for a public question time, for questions to any Cabinet Members present about their work or to myself concerning the scrutiny work programme.

Talking about public engagement, the [Swansea scrutiny blog](#) has been highlighted as a good example of public service journalism by [Chris Bolton](#), good practice manager at the Wales Audit Office. This is welcome recognition of scrutiny in Swansea and the steps being taken to increase media coverage and improve public engagement in our work. He highlights the importance of Councils working with the local press – to keep their communities informed and involved. We are now monitoring the amount of media coverage received as part of performance measures for developing scrutiny.

Working in different ways to look at some issues

Adopting a more light-touch approach, one-off Working Groups are set up to look at some topics. We followed up on the work of the Tree Preservation Scrutiny Working Group, which had made a number of recommendations to the Cabinet Member for Enterprise, Development & Regeneration. Having discussed with the Cabinet Member, who welcomed this work, we were pleased with and encouraged by the progress that has been made, particularly by Council's Landscape Team. We welcomed the development of a Tree Policy, which will amongst other things cover the replanting of trees on Council land. We noted there were some recommendations still in progress, and amongst these the Cabinet Member confirmed that the implications of placing Tree Preservation Orders on Council land prior to sale was being discussed. There was concern amongst councillors that many trees have been lost through sale of council land because of the failure to protect trees.

Guiding Co-opted Members

We have developed guidance for co-opted members once they have joined Scrutiny Panels and Working Groups, adding to the previously agreed protocol for co-option. This helps to clarify responsibilities and expectations to help co-opted members make an effective contribution to the work of scrutiny. Mrs Beverley Phillips, Head Teacher of Blaenymaes Primary School has been co-opted by the Tackling Poverty Inquiry Panel, to assist the Panel with its work.

Coordinating with the work of the Audit Committee

We met with the Chair of the Audit Committee, Alan Thomas, in support of developing the relationship between scrutiny and the Audit Committee and coordination between respective work plans. He cited examples where the work of the Audit Committee and scrutiny has been complementary, with issues around school governance, and planning matters being picked up by scrutiny. He was clear about respective roles, and remarked on the capacity of scrutiny to look at issues in depth. Overall he was pleased with the relationship between the two committees, coordination, and mechanisms for dialogue and raising issues. He was also pleased to be involved in the Annual Scrutiny Work Planning Conference.

Making the work of scrutiny more transparent and accessible

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

Connect with Scrutiny:

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Email: scrutiny@swansea.gov.uk

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Report of the Chair

Scrutiny Programme Committee – 14 November 2016

SCRUTINY WORK PROGRAMME 2016/17

Purpose	This report reviews progress with the scrutiny work programme for 2016/17.
Content	The current work programme is described, including the plan for future committee meetings and topics examined by scrutiny through various Panels and Working Groups.
Councillors are being asked to	<ul style="list-style-type: none"> • review the scrutiny work programme (including progress of current Panels and Working Groups) • consider opportunities for pre-decision scrutiny • plan for the committee meetings ahead • consider the advice of the Director – Corporate Services on council priorities, strategic challenges, and key decisions to help inform work
Lead Councillor	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer	Mike Hawes, Director – Resources
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for developing the Council's scrutiny work programme, and managing the overall work of scrutiny to ensure that it is as effective as possible.
- 1.2 A report is provided to each meeting to enable the committee to maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.
- 1.3 The broad aim of the scrutiny function is to:
- help improve services
 - provide an effective challenge to the executive
 - engage members in the development of policies, strategies and plans
 - engage the public
- 1.4 The Scrutiny Work Programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

It also needs to be:

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

1.5 The work of scrutiny is undertaken primarily in three ways – through the committee itself, by establishing informal panels or via one-off working groups. Panels and Working Groups would be open to all non-executive councillors - the Committee will agree membership and conveners following expressions of interest.

1.6 Scrutiny will regularly send letters to Cabinet Members communicating findings, views and recommendations for improvement and, where appropriate, by producing reports. Inquiry panels will produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered. Inquiry panels will reconvene to follow up on the implementation of agreed recommendations and the impact of their work – usually 6-12 months following cabinet decision.

1.7 Although much of the work of scrutiny is carried out by informal panels and working groups these meetings are accessible to the public. Agendas, reports and letters relating to all scrutiny activities are published on-line: <http://swansea.gov.uk/scrutinypublications>.

2. Scrutiny Work Programme 2016/17

2.1 Scrutiny Programme Committee:

2.1.1 The committee's work plan for the year ahead is attached as **Appendix 1**. This includes a schedule of future Cabinet Member Question & Answer Sessions. This should be kept under review to ensure it represents a robust and effective plan.

2.1.2 Committee members should review and confirm items for the next and future meetings giving specific consideration to who should attend so that meetings are always well planned and prepared for, e.g. information required and key questions that the committee wishes to ask. The committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g. pre-decision scrutiny which may require extra meetings. The items for the next meeting on 12 December are:

- Cabinet Member Question Session: Cabinet Member for Adults & Vulnerable People (Councillor Jane Harris).
- Scrutiny Performance Panel Progress Reports: Service Improvement & Finance

- Pre-Decision Scrutiny: Castle Square – Development & Public Realm Opportunity (*subject to report going to Cabinet on 15 December*)

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

2.1.4 Commissioning Reviews – Cabinet reports about the various commissioning reviews that are planned over the coming year will be subject to pre-decision scrutiny. This will be carried out via the committee or relevant Panels as appropriate. The following commissioning reviews are expected:

Commissioning Review	Cabinet Portfolio	Cabinet	Pre-decision by Scrutiny Panel / Committee
Waste Management	David Hopkins	16 June	Service Improvement & Finance (6 June)
Corporate Building & Property	Rob Stewart / Andrea Lewis	18 August	Service Improvement & Finance (15 Aug)
Family Support (Focusing on Children with Additional Needs and Disabilities)	Christine Richards / Mark Child	17 November	Child & Family Services
Highways & Transportation	David Hopkins	15 December	Service Improvement & Finance
Parks and Cleansing	David Hopkins / Mark Child	15 December	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	Jane Harris	June 2017	Adult Social Services

Health; Physical Disability Services			
Housing	Andrea Lewis	tbc - 2017	Service Improvement & Finance

2.2 Inquiry Panels:

2.2.1 The following Inquiry Panels are currently active:

In progress (yet to report):	Completed (follow up stage)
1. Tackling Poverty (evidence gathering stage) – Expected End: Dec 2016 2. Children’s Readiness for School (evidence gathering stage) – Expected End: March 2017 3. Partnerships & Collaboration (planning stage) – Expected End: March 2017	1. Social Care at Home (Nov 2016) 2. Education Inclusion (Nov 2016) 3. School Governance (tba) 4. Child & Adolescent Mental Health Services (final report was presented to Cabinet 20 Oct – decision awaited) 5. Building Sustainable Communities (final report was to Cabinet 20 Oct – decision awaited)

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. Planning (Oct 2016) COMPLETE 2. Local Flood Risk Management (<i>annual review of flood risk plans</i>) 3. Civic Events (<i>the Convener requested a follow-up meeting to address a number of issues that the Working Group felt needed further consideration</i>)	4. Houses in Multiple Occupation (Nov 2016) 5. Roads / Highways Maintenance 6. Corporate Building Services 7. Digital Inclusion 8. 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 on 27 February 2016 will be hosted by Ceredigion 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. Council Priorities - Update

3.1 Mike Hawes, Director - Resources, is the corporate lead for scrutiny. Following on from the information he provided to the Scrutiny Work Planning Conference in May, he will attend the meeting to help the committee with advice relevant to the scrutiny work programme. The Director will provide an update on council priorities and main strategic challenges facing the council.

3.2 The purpose of the Director's report is to help inform decisions on the Scrutiny Work Programme and help ensure that major activities are aligned with corporate priorities and contribute to the big issues facing the Council.

4. Public Requests for Scrutiny / Councillor Calls for Action

4.1 The committee is asked to consider a request for scrutiny associated with the project involving the demolition of the building known as Oceana on the Kingsway. This includes concern about financial implications as described in a report to Cabinet on 20 October.

4.1.1 The Cabinet Member for Enterprise, Development and Regeneration presented this report which provided an update on the current situation regarding the demolition of the former Oceana building and to outline the need to commit further funding to complete its demolition. It was resolved by Cabinet that the budget provision to reflect the negotiated final account value of £3.7 Million together with amended terms to bi-monthly valuation payments and capped retentions to 3% of the original contract value be approved.

4.2. The following councillors have called for scrutiny of this matter: Mary Jones, Chris Holley, Lynda James, Jeff Jones, Linda Tyler-Lloyd, and Ioan Richard.

4.3 The committee should consider this request and whether to include this matter into the scrutiny work programme or refer the matter elsewhere.

4.4 If the committee agrees that this issue merits scrutiny then it will need to:

- review existing work plan commitments
- clarify the purpose and focus of any work
- determine the best method for carrying out this work

4.5 It is proposed that a one-off Scrutiny Working Group be established to meet with the cabinet member / officers in order to look at the relevant cabinet reports on this matter, and ask questions to better understand the process and events leading to the report, such as about the:

- project planning
- demolition contract
- demolition asbestos surveys
- internal audit review of project
- options considered
- decision-making process
- increased project costs and financial commitment
- legal implications
- future risks

4.6 Views, conclusions and recommendations from this piece of scrutiny will be communicated to relevant cabinet member(s) by letter.

4.7 The Committee is asked to endorse this proposal. If agreed expressions of interest will be invited, as usual, from non-executive councillors with a view to the Working Group being arranged as soon as practicably possible. This will take priority over other Working Groups that have been identified but are not in progress.

5. Financial Implications

5.1 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.

6. Legal Implications

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

Items for Specific Meetings:

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

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

14 Nov	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Environment & Transportation
	<ul style="list-style-type: none"> • Progress Report – Public Services Board Performance Panel 	<ul style="list-style-type: none"> • Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> • Progress Report – Adult Social Services Performance Panel 	<ul style="list-style-type: none"> • Convener, attending to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> • Council Priorities 	<ul style="list-style-type: none"> • Update from Director - Corporate Services, on council priorities, strategic challenges, key decisions
	<ul style="list-style-type: none"> • Children & Young People’s Rights Scheme – Compliance and Progress 	<ul style="list-style-type: none"> • To discuss annual progress report on implementation of Children & Young People’s Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014)
12 Dec	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Adults & Vulnerable People
	<ul style="list-style-type: none"> • Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> • Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> • Pre-Decision Scrutiny 	<ul style="list-style-type: none"> • Castle Square – Development & Public Realm Opportunity (<i>subject to report going to Cabinet on 15 December</i>)
9 Jan	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with the Leader of the Council / Cabinet Member for Finance & Strategy
	<ul style="list-style-type: none"> • Progress Report – Child & Family Services Performance Panel 	<ul style="list-style-type: none"> • Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements
13 Feb	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Next Generation Services
	<ul style="list-style-type: none"> • Gypsy & Traveller Site Search Process 	<ul style="list-style-type: none"> • Follow up on agreed recommendations / impact of scrutiny following cabinet decision in June 2016 (report from Cabinet Member for Next Generation Services)
	<ul style="list-style-type: none"> • Crime & Disorder Scrutiny 	<ul style="list-style-type: none"> • Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc
	<ul style="list-style-type: none"> • Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> • Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements

13 Mar	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Transformation & Performance
	<ul style="list-style-type: none"> • Progress Report – Adult Social Services Performance Panel 	<ul style="list-style-type: none"> • Convener, attending to update on headlines from the Panel’s work and achievements
10 Apr	<ul style="list-style-type: none"> • Annual Work Plan Review 	<ul style="list-style-type: none"> • To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny
	<ul style="list-style-type: none"> • Progress Report – Local Service Board Performance Panel 	<ul style="list-style-type: none"> • Convener attending to update on headlines from the Panel’s work and achievements

Other to be arranged:

<ul style="list-style-type: none"> • Relationship with Regulators and Inspectors 	<ul style="list-style-type: none"> • To discuss relationship between scrutiny and external regulators and inspectors to ensure more coordinated and effective challenge
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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
Social Services Budget Virements.	This report proposes amendments to the current year's Social Services revenue budget.	David Howes	Cabinet Member - Services for Children and Young People (Deputy Leader), Cabinet Member - Adults and Vulnerable People	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>Welsh in Education Strategic Plan 2017-2020.</p>	<p>The Schools Standards and Organisation (Wales) Act 2013 made it a statutory requirement for local authorities to produce a Welsh in Education Strategic Plan (WESP), since 2014. The 2017-2020 Plan replaces the 2014-2017 WESP.</p> <p>The Plan will last for three years and will be monitored annually.</p> <p>The duty to produce a WESP lies with each local authority, not with a region.</p> <p>The WESP contains the authority's vision and actions for Welsh in education including sufficiency of places in Welsh-medium schools, pre-school provision, out-of-school activities as well as standards in formal education.</p>	<p>Sarah Hughes</p>	<p>Cabinet Member - Education</p>	<p>Cabinet</p>	<p>17 Nov 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
Disposal of Dan Y Coed Training Centre, West Cross, Swansea SA3 5AL.	The Council have declared the property surplus to requirements and cabinet are requested to approve the disposal.	Stuart Ramsey	Cabinet Member - Transformation and Performance	Cabinet	17 Nov 2016	Fully exempt
Sustainable Swansea - Fit for the future: Budget Proposals 2017/18 – 2019/20.	To consider budget proposals for 2017/18 to 2019/20 as part of the Council's Budget Strategy Sustainable Swansea - fit for the future	Mike Hawes	Cabinet Member - Finance and Strategy (Leader)	Cabinet	12 Dec 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>YGG Lon Las New Build – Audit Committee Response to Cabinet.</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>15 Dec 2016</p>	<p>Open</p>
<p>FPR7 Update - Acquisition of Llys Dewi Sant and Disposal of Land at the Vetch Field to Accommodate a Replacement Facility.</p>	<p>The report updates the FPR7 report approved by Cabinet on 17th March 2015.</p>	<p>Gordon Allison</p>	<p>Cabinet Member - Enterprise, Development and Regeneration</p>	<p>Cabinet</p>	<p>15 Dec 2016</p>	<p>Fully exempt</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>Family Support Services Commissioning Review Focusing on Children with Additional Needs and Disabilities.</p>	<p>This Review looks at the services supporting children with a disability and their families and is a strand of the wider Family Support Commissioning Review. It is a cross-service review between Child & Family Social Services and Poverty & Prevention, but there are clear interdependencies with other service areas, particularly with Education and the Abertawe Bro-Morgannwg University Health Board.</p> <p>As a group, disabled children, and their families, are among the most vulnerable people in our community. The needs of these children are highly complex, and they, along with their parents and siblings, are at high risk of poor outcomes (social isolation, economic disadvantage etc.). Secure, loving family units are often key to achieving positive outcomes, but caring for a disabled child can be a stressful experience that places considerable pressure on a family. It is for this reason why we need to ensure we have an effective range of family support services in place.</p> <p>The Review examines the following service types and puts forward a number of different future options for each: (i) overnight short breaks; (ii) play and community breaks; (iii) emotional and behavioural support; (iv) parent / carer participation; and (v) other family support services encompassing Direct Payments and domiciliary care.</p>	<p>Julie Thomas</p>	<p>Cabinet Member - Wellbeing and Healthy City, Cabinet Member - Services for Children and Young People (Deputy Leader)</p>	<p>Cabinet</p>	<p>15 Dec 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
Castle Garden Development and Public Realm Opportunities.	This report will detail the general public consultation responses after having issued a Public Open Space Notice.	Katy Evans	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	15 Dec 2016	Open
Contracts for Home to School Transport Services (SH 17-22)	31 Mainstream Home to School Transport contracts being re-tendered from 27th February 2017 to comply with Contract Procedure Rules. These have a value of just under £4.9m over their maximum five year term	Barry Gilbert	Cabinet Member - Environment and Transportation, Cabinet Member - Education	Cabinet	15 Dec 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>City & County of Swansea - Supporting People Programme Grant (SPPG) - Local Commissioning Plan (LCP) for 2017/18.</p> <p>Page 85</p>	<p>It is a requirement by the Welsh Government in the SPPG Grant Conditions that there is elected member sign off prior to submission to the Western Bay Regional Collaborative Committee (RCC).</p> <p>This is to inform the development of the Regional Strategic Plan by the RCC.</p> <p>The LA will be asked to agree and adopt the RCP at a later date.</p>	Anita Evans	Cabinet Member - Adults and Vulnerable People	Cabinet	15 Dec 2016	Open
<p>Commissioning Review Option Appraisal Report - Highways and Transportation Service.</p>	<p>To inform members of the findings of the Commissioning Review process in the Highways and Transportation Service; to seek approval for proposals and to progress to implementation.</p>	Stuart Davies	Cabinet Member - Environment and Transportation	Cabinet	15 Dec 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
Children & Young People Partnership Plan.	The Children and Young People's Partnership Plan outlines a joined up approach to delivering services for children and young people.	Jane Whitmore	Cabinet Member - Services for Children and Young People (Deputy Leader)	Cabinet	15 Dec 2016	Open
Commissioning Review Report Parks & Cleansing.	Report will provide detail on the Parks & Cleansing Commissioning Review and provide recommendations, options and impact. It will seek formal approval for implementation, including necessary consultation.	Mark Russ	Cabinet Member - Wellbeing and Healthy City, Cabinet Member - Environment and Transportation	Cabinet	15 Dec 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>Social Services Charging Policy – In-Year Review of Charges.</p>	<p>The report provides an update of the work of the findings and progress of the in-year charging review task and finish group. This supports the implementation of the Social Services Charging Policy, a requirement of the Social Services and Wellbeing (Wales) Act 2014.</p> <p>The report will also outline business cases to introduce a Pre-Deputyship Support Charge and to introduce additional charges for the Community Alarm Service</p>	<p>Andrew Hopkins</p>	<p>Cabinet Member - Next Generation Services, Cabinet Member - Adults and Vulnerable People</p>	<p>Cabinet</p>	<p>15 Dec 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
Establishment of Specialist Teaching Facilities for Pupils with Autistic Spectrum Disorder (ASD)	Increasing demand requires the establishment of three additional Specialist Teaching Facilities (STFs) for pupils with Autistic Spectrum Disorder (ASD). The establishment of STFs requires a statutory proposal and consultation.	Kelly Small	Cabinet Member - Education	Cabinet	15 Dec 2016	Open
Education Other than at School (EOTAS).	To consider the proposed future of Swansea's education other than at school (EOTAS) provision	Lindsay Harvey	Cabinet Member - Education	Cabinet	15 Dec 2016	Open
Estyn Inspection of Local Authority Education Services for Children and Young People 2013 – Update on progress in addressing the five Recommendations, November 2016.	This report provides an update on the progress in addressing the five Recommendations made by Estyn in the Inspection of Local Authority Education Services for Children and Young People 2013.	Lindsay Harvey	Cabinet Member - Education	Cabinet	15 Dec 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
Annual Review of Charges (Social Services) 2016/17.	This annual review of the City and County of Swansea's charging schedule (social services) provides a transparent framework for the setting of charges and the application of allowances to citizens who receive managed care and support, provided or arranged by the council.	Simon Jones	Cabinet Member - Wellbeing and Healthy City	Cabinet	19 Jan 2017	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>To Seek Approval to Participate in the Cam Nesa Project and See Through the Necessary Stages to Implementation.</p>	<p>To approve and agree participation and implementation of City & 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>16 Feb 2017</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>Establishment of Specialist Teaching Facilities for Pupils with Autistic Spectrum Disorder (ASD).</p>	<p>Increasing demand requires the establishment of three additional Specialist Teaching Facilities (STFs) for pupils with Autistic Spectrum Disorder (ASD). The establishment of STFs requires a statutory proposal and consultation.</p>	<p>Kelly Small</p>	<p>Cabinet Member - Education</p>	<p>Cabinet</p>	<p>20 Apr 2017</p>	<p>Open</p>

Scrutiny Work Programme 2016-17

Appendix 3a

ACTIVITY	November	December	January	February	March	April
Scrutiny Programme Committee	14	12	9	13	13	10
Inquiry Panels						
Current:						
Tackling Poverty (started Jun 2016)	2 7, 10 17, 21 28 5					
Readiness for School (started Oct 2016)	3 17 23		11 19 27	2 20	20	
Partnerships & Collaboration						
Follow Up:						
Social Care at Home (Cabinet 20/8/15)		23				
Education Inclusion (Cabinet 19/11/15)		29				
School Governance (Cabinet 16/6/16)						
CAMHS (Cabinet decision awaited)						
Building Sustainable Communities (Cabinet decision awaited)						
	Planning		Evidence Gathering		Final Report	Cabinet
Performance Panels						
Service Improvement & Finance	2 23	12 21	25	22	22	26
Schools	16	8	18	16	16	6
Child & Family Services	28	19	23	27	27	24
Adult Social Services	3 23	14	11	8	8	5
Public Services Board (multi-agency panel)						
Other Panels / Working Groups						
ERW Regional Councillor Group (twice a year)				27		
Local Flood Risk Management						
Houses in Multiple Occupation	25		12			
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

Following agreement by the committee, the final report was presented to Cabinet on 20 October 2016. A response to the recommendations is expected at Cabinet on 15 December.

Projected End Date: Complete

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

Following agreement by the committee, the final report was presented to Cabinet on 20 October 2016. A response to the recommendations is expected at Cabinet on 15 December.

Projected End Date: Complete

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 is about half way through its evidence gathering and has heard from the Bevan Foundation, the Public Policy Institute for Wales, Third Sector and community organisations as well as learning about the integrated impact assessment conducted on the strategy. The

Panel will be gathering further evidence including from council officers, partners, the Leeds Poverty Truth Commission and from representatives of the Assembly Committee that conducted a recent national inquiry into tackling poverty. Focus groups to gather the views of people experiencing poverty and a survey are also due to report into the inquiry.

Projected End Date: December 2016

d) **Children’s Readiness for School** (convener: Hazel Morris)

Key Question: How can children’s readiness for school be improved in Swansea?

Progress Bar:

Planning	Evidence Gathering			Draft Final Report					

The Pre-Inquiry Working Group took place on 11 October. They agreed to carry out an inquiry into readiness for school with particular reference to parental engagement. The Panel will meet on 3 November to agree their plan and timetable of work and will start evidence gathering by speaking to the Swansea libraries service.

Projected End Date: March 2017

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?

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	23 Nov 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 met on 2 November and discussed the Mid Term Budget Statement 2016/17 and the Review of Revenue Reserves.

The panel is due to carry out pre-decision scrutiny of the Highways and Transportation Commissioning Review and the parks and Cleansing Commissioning Review on 12 December.

b) Schools Performance (convener: Cllr Fiona Gordon)

The Panel will meet on 16 November to look at the performance of children that receive free school meals (FSM) and what impact the Pupil Deprivation Grants is having for these pupils. Members will also discuss the Annual Audit of Schools report and will receive an update on the use of restorative practice.

The Panel in December will meet to discuss Looked After Children's educational performance and outcomes in Swansea and get receive an update on Pioneer School in Swansea.

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

See progress report – agenda item 8b

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

The panel met on 31 October and examined performance in health assessments for looked after children, performance of the integrated family support service and the September performance report.

Health Assessments

The panel was pleased overall with the performance in conducting health assessments on looked after children. However, performance appeared to dip when looked after children were placed out of county and were subject to a health assessment by a different health board.

Integrated Family Support Service

This service is about to undergo a review and a further update will be brought back to the panel once the review is completed.

September Performance Report

Performance continues to be good across most areas in the department. Looked after children numbers fell again in September by 4 and took the total down to 492. Looked after children numbers have been consistently below 500 since April this year.

The panel did highlight the increase in number of repeat referrals but was assured that the department was going to examine and analyse this in a bit more detail.

Some new performance data measures, which were introduced as a result of the Social Services and Well Being Act, are yet to be recorded because of the frequency with which the data is collected and benchmarking can only be carried out at the end of the year. However, by quarter 3 some data should begin to feed into the monthly performance report.

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

See progress report – agenda item 8a

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 took place on 27 September. Swansea was represented by Cllr Fiona Gordon. A scrutiny councillors group has been set up in order to coordinate scrutiny work and ensure a consistent approach. The group discussed individual Councils scrutiny education work programmes, looked at the ERW Business Plan for 2016-19 and the recent ERW Estyn report, shared good practice in relation to use of the pupil deprivation grant and was updated on the Special Education Needs Reform. The next meeting will be hosted by one of the other local authorities and is being arranged for 27 February 2017. 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 monitor and check progress with the Local Flood Risk

Management Plan and priorities. A meeting will be arranged in the New Year.

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

A further meeting is being arranged and will take place by December.

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

The working group met on 12 October and received an officer briefing to assist it to carry out question planning in advance of its session with the Cabinet Member for Enterprise, Development & Regeneration. The Cabinet Member session was on 19 October. An in-depth discussion took place on a range of planning issues including: the revised committee arrangements, section 106 agreements, the Call-In process, enforcement activity and the Planning Annual performance report. A letter from the Convener to the Cabinet member is in the process of being prepared.

e) **Houses in Multiple Occupation (HMOs)** (convener: Cllr Mary Jones)

This was agreed following public concern 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. It will enable a meeting with relevant Cabinet Member(s) and Officers that are responsible for HMO licensing and planning, and explore:

- 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

The findings of the Working Group can feed in to the planned development of Supplementary Planning Guidance on HMOs and add value to this work.

Two meetings have been arranged to look at this issue.

- 25 November - members will receive a briefing from Council officers, and
- 12 January - public submissions and invitation to the relevant Cabinet members.

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
Scrutiny Programme Committee	Mary Jones cldr.mary.jones@swansea.gov.uk	Brij Madahar (01792 637257) brij.madahar@swansea.gov.uk
Inquiry Panels:		
Tackling Poverty How can the Council's Tackling Poverty Strategy be improved?	Sybil Crouch cldr.sybil.crouch@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Children's Readiness for School How can children's readiness for school be improved in Swansea?	Hazel Morris cldr.hazel.morris@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Inquiry Panels (follow up)		
Social Care at Home	Uta Clay cldr.uta.clay@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Education Inclusion	Cheryl Philpott cldr.cheryl.philpott@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
School Governance	Fiona Gordon cldr.fiona.gordon@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Child & Adolescent Mental Health Services	Mary Jones cldr.mary.jones@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk

Building Sustainable Communities	Terry Hennegan cllr.terry.hennegan@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
<u>Performance Panels:</u>		
Child & Family Services	Paxton Hood-Williams cllr.paxton.hood-williams@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
Service Improvement & Finance	Chris Holley cllr.chris.holley@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Schools	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Public Services Board (multi-agency)	Mary Jones cllr.mary.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Adult Social Services	Uta Clay cllr.uta.clay@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk
<u>Working Groups:</u>		
Local Flood Risk Management	Susan Jones cllr.susan.m.jones@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Civic Events	Anthony Colburn cllr.anthony.colburn@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk

Planning	Chris Holley cllr.chris.holley@swansea.gov.uk	Rosie Jackson (01792 636292) rosie.jackson@swansea.gov.uk
Houses in Multiple Occupation	Mary Jones cllr.mary.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Partnerships & Collaboration (pre-inquiry)	June Burtonshaw cllr.june.burtonshaw@swansea.gov.uk	Delyth Davies (01792 637491) delyth.davies@swansea.gov.uk

Agenda Item 11

Report of the Chair

Scrutiny Programme Committee – 14 November 2016

MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

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

1. Introduction

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

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

- 2.1 Children's Readiness for School Inquiry:

REMOVE Councillor Sybil Crouch and Councillor Mary Jones
ADD Councillor Ceinwen Thomas

Following this change the revised membership will be 7:

Labour Councillors: 5

Jan Curtice	Hazel Morris (CONVENER)
Fiona Gordon	Ceinwen Thomas
Elliot King	

Liberal Democrat Councillors: 1

Mike Day	
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Independent Councillor: 1

Wendy Fitzgerald	
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2.2 Adult Services Performance Panel

REMOVE Councillor Ann Cook

Following this change the revised membership will be 10:

Labour Councillors: 5

Uta Clay (CONVENER)	Paulette Smith
Yvonne Jardine	Gloria Tanner
Geraint Owens	

Liberal Democrat Councillors: 3

Peter Black	Jeff Jones
Chris Holley	

Independent Councillor: 1

Susan Jones	
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Conservative Councillor: 1

Paxton Hood-Williams	
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2.3 Houses in Multiple Occupation Working Group:

ADD Councillor Joe Hale

Following this change the revised membership will be 14:

Labour Councillors: 6

Sybil Crouch	Hazel Morris
Nick Davies	Terry Hennegan
Joe Hale	Mike White

Liberal Democrat Councillors: 3

Mary Jones (convener)	Graham Thomas
Huw Rees	

Independent Councillor: 3

David Cole	Keith Marsh
Wendy Fitzgerald	

Conservative Councillor: 1

Tony Colburn	
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Non Aligned Councillor: 1

Peter May	
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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

Report of the Chair

Scrutiny Programme Committee – 14 November 2016

SCRUTINY LETTERS

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

1. Introduction

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

2. Reporting of Letters

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

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

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

3. Letters Log

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

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

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	12 Sep	Letter to / from Cabinet Member for Anti-Poverty & Communities

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): 16 (target within 21 days)

% responses within target: 78

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 (not public)
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	Resquesting 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 Performance Panel	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	08-Sep	22	n/a
18	Service Improvement & Finance Performance Panel	27-Jul	Revenue and Capital Outturn for 2015/16.	Finance & Strategy (Leader)	18-Aug	09-Sep	22	n/a
19	Committee	08-Aug	Cabinet Member Q & A	Education	01-Sep	08-Sep	7	10-Oct
21	Service Improvement & Finance Performance Panel	31-Aug	1st Quarter Budget monitoring	Finance & Strategy (Leader)	08-Sep	23-Sep	15	n/a
20	Schools Performance Panel	01-Sep	School Improvement Service and school reserves	Education	20-Sep	06-Oct	16	n/a
23	Adult Services Panel	24-Aug	Learning Disabilities	Adults & Vulnerable People	23-Sep	n/a	n/a	na
22	Child & Family Services Performance Panel	22-Aug	Performance Monitoring	Services for Children & Young People (Deputy Leader)	26-Sep	19-Oct	23	n/a
24	Committee	12-Sep	Cabinet Member Q & A	Anti-Poverty & Communities	11-Oct	01-Nov	21	14-Nov
25	Public Services Board Performance Panel	28-Sep	Outline of panel's work plan for 2016/17	Finance & Strategy (Leader)	18-Oct			
26*	ERW Scrutiny Cllr Group	27-Sep	Letter to Joint Cttee - Outcome of regional ERW Groups discussions	Education	18-Oct	n/a	n/a	n/a

27	Child & Family Services Performance Panel	26-Sep	Western Bay Adoption Service Annual Report	Services for Children & Young People (Deputy Leader)	19-Oct			
28	Service Improvement & Finance Performance Panel	21-Sep	1st Quarter performance monitoring - HB & CTB performance indicators	Finance & Strategy (Leader)	25-Oct			
29	Committee	10-Oct	Cabinet Member Q & A	Enterprise, Development & Regeneration	25-Oct			
30	Schools Performance Panel	19-Oct	Bryniago Welsh Medium Primary School	Education	03-Nov	n/a	n/a	n/a
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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

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

BY EMAIL

*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/2016-17/6
*Your Ref
Eich Cyf:*
*Date
Dyddiad:* 11 October 2016

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Anti-Poverty & Communities following the meeting of the Committee on 12 September 2016. It is about Poverty Strategy, Communities First, Allotments, Community Cohesion, Homelessness and Digital Inclusion.

Dear Councillor Evans,

Cabinet Member Question Session – 12 September

Thank you for attending the Scrutiny Programme Committee on 12 September 2016 and answering questions on your work as Cabinet Member for Anti-Poverty & Communities. 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:

Poverty Strategy

We noted progress in the delivery of poverty strategies and targets. Amongst the things that concerned the committee was about the quality of existing measures to assess performance and outcomes, to enable an assessment of the impact of investment and current work / approaches. We were unclear about reporting mechanisms and statistics, and how this authority compared

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 / www.abertawe.gov.uk

with others. You told us about the performance framework, with a number of poverty indicators included in corporate quarterly performance reports, as well as regular reporting to the Welsh Government linked to funding.

We asked about various definitions of poverty and, notwithstanding that there are official indicators, you felt that the inability to meet basic needs was a key to describing poverty.

We also asked about the extent to which you engage with other Cabinet Members over their contribution to tackling poverty, such as economic growth, regeneration and job creation, and health.

You acknowledged and welcomed the contribution that scrutiny will make to help improve the Council's Tackling Poverty Strategy. The Scrutiny Inquiry Panel (convened by Councillor Sybil Crouch) will aim to finish its work by December. You stated that the scrutiny findings, along with other pieces of work, will represent a comprehensive review of the current strategy and ensure that future approaches are effective and reflect best practice. Your aim was for a revised strategy to be produced in early 2017.

We noted that you have asked the Cabinet Advisory Committee to look at a research report published by the Joseph Rowntree Foundation on addressing / solving poverty in the UK, to help inform improvements. You mentioned that an Integrated Impact Assessment had already been carried out and you were asked to comment on the key issues arising from the assessment and how it might impact the revised strategy.

There has also been some confusion whether a revised strategy has already been drafted. It was felt that if this is the case the Tackling Poverty Inquiry Panel would benefit from having sight of it as part of its evidence gathering to provide a sense of possible future direction. You stated that you had not seen any revised strategy but undertook to look into this.

Given that our Tackling Poverty Scrutiny Inquiry is in progress it would be helpful if you could liaise directly with the convener of the Panel, Councillor Sybil Crouch, on these points.

Communities First

We talked about the impact of initiatives such as the LIFT project, and targets for the new Communities for Work Programme to help get people into work, which will be operating across the five Communities First 'cluster areas'.

We heard that the new Communities for Work Programme would focus on tackling poverty through sustainable employment and help to provide mentoring and support for employment in order to get people back into work to assist with economic growth and prosperity. The importance of education, economic prosperity and employment in tackling poverty was recognised but the committee expressed concern about reported job losses and difficulty in attracting jobs to the area.

We noted that the new Head of Poverty and Prevention is due to be in post in October.

Allotments

We followed up on our previous discussion with you on allotments, and developments following operational review. You reported that the operational review was ongoing but the current focus was on officers working with Allotment Associations to support the transfer of management to enable future self-management. You stated that the only feasible way for any growth in the number of allotments in Swansea was if it was driven by communities and self-managed / financed.

Community Cohesion

We talked about the importance of action to address issues surrounding community cohesion with the City and County of Swansea, particularly with reports of an increase in hate crimes across the UK in the aftermath of the EU referendum, and tension around issues such as immigration.

The committee felt that this was an issue on which you should be reporting to Council (or if not, scrutiny) to ensure there is good level of awareness about what is going on here (including reported incidents) and the efforts to develop community cohesion to provide some assurance. We noted that Swansea is recognised as a 'City of Sanctuary' and therefore it would be helpful for some regular reporting on community cohesion actions.

Homelessness

We raised with you some concern that I had been made aware of by Councillor Ioan Richard in relation to families apparently living in tents in certain parts of Swansea. He has already raised this matter with the Welsh Government but wanted me to bring this up at the committee as a possible poverty / homelessness issue. I have already sent you some additional information which Cllr Richard shared with me for you to look into this further, and clarify the situation.

Digital Inclusion

This is an issue of concern which has been identified by scrutiny and we anticipate a Scrutiny Working Group will look at this later in the council year. We asked about your views on the issue, given the considerable shift towards on-line council business and communication. There is obviously concern about the extent to which it may be excluding people with little or no access to IT, most likely those in poverty. Clearly this needs to be considered and alternative methods of contact need to remain available as much as possible.

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:

- liaise with the convener of the Tackling Poverty Scrutiny Inquiry Panel on the key issues arising from the Integrated Impact Assessment of the Poverty Strategy and how it might impact the revised strategy, and whether a revised strategy has been drafted;
- consider making a regular report on Community Cohesion to Council (or other appropriate body); and
- clarify the situation in relation to those families reported to be living in tents;

Please provide your response by 1 November. 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,

Mary Jones

COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Councillor Mary Jones
Chair
Scrutiny Programme Committee

Please ask for:
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Linell
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Councillor Will Evans
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BY EMAIL

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Our Ref / Ein Cyf: WE/CM
Your Ref / Eich
Cyf:
Date / Dyddiad: 31 October 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 MEMBERS QUESTION SESSION – 12TH SEPTEMBER 2016

Thank you for your letter dated 11th October 2016 and I respond as follows.

Tackling Poverty Scrutiny Inquiry Panel

I will liaise with the convener of the Tackling Poverty Scrutiny Inquiry Panel on the key issues arising from the Integrated Impact Assessment of the Poverty Strategy and how it might impact the revised strategy. A document was produced by officers earlier this year, but has not undergone any formal process of adoption. I therefore welcome the scrutiny approach and am keen to view the outcome of the inquiry, which will in turn be used to inform new strategy development.

Community Cohesion

You asked me to consider making regular reports about community cohesion. As officers collect information on a quarterly basis around all key issues, I will be happy to provide you with key figures and statistics via an annual briefing note to all ward councillors following the end of the financial year (subject to continued funding availability).

COUNCILLOR/Y CYNGHORYDD
WILLIAM EVANS
CABINET MEMBER FOR ANTI POVERTY & COMMUNITIES /
AELOD Y CABINET DROS WRTHDLODI A CHYMUNEDAU

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Homelessless

In relation to Cllr Ioan Richard's query about families apparently living in tents, I can confirm this has been investigated thoroughly and Cllr Richard has received a detailed direct reply accordingly.

Our Housing Options Service has a strong partnership with local charities who offer Outreach Services to rough sleepers locally. Reducing rough sleeping is a key strategic priority in homelessness terms. Two particular geographical areas were highlighted by Cllr Richard where tents had been seen. These have both been visited. We are certain that this is a couple that services have been supporting for some time. At the time of the original query they had recently moved from one location noted by Cllr Richard to the other, these being from the Enterprise Zone site to the old Copperworks site on the East bank of the river respectively. The couple in question are very well known to Housing Options and the Rough Sleeping Intervention Team. A number of housing solutions have been tried over the last few years but have unfortunately failed.

I am assured that we will continue to work with the couple to try and find a solution to their difficult situation. Importantly it should be noted we are not aware of any families with children living in tents in Swansea currently.

Levels of rough sleeping are monitored closely and Outreach Services are offered to anyone noted as needing assistance. Every Local Authority in Wales is required to carry out a rough sleeper count annually. The count is undertaken in November.

We would encourage members of the public to refer anyone seen rough sleeping to Streetlink Wales or to contact Housing Options. Information from the public is very important as this enables the Council to take a coordinated approach and ensures that every rough sleeper is given appropriate advice and assistance. All referrals will be visited the next working day.

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If Rough Sleeping within the City Centre then clients have access to toilet facilities at Zac's Place, Access Point and various church led drop in centres. Outreach teams do strongly encourage clients to dispose of their refuse and provide black bags for them to do this.

Rough sleeping can be a very complex issue and no one solution will be suitable for all. We do however have robust mechanisms in place to offer support, assistance and help for those who need it most.

Yours sincerely

COUNCILLOR WILLIAM EVANS
CABINET MEMBER FOR ANTI POVERTY & COMMUNITIES

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Agenda Item 15

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 attended the Scrutiny Programme Committee on 10 October 2016

The Chair of the Scrutiny Programme Committee is scheduled to attend the Audit Committee on 13 December 2016.

AUDIT COMMITTEE WORKPLAN 2016/17

Date of Meeting	Reports
25 October 2016	Wales Audit Office Update Report Chair/Wales Audit Office Liaison Meeting Annual Report of School Audits 2015/16 Bad Debt Write Offs – Update Audit Committee Action Tracker Report
13 December 2016 – Special Meeting	Chair of Scrutiny Programme Committee Head of Commercial Services – Commercialism Strategy Audit Committee Training – Risk Management and Counter Fraud Risk Management Half Yearly Review 2016/17 Audit Committee Action Tracker Report Corporate Fraud Team – Investigation Report
3 January 2017	Cabinet Advisory Committees – Update Report 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
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