

DINAS A SIR ABERTAWE

HYSBYSIAD O GYFARFOD

Fe'ch gwahoddir i gyfarfod

PWYLLGOR RHAGLEN CHRAFFU

Lleoliad: Ystafell Bwyllgor 3A, Neuadd y Ddinas, Abertawe

Dyddiad: Dydd Llun, 12 Rhagfyr 2016

Amser: 4.30 pm

Cadeirydd: Y Cyngorydd Mary Jones

Aelodaeth:

Cynghorwyr: 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 a/ac G J Tanner

Aelodau Cyfetholedig:

D Anderson-Thomas, C A Holley a/ac P R Hood-Williams

Mae croeso i chi ddefnyddio'r Gymraeg. Os dymunwch ddefnyddio'r Gymraeg, rhowch wybod i ni erbyn canol dydd ar y diwrnod gwaith cyn y cyfarfod.

Crynodeb: Dyma becyn agenda cyfarfod Pwyllgor y Rhaglen Graffu a gynhelir ar 12 Rhagfyr 2016. Y prif eitemau yw Oedolion a Phobl Ddiamddiffyn, a Gwella Gwasanaethau a Chyllid

AGENDA

Rhif y Dudalen.

- 1 Ymddiheuriadau am absenoldeb.**
- 2 Datgeliadau o fuddiannau personol a rhagfarnol.**
www.abertawe.gov.uk/DatgeliadauBuddiannau
- 3 Gwahardd pleidleisiau chwip a datgan chwipiau'r pleidiau.**
- 4 Cofnodion.** **1 - 5**
Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir.
- 5 Cwestiynau gan y cyhoedd.**
Cwestiynau i aelodau'r cabinet sy'n bresennol, neu i gadeirydd y pwyllgor, ynglŷn â'r rhaglen waith craffu.
- 6 Sesiwn Holi ac Ateb Aelod y Cabinet: Aelod y Cabinet dros Oedolion a Phobl Ddiamddiffyn (y Cyngorydd Jane Harris).** **6 - 19**

- 7 Adroddiadau Cynnydd y Panel Perfformiad Craffu:** **20 - 23**
 a) Gwella Gwasanaethau a Chyllid (y Cynghorydd Chris Holley, y Cynullydd).

- 8 Rhaglen Waith Craffu 2016/17.** **24 - 53**
 Trafodaeth ar:
 (a) Gynllun gwaith y pwyllgor.
 (b) Cyfleoedd am graffu cyn penderfynu
 (c) Cynnydd paneli craffu cyfredol a gweithgorau.

- 9 Aelodaeth paneli a gweithgorau craffu.** **54 - 56**

- 10 Llythyrau craffu.** **57 - 71**

a	Panel Perfformiad Bwrdd y Gwasanaethau Cyhoeddus	28 Medi	Llythyr at/oddi wrth yr Arweinydd (Cadeirydd Bwrdd Gwasanaethau Cyhoeddus Abertawe)
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- 11 Adborth o ddigwyddiadau craffu diweddar.**

- 12 Digwyddiadau craffu sydd ar ddod.**

- 13 Cynllun Gwaith y Pwyllgor Archwilio (er gwybodaeth).** **72 - 73**

- 14 Dyddiad ac amser cyfarfodydd pwyllgor yn y dyfodol ar gyfer y flwyddyn ddinesig 2016/17 (pob un am 4.30pm).**

9 Ionawr 2017	13 Mawrth 2017	
12 Rhagfyr 2016	13 Chwefror 2017	10 Ebrill 2017

- 15 Dyddiad ac amser cyfarfodydd nesaf paneli/gweithgorau.**

Pwnc	Dull	Dyddiad	Amser	Lleoliad Canolfan Ddinesig (CC) Neuadd y Ddinas (NDd)
Gwella Gwasanaethau a Chyllid	Panel Perfformiad	12 Rhag	10.00 am	Ystafell Bwyllgor 5 (NDd)
Gwasanaethau i Oedolion	Panel Perfformiad	14 Rhag	4.00 pm	Ystafell Bwyllgor 3B (NDd)
Gwasanaethau Plant a Theuluoedd	Panel Perfformiad	19 Rhag	10.00 am	Ystafell Bwyllgor 3A (NDd)
Gwella Gwasanaethau a Chyllid	Panel Perfformiad	20 Rhag	10.00 am	Ystafell Bwyllgor 5 (NDd)
Pa mor Barod yw Plant ar gyfer yr Ysgol	Panel Ymchwilio	20 Rhag	3.00 pm	Ystafell 235 (NDd)

Cyfarfod nesaf: Dydd Llun, 9 Ionawr 2017 ar 4.30 pm

Mae croeso i aelodau'r cyhoedd ddod i gyfarfodydd y Panel/Gweithgor a nodir uchod. Cysylltwch â'r Tîm Craffu os hoffech ddod.

Cysylltu â'r Adran Craffu:

Ystafell Gaerloyw, Neuadd y Ddinas, Abertawe SA1 4PW (Ffôn. 01792 637732)

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Hoffwch ni ar Facebook: www.facebook.com/swanseascrutiny



Huw Evans

Pennaeth Gwasanaethau Democraidd

Dydd Llun, 5 Rhagfyr 2016

Cyswllt: Y Gwasanaethau Democraidd - Ffôn (01792) 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON
MONDAY, 14 NOVEMBER 2016 AT 4.30 PM

PRESENT: Councillor M H Jones (Chair) Presided

Councillor(s)

C Anderson
N J Davies
F M Gordon
G Owens

Councillor(s)

U C Clay
C R Evans
T J Hennegan
G J Tanner

Councillor(s)

A C S Colburn
E W Fitzgerald
J W Jones

Co-opted Member(s)

D Anderson-Thomas

Co-opted Member(s)

C A Holley

Co-opted Member(s)

P R Hood-Williams

Also Present: -

Councillor D H Hopkins - Cabinet Member for Environment & Transportation
Councillor C Richards - Cabinet Member for Services for Children & Young People
Councillor R C Stewart - Leader

Officer(s)

Mike Hawes	Director of Resources
Chris Sivers	Director of Place
Stuart Davies	Head of Highways & Transportation
Chris Howell	Head of Waste Management
Jane Whitmore	Partnership, Performance & Commissioning Manager
Katie Spendiff	Children's Rights Training & Development Officer
Brij Madahar	Scrutiny Co-ordinator
Wendy Parkin	Senior Lawyer
Gareth Borsden	Democratic Services Officer

Apologies for Absence

Councillor(s): E J King

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

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

87 **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.

88 **MINUTES.**

RESOLVED that the Minutes of the Scrutiny Programme Committee held on 10 October 2016 be approved as a correct record

89 **PUBLIC QUESTION TIME.**

There were no public questions.

90 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR ENVIRONMENT & TRANSPORT (COUNCILLOR DAVID HOPKINS).**

Councillor D Hopkins provided a short opening address on his Cabinet Portfolio prior to taking questions from the Committee which focussed on the following:

- Commissioning Reviews
- Introduction of the 48hr Pothole Repair Scheme
- Cleansing of Bus Stops
- Monitoring of recycling targets and reduction of waste going to landfill due to the ban on black bags being accepted at certain civic amenity sites
- Fly tipping and waste collection and introduction of new pink bags
- Retendering of school transport contracts and associated savings
- Sustainable Transport Scheme
- Bus Services - signing of the Quality Bus Partnership agreement with First Cymru and hopeful benefits from effective partnership working will arise
- Enforcement issues relating to indiscriminate parking (obstruction to highways/pavements) and respective responsibilities of Councils enforcement officers and Police
- Park and Ride sites – closure of Fforestfach facility and future provision for that area
- Issues around bus stops/pickups on certain routes
- Speed Limit changes on Carmarthen Road and Gowerton-Llanrhidian Road
- Streetlights
- Use of agency workers
- Tawe Barrage Maintenance
- Dog fouling and publicising of enforcement

There was also discussion to better understand why certain highways/environmental (for example works requested by councillors) works would need to be carried out only by the authority

Members of the committee asked various questions and made comments to the Cabinet Member who responded accordingly. He indicated he would write to the Chief Constable regarding the enforcement of illegal parking, and liaise with First Cymru on the issue of request bus stops. He would also respond to Members on the issue of the number of streetlights not working or switched off and the fund for maintenance of the Tawe barrage.

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.

91 **CHILDREN & YOUNG PEOPLE'S RIGHTS SCHEME - COMPLIANCE AND PROGRESS REPORT (COUNCILLOR CHRISTINE RICHARDS).**

Councillor Christine Richards, Cabinet Member for Services for Children & Young People and Officers presented the annual report which outlined the progress of the implementation of the Children & Young People's Rights Scheme in Swansea.

The report sets out how the Authority gives regard to the UNCRC across the board and how it is embedded in its various policies and working practices.

The wide ranging and varied means of communicating and consulting with young people was also outlined, as well as the staff training undertaken, and the increased involvement of schools.

She indicated that she had written to Welsh Government regarding the issue of Home Educated children and how best to improve contact and consultation with them and their parents. The committee was aware of concerns raised in other scrutiny panels about the safeguarding of these children, and absence of legislation that ensures contact. It was anticipated that some form of non-statutory guidance may be issued by the Welsh Government. The committee suggested that when the authority is informed of a parent's intention to home educate that the authority should include information about their responsibilities and children's rights in any advice given. The Cabinet Member undertook to look at this.

The issues covered during discussion included:

- Efforts to give voice to Looked After Children and improve participation.
- Work carried out with children and parents in early years settings
- Links with the Health Board and work to support Child & Adolescent Mental Health Services
- Swansea's representation within the UK Youth Parliament
- The need to evidence impact of the Rights Scheme as this work develops.

The Chair thanked the Cabinet Member and Officers for the update.

RESOLVED that the report be noted.

92 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORTS:**

Councillor U C Clay gave an update regarding the work that has been undertaken in the first few months of the new Adult Services Performance Panel, which she chairs, and outlined the work being undertaken.

(NOTE: Councillor N J Davies (Vice Chair) presided for the above)

Councillor M H Jones also gave an update regarding the establishment of and revised multi agency make-up of the new Public Services Board Scrutiny Performance Panel which had its first meeting in September.

RESOLVED that the updates be noted.

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

The Chair presented a draft of the quarterly report from the Scrutiny Programme Committee to Council on the impact of scrutiny, which included the completed inquiries into Child & Adolescent Mental Health Services, and Building Sustainable Communities which were reported to Cabinet in October.

RESOLVED that the content of the draft 'Scrutiny Dispatches' be agreed and submitted to Council on 24 November, 2016

94 **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 and plan for the various existing Panels and Working Groups; and
- A request for Scrutiny of a Cabinet Decision from Councillors regarding the Demolition of Oceana building.

Mike Hawes, Director of Resources gave a verbal update to the Committee on the current issues facing and affecting the Executive Board which centre around the 5 main corporate priorities.

He outlined issues and gave an update around the following topic areas:- future of Communities 1st funding(abolition of grants), uncertainty of brexit implications, early intervention/prevention, embedding of anti-poverty work, child care parent project, safeguarding arrangements(good practice) , Deprivation of Liberty Safeguards (DoLS) financial & operational implications, city centre regeneration (city deal is progressing well and gathering support), pupil attainment, EOTAS future provision, Chief Executive's improvement board – looking at NEETS, ongoing and future commissioning reviews, commercial expansion, digital transformation agenda, customer services improvements, regionalisation agenda, Wales Bill (implications of fiscal tax devolution) and budget timetable and medium financial plan.

The Chair thanked the Director for the update.

Members then discussed and debated in detail the request for scrutiny following the Cabinet decision of 20 October relating to the demolition of the Oceana building, in particular the respective remit and role of both scrutiny and the cabinet advisory committees. The Chair proposed that a Scrutiny Working Group be established. The committee was asked to take into consideration that the Development Cabinet Advisory Committee was going to be looking into the decisions concerning the Oceana building, and the need to avoid duplication.

RESOLVED that the proposal for scrutiny regarding Oceana be **NOT** agreed.

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

The Chair presented a report outlining proposed revisions to the scrutiny panel / working group membership.

She reported that Councillor P B Smith had also indicated a preference to be added to the Children's Readiness for School Panel.

RESOLVED that the amendments to the panels/groups as outlined in the report and above be endorsed.

96 **SCRUTINY LETTERS.**

The Chair reported the Scrutiny Letters Log.

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

97 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

There had been no recent Scrutiny events.

98 **UPCOMING SCRUTINY EVENTS.**

There were no upcoming Scrutiny events.

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

The Audit Committees work plan for 2016/2017 was noted.

100 **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**

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

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

The meeting ended at 6.58 pm

CHAIR

Agenda Item 6

Report of the Chair

Scrutiny Programme Committee – 12 December 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 Jane Harris – Cabinet Member for Adults & Vulnerable People
Councillors are being asked to	<ul style="list-style-type: none">• Question the Cabinet Member on relevant matters• Make comments and recommendations as necessary
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Mike Hawes, 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 Jane Harris – Cabinet Member for Adults & Vulnerable People

Within this Cabinet portfolio, she is responsible for:

- Activities to Promote Independence & Health
- Assessment / Care Management
- Domestic Abuse
- Drugs / Alcohol
- Elderly Care
- Integration of Health and Social Care
- Joint Equipment
- Learning Disability
- Mental Health
- Older People's Champion
- Supporting People (link with Wellbeing & Healthy City)
- Transformation of Adult Social Services (TASS)
- Western Bay

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 coming 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 February 2016. Amongst the issues discussed then included:

- Adult Social Services Performance (including the rate of people older people helped to live at home)
- The development of Person Centred Care
- The effectiveness of Local Area Coordination
- GP Service (shortage of GPs)
- Prevention (safety at home)
- The monitoring of Modern Slavery
- Tackling Alcohol Misuse

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

4.2 Other relevant contact with scrutiny:

- The Cabinet Member is engaged on an ongoing basis with the new Adult Services Panel.
- The Adult Services Panel will be following up on the implementation of recommendations and impact from the Scrutiny Inquiry on Social Care at Home in January 2017.
- She was engaged with the Transformation of Adult Social Services Panel which concluded its work in May with a letter to the Cabinet Member with conclusions and recommendations.

- The Cabinet Member attended the Service Improvement & Finance Panel in March as part of a series of meetings looking at the implementation / impact of savings targets.

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: Stephanie Williams

Finance Officer: Carl Billingsley

Cabinet Member for Adults and Vulnerable People, December 2016

Areas of Work

- 1) Four Commissioning Reviews are aimed at providing the right help at the right time in the right place. To carry out these reviews there is a focus on involving people that use the service, people that provide the service and partners.
- 2) Implementing the requirements of the new Social Services and Wellbeing Act using early help and still meeting peoples need for choice and control through co-production and helping carers.
- 3) Developing effective ways of working that involve staff in improved systems, using improved performance measures alongside improved financial organisation.
- 4) People generally wish to live in their own homes for as long as possible.
- 5) Greater integration of social care, health and social care to avoid duplication, improve effectiveness and reduce waste.
- 6) Focus on access to information, developing resilient communities, improving reablement so that people maintain skills, improve intermediate care to support people, co-ordinate respite, ensure effective commissioning, contracting and monitoring, work with partners to improve outcomes.

The 4-tier model

Tier 1 – universal services to support wellbeing

- Primary health care services
- Community, and social groups
- Local Area Coordination –
- Promoting the use of everyday technology, phone apps and door entry systems
- Good quality, appropriate housing and housing-related support
- Information, advice and assistance to enable people to find the support they need
- Sport and recreation facilities to help people stay active and healthy
- Libraries and adult learning to access information and keep an active mind
- Social activities such as luncheon clubs and befriending groups
- Volunteering opportunities
- Adequate transport services to enable people to have access

Tier 2 – prevention and early intervention

- Specialist community housing which promotes wellbeing
- Community organisations which are able to detect risk factors
- Advocacy services to give people a voice to exercise choice and control
- Practical support from suitably trained and supported volunteers

- A wide range of support services for carers
- Daytime activities to help people connect
- Prompt provision of equipment, adaptations and technological solutions
- Local Area Coordination to support people in their communities
- Information, advice and assistance from third sector organisations and charities.

Tier 3 – managed support for identified needs

- A community team to reduce the need for hospital admission
- A rapid response service to coordinate support in response to unplanned events
- A community reablement service to help people re-establish independence
- Effective safeguarding systems to prevent abuse
- Short-term care home accommodation where people get medical and social care
- Co-ordinated arrangements when people are discharged
- Employment support to enable disabled adults maintain work & independence
- Support for people to maintain the daily living skills they need to live independently
- Day services
- Direct payments
- Support to enable carers
- Domiciliary care for people with non-complex long-term needs
- Supported living with adequate support

Tier 4 – specialist support for high level or complex needs

- A community team who provide support for people with complex, long-term needs
- Equipment and adaptations to enable people to be supported at home
- Telecare – sensors and alerts to provide continuous monitoring
- Domiciliary care to support people with dementia and long-term needs at home
- Support to help carers continue to care for those with ongoing support needs
- Accommodation providing support and care,
- Residential care homes for those who need 24-hour support in a safe environment
- Day support for people with complex social care and health needs, including people whose behaviour challenges, enabling them to maintain wellbeing at home

Vulnerable People

- Review of Complex Packages of Care for people with learning disabilities and mental health issues
- Day facilities and focus on return to work for people with learning disabilities and mental health
- Area Planning Board for Substance Misuse
- Regional Consultation Committee for Supporting People
- Modern Slavery and FGM



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

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

Please ask for: Scrutiny
Gofynnwch am:
Direct Line: 01792 637257
Llinell Uniongyrochol:
e-Mail scrutiny@swansea.gov.uk
e-Bost:
Our Ref SPC/2015-16/8
Ein Cyf:
Your Ref
Eich Cyf:
Date 18 March 2016
Dyddiad:

BY EMAIL

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

Dear Councillor Harris,

Cabinet Member Question Session – 8 February

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

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

Adult Social Services Performance

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

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

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

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

Person Centred Care

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

Local Area Coordination

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

GP Service

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

Prevention

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

Modern Slavery

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

Alcohol Misuse

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

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

Your Response

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

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

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

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

Yours sincerely,

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

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:
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Linell
Uniongyrochol:

Councillor Jane Harris
(01792) 636926

BY EMAIL

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

clr.jane.harris@swansea.gov.uk
JH/SH
SPC/2015-16/8
6 April 2016

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

Dear Councillor Jones

Cabinet Member Question Session – 8 February

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

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

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

**COUNCILLOR/Y CYNGHORYDD
JANE HARRIS**

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

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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

- 2 -

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

I have attached a copy:

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

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

Yours sincerely

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

COUNCILLOR/Y CYNGHORYDD
JANE HARRIS
CABINET MEMBER FOR SERVICES FOR ADULTS & PEOPLE /
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Briefing Note

Western Bay Regional Anti-Slavery/ Human Trafficking

What is Modern Slavery / Human Trafficking?

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

Exploitation types include:

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

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

Regional approach:

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

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

What steps we have taken to increase local awareness:

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

Regional Anti-slavery/human trafficking awareness sessions:

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

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

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

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

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

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

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

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

Agenda Item 7

Report of the Chair

Scrutiny Programme Committee – 12 December 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 Panel: a) Service Improvement & Finance (Councillor Chris Holley, convener)
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness / understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Chris Holley
Lead Officer & Report Author	Rosie Jackson (Scrutiny Officer) Tel: 01792 636292 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 Panel:

a) Service Improvement & Finance (Councillor Chris Holley, 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 Service Improvement & Finance Scrutiny Panel (11) is:

Labour Councillors: 3

Phillip Downing	Des Thomas
Joe Hale	

Liberal Democrat Councillors: 3

Chris Holley (CONVENER)	Mary Jones
Jeff Jones	

Independent Councillor: 3

David Cole	Keith Marsh
Lynda James	

Conservative Councillor: 2

Anthony Colburn	Paxton Hood-Williams
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2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

Legal Officer: Stephanie Williams

Finance Officer: Carl Billingsley

Service Improvement & Finance Scrutiny Performance Panel Update

1. Remit of the Panel

The overarching purpose of the Panel is to ensure that the Council's budget, corporate and service improvement arrangements are effective and efficient.

2. Introduction

The Panel is focused on contributing to the budget process and annual improvement process by providing a critical friend for the Cabinet, and helping to ensure accountability.

3. Key Activities

The Panel held six meetings between July and November 2016. This involved speaking to two Cabinet Members and a range of officers about performance, improvement and budget monitoring. This has resulted in five convener's letters being sent to Cabinet Members. The main issues covered were as follows:

27 July

- Revenue and Capital Outrun 2015/16
- End of Year Performance Monitoring Report 2015/16

15 August

- Pre-decision scrutiny of Corporate Building and Property Services Commissioning Review

31 August

- 1st Quarter Budget Monitoring Report

21 September

- 1st Quarter Performance Monitoring Report

2 November

- Mid-Year Budget Statement
- Reserves Up-date and reserves policy

23 November

- Corporate Complaints Annual Report
- New Digital Strategy
- 2nd Quarter budget Monitoring Report

4. Achievements / Impact

Pre-decision scrutiny of Commissioning Reviews

The Panel undertook pre-decision scrutiny on the Corporate Building & Property Services Commissioning review in August 2016 and made the following recommendations:

- a) Ensure that it is clear at the start of the report that value for money and quality of service are key elements of the commissioning review.
- b) Provide more detailed cost comparison information in order to clearly demonstrate that Corporate Building Services is providing value for money.

- c) Ensure that customers are better informed about the work that is undertaken to ensure that Corporate Building Services provides value for money
- d) Ensure that there is a robust plan in place to address falling income as the Council's building assets are reduced.

The Panel is keeping a close eye on the up-coming reviews and monitoring progress to ensure that all Commissioning Reviews within its remit are appropriately scheduled into its work plan. In addition, the Convener has recently written to the Leader to specifically request an up-date on the progress of the Libraries Commissioning Review as the Panel are unsure of the current position and when it will be scheduled.

Budget and performance monitoring

The Panel regularly receives quarterly and annual performance and budget reports. This enables it to maintain a good level of understanding of performance and budgetary issues. It is closely monitoring a number of key issues and has suggested areas for improvement in monitoring and reporting of information including:

Capital Spend: The Panel are closely monitoring the Council's capital spend due to emerging large scale underspends.

Transformation Fund: the Panel has taken an interest on the progress of spend of the Transformation Fund which has a budget of around £1.7m. The funding is being used to progress the aims for Sustainable Swansea however the Panel plans to gain a better understanding of the projects that have been financed by this fund so that it can be assured that this is an effective way to spend the money. In particular the Panel is interested in the plans that are in place to monitor and evaluate the outcomes of these projects.

Budget variation: the Panel is using the quarterly budget monitoring reports to keep a close eye on the progress towards changing the Sustainable Swansea savings targets. The Convener has raised issues of concern regarding the savings targets via his letters to the Leader and other Cabinet Members, and the Panel will continue to monitor this.

5. Future Work Programme

The Panel will be considering the following items between December and the end of the municipal year in April 2017:

- Briefing on the Council's full range of Fees and Charges and the process for increases year on year
- Recycling & Landfill Annual Performance Monitoring
- Budget Scrutiny
- Welsh Public Library Standards – Annual Performance Report
- Continuing quarterly and annual budget and performance monitoring
- Additional meetings planned to carry out pre-decision scrutiny of Commissioning Reviews. Up-coming items include Parks and Cleansing (December), Highways and Transportation (January).

6. Action required by the Scrutiny Programme Committee

None.

Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 12 December 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
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.

2.1.3 The items scheduled for the next committee meeting on 9 January are:

- Cabinet Member Question Session: Leader of the Council / Cabinet Member for Finance & Strategy (Councillor Rob Stewart).
- Final Inquiry Report: Tackling Poverty (to receive the final report, including conclusions and recommendations, of the Inquiry Panel

from Councillor Sybil Crouch, prior to submission to Cabinet for decision)

- Scrutiny Performance Panel Progress Reports: Child & Family Services

2.1.4 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.

NOTE: The committee has already requested to undertake pre-decision scrutiny on reports relevant to the development of Castle Square. A report is currently listed for Cabinet on 19 January. This will necessitate a special committee meeting in the week of the Cabinet meeting.

2.1.5 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)
Parks and Cleansing	David Hopkins / Mark Child	15 December	Service Improvement & Finance
Highways & Transportation	David Hopkins	19 January	Service Improvement & Finance
Public Protection	Mark Child	February 2017	Service Improvement & Finance
Planning Services/Economic Development/City Centre	Robert Francis Davies	March 2017	Service Improvement & Finance
Family Support (Domestic Abuse)	Christine Richards	March 2017	Child & Family Services

Family Support (Family Services for under and over 11s)	Christine Richards	April 2017	Child & Family Services
Family Support (Child Disability Services)	Christine Richards / Mark Child	May 2017	Child & Family Services
Additional Learning Needs	Jennifer Raynor	May 2017	Schools
All Residential and Day Care Services provided via: Learning Disability; Mental Health; Physical Disability Services	Jane Harris	June 2017	Adult Social Services
All Council Catering Services	Clive Lloyd	June 2017	Tbc
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)
<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Education Inclusion (Jan 2017) 2. Social Care at Home (Jan 2017) 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 presented to Cabinet 20 Oct – decision awaited)

2.3 Performance Panels:

2.3.1 The following Performance Panels are meeting:

<ol style="list-style-type: none"> 1. Service Improvement & Finance 2. Schools 3. Child & Family Services 	<ol style="list-style-type: none"> 4. Adult Services 5. Public Services Board
--	---

2.4 Working Groups:

2.4.1 The following Working Groups will be convened during the year ahead:

<ol style="list-style-type: none"> 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>) 	<ol style="list-style-type: none"> 4. Houses in Multiple Occupation (started Nov 2016) 5. Roads / Highways Maintenance 6. Corporate Building Services 7. Digital Inclusion 8. Dog Fouling
--	--

2.4.2 It is proposed that 'Digital Inclusion' be moved up the list of priorities, and be the next Working Group to be established. It should be noted that the other topics identified have been included in recent commissioning reviews. The Corporate Director – Resources at the last meeting stated that digital inclusion was a big issue, given that there is a move towards increasing digital contact and making more services on-line. The committee is concerned about how the council is helping citizens to get on-line and the risk of digital exclusion. Expressions of interest will be invited from scrutiny councillors to get involved in this Working Group.

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. 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.

2.5.2 The Swansea Scrutiny Team is providing support for this group as the Council's contribution to ERW. It is pleasing to report that we have received positive feedback from the Chief Executive of ERW, Betsan O'Connor, about the work of the Scrutiny Councillor Group, in particular how it is organised. She has told us that the work is well coordinated and the feedback is good. The scrutiny arrangement is still very new so praise about its impact and contribution to improvement is very welcome.

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

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

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

3.1 None.

4. **Financial Implications**

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

5. Legal Implications

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

Background papers: None

Legal Officer: Stephanie Williams

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
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"> • Final Inquiry Report: Tackling Poverty 	<ul style="list-style-type: none"> • To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Sybil Crouch, prior to submission to Cabinet for decision
	<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"> • Final Inquiry Report: Children's Readiness for School 	<ul style="list-style-type: none"> • To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Hazel Morris, prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> • Final Inquiry Report: Partnerships & Collaboration 	<ul style="list-style-type: none"> • To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor June Burtonshaw, prior to submission to Cabinet for decision
	<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"> • Pre-Decision Scrutiny 	<ul style="list-style-type: none"> • Castle Square – Development & Public Realm Opportunity
<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

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
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
YGG Lon Las New Build – Audit Committee Response to Cabinet.	<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>	Paul Beynon	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
Contracts for Home to School Transport Services (SH 17-22)	31 Mainstream Home to School Transport contracts being re-rendered 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
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

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
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
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

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
Estyn Inspection of Local Authority Education Services for Children and Young People 2013 – Update on progress in addressing the five Recommendations.	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
<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>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>19 Jan 2017</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
FPR7 Update - Acquisition of Lllys Dewi Sant and Disposal of Land at the Vetch Field to Accommodate a Replacement Facility.	The report updates the FPR7 report approved by Cabinet on 17th March 2015.	Gordon Allison	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	19 Jan 2017	Fully exempt
City & County of Swansea - Supporting People Programme Grant (SPPG) - Local Commissioning Plan (LCP) for 2017/18.	<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	19 Jan 2017	Open

Page 40

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
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	19 Jan 2017	Open
Prevention Strategy.	The Prevention Strategy outlines the Council’s approach to delivery of prevention activity between 2017 and 2019.	Rachel Moxey	Cabinet Member - Wellbeing and Healthy City	Cabinet	19 Jan 2017	Open

Page 41

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
Ageing Well Action Plan.	The Ageing Well Action Plan sets out a partnership approach to delivering initiatives that will improve wellbeing for older people and people living with dementia.	Claire Abraham, Polly Gordon, Kate Jones	Mark Child, Cabinet Member - Adults and Vulnerable People	Cabinet	19 Jan 2017	Open
Commissioning Review Option Appraisal Report - Highways and Transportation Service.	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.	Stuart Davies	Cabinet Member - Environment and Transportation	Cabinet	16 Feb 2017	Open

Page 42

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>

Page 43

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
Public Protection Commissioning Review Option Appraisal report.	To inform members of the findings of the Commissioning Review process in the Public Protection Service, to seek approval for the proposals and to progress to implementation.	Lynda Grove	Cabinet Member - Wellbeing and Healthy City, Cabinet Member - Enterprise, Development and Regeneration	Cabinet	16 Mar 2017	Open
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	20 Apr 2017	Open

Page 74

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	1, 12				
Readiness for School (started Oct 2016)	3, 17, 23	20	11, 19, 27	2, 20	20	
Partnerships & Collaboration		29				
Follow Up:						
Social Care at Home (Cabinet 20/8/15)		14				
Education Inclusion (Cabinet 19/11/15)	29		3			
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	30	19	23	27	27	24
Adult Social Services	3, 23	14	11	8	8	5
Public Services Board (multi-agency panel)		6	18	15	15	12
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 has almost completed its evidence gathering and is in the process of drafting its conclusions and recommendations. It is anticipated that the final report will be presented to Scrutiny Programme Committee in January.

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 Panel in November took a visit to both Stepping Stones in Killay and the Children’s Centre in Penlan where they spoke to staff and parents about how readiness for school could be improved. They will next meet in December where they will discuss the issues with Health Visitors.

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	11 Jan 2017
Corporate Culture	15 Oct 2015	19	0	0	6 Jul 2016 (complete)
Education Inclusion	21 Jan 2016	19	0	1	29 Nov 2016 3 Jan 2017

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)

See progress report – agenda item 8

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

The Panel met on the 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 also discussed the Annual Audit of Schools report.

The Panel on 8 December will meet to discuss Looked after Children's educational performance and outcomes. They will receive an update on Pioneer Schools in Swansea and also restorative practice.

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

The panel will next meet on 6 December, where they will hear from the project sponsors for the four priority work streams identified by the PSB as the focus of its work for 2016/17. The panel are particularly interested in looking at the performance monitoring arrangements in place, in order to assist them to assess the difference that the Public Services Board is making for the citizens of Swansea.

Cllr Rob Stewart, Chair of the Public Services Board is the project sponsor for the Economic Development/City Centre work stream. Cllr Robert Francis-Davies will be attending in his place. Chris Sivers, Director of People, is the sponsor for the following work streams: Domestic Abuse; Independence of Older People; and a Good Start in Life.

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

The Panel met on 30 November to look at Post-16 Services, and considered progress and performance. They discussed a draft 16 Plus performance framework which has been developed. The 16 Plus service which involves joint working between the authority and Barnardo's.

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

The Panel met on 23 November and discussed the Adult Services Performance Management Framework. This is a new report designed to monitor performance across Adult Services, similar to the framework that has developed over the years for Child & Family Services.

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 Ceredigion Council 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.

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

The working group met with the Cabinet Member for Enterprise, Development & Regeneration 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 convener's letter has been sent to the Cabinet Member and a response is expected in due course.

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

The Working Group met on the 25 November where they received and discussed a joint briefing report from Housing and Public Health and Planning. A further meeting has been arranged for the 12 January to take 12 January public submissions speak to the two relevant Cabinet members.

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

1. 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?

2. Roads / Highway Maintenance

the relevant cabinet member / officer will be requested to provide a report covering service practices and procedures (e.g. dealing with pot holes), use of resources / impact of budget cuts, prospects for improvement. This will enable questions about the quality and effectiveness of highway maintenance and repair, and also issues relating to the relationship with utilities and strategic planning / co-ordination of works to minimise disruption to major access roads.

3. Corporate Building Services

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

4. 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 9

Report of the Chair

Scrutiny Programme Committee – 12 December 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 Schools Performance Panel

REMOVE Councillor Tony Colburn

Following this change the revised membership will be 9:

Labour Councillors: 4

Cyril Anderson	Fiona Gordon (CONVENER)
Beverley Hopkins	Hazel Morris

Liberal Democrat Councillor: 3

Cheryl Philpott	Paul Meara
Mike Day	

Independent Councillor: 1

Susan Jones	
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Other:

Statutory Coopted Members: 1

David Anderson-Thomas	Parent Governor
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2.2 Houses in Multiple Occupation Working Group

REMOVE Councillor Wendy Fitzgerald

Following this change the revised membership will be 13:

Labour Councillors: 6

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

Liberal Democrat Councillors: 3

Mary Jones (convener)	Graham Thomas
Huw Rees	

Independent Councillor: 2

David Cole	Keith Marsh
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Conservative Councillor: 1

Tony Colburn	
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Non Aligned Councillor: 1

Peter May	
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2.3 Partnerships & Collaboration Inquiry

REMOVE Councillor David Cole

Following this change the revised membership will be 9:

Labour Councillors: 6

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

Liberal Democrat Councillors: 1

Chris Holley	
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Independent Councillor: 1

Susan Jones	
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Conservative Councillor: 1

Tony Colburn	
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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: Stephanie Williams

Finance Officer: Carl Billingsley

Report of the Chair

Scrutiny Programme Committee – 12 December 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	Public Services Board Performance Panel	28 Sep	Letter to / from Leader (Chair of Swansea Public Services Board)

This correspondence relates to the first meeting of the Scrutiny Performance Panel and its work plan.

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: Stephanie Williams

Finance Officer: Carl Billingsley

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

Ave. Response Time (days): 18 (target within 21 days)

% responses within target: 71

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	Adult Services Panel	05-Jul	Adult Services Improvement Plan	Adults & Vulnerable People	25-Jul	Not required	n/a	n/a

16	Committee	11-Jul	Cabinet Member Q & A	Wellbeing & Healthy City	27-Jul	17-Aug	21	12-Sep
17	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
18	Service Improvement & Finance Performance Panel	15-Aug	Pre-decision scrutiny of CBPS Commissioning Review	Next Generation Services	17-Aug	08-Sep	22	n/a
19	Service Improvement & Finance Performance Panel	27-Jul	Revenue and Capital Outturn for 2015/16.	Finance & Strategy (Leader)	18-Aug	09-Sep	22	n/a
20	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
22	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	Not required	n/a	na
24	Child & Family Services Performance Panel	22-Aug	Performance Monitoring	Services for Children & Young People (Deputy Leader)	28-Sep	03-Nov	36	n/a
25	Committee	12-Sep	Cabinet Member Q & A	Anti-Poverty & Communities	11-Oct	01-Nov	21	14-Nov
26	Public Services Board Performance Panel	28-Sep	Outline of panel's work plan for 2016/17	Finance & Strategy (Leader)	18-Oct	28-Nov	41	n/a

27*	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
28	Child & Family Services Performance Panel	26-Sep	Western Bay Adoption Service Annual Report	Services for Children & Young People (Deputy Leader)	11-Oct	19-Oct	8	n/a
29	Service Improvement & Finance Performance Panel	21-Sep	1st Quarter performance monitoring - Housing Benefit & Council Tax Benefit performance indicators	Finance & Strategy (Leader)	25-Oct	16-Nov	22	n/a
30	Committee	10-Oct	Cabinet Member Q & A	Enterprise, Development & Regeneration	25-Oct			
31	Schools Performance Panel	19-Oct	Bryniago Welsh Medium Primary School	Education	03-Nov	Not required	n/a	n/a
32	Planning Working Group	19-Oct	Revised planning committee arrangements, section 106 agreements, the Call-In process, enforcement activity and the Planning Annual performance report	Enterprise, Development & Regeneration	10-Nov			
33	Service Improvement & Finance Performance Panel	02-Nov	Transformation Fund - further information requests. Requests an update on the Libraries Service Commissioning Review.	Finance & Strategy (Leader)	21-Nov			
34	Schools Performance Panel	16-Nov	Pupil Deprivation Grant Spend and Annual Audit of Schools	Education	29-Nov	Not required	n/a	n/a

35	Committee	14-Nov	Cabinet Member Q & A	Environment & Transportation	30-Nov			
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CITY AND COUNTY OF SWANSEA

DINAS A SIR ABERTAWE

Cllr Rob Stewart
Chair of Swansea Public Services
Board

BY EMAIL

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e-Bost:

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Your Ref
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Date
Dyddiad:

Overview & Scrutiny

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13 October 2016

Scrutiny Arrangements for Swansea's Public Services Board

Dear Councillor Stewart,

This letter is to provide you and the members of the Public Services Board with feedback from the first meeting of the Public Services Board Scrutiny Panel, which took place on 28th September and to inform you of our work plan for the rest of the municipal year.

We received a presentation from Dave Mckenna, who provided us with an introduction to the Public Services Board and enabled us to understand the structures and accountabilities that support it.

We also met with Mike Palmer, Director of Performance and Implementation from the Office of the Future Generations Commissioner and discussed with him the role of the Commissioner and the role of scrutiny in monitoring the work of the Public Services Board. We intend to keep a close dialogue with the Commissioner's office in order to share our experiences as the work of scrutiny, the Commissioner and the Public Services Board develop.

We discussed the approach we wish to take to our work and we have agreed to focus on three key elements:

1. Statutory requirements as set out in the Wellbeing Act and Guidance

Including:

- Acting as a formal consultee for Well-Being Assessment

- Acting as a formal consultee for Local Well-Being Plan
- Receiving the Annual Progress report

2. Q&A sessions with statutory members and invited core members

We intend for these sessions to follow the established process for Cabinet Member Q&A sessions carried out by the Scrutiny Programme Committee. One of the most important roles that scrutiny carries out is holding decision makers to account. In the case of local authority scrutiny this is the Cabinet. In the case of scrutiny of the Public Services Board this will be the statutory members of the Board. The invited core members are also key members in the delivery of the Board's objectives and priorities therefore they will also be invited to participate in the Q&A sessions.

The purpose of these sessions will be for the Panel to satisfy itself of the contributions being made by the individual organisations to the work of the Board. This will provide us with the opportunity to follow up recommendations made by the former Local Service Board Scrutiny Performance Panel including:

- The level of commitment from individual partners to the work of the Board
- The effectiveness of the Board in communicating its work, objectives and outcomes to its stakeholders
- The effectiveness of the Board in addressing the issue of pooled funding to tackle priorities

3. Performance monitoring – of the delivery of the PSB's priorities for 2016/17

One of the main areas of concern arising from the work of the former Local Service Board Scrutiny Performance Panel was the issue of performance management and monitoring. The Panel previously indicated that it believed that the work of the (former) Local Service Board did not demonstrate effectively the difference it made to the citizens of Swansea, and made the following recommendations:

- Clear arrangements need to be put in place to monitor the outcomes of the Board's work.
- Consult with the scrutiny panel about the format of future performance monitoring reports for the work of the Board and ensure that the panel receives regular performance monitoring reports.

Therefore a key area of scrutiny for the Panel will be how the new Public Services Board is ensuring that it is able to effectively demonstrate the difference it is making to the citizens of Swansea.

We are aware of the four priorities have been identified by the PSB for 2016/17:

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

Therefore we have agreed to invite the sponsor/co-ordinators for each priority to attend a meeting in order to advise us of the priorities and the actions that will be undertaken to achieve the outcomes. This will provide us with an opportunity to scrutinise the performance monitoring arrangements and make suggestions/recommendations for improvement, if required.

This meeting has been arranged for 16th November, and we are awaiting confirmation that the relevant people will be able to attend. I am grateful that you have already confirmed your availability to attend in your capacity as the sponsor for the Economic Development/City Centre priority and I look forward to meeting with you then.

I have attached our agreed work plan and we would appreciate any comments you may have. We would also ask that the relevant members of the Public Services Board note when they will be invited to attend the Panel. Individual invitations will of course be sent and reasonable changes can made to the sequence in order to accommodate individual's requirements if required; however it would be helpful if members could note the dates in their diaries.

Yours sincerely,



Councillor Mary Jones
Convener, Public Services Board Scrutiny Performance Panel
✉ cllr.mary.jones@swansea.gov.uk

**Public Services Board Scrutiny Performance Panel
Work Plan 2016/17 V1**

Meeting Date <i>Meetings will take place between 10am-12pm</i>	Agenda items
Meeting 1 26 September 2016	<p>Introduction to Swansea Public Services Board/Scrutiny Process, to include the Board's objectives/priorities/outcomes, timeline, well-being goals and how they will link with the current population outcomes. Dave Mckenna</p> <p>Future Generations Commissioner</p> <ul style="list-style-type: none"> • Role of Commissioner • Role of Scrutiny <p>Draft work plan discussion, including Panel's Terms of Reference Rosie Jackson</p>
Meeting 2 16 November 2016	<p>Public Services Board Priorities for 2016/17 Project sponsors and project co-ordinators</p> <p>Statutory Consultation on Wellbeing Assessment Dave Mckenna/Steve King</p>
? 6 December 2016	<i>Possible date for additional meeting to accommodate project sponsors/project co-ordinators.</i>
Meeting 3 18 January 2017	<p>Q&A Session with statutory members Fire Service Natural Resources Wales</p>
Meeting 4 15 February 2017	<p>Q&A Session with Statutory Members Health Council</p>
Meeting 5 15 March 2017	<p>Public Services Board Priorities for 2016/17 – 6 month progress up-date Project sponsors and project co-ordinators</p> <p>Q&A sessions with Invited Core Members SW Police SCVS Welsh Government representative</p>
Meeting 6 12 April 2017	<p>Final Wellbeing Assessment – published version Dave Mckenna/Steve King</p> <p>Annual Review of Panel's work – to reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny Rosie Jackson</p>

Future Items for work plan (2017/18)

The work of the scrutiny panel is planned on the basis of the municipal year i.e. May 2016 to April 2017. Therefore some of the key items from the Public Services Board's work plan will carry over into the 2017/18 municipal year so are not included in the above work plan. In order to ensure that there is clarity over the items that the Panel will need to consider they are noted here. These include:

- **Public Services Board Priorities for 2016/17 – End of project update:** due to be reported to PSB in July 2017, by sponsors and co-ordinators. To be reported to scrutiny panel August 2017.
- **Wellbeing Plan** – due to be produced a year following the completion of the Well-being assessment. The Scrutiny Panel is a statutory consultee for both the wellbeing assessment and the wellbeing plan.



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Cllr Mary Jones
Convener
Public Services Board Scrutiny
Performance Panel

BY EMAIL

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Councillor Rob Stewart
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RS/CM

Your Ref / Eich
Cyf:
Date / Dyddiad:

28 November 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

PSB SCRUTINY PANEL

Thank you for your letter dated 13 October 2016.

The feedback from the first meeting of the Panel and the copy of your agreed work plan for the remainder of this municipal year are both very useful and were shared with the PSB Core Group at its meeting on 20 October 2016.

With the introduction of the Well Being of Future Generation Act, Scrutiny clearly has a major role to play in monitoring the work of the Public Services Board. I believe the Panel's work plan for the rest of this year puts it in good stead to meet the challenges of this role.

Relevant members of the Group have noted dates when they will be invited to attend Panel meetings. Unfortunately I am unable to attend the next meeting of the Scrutiny Panel, on the rearranged date of 6 December, in my capacity as sponsor for the Economic Development/City Centre priority, as I am meeting with the Secretary of State regarding the Regional City Deal proposal. However, I confirm that Councillor Robert Francis Davies will be attending in my place. Chris Sivers will also be attending in her role as sponsor for the other three priorities.

COUNCILLOR/Y CYNGHORYDD
ROB STEWART
LEADER / ARWEINYDD

CABINET OFFICE, THE GUILDHALL, SWANSEA, SA1 4PE
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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

I and the rest of the PSB look forward to working with you to make Swansea PSB the best it can be.

Yours sincerely



COUNCILLOR ROB STEWART
LEADER & CABINET MEMBER FOR FINANCE & STRATEGY

COUNCILLOR/Y CYNGHORYDD
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Agenda Item 13

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 14 February 2017.

AUDIT COMMITTEE WORKPLAN 2016/17

Date of Meeting	Reports
13 December 2016 – Special Meeting	Training Presentation – Risk Management Training Presentation – Counter Fraud Head of Commercial Services Presentation – Commercialism Strategy Audit Committee Action Tracker Report Corporate Fraud Team – Investigation Report
3 January 2017	Cabinet Advisory Committees – Update Chief Education Officer Briefing Wales Audit Office Annual Audit Letter 2015/16 Wales Audit Office Update Report Internal Audit Monitoring Report Q2 2016/17 Recommendations Tracker Report 2015/16 Audit Committee Action Tracker Report
14 February 2017	Chair of Scrutiny Programme Committee Audit Committee Review of Performance 2016/17
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 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 Corporate Fraud Team Update Draft Audit Committee Annual Report 2016/17 Audit Committee Action Tracker Report