

# CITY AND COUNTY OF SWANSEA

## NOTICE OF MEETING

You are invited to attend a Meeting of the

## SCRUTINY PROGRAMME COMMITTEE

**At:** Committee Room 3A, Guildhall, Swansea

**On:** Monday, 10 October 2016

**Time:** 4.30 pm

**Chair:** Councillor Mary Jones

### Membership:

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

### Co-opted Members:

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

The use of Welsh is welcomed. If you wish to use Welsh please inform us by noon on the working day before the meeting.

Summary: This is the agenda pack for a meeting of the Scrutiny Programme Committee taking place on 10 October 2016. The main items are Enterprise, Development, Regeneration, and Local Government Performance.

## AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interest.**  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Minutes:** 1 - 6  
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 **Public Question Time.**
- 6 **Cabinet Member Question Session: Cabinet Member for Enterprise, Development and Regeneration (Councillor Robert Francis-Davies).** 7 - 30
  - (a) Portfolio Q & A.
  - (b) Tree Preservation – Update on Actions following Scrutiny.

<b>7</b>	<b>Annual Local Government Performance Bulletin 2015-16.</b>	<b>31 - 63</b>
<b>8</b>	<b>Audit Committee Work Plan and Annual Report (Chair of Audit Committee, Alan Thomas, attending).</b>	<b>64 - 74</b>
<b>9</b>	<b>Scrutiny Work Programme 2016/17.</b>	<b>75 - 102</b>
<b>10</b>	<b>Membership of Scrutiny Panels and Working Groups.</b>	<b>103 - 104</b>
<b>11</b>	<b>Scrutiny Letters.</b>	<b>105 - 120</b>

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	8 Aug	Letter to / from Cabinet Member for Education

**12 Feedback from Recent Scrutiny Events.**

**13 Upcoming Scrutiny Events.**

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

17 October 2016 (special)	9 January 2017	13 March 2017
14 November 2016	13 February 2017	10 April 2017
12 December 2016		

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

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Readiness for School	Pre-Inquiry Working Group	11 Oct	4.00 pm	Room 235 (GH)
Planning	Working Group	12 Oct	10.00 am	Committee Room 5 (GH)
Tackling Poverty	Inquiry Panel	13 Oct	4.00 pm	Committee Room 5 (GH)
Service Improvement & Finance	Performance Panel	17 Oct	9.30 am	Committee Room 5 (GH)
Planning	Working Group	19 Oct	10.00 am	Committee Room 5 (GH)
Schools	Performance Panel	19 Oct	4.00 pm	Committee Room 6 (GH)

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Adult Services	Performance Panel	25 Oct	9.00 am	Committee Room 1 (CC)
Service Improvement & Finance	Performance Panel	26 Oct	10.00 am	Committee Room 5 (GH)
Child & Family Services	Performance Panel	31 Oct	10.00 am	Committee Room 3A (GH)
Child & Family Services	Performance Panel	9 Nov	10.00 am	Committee Room 5 (GH)

**Next Meeting:** Monday, 17 October 2016 at 4.30 pm

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

**Connect with Scrutiny:**

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

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

**Twitter:** @swanseascrutiny

**Email:** [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)

**Blog:**

[www.swanseascrutiny.co.uk](http://www.swanseascrutiny.co.uk)

**Like us on Facebook:** [www.facebook.com/swanseascrutiny](http://www.facebook.com/swanseascrutiny)



**Huw Evans**  
**Head of Democratic Services**  
**Monday, 3 October 2016**

---

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

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON  
MONDAY, 12 SEPTEMBER 2016 AT 4.30 PM

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

**Councillor(s)**

U C Clay  
E W Fitzgerald  
J W Jones

**Councillor(s)**

A C S Colburn  
F M Gordon  
P M Meara

**Councillor(s)**

S E Crouch  
T J Hennegan

**Co-opted Member(s)**

D Anderson-Thomas

**Co-opted Member(s)**

C A Holley

**Co-opted Member(s)**

P R Hood-Williams

**Officer(s)**

Allison Lowe  
Brij Madahar  
Wendy Parkin

Democratic Services Officer  
Scrutiny Co-ordinator  
Senior Lawyer

**Apologies for Absence**

Councillor(s): N J Davies, C R Evans, E J King, D J Lewis and G J Tanner

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

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

57 **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.

58 **MINUTES.**

**RESOLVED** that the Minutes of the Scrutiny Programme Committee held on 8 August 2016 be approved as a correct record.

59 **PUBLIC QUESTION TIME.**

The Committee heard from Mr Rowe in relation to the proposed scrutiny of Houses in Multiple Occupation (HMOs). The Committee noted his concerns about the management and control of HMOs and current / future impact on communities in the east side of Swansea, such as St. Thomas, which are seeing a rise in the number of HMOs as a result of the new University campus.

He asked why landlords are not required to pay Council Tax on properties classed as HMOs. He also expressed concerns relating to Planning issues.

The Chair confirmed that should the Committee agree to establish a Scrutiny Working Group on HMOs, as proposed, it would explore such issues. The Chair stated that she would write to Mr Rowe to acknowledge his concerns and how he can engage with the scrutiny of this topic. Mr Rowe was also encouraged to send in any further questions / views on this matter, which would be passed on to the Working Group.

60 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR ANTI-POVERTY AND COMMUNITIES (COUNCILLOR WILL EVANS).**

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

- The Tackling Poverty budget and outcomes, reporting procedures and statistics required by the Welsh Government (WG) and whether comparison tables were available – it was noted that various Performance Indicators for Tackling Poverty were included in the Corporate Plan, and reported to WG on a quarterly or 6 monthly basis;
- Tackling Poverty Strategy – the Cabinet Member acknowledged the Scrutiny Inquiry looking at this. With the findings of this inquiry being considered he stated that the aim was to produce a revised strategy early in 2017, taking into account other relevant pieces of work as well – such as the Integrated Impact Assessment which has been carried out. The Cabinet Member was asked to confirm the status of an apparent revised strategy and share with the Scrutiny Panel to help inform the Inquiry;
- The Joseph Rowntree Foundation (JRF) had released a paper on solving poverty in the UK. It seeks to address key questions about why poverty continues and how it can be addressed - this was being looked at by the Cabinet Advisory Committee to also help inform improvements to local strategy;
- The new Communities for Work Programme would focus on tackling poverty through sustainable employment and help to provide mentoring and support for employment in order to get people back into work to assist with economic growth and prosperity;
- The importance of education, economic prosperity and employment in tackling poverty – the committee expressed concern about reported job losses and difficulty in attracting jobs to the area;
- Special Educational Needs (SEN) was on the increase in Wales;
- The LIFT programme had been piloted in Penderry via the European Social Fund programme and many people had successfully been lifted out of poverty as a result;
- The definition of poverty and the criteria that defines what poverty is – the Cabinet Member felt it boiled down to an inability to meet basic needs;
- The use of the Minimum Income Standard (MIS) - the benchmark of minimum needs based on what goods and services members of the public think are required for an adequate standard of living;

- The number of Allotments and plans in light of operational review;
- Addressing issues around community cohesion – a suggestion that the Cabinet Member should consider reporting regularly on this (including incidents / statistics) to Council or Scrutiny for awareness and assessment of work to support cohesion;
- Impact of NEETS budget underspend;
- Concern raised about information indicating there are a number of people living in tents in certain secluded areas of Swansea – the Cabinet Member welcomed more information on this in order to investigate further;
- Digital inclusion - the need for alternative provision to be provided for people who are living in poverty or do not have access to computer technology. This will be the subject of a future Scrutiny Working Group.

The Chair thanked Cllr Evans for attending.

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

61 **FINAL SCRUTINY INQUIRY REPORT: CHILD AND ADOLESCENT MENTAL HEALTH SERVICES (COUNCILLOR MARY JONES, CONVENER).**

Councillor Mary Jones, Convener presented the final report arising from the Scrutiny Panel's inquiry into Child and Adolescent Mental Health Services.

The report presented the conclusions and recommendations arising from the inquiry that sought to answer the following question:

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

Members praised the work of the Panel and support it received. The committee discussed a number of the issues raised in the report and the importance of these services.

It was remarked how would scrutiny be able to effectively monitor change, improvement and impact from the recommendations, based on current performance levels, following cabinet action(s). The convener stated that she would stress to Cabinet the need for a clear and measurable action plan to help assess impact and difference made.

A suggestion was made to look at whether the recommendations could be more effectively grouped e.g. to separate out those that focussed on the work of the authority, and those that placed emphasis on talking to health / encouraging actions which others may be responsible for.

**RESOLVED** that the report be submitted to Cabinet for decision, subject to any changes made by the convener in response to the comments of the committee above.

62 **FINAL SCRUTINY INQUIRY REPORT: BUILDING SUSTAINABLE COMMUNITIES THROUGH COMMUNITY ACTION (COUNCILLOR TERRY HENNEGAN, CONVENER).**

Councillor Terry Hennegan presented the final report for the scrutiny inquiry into Building Sustainable Communities through Community Action.

The report presented the conclusions and recommendations arising from the inquiry that sought to answer the following question:

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

He thanked the Panel for tackling this subject and work carried out. He praised the support received by the Panel in undertaking this inquiry, and particularly in the drafting of the final report. He highlighted some of the main findings, not least the training, support and advice that is vital for successful community engagement and asset transfer. The financial assistance available to interested community groups was also discussed.

**RESOLVED** that the report be submitted to Cabinet for decision.

63 **SCRUTINY PERFORMANCE PANEL PROGRESS REPORT - SCHOOLS (COUNCILLOR FIONA GORDON, CONVENER).**

Councillor Fiona Gordon, Convener of the Schools Performance Panel provided an update on the Panel's activities, correspondence between the Panel and Cabinet Members, proposals made and impact.

She highlighted the Panel's approach to looking at issues around school improvement, including continued engagement with schools. She reflected on the recent session with Cefn Hengoed Comprehensive School looking at good practice and how that is shared with others. She explained the rationale behind engaging with particular schools, and the Panel's positive relationship with challenge advisors.

The committee asked whether the Panel has discussed the role of schools and wider community use. Councillor Gordon stated that the Panel could include this aspect in future sessions, particularly as it also is part of actions to tackle poverty in communities.

Cllr Gordon also noted a suggestion for the Panel to look at the engagement between schools, universities and museums, for example over events such as the British Science Festival.

It was noted that the Panel's meeting with Birchgrove Comprehensive School would be re-scheduled from 19 October 2016 to a date later in the year.

**RESOLVED** that the update be noted.

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

The Chair presented the work programme and referred to the Public Request for Scrutiny in relation to Houses in Multiple Occupation (HMOs) for consideration.

The Chair also reported that Scrutiny Dispatches would be reported to Council on 22 September 2016 due to August Council being cancelled.

The Scrutiny Co-ordinator explained that a further report on the Castle Garden Development and Public Realm Opportunities was expected to be presented to Cabinet on 20 October 2016. Therefore advance notice was being provided to Councillors for a Pre-Decision Scrutiny meeting sometime during the week commencing 17 October 2016.

**RESOLVED** that:

- a) The Scrutiny Work Programme as outlined in the report be noted;
- b) The Committee endorse the proposal for a Scrutiny Working Group to be established in relation to Houses in Multiple Occupation (HMOs).

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

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

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

- Tackling Poverty Scrutiny Inquiry Panel – Councillor D W Cole to be added.

**RESOLVED** that the above appointment be endorsed.

66 **SCRUTINY LETTERS.**

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

The Chair stated that a response from Councillor J Raynor, Cabinet Member for Education had now been received and therefore would be included in the agenda pack for the next meeting of the Scrutiny Programme Committee scheduled for 10 October 2016.

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

67 **FEEDBACK FROM RECENT SCRUTINY EVENTS.**

There had been no recent Scrutiny events.



68 **UPCOMING SCRUTINY EVENTS.**

The Chair referred to a repeat of the Tackling Poverty awareness session for scrutiny councillors planned for 15 September 2016 at 4.00 pm.

An Education Through Regional Working (ERW) Regional Councillor Group was scheduled for 27 September 2016 at 10.30 am in Pembrokeshire.

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

The Chair of Scrutiny Programme Committee reported that the Chair of the Audit Committee had been invited to attend the next meeting of the Scrutiny Programme Committee to ensure mutual awareness and understanding of respective work plans and co-ordination and enable issues relating to respective work programmes to be discussed.

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

70 **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**.

71 **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 6.15 pm

**CHAIR**

## Report of the Chair

### Scrutiny Programme Committee – 10 October 2016

#### CABINET MEMBER QUESTION SESSION

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

#### 1. Introduction

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

## 2. Cabinet Member Question Session

2.1 The following Cabinet Member will appear before the committee:

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

Within this Cabinet portfolio, he is responsible for:

- Adult Learning / Workways
- City Centre (link with Wellbeing & Healthy City)
- City of Culture
- City Deal (link with Next Generation Services)
- City Region
- Culture: Arts (link with Wellbeing & Healthy City)
- Creative City
- Economic Development & Investment
- Heritage
- Licensing
- Planning Policy / Local Development Plan (LDP)
- Science City
- Suburban Centres
- Support for NEETS
- Tourism & Destination Marketing (link with Wellbeing & Healthy City)
- Universities

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

## 3. Approach to Questions

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

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

- 3.2 The committee has also identified sustainability and future trends as a key cross-cutting theme. It is interested in to what extent long-term thinking is influencing work / decisions, in light of the Well-being of Future Generations Act.
- 3.3 The committee is also interested in the relationship between the work of the Public Services Board (PSB) and Cabinet Members, and could ask about how the work of the PSB impacts on their portfolio and is helping them to deliver on priorities, and making a difference.
- 3.4 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.
- 3.5 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 April 2016. Amongst the issues discussed then included:

- Planning
- Cultural Services
- Regeneration Projects
- Tourism / Special Events
- Licensing

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

- 4.2 The committee also undertook pre-decision scrutiny of the Cabinet report on 'Castle Square – Development and Public Realm Opportunity' in June. A further Cabinet report is scheduled for Cabinet in October, and as requested by the committee it will also be subject to pre-decision scrutiny. A special committee meeting is being arranged for 17 October for this purpose.

- 4.2 Other relevant contact with scrutiny:

- Tree Preservation Working Group – the Working Group (convened by Councillor David Cole) wrote to the Cabinet Member in May with its views and recommendations. The Cabinet Member responded in June. The Working Group discussed the council's responsibility for preserving trees and the environmental benefits of urban trees and highlighted the importance of an effective tree preservation service.

Its main concern was about trees not being replaced. Recommendations included: publicising prosecutions for breaching tree preservation orders; the Park Service setting up their own tree nursery; and Council's departments replanting trees that are removed during the course of their work. The Cabinet Member has been asked to provide an update to the committee on actions carried out following this piece of scrutiny.

- Planning Working Group – the Cabinet Member will be attending a meeting on 19 October. This will enable questions to be put in relation to the current planning system, including Section 106 agreements, and the call-in process.

## **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 The following questions were submitted to the committee by Councillor Mike Day:

a) Support for NEETs - Can the Cabinet Member update the committee on the current performance and the measures that are in place to ensure that young people are given life chances that might be denied them if they are NEET? What assurances can he give that the Council will continue to allocate resources to ensure the figures move down further?

b) Enterprise Education - Swansea has been recognised as a leader in the field of enterprise education and the encouragement to young people to set up businesses. How important does he believe it is to have effective actions to promote enterprise education and support new businesses, especially those set up by young people? What actions is the Council currently taking to ensure enterprise education is supported and what assurances can he give that every effort will be made to ensure resources continue at the current level at least for the next 5 years, if not increased? What applications for funding will the Council be making to support its actions in enterprise education and business start ups?

## **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: Tracey Meredith

Finance Officer: Carl Billingsley

## **APPENDIX 1 - CABINET MEMBER UPDATE (SEPTEMBER 2016)**

### **1.0 REGENERATION & PROPERTY DEVELOPMENT**

**ST DAVID'S** - An outline planning application is currently being prepared for submission in March 2017, with consultation on the proposals during November and January. The authority have appointed a specialist firm to advise on an Arena for the south site and they will shortly be seeking to procure an operator.

**CIVIC CENTRE** - A report is being prepared outlining a strategy for moving the Councils offices from the Civic Centre to enable this redevelopment.

**THE KINGSWAY** - A report is being prepared recommending the development of the Oceana site as a mixed use office development focussed on Tech Businesses. Oceana building demolition works are now scheduled to complete end March 2017. Several properties have been acquired in and around the former Oceana site to create the critical mass for future development. Grant funding has been secured to progress Highway works along the Kingsway.

**VIBRANT & VIABLE PLACES** - Good progress is being made within the Homes Above Shops and Property Development Grants projects with many projects coming to fruition by March 2017. Coastal Housing Phase 1 is progressing well on site, whilst phase 2 is under way in terms of planning and procurement of contractors.

### **2.0 DEVELOPMENT MANAGEMENT, DESIGN & CONSERVATION**

The positive changes the staff structure, business processes, scheme of delegation and Committee structures introduced during 2014-15 have significantly improved the Authority's development management performance in both qualitative and quantitative terms. The average time taken to determine all planning applications at 61 days was significantly below the Welsh average of 77 days. The percentage of all applications determined within required timescales also showed a significant improvement increasing from 71% in 2014-15 to 84% well above the Welsh average of 77%. Significantly, for the delivery of the Council's regeneration agenda, the percentage of all major planning applications determined within required timescales has increased from 6% in 2014-15, which was the lowest performance in Wales, to 36% in 2015-16, which is above the Welsh average.

### **3.0 CITY CENTRE MANAGEMENT**

**EVENING AND NIGHT TIME ECONOMY STRATEGY AND PURPLE FLAG** – City Centre Management (CCM) is now taking the lead on this initiative and a multi-agency working group has been established to oversee the development and implementation of an Evening and Night Time Economy Strategy.

**WIND STREET PEDESTRIANISATION** - A formal consultation exercise has recently been concluded by CCM the results of which are being evaluated.

**SWANSEA MARKET**- The Cabinet Advisory Committee have agreed to explore providing toilets in the context of a longer term development plan for the Market linked to the City Centre's wider regeneration strategy.

**CITY CENTRE RANGERS** - Following the relaunch of the rebranded Ranger Service in September 2015, the Service has gone from strength to strength with the team averaging dealing with over 2,000 separate incidents each month.

**EVENTS** - In addition to the Swansea Big Weekend, CCM have commissioned a 'Ghoul School' event in the City Centre as part of the wider Spooks in the City Halloween programme on Sat 29 Oct.

#### **4.0 STRATEGIC PLANNING & NATURAL ENVIRONMENT**

**STRATEGIC PLANNING** - Significant progress in Local Development Plan (LDP) preparation has been made over the past year. The Deposit LDP has been agreed by Council and has been subject to comprehensive public consultation. The responses received are being assessed and a report prepared setting out any changes that are necessary to the Plan, with the intention to submit the amended LDP for Examination in early 2017. Supplementary Planning Guidance is also being prepared to regulate the spread of Houses in Multiple Occupation and guide decision making for student accommodation developments, to be completed by March 2017.

**LANDSCAPE** - The work of the Landscape Team has been mainly focussed on the outside environment works associated with the refurbishment of Council housing to Welsh Housing Quality Standard. A review of historic Tree Preservation Orders (TPOs) is ongoing and Members have been provided with details of all TPOs within their wards.

**AONB** - This year is the 60<sup>th</sup> Anniversary of the designation of Gower as an Area of Outstanding Natural Beauty (AONB). A new AONB Management Plan is being finalised. The Gower Landscape Partnership managed by the AONB team has brought in over £1.3m worth of investment from the Heritage Lottery Fund, with another £640k of external funding.

**COUNTRYSIDE ACCESS** - Four new promoted walks on Gower have recently been launched by Leslie Griffiths the Cabinet Secretary for Environment and Rural Affairs. Work has commenced on a new Countryside Access Plan to replace the current plan which expires in 2017.

**SUSTAINABLE DEVELOPMENT** - The Sustainable Development Unit (SDU) has been preparing and supporting Council services with the implementation of the Wellbeing of Future Generations Act. The SDU has successfully set up a community energy social enterprise and is in the process of installing photovoltaic panels on nine schools and a residential home for the elderly in areas of Swansea with high levels of poverty. The team has won two prestigious awards: UK Most Sustainable Public Sector Platinum award 2015 and the Sustainable Public Sector Sustain Wales Award 2015.

**NATURE CONSERVATION** - The Team is currently implementing a commercial contract (worth £85,000) to plan and deliver a wetlands habitat creation and enhancement project at the RSPCA's Llys Nini Animal Centre in Penllergaer. The Team have also helped plan, co-ordinate and deliver a natural sand dune system to tackle the problem of windblown sand from Swansea Beach onto Oystermouth Rd.

## **5.0 EUROPEAN & EXTERNAL FUNDING**

**European Structural & Investment Funds 2014-2020** - The European and External Funding Team operates a range of large externally funded projects and programmes, and has helped secure a range of funding across a number of themes including European Social Fund, European Regional Development Fund & Rural Development Plan. Staffing in the team is paid for through projects secured, providing a single point of expertise for dealing quickly and efficiently with external grant processes. Implementation of the Workways+ project is underway helping economically inactive people into employment from non-Communities First areas. The team is also supporting the Poverty & Prevention team in implementing the Communities for Work programme. Support for young people at risk of becoming NEET (Not in Education, Employment or Training) has been secured through the Cynydd project. An application is in progress to Welsh European Funding Office to secure funding to support infrastructure improvements to facilitate the proposed employment hub at The Kingsway. The team has helped secure Stage 1 approval for £3.75m award from the Heritage Enterprise programme to restore the former Powerhouse building at the Hafod Copperworks site to potentially accommodate a new Penderyn Whisky distillery.

## **6.0 ECONOMIC DEVELOPMENT**

**CITY DEAL** - The Swansea Bay City Region Board City Deal proposal, which exploits the opportunity of access in the near future to world-leading digital telecommunications capacity in Swansea Bay in order to connect and integrate the city region's key economic assets and transform its economic activity and performance, was positively received by UK and Welsh Government for its imaginative and innovative approach. Further work has since been undertaken to develop business cases for the 1st phase programme of key City Deal projects, including significant digital and physical infrastructure development in Swansea City Centre in line with its ambition to be a "City of Innovation".

**BEYOND BRICK AND MORTAR (BB&M)** - In July of this year, Council resolved to update the BB&M initiative to form a Community Benefit policy covering all the Authority's activities where community benefits can add value, including planning applications, works, services and supply contracts, sale of land for development as well as construction and regeneration projects. Since 2009 the BB&M Team has secured the following:-

- 109 supplier contracts where community benefit clauses have been included;
- 7,914 training weeks achieved for unemployed and disadvantaged; and
- 254 candidates placed into employment or training opportunities.

In this financial year to date, 5 additional contracts and 1142 training weeks have been secured. Additionally this year, the BB&M Team is leading the piloting of a new Swansea Apprenticeship Scheme. The Team has been in discussion with a number of internal teams within the Council about taking on apprentices within their work areas, and a small number of apprentices have already been taken on.



## **7.0 TREE PRESERVATION – PROGRESS UPDATE ON ACTIONS FOLLOWING SCRUTINY**

The attached schedule sets out the progress achieved on the Tree Preservation recommendations made by Scrutiny Working Group on 9th May 2016 and as agreed in my response of 27th May 2016.

### Overview:

#### **Recommendations completed**

- Councillors provided with details of TPOs in their wards
- Council website updated to provide information on Ash die-back disease
- Register of Enforcement Action created (but none taken to date)

#### **Recommendations partially completed**

- SPG relating to Trees on Development Sites - draft document prepared and currently being consulted upon. Adoption anticipated early 2017.
- Council Tree policy drafted - being considered by Development CAC (covers replanting of trees on Council land )

#### **Recommendations not completed to date**

- Additional resources to assist with the administrative review of TPOs (only resource available is tied up with LDP admin, but anticipated to be actioned by end of year)
- Training for officers on protected trees (awaiting adoption of Trees on Development Sites SPG)
- There are currently no suitable cases for prosecution.
- Placing of TPO on Council land prior to sale (ongoing discussions to include possibility as part of pre-disposal advice)
- Establish a tree/plant nursery – being considered by Parks as part of Commissioning Review but not considered to be commercially viable at this time

## Tree Preservation Scrutiny Working Group Recommendations May 2016: Progress Update

	<b>Recommendation</b>	<b>Cabinet Member</b>	<b>Decision</b>	<b>Actions include</b>	<b>Progress (Oct 2016)</b>
<b>1</b>	Consider providing additional temporary resources to ensure that the review of existing Tree Preservation Orders is completed within a shorter timescale	Enterprise, Development & Regeneration	Agreed	<ul style="list-style-type: none"> <li>• Complete scanning of paper files</li> <li>• Identify inaccuracies in paper work – check each TPO</li> <li>• Identify and allocate ad hoc officer time to complete above actions</li> </ul>	None to date due to staff tied up on LDP.
<b>2</b>	Identify a suitable case for prosecution where a Tree Preservation Order has been breached and, if successful, ensure it is widely publicised	Enterprise, Development & Regeneration	Agreed	<ul style="list-style-type: none"> <li>• Landscape team will identify a suitable case for prosecution when it occurs</li> <li>• Any successful prosecution to be reported in the local press</li> </ul>	None found to date
<b>3</b>	When Tree Preservation Orders have been breached, if prosecution is not possible, ensure that the service rigorously pursues replacement planting or remedial work at the owner's expense	Enterprise, Development & Regeneration; Leader (Finance & Strategy)	Agreed *may require a budget	<ul style="list-style-type: none"> <li>• Decision whether to take enforcement action to be assessed in each case – following persuasion, discussion and advice with tree owner</li> <li>• If Council decides not to take formal enforcement action a record will be kept and made available to public on request</li> <li>• If replanting not carried out by tree owner tree replacement notice to be served (within 4 years of alleged non-compliance) A budget will be required if the Council is to carry out replanting</li> </ul>	<p>2 cases identified mitigation agreed in 1 case and in discussion with the other</p> <p>Register has been created – none to date</p> <p>Tree replacement notices to be sent out shortly to relevant cases for replanting in this planting season.</p> <p>No cases identified to date</p>

				in the event of non-compliance by tree owner	
<b>4</b>	Ensure that Tree Preservation Orders are placed on Council land prior to sale	Enterprise, Development & Regeneration; Leader (Finance & Strategy)	Agreed	<ul style="list-style-type: none"> <li>When considered for disposal land owned by the Council will be assessed using the Tree Evaluation Method for Preservation Orders</li> </ul>	<p>Any additional responsibility on the Authority with regards to placing TPOs on Council land before sale will add a requirement which will have an impact on disposal values and the ability to take properties to the market in good time.</p> <p>Discussions are ongoing as to whether this could be incorporated into any pre-disposal advice that is normally sought from Planning Officers, however, a rigid application of this approach will have implications.</p>
<b>5</b>	Provide Councillors (including community councillors) with a list of Tree Preservation Orders in their wards	All CCS Councillors	Partially agreed	<ul style="list-style-type: none"> <li>Each CCS Councillor will be supplied with electronic “copies” of each TPO present in their Ward</li> <li>Members will be informed of new TPOs (as at present) and any variation or revocation within their wards</li> <li>Community councils are consulted on and are provided with copies of schedules and</li> </ul>	<p>Schedules and plans provided for Members for all TPO’s in their wards.</p> <p>Members advised of any provisional, confirmed or revoked orders in their wards as a matter of course.</p> <p>Community Councils advised of any provisional, confirmed or</p>

				plans of provisional TPOs and are notified of confirmations, variations and revocations and are consulted on relevant tree works applications	revoked orders in their wards as a matter of course.
<b>6</b>	Look for ways to promote the value and importance of trees amongst key staff members and the public	Enterprise, Development & Regeneration	Agreed	<ul style="list-style-type: none"> <li>• Training will be provided to Planning Officers by the Landscape Team relating to trees in the planning context in validating planning and tree works applications and the emerging LDP policies.</li> <li>• Guidance notes “The Protection of Trees on Development Sites” to be up-dated to ensure public is provided with current best advice. This may be included as supplementary planning guidance when the new LDP is adopted</li> <li>• Further information to be provided on website to increase the information available to the public on matters of relevance to protected trees within Conservation Areas and trees in general e.g. our approach to Ash die back disease.</li> </ul>	<p>Not carried out to date.</p> <p>Consultation undertaken on revised SPG Trees on Development Sites (2016). Consultation ends 19th October 2016.</p> <p>Web pages created on Ash die back disease</p>

7	Direct the Parks Service to develop a proposal to establish a tree/plant nursery to mitigate costs of purchasing new trees and investigate whether this would be a feasible commercial opportunity	Wellbeing & Healthy City	Partially agreed	<ul style="list-style-type: none"> <li>• Parks department to look at space and resources to carry this out on a limited scale for their own use.</li> </ul>	Being considered as part of the Parks and Cleansing Commissioning Review – but not considered viable to carry out on a commercial basis
8	Ensure that other Council departments replant trees that are removed during the course of their work	All Cabinet Members	Partially agreed	<ul style="list-style-type: none"> <li>• Look to reduce the imbalance between felling and planting – unlikely to be able to ensure 1 for 1 replanting. But ensure justifying why not replanting trees in certain circumstances</li> <li>• This to be a key element of a Tree Policy</li> </ul>	To be included within a Council Tree Policy for ongoing discussion and agreement.
9	Develop a tree policy for the whole Council	All Cabinet Members		<ul style="list-style-type: none"> <li>• A whole Council Tree Policy requires co-operation and approval of all Cabinet and affected Council Services</li> <li>• Landscape team to produce an interim policy covering protected trees to facilitate and make more transparent the decision making process</li> </ul>	A draft Council Tree Policy has been produced in so far as it affects protected trees and trees on land managed by and in conjunction with the Tree Services Unit. This requires wider consultation with relevant members and departments. Note: the management of trees on Council land is currently under consideration by the Development CAC



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

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

*Please ask for:  
Gofynnwch am:*

**Scrutiny**

*Direct Line:  
Linell Uniongyrochol:*

**01792 637257**

*e-Mail  
e-Bost:*

**scrutiny@swansea.gov.uk**

*Our Ref  
Ein Cyf:*

**SPC/2015-16/10**

**BY EMAIL**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**24 May 2016**

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

Dear Councillor Francis-Davies,

**Cabinet Member Question Session – 11 April**

Thank you for attending the Scrutiny Programme Committee on 11 April 2016 answering questions on your work as Cabinet Member for Enterprise, Development & Regeneration. We wanted to explore priorities, actions, achievements and impact, in relation to your areas of responsibility. Thank you for providing a paper that gave us the headlines from this cabinet portfolio. Thank you also for providing a separate report on Planning performance and effectiveness, as requested.

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

**Cultural Services**

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

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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

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

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

The committee expressed concern about the possible impact of cuts on cultural services such as museums and how the authority's vision and plans would be consistent with national objectives to protect heritage (Well-being of Future Generations Act). You stated that any interest in the culture portfolio would be carefully analysed, assessed and challenged. We suggested that you build in time for scrutiny of any proposed decisions arising from this process, which you appeared to be open to.

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

## **Regeneration Projects**

### Vibrant & Viable Places

We asked about plans for the £8.3m Vibrant and Viable Places grant provided by the Welsh Government, and outcomes, including how job creation would be achieved. It was noted that the focus was on regeneration projects and creating the right infrastructure to attract investment and jobs e.g. creation of a technology hubs and office accommodation on the Kingsway. You undertook to provide us with more information on how this grant is being used – a financial breakdown would be helpful.

### Wind Street Pedestrianisation

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

### Mariner Street

You informed the committee that the Mariner Street mixed-use development was expected to go to Planning Committee in May, with the intention to be on site in June and the delivery of student accommodation ready for occupation within two years.

## Business Improvement District (BID)

The continuation of the BID following recent renewal ballot was noted. You welcomed this decision and confirmed that you and the Leader would continue to sit on the BID Board, and talked about the benefits from the BID to the city centre and good working relationship with partners.

## **Tourism / Special Events**

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

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

## **Licensing**

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

## **Planning**

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

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

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



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

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

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

You maintained that it was better to have a small number of skilled councillors on a committee to speed up decision-making and ensure consistency, but that there were ways for other councillors as local members to be engaged in the process, without conflict of interest. We heard that the new pre-application consultation requirements (which come into force on 1 August) would focus on member engagement prior to formal applications being submitted. Further to this we were informed that a new Committee protocol would be presented to the Planning Committee in May for consideration, and further Welsh Government advice was expected which will clarify requirements in relation to issues such as call-in procedures. We noted that the Authority's current performance in relation to member made decisions against officer advice was in line with the Wales average.

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

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

## Your Response

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

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

Please provide your response by 14 June. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,



**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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



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

Councillor Mary Jones  
Chair, Scrutiny Programme Committee

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

Councillor Robert Francis-Davies  
(01792) 637440

**BY EMAIL**

E-Mail / E-Bost: [cllr.robert.davies@swansea.gov.uk](mailto:cllr.robert.davies@swansea.gov.uk)

Our Ref / Ein Cyf: RFD/SH

Your Ref / Eich

Cyf:

Date / Dyddiad:

26 May 2016

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

Dear Councillor Jones

**Cabinet Member Question Session – 11 April 2016**

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

**Planning:**

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

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

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

**COUNCILLOR/Y CYNGHORYDD  
ROBERT FRANCIS-DAVIES**

**CABINET MEMBER FOR ENTERPRISE, DEVELOPMENT & REGENERATION /  
AELOD Y CABINET MENTER, DATBLYGU AC ADFYWIO**

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

☎ (01792) 637440

[cllr.robert.davies@swansea.gov.uk](mailto:cllr.robert.davies@swansea.gov.uk) [www.swansea.gov.uk](http://www.swansea.gov.uk)



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

- 2 -

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

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

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

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

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

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

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

(01792) 637440

cllr.robert.davies@swansea.gov.uk www.swansea.gov.uk



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

- 3 -

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

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

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

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

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

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

☎ (01792) 637440

cllr.robert.davies@swansea.gov.uk www.swansea.gov.uk



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

- 4 -

**Vibrant & Viable Places (VVP):**

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

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

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

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

**Scrutiny in relation to decisions on Cultural Services:**

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

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

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

☎ (01792) 637440

cllr.robert.davies@swansea.gov.uk www.swansea.gov.uk



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

- 5 -

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

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

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

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

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

☎ (01792) 637440

cilr.robert.davies@swansea.gov.uk [www.swansea.gov.uk](http://www.swansea.gov.uk)



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

- 6 -

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

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

Yours sincerely

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

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

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

☎ (01792) 637440

cllr.robert.davies@swansea.gov.uk www.swansea.gov.uk



Information circulated by email:

**Licensing**

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

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

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

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

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

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

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

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

Regards.

Cllr Robert Francis-Davies

Cabinet Member for Enterprise, Development & Regeneration

## Report of the Chair

### Scrutiny Programme Committee – 10 October 2016

#### ANNUAL LOCAL GOVERNMENT PERFORMANCE BULLETIN 2015-16

<b>Purpose</b>	The Committee is provided with a national performance report which will be useful in supporting and informing the work of scrutiny in Swansea.
<b>Content</b>	The annual bulletin, published by the Local Government Data Unit ~ Wales, contains information on the level and range of performance across Wales between 2015-16 on a number of service areas.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"> <li>• consider the performance results</li> <li>• use the information published to help inform the scrutiny work programme</li> </ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer &amp; Report Author</b>	Brij Madahar, Overview & Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 1. Introduction

1.1 It is the responsibility of non-executive councillors to scrutinise the authority's service performance to help drive improvement. To help ensure that challenge is well informed scrutiny should be aware of reports that are published which provide information on service performance.

1.2 The Local Government Data Unit ~ Wales has recently published its eleventh annual bulletin on local authority performance across a range of services. It compares performance during 2015-16 across the 22 Welsh Local Authorities.

1.3 The indicators reported within are part of the Performance Improvement Framework for local authorities in Wales and reflect key priorities identified by the Welsh Government and local government in Wales, including:

- Providing a clean and safe environment
- Providing affordable and appropriate housing
- Supporting safe and independent lives
- Safeguarding children
- Educating children

- Supporting leisure and culture
- Corporate health

1.4 The full report is attached. Swansea's performance when compared across Wales, as reported in the bulletin, can be summarised as follows (where possible comparison has been made with results for the previous year):

a) Overall:

- Of the 40 indicators that were comparable between 2014-15 and 2015-16, Swansea has improved in 20.
- Of the 40 indicators Swansea's performance in 2015/16 is categorised as follows:
  - Top Quarter: 9
  - Upper Middle Quarter: 8
  - Lower Middle Quarter: 12
  - Bottom Quarter: 11

**NB** – the performance report does not show individual authority performance for all indicators. The following information has been extracted from the report but comparison, where included, (rank out of the 22 Welsh Local Authorities with previous year) has been added for the panel's benefit:

b) Performance within the top quarter:

Indicator	2015/6	2014/5
• The % of adults aged 60 or over who hold a concessionary bus pass	2 <sup>nd</sup>	3 <sup>rd</sup>
• The average point score for looked after children in any local authority maintained learning setting	3 <sup>rd</sup>	13 <sup>th</sup>
• The % of roads in overall "poor" condition	4 <sup>th</sup>	2 <sup>nd</sup>
• The average point score for pupils in schools maintained by the local authority	5 <sup>th</sup>	6 <sup>th</sup>
• The % of private sector dwellings that had been vacant for more than 6 months that were returned to occupation through direct action by the local authority	5 <sup>th</sup>	4 <sup>th</sup>
• The percentage of all pupils / pupils in LA care who leave education and training without qualifications.	-	-

c) Performance within the bottom quarter:

Indicator	2015/6	2014/5
• The average number of days taken to deliver a Disabled Facilities Grant	22 <sup>nd</sup>	17 <sup>th</sup>
• The % of municipal waste collected by local authorities sent to landfill	22 <sup>nd</sup>	21 <sup>st</sup>
• The % of children's reviews carried out in line with the statutory timetable	22 <sup>nd</sup>	22 <sup>nd</sup>
• The % of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19	20 <sup>th</sup>	-
• The % of statutory visits to looked after children that took place in accordance with regulations	18 <sup>th</sup>	18 <sup>th</sup>
• The % of clients whose care plans should have been reviewed that were reviewed	17 <sup>th</sup>	22 <sup>nd</sup>
• The rate of delayed transfers of care due to social care reasons - per 100 population aged 75 or over	17 <sup>th</sup>	15 <sup>th</sup>

d) Performance in between:

i) Upper Middle Quarter:

Indicator	2015/6	2014/5
• The number of visits to local authority sport and leisure facilities during the year per 1000 population where the visitor will be participating in physical activity	7 <sup>th</sup>	9 <sup>th</sup>
• The number of working days/shifts per full-time equivalent local authority employee lost due to sickness absence	10 <sup>th</sup>	-
• The % of final statements of special education need issued within 26 weeks	11 <sup>th</sup>	10 <sup>th</sup>
• The % of children looked after on 31 March who have had three or more placements during the year	12 <sup>th</sup>	-
• Primary and secondary school attendance	-	-
• Percentage of KS2 pupils achieving the Core Subject Indicator determined by Teacher Assessment	-	-

ii) Lower Middle Quarter:

Indicator	2015/6	2014/5
• The % of carers of adults who were offered an assessment or review of their needs in their own right during the year	12 <sup>th</sup>	9 <sup>th</sup>
• The % of municipal waste collected by local authorities prepared for reuse and/or recycled, composted or treated biologically in another way	12 <sup>th</sup>	9 <sup>th</sup>
• The % of initial assessments where there is evidence that the child has been seen alone by the social worker	13 <sup>th</sup>	18 <sup>th</sup>
• The % of reported fly – tipping incidents cleared within 5 working days	14 <sup>th</sup>	17 <sup>th</sup>
• The % of pupils assessed at the end of Key Stage 3 achieving the Core Subject Indicator	14 <sup>th</sup>	14 <sup>th</sup>
• The % of pupils assessed receiving a Teacher Assessment in Welsh (first language) at the end of Key Stage 3	14 <sup>th</sup>	13 <sup>th</sup>
• % of children looked after at 31 March who have experienced one or more changes of school which were not due to transitional arrangements	14 <sup>th</sup>	-
• The % of highways and land of a high or acceptable level of cleanliness	15 <sup>th</sup>	11 <sup>th</sup>

1.5 The annual report and other useful performance information is published on the Data Unit website: [www.dataunitwales.gov.uk](http://www.dataunitwales.gov.uk)). Data Unit Wales also have an interactive website ([www.mylocalcouncil.info](http://www.mylocalcouncil.info)) which helps the public, councillors, officers and partners to understand how their local council is performing and easily compare council performance across Wales. 'mylocalcouncil' has been designed to be intuitive and user-friendly and makes the latest key performance information for Wales' 22 councils more accessible. The site allows users to see how their authority compares to others across Wales, how it compares to the Wales average, and how its performance has varied over recent years.

1.6 Members should consider how best to use the information provided to help to motivate, focus and inform the scrutiny work programme, and support the work of scrutiny in Swansea. The Committee may wish to refer any issues to relevant Performance Panels. The Service Improvement & Finance Scrutiny Performance Panel is also be looking at this report in more detail to help inform its work.

**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: Tracey Meredith

Finance Officer: Carl Billingsley

Appendix – Local Government Performance 2015-16 (Report of the Local Government Data Unit ~ Wales)

## Local Government Performance 2015-16

We are pleased to present this, the eleventh annual bulletin on local authority performance. This bulletin contains information on a range of local authority services. We have used the data to highlight the overall level and range of performance across Wales. The full data set is available on our website.

We have also updated our interactive tool which allows the public, councillors, officers and partners to easily compare councils' performance across Wales and over time. "MyLocalCouncil" ([www.mylocalcouncil.info](http://www.mylocalcouncil.info)) has been designed to be intuitive and user-friendly in order to make the latest key performance information for Wales' 22 councils more accessible.

### Overall performance

At a Wales level, 65% (26) of the 40 indicators which are comparable between 2014-15 and 2015-16 show improvement.

The gap in performance (between the best and worst performing authorities) narrowed in 59% (23) of the indicators.

For 41% (16) of the indicators, performance improved and the gap between the best and worst performing authorities narrowed.

### Service improvement

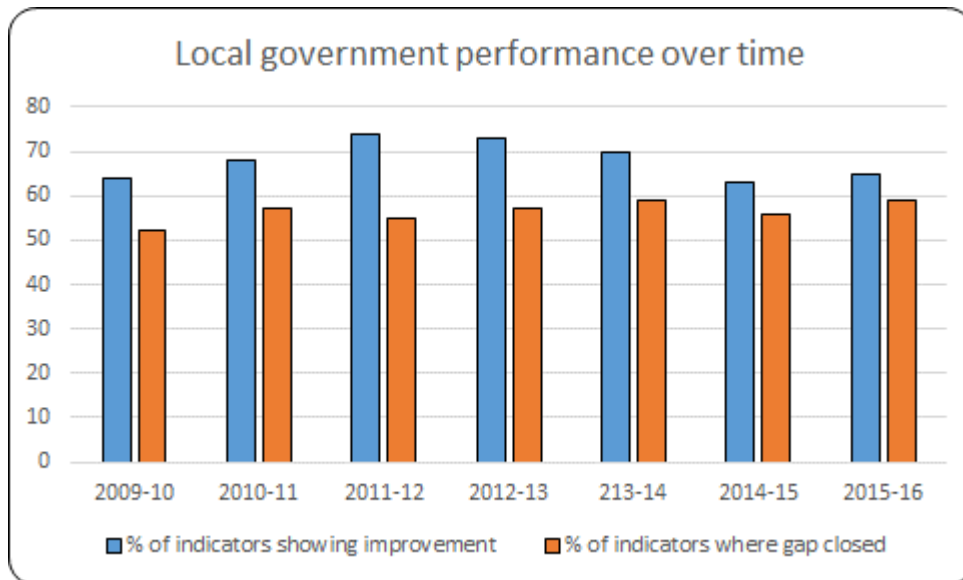
Local authorities are often one of the largest employers in an area and provide a range of services for the communities they serve. The table below shows how these services performed in 2015-16 compared to 2014-15.

<b>Service Area</b>	<b>No of comparable indicators</b>	<b>% of indicators where performance improved</b>	<b>% of indicators where the gap narrowed</b>	<b>% of indicators where performance improved <u>and</u> the gap narrowed</b>
Education	11	91%	64%	55%
Social Care	16 (15)	69%	73%*	50%*
Housing	2	0%	50%	0%
Environment & Transport	6	67%	67%	33%
Planning & Regulatory Services	2	50%	0%	0%
Leisure & Culture	2	0%	0%	0%
Corporate Health	1	0%	0%	0%
<b>Overall</b>	<b>40 (39)*</b>	<b>65%</b>	<b>59%*</b>	<b>41%*</b>

\* Once indicator (SCA/002a) was not comparable between authorities, so the number of comparable indicators was adjusted accordingly.

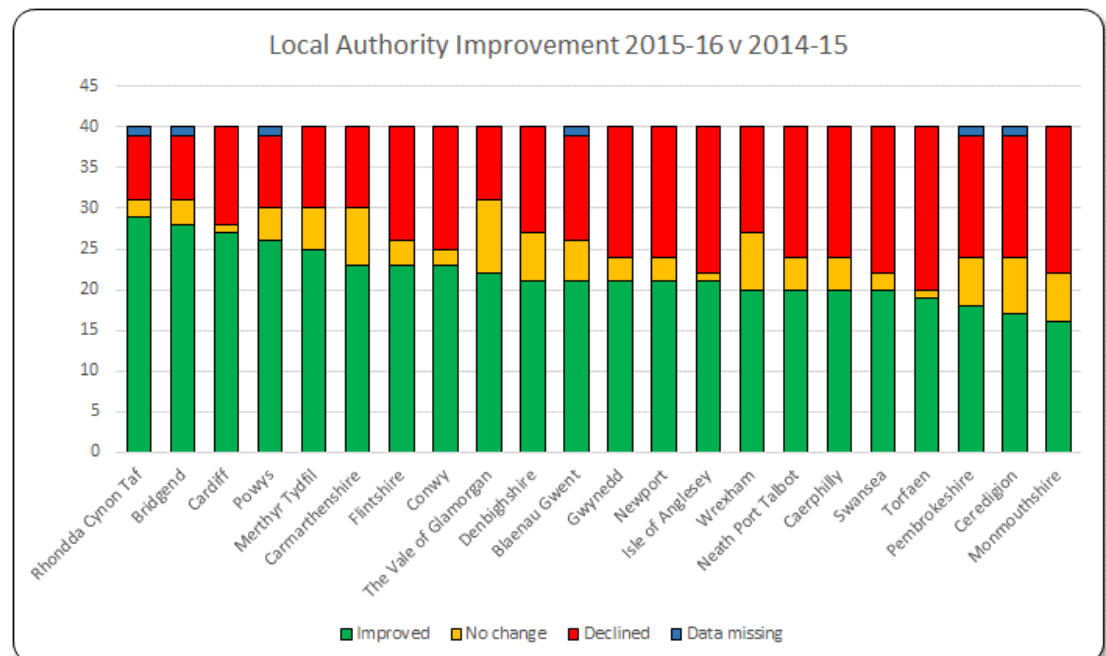
## Improvement over time

The performance of local authorities across Wales has improved consistently over recent years.



Last year we reported that 63% of comparable performance indicators showed an improvement over that period, and that every authority improved or maintained its performance in over half of the indicators. In 2015-16, 65% of the comparable indicators show improved performance at a Wales level.

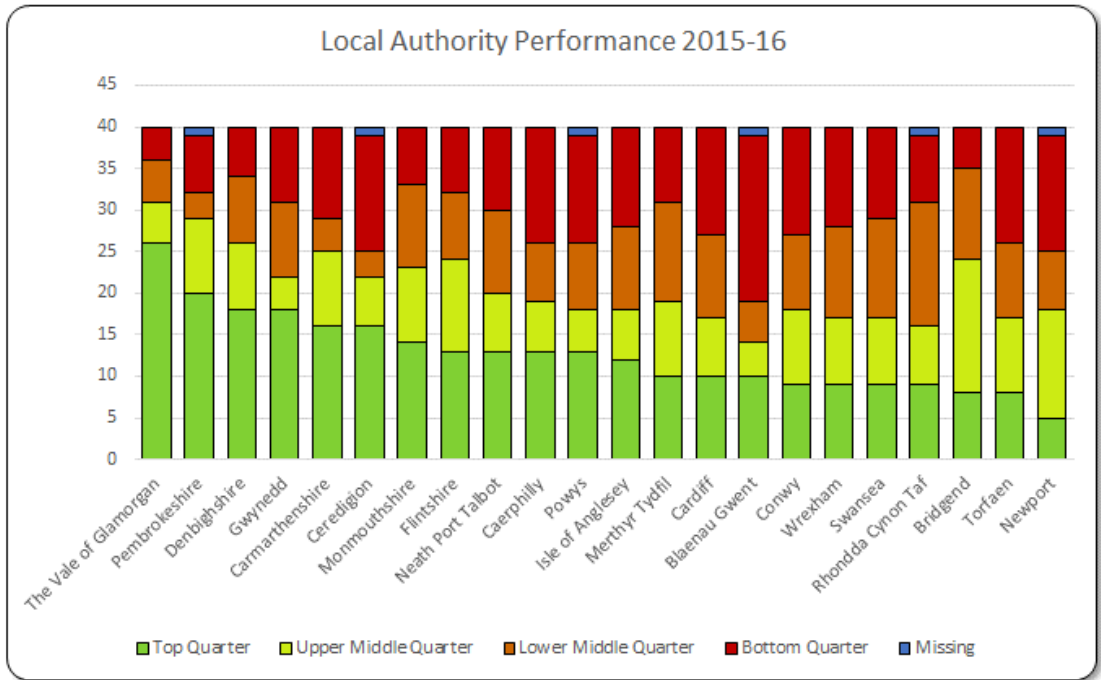
At a local level, of the 40 indicators that were comparable between 2014-15 and 2015-16, Rhondda Cynon Taf improved in 29 (73%), whilst Monmouthshire improved in 16 (40%).



## Relative performance across Wales

Whilst absolute improvement is important, citizens will be interested in how their authority compares with others. Overall, in 2015-16, The Vale of Glamorgan had the most indicators in the top quarter of Welsh local authorities, whilst Newport had the least.





On the following pages you will find detailed information on the performance of local authorities as they deliver important outcomes for our communities.

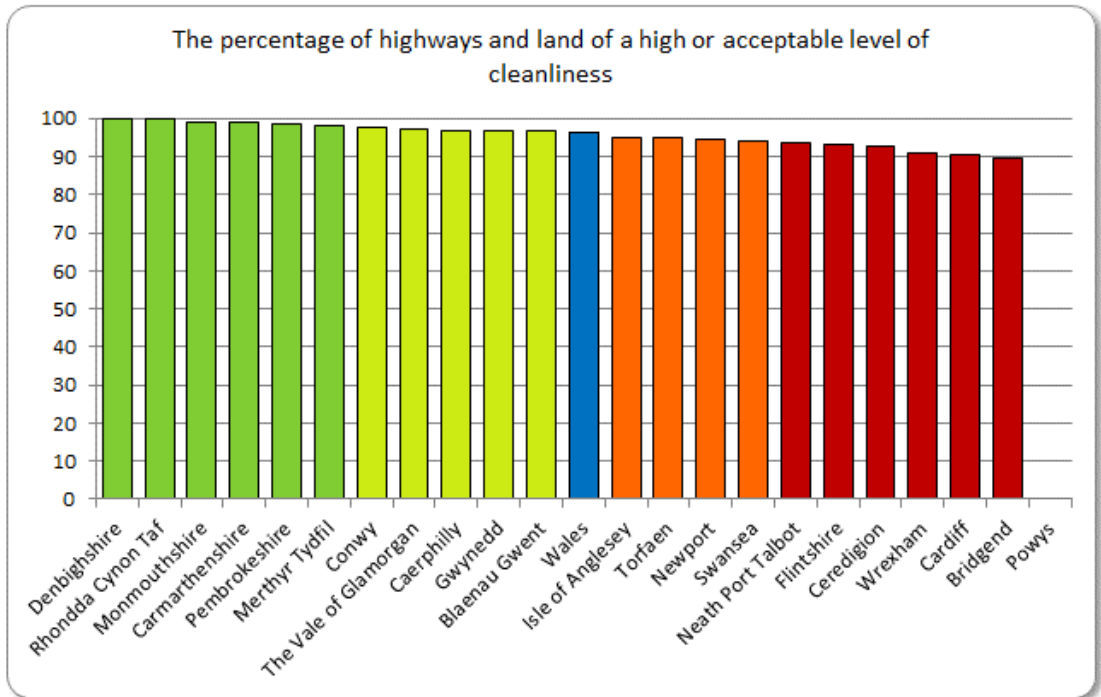
*Note*

- Performance indicator titles have been simplified to aid understanding.
- We have rounded the data where this makes comparison easier.

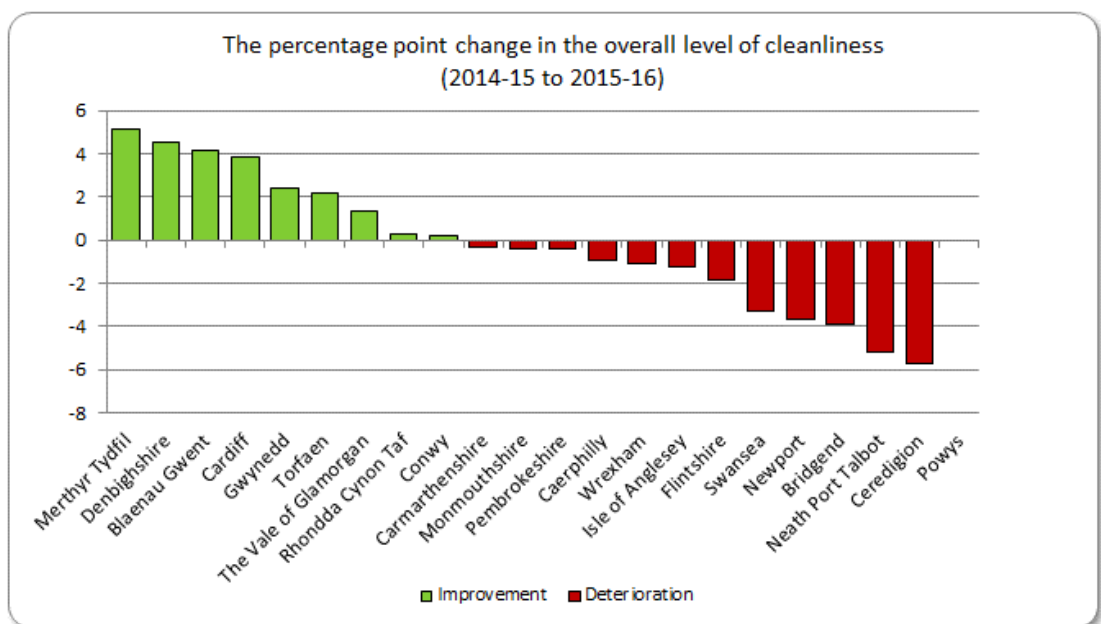
## Providing a clean and safe environment...

Local authorities ensure that the places where we live and work are clean and safe.

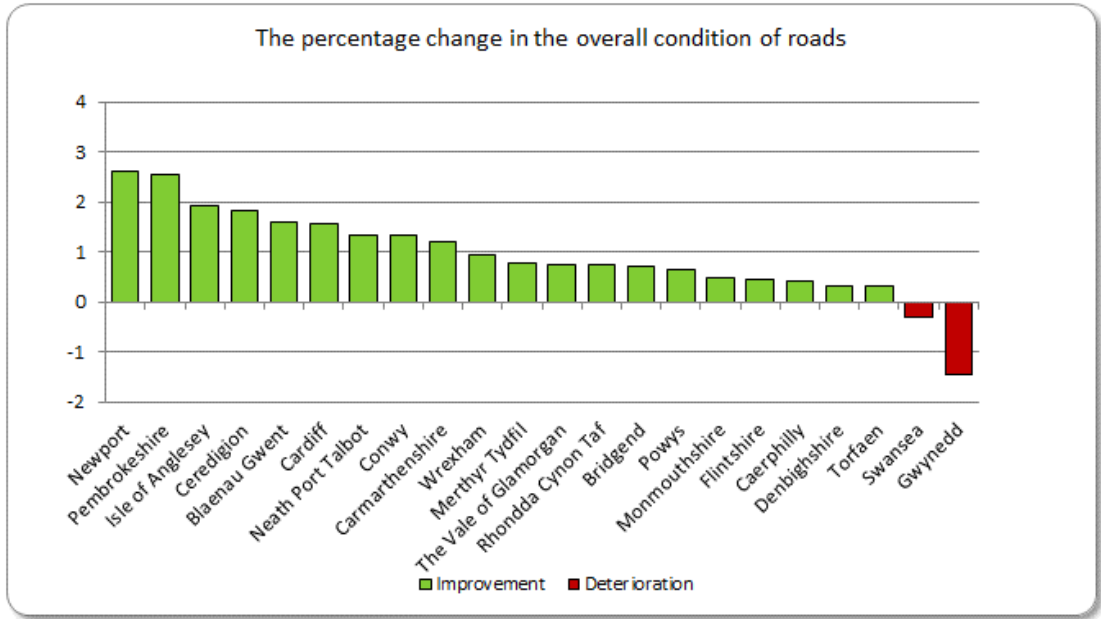
Across Wales, 96.5% of highways and relevant land inspected was of a high or acceptable quality in 2015-16 (compared to 96.9% in 2014-15). This ranged from 100.0% in Denbighshire and Rhondda Cynon Taf to 89.6% in Bridgend.



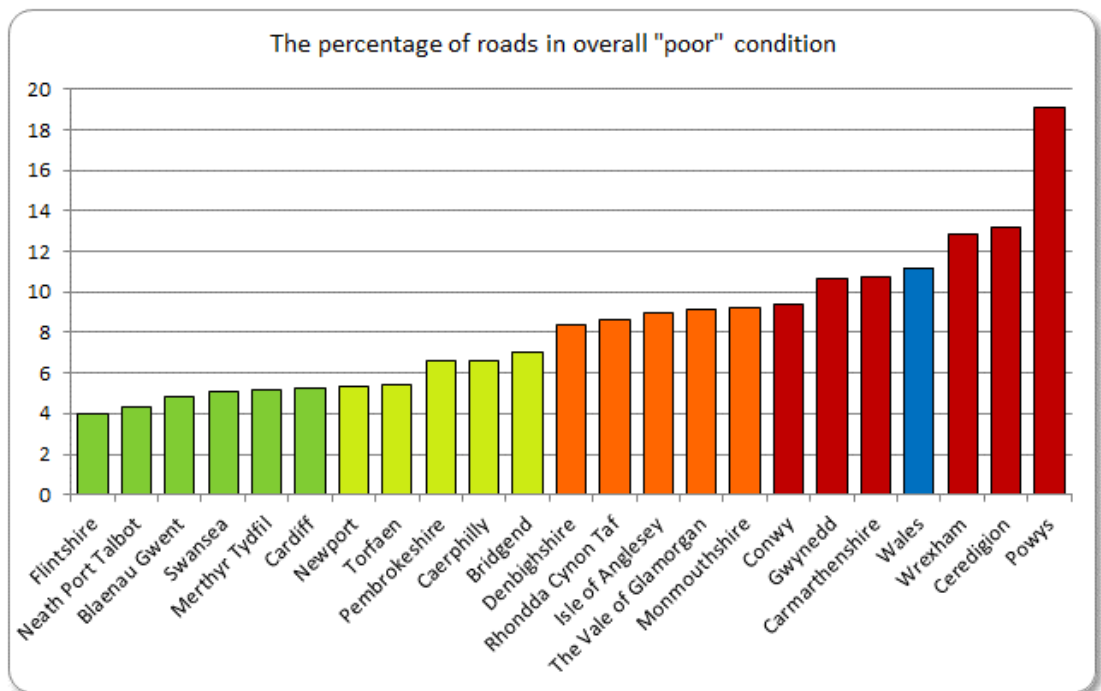
The level of cleanliness rose in Merthyr Tydfil by 5.1 percentage points, and fell in Ceredigion by 5.7 percentage points.



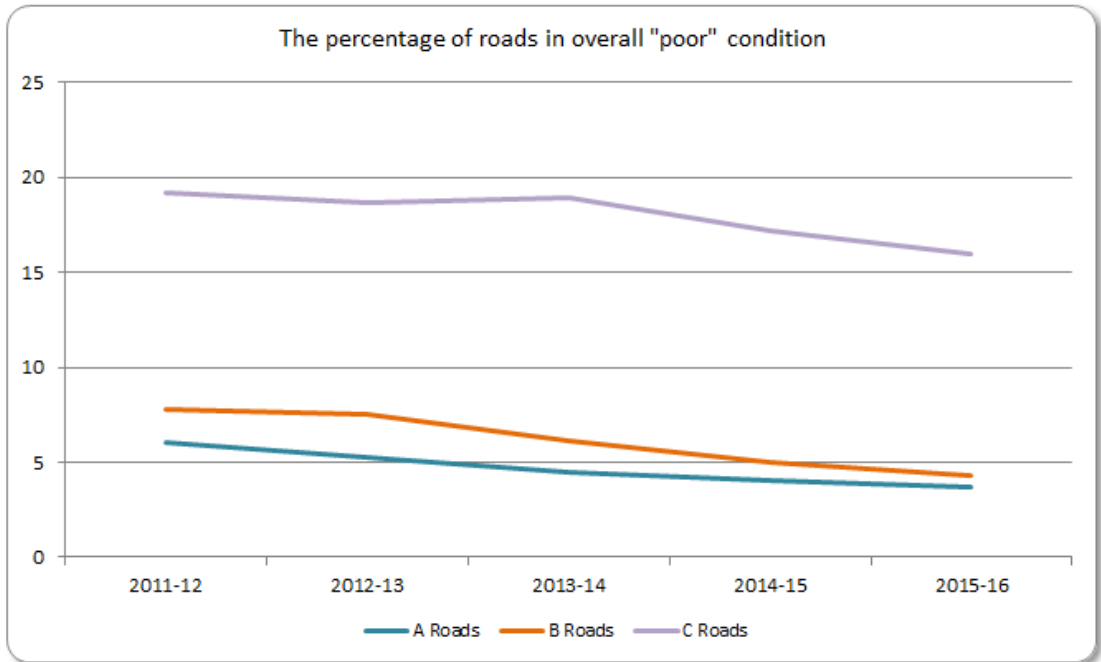
In 2015-16, 11.2% of all roads were in an overall "poor" condition compared to 11.9% in 2014-15.



The percentage of all roads in an overall "poor" condition ranged from 4% in Flintshire to 19% in Powys.



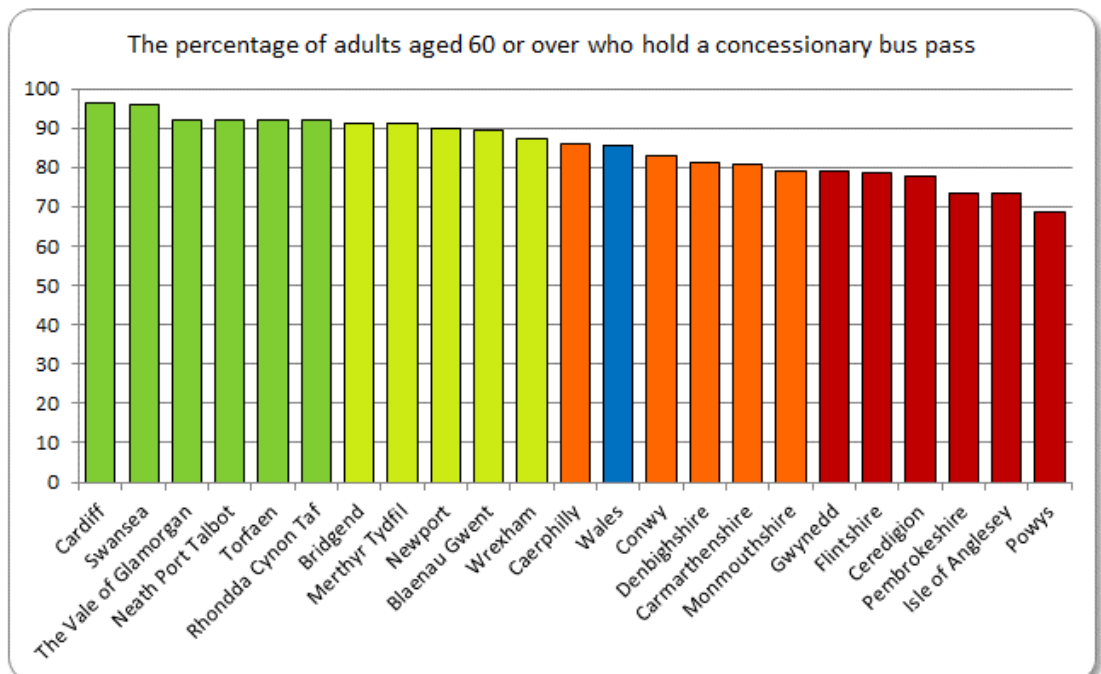
Road conditions have improved annually since 2011-12.



3.7% of A roads were in "poor" condition in 2015-16 compared to 4.1% in 2014-15, and ranged from 1.4% in Torfaen to 7.2% in Rhondda Cynon Taf.

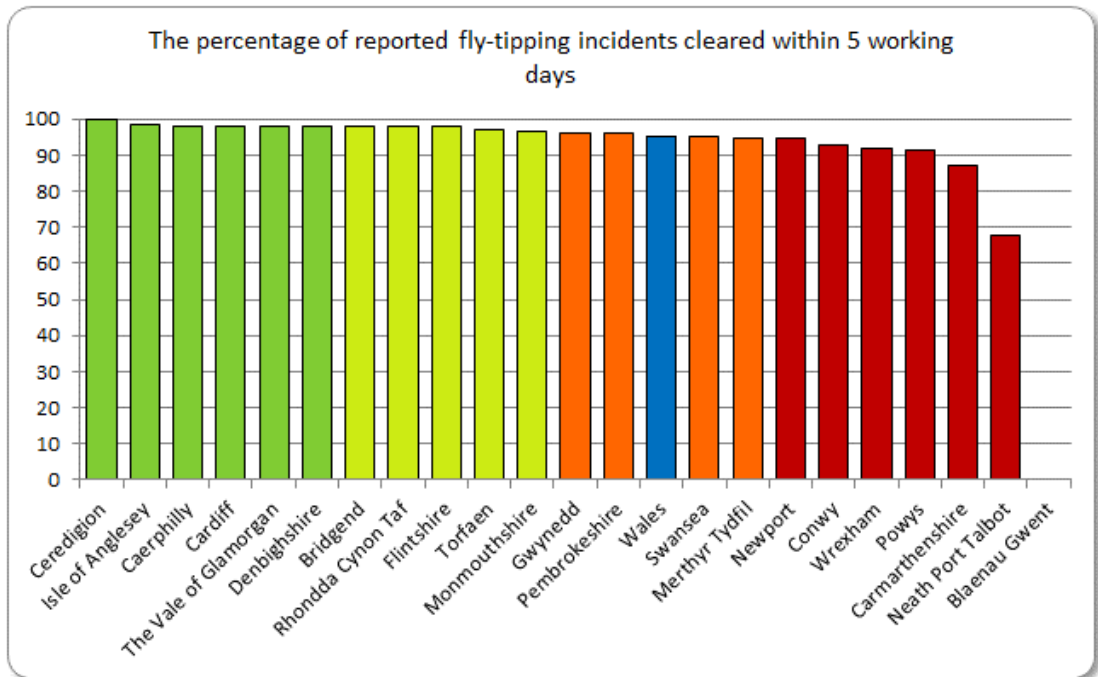
For B roads, 4.3% were in "poor" condition in 2015-16 compared to 5.0% in 2014-15, ranging from 1.5% in Flintshire to 8.8% in Merthyr Tydfil, and for C roads 15.9% were in "poor" condition compared to 17.2% in 2014-15, ranging from 5.2% in Merthyr Tydfil to 25.1% in Powys.

85.6% of adults aged 60 or over hold a concessionary bus pass (compared to 85.8% in 2014-15). This ranged from 96.5% in Cardiff to 68.6% in Powys.



Fly-tipping is a serious environmental crime which can cause long lasting contamination, pollution and put human health at risk. Local authorities are required to clean up small scale fly-tipping incidents on public land within five days of them being reported. In 2015-16, 95.3% of fly-tipping incidents reported to local authorities were cleared within five working days (compared

to 93.1% in 2014-15). This ranged from 99.8% in Ceredigion to 67.7% in Neath Port Talbot.



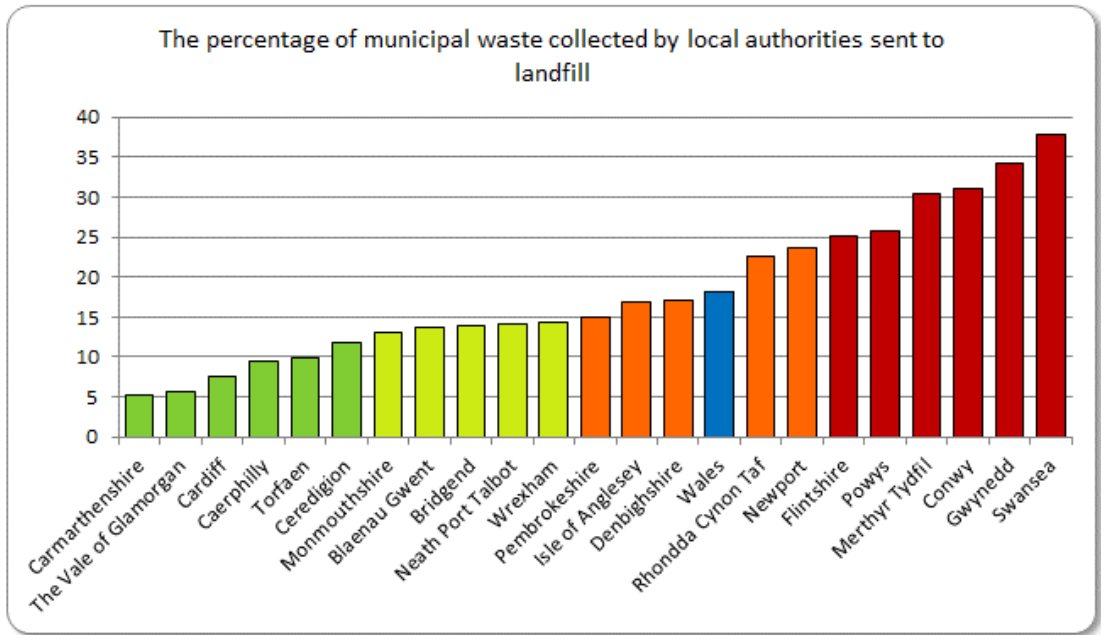
*Note: A premises which is "broadly compliant" is one where there are no significant issues in terms of food hygiene. The term "broadly compliant" is defined fully in the performance indicator guidance on our website.*

Authorities maintained their performance in safeguarding the food we eat, with 94.2% of food establishments continuing to be "broadly compliant" with food hygiene standards in 2015-16. This ranged from 90.2% in Torfaen to 98.7% on the Isle of Anglesey.

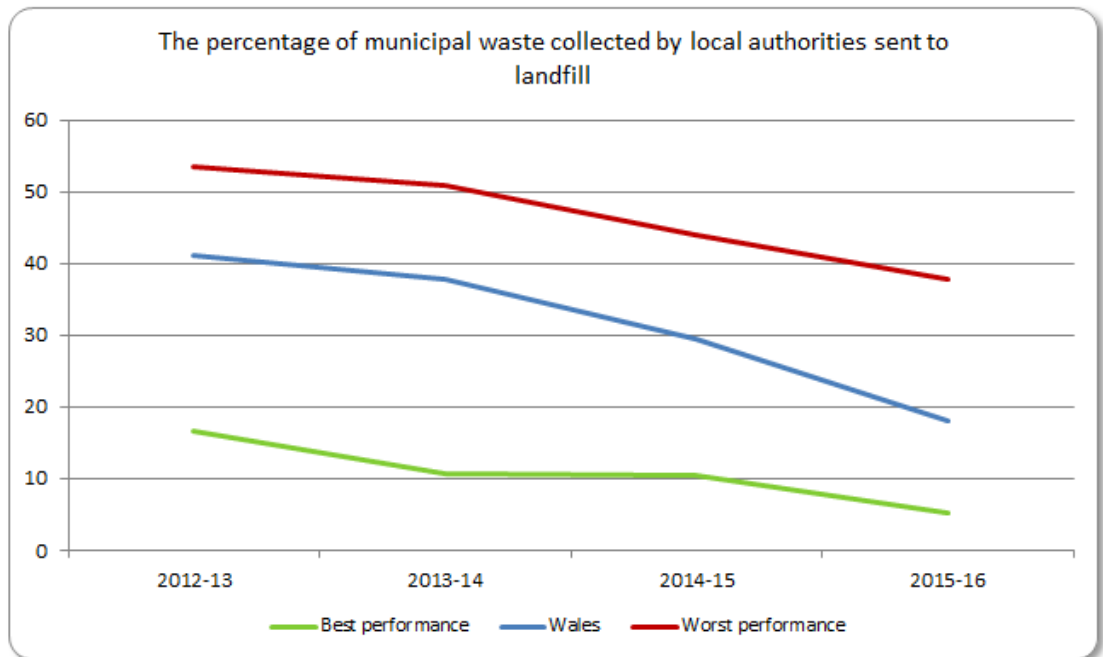
From promoting energy efficiency, to ensuring that resources are reused and recycled, local authorities play a big part in helping secure the future for the next generation.

Local authorities collect and process our waste. The amount of landfill space left in Wales is running out fast and landfill taxes mean we cannot afford to keep sending waste to landfill. Landfill can cause air, soil and water pollution. Developing ways of preventing waste, reducing waste going to landfill and increasing recycling, composting and anaerobic digestion will have a significant impact on our ability to combat climate change.

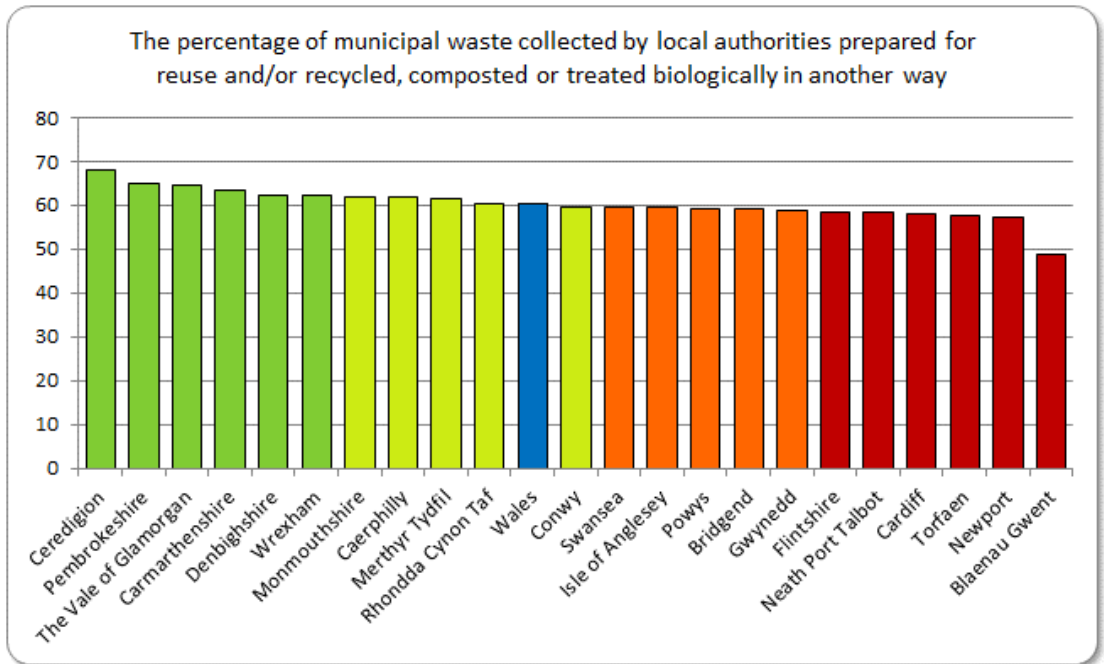
In 2015-16, 18.1% of municipal waste collected by local authorities was sent to landfill, compared to 29.4% in 2014-15. This ranged from 5.3% in Carmarthenshire to 37.8% in Swansea.



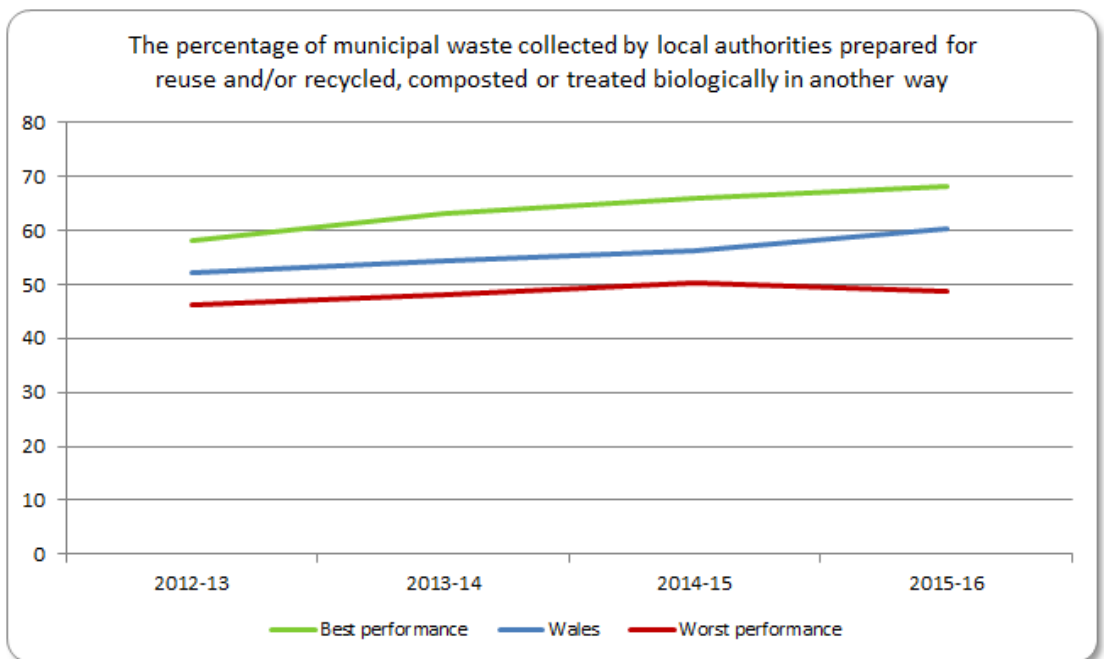
The percentage of waste sent to landfill has continued to reduce steadily since 2012.



60.2% of the municipal waste collected was reused or recycled in 2015-16 compared to 56.2% in 2014-15. This ranged from 68.1% in Ceredigion to 48.7% in Blaenau Gwent.



The percentage of waste recycled, reused or composted across Wales has continued to increase over recent years.



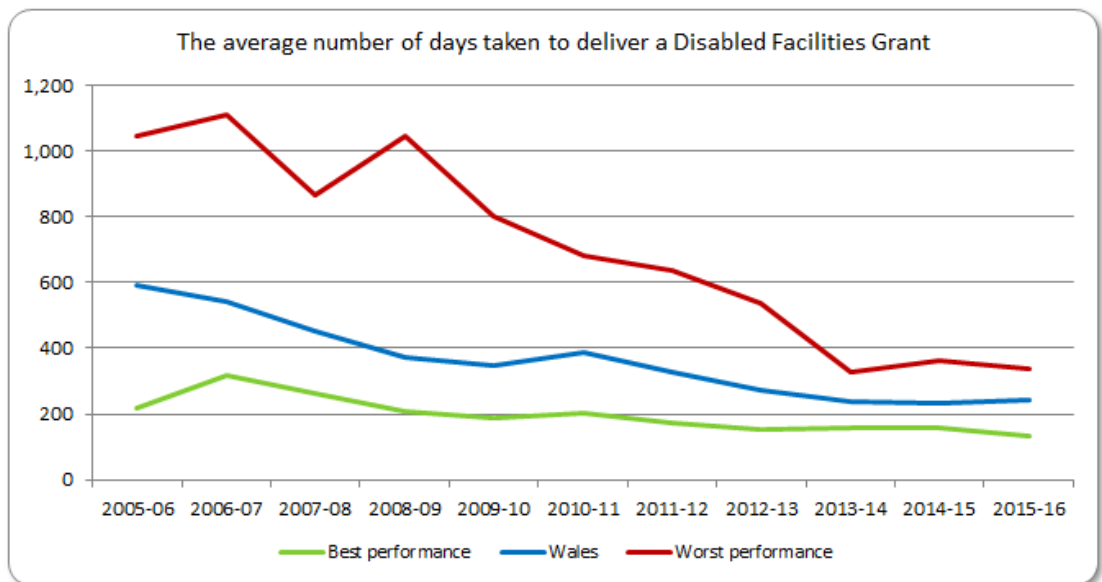
## Providing affordable and appropriate housing...

*Note: The concept of "affordability" is defined as the ability of households to purchase property that meets their need without subsidy.*

Local authorities have a key role to play in ensuring that there is a sufficient supply of affordable housing to meet identified need. 36% of all additional housing units provided during 2015-16 were affordable housing (compared to 41% in 2014-15).

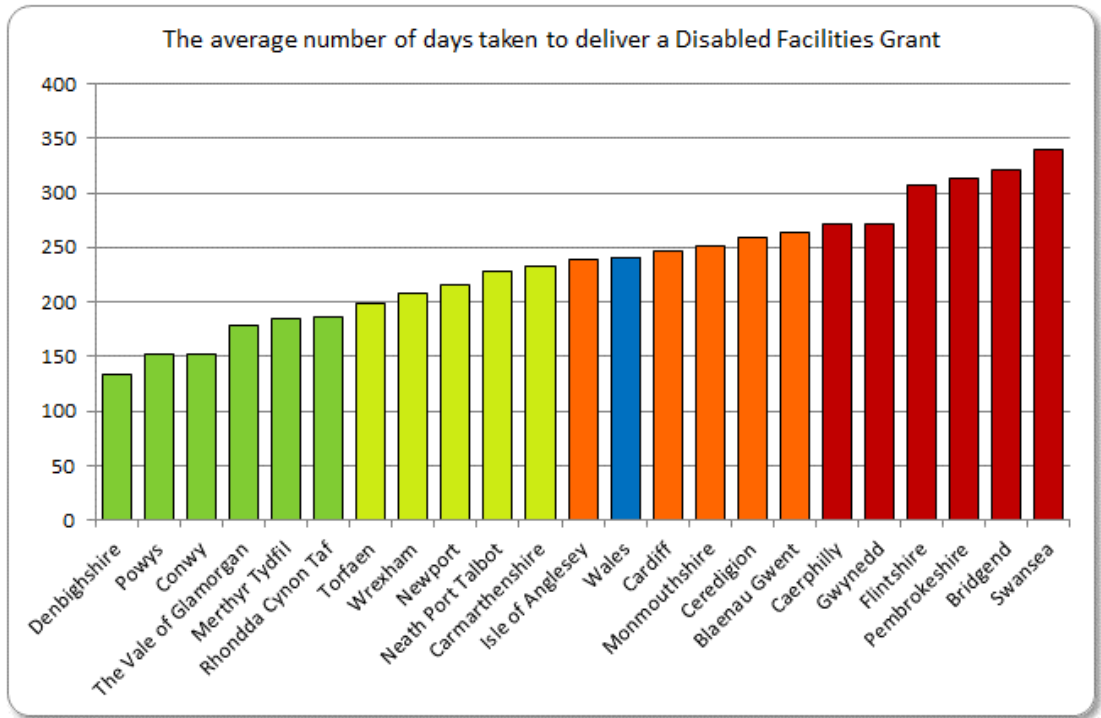
For disabled people of all ages, housing is a key enabler of independent living. Adapted housing enables people to maintain their independence, remain in their communities and exercise choice in the way they live their lives. Disabled Facilities Grants (DFGs) can help towards the cost of adapting a disabled person's home.

Local authorities took an average of 241 days to deliver a Disabled Facilities Grant in 2015-16 (compared to 231 days in 2014-15); the first increase for this indicator since 2010-11.

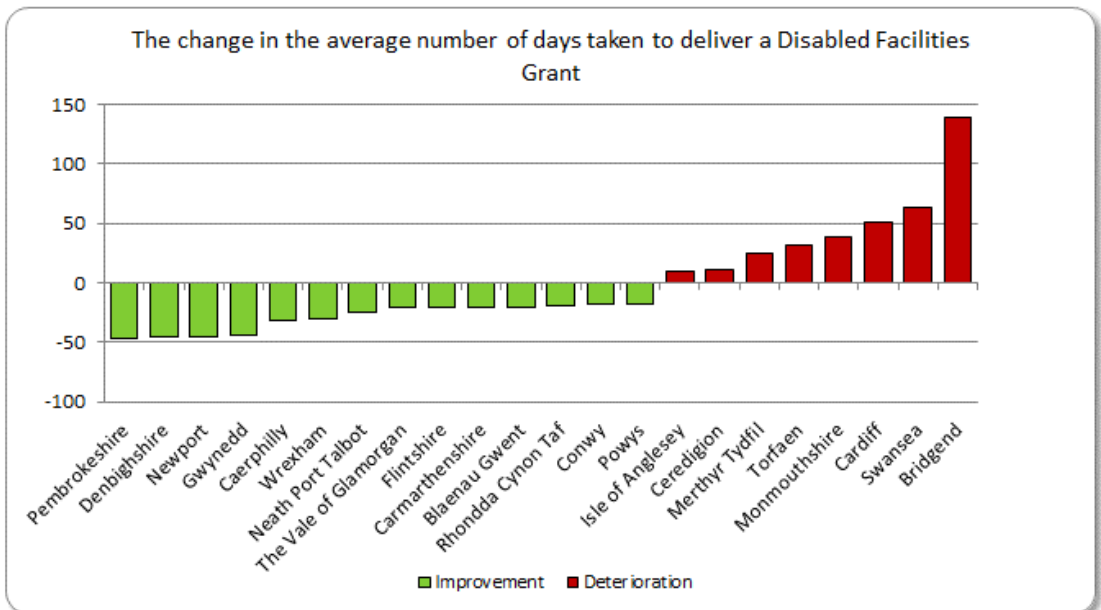


In 2015-16, the average number of days taken to deliver a Disabled Facilities Grant ranged from 133 days in Denbighshire to 340 days in Swansea.

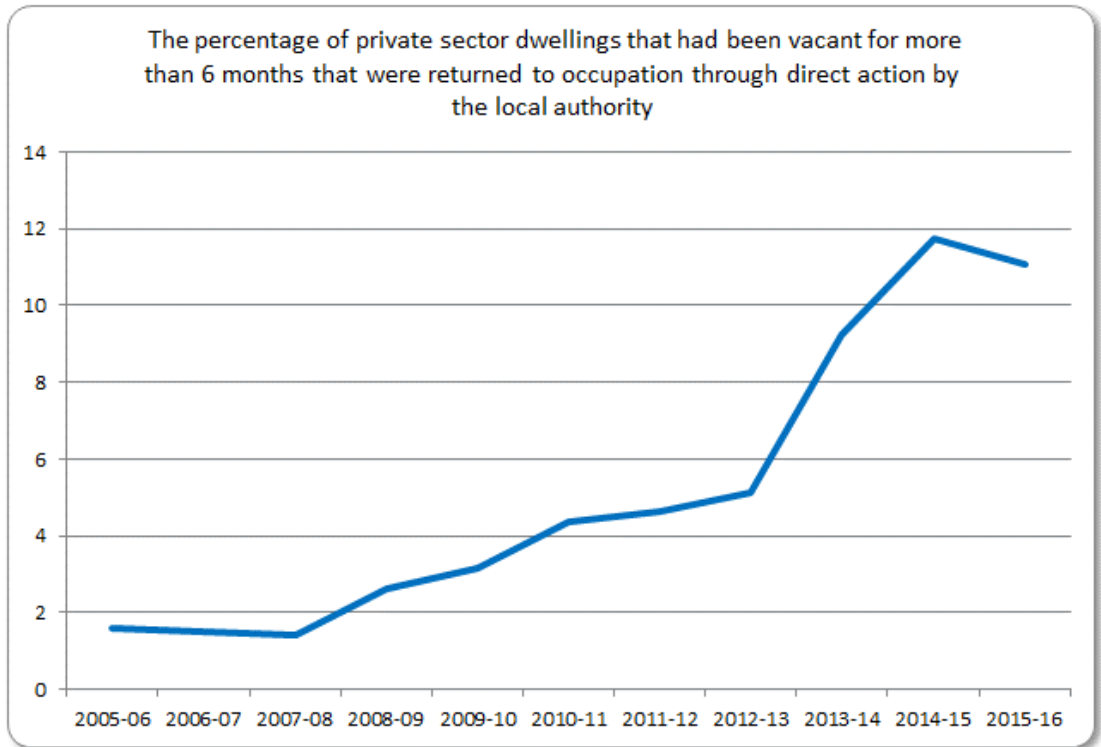




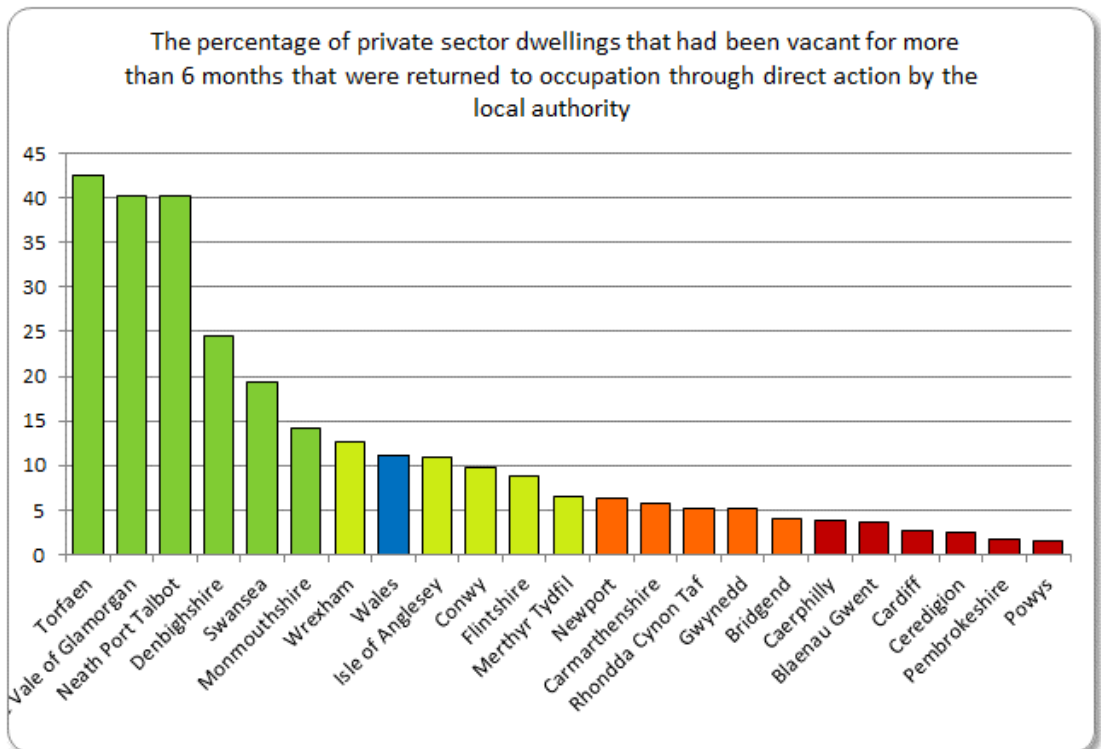
During the period, 14 of the 22 local authorities reduced the number of days they took to deliver a Disabled Facilities Grant.



Empty homes represent a potential housing resource that may be currently underutilised. Empty homes can be a focus for increased levels of crime, vandalism, anti-social behaviour and drug-abuse. 11.1% of long-term vacant private sector dwellings were returned to occupation through direct action by local authorities in 2015-16 (compared to 11.8% in 2014-15); the first reduction in this indicator since 2005-06.



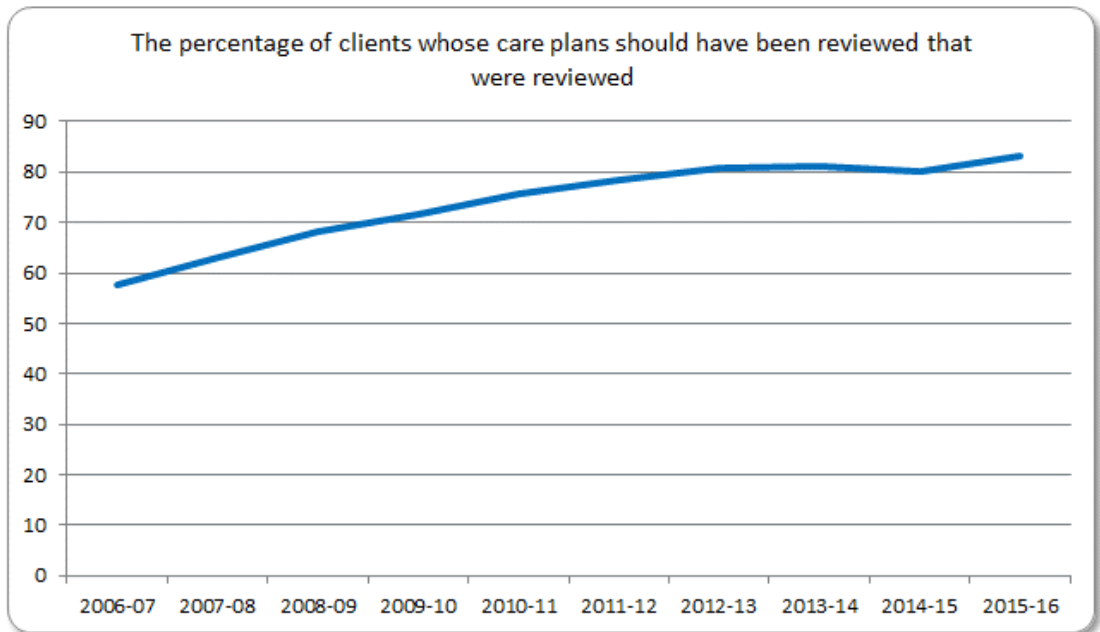
This ranged from 42.5% in Torfaen to 1.6% in Powys.



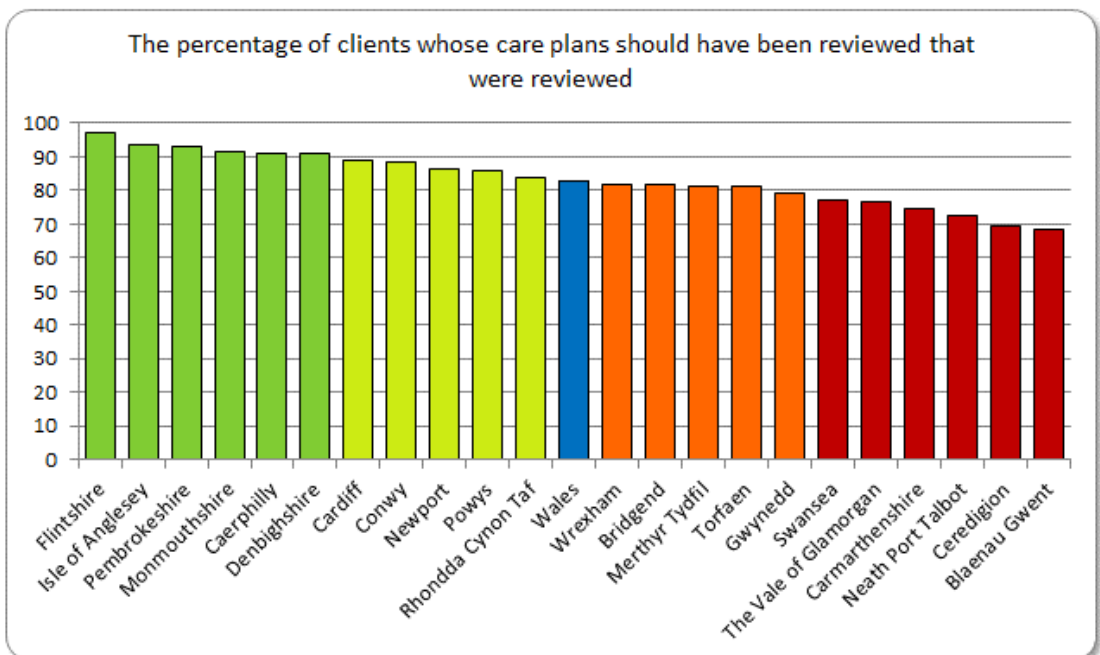
## Supporting safe and independent lives...

Local authorities' social services provide support to some of the most vulnerable people in our communities. Local authorities provide support to over 100 thousand people in the community or in residential homes each year.

A 'care plan' describes the range of services which are put in place to meet individual's care needs. These should be reviewed regularly to make sure that the services being provided continue to be appropriate. 83% of care plans that should have been reviewed during the year were reviewed compared to 80% in 2014-15.



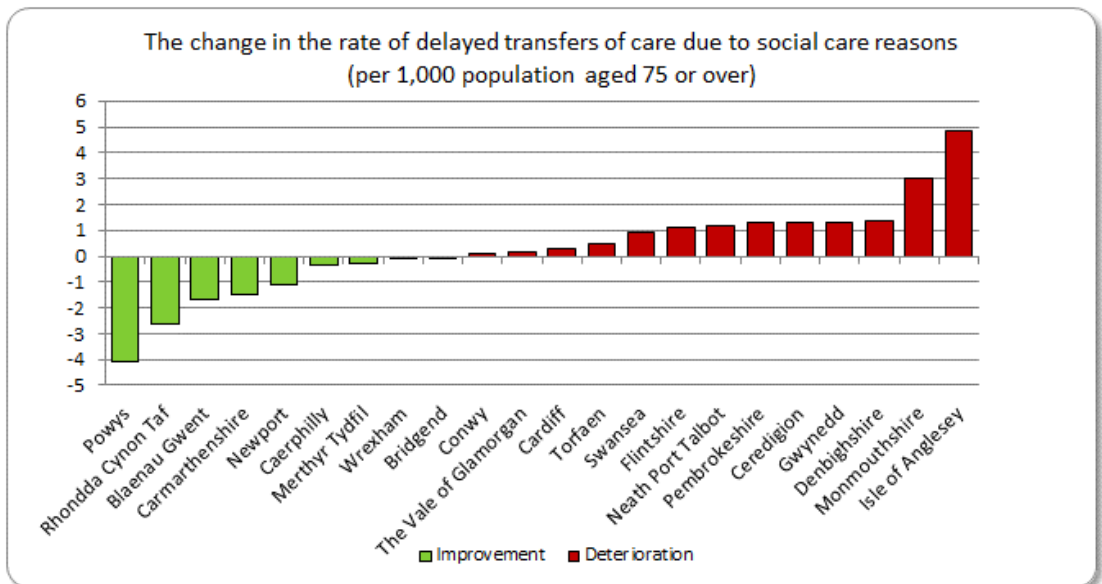
The percentage of care plan reviews ranged from 97.2% in Flintshire to 68.3% in Blaenau Gwent.



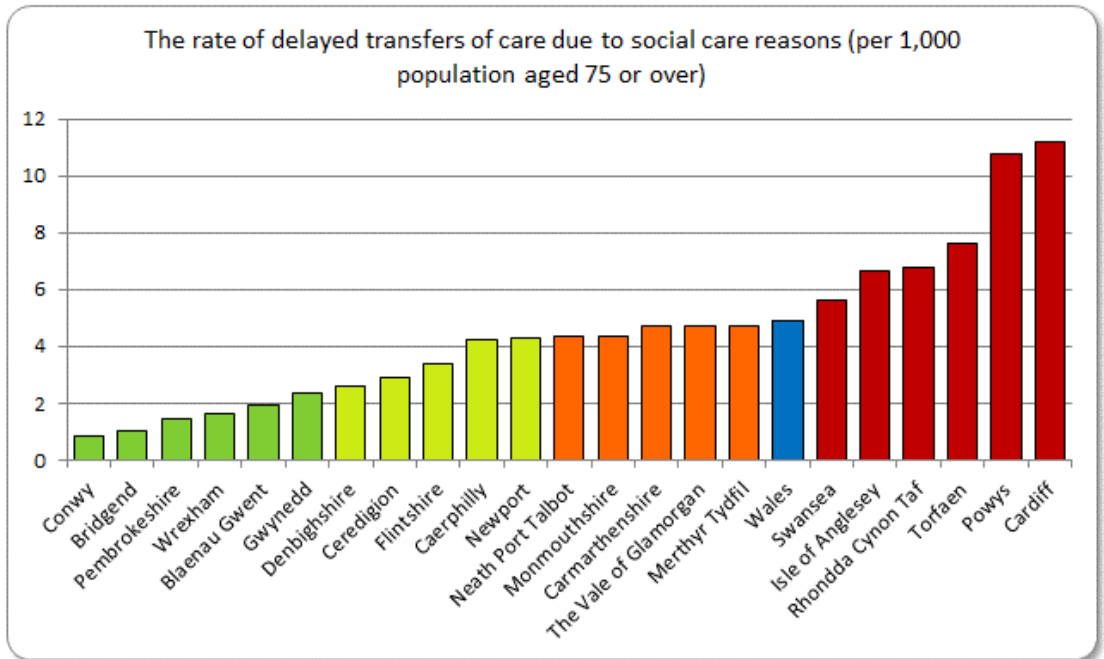
Local authorities play a vital role in ensuring that the most vulnerable people in our communities are protected from harm. The risk to the individual was managed in 97% of adult protection referrals received by local authorities during 2015-16 (compared to 96% in 2014-15) – the fifth consecutive year-on-year improvement for this indicator. This ranged from 100.0% in Conwy, Denbighshire, Flintshire, Ceredigion, Pembrokeshire, Neath Port Talbot, The Vale of Glamorgan, Rhondda Cynon Taf and Torfaen to 91.1% in Blaenau Gwent.

A delayed transfer of care – also known as “bed blocking” – arises when a person who no longer needs hospital treatment is unable to leave hospital and return to their own home or to a social care setting such as a residential home. In 2015-16 the rate of delayed transfers of care due to social care reasons was reported at 4.87 per 1,000 population aged 75 or over – a further rise on the figure reported in 2014-15.

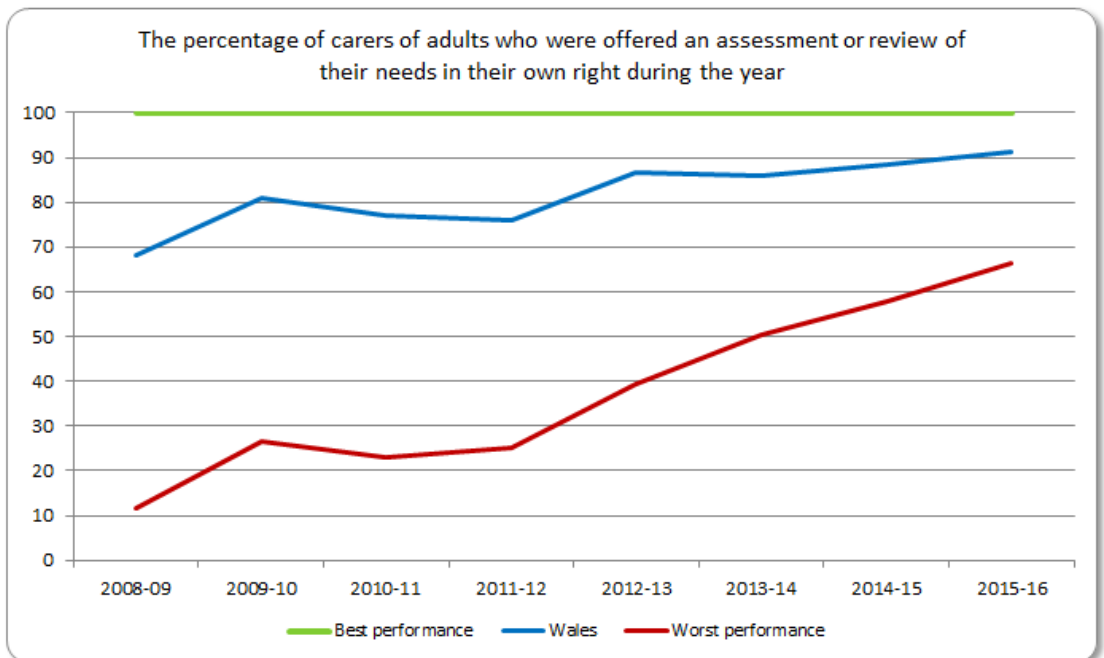
The rate of delayed transfers of care improved in 9 of the 22 local authorities across Wales.



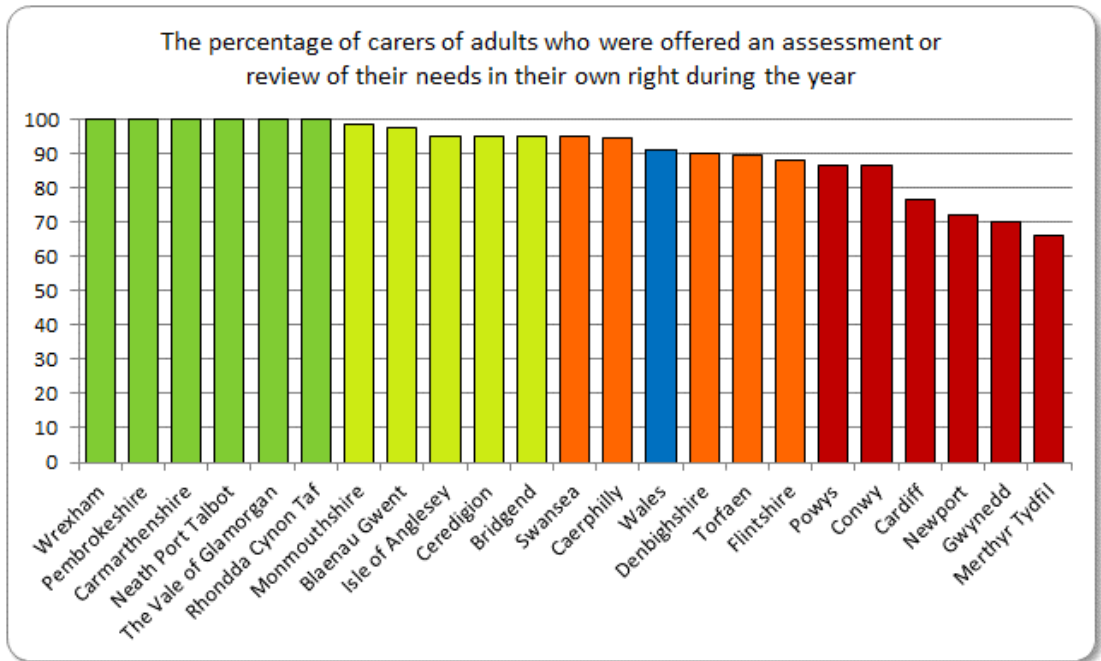
The rate of delayed transfers of care ranged from 0.82 per 1,000 population aged 75 or over in Conwy to 11.18 per 1,000 in Cardiff.



91.4% of carers of adults known to social services were offered an assessment or review of their needs in 2015-16 (compared to 88.3% in 2014-15).



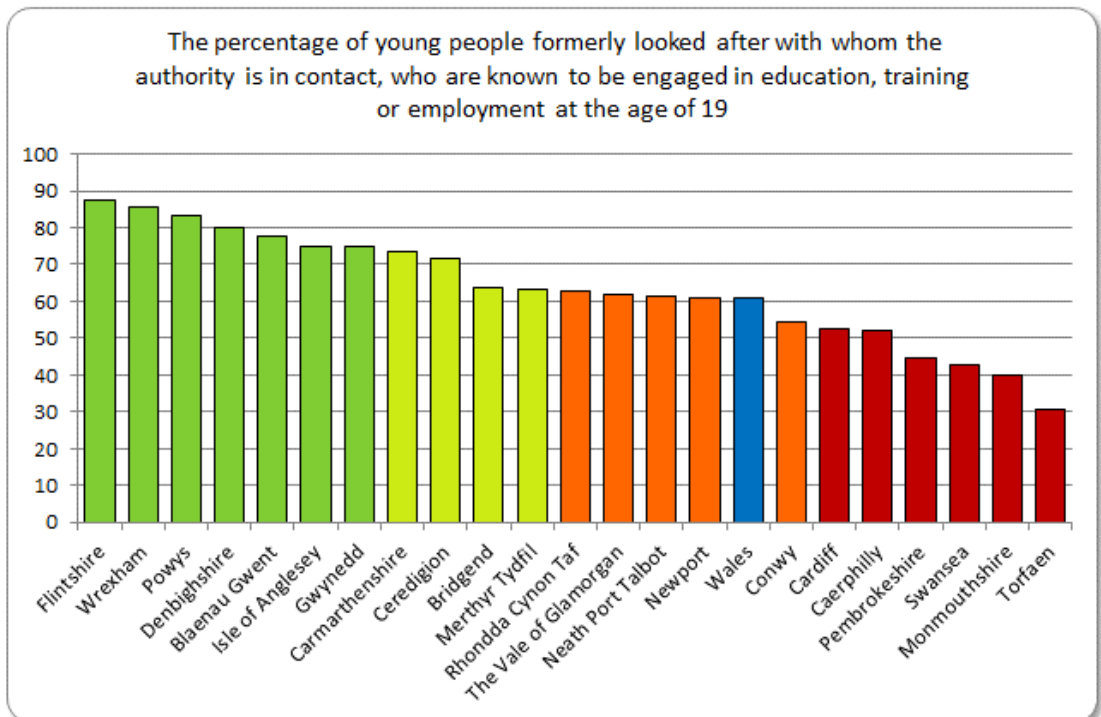
The percentage of carers offered an assessment or review of their needs ranged from 100.0% in Wrexham, Pembrokeshire, Carmarthenshire, Neath Port Talbot, The Vale of Glamorgan and Rhondda Cynon Taf to 66.2% in Merthyr Tydfil.



Local authorities across Wales remained in contact with 93.2% of young people aged 19 who were formerly looked after. In 2015-16, 93.5% of young people aged 19 who were formerly looked after with whom the authority were in contact, were known to be in suitable, non-emergency accommodation compared to 93.1% in 2014-15.

This ranged from 100.0% on the Isle of Anglesey, Denbighshire, Flintshire, Powys, Ceredigion, The Vale of Glamorgan, Caerphilly and Blaenau Gwent to 80.0% in Monmouthshire.

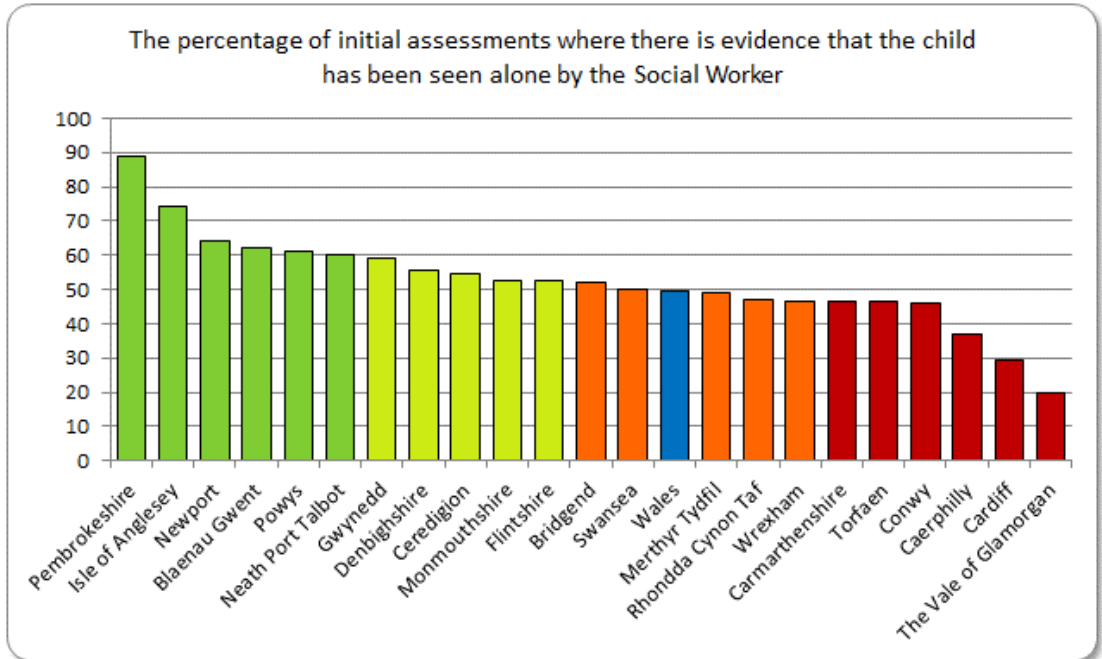
In 2015-16, 60.7% of these young people were known to be engaged in education, training or employment, compared to 59.5% in 2014-15. This ranged from 87.5% in Flintshire to 30.8% in Torfaen.



## Safeguarding children...

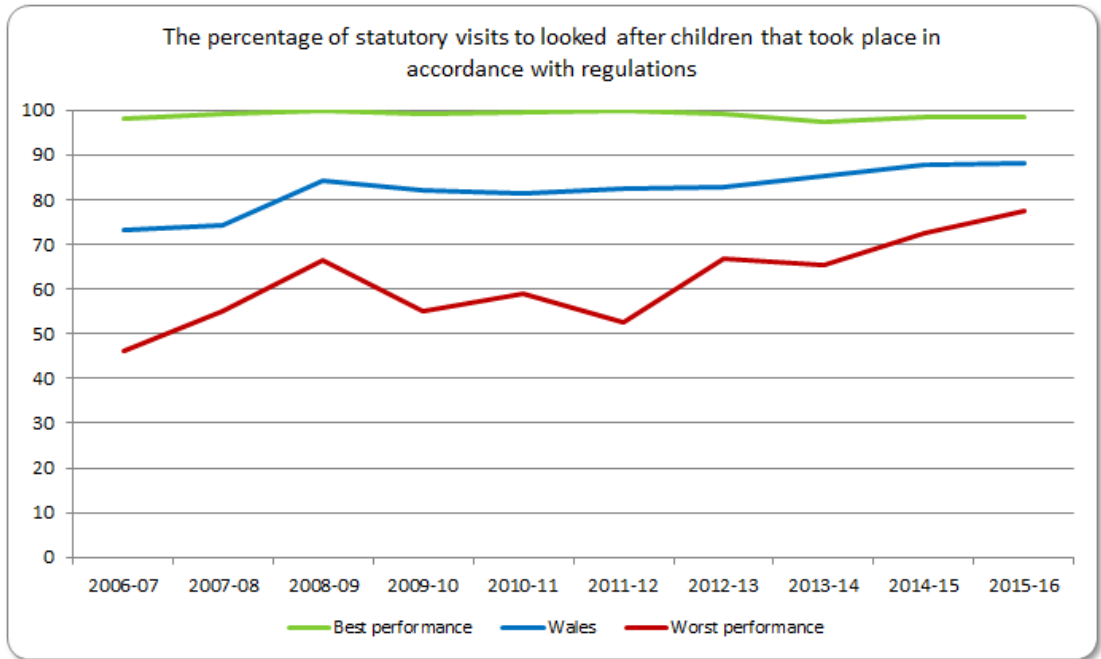
Local authorities received around 35 thousand referrals relating to children annually. They provide a range of support to ensure that children remain safe and are supported in order to achieve the best they can in life.

It is important that children’s views are taken into account when planning for their care. There is evidence that the child was seen alone in 49.5% of initial assessments compared to 44.8% in 2014-15. This ranged from 88.8% in Pembrokeshire to 19.8% in The Vale of Glamorgan.

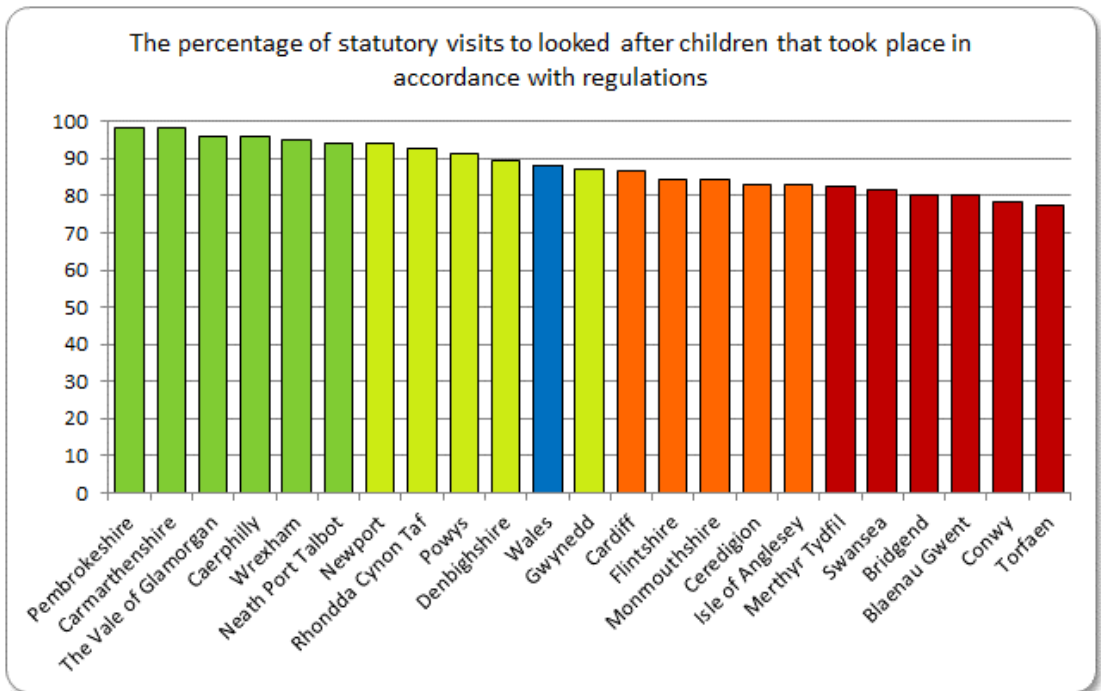


As corporate parents, local authorities are required to ensure the safety and wellbeing of looked after children, and to ensure that they are given the same opportunities as their peers.

In 2015-16, 88.1% of statutory visits to looked after children took place in accordance with regulations (compared to 87.7% in 2014-15).

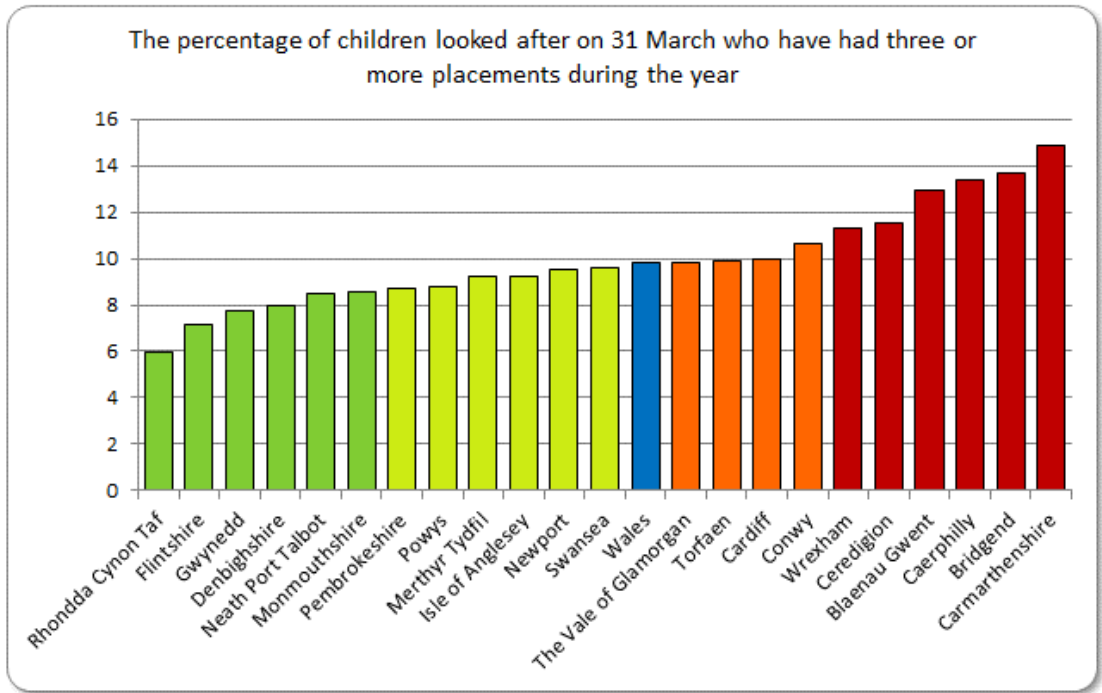


The percentage of statutory visits to looked after children taking place in accordance with regulations ranged from 98.4% in Pembrokeshire to 77.6% in Torfaen.

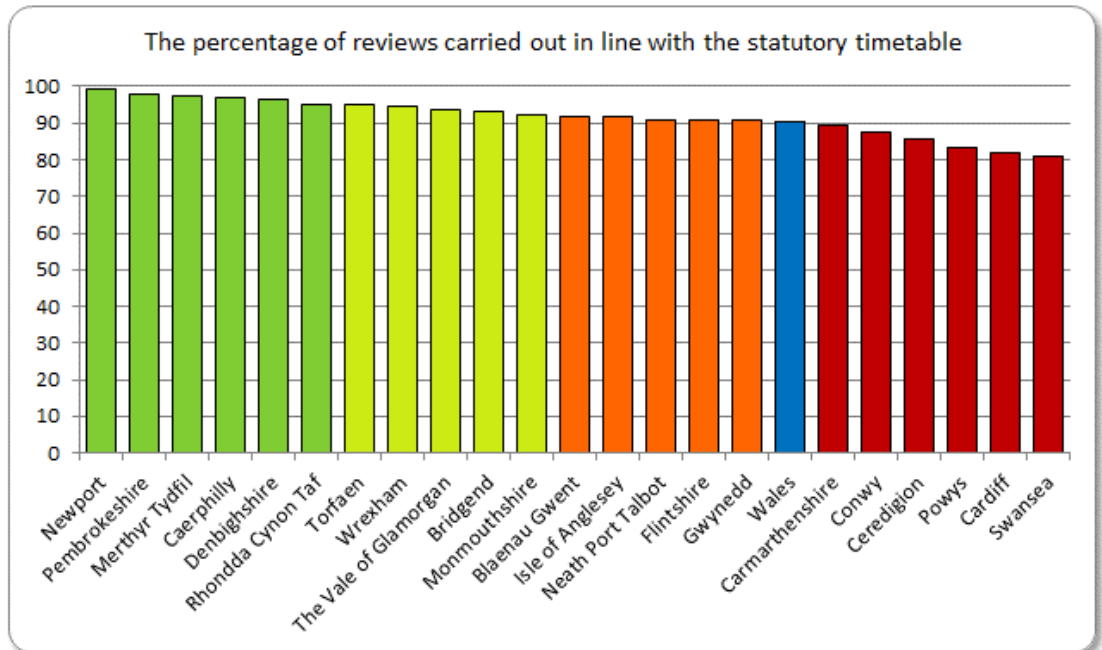


Stability is recognised as important for the wellbeing of children in care. 9.8% of children looked after experienced three or more placements during 2015-16 (compared to 9.0% in 2014-15). This ranged from 5.9% in Rhondda Cynon Taf to 14.9% in Carmarthenshire.





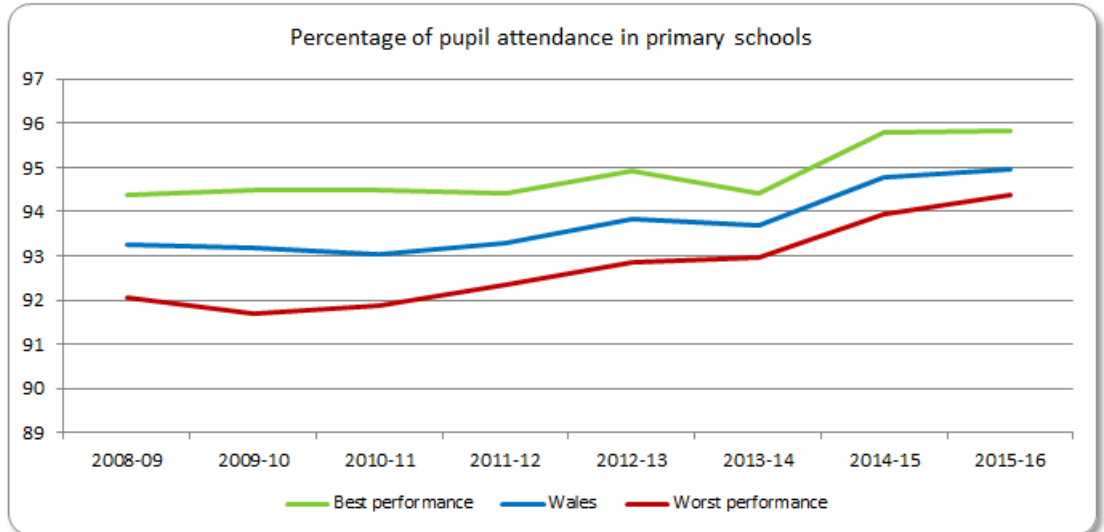
In 2015-16, 90.3% of children reviews were carried out within statutory timescales (compared to 88.9% in 2014-15). This ranged from 99.2% in Newport to 81.0% in Swansea.



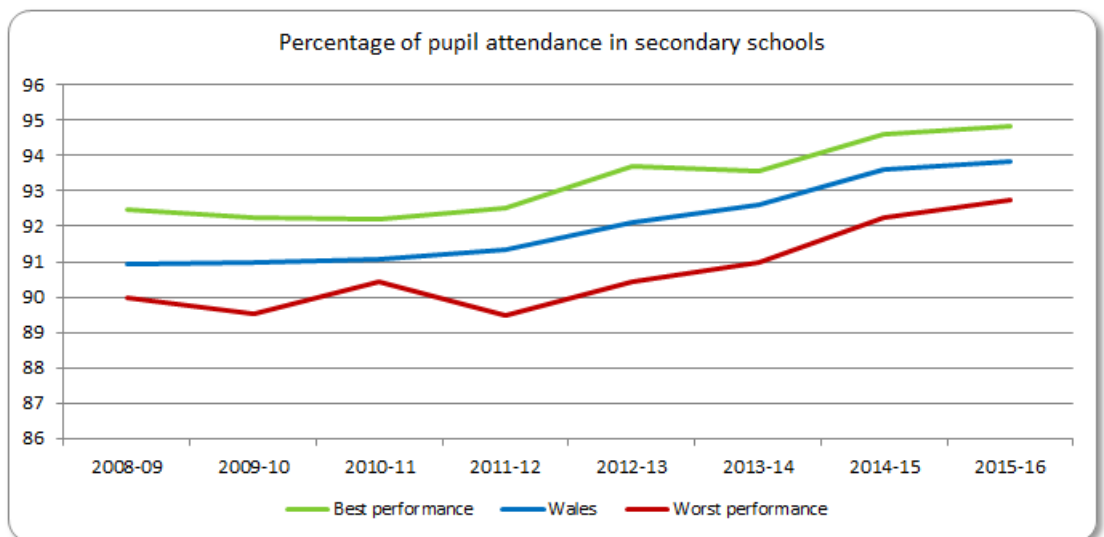
## Educating children...

Local authority maintained schools educate around 460 thousand children each year.

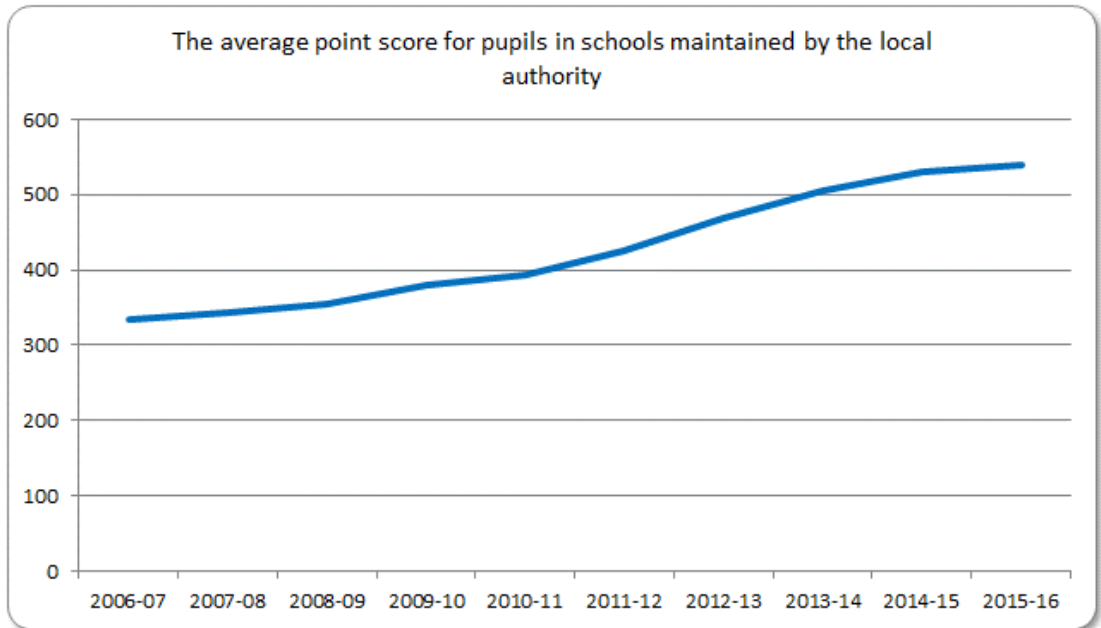
Good attendance is important if children are to learn. In 2015-16, pupil attendance at primary schools across Wales increased from 94.8% to 95.0%.



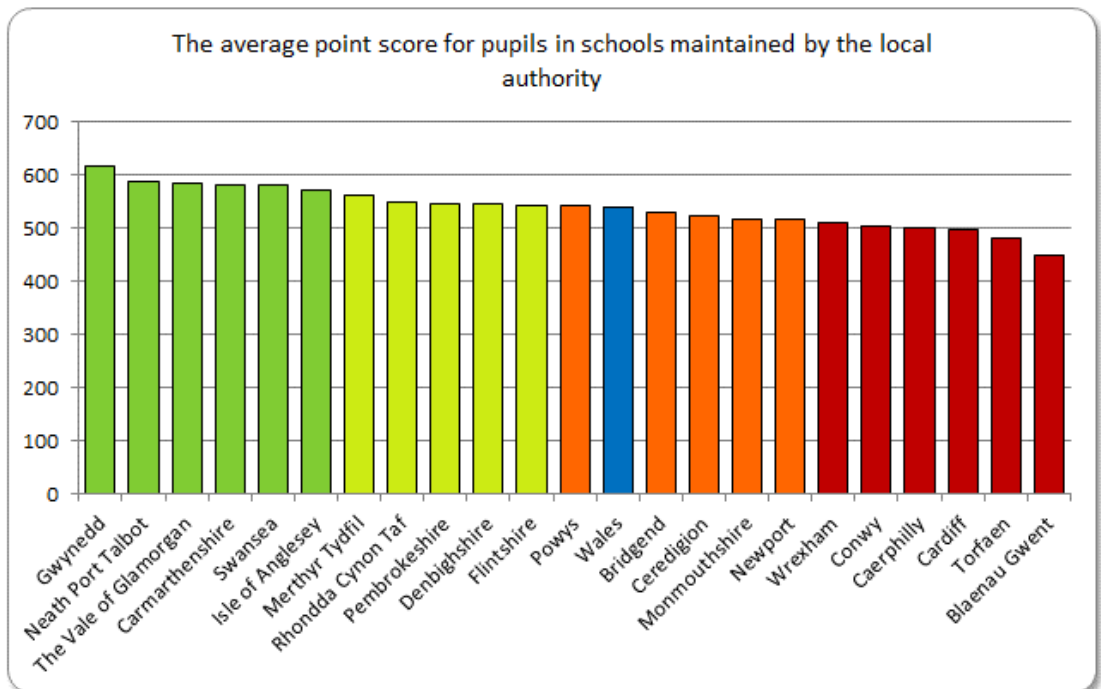
During the same period attendance at secondary schools increased from 93.6% to 93.9%.



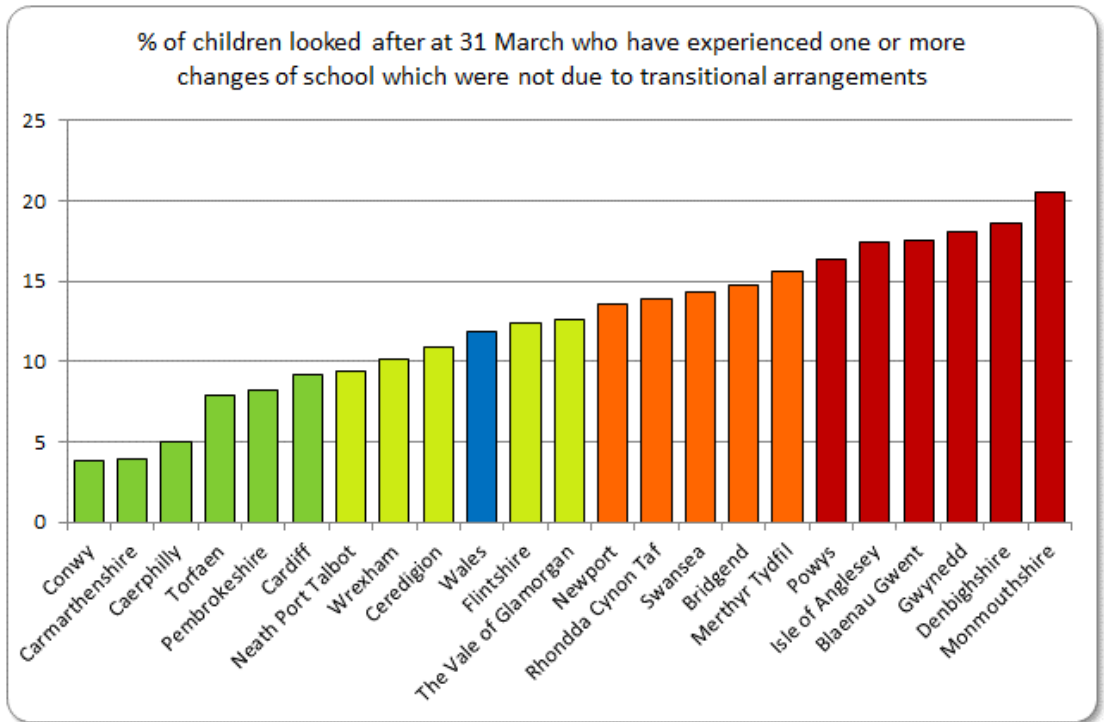
The average point score for pupils aged 15 in local authority maintained schools continued to rise (for the ninth successive year) to 539 points.



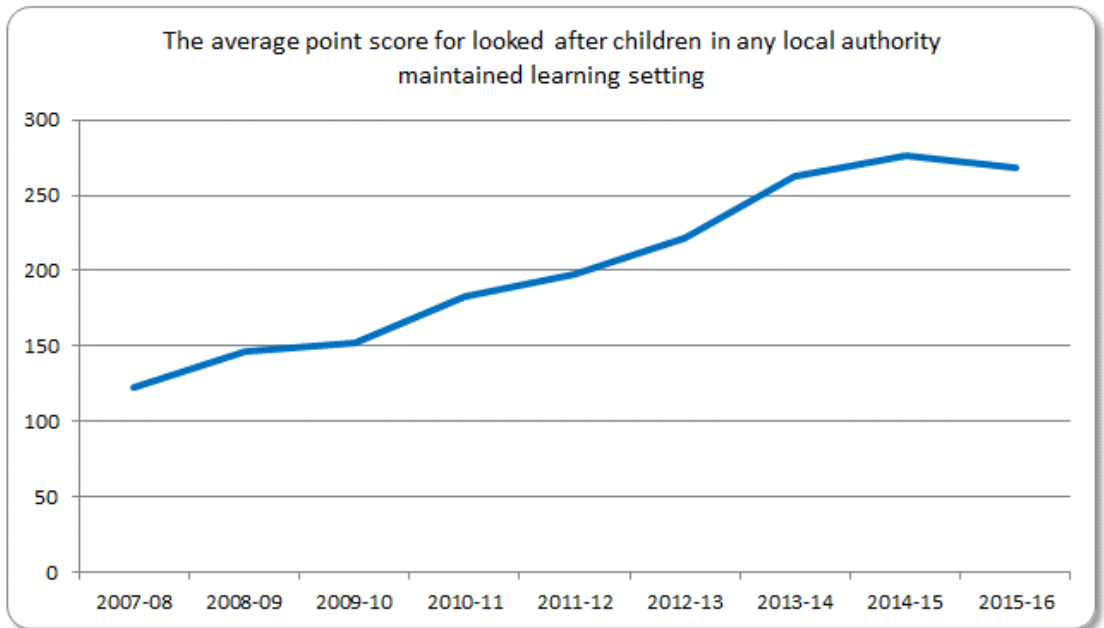
The average point score ranged from 617 points in Gwynedd to 449 points in Blaenau Gwent.



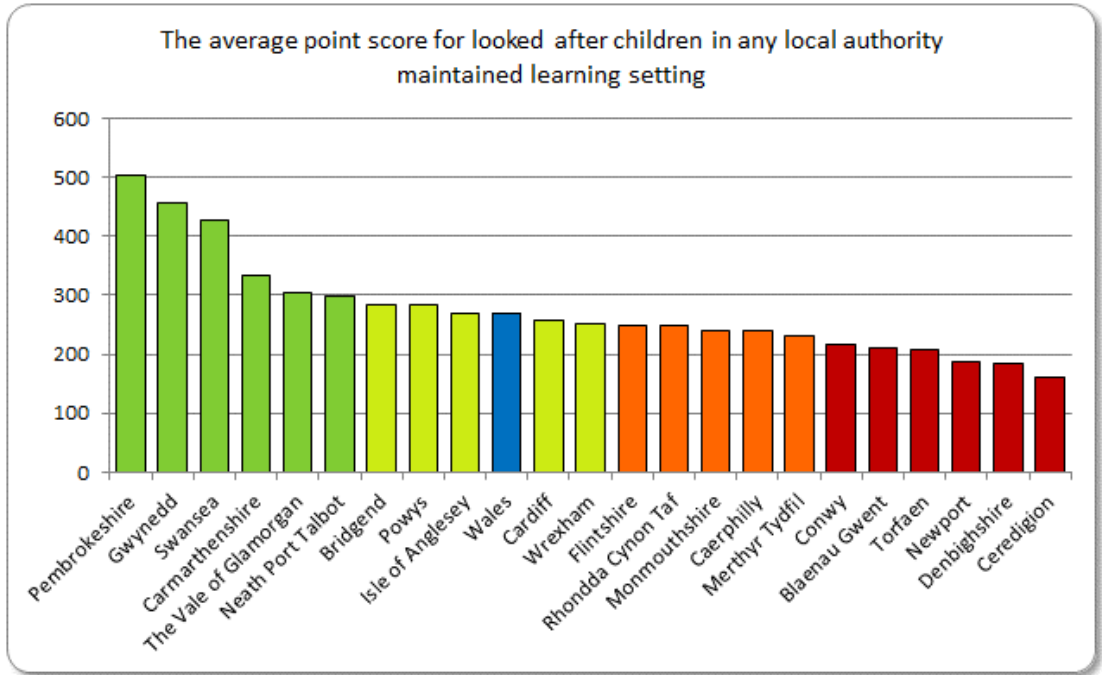
11.9% of children looked after experienced one or more changes of school in the last 12 months (compared to 13.5% in 2014-15). This ranged from 3.8% in Conwy to 20.6% in Monmouthshire.



The average point score for children in care fell from 276 points in 2014-15 to 269 points in 2015-16; the first decrease for this indicator since 2007-08.

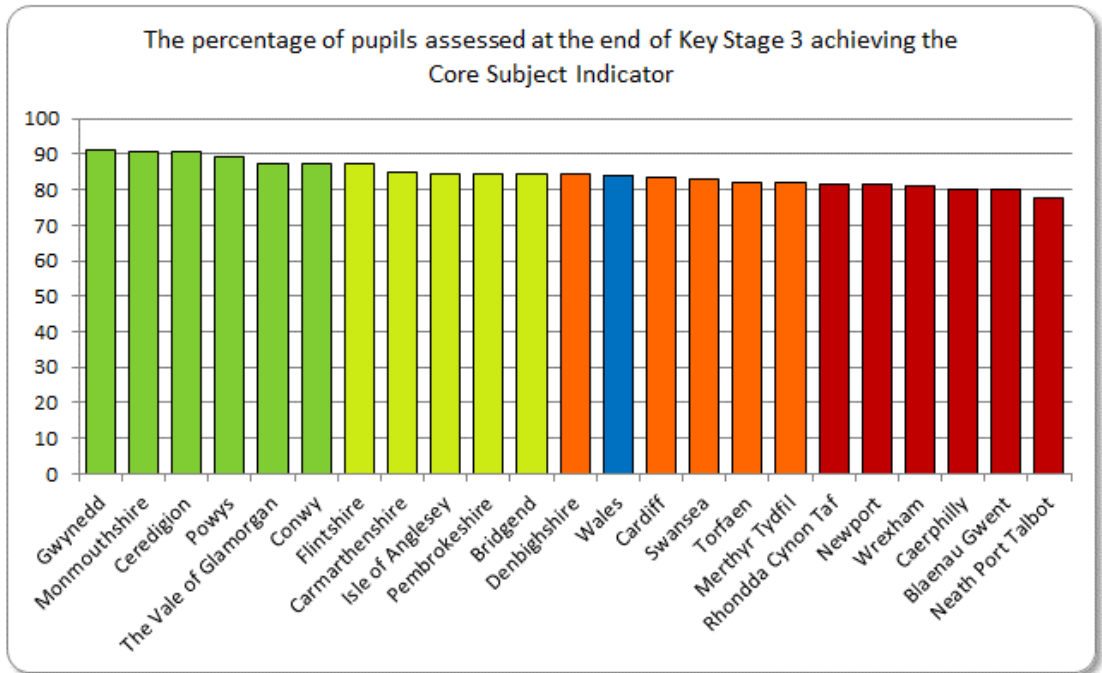


In 2015-16, it ranged from 504 points in Pembrokeshire to 161 points in Ceredigion.



The percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator increased again from 86.4% in 2014-15 to 88.1% in 2015-16. This ranged from 92.5% in Monmouthshire to 83.3% in Neath Port Talbot.

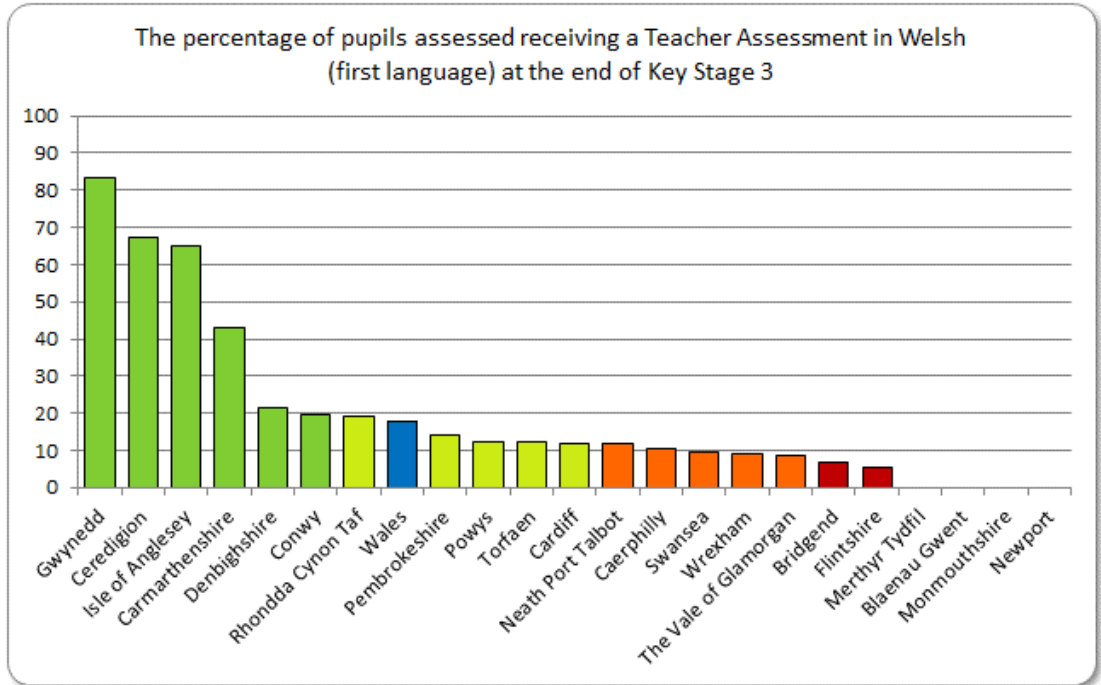
Over the same period, the percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator also increased from 81.2% to 84.1%. This ranged from 91.3% in Gwynedd to 77.8% in Neath Port Talbot.



In 2015-16, 58.3% of pupils achieved the level 2 threshold, including a GCSE grade A\*-C in English or Welsh first language and Mathematics (compared to 55.5% in 2014-15). This ranged from 66.9% in Monmouthshire to 47.7% in Blaenau Gwent.

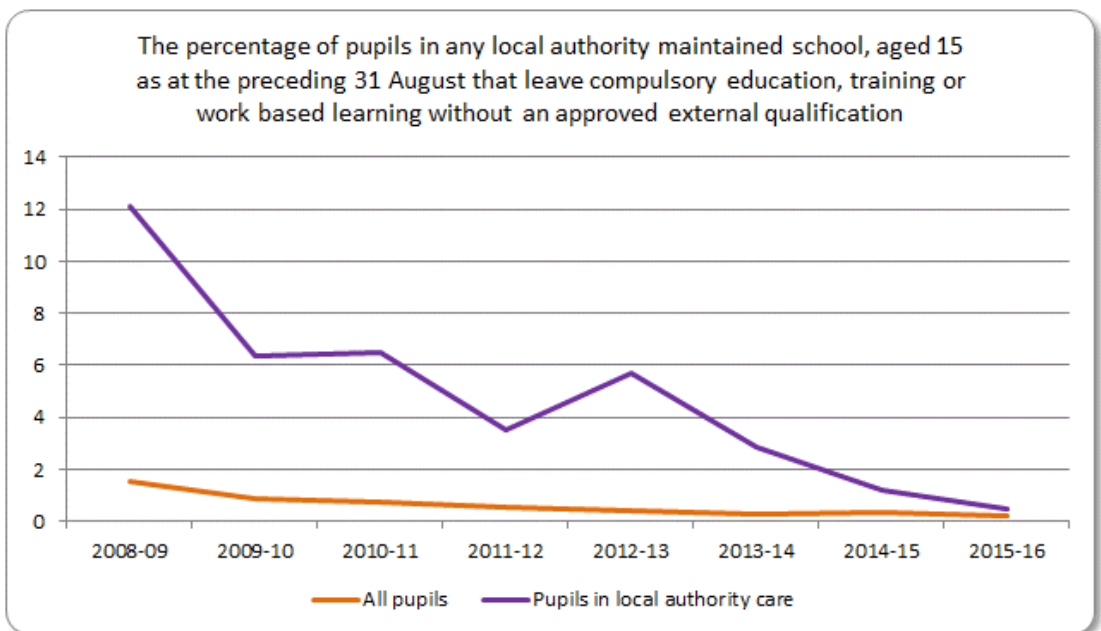
Note: There are no Welsh Language Secondary Schools in Merthyr Tydfil, Blaenau Gwent, Monmouthshire or Newport.

Across Wales, 17.8% of pupils assessed received a Teacher Assessment in Welsh (first language) at the end of Key Stage 3 (compared to 17.2% in 2014-15). This ranged from 83.2% in Gwynedd to 0.0% in Merthyr Tydfil, Blaenau Gwent, Monmouthshire and Newport.



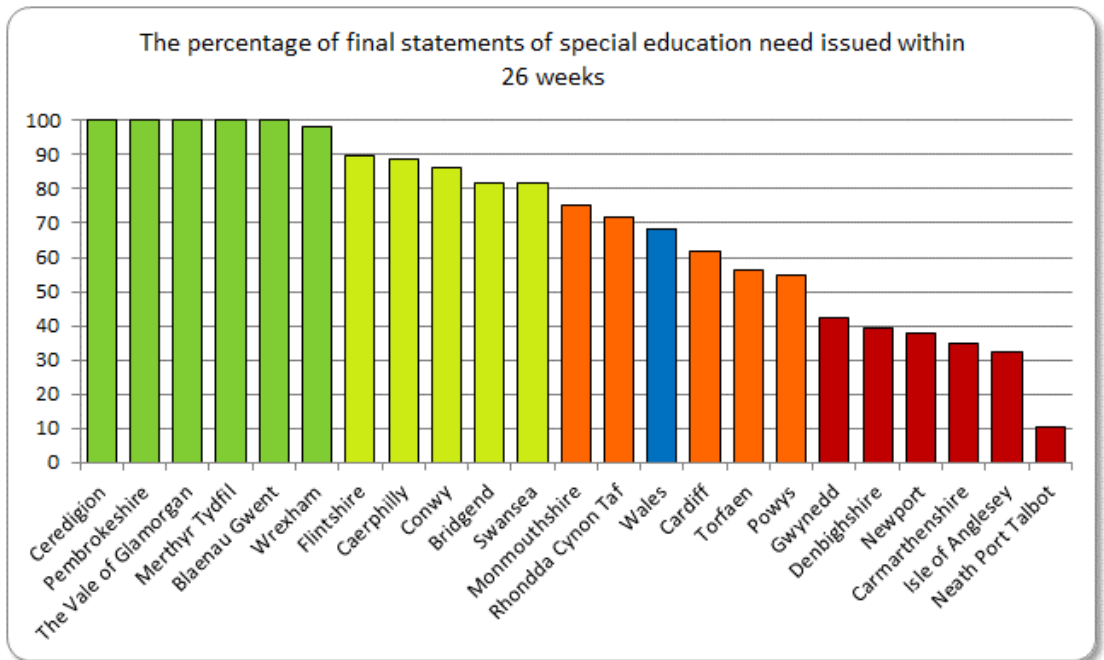
In 2015-16, 0.2% of all children leaving compulsory education aged 15 or 16 (who did not go on to full time education, training or work based learning) did so without a recognised qualification (compared to 0.3% in 2014-15).

For children in care, 0.5% of children left without a recognised qualification (compared to 1.2% in 2014-15) – the best performance for this indicator.



Local authorities have statutory obligations in terms of assessment and statementing, to ensure that children and young people with Special Educational Needs (SEN) have appropriate support in place to enable them to reach their potential. SEN statements should usually be in place within 26 weeks of the request for an assessment (in some exceptional cases, this can take longer).

68.1% of all statements issued were issued within 26 weeks in 2015-16 (compared to 64.5% in 2014-15). This ranged from 100.0% in Ceredigion, Pembrokeshire, The Vale of Glamorgan, Merthyr Tydfil and Blaenau Gwent to 10.5% in Neath Port Talbot.



Over the same period, 94.5% of statements (excluding exceptions) were issued within 26 weeks (compared to 95.6% in 2014-15).

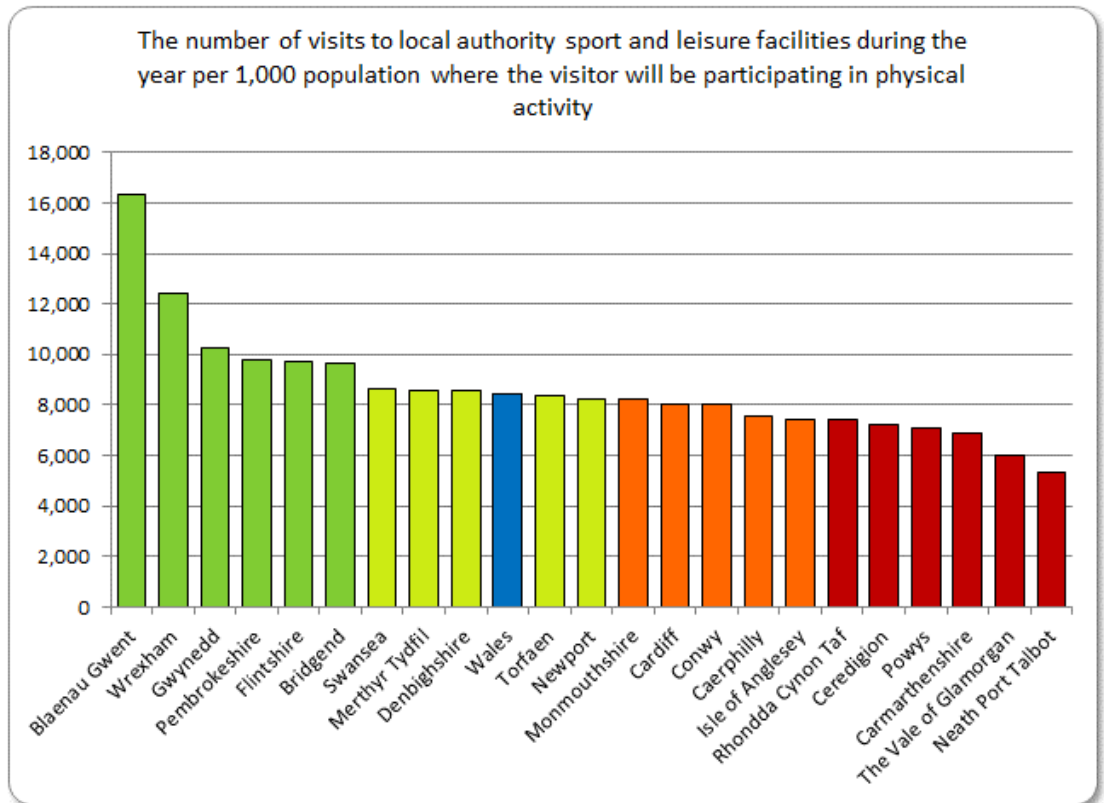
## Supporting Leisure & Culture...

Local authorities across Wales provide a range of services which provide leisure and cultural opportunities for the people in their communities.

*Note: "Local authority sport and leisure facilities" include those outsourced to an external trust or community council*

In 2015-16, there were 8,409 visits to local authority sport and leisure facilities during the year per 1,000 population where the visitor will be participating in physical activity. This compares to 8,657 per 1,000 population in 2014-15.

Visits to sport and leisure facilities ranged from 16,306 per 1,000 population in Blaenau Gwent to 5,331 per 1,000 population in Neath Port Talbot.



There were 5,374 visits to public libraries during the year, per 1,000 population in 2015-16 compared to 5,526 per 1,000 population in 2014-15. This ranged from 8,660 per 1,000 in Cardiff to 3,249 per 1,000 in Newport.

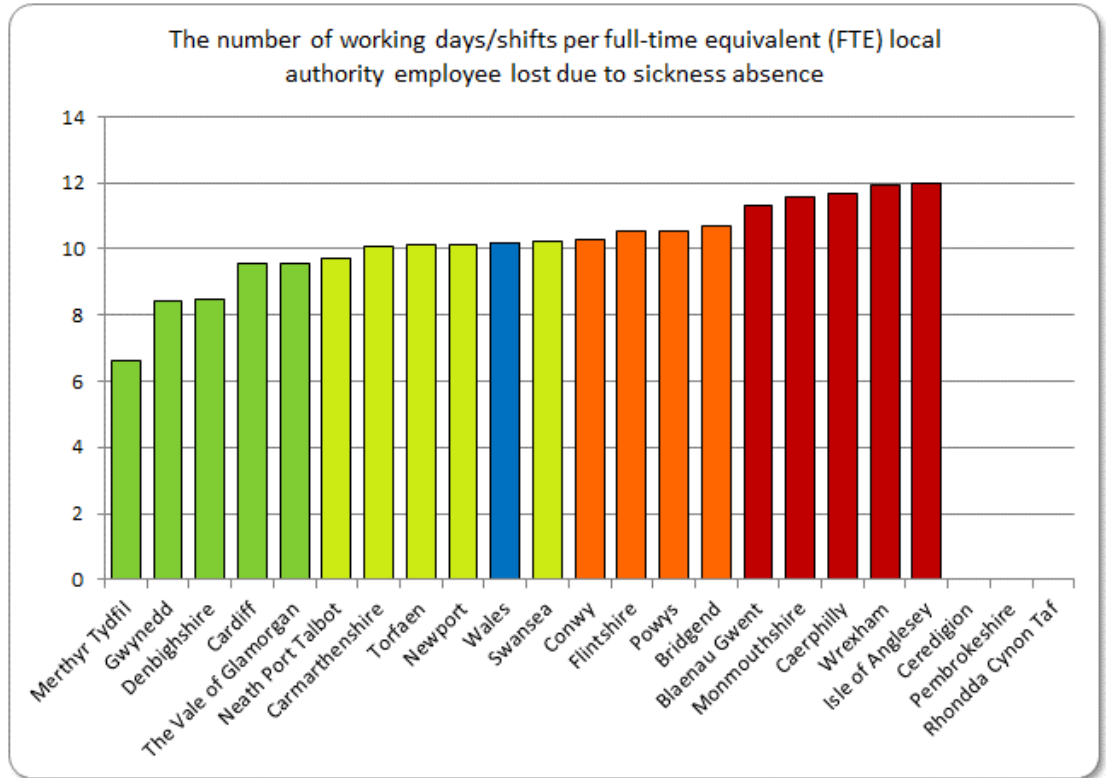
*Note: "public libraries" exclude those owned and run by community councils*



## Corporate Health

Local authorities across Wales employ around 130 thousand people.

During 2015-16, an average of 10.2 days/shifts per full time employee were lost due to sickness. This ranged from 6.6 days in Merthyr Tydfil to 12.0 days on the Isle of Anglesey.




## Contact details

If you require any further information regarding this bulletin please contact:

### Richard Palmer

Assistant Director  
Local Government Data Unit ~ Wales

 029 2090 9500

 [enquiries@dataunitwales.gov.uk](mailto:enquiries@dataunitwales.gov.uk)

The full performance indicator data set is published on our website ([www.dataunitwales.gov.uk](http://www.dataunitwales.gov.uk)).

### Notes

One of the key functions of the Local Government Data Unit ~ Wales is to collect, process, interpret and disseminate statistical data on local government services and activities in support of local government improvement.

The indicators quoted here are part of the Performance Improvement Framework for local authorities in Wales. The indicators reflect key priorities identified by the Welsh Government and local government in Wales.

The National Strategic Indicator data, which is a sub-set of the data used here, was collected and published by the Welsh Government.





Wales values are based on the base data submitted by the authorities. Where authorities have not supplied their base data, their figures do not contribute to Wales values.

Where appropriate, data has been rounded for the purposes of this bulletin. The complete data set is available on our website [www.dataunitwales.gov.uk](http://www.dataunitwales.gov.uk).

You'll find MyLocalCouncil at [www.MyLocalCouncil.info](http://www.MyLocalCouncil.info) where you'll have a choice of language.

Guidance documents relating to the 2015-16 indicator sets are also available on our website (Public Accountability Measures) and on the Welsh Government website (National Strategic Indicators). These provide a detailed definition for each of the indicators along with their classification i.e. National Strategic Indicator or Public Accountability Measure.

The colours used in the performance ranking charts are based on the range of PI values. The colours show how the authority's performance compares with others:

-  - Performance in the top quarter of authorities
-  - Performance in the upper middle quarter of authorities
-  - Performance in the lower middle quarter of authorities
-  - Performance in the bottom quarter of authorities

In performance range charts, blue represents the Wales PI value, green shows the PI value for the best local authority performance, and red shows the PI value for the worst local authority performance.

# Agenda Item 8

## Report of the Chair

### Scrutiny Programme Committee – 10 October 2016

#### AUDIT COMMITTEE WORK PLAN AND ANNUAL REPORT

<b>Purpose</b>	This report is provided in order to share information to help develop the relationship between scrutiny and the Audit Committee.
<b>Content</b>	The report includes: <ul style="list-style-type: none"><li>• Audit Committee Work Plan</li><li>• Audit Committee Annual Report 2015/16</li></ul> The chair of the Audit Committee, Alan Thomas, will attend the meeting.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• ensure awareness of the work of the Audit Committee</li><li>• consider whether there are any work plan issues in terms of coordination / duplication</li></ul>
<b>Lead Member</b>	Alan Thomas, Chair of the Audit Committee
<b>Lead Officer(s)</b>	Paul Beynon, Chief Auditor
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>

#### 1. Developing the Relationship between Scrutiny and the Audit Committee.

1.1 It has been agreed that there is a need for:

- Mutual awareness and understanding of the work of scrutiny and audit committee
- Respective work plans to be coordinated and avoid duplication / gaps
- Clear mechanism for referral of issues, if necessary

1.2 In support of this the follow actions are being carried out:

- i) Chair of Scrutiny Programme Committee / Convener of Service Improvement & Finance Scrutiny Performance Panel copied into Audit Committee agenda and vice versa
- ii) Scrutiny Work Programme / Service Improvement & Finance Panel Work Plan published in Audit Committee agenda for information and vice versa

- iii) At least once a year chair of Scrutiny Programme Committee appears at Audit Committee to share work plan and for a 'health-check' and vice-versa
- iv) Audit Committee chair invited to Annual Scrutiny Work Planning Conference
- v) Chairs raise any issues re. coordination / duplication on ongoing basis
- vi) Where matters to be referred from Audit Committee chair writes letter to chair of Scrutiny Programme Committee

## **2. Audit Committee**

- 2.1 The chair of the Audit Committee, Alan Thomas, will attend to talk about the work of the committee and has provided:
  - a) the latest Audit Committee Work Plan
  - b) the Audit Committee Annual Report 2015/16 (presented to Council in September)

## **3. Legal Implications**

- 3.1 There are no legal implications.

## **4. Financial Implications**

- 4.1 There are no financial implications.

Background Papers: None

Legal Officer: Tracey Meredith

Finance Officer: Paul Beynon

Appendix 1 – Audit Committee Work Plan

Appendix 2 – Audit Committee Annual Report 2015/16

## AUDIT COMMITTEE WORKPLAN 2016/17

Date of Meeting	Reports
20 September 2016 – Special Meeting	Audited Statement of Accounts 2015/16 WAO ISA 260 Report 2015/16 – City & County of Swansea WAO ISA 260 Report 2015/16 – Pension Fund WAO Financial Resilience Assessment Report Audit Committee Action Tracker Report
25 October 2016	Cabinet Advisory Committees – Update Report Chair of Scrutiny Programme Committee Wales Audit Office Update Report Annual Report of School Audits 2015/16 Bad Debt Write Offs – Update Audit Committee Action Tracker Report
13 December 2016 – Special Meeting	Audit Committee Training – Risk Management and Counter Fraud Head of Commercial Services – Commercialism Strategy Risk Management Half Yearly Review 2016/17 Wales Audit Office Update Report Audit Committee Action Tracker Report
3 January 2017	Wales Audit Office Financial Statements Report 2015/16 Wales Audit Office Annual Audit Letter 2015/16 Wales Audit Office Update Report Internal Audit Monitoring Report Q2 2016/17 Recommendations Tracker Report 2014/15 Audit Committee Action Tracker Report
14 March 2017	Wales Audit Office Grants Report 2015/16 Wales Audit Office Update Report Internal Audit Monitoring Report Q3 2016/17 Internal Audit Plan 2017/18 - Methodology Audit Committee Review of Performance 2016/17 Audit Committee Action Tracker Report
28 March 2017 – Special Meeting	Wales Audit Office Annual Plan 2017 Wales Audit Office Update Report Internal Audit Charter 2017/18 Internal Audit Annual Plan 2017/18 Draft Audit Committee Annual Report 2016/17 Audit Committee Action Tracker Report

## Report of the Chair of the Audit Committee

Council – 22 September 2016

### AUDIT COMMITTEE – ANNUAL REPORT 2015/16

<b>Purpose:</b>	This report provides the Audit Committee's Annual Report 2015/16 municipal year
<b>Report Author:</b>	Paul Beynon
<b>Finance Officer:</b>	Paul Beynon
<b>Legal Officer:</b>	Sandie Richards
<b>Access to Services Officer:</b>	Sherill Hopkins

#### FOR INFORMATION

#### 1. Introduction

- 1.1 The Council is required, under Local Government (Wales) Measure 2011 to have an Audit Committee
- 1.2 The CIPFA publication '*Audit Committee - Practical Guidance for Local Authorities and Police Bodies*' states that Audit Committees should be independent and accountable and suggests that one of the ways of being accountable is to produce an annual assessment of performance in the form of an annual report.

#### 2. Audit Committee Annual Report 2015/16

- 2.1 The Audit Committee Annual Report 2015/16 is attached in Appendix 1

#### 3. Equality and Engagement Implications

- 3.1 There are no equality and engagement implications associated with this report

#### 4. Financial Implications

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

#### 5. Legal Implications

- 5.1 There are no legal implications associated with this report.

**Background Papers:** None

**Appendices:** Appendix 1 Audit Committee Annual Report 2015/16

## **AUDIT COMMITTEE ANNUAL REPORT 2015/16**

### **1. Foreword by Mr. Alan Thomas, Chair of the Audit Committee**

- 1.1 In order for the Audit Committee to function effectively, it must have the support and input of both Councillors and Council Officers when requested to attend specific Audit Committee meetings.
- 1.2 On behalf of the Committee, I can confirm that the necessary support has been achieved and sufficient assurance obtained so that there are no critical issues that need to be reported to the Council.
- 1.3 While the Committee planned to hold meetings every 2 months, it was necessary to arrange a number of special meetings to ensure sufficient quality time was made available to fully cover the essential workload.
- 1.4 The Committee continues to work closely with Internal Audit and the financial and performance audit staff at the Wales Audit Office who regularly provide input to Audit Committee meetings.
- 1.5 We also continue to evolve links with Scrutiny and other Committees as necessary in order to minimise the risk of duplication.
- 1.6 Where a moderate or limited level of assurance has arisen from a specific Internal Audit report, I have written to the respective Head of Service raising the concerns of the Audit Committee. I also followed up the letter with a subsequent meeting with the Head of Service and Chief Auditor to review ongoing progress prior to follow up by Internal Audit.
- 1.7 Looking forward, there have been a number of personnel changes on the Committee over the last 12 months, so a follow up training programme will be undertaken in the coming months
- 1.8 We will also incorporate regular reviews of the corporate governance processes in action following the review of the processes over the last year.

### **2. Introduction**

- 2.1 The Council is required, under the Local Government (Wales) Measure 2011 to have an Audit Committee which among other things must include at least 1 lay member.
- 2.2 The Measure requires the Audit Committee to review and scrutinise the Council's financial affairs, risk management, internal control and governance arrangements. It also requires the Committee to oversee the Council's internal and external audit arrangements and review its financial statements.

- 2.3 The work of the Audit Committee is structured so that the Committee can gain assurance over the areas identified above and to comply with its terms of reference.
- 2.4 The draft Audit Committee Annual Report 2015/16 was presented for discussion to the Audit Committee meeting held on 19 April 2016. No changes to the draft report were made at the April meeting although the Chair has added a foreword to the report since it was originally reported to Committee.
- 2.5 The Committee is now being asked to approve the Audit Committee Annual Report 2015/16 prior to the report being presented to Council.

### **3. Committee Membership**

- 3.1 The membership of the Audit Committee during 2015/16 is shown in the following table

Mr AM Thomas – Lay Member and Chair	Cllr PM Meara
Cllr JC Bayliss replaced by Cllr C Anderson 25/06/15	Cllr G Owens replaced by Cllr TJ Hennegan 26/11/15
Cllr RA Clay	Cllr D Phillips
Cllr AM Cook replaced by Cllr TM White 25/06/15	Cllr RV Smith
Cllr PR Hood-Williams	Cllr DWW Thomas replaced by Cllr C Thomas 10/03/16
Cllr L James	Cllr LV Walton
Cllr JW Jones – Vice Chair	

- 3.2 The Committee moved to a schedule of 2 monthly meetings for 2015/16 however it was noted quite early in the year that the agenda for the bi-monthly meetings were becoming excessively long so a number of special meetings were arranged to help smooth out the Committee's work programme.
- 3.3 The Committee met on 9 occasions during 2015/16, 6 scheduled meetings and 3 special meetings. Over the course of the year, attendance at the meetings was 71%

### **4. Internal Audit Assurance**

- 4.1 The Audit Committee approved the Internal Audit Charter 2015/16 as required by the Public Sector Internal Audit Standards
- 4.2 The Audit Committee also approved the Internal Audit Annual Plan 2015/16 and has received quarterly monitoring reports from the Chief Auditor showing progress against the Plan.
- 4.3 The quarterly monitoring reports identified any audits that received a moderate or limited level of assurance along with an outline of the issues which led to the audit receiving the negative assurance level.



- 4.4 The Chair has written to a number of Heads of Service where audits in their area of responsibility received a moderate or limited level of assurance to raise the concerns of the Committee and to highlight the need for improvement in controls.
- 4.5 The Chair has also met with the Head of Service where the audit received a moderate or limited level of assurance at the previous audit. The Committee's view is that this indicates that the service has failed to improve since the previous audit which therefore requires a firmer response from the Committee to support the findings of the Internal Audit Section. Face to face meetings are more proactive and are likely to lead to a positive response from the service area.
- 4.6 The Internal Audit Annual Report 2014/15 was reported to the Audit Committee which included a review of actual work completed compared to the Annual Plan.
- 4.7 The Internal Audit Annual Report also included the Chief Auditor's opinion on the internal control environment for 2014/15 which stated that based on the audit testing carried out reasonable assurance can be given that the systems of internal control are operating effectively and that no significant weaknesses were identified which would have a material impact on the Council's financial affairs.
- 4.8 The Internal Audit Annual Report of School Audits 2014/15 was presented to the Audit Committee. This report summarised the school audits undertaken during the year and identified some common themes identified across school audits.

## **5. Annual Governance Statement 2014/15**

- 5.1 The draft Annual Governance Statement 2014/15 was presented to the Audit Committee prior to being reported to Cabinet for approval.
- 5.2 This gave the Committee the opportunity to review and comment upon the Statement and to ensure that it properly reflected the assurances provided to the Committee over the course of the year.

## **6. Annual Statement of Accounts 2014/15**

- 6.1 The Head of Finance and Delivery presented the draft Statement of Accounts 2014/15 for the Council and the Pension Fund to the Committee and answered a number of questions raised by members of the Committee.
- 6.2 PwC, on behalf of the Wales Audit Office, presented a progress report to the Audit Committee outlining the progress made in completing the annual audit of the accounts.
- 6.3 Following the completion of the audit of the Statement of Accounts 2014/15, the Chair requested that a special meeting be arranged for PwC to present its Audit of Financial Statements reports to the Audit Committee prior to the reports going to Cabinet. The reports presented the detailed findings of the audit and stated that the

intention was to issue an unqualified audit report on the financial statements

## **7. External Audit Assurance**

7.1 As well as the Audit of Financial Statements reports mentioned above, the external auditors also provided assurance to the Audit Committee by presenting the following reports

- Wales Audit Office – 2015 Audit Plan including performance and financial audit work
- Internal Controls Report 2014/15
- Annual Audit Letter 2014/15

## **8. Implementation of Audit Recommendations**

8.1 An important role undertaken by the Audit Committee is monitoring the implementation of agreed audit recommendations arising from both internal and external auditors.

8.2 The implementation of any Internal Audit recommendations arising from the fundamental audits is reported to the Audit Committee in the Recommendations Tracker report. For 2014/15, the results of the tracker exercise showed that 79% of agreed recommendations due for implementation by 31 December 2015 had been implemented. The implementation of the outstanding recommendations will be reviewed as part of the fundamental audits in 2015/16.

8.3 The implementation of any high or medium risk recommendations arising from non-fundamental audits is subject to follow up procedures by Internal Audit to confirm they have been implemented. The results of the follow ups are reported to the Audit Committee in the quarterly Internal Audit Monitoring Reports.

8.4 A number of follow up audits were reported to the Committee during 2015/16 and it was found that substantial progress had been made by management in implementing the agreed recommendations.

8.5 The Audit Committee also received a report from the Head of Economic Regeneration and Planning which included an action plan outlining the action being taken to implement the recommendations arising from the Section 106 Planning Agreements audit which had received a limited level of assurance

8.6 The Internal Controls Report presented to the Audit Committee by the external auditors includes any recommendations made as a result of their work and the action taken by management to implement the recommendations.

## **9. Risk Management**

9.1 The Local Government (Wales) Measure 2011 makes the overview of risk management a function of the Audit Committee

9.2 The Head of Finance and Delivery provided 2 update reports on Risk Management to the Committee and an annual review of Risk Management for 2015/16 is to be provided to the June 2016 meeting of the Committee.

## **10. Performance Audit**

10.1 The Audit Committee received regular briefings from the Wales Audit Office on the performance audit work being undertaken within the City and County of Swansea

10.2 The Wales Audit Office's Performance Audit Plan 2015 was reported to the Committee and regular updates on progress against the Plan were provided by the Wales Audit Office throughout the year.

10.3 The Annual Improvement Report incorporating the Corporate Assessment Report 2014 for the City and County of Swansea was reported to the Audit Committee.

## **11. Relationship with Scrutiny Function**

11.1 The Audit Committee has continued to develop a relationship with the Scrutiny function. The relationship is intended to ensure the following

- Mutual awareness and understanding of the work of Scrutiny and the Audit Committee
- Respective workplans are coordinated to avoid duplication / gaps
- Clear mechanism for referral of issues if necessary

11.2 The Chair attended the Scrutiny Work Planning Conference to provide an Audit Committee input into the areas of proposed work for Scrutiny during 2015/16.

11.3 The Chair has attended the Scrutiny Programme Committee to provide an update on the work of the Audit Committee and also shared the Audit Committee Annual Report 2014/15 and Workplan 2015/16 with the Scrutiny Programme Committee.

11.4 The Chair of the Scrutiny Programme Committee has attended the Audit Committee to provide an update on the work of Scrutiny. The Scrutiny Annual Report 2014/15 and Scrutiny Work Programme 2015/16 were also presented to the Audit Committee.

## **12. Anti-Fraud**

12.1 A Corporate Fraud Team was established during 2015/16 within the Internal Audit Section and a detailed presentation was made to the Audit Committee on the role of the new team.

12.2 A Corporate Fraud Annual Plan 2016/17 and Corporate Fraud Team Annual Report 2015/16 will be presented to the Audit Committee early in the new municipal year.

12.3 The new team has been involved in a number of investigations and the final report on one of the investigations was reported to the Committee. Further reports will be presented on the conclusion of live investigations.

### **13. Briefings**

13.1 The Audit Committee received a number of briefings during 2015/16 as noted below

- Cabinet Advisory Committees
- Corporate Governance Review
- Housing Benefits Investigation Team - Annual Report 2014/15
- Coastal Project
- Debt Write Offs
- ICT Contract Transfer
- Internal Audit Plan Methodology
- New Build for YGG Lon Las – referral from Cabinet
- Peer Review Update

13.2 The Wales Audit Office provided a detailed briefing on the Key Issues for Audit Committees including

- The statutory role of the Audit Committee
- The huge remit of the Committee
- The need to seek assurance not undertake substantive work
- Potential changes to the remit as a result of the Devolution, Democracy and Delivery White Paper

### **14. Audit Committee – Performance Review**

14.1 The Audit Committee undertook a review of its performance during 2015/16 using a Self-Assessment of Good Practice Questionnaire published by CIPFA in its *Audit Committees – Practical Guidance for Local Authorities and Police Bodies* publication.

14.2 The outcome of the performance review was that the Committee felt that it was generally performing well measured against the Questionnaire although the following issues were identified which will be addressed during 2016/17.

- The need for the Committee to review its approach to gaining assurance over corporate governance. The review will follow the publication of the ongoing Corporate Governance Review by the Head of Legal and Democratic Service.
- The provision of training to Committee members based on the CIPFA Knowledge and Skills Framework. A training meeting will be held on 14 June 2016.

### **15. Future Audit Committee Meetings**

15.1 The Council Diary for the new municipal year continues to include Audit Committee meetings on a 2 monthly basis. .

- 15.2 However, based on the experience during 2015/16, it is clear that special meetings will need to be held at certain times of the year to ensure the smooth delivery of the Committee's work programme. At this stage it is envisaged that special meetings will need to be arranged in July and September for the draft Annual Statement of Accounts and the Wales Audit Office audited Statement of Accounts report.
- 15.3 The Committee has the ability to call further additional meetings if necessary.

## Report of the Chair

### Scrutiny Programme Committee – 10 October 2016

#### SCRUTINY WORK PROGRAMME 2016/17

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

#### 1. Introduction

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

It also needs to be:

- manageable, realistic and achievable given resources available
- relevant to council priorities

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

## **2. Scrutiny Work Programme 2016/17**

### **2.1 Scrutiny Programme Committee:**

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

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

<b>Commissioning Review</b>	<b>Cabinet Portfolio</b>	<b>Cabinet</b>	<b>Pre-decision by Scrutiny Panel / Committee</b>
Waste Management	David Hopkins	16 June	Service Improvement & Finance (6 June)
Corporate Building & Property	Rob Stewart / Andrea Lewis	18 August	Service Improvement & Finance (15 Aug)
Highways & Transportation	David Hopkins	November	Service Improvement & Finance
Family Support	Christine Richards / Mark Child	November	Child & Family Services
Parks and Cleansing	David Hopkins / Mark Child	November	Service Improvement & Finance
Public Protection	Mark Child	February 2017	Service Improvement & Finance
Special Education Needs	Jennifer Raynor	March 2017	Schools
All Council Catering Services	Jennifer Raynor	March 2017	tbc
Planning Services/Economic Development/City Centre	Robert Francis Davies	March 2017	Service Improvement & Finance
All Residential and Day Care Services provided via: Learning Disability; Mental Health; Physical Disability Services	Jane Harris	June 2017	Adult Social Services
Housing	Andrea Lewis	tbc - 2017	Service Improvement & Finance

## 2.2 Inquiry Panels:

2.2.1 The following Inquiry Panels are currently active:

<b>In progress (yet to report):</b>	<b>Completed (follow up stage)</b>
<ol style="list-style-type: none"> <li>1. Tackling Poverty (planning stage) – Expected End: Dec 2016</li> <li>2. Partnerships &amp; Collaboration (pre-inquiry working group stage)</li> <li>3. Readiness for School (pre-inquiry working group stage)</li> </ol>	<ol style="list-style-type: none"> <li>1. Social Care at Home (Oct 2016)</li> <li>2. Education Inclusion (Nov 2015)</li> <li>3. School Governance (tba)</li> <li>4. Child &amp; Adolescent Mental Health Services (final report being presented to Cabinet 20 Oct)</li> </ol>



	5. Building Sustainable Communities (final report being presented to Cabinet 20 Oct)
--	--

### 2.3 Performance Panels:

#### 2.3.1 The following Performance Panels are meeting:

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

### 2.4 Working Groups:

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

1. Local Flood Risk Management <i>(the committee has agreed that this Working Group should meet annually to review flood risk plans)</i> 2. Civic Events <i>(the Convener requested a follow-up meeting to address a number of issues that the Working Group felt needed further consideration)</i>	3. Planning (Oct 2016) 4. Houses in Multiple Occupation 5. Roads / Highways Maintenance 6. Corporate Building Services 7. Digital Inclusion 8. Dog Fouling
--	---

### 2.5 Regional Scrutiny:

2.5.1 Swansea scrutiny is also involved in a regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A scrutiny councillors group has been set up in order to coordinate scrutiny work across the region and ensure a consistent approach. It is initially meeting bi-annually. The Swansea Scrutiny Team is providing support for this group as the Council's contribution to ERW. Swansea is represented by the chair of the Scrutiny Programme Committee and convener of the Schools Performance Panel. The next meeting taking place on 27 September 2016 will be hosted by Pembrokeshire Council.

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

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

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

3.1 None.

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

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

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

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

**Background papers:** None

Legal Officer: Tracey Meredith

Finance Officer: Carl Billingsley

Appendices:

Appendix 1: Committee Work Plan 2016/17

Appendix 2: Forward Look (Cabinet Business)

Appendix 3a: Scrutiny Work Programme Timetable 2016/17

Appendix 3b: Progress of Panels and Working Groups

Appendix 4: Scrutiny Councillor / Officer Leads

**Scrutiny Programme Committee – Work Plan**

Standing Agenda Items:

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

Items for Specific Meetings:

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

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

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

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

Other to be arranged:

<ul style="list-style-type: none"> <li>• Relationship with Regulators and Inspectors</li> </ul>	<ul style="list-style-type: none"> <li>• To discuss relationship between scrutiny and external regulators and inspectors to ensure more coordinated and effective challenge</li> </ul>
---	--

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

<b>Report Title</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Adult Services Commissioning Reviews Consultations.</b>	To share the draft consultation documents relating to the preferred options for the Adult Services Commissioning Reviews. In addition, to share some initial modelling that Adult Services has undertaken in relation to projecting future demand for the internal service should the preferred options for residential care and day services for older people be agreed.	Alex Williams	Cabinet Member - Adults and Vulnerable People	Cabinet	20 Oct 2016	Open
<b>Castle Garden Development and Public Realm Opportunities.</b>	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	20 Oct 2016	Open

Page 84

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

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

Page 85



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

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

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

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Swansea City Centre: Management of Future Risk from Climate Change.</b></p>	<p>The City centre is affected by a range of long term tidal and climate change scenarios. In order to progress key development opportunities in the City centre and secure its long term future sustainability, Natural Resources Wales have suggested that CCS should provide a 'robust public statement' outlining intentions to manage the tidal flood risk and climate change in a "managed/adaptive" approach, incorporating a commitment to Strategic Flood Scheme for Central Swansea.</p>	<p>Gail Evans</p>	<p>Cabinet Member - Enterprise, Development and Regeneration</p>	<p>Cabinet</p>	<p>20 Oct 2016</p>	<p>Open</p>

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

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>City &amp; County of Swansea - Supporting People Programme Grant (SPPG) - Local Commissioning Plan (LCP) for 2017/18.</b></p>	<p>It is a requirement by the Welsh Government in the SPPG Grant Conditions that there is elected member sign off prior to submission to the Western Bay Regional Collaborative Committee (RCC).</p> <p>This is to inform the development of the Regional Strategic Plan by the RCC.</p> <p>The LA will be asked to agree and adopt the RCP at a later date.</p>	<p>Anita Evans</p>	<p>Cabinet Member - Adults and Vulnerable People</p>	<p>Cabinet</p>	<p>17 Nov 2016</p>	<p>Open</p>
<p><b>Contracts for Home to School Transport Services (SH 17-22)</b></p>	<p>31 Mainstream Home to School Transport contracts being re-tendered from 27th February 2017 to comply with Contract Procedure Rules. These have a value of just under £4.9m over their maximum five year term</p>	<p>Barry Gilbert</p>	<p>Cabinet Member - Environment and Transportation, Cabinet Member - Education</p>	<p>Cabinet</p>	<p>17 Nov 2016</p>	<p>Open</p>

Page 88

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

<b>Report Title</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Portfolio</b>	<b>Decision to be taken by</b>	<b>Date of Expected Decision</b>	<b>Exempt Details</b>
<b>Requirement for Additional Places for Primary and Secondary Aged Pupils with Autistic Spectrum Disorder (ASD).</b>	Members are asked to consider the report and agree on the proposals are set out in the paper.	Lindsay Harvey	Cabinet Member - Education	Cabinet	17 Nov 2016	Open
<b>Social Services Budget Virements.</b>	This report proposes amendments to the current year's Social Services revenue budget.	David Howes	Cabinet Member - Services for Children and Young People (Deputy Leader), Cabinet Member - Adults and Vulnerable People	Cabinet	17 Nov 2016	Open
<b>Swansea Tall Buildings Strategy :Report back on Consultations.</b>	This report outlines the public consultation process which has been undertaken on a revised draft document published in 2015, and summarises the views and comments received, considers a response to those comments, and recommends amendments to the draft document.	Gail Evans	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	17 Nov 2016	Open

Page 89

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

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Annual Review of Charges (Social Services) 2016/17.</b>	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	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><b>To Seek Approval to Participate in the Cam Nesa Project and See Through the Necessary Stages to Implementation.</b></p>	<p>To approve and agree participation and implementation of City &amp; County of Swansea in the Cam Nesa project which seeks to reduce youth unemployment and reduce the number of young people who are already NEET between the ages of 16 – 24 years old. This is a collaborative ESF funded initiative between five Local Authorities across the South West Wales Region, for which Pembrokeshire County Council is acting as the lead beneficiary</p>	<p>Tracy Nichols</p>	<p>Cabinet Member - Enterprise, Development and Regeneration, Cabinet Member - Anti-Poverty and Communities</p>	<p>Cabinet</p>	<p>15 Dec 2016</p>	<p>Open</p>
<p><b>Children &amp; Young People Partnership Plan.</b></p>	<p>The Children and Young People's Partnership Plan outlines a joined up approach to delivering services for children and young people.</p>	<p>Jane Whitmore</p>	<p>Cabinet Member - Services for Children and Young People (Deputy Leader)</p>	<p>Cabinet</p>	<p>15 Dec 2016</p>	<p>Open</p>

Page 91

# Scrutiny Work Programme 2016-17

# Appendix 3a

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

# Scrutiny Work Programme 2016-17

# Appendix 3a

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

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 is being presented to Cabinet on 20 October 2016.

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 commenced its evidence gathering and has held a number of meetings so far, including a session with representatives from the Bevan Foundation and the Public Policy Institute for Wales; and a session with Third Sector representatives. A number of meetings are planned over the next month including speaking to representatives from the Welsh Government on the national

perspective to tackling poverty and to representatives from community based organisations. A number of focus groups have been arranged to gather the views of people experiencing poverty and a survey is currently available for completion.

Projected End Date: December 2016

## 2. Pre-Inquiry Working Groups

### a) Partnerships & Collaboration

Preparations for this potential inquiry will begin shortly.

Key concerns:

- how are we currently working with others?
- how effective is it?
- how could the Council's collaboration with other authorities/ partners be further developed & improved?
- are we learning from examples elsewhere?

### b) Readiness for School

The Pre-Inquiry Working Group for this inquiry has been arranged for the 11 October. Key concerns to be looked at:

- how can support for 0-3 year olds be improved so that they arrive at school ready to learn?
- are we getting this right e.g. effectiveness of Flying Start

## 3. Follow Up on Completed Inquiries:

Follow-ups of inquiries will consider both the implementation of scrutiny recommendations and wider impact / difference made. Inquiry Panels are reconvened between 6-12 months after cabinet decision on Inquiry reports.

Inquiry	Cabinet Decision	Recommendations			Follow Up Panel Meeting
		Agreed	Partly	Rejected	
Social Care at Home	20 Aug 2015	16	5	1	25 October 2016
Corporate Culture	15 Oct 2015	19	0	0	6 Jul 2016 (complete)
Education Inclusion	21 Jan 2016	19	0	1	29 Nov 2016
School Governance	16 Jun 2016	6	2	4	tba
		Response to other 4 recommendations: Action already in place			

#### 4. Performance Panels:

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

The panel met on 21<sup>st</sup> September and discussed the 1<sup>st</sup> Quarter Performance Monitoring Report and the Local Government Data Unit Local Government Performance Bulletin for 2015/16.

The panel is due to carry out pre-decision scrutiny of the Highways and Transportation Commissioning Review on 17<sup>th</sup> October. The Panel will also be considering a report on the full range Fees and Charges made by the Council on 26<sup>th</sup> October

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

The Panel will meet with YGG Bryniago Welsh Medium Primary School on the 19 October to discuss the outcome of their recent Estyn Inspection looking particularly at progress and prospects for improvement.

At their meeting in November the panel plan to look at the performance of children that receive free school meals (FSM) and what impact the Pupil Deprivation Grants is having for these pupils. Members will also discuss the Annual Audit of School report.

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

The first meeting of the Public Services Board Scrutiny Performance Panel took place on 28<sup>th</sup> September. The Panel discussed its draft work plan and heard from a representative from the Future Generations Commissioner's Office on the role of the Commissioner in monitoring the work of the Public Services Board and the links with scrutiny.

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

The panel met on 26 September to discuss performance of the Western Bay Regional Adoption Service.

Overall the panel was pleased with performance in this area. Prior to the merger of the 3 adoption teams the panel was concerned that the merger could negatively affect performance but it was pleased that this had not happened. The panel was particularly pleased that the majority of placements were within the Western Bay region, the reductions in the time it took children to be matched to adopters, successful placements for sibling groups, a unified adoption allowance policy across the region, an increase in the number of adopters and success in placing harder to place and older children.

There were some areas of improvement that the service would be focussing on over the next year; these were: further development and

improvements to performance reporting, development of regionally based policies and procedures, improvements to life story work and materials and adoption support.

The panel agreed that it should consider performance of this service again in the future. And this will be added to the panel's work plan.

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

The panel met on 21 September to receive a briefing on the Mental Capacity Act Deprivation of Liberty Safeguards (DOLS). This is a piece of legislation that provides protection of vulnerable people who are accommodated in care homes or hospitals in circumstances that amount to deprivation of their liberty and who lack capacity to consent to the care or treatment they need.

A judgement in 2014 has meant that a much greater number of service users and patients are now subject to a deprivation of liberty and will come under the protection of the DOLS procedure. This has financial and legal implications for the Council and it has increased caseloads of social workers.

The panel was concerned about the increase in workloads for social workers and the pressure that would bring and the increase in expenditure that resulted from the difference DoLS assessments. The panel was also concerned that only appropriately trained and experienced doctors conducted the medical assessment because if successfully challenged in court, the local authority was the supervisory body and therefore liable for any financial penalty. Furthermore, the panel was pleased to hear that if adult services was not satisfied with the quality of a particular doctor's medical assessment it would cease commissioning that doctor for future assessments.

The panel welcomed the possibility of more joint working with health and was pleased to learn that to date only 2 challenges had been received to date.

A budget line has been created for DoLS and next year a budget figure may be achieved but this would have to be done within existing budgets and officers would not be seeking additional funding for this.

The panel next meets on 25 October to discuss the commissioning review consultation report.

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

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

a) **Education Through Regional Working** (regional scrutiny group)

A meeting for scrutiny councillors and officers from the six councils participating in ERW took place on 27 September. Swansea was represented by Cllr Fiona Gordon. A scrutiny councillors group has been set up in order to coordinate scrutiny work and ensure a consistent approach. The group discussed individual Councils scrutiny education work programmes, looked at the ERW Business Plan for 2016-19 and the recent ERW Estyn report, shared good practice in relation to use of the pupil deprivation grant and was updated on the Special Education Needs Reform. The next meeting will be hosted by one of the other local authorities and is being arranged for 27 February 2017. Swansea Scrutiny Team will provide the support for this group as the Council's contribution to ERW.

b) **Local Flood Risk Management** (convener: Cllr Susan Jones)

The Committee previously agreed that the Local Flood Risk Management Working Group can continue to meet on an annual basis in order to monitor and check progress with the Local Flood Risk Management Plan and priorities. The Head of Highways and Transportation has been contacted and asked to provide a timescale for future scrutiny involvement. The last meeting of the Working Group took place on 14 December 2015.

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

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

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

The working group will meet initially on 12<sup>th</sup> October in order to receive an officer briefing and carry out a question planning session in advance of its session with the Cabinet Member for Enterprise, Development & Regeneration on 19<sup>th</sup> October. This will provide opportunity to ask questions about the current planning system, including Section 106 Agreements, and the call-in process.

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

1. **Houses in Multiple Occupation (HMOs)**

This was agreed following public concern about the numbers and control of HMOs in Swansea, and in particular the spread of HMOs into the east side due to the new University campus, and effect on local areas. It will enable a meeting with relevant Cabinet Member(s) and Officers that are responsible for HMO licensing and planning, and explore:

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

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

Expressions of interest from scrutiny councillors to participate in the Working Group are reported to the committee for agreement (see Item 10)

**2. Roads / Highway Maintenance**

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

**3. Corporate Building Services**

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

**4. Digital Inclusion**

the relevant cabinet member / officer will be requested to provide a report on digital inclusion for discussion and questions e.g. many council services will be digital in future but is the quality of services being preserved? how can we ensure that people are not being excluded from services once they become digital? what is the Council's strategy to ensure that all can access and are not excluded from services?

**5. Dog Fouling**

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

## Appendix 4

### Lead Scrutiny Councillor / Officer Contacts:

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

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



<b>Planning</b>	Chris Holley <a href="mailto:cllr.chris.holley@swansea.gov.uk">cllr.chris.holley@swansea.gov.uk</a>	Rosie Jackson (01792 636292) <a href="mailto:rosie.jackson@swansea.gov.uk">rosie.jackson@swansea.gov.uk</a>
<b>Houses in Multiple Occupation</b>	tbc	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>
<b>Partnerships &amp; Collaboration (pre-inquiry)</b>	June Burtonshaw <a href="mailto:cllr.june.burtonshaw@swansea.gov.uk">cllr.june.burtonshaw@swansea.gov.uk</a>	Delyth Davies (01792 637491) <a href="mailto:delyth.davies@swansea.gov.uk">delyth.davies@swansea.gov.uk</a>
<b>Readiness for School (pre-inquiry)</b>	Hazel Morris <a href="mailto:cllr.hazel.morris@swansea.gov.uk">cllr.hazel.morris@swansea.gov.uk</a>	Michelle Roberts (01792 637256) <a href="mailto:michelle.roberts@swansea.gov.uk">michelle.roberts@swansea.gov.uk</a>

## Report of the Chair

### Scrutiny Programme Committee – 10 October 2016

#### MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

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

#### 1. Introduction

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

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

- 2.1 None.

#### 3. New Scrutiny Working Group – Houses in Multiple Occupation

- 3.1 Following agreement by the Committee to establish a working group to look at Houses in Multiple Occupation expressions of interest were invited from scrutiny councillors and the proposed membership is reported below for the committee's consideration and agreement:

##### Labour Councillors: 5

Sybil Crouch	Hazel Morris
Nick Davies	Terry Hennegan
Mike White	

**Liberal Democrat Councillors: 3**

<b>Mary Jones (convener)</b>	Graham Thomas
Huw Rees	

**Independent Councillor: 3**

David Cole	Keith Marsh
Wendy Fitzgerald	

**Conservative Councillor: 1**

Tony Colburn	
--------------	--

**Non Aligned Councillor: 1**

Peter May	
-----------	--

NB – Councillors Sybil Crouch, Nick Davies, Hazel Morris, Peter May, and Keith Marsh were also happy to be considered for the role of convener.

**4. Legal Implications**

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

**5. Financial Implications**

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

Background Papers: None

Legal Officer: Tracey Meredith

Finance Officer: Carl Billingsley

## Report of the Chair

### Scrutiny Programme Committee – 10 October 2016

#### SCRUTINY LETTERS

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

#### 1. Introduction

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

#### 2. Reporting of Letters

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

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

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

### 3. Letters Log

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

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

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a	Committee (Cabinet Member Q & A)	8 Aug	Letter to / from Cabinet Member for Education

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: Tracey Meredith

Finance Officer: Carl Billingsley

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

Ave. Response Time (days): 15 (target within 21 days) % responses within target: 80

No.	Committee / Panel / Working Group	Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken	Reported to SPC (if applicable)
1	Committee	11-Apr	Cabinet Member Q & A	Enterprise, Development & Regeneration	24-May	01-Jun	8	13-Jun
2	Tackling Poverty Inquiry Panel	20-Apr	Proposed In-depth Inquiry	Anti-Poverty	26-May	Not required	n/a	n/a
3	Child & Family Services Performance Panel	11-Apr	Development of the Post-16 Service; Independent Residential Placement	Services for Children & Young People (Deputy Leader)	31-May	20-Jun	20	n/a
4	Service Improvement & Finance Performance Panel	06-Jun	Pre-decision scrutiny of Waste Management Commissioning Review Cabinet Report	Environment & Transportation	13-Jun	30-Jun	17	n/a
5	Committee	13-Jun	Pre-decision scrutiny of Castle Square Cabinet Report	Enterprise, Development & Regeneration	15-Jun	04-Jul	19	n/a (not public)
6	Schools Performance Panel	09-Jun	Cefn Hengoed Community School	Education	17-Jun	Not required	n/a	n/a

7	Tethered Horses Working Group	07-Jun	Further letter to Cabinet Member following response to conclusions / recommendations of the Working Group	Wellbeing & Healthy City	20-Jun	Not required	n/a	11-Jul
8	Adult Services Panel	21-Jun	Agreed terms of reference and agreed to invite 2 people to be co-optees	Adults & Vulnerable People	27-Jun	Not required	n/a	n/a
9	Service Improvement & Finance Performance Panel	22-Jun	Resquesting further information on PIs relating to the Tackling Poverty corporate priority	Anti-Poverty	06-Jul	07-Jul	1	n/a
10	Service Improvement & Finance Performance Panel	22-Jun	Comments on the Corporate Plan	Transformation & Performance	06-Jul	22-Jul	16	n/a
11	Committee	09-May	Cabinet Member Q & A	Environment & Transportation	07-Jul	29-Jul	22	12-Sep
12	Corporate Culture Inquiry Panel	06-Jul	Impact report	Transformation & Performance	12-Jul	Not required	n/a	08-Aug
13	Committee	13-Jun	Cabinet Member Q & A	Services for Children & Young People (Deputy Leader)	14-Jul	03-Aug	20	12-Sep
14	Child & Family Services Performance Panel	27-Jun	Performance Monitoring	Services for Children & Young People (Deputy Leader)	25-Jul	29-Jul	4	n/a
15	Committee	11-Jul	Cabinet Member Q & A	Wellbeing & Healthy City	27-Jul	17-Aug	21	12-Sep

16	Child & Family Services Performance Panel	25-Jul	CSSIW inspection reports Youth Justice & Early Intervention Service	Services for Children & Young People (Deputy Leader)	10-Aug	25-Aug	15	n/a
17	Service Improvement & Finance Performance Panel	15-Aug	Pre-decision scrutiny of CBPS Commissioning Review	Next Generation Services	17-Aug	08-Sep	22	n/a
18	Service Improvement & Finance Performance Panel	27-Jul	Revenue and Capital Outturn for 2015/16.	Finance & Strategy (Leader)	18-Aug	09-Sep	22	n/a
19	Committee	08-Aug	Cabinet Member Q & A	Education	01-Sep	08-Sep	7	10-Oct
20	Schools Performance Panel	01-Sep	School Improvement Service	Education	20-Sep			
21	Service Improvement & Finance Performance Panel	31-Aug	1st Quarter Budget monitoring	Finance & Strategy (Leader)	08-Sep	23-Sep	15	n/a
22	Child & Family Services Performance Panel	22-Aug	Performance Monitoring	Services for Children & Young People (Deputy Leader)	26-Sep			
23	Adult Services Panel	24-Aug	Learning Disabilities	Adults & Vulnerable People	23-Sep	n/a	n/a	na
24								
25								
26								
27								
28								
29								
30								
31								





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

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

*Please ask for:  
Gofynnwch am:*

**Scrutiny**

*Direct Line:  
Linell Uniongyrochol:*

**01792 637257**

*e-Mail  
e-Bost:*

**scrutiny@swansea.gov.uk**

**BY EMAIL**

*Our Ref  
Ein Cyf:*

**SPC/2016-17/5**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**01 September 2016**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Education following the meeting of the Committee on 8 August 2016. It is about the New Primary School in Gorseinon at Parc Y Werin, Education Other Than At School, Flying Start, School Improvement, Surplus School Places, School Budgets, School Attendance, and the Education Department Structure.

Dear Councillor Raynor,

**Cabinet Member Question Session – 8 August**

Thank you for attending the Scrutiny Programme Committee on 8 August 2016 and answering questions on your work as Cabinet Member for Education. Thank you for providing a written paper that gave some headlines from this cabinet portfolio in support of your appearance.

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

**New Primary School in Gorseinon at Parc Y Werin**

We discussed this at length when we met you in October 2015. At that time there was some public concerns about the plans, particularly the appropriation of land at Parc Y Werin, and the planning application for the new school build was imminent.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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

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

Since then we understand that an application has been made for village green status for the Parc y Werin site, which has obviously stalled progress with the new build. We were concerned however that the process appears to be taking some time, and no doubt at significant cost. We asked about the cost of legal fees incurred to date by the Council dealing with this matter, and likely cost should inspectors recommend an inquiry.

We also queried play area provision within the new school and accessibility for community use. We sought clarification on how much, in percentage terms, would the whole school build (including outside play space) actually occupy? The information before scrutiny and various press releases talk about 12% of the park for the school building itself.

### **Education Other Than At School (EOTAS)**

We followed up on the concerns we had last year about urgency and the pace of change since issues were raised by Estyn in 2013 about performance and outcomes for children educated other than at school. Scrutiny councillors had particular concerns about some of the buildings within the Pupil Referral Unit not being fit for purpose. We understood in October 2015 that there had been some difficult service issues that have taken time to resolve but that alternative buildings were being explored.

Although the service has begun to see improvement it was very disappointing to hear that little progress has been made since last October in finding more suitable alternate accommodation. The poor conditions these vulnerable children are exposed to will undermine efforts to improve teaching, and action is urgently needed. It is unacceptable that it has taken so long. We would appreciate clarification on the current position with this accommodation and how you intend to tackle this issue in the coming months.

The Education Inclusion Scrutiny Inquiry Panel originally raised these concerns and it is meeting in November to follow up on the implementation of agreed recommendations and the impact of its work. The Panel will no doubt ask about progress with this, along with its other recommendations.

### **Flying Start**

We asked about the programme for the future in respect of the Flying Start. You told us that there was no indication from Welsh Government of any increase in funding. The on-going challenge facing the Council was how to extend the programme in other areas as provision is currently limited geographically. We agreed that poverty was not limited to those areas.

One of the issues you identified was being more proactive about take up; taking steps in local communities to get those people involved that need the service. We discussed how important the Programme was for child development and you were clear the impact needed to be greater.

The committee has already identified Preparedness for School as a potential scrutiny inquiry. This work will begin soon and will no doubt explore the success or otherwise of Flying Start, and other initiatives, during any evidence gathering.

## **School Improvement**

We were concerned to hear that teaching staff at one primary school had refused to provide pupil books for review or participate in lesson observation by Education Improvement Service staff, following a trade union directive. We noted that the level of support for each school is dependent on identified needs within the school and that means a higher level of support where issues are identified. You shared our concern about the refusal of support and we agreed that it was vital that the school participates, as our common interest is to ensure consistent teaching and learning, and improvement in pupil educational outcomes. You assured the committee that the service provides rigorous and consistent challenge to schools, with standardised processes in place, i.e. deep data analysis, tighter reporting mechanisms and quality assurance procedures. You stated that this can come as a bit of a shock to schools not operating within a strong performance management framework.

We noted that school inspections have been generally positive throughout 2015-16 and currently only two Swansea schools have been identified in the 'red' support category. We asked for a prognosis for those two schools identified as causing concern. You told us that one of these was a secondary school which was showing improvement, and it was anticipated that it would move out of that category. The other was a primary which was still in need of a high level of support for improvement.

The work of Challenge Advisors was also discussed, and we noted that staff recruitment and retention continues to be challenging, most notably in the secondary sector. We shared our concern that has been expressed by schools, about a lack of continuity of advisors. You argued that there was a high level of consistency amongst advisors and, whilst personalities may change, the quality of support would be the same and should not hinder school improvement. You felt there was no need for a 'personal' connection between advisors and schools, however stressed that changes are not made for changes sake. You added that Challenge Advisors met regularly as a group to ensure consistent standards and share practice. It would be helpful if you could provide more information to help us understand the work of Challenge Advisors and standards, including their allocation across schools.

## **Surplus School Places**

We asked about the current number of surplus school places, in both primary and secondary, and the associated cost. You undertook to respond in writing. It was remarked however that some schools were oversubscribed and it was particularly frustrating for parents, for example in Penllergaer, who have been unable to secure a school place within their own area and have had to transport children to a school out of catchment. You explained that most parents do get the school of their choice but surplus places can be filled with children out of catchment, and this can result in fewer places for children in that area about to enter primary school. We acknowledged that this was a difficult issue, exacerbated by new housing developments.

## **School Budgets**

We discussed the issue of devolving budgets and the relationship between the authority and schools. You felt that things were at the tipping point as it was clear that schools did not generally want any further delegation of funding and the responsibilities that would go with it. . You pointed out the Minister's target of 85%, which is where Swansea is operating at.

We noted that the Welsh Government has still not finalised the terms and conditions for the Education Improvement Grant for 2016/17, and that Pupil Deprivation Grant (Looked After Children allocations) were still not known. When asked you were not sure of the reason for any delay. We agreed that the delay was unsatisfactory and hoped that things will be clearer soon given the impact and uncertainty this will have on schools and service planning.

## **School Attendance**

There has been discussion in various forums about school attendance and whether it was an effective measure of school performance. The concern amongst scrutiny councillors has centred on the impact that a marginal dip in attendance can have on a school's performance figures. The committee expressed concern about the meaningfulness of existing attendance national performance measures particularly how small variations might impact on a school with relatively small number of pupils, putting some schools at a disadvantage when being inspected and judged. Whilst recognising that attendance was important we queried whether Estyn's approach may be different in the future.

We were interested to hear that the Department has decided to appoint an Incentivising Attendance Officer, with an incentivising attendance scheme planned for launch in early in the autumn term.

## **Education Department Structure**

We noted that a revised structure for the Education Department has been implemented and has been in place for six months. Your written report to the committee included the departmental / team structure. We would be grateful if you could add the names of lead officers to the various positions and service areas, including the number of staff in each area.

You told us that a new central base to deal with inquiries (the Education Support Unit) has been set up within the Department in order to provide a better and more efficient service to customers. We were interested to know about this new process and benefits in terms of handling requests and communications.

We talked about the recent hoax bomb scare at Gwyrosydd Primary School and evacuation of pupils in terms of business continuity. We wondered whether the experience in May has led to the Department reviewing its emergency and contingency plans, should an incident take place for example at one of the large comprehensive schools, or during exams. You provided assurance that discussions have taken place at local, regional and national level to help ensure incidents are managed effectively.

## **Your Response**

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

- Tell us about the cost of legal fees incurred to date by the Council dealing with the village green application for Parc Y Werin, and likely cost should inspectors recommend an inquiry;
- Clarify the area of the whole school build at Parc Y Werin (including outside play space) as a proportion of the park;
- Clarify the current position with Pupil Referral Unit accommodation and how you intend to tackle this issue in the coming months;
- Provide more information on the work of Challenge Advisors and standards, including their allocation across schools;
- Confirm the current number of surplus school places, in both primary and secondary, and the associated cost;
- Provide a revised Education Department team / management structure with the names of lead officers in the various positions and service areas, including the number of staff in each area; and
- Tell us about benefits arising from the new Education Support Unit.

Please provide your response by 22 September. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,

Mary Jones

**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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



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

Councillor Mary Jones  
Chair, Scrutiny Programme Committee

BY EMAIL

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

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

Councillor Jennifer Raynor  
(01792) 637429

[cllr.jennifer.raynor@swansea.gov.uk](mailto:cllr.jennifer.raynor@swansea.gov.uk)

JR/HS

8 September 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

I refer to your letter of 1 September 2016.

Thank you for the invitation to attend the Scrutiny Programme Committee on 8 August, I found it a very positive experience. The questions asked by the Committee members and the discussions around the Education Department's work really do assist in evaluating the Department's strategic planning and the delivery of services. I am sure the Schools Performance Panel can update you on the progress we have made in sustaining improvements in both G.C.S.E and A-level results. I am particularly pleased that the Reading and Numeracy Tests reflect the positive work in our primary schools.

In your letter you asked for some more detail on a number of issues:

**Tell us about the cost of legal fees incurred to date by the Council dealing with the village green application for Parc Y Werin, and likely cost should inspectors recommend an inquiry**

To date the cost of the Inspector's fees in regard to the Council's role as Commons Registration Authority is £3,066 and the additional information considered by the Inspector will incur further costs. These fees are likely to be in excess of a total of £20k with the need for a public inquiry. The barrister has agreed to a fixed fee of £15k which includes all advice and attendance at an inquiry. Internal legal staffing costs (already in excess of 115 hours), if charged, would to date represent a further £7k and this will also increase with a public inquiry.

**Clarify the area of the whole school build at Parc Y Werin (including outside play space) as a proportion of the park**

The size of Parc y Werin is 8.76 acres and the overall proposed school site is 3.212 acres, which is 37% of the total park area. Within that 3.212 acres, the school building



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

footprint is approximately 0.563 acres, and 6.5% of the total park area. The remaining external area includes a car park, multi-use games area and 3G pitch which will be made available for community use. Consequently, only 2.463 acres will be removed from community use, which represents 28% of the total park area.

**Clarify the current position with Pupil Referral Unit accommodation and how you intend to tackle this issue in the coming months**

The City and County of Swansea (CCoS) recognises the need to overhaul its entire EOTAS Service to ensure future provision not only best meets the needs of vulnerable young people but provides sector-leading practice. The objective is to re-configure the service to build on existing good practice, transforming the provision to support vulnerable children and their families and to meet the requirement to provide suitable, full time education, in a timely manner, to those children and young people needing to be educated other than at school.

On 24 May 2016, the CCoS held a workshop, involving a wide range of delivery partners and stakeholders, to consider how the local authority could best support the needs of vulnerable learners in Swansea going forward. Officers are currently developing a comprehensive implementation plan, in conjunction with a wide range of delivery partners, to ensure the needs of this important group of young people will be met.

Swansea's Pupil Referral Unit (PRU) currently consists of four types of provision. The Key Stage Education Centre (for key stage 4 pupils with social emotional and behavioural issues (SEBD) based at Brondeg House. The EOTAS Pathways (for key stage 4 pupils with (SEBD) also at Brondeg House. The Arfryn Education Centre (for foundation phase to key stage 3 SEBD pupils). Step-Ahead Education Centre, Gors Avenue (for key stage 3 and key stage 4 pupils with anxiety disorders and mental health issues).

A key aspect of the provision of sector-leading practice involves the development of a safe, stimulating learning environment for young people educated other than at school. A set of requirements for effective EOTAS provision has been produced and shared with the Corporate Estates and Facilities Team, following a desire by elected members to widen the search for accommodation beyond education resources, and beyond council resources. Working with Corporate Property and Building Services (CPBS), officers are currently undertaking feasibility studies on a range of capital assets in local authority ownership for the relocation/co-location of the different elements of the PRU.

We have also recently advertised to secure a new Head of Swansea PRU. The successful candidate will assume responsibility for all pupil referral unit settings in Swansea along with the Behaviour Support Unit and the County's wider pupil behaviour strategy. We hope that this person will be in post during the early part of the new year.





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

**Provide more information on the work of Challenge Advisors and standards, including their allocation across schools**

As of 1 September 2016, the primary challenge adviser team is at optimum capacity for the first time since September 2014. Six full-time equivalent challenge advisers are employed to serve primary schools. Five are full-time and permanent employees with the remainder being part-time seconded headteachers. One full-time challenge adviser divides her work between the pupil referral unit, the special schools and primary schools.

The secondary challenge adviser team should have three members. As of 1 September, there will be two full-time equivalent challenge advisers from the serving secondary headteacher population. Two recently retired headteachers will also work as challenge advisers on an infrequent basis to provide an interim staffing solution. One headteacher will co-ordinate the work of challenge advisers on a part-time basis until a permanent appointment is made. The third vacant post has been transformed into an executive leader post for secondary schools. A national advert for the Head of the Secondary Phase unit will be placed during the week commencing 5 September 2016.

Changes to allocations of challenge advisers to school are inevitable. Seamless handover is provided through joint visits and a single reporting system. Where possible, too many changes for schools that require more support are avoided. However, as schools develop a positive professional relationship with challenge advisers, it is sometimes difficult for headteachers to accept a new link adviser. For September 2016 there have been significant changes in the primary sector as a result of bringing challenge adviser capacity up to the correct level. There is greater stability within the service and the service provided to all school is more likely to be of better quality, as a result.

Standards for all key stages have been reported to the Schools' Performance Scrutiny Panel with 64.8% being the provisional figure for 16 year-olds in Swansea attaining the Level 2 Inclusive threshold, including Welsh or English and mathematics. As verified data is made available further updates will be provided.

**Confirm the current number of surplus school places, in both primary and secondary, and the associated cost**

As at September 2015, there were 3,952 surplus places across all schools within Swansea or 1.1%. This is currently projected to fall to 7.7% by September 2022. This compares favourably with the current levels across Wales of 17.7% and the Welsh Government guideline of 10%.

Estyn has tried to estimate an average cost (May 2012). On the basis of this methodology Swansea is already close to the national guideline figure of 10% and is projected to be well below in the future. Even on the basis of a tighter 6-8% threshold,



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

the estimated 'cost' of projected unfilled places within Swansea by 2022 would be between £153k and £377k.

However, unless a surplus is in sufficient discrete 'blocks' it is not really feasible to remove and even if it is possible there is a significant cost to remove accommodation from any site. Often any surplus is spread over classes – a few in each class will appear as a sizeable total across the school as a whole, but again is not a cost which can be removed. Indeed, the Estyn study accepts that "the removal of surplus places in some schools may cost far more than the revenue savings achieved by their removal".

**Tell us about benefits arising from the new Education Support Unit.**

The Education Services Unit (ESU) was launched on 1 February 2016. This new process streamlines how the department deals with communications and commissions. With all correspondence being received and distributed through a single, non-personalised mailbox it allows for a more robust process in maintaining a log of all incoming and outgoing information, removes the personalised nature of responses from individual officers, provides a single point of contact for all incoming communications and commissions to be directed to, and ensures that all responses are provided in a timely manner.

**Provide a revised Education Department team / management structure with the names of lead officers in the various positions and service areas, including the number of staff in each area**

The revised Education Department structure is attached and now includes numbers for the corresponding Units.

I look forward to our next meeting. Please let me know if you require any further information.

Yours sincerely

**COUNCILLOR JENNIFER RAYNOR**  
**CABINET MEMBER FOR EDUCATION**

**EDUCATION – SENIOR LEADERSHIP TEAM (EDSLT)**

<b>CHIEF EDUCATION OFFICER</b> LINDSAY HARVEY PRIF SWYDDOG ADDYSG														
<b>Strategic Planning and Improvement Group (SPIG)</b> Julie Sheppard Grŵp Gwella Cynllunio Strategol (GGCS)			<b>Education Improvement Service (EIS)</b> Helen Morgan-Rees Gwasanaeth Gwella Addysg (GGA)			<b>Learner Support Service (LSS)</b> Nick Williams Gwasanaeth Cefnogi Dysgwyr (GCD)						<b>Education Planning and Resources Service (EPRS)</b> Brian Roles Gwasanaeth Cynllunio ac Adnoddau Addysg (GCAA)		
MSU	IMU	SEU	PPU	SPU	CSU	ALNU	BSU	CCU	SSU	LLU	EMAU	SMU	FIU	CPDU
Mike Jones	Sarah Hughes	Rhodri Jones	Kerry Thomas	Alan Tootill	Mari Hockin	Mark Sheridan	Simon Evans	Alison Cosker	Kathryn Thomas	Robert Douglas	Diane Vanstone	Karin Jenkins	Kelly Small	Louise Herbert-Evans
Management Systems Unit Uned Systemau Rheoli	Improvement and Monitoring Unit Uned Gwella a Monitro	Stakeholder Engagement Unit Uned Cynnwys Rhanddeiliaid	Primary Phase Unit Uned Cynnod Cynradd	Secondary Phase Unit Uned Cynnod Uwchradd	Curriculum Support Unit Uned Cefnogi'r Cwricwlwm	Additional Learning Needs Unit Uned Anghenion Dysgu Ychwanegol	Behaviour Support Unit Uned Cefnogi Ymddygiad	Catering and Cleaning Unit Uned Arlwyo a Glanhau	School Support Unit Uned Cefnogi Ysgolion	Lifelong Learning Unit Uned Dysgu Gydol Oes	Ethnic Minority Achievement Unit Uned Cyflawniad Lleiafrifoedd Ethnig	Swansea Music Unit Uned Cerddoriaeth Abertawe	Funding and Information Unit Uned Cyllid a Gwybodaeth	Capital Planning and Delivery Unit Uned Cynllunio a Chyflawni Rhaglenni Cyfalaf
6	1	14	12	16	9	28	27	15	34	10	48	3	7	10

**Please note**

The SPU now includes all secondary headteachers in Swansea as we currently have a model of school-to-school challenge.

The BSU does not include the staff that work in our pupil referral units.

The CCU only includes the management, supervisory and administration staff it does not include the large number (approx. 800 staff) delivering catering and cleaning services across the local authority.

The LLU does not include the numerous tutors that deliver the courses.

The SMU does not include the numerous tutors that deliver music in our schools.