

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Special Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 3A, Guildhall, Swansea

On: Thursday, 9 March 2017

Time: 4.30 pm

Chair Councillor Mary Jones

Membership:

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

Co-opted Member: D Anderson-Thomas

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 special meeting of the Scrutiny Programme Committee taking place on 9 March 2017. The main items are Crime and Disorder, and Adult Services.

AGENDA

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- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interest.**
www.swansea.gov.uk/disclosuresofinterests
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Public Question Time.**
10 Minute Period for Questions to Cabinet Members in attendance or Chair of the Committee in relation to the Scrutiny Work Programme.
- 5 **Crime & Disorder Scrutiny - Progress on Safer Swansea Partnership Performance. Questions to Co-Chairs:**
 - Chief Superintendent Joe Ruddy (South Wales Police)
 - Chris Sivers (Director – People)

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- 6 Scrutiny Performance Panel Progress Reports: 6 - 9**
 (a) Adult Services
- 7 Scrutiny Dispatches - Quarterly Impact Report. 10 - 15**
- 8 Scrutiny Work Programme 2016/17. 16 - 46**
 Discussion on:
 (a) Committee Work Plan;
 (b) Opportunities for Pre-Decision Scrutiny;
 (c) Progress with Current Scrutiny Panels and Working Groups.
- 9 Membership of Scrutiny Panels and Working Groups. 47**
- 10 Scrutiny Letters. 48 - 73**

	Activity	Meeting Date	Correspondence
a	Adult Services Performance Panel (Social Care at Home Inquiry Follow Up)	14 Dec	Letter to / from Cabinet Member for Adults & Vulnerable People
b	Planning Working Group	1 Feb	Letter to / from Cabinet Member for Enterprise, Development & Regeneration

- 11 Feedback from Recent Scrutiny Events.**
- 12 Upcoming Scrutiny Events.**
- 13 Audit Committee Work Plan (For Information). 74 - 75**
- 14 Date and Time of Future Committee Meetings for 2016/17 Municipal Year.**

13 March 2017 (4.00pm)	10 April 2017 (4.30 pm)	
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- 15 Date and Time of Upcoming Panel / Working Group Meetings.**

Topic	Approach	Date	Time	Venue Civic Centre (CC) Guildhall (GH)
Child & Family Services	Pre-decision Scrutiny	14 Mar	12.30 pm	Committee Room 3B (GH)
Public Services Board	Performance Panel	15 Mar	10.00 am	Committee Room 5 (GH)
Schools	Performance Panel	16 Mar	4.00 pm	Committee Room 4 (GH)

Children's Readiness for School	Inquiry Panel	20 Mar	4.00 pm	Meeting Room 235 (GH)
Service Improvement & Finance	Performance Panel	22 Mar	10.00 am	Committee Room 5 (GH)
Child & Family Services	Performance Panel	3 Apr	10.00 am	Committee Room 5 (GH)
Adult Services	Performance Panel	5 Apr	4.00 pm	Committee Room 3B (GH)
Schools	Performance Panel	6 Apr	4.00 pm	Meeting Room 235 (GH)

Next Meeting: Monday, 13 March 2017 at 4.00 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.

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Huw Evans
Head of Democratic Services
Thursday, 2 March 2017

Contact: Democratic Services - Tel (01792) 636923

Report of the Chair

Scrutiny Programme Committee – 9 March 2017

CRIME & DISORDER SCRUTINY - PROGRESS ON SAFER SWANSEA PARTNERSHIP PERFORMANCE: QUESTIONS TO CO-CHAIRS

Purpose	To provide information about the performance of the Safer Swansea Partnership (SSP) to enable the Committee to carry out its role as the authority's Crime & Disorder Scrutiny Committee.
Content	The co-chairs of the SSP will attend to provide information and take questions on the work of the Safer Swansea Partnership (e.g. key activities, achievements, and impact): <ul style="list-style-type: none"> • Chris Sivers, Director - People • Chief Superintendent Joe Ruddy, South Wales Police
Councillors are being asked to	<ul style="list-style-type: none"> • Question the co-chairs of the SSP on relevant matters • Make comments, observations and recommendations as necessary
Lead Councillor(s)	Cllr Mark Child, Cabinet Member for Wellbeing & Healthy City
Lead Officer(s)	Chris Sivers, Director - People

1. The Scrutiny Programme Committee is designated as the Council's Crime & Disorder Committee under the Police & Justice Act 2006. The scrutiny of the local Community Safety Partnership forms a significant part of this role.
2. The Community Safety Partnership for Swansea is the Safer Swansea Partnership. It works to reduce crime and disorder, fear of crime and anti-social behaviour in Swansea.
 - 2.1 The police, council, fire, health and probation services, along with many other organisations and charities, work together to address community safety issues, and make the city a safer place with less crime. It is recognised that making communities safer and stronger cannot be achieved by one agency alone and success at partnership working will lie in significant reductions in crime.

Further information can be found at www.swansea.gov.uk/saferswansea

3. The focus of crime and disorder scrutiny is on the examining the work and performance of the Safer Swansea Partnership. At this meeting the committee will have the opportunity to question the co-chairs of the Safer Swansea Partnership. Broadly speaking the committee will want to explore what has been done, how well it has been done and what impact that has made, e.g.
 - what are the headlines
 - key activities and achievements / progress against strategic priorities
 - effectiveness of the partnership working
 - relevant performance and crime statistics (including trends / comparisons elsewhere)
 - evidence of improvement and impact made
 - key challenges ahead and plans to tackle these
4. This session follows from the committee's previous meeting on crime and disorder in March 2016 (see extract of minutes at **Appendix 1**).
5. It is up to the Committee to determine future engagement in crime and disorder scrutiny and how best to incorporate the scrutiny of the Safer Swansea Partnership into the overall work programme.

Background papers: None

Contact Officer: Brij Madahar, Scrutiny Coordinator

☎ 01792 637257

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

**EXTRACT FROM SCRUTINY PROGRAMME COMMITTEE MINUTES –
14 MARCH 2016**

149 **CRIME & DISORDER SCRUTINY - PROGRESS ON SAFER SWANSEA
PARTNERSHIP PERFORMANCE. QUESTIONS TO CO-CHAIRS:**

Chief Superintendent Joe Ruddy (South Wales Police) and Chris Sivers (Director of People) attended to provide a progress report on Safer Swansea Partnership Performance and answer questions.

A presentation was given which encompassed:

- Recorded Crime Trends;
- Domestic Abuse;
- Sexual Offences;
- Robbery;
- Burglary;
- Hate Crime;
- Autocrime;
- Other Thefts;
- Criminal Damage and
- Sectors Recording Biggest Crimes.

The Chief Superintendent stated that crime has reduced over 5 years, making Swansea one of the safest Cities in the UK to live.

With effect from 1st April 2015 the revised Home Office Counting Rules came into effect. The Home Office Counting Rules provide a national standard for the recording and counting of 'notifiable' offences recorded by police forces in England and Wales (known as 'recorded crime').

Despite the changes made to how crime is recorded Swansea has only experienced a 0.7% increase (118 more offences) in recoded crime during 2015 compared against a 1.3% increase in recorded crime across the South Wales Police area.

Violent crime continues to be a priority for the Community Safety Partnership. It is important to note that while reported incidents of overall violent crime increased by 17% (826) the sub-category violence with injury actually reduced by 0.5% (10). The largest increases were seen in the 'less serious' sector of this crime category (assault without injury, harassment, public order offences).

He referred to the work being undertaken with Licensees and TASS (Tackling Alcohol Substance in the Community). The main theme and priority for Safer Swansea Partnership was domestic violence. 29.3% of all violent crime was domestic related.

The Director of People referred to the 13.9% increase in domestic violence since last year which was a significant increase in terms of how this is managed across the board. A strategic group had been established to deal with this, and work was underway to embed this within Partnership. Additionally, a systems review had been undertaken. Changes were in the process of being implemented. The domestic violence 'one stop shop' which had opened last year had proved to be a success.

It was noted that domestic abuse was a Local Service Board top priority. All Councillors will be offered domestic abuse training from the Summer of 2016. The Welsh Government have revised the funding arrangements for Domestic Abuse and work was underway regarding a plan of how this money would be spent. Progress was being made to analyse the data and understand the issues surrounding the high levels of domestic abuse and implications for children in Swansea.

The Chief Superintendent referred to the Police and Crime Reduction Plan in order to increase the level of recording. He referred to the high level of crime in Wind Street and the need to draw resources from other areas of the City.

In response to Member questions, the Chief Superintendent stated that there was an upsurge of incidents of domestic abuse on sports international days.

The Chief Superintendent referred to an increase of 17.2% (52 more cases) in respect of sexual offences, many of which were historic cases. He referred to the work of the Sexual Assault Referral Centre (SARC) which provided emotional and practical support. The increased figures were deemed to be a success in providing victims with the confidence to come forward.

Members' noted that:

- There had been a reduction of 2.9% in relation to robbery;
- There had been a reduction of 13% in relation to burglary;
- Hate Crimes has increased by 52 in 2015 and racial crimes had increased to 50;
- There had been a 11.2% increase in auto crime;
- There had been no increases in other crimes such as shop lifting;
- There had been a 2.5% increase in criminal damage and a restorative approach had been adopted in dealing with such issues;
- The sectors recording biggest crime were Gorseinon, Townhill (and other areas);
- The emerging crime areas included cyber crime; child sexual exploitation; community cohesion; new psycho-active substances and the student population.

In response to Member questions, the Chief Superintendent stated that:

- The Police had met with students during ‘freshers week’ to raise awareness of burglaries and the need to secure properties. It was felt that police operations and close working with the Universities has contributed to a reduction in burglaries;
- The Police were working with other agencies in the community to target specific areas suffering with high levels of anti-social behaviour. He referred to the work of the targeted action meeting and the need to deal with issues in a proportionate manner. He referred to the benefit of ISTAM meetings as part of this work. He was asked to review whether these meetings would benefit from councillor involvement;
- The Police often see ‘peaks and troughs’ in areas as a result of premises becoming less secure or known individuals being in custody;
- The violent crime reduction campaign in the press had been used to address crimes against women and girls. However, this type of crime is difficult to manage when it is committed in the home. He stated that much of the effort needed to be about reducing alcohol consumption because of the link to domestic violence;
- There was no clear connection between alcohol and sexual crimes. Work was on-going with SARC in order to raise awareness and increase victim support. Work was also being progressed with schools to let them know what is and is not acceptable behaviour;
- There were no current plans to introduce a drunk tank within the City although discussions had taken place between the Leader regarding the redevelopment of the City Centre and ways to manage crime;
- The Council’s decision to reduce budgets for CCTV within the City was a political matter although the Police and Crime Commissioner has had discussions with the Leader and Chief Executive;
- CCTV is a useful tool in protecting the City, and Swansea does enjoy more CCTV coverage than other cities in England and Wales;
- The seemingly high turnover of Police Officers at senior level in Swansea was linked to a previous Police recruitment initiative and many reaching the age of retirement. He expected the number of PCSOs in the area to be more settled now;
- A lot of work is ongoing with schools at Key Stage 1, 3 and 4. Crucial Crew are involved in raising awareness regarding internet safety for young people.

In response to Member questions, the Director of People stated that discussions had taken place with Councillor P M Meara regarding research to better understand the problem and relatively high levels of domestic violence / abuse within Swansea. This issue remains as a top priority when Welsh Government grant money is received.

The Chair thanked Chief Superintendent Joe Ruddy and Chris Sivers for the informative presentation and was pleased to see progress in a number of key areas.

RESOLVED that the report be **NOTED**.

Agenda Item 6

Report of the Chair

Scrutiny Programme Committee – 9 March 2017

SCRUTINY PERFORMANCE PANEL PROGRESS REPORTS

Purpose	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will regularly provide a progress report, updating the committee on headlines from their Panel's work and impact.
Content	This report focuses on the following Performance Panel: a) Adult Services
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness / understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Uta Clay (convener)
Lead Officer & Report Author	Dave Mckenna Tel: 01792 636090 E-mail: scrutiny@swansea.gov.uk

1. Introduction

- 1.1 There are five Performance Panels established by the committee. Whilst the work of Inquiry Panels leads to the production of a final report with conclusions and recommendations for cabinet based on evidence gathered on a specific issue, the work of Performance Panels represent regular monitoring of particular services.
- 1.2 Performance Panels are expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services.
- 1.3 The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panels Conveners will therefore provide a regular progress report to the committee to enable:
 - a discussion on the work of each Panel, achievements, effectiveness and impact
 - the committee to consider any issues arising from Panel activities which may have an impact on the overall scrutiny work programme
 - awareness amongst the committee as well as visibility across the council and public.

1.4 This report is about the following Performance Panel:

a) Adult Services

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

Councillor Peter Black has been acting as convener for the last few months and will attend to provide the update.

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

Labour Councillors: 5

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

Liberal Democrat Councillors: 3

Peter Black	Jeff Jones
Chris Holley	

Independent Councillor: 1

Susan Jones	
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Conservative Councillor: 1

Paxton Hood-Williams	
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Coopted Member: 1

Tony Beddow	
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2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Adult Services Scrutiny Performance Panel Update

1. Remit of the Panel

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

2. Introduction

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

3. Key Activities

The Panel was established in May and has held 12 meetings. In that time it has: agreed its terms of reference; developed, consulted on and agreed a work plan; co-opted a member of the public onto the panel for the year; produced five convener's letters; timetabled quarterly performance monitoring. Please note that the panel agreed to assess whether a convener's letter was needed at the end of each meeting.

The main issues covered were as follows:

June / July

- Developed and agreed terms of reference and work plan.

August

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

September

- Deprivation of Liberty Safeguards officer briefing.

November

- Commissioning Review Consultation Report and service model outlines
- Adult Services Performance Management Framework.

December

- Social Care at Home Scrutiny Inquiry Follow-up

January

- How the Council assesses and provides care for people with mental health needs

February

- Draft budget proposals for the Adult Services department.
- Presentation by the health board on mental health

March

- Objective Setting for Senior Officers
- Adult Services Performance

4. Achievements / Impact

- **Performance**

The panel has agreed to conduct regular performance monitoring

- **Commissioning Reviews**

The panel considered the Commissioning Review Consultation Report and service model outlines

- **Budget**

The Panel considered budget proposals for adult services and highlighted a number of issues that were fed through the Service Improvement and Finance Panel as part of the overall scrutiny of the budget.

5. Future Work Programme

- The meets on a monthly basis and will conclude its work for the year in April.

6. Action required by the Scrutiny Programme Committee

None.

Agenda Item 7

Report of the Chair

Scrutiny Programme Committee – 9 March 2017

SCRUTINY DISPATCHES – QUARTERLY IMPACT REPORT

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

1. Introduction

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

2. Scrutiny Dispatches

- 2.1 The next quarterly report has been drafted for approval (**attached**). This will then be submitted to the next Council meeting (23 March) for discussion.

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

3. Legal Implications

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

4. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

‘How scrutiny councillors are making a difference’

The best way to tackle poverty is to work with the people affected by poverty

(Lead: Councillor Sybil Crouch)

Scrutiny councillors have identified ways in which the Council can best tackle poverty in Swansea, having spent the last six months reviewing current approaches.

Amongst its significant findings the Scrutiny Inquiry found that:

- in developing (and delivering) a strategy it was vital that people experiencing poverty were not only involved, but involved in a powerful and meaningful way.
- involving people experiencing poverty should be more than a project and must be integral to the strategy.
- good practice elsewhere suggests benefits in adopting the Poverty Truth Commission model. The model focuses on relationships, and trains both people experiencing poverty and people in public life, and supports them to work together on joint projects around key themes based on issues raised by those experiencing poverty.

The Panel of Councillors believe that this model, adapted to fit Swansea’s circumstances, could not only provide a challenge and culture change but also be a flagship for the strategy – demonstrating the commitment to involve people experiencing poverty. Tackling Poverty is one of the Council’s top five priorities and the inquiry focussed on how the Council’s Tackling Poverty Strategy can be improved. The scrutiny inquiry report and recommendations will be presented to Cabinet on 16 March, who will then provide a response in the new few months.

The Panel Convener, Councillor Sybil Crouch, said:

‘Tackling Poverty is key to delivering the health and wellbeing of our citizens and of our city. We heard powerful testimony from people experiencing poverty and I am especially grateful to them for taking time to tell us what they face on a daily basis. I was moved by their testimony and by their courage in the face of complex problems. The Tackling Poverty Strategy lays considerable emphasis on the need to involve people experiencing poverty, without whom “there is no delivery”. The evidence we heard from the Leeds Poverty Truth Commission persuades us that this is a model which Swansea should follow and it is one of our principle recommendations that this should be actioned at the earliest opportunity. I hope that our recommendations will be accepted in the positive spirit in which they are made and that this important work will gain a renewed focus and impetus.’

Scrutiny has contributed to this vital debate by providing:

- Evidenced proposals that will lead to the strategy being more effective
- The views of people experiencing poverty
- The views of key stakeholders
- Consideration of the conclusions and recommendations from national reports and an assessment of the implications for Swansea
- Identification of good practice/research elsewhere and whether there is any learning for Swansea's approach
- Increased councillor understanding about the Tackling Poverty Strategy
- Greater public awareness of the work of the Tackling Poverty Strategy

The full report is available on our publications page: www.swansea.gov.uk/scrutinypublications

Helping to redesign homecare services for older people

(Lead: Councillor Uta Clay)

Scrutiny councillors have made an impact on the delivery of social care at home.

The convener of the Panel which carried out the inquiry, Councillor Uta Clay, said: 'We were pleased to learn that the inquiry had provided useful research and evidence which helped inform the service design for the adult services model and delivery options for the three commissioning reviews. We were also pleased that the inquiry had improved awareness and understanding of a complex topic amongst officers and councillors and had helped to promote constructive debate within the commissioning review process.'

Councillors made a number of recommendations, agreed by Cabinet in 2015, and met recently to discuss progress with the implementation of actions and assess the impact made by this scrutiny inquiry.

The scrutiny report, called 'Building an Independence Service' focussed on how the Council and its partners can best support older people to remain in their own homes. The follow up of this inquiry revealed that all agreed recommendations have been actioned and completed.

The panel was pleased to hear that its work has made a positive contribution to:

- a re-design of the Adult Services Model
- a commissioning review of domiciliary care services for older people
- the re-structure of the adult Services Intake Team
- the Introduction and expansion of Local Area Co-ordination
- a better understanding of the underlying issues contributing to delays in sourcing packages of care

Ensuring the best facilities for children educated away from mainstream schools

(Lead: Councillor Cheryl Philpott)

The work of scrutiny councillors have helped to bring about service improvements for children that are educated other than at school (EOTAS) by:

- raising the profile of this service and issues
- improving understanding / awareness about EOTAS
- providing useful research / evidence, and
- making a positive impact on the service as a whole

Councillors met recently with the Cabinet Member for Education and relevant officers to follow up upon the impact of their scrutiny inquiry into Education Inclusion.

The convener of the inquiry, Councillor Cheryl Philpott said: 'The Panel found that good progress was being made in relation to the recommendations made in the inquiry report and that these have informed decision making and the recent overhaul of the entire education other than at school service. The Panel were particularly pleased to hear about progress in finding a more suitable building and location for EOTAS services, and were encouraged by the pending feasibility study for a potential new facility in Cockett.'

The Panel now look forward with optimism for children using EOTAS services and feel vulnerable children within the education system in Swansea will be much better served moving forward. Councillors were particularly pleased to hear the ambition for this service is not just to be good but to be excellent.

Scrutiny is making the news

(Lead: Councillor Mary Jones)

It is pleasing to report that we have seen a growth in the amount of media coverage for the work of scrutiny this year. One of the identified improvement objectives for scrutiny is the need for more coverage in the media so that the public are more aware of our work. Because of this we are now monitoring the amount of media coverage received as part of performance measures for developing scrutiny.

We have seen media coverage from the South Wales Evening Post, BBC Wales online, Swansea Bay Radio for a range of scrutiny activities including discussions on:

- Gypsy & Traveller Site Provision
- Welsh Housing Quality Standard
- Child & Adolescent Mental Health Services
- School Reserves
- City Centre Regeneration
- Houses in Multiple Occupation
- Building Sustainable Communities / Community Action

Over the past years or so we have paid a lot of attention to the way we communicate, including developing a more 'news' writing style. The service has also been developing closer links with the Council's Communications Team in order learn about effective writing and attract more media attention. Scrutiny Dispatches has evolved over recent years so that it can provide readily useable content for the local press. We have also continued to blog on the big stories in scrutiny and use social media platforms such as Twitter to promote and share our work.

The media coverage seen over the last year is also a good indication of the amount of scrutiny topics which have been of public interest. It reflects well on what is aimed to be a balanced scrutiny work programme.

Chair's Roundup:

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

Gathering evidence

Another inquiry, going on over the last four months, has been looking at Children's Readiness for School (lead: Councillor Hazel Morris). The Panel has gathered a range of evidence and perspectives on this important issue, including a number of schools and early year's settings, which will inform conclusions and recommendations for improvement. A final report will be published in April 2017.

Questioning Cabinet Members

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

Examining Commissioning Reviews

One of the ways in which scrutiny hold the cabinet to account is to carry out pre-decision scrutiny. This means questioning Cabinet Members on proposals, taking into account strategic impact, public interest and financial implications, and presenting views and any concerns to Cabinet ahead of decisions. Amongst these are Commissioning Reviews where Cabinet is taking significant decisions about the future of our services, under the backdrop of financial pressures and sustainability. The Service Improvement & Finance Performance Panel has dealt with a number of these reviews and most recently discussed the Parks & Cleansing Commissioning Review.

Picking up public concerns – HMOs

Following a public request for scrutiny we agreed to set up a Working Group to look at issues around Houses in Multiple Occupation. This work has now concluded. The Working Group heard from Cabinet Members, officers and members of the public and has made a number of recommendations in a letter to the relevant Cabinet Members. The scrutiny councillors involved in this work have called for clear controls over the density and spread of HMOs across the City and County of Swansea, most notably in Uplands and St Thomas given the proximity to university campuses. They also call for more resources to be directed to HMO enforcement activities. A response is expected soon.

Working in different ways to look at some issues – Digital Inclusion

Adopting a more light-touch approach, one-off Working Groups are set up to look at some topics. A Working Group has been set up to look at the issue of digital inclusion. A meeting has been arranged for 6 March for a discussion on plans, activities, achievements, impact, challenges, and overall assessment. Digital inclusion is an important issue for the Council, given that there is a move towards increasing digital contact and making more services on-line. There is concern about the risk of digital exclusion, and how the council is helping citizens to get on-line. The Working Group will be expected to ask the relevant Cabinet Member and officers about: the Council's strategy to ensure access to services for all; work to ensure that people are not being excluded from services once they become digital; and the quality of digital services.

Evaluating the year

One of the hallmarks of an effective scrutiny function is one that reflects on and learns from experience. For this reason, at this time of the year, we undertake our Annual Scrutiny Survey. We will be inviting all councillors, staff, partners and the public to tell us what they think about scrutiny in Swansea, as well as collect views about future work. The results of the survey help provide us with data to demonstrate how well we are doing and outcomes, and will be published in our Annual Report in the summer.

Planning future work

The work programme will try to balance community concerns with issues of importance to the council. Anyone living or working in Swansea can get in touch with us about matters of concern as scrutiny may be able to help. We will see how best scrutiny could deal with it to make a difference. We also have time set aside at every Scrutiny Programme Committee for a public question time, for questions to any Cabinet Members present about their work or to myself concerning the scrutiny work programme.

Making the work of scrutiny more transparent and accessible

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

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Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 9 March 2017

SCRUTINY WORK PROGRAMME 2016/17

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

1. Introduction

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

It also needs to be:

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

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

2. Scrutiny Work Programme 2016/17

2.1 Scrutiny Programme Committee:

- 2.1.1 The committee's work plan for the year is attached as **Appendix 1**. This includes a schedule of future Cabinet Member Question & Answer Sessions. This should be kept under review to ensure it represents a robust and effective plan.
- 2.1.2 Committee members should review and confirm items for the next and future meetings giving specific consideration to who should attend so that meetings are always well planned and prepared for, e.g. information required and key questions that the committee wishes to ask. The committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g. pre-decision scrutiny which may require extra meetings.

2.1.3 The items scheduled for the next committee meeting are:

13 March:

- Cabinet Member Question Session: Cabinet Member for Transformation & Performance (Councillor Clive Lloyd).
- Sustainable Swansea – Cross Cutting Programmes - Discussion with Martin Nicholls, Director – Place, on approach to future commissioning reviews
- Oceana Building - Discussion on Demolition Asbestos Survey / Contract Award and financial implications

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

The following reports have already been identified for pre-decision scrutiny:

- Castle Square Development & Public Realm Opportunity
- Swansea City Centre Regeneration - Delivery and Funding Requirements. (NB – the committee will focus on the accommodation strategy)

These are listed for 16 March Cabinet therefore will also be considered by the committee on 13 March. Due to the heavy agenda the committee will need to focus its time on views on these reports and issues that should be highlighted for cabinet. It is important for committee members to review the cabinet reports (which will be published by 8 March) ahead of the meeting on 13 March, as it is unlikely there will be time for formal presentation from the Cabinet Member.

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

Commissioning Review	Cabinet Portfolio Lead	Cabinet	Pre-decision by Scrutiny Panel / Committee
Waste Management	David Hopkins	16 June	Service Improvement & Finance (6 June)
Corporate Building & Property	Rob Stewart / Andrea Lewis	18 August	Service Improvement & Finance (15 Aug)
Parks and Cleansing	David Hopkins / Mark Child	15 December	Service Improvement & Finance (12 Dec)
Family Support (Domestic Abuse)	Christine Richards	16 February 2017	Child & Family Services (13 Feb)
Family Support (Family Services for under and over 11s)	Christine Richards Mark Child	16 March 2017	Child & Family Services (14 Mar)
Public Protection	Mark Child Robert Francis-Davies	20 April 2017	Service Improvement & Finance (18 Apr)
Highways & Transportation	David Hopkins	tbc 2017	Service Improvement & Finance
Planning Services/Economic Development/City Centre	Robert Francis-Davies	tbc 2017	Service Improvement & Finance
Family Support (Child Disability Services)	Christine Richards / Mark Child	May 2017	Child & Family Services
Additional Learning Needs	Jennifer Raynor	May 2017	Schools
All Residential and Day Care Services provided via: Learning Disability; Mental Health; Physical Disability Services	Jane Harris	June 2017	Adult Social Services
All Council Catering Services	Clive Lloyd	June 2017	tbc
Housing	Andrea Lewis	tbc - 2017	Service Improvement & Finance

2.2 Inquiry Panels:

2.2.1 The following Inquiry Panels are currently active:

In progress (yet to report):	Completed (follow up stage)
<ol style="list-style-type: none">1. Children's Readiness for School (evidence gathering stage) – Expected End: March 20172. Partnerships & Collaboration (planning stage) – On Hold	<ol style="list-style-type: none">1. School Governance (tba)2. Building Sustainable Communities (tba)3. Child & Adolescent Mental Health Services (final report was presented to Cabinet 20 Oct – decision awaited)4. Tackling Poverty (final report being presented to cabinet 16 March)

Cabinet made a decision on the Child & Adolescent Mental Health Services Inquiry Report on 16 February – of the 15 recommendations made by scrutiny, 13 were accepted, 1 partly, and 1 rejected and an action plan was agreed. The implementation of the action plan and impact of this inquiry will be followed up during 2017.

2.3 Performance Panels:

2.3.1 The following Performance Panels are meeting:

<ol style="list-style-type: none">1. Service Improvement & Finance2. Schools3. Child & Family Services	<ol style="list-style-type: none">4. Adult Services5. Public Services Board
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2.4 Working Groups:

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

<ol style="list-style-type: none">1. Planning (Oct 2016) COMPLETE2. Houses in Multiple Occupation (letter with conclusions and recommendations being drafted)3. Local Flood Risk Management (1 Mar) (<i>annual review of flood risk plans</i>)	<ol style="list-style-type: none">4. Digital Inclusion (6 Mar 2017)5. Roads / Highways Maintenance6. Corporate Building Services7. Dog Fouling8. Renewable Energy
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2.5 Regional Scrutiny:

2.5.1 Swansea scrutiny is also involved in a regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A scrutiny councillors group has been set up in order to coordinate scrutiny work across the region and ensure a consistent approach. It is initially meeting bi-annually. Swansea is represented by the chair of the Scrutiny

Programme Committee and convener of the Schools Performance Panel. The last meeting took place on 27 February 2017 and was hosted by Ceredigion Council.

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

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

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

3.1 Correspondence received by the scrutiny team from members of the public has been dealt with as follows:

- Cutting of Trees at 'Bolgoed Field', Pontarddulais / Impact on Bat Roosts: Correspondence referred to relevant Cabinet Members / officers. Member of public advised of Council's Corporate Complaints Procedure if considered necessary.
- Parc y Werin / Proposed New Primary School Build: Correspondence opposing the new school build and concern about impact on the park referred to Monitoring Officer given current legal process (application for village green status / inquiry).

4. Financial Implications

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

5. Legal Implications

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

Background papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Appendices:

Appendix 1: Committee Work Plan 2016/17

Appendix 2: Forward Look (Cabinet Business)

Appendix 3a: Scrutiny Work Programme Timetable 2016/17

Appendix 3b: Progress of Panels and Working Groups

Appendix 4: Scrutiny Councillor / Officer Leads

Scrutiny Programme Committee – Work Plan

Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required To review future cabinet business and consider opportunities for pre-decision scrutiny To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes
Scrutiny Letters	<ul style="list-style-type: none"> To review scrutiny letters and Cabinet Member responses arising from scrutiny activities
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact (8 Aug; 14 Nov; 9 Mar)
Scrutiny Events	<ul style="list-style-type: none"> Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development & improvement Issues; WLGA / CfPS network meetings)

Items for Specific Meetings:

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

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

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

	<ul style="list-style-type: none"> Progress Report – Adult Services Performance Panel 	<ul style="list-style-type: none"> Convener, attending to update on headlines from the Panel’s work and achievements
13 Mar	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Transformation & Performance
	<ul style="list-style-type: none"> Sustainable Swansea – Cross Cutting Programmes 	<ul style="list-style-type: none"> Discussion with Martin Nicholls, Director – Place, on approach to future commissioning reviews
	<ul style="list-style-type: none"> Oceana Building 	<ul style="list-style-type: none"> Discussion on demolition asbestos survey / contract award
10 Apr	<ul style="list-style-type: none"> Final Inquiry Report: Children’s Readiness for School 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Hazel Morris, prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Progress Report – Public Services Board Performance Panel 	<ul style="list-style-type: none"> Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> Annual Work Plan Review 	<ul style="list-style-type: none"> To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny

Other to be arranged:

<ul style="list-style-type: none"> Pre-Decision Scrutiny 	<ul style="list-style-type: none"> Castle Square – Development & Public Realm Opportunity Swansea City Centre Regeneration – Delivery and Funding Requirements
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APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
A Revised Tackling Poverty Strategy for Swansea.	The Revised Poverty Strategy for Swansea provides the City and County of Swansea's strategic approach to tackling the issue of poverty in Swansea. It also sets out our framework for delivery via a time bound delivery plan with key milestones.	Rachel Moxey	Cabinet Member - Anti-Poverty and Communities	Cabinet	16 Mar 2017	Open
Report on the Western Bay Principles of Prevention Framework and the Prevention Strategy for Swansea.	To seek approval for the adoption of the Western Bay Principles of Prevention Framework and the complementary approach of the Prevention Strategy for Swansea	Sara Harvey, Rachel Moxey	Cabinet Member - Wellbeing and Healthy City, Cabinet Member - Adults and Vulnerable People	Cabinet	16 Mar 2017	Open
Acquisition of Property to Facilitate City Centre Regeneration.	The report seeks approval to acquire a property in order to facilitate a proposed regeneration scheme in the city centre	Gordon Allison	Cabinet Member - Environment and Transportation	Cabinet	16 Mar 2017	Fully exempt

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Annual Review of Charges (To Apply 2017/18) - Social Services.	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	16 Mar 2017	Open
Castle Square Development and Public Realm Opportunity.	This report will detail the general public consultation responses after having issued a Public Open Space Notice.	Gail Evans	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	16 Mar 2017	Open

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APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Free Childcare for 3 and 4 Year Olds Pilot.</p>	<p>The childcare offer will provide working parents with 30 hours of government-funded childcare and early education for 3 and 4 year olds for 48 weeks of the year.</p> <p>Swansea was selected as 1 of 6 Local Authorities to work with the Welsh Government to pilot the new Childcare offer from September 2017 prior to full national rollout in September 2020.</p> <p>The purpose of the Report is to approve the proposals for the target areas for the first year of the Free Childcare Pilot</p>	<p>Sian Bingham</p>	<p>Cabinet Member - Wellbeing and Healthy City, Cabinet Member - Services for Children and Young People (Deputy Leader), Cabinet Member - Education</p>	<p>Cabinet</p>	<p>16 Mar 2017</p>	<p>Open</p>

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Housing General Fund (HGF) Disabled Facilities and Improvement Grant Programme 2017/18.	To comply with Financial Procedure Rule 7 – To commit and authorise schemes as per the capital programme.	Mark Wade	Cabinet Member - Next Generation Services	Cabinet	16 Mar 2017	Open
Swansea City Centre Regeneration – Delivery and Funding Requirements.	Sets out progress to date following early Cabinet decisions, advises on next steps with financial implications and seeks authority to proceed.	Huw Mowbray	Cabinet Member - Enterprise, Development and Regeneration	Cabinet	16 Mar 2017	Open

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>To Seek Approval to Participate in the Cam Nesa Project and See Through the Necessary Stages to Implementation.</p>	<p>To approve and agree participation and implementation of City & County of Swansea in the Cam Nesa project which seeks to reduce youth unemployment and reduce the number of young people who are already NEET between the ages of 16 – 24 years old. This is a collaborative ESF funded initiative between five Local Authorities across the South West Wales Region, for which Pembrokeshire County Council is acting as the lead beneficiary</p>	<p>Tracy Nichols</p>	<p>Cabinet Member - Anti-Poverty and Communities, Cabinet Member - Enterprise, Development and Regeneration</p>	<p>Cabinet</p>	<p>16 Mar 2017</p>	<p>Open</p>
<p>Capital Maintenance Report 2017/2018.</p>	<p>To identify priority programme for identified capital budget.</p>	<p>Andrew Shaw</p>	<p>Cabinet Member - Next Generation Services</p>	<p>Cabinet</p>	<p>16 Mar 2017</p>	<p>Open</p>

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
FPR7 – The Kingsway Infrastructure Project.	To seek Cabinet approval to agree a final scheme following public consultation and to add the project to the Capital Programme.	Gareth Hughes	Cabinet Member - Environment and Transportation, Cabinet Member - Enterprise, Development and Regeneration	Cabinet	16 Mar 2017	Open
Family Support Services Commissioning Review – Options Appraisal Report (Gateway 2) for the Under 11’s Cluster of the Commissioning Review.	<p>This Review is focused on the development of a model to support children and families as early as possible so that they receive the right support at the right time.</p> <p>It is a cross-service review between Child & Family Social Services and Poverty & Prevention, but there are clear interdependencies with other service areas, principally schools and health and the third sector.</p>	Sian Bingham	Cabinet Member - Wellbeing and Healthy City, Cabinet Member - Services for Children and Young People (Deputy Leader)	Cabinet	16 Mar 2017	Open

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Family Support Services Commissioning Review – Options Appraisal Report (Gateway 2) for the Over 11’s Cluster of the Commissioning Review.</p>	<p>This Review is of services supporting children and families of children over the age of 11 and focuses on services which support mental health and issues of substance misuse and parenting. It is a cross-service review between Child & Family Social Services and Poverty & Prevention, but there are clear interdependencies with other service areas, principally with Police, Education, Health and the Third Sector.</p>	<p>Gavin Evans</p>	<p>Cabinet Member - Wellbeing and Healthy City, Cabinet Member - Services for Children and Young People (Deputy Leader)</p>	<p>Cabinet</p>	<p>16 Mar 2017</p>	<p>Open</p>
<p>FPR7 Amendment – Vibrant and Viable Places Programme, Swansea City Centre.</p>	<p>The report seeks approval to amend the capital budgets within the Vibrant and Viable Places Programme for 2016/17</p>	<p>Paul Relf</p>	<p>Cabinet Member - Enterprise, Development and Regeneration</p>	<p>Cabinet</p>	<p>16 Mar 2017</p>	<p>Fully exempt</p>

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APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Capital Allocation to Highway Infrastructure Assets 2017-18.	To confirm the Capital work programmes for highway infrastructure assets.	Bob Fenwick	Cabinet Member - Environment and Transportation	Cabinet	16 Mar 2017	Open
Asset Management Plan 2017-2021.	To update the Council's 4 year Asset Management Plan.	Geoff Bacon	Clive Lloyd	Cabinet	20 Apr 2017	Open
Establishment of Specialist Teaching Facilities for Pupils with Autistic Spectrum Disorder (ASD).	Increasing demand requires the establishment of three additional Specialist Teaching Facilities (STFs) for pupils with Autistic Spectrum Disorder (ASD). The establishment of STFs requires a statutory proposal and consultation.	Kelly Small	Cabinet Member - Education	Cabinet	20 Apr 2017	Open
Public Protection Commissioning Review Option Appraisal report.	To inform members of the findings of the Commissioning Review process in the Public Protection Service, to seek approval for the proposals and to progress to implementation.	Lynda Grove	Cabinet Member - Wellbeing and Healthy City, Cabinet Member - Enterprise, Development and Regeneration	Cabinet	20 Apr 2017	Open

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Advising on agreed term of occupation for relocated Grant funded service.	To advise on agreed lease terms for occupation of office accommodation	Lewis Hinds	Cabinet Member - Transformation and Performance	Cabinet	20 Apr 2017	Fully exempt

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>Contract for the Provision of Long-Term Food Waste Treatment Services for the South West Wales Hub (The Hub)</p>	<p>The City and County of Swansea acting as lead Authority for a Hub (comprising the Council and BCBC) which has undertaken a procurement for the provision of a long-term contract for the treatment of food waste.</p> <p>The process, which is nearing completion, requires the Authority to enter in to a second Inter Authority Agreement (IAA) with Bridgend County Borough Council (BCBC) to manage the operational phase of the long-term contract.</p> <p>In addition, the report will also seek permission to award a contract to the most economically advantageous tender pending confirmation of funding from WG.</p>	<p>Keith Coxon</p>	<p>Cabinet Member - Environment and Transportation</p>	<p>Cabinet</p>	<p>20 Apr 2017</p>	<p>Fully exempt</p>

APPENDIX 2 – CABINET FORWARD PLAN 2016 – 2017

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Potentially Short Term Letting – Civic Centre.	Proposed short term letting Civic Centre of surplus office accommodation, created as a result of the Agile Programme.	Geoff Bacon	Cabinet Member - Transformation and Performance	Cabinet	20 Apr 2017	Fully exempt

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>Western Bay Commissioning Strategy for Care Homes for Older People.</p>	<p>This commissioning strategy sets out a strong and shared commitment by the Western Bay Health and Social Care Partnership to ensure a sustainable range of high quality care home placements to meet the needs of older people within the local authorities of Swansea, Bridgend and Neath Port Talbot.</p> <p>The strategy sets out the changes that will be required to the current commissioning models in our three Local Authorities together with the Abertawe Bro Morgannwg University Health Board (ABMUHB). It signals future requirements from the providers of care home services and the way in which this care home “market” will need to develop and operate in order to deliver this vision.</p>	<p>Sara Harvey</p>	<p>Cabinet Member - Adults and Vulnerable People</p>	<p>Cabinet</p>	<p>20 Apr 2017</p>	<p>Open</p>

Scrutiny Work Programme 2016-17

Appendix 3a

ACTIVITY	November	December	January	February	March	April
Scrutiny Programme Committee	14	12	9	13	9 13	10
Inquiry Panels						
Current:						
Tackling Poverty (started Jun 2016)	2 7,10 17,21 28 1		16		16	
Readiness for School (started Oct 2016)	3 17 23	20	11 19 27	2 20	20	
Partnerships & Collaboration (inquiry on hold)						
Follow Up:						
Social Care at Home (Cabinet 20/8/15) COMPLETE		14				
Education Inclusion (Cabinet 19/11/15) COMPLETE	29		3			
School Governance (Cabinet 16/6/16)						
Building Sustainable Communities (19/01/17)						
CAMHS (Cabinet 16/2/17)						
	Planning	Evidence Gathering	Final Report	Cabinet		
Performance Panels						
Service Improvement & Finance	2 23	12 20	25 7	22	22	18
Schools	16	8	18	6 16	16	6
Child & Family Services	30	19	23	13 27	14	3
Adult Services	3 23	14	11	6 8	8	5
Public Services Board (multi-agency panel)		6	18	15	15	12
Other Panels / Working Groups						
ERW Regional Councillor Group (twice a year)				27		
Local Flood Risk Management (annual)					1	
Houses in Multiple Occupation	25		12			
Planning				1		
Digital Inclusion					6	

Progress Report – Current Scrutiny Panels and Working Groups

1. Inquiry Panels:

a) **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

Following agreement by the Scrutiny Programme Committee on 13 February the Panel’s final report will be presented to Cabinet on 16 March for decision.

Projected End Date: Complete.

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

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

Progress Bar:

Planning	Evidence Gathering	Draft Final Report

The Panel considered their findings and discussed their conclusions and recommendations to the inquiry at their meeting on the 20 February. They will next meet in March to look at finalising their inquiry report which will be discussed by the Scrutiny Programme Committee in April.

Projected End Date: March 2017

2. Pre-Inquiry Working Groups

a) **Partnerships & Collaboration**

This planned work is currently on hold and subject to available time and resources.

Key concerns that have been expressed:

- 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?

Terms of Reference for any future inquiry are to be agreed however likely focus would be on how the Council could improve its approach to partnership working and collaboration to help achieve the outcomes of the Well Being of Future Generations Act.

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	14 Dec 2016 (complete)
Corporate Culture	15 Oct 2015	19	0	0	6 Jul 2016 (complete)
Education Inclusion	21 Jan 2016	19	0	1	29 Nov 2016 3 Jan 2017 (complete)
School Governance	16 Jun 2016	6	2	4	tba
		Response to other 4 recommendations: Action already in place			
Building Sustainable Communities	19 Jan 2017	10	0	0	Oct /Nov 2017
Child & Adolescent Mental Health Services	16 Feb 2017	13	1	1	tbc

4. Performance Panels:

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

On the 22 February the Panel will receive the 3rd Quarter Budget Monitoring report and look at some further issues in relation to the Fees and Charges report considered on 25 January.

On 22 March the Panel will look at the 3rd Quarter Performance Monitoring Data.

b) Schools Performance (convener: Cllr Fiona Gordon)

The Schools Performance Panel on met on the 16 February to look at the Education Annual Performance Data for 2015/16, the latest school categorisation, progress with the local authority Estyn

recommendations for children and young people and received an update on the Swansea Music Service.

The Panel at their next meeting on the 16 March 2017 will meet with the Challenge Advisor, Headteacher and Chair of Governors from Birchgrove Comprehensive School to discuss current performance and their prospects for improvement.

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

The Panel is holding a series of Q & A sessions with members of the PSB Core Group in order to understand the actions and contributions that each organisation is making towards achieving the outcomes and priorities of the PSB. The last meeting on 15 February involved the chair of the PSB and Leader of the Council, Councillor Rob Stewart.

The Panel is due to meet with representatives from ABMU Health Board, South Wales Police, and Natural Resources Wales on 15 March.

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

The Panel's met on 13 February to undertake pre-decision scrutiny on the Commissioning Review of Domestic Abuse Services.

There will be a meeting on 27 February to consider departmental performance and a further pre decision meeting on 13 March to consider services for under and over 11s.

e) Adult Services (convener: Uta Clay)

See progress report – agenda item 6.

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 scrutiny councillors group has been set up in order to coordinate scrutiny work and ensure a consistent approach across the six councils participating in ERW. At present this involves two meetings per year. Swansea is represented by the Chair of the Scrutiny Programme Committee and Convener of the Schools Performance Panel.

The Group met on 27 February 2017 and was hosted by Ceredigion Council. The group discussed School Governance and each local authority's education scrutiny work programme. They also received updates from the ERW Managing Director on progress with the recommendations contained in the ERW Estyn Inspection, the ERW

Business Plan and school categorisation. The next meeting will take place in September/October, date to be arranged.

Swansea's Scrutiny Team is providing the support for this group as the Council's contribution to ERW.

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

The working group is meeting on 1 March in order to receive its first annual up-date and monitor progress on the delivery of the Flood Risk Management Plan. The Cabinet Member for Environment & Transportation will be attending.

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

The Working Group met on 1 February in order to discuss its response to the letter from the Cabinet Member for Enterprise, Development & Regeneration to its letter arising from the meeting that took place on 19 October. A letter outlining some further concerns and the response of the Cabinet Member are reported to the committee within this agenda for discussion.

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

The Working Group met on the 25 November and again on the 12 January where they received and discussed a joint briefing report from Housing and Public Health and Planning, met with the relevant Cabinet members and received representations from the public in writing and in person. The Convener of the Panel has sent a letter to the Cabinet Member giving the panels views.

f) **Digital Inclusion** (convener: Cllr Lesley Walton)

A meeting has been arranged for 6 March for a discussion on plans, activities, achievements, impact, challenges, and overall assessment.

Digital inclusion is an important issue for the Council, given that there is a move towards increasing digital contact and making more services on-line. There is concern about the risk of digital exclusion, and how the council is helping citizens to get on-line. The Working Group will be expected to ask the relevant Cabinet Member and officers about: the Council's strategy to ensure access to services for all; work to ensure that people are not being excluded from services once they become digital; and the quality of digital services.

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

1. Roads / Highway Maintenance

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

2. Corporate Building Services

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

3. 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.

4. Renewable Energy

This would enable information and discussion / questions on the Council's aims and objectives, development projects / initiatives, and progress in the promotion and use of renewable energy, and benefits. This topic is relevant to the aims of the Wellbeing of Future Generations Act and sustainable development.

Appendix 4

Lead Scrutiny Councillor / Officer Contacts:

Activity	Lead Councillor	Lead Scrutiny Officer
Scrutiny Programme Committee	Mary Jones cllr.mary.jones@swansea.gov.uk	Brij Madahar (01792 637257) brij.madahar@swansea.gov.uk
Inquiry Panels:		
Tackling Poverty How can the Council's Tackling Poverty Strategy be improved?	Sybil Crouch cllr.sybil.crouch@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Children's Readiness for School How can children's readiness for school be improved in Swansea?	Hazel Morris cllr.hazel.morris@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Inquiry Panels (follow up)		
School Governance	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Child & Adolescent Mental Health Services	Mary Jones cllr.mary.jones@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Building Sustainable Communities	Terry Hennegan cllr.terry.hennegan@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk

<u>Performance Panels:</u>		
Child & Family Services	Paxton Hood-Williams cllr.paxton.hood-williams@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Service Improvement & Finance	Chris Holley cllr.chris.holley@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Schools	Fiona Gordon cllr.fiona.gordon@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Public Services Board (multi-agency)	Mary Jones cllr.mary.jones@swansea.gov.uk	Brij Madahar (01792 637257) brij.madahar@swansea.gov.uk
Adult Social Services	Uta Clay cllr.uta.clay@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
<u>Working Groups:</u>		
Local Flood Risk Management	Susan Jones cllr.susan.m.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk
Planning	Chris Holley cllr.chris.holley@swansea.gov.uk	
Houses in Multiple Occupation	Mary Jones cllr.mary.jones@swansea.gov.uk	Michelle Roberts (01792 637256) michelle.roberts@swansea.gov.uk

Digital Inclusion	Lesley Walton clr.lesley.walton@swansea.gov.uk	Dave Mckenna (01792 636090) dave.mckenna@swansea.gov.uk
Partnerships & Collaboration (pre-inquiry)	June Burtonshaw clr.june.burtonshaw@swansea.gov.uk	Work currently on hold

Report of the Chair

Scrutiny Programme Committee – 9 March 2017

MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS

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

1. Introduction

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

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

- 2.1 None

3. Legal Implications

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

4. Financial Implications

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

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

Agenda Item 10

Report of the Chair

Scrutiny Programme Committee – 9 March 2017

SCRUTINY LETTERS

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

1. Introduction

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

2. Reporting of Letters

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

- 2.2 The Scrutiny Programme Committee agenda also includes a copy of letters to/from Cabinet Members where specific discussion is required. Letters are included where cabinet member responses were awaited and have now been received or where a scrutiny letter did not require a response.
- 2.3 Letters relating to the work of Performance Panels are part of an ongoing dialogue with Cabinet Members and are therefore reported back and monitored by each Panel. The exception to this is the Public Services Board Scrutiny Performance Panel, whose letters will be reported as this committee is the designated committee for scrutinising Swansea Public Services Board (for the purposes of the Well-being of Future Generations (Wales) Act 2015). However all Performance Panel conveners will provide a quarterly progress report to the committee, including summary of correspondence with Cabinet Members and outcomes.

3. Letters Log

- 3.1 This report contains a log of scrutiny letters produced to enable the committee to maintain an overview of letters activity over the last year – see **Appendix 1**.
- 3.2 The following letter(s) are also attached for discussion:

	Activity	Meeting Date	Correspondence
a	Adult Services Performance Panel (Social Care at Home Inquiry Follow Up)	14 Dec	Letter to / from Cabinet Member for Adults & Vulnerable People
b	Planning Working Group	1 Feb	Letter to / from Cabinet Member for Enterprise, Development & Regeneration

The correspondence from the Adult Services Panel relates to the Social Care at Home Scrutiny Inquiry. The Panel met to follow up on agreed cabinet actions and assess the impact of this work. Overall the panel was pleased with the progress that has been made in implementing the recommendations of the scrutiny inquiry, and the impact made on the delivery of social care at home. The Panel found that of the 21 recommendations that were agreed by Cabinet, all have been completed. This concludes the monitoring of this inquiry.

The correspondence from the Planning Working Group relates to an original meeting in October 2016. Having considered the Cabinet Member's response to the letter sent following this meeting the Panel agreed to send a further letter to the Cabinet Member with outstanding concerns. This concludes the work.

- 3.3 Where requested Cabinet Members are expected to respond in writing to scrutiny letters within 21 calendar days. The response should indicate what action (if any) they intend to take as a result of the views and recommendations made. The letters log will show the average time taken by Cabinet Members to respond to scrutiny letters, and the percentage of letters responded to within timescale.

4. Legal Implications

- 4.1 There are no legal implications.

5. Financial Implications

- 5.1 There are no financial implications.

Background Papers: None

Legal Officer: Wendy Parkin

Finance Officer: Carl Billingsley

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

Ave. Response Time (days): 19 (target within 21 days)

% responses within target: 69

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

7	Tethered Horses Working Group	07-Jun	Further letter to Cabinet Member following response to conclusions / recommendations of the Working Group	Wellbeing & Healthy City	20-Jun	Not required	n/a	11-Jul
8	Adult Services Panel	21-Jun	Agreed terms of reference and agreed to invite 2 people to be co-optees	Adults & Vulnerable People	27-Jun	Not required	n/a	n/a
9	Service Improvement & Finance Performance Panel	22-Jun	Resquesting further information on PIs relating to the Tackling Poverty corporate priority	Anti-Poverty	06-Jul	07-Jul	1	n/a
10	Service Improvement & Finance Performance Panel	22-Jun	Comments on the Corporate Plan	Transformation & Performance	06-Jul	22-Jul	16	n/a
11	Committee	09-May	Cabinet Member Q & A	Environment & Transportation	07-Jul	29-Jul	22	12-Sep
12	Corporate Culture Inquiry Panel	06-Jul	Impact report	Transformation & Performance	12-Jul	Not required	n/a	08-Aug
13	Committee	13-Jun	Cabinet Member Q & A	Services for Children & Young People (Deputy Leader)	14-Jul	03-Aug	20	12-Sep
14	Child & Family Services Performance Panel	27-Jun	Performance Monitoring	Services for Children & Young People (Deputy Leader)	25-Jul	29-Jul	4	n/a
15	Adult Services Panel	05-Jul	Adult Services Improvement Plan	Adults & Vulnerable People	25-Jul	Not required	n/a	n/a

16	Committee	11-Jul	Cabinet Member Q & A	Wellbeing & Healthy City	27-Jul	17-Aug	21	12-Sep
17	Child & Family Services Performance Panel	25-Jul	CSSIW inspection reports Youth Justice & Early Intervention Service	Services for Children & Young People (Deputy Leader)	10-Aug	25-Aug	15	n/a
18	Service Improvement & Finance Performance Panel	15-Aug	Pre-decision scrutiny - CBPS Commissioning Review	Next Generation Services	17-Aug	08-Sep	22	n/a
19	Service Improvement & Finance Performance Panel	27-Jul	Revenue and Capital Outturn for 2015/16.	Finance & Strategy (Leader)	18-Aug	09-Sep	22	n/a
20	Committee	08-Aug	Cabinet Member Q & A	Education	01-Sep	08-Sep	7	10-Oct
21	Service Improvement & Finance Performance Panel	31-Aug	1st Quarter Budget monitoring	Finance & Strategy (Leader)	08-Sep	23-Sep	15	n/a
22	Schools Performance Panel	01-Sep	School Improvement Service and school reserves	Education	20-Sep	06-Oct	16	n/a
23	Adult Services Panel	24-Aug	Learning Disabilities	Adults & Vulnerable People	23-Sep	Not required	n/a	na
24	Child & Family Services Performance Panel	22-Aug	Performance Monitoring	Services for Children & Young People (Deputy Leader)	28-Sep	03-Nov	36	n/a
25	Committee	12-Sep	Cabinet Member Q & A	Anti-Poverty & Communities	11-Oct	01-Nov	21	14-Nov
26	Child & Family Services Performance Panel	26-Sep	Western Bay Adoption Service Annual Report	Services for Children & Young People (Deputy Leader)	11-Oct	19-Oct	8	n/a

27	Public Services Board Performance Panel	28-Sep	Outline of panel's work plan for 2016/17	Finance & Strategy (Leader)	18-Oct	28-Nov	41	12-Dec
28*	ERW Scrutiny Cllr Group	27-Sep	Letter to Joint Cttee - Outcome of regional ERW Groups discussions	Education	18-Oct	n/a	n/a	n/a
29	Service Improvement & Finance Performance Panel	21-Sep	1st Quarter performance monitoring - Housing Benefit & Council Tax Benefit performance indicators	Finance & Strategy (Leader)	25-Oct	16-Nov	22	n/a
30	Committee	10-Oct	Cabinet Member Q & A	Enterprise, Development & Regeneration	25-Oct	05-Dec	41	09-Jan
31	Schools Performance Panel	19-Oct	Bryniago Welsh Medium Primary School	Education	03-Nov	Not required	n/a	n/a
32	Planning Working Group	19-Oct	Rrevised planning committee arrangements, section 106 agreements, the Call-In process, enforcement activity and the Planning Annual performance report	Enterprise, Development & Regeneration	10-Nov	7/12/16	27	09-Jan
33	Service Improvement & Finance Performance Panel	02-Nov	Transformation Fund - fruther information requests. Requests an update on the Libraries Service Commissioning Review.	Finance & Strategy (Leader)	21-Nov	13-Dec	22	n/a
34	Child & Family Services Performance Panel	31-Oct	Integrated family support service; health assessments	Services for Children & Young People (Deputy Leader)	22-Nov	28-Nov	6	n/a

35	Schools Performance Panel	16-Nov	Pupil Deprivation Grant Spend and Annual Audit of Schools	Education	29-Nov	Not required	n/a	n/a
36	Committee	14-Nov	Cabinet Member Q & A	Environment & Transportation	30-Nov	21-Dec	21	09-Jan
37	Education Inclusion Inquiry Panel	29-Nov	Education Inclusion Follow up /Impact (1)	Education	12-Dec	Not required	n/a	n/a
38	Service Improvement & Finance Performance Panel	12-Dec	Pre-decision Scrutiny - Parks & Cleansing Commissioning Review	Environment & Transportation and Wellbeing & healthy City	14-Dec	30-Dec	16	n/a
39	Schools Performance Panel	08-Dec	Looked after children, restorative practice and pioneer schools	Education	20-Dec	21-Dec	1	n/a
40	Child & Family Services Performance Panel	30-Nov	Post 16 Service	Services for Children & Young People (Deputy Leader)	21-Dec	Not required	n/a	n/a
41	Public Services Board Performance Panel	06-Dec	PSB Priority work streams	Finance & Strategy (Leader)	10-Jan			
42	Adult Services Panel	14-Dec	Social care at home inquiry follow-up	Adults & Vulnerable People	10-Jan	01-Feb	22	09-Mar
43	Child & Family Services Performance Panel	19-Dec	Performance Monitoring - October 2016	Services for Children & Young People (Deputy Leader)	11-Jan	01-Feb	21	n/a
44	Civic Events Working Group		Reply to Cabinet Member response - Royal Visits and Lord Mayor	Transformation & Performance	11-Jan	Not required	n/a	13-Feb

45	Adult Services Panel		Linkages between the budget and performance management objectives	Finance & Strategy (Leader)	11-Jan	09-Feb	29	n/a
46	Committee	12-Dec	Cabinet Member Q & A	Adults & Vulnerable People	12-Jan	01-Feb	20	13-Feb
47	Education Inclusion Inquiry Panel	03-Jan	EOTAS	Education	13-Jan	Not required	n/a	13-Feb
48	Service Improvement & Finance Performance Panel	20-Dec	Recycling and landfill annual performance report	Environment & Transportation	18-Jan	06-Feb	19	n/a
49	Public Services Board Performance Panel	18-Jan	Q&A session with Director of SCVS - Core Group member; Feedback on Wellbeing Assessment consultation	Finance & Strategy (Leader)	31-Jan			
50	Committee	09-Jan	Cabinet Member Q & A	Finance & Strategy (Leader)	01-Feb	Not required	n/a	13-Feb
51	Planning Working Group	01-Feb	Call-in; consultation; member training; fees; infrastrcutre	Enterprise, Development & Regeneration	08-Feb	24-Feb	16	09-Mar
52	HMO Working Group	12-Jan	Houses in Multiple Occupation	Wellbeing & Healthy City	13-Feb			
53	Child & Family Services Performance Panel	23-Jan	Child and Family Services Performance	Services for Children & Young People (Deputy Leader)	13-Feb	Not required	n/a	n/a
54	Child & Family Services Performance Panel	13-Feb	Pre Decision scrutiny of Domestic Abuse Commissioing Review	Services for Children & Young People (Deputy Leader)	13-Feb	27-Feb	14	n/a

55	Service Improvement & Finance Performance Panel	07-Feb	Budget	Finance & Strategy (Leader)	14-Feb			
56	Service Improvement & Finance Performance Panel	25-Jan	Fees and Charges	Finance & Strategy (Leader)	16-Feb			
57	Schools Performance Panel	16-Feb	Annual Education Performance and school music service	Education	23-Feb	Not required	n/a	n/a
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CITY AND COUNTY OF SWANSEA

Dinas A Sir Abertawe

Councillor Jane Harris
Cabinet Member, Adults
& Vulnerable People

Civic Centre
Oystermouth Road
SWANSEA
SA1 3SN

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniogyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

**Overview &
Scrutiny**

01792 637491

scrutiny@swansea.gov.uk

Adult Services/04

10/01/2017

Summary: This is a letter from the Adult Services Scrutiny Performance Panel to The Cabinet Member for Services for Adults and Vulnerable People following the meeting of the Panel on 14 December 2016. The panel examined the impact of the social care at home scrutiny inquiry which concluded in September 2014

Dear Councillor Harris,

Impact Report: Scrutiny Inquiry – Social Care at Home

The panel would like to thank you and your officers for attending the panel meeting, presenting the impact report and answering our questions. Overall the panel was pleased with the progress that has been made in implementing the recommendations of the scrutiny inquiry.

Implementation of the recommendations

We felt that the inquiry's recommendations have had a real impact on the delivery of social care at home. We were pleased to see that of the 21 recommendations that were agreed by Cabinet, all have been completed.

What has changed since the inquiry

The panel was pleased to see that the following things have changed since the report was presented to Cabinet

- Re-design of the Adult Services Model
- A commissioning review of domiciliary care services for older people
- Re-structure of the adult Services Intake Team
- Introduction and expansion of Local Area Co-ordination
- A better understanding of the underlying issues contributing to delays in sourcing packages of care

Overview & Scrutiny / Trosolwg a chraffu

City and County of Swansea / Dinas a Sir Abertawe
Civic Centre, Swansea, SA1 3SN / Canolfan Ddinesig, Abertawe, SA1 3SN

Impact of the inquiry

The panel was pleased to learn that the inquiry had provided useful research and evidence which helped inform the service design for the adult services model and delivery options for the 3 commissioning reviews.

Finally, we were pleased that the inquiry had improved awareness and understanding of a complex topics amongst officers and councillors and had helped to promote constructive debate within the commissioning review process.

The panel considers the monitoring on this inquiry to be completed.

We have highlighted a number of issues in this letter which we agreed we would like to bring to your attention.

1. We would like you to consider providing an end date for the commissioning reviews for day services and residential services which were highlighted as action already being undertaken in recommendation 4.
2. Recommendation 10 – the panel was pleased that invitations for stakeholder workshops were sent to chairs of the relevant scrutiny panels and to all relevant scrutiny councillors
3. Recommendation 12 – the panel welcomed the development of a working group with unions to develop a Swansea version of the Unison ethical charter.
4. Recommendation 13 – this was not agreed and did concern the panel however officers explained that rates were set on a provider by provider basis and that the authority ensures it pays the minimum wage to providers. We did express our concerns regarding market failure especially in the domiciliary care market and were informed about the “provider performance protocol” that providers operate under if the authority is not satisfied with performance of the provider.
5. Recommendation 14 - the panel would like to request that you and your officers consider the exclusivity of zero hour contracts as part of the ethical charter development work.
6. Recommendation 18 – the panel would like to request that performance information regarding the provision of basic items by the health board (eg, incontinence items) be added to the Adult Services Performance Monitoring Report.
7. Recommendation 20 – the panel would like to request that data on the delays in care pathways is added to the monthly performance report, specifically information on what type of cases are delayed and the reasons for the delay.

For your information the panel agreed to contact Fiona Broxton to thank her for all the work that had gone into the action plan and implementing the recommendations.

The panel also agreed that it would contact the head of Housing and cabinet member for housing to request performance data on DFGs and delays in transfers of care as a result of delays in the DFG process.

Your Response

We welcome your comments on any matter raised in this letter but we would specifically welcome your comments on points 1, 5, 8 and 7 above. The panel would be grateful for your response by 1 February 2017.

Yours sincerely

UTA CLAY
CONVENER
ADULT SERVICES SCRUTINY PANEL
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DRAFT



CITY AND COUNTY OF SWANSEA
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Councillor Uta Clay
Covener
Adult Services Scrutiny Panel

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1 February 2017

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I dderbyn yr wybodaeth hon mewn fformat arall, cysylltwch â'r person uchod.**

Dear Councillor Clay

Impact Report: Scrutiny Inquiry – Social Care at Home

Thank you for your letter related to the impact report on the Scrutiny Inquiry – Social Care at Home and the recognition that there has been:

- Re-design of the Adult Services Model
- A commissioning review of domiciliary care services for older people
- Re-structure of the Adult Services Intake Team
- Introduction and expansion of Local Area Co-ordination
- A better understanding of the underlying issues contributing to delays (in sourcing packages of care)

I agree that information and evidence provided throughout the inquiry has been of value to councillors and officers and I believe has promoted open and useful debate about what is a very important area of work.

In response to the points 1 to 7 raised in your letter:

1. Recommendation 4. I can understand your wish for a more timely outcome to the day service and residential care reviews but Cabinet wishes to ensure due

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diligence in meeting the needs of the population and require additional work to be carried out before this is completed.

2. Recommendation 10. The participation of relevant scrutiny councillors is a process that encourages openness and thank you for endorsing good practice.

3. Recommendation 12. The development of a working group with unions to develop a Swansea version of the Unison ethical charter is relevant and helpful and thank you for endorsing good practice.

4. Recommendation 13. Whilst not stipulated in the contract, the living wage is a national legal priority and failure by providers to meet this priority would result in referral to the appropriate authority.

5. Recommendation 14. The use of zero hour contracts will be picked up via the Swansea Care Charter Working Group and appropriate measures put into the charter as agreed by all parties on the group.

6. Recommendation 18. The provision of incontinence items is a Health Board Service so is not a measure of Adult Services Performance. Information recently sought from the Health Board states that in the period April to November 2016, they received 726 referrals into the service for Swansea residents, 60 of these were direct referrals and 666 came via Intake.

7. Recommendation 20. More detailed information on delays in care pathways will be added to the next development of the monthly performance report.

If you need anything further, please let me know.

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Yours sincerely



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

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

CC Councillor Paul Lloyd
Chair of the Planning Committee

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8th February 2017

Summary: This is a letter from the Planning Scrutiny Working Group to the Cabinet Member for Enterprise, Development & Regeneration following the meeting of the Working Group on 1 February. It provides feedback from the Panel on the Cabinet Member's letter dated 7 December 2016

Dear Councillor Francis-Davies,

**Planning Scrutiny Working Group
1 February 2017**

Thank you for your response dated 7 December to the findings and recommendations that arose from the Planning Scrutiny Working Group that took place on 19 October. We felt it necessary to meet to discuss your response and as a result have a number of areas of concern that we wish to bring to your attention. As a number of these directly impact on the role of the chair of the Planning Committee we have copied this letter to him.

Call in process

We remain concerned about the call in process and wish to strengthen our recommendations in this area. We are of the opinion that the current arrangements make it extremely difficult for ward members to get applications called in and that the call-in thresholds are set too high.

We believe that the thresholds should be reduced from 30 to 20 signatures on a petition and from 20 to 10 objections. We also believe that the Chairman's discretion to refer a valid call-in should be made more flexible to include any referral from a Ward Member, providing they are able to identify robust reasons, in order to ensure that Members' role to represent their constituents in planning matters is preserved.

The Chairman's role in the call in process is key, and therefore needs to be more transparent. We previously recommended that the parameters of the Chairman's discretion to allow a call-in when the thresholds are not met need to be clearly set, and that the reasons for a refusal are communicated to the relevant Member/s in writing from the Chairman and we wish to restate this. It would be helpful to also provide us with an explanation of the Public Interest Test and how it is applied in relation to the call-in process.

Consultation

We discussed issues around public consultation on planning applications and ask that you provide us with details of the process that is followed. Our understanding is that it is only the households on either side or adjoining gardens of a proposed development site that are contacted and directly consulted, with a single notice sometimes being placed in the immediate locality. If this is the case, we are of the opinion that the consultation should be widened as the effect of development can often have a significant impact on a greater population than this. We therefore recommend that the consultation area is increased to a radius of 50m around the proposed development, with consideration given to increasing this in rural areas to ensure that all relevant properties that may be impacted are included.

We have concerns regarding the new requirements for developers of major developments to carry out a formal 28 day consultation with stakeholders prior to the submission of their planning applications. We have heard anecdotal evidence that residents' views are not being accurately reported and would like information on what safeguards are in place to ensure that developers are fulfilling their obligations in this regard.

Member training

In your response you acknowledged the importance of ensuring that all Members' received the s106 viability training, and ask that you progress this as a matter of urgency and advise us on the likely timescales. We also urge you to progress the refresher training on the call-in process to all Members, once you have considered our recommendations for change outlined above. We would also like an up-date on the timescales and proposed arrangements for Member engagement on the National Scheme of Delegation.

Fees for pre-application advice

Some members of the working group remain concerned that pre-application advice can be paid for and correctly followed, only for an application to be subsequently turned down. We would like further consideration given to the option of refunding unsuccessful applicants as long as they can demonstrate they fully complied with the advice and requirements. In your response you advised us that there is no refund of fees for pre-planning advice if an application is refused and the Authority has no discretion over this as the fees and format are set by the Welsh Government. We would like a fuller explanation of what the Welsh Government guidance/regulations say in relation to this.

Infrastructure

During our discussion, a new issue arose in relation to the implementation and adoption of infrastructure e.g. highways, drainage, street lighting, as part of major developments. We are aware of issues that have arisen due to developers not ensuring that infrastructure is adopted by the Council and subsequent problems for residents due to lack of maintenance and/or poor quality works. Therefore we ask that you provide us with details on how the planning process ensures that the infrastructure works are in place and completed to a satisfactory standard and what processes are in place to ensure long term adoption and maintenance.

Your response

In your response we would appreciate your comments on the issues raised in this letter. We would be grateful however if you could refer to our specific recommendations outlined below.

- Reduce the threshold for call-in from from 30 to 20 signatures on a petition and from 20 to 10 objections.
- Make the Chairman's discretion to allow a call-in from Ward Members more flexible to include any referral from a Ward Member, providing they are able to identify robust reasons, in order to ensure that Members' role to represent their constituents in planning matters is preserved.
- Ensure that the parameters of the Chairman's discretion to allow a call-in when the thresholds are not met are clearly set and that the reasons for a refusal are communicated to the relevant Member/s in writing
- Provide an explanation of the Public Interest Test and how it is applied in relation to the call-in process.
- Provide details of the process for public consultation on planning applications
- Widen the population that is directly consulted over planning applications, consider a radius of 50m, from a proposed development, and with consideration given to increasing this in rural areas to ensure that all relevant properties who may be impacted are included.
- Provide information on the safeguards that are in place to ensure that developers of major developments carry out a formal 28 day consultation with stakeholders prior to the submission of their planning applications and accurately report the responses they receive.
- Urgently progress the agreed training for Members and advise on the timescales, including s106 viability training and refresher training on the call in process, once you have considered our recommendations for change outlined above.
- Provide an up-date on the timescales and proposed arrangements for Member engagement on the National Scheme of Delegation.
- Provide full details on the Welsh Government guidance/regulation in relation to charges for pre-application advice.
- Further consideration to be given to the option of refunding unsuccessful applicants who paid for pre-application advice, as long as they can demonstrate they fully complied with the advice and requirements.
- Provide details on how the planning process ensures that the infrastructure works within developments are in place and completed to a satisfactory

standard and what processes are in place to ensure long term adoption and maintenance.

Please could you provide your response by 1st March 2017.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Holley', with a stylized flourish at the end.

Councillor Chris Holley
Convener, Planning Scrutiny Working Group
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CITY AND COUNTY OF SWANSEA
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Councillor Chris Holley
Convener, Planning Scrutiny Working
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23 February 2017

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Dear Councillor Holley

PLANNING SCRUTINY WORKING GROUP – 1 FEBRUARY 2017

I refer to your letter received 8th February 2017 regarding the above.

Firstly, I would like again to thank you as Convener and the Members of the Scrutiny Working Group for your work, for your focus on key elements of the Planning Service and for your recommendations for improvement. I comment below on the points raised.

“Call In” Process

The current “call-in” process and scheme of delegation was approved by Council on 6th January 2015 and is broadly in line with Welsh Government recommendations. This process has provided the Planning Committee with healthy agendas, resulting in thorough debate on large/major applications or those which have a genuine community wide impact or interest, improving the quality of decision making and the efficiency of the Service.

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The “call in” process allows ward members to refer an application to Planning Committee where there is a genuine community wide impact or interest. It does not provide an opportunity for ward members to “call in” applications they consider should be determined by Planning Committee for example, for political reasons, in the absence of any community wide interest or impact. This is the determining factor in this respect and a key pillar upon which the role of the Planning Committee and the scheme of delegation is founded.

Operating in a ward member role there is significant opportunity for a Councillor to represent their constituents in planning matters. Indeed members who are not part of Planning Committee can play a significant role in the process without being bound by pre-determination issues, discussing/clarifying issues with officers, convening and/or facilitating meetings with applicants/developers, representing their constituents views etc. An application does not need to be presented to Planning Committee to allow a Councillor to operate in this way.

Notwithstanding this, there is discretion in the scheme of delegation to allow the Chair of the Planning Committee to refer an application to Planning Committee where a valid “call in” has been made by a Member but where the objection threshold has not been reached.

The parameters of the Chairman’s discretion to refer an application in this way are clearly set out in the Council’s Constitution which provides at Part 3 para 1.19.10 that where a valid call in has been made, *“but the objection threshold has not been reached the Chair of the Planning Committee can direct that the application be determined by Planning Committee where the development has a quantifiable community wide impact or there is a quantifiable community wide interest in a development which goes beyond protecting the private interests of one person, or group of persons against the activities of others.”*

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In this respect where such impacts have been identified the Chairman of the Planning Committee has referred applications to Planning Committee in response to a valid “call in” request.

I consider that the current parameters of the Chairman’s discretion, in this respect, are clearly articulated in the Council Constitution and reflected in practice.

I also consider that there is sufficient flexibility in the current scheme of delegation to allow applications to be referred to Planning Committee where objection thresholds have not been met.

Relevant members should also be notified by the case officer where a “call in” request has not been accepted. I understand that this process of notification may need to be formalised and I have asked the Development, Conservation and Design Manager to review this part of the process to ensure that members are fully informed.

You will also be aware that Welsh Government intend to introduce a National Scheme of Delegation and in this respect the Chairman of Planning Committee and Development, Conservation and Design Manager recently attended a Welsh Government Workshop on this topic. A date for formal consultation has not been set, however, but members will be consulted directly as part of the consultation process and will have the opportunity to comment.

Consultation

Consultation requirements in respect of planning applications are set out the Town and Country Planning Development Management Procedure Order.

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This Order prescribes different consultation requirements for different types of application depending on their impacts, for example, an application for an extension to a property must be advertised either by way of a site notice or by notifying properties which directly adjoin the boundary of the application site. Whilst a major planning application must also be advertised in the press and be subject to pre-application consultation with the community and specialist consultees by the developer.

You have not referenced any specific examples where these requirements have resulted in any issues of concern, however, to depart from these statutory requirements would potentially expose the Authority to a greater risk of challenge and in the current economic climate the costs of any additional non statutory consultation could not be justified.

With regard the pre-consultation requirements imposed on developers prior to the submission of a major planning application, again these are prescribed by the Town and Country Planning Development Management Procedure Order. The applicant is also required to submit a pre-consultation report addressing the issues raised as part of this consultation exercise. Applications will not be accepted in the absence of such a report.

In addition, once a formal planning application is submitted the Authority will also carry out formal public consultation and the public will be afforded a further opportunity to comment on the application and indeed the adequacy or otherwise of the pre-consultation report.

Member Training

A full range of training is currently being programmed for Members following the elections in May of this year and it is unlikely that Welsh Government will engage in formal consultation on the National Scheme of Delegation at this stage. Again this is more likely to take place after the elections.

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Fees for Pre-application Advice

A fee is paid on a cost recovery basis for the work undertaken to provide pre-application advice. For statutory pre-application advice, these fee levels are prescribed by Welsh Government. It is not a “no win no fee” approach. Pre-application advice is provided only on the basis of the information available at the time. The quality of such advice can often be dependent upon the quality of information submitted by the applicant at the time. A wide range of issues can arise at the planning application stage, as more information becomes available and as consultation responses are received which are outside of the control of the Planning Authority.

In addition decisions are made by the Authority and often by Planning Committee who having considered all the material issues relating to an application may legitimately come to a different view to that of the original officer providing pre-application advice.

There are provisions for the refund of planning application fees in certain circumstances under the provisions of “The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (as amended) but this does not apply to pre-application advice.

Infrastructure

The Authority has no power to require a developer to offer up any of its infrastructure for adoption by the Council. In addition, the Council may not wish to adopt such infrastructure even where it is offered.

The delivery of such infrastructure to an appropriate standard is normally controlled under the terms of the planning permission and/or through conditions. Long term maintenance is also normally controlled by way of a private management company where adoption is not likely to be an option.

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Page 6

I trust that the above provides an appropriate response to the issues raised by the Planning Scrutiny Working Group. Once again I would like to thank you as Convener and the Working Group as a whole for the positive approach adopted and the constructive recommendations that have been forthcoming.

Yours sincerely



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Agenda Item 13

FOR INFORMATION

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

This information is provided to help develop the relationship between scrutiny and the Audit Committee, aiming to ensure:

- mutual awareness and understanding of the work of scrutiny and audit committee
- respective work plans are coordinated and avoid duplication / gaps
- a clear mechanism for referral of issues, if necessary

The Scrutiny Work Programme is also reported to the Audit Committee.

At least once a year respective chairs will attend the committee in order to discuss work programmes and effectiveness.

The Chair of the Audit Committee attended the Scrutiny Programme Committee on 10 October 2016

The Chair of the Scrutiny Programme Committee is scheduled to attend the Audit Committee on 28 March 2017.

AUDIT COMMITTEE WORKPLAN 2016/17

Date of Meeting	Reports
14 February 2017 – Special Meeting	Audit Committee Review of Performance 2016/17
14 March 2017	Wales Audit Office Grants Report 2015/16 Wales Audit Office Update Report Internal Audit Monitoring Report Q3 2016/17 Internal Audit Plan 2017/18 - Methodology Audit Committee Action Tracker Report
28 March 2017 – Special Meeting	Chair of Scrutiny Programme Committee Chief Education Officer Briefing Wales Audit Office Annual Plan 2017 Wales Audit Office Update Report Internal Audit Charter 2017/18 Internal Audit Annual Plan 2017/18 Corporate Fraud Team Update Corporate Fraud Team Plan 2017/18 Draft Audit Committee Annual Report 2016/17 Audit Committee Action Tracker Report