

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

SCRUTINY PROGRAMME COMMITTEE

At: Committee Room 3A, Guildhall, Swansea

On: Monday, 11 September 2017

Time: 4.30 pm

Chair: Councillor Mary Jones

Membership:

Councillors:

C Anderson, S E Crouch, J P Curtice, C R Evans, E W Fitzgerald, L S Gibbard, D W Helliwell, T J Hennegan, C A Holley, B Hopkins, P Jones, E J King, I E Mann, M Sykes, G J Tanner and W G Thomas

Co-opted Members:

D Anderson-Thomas, P M Black, P R Hood-Williams and J W Jones

AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interest.**
www.swansea.gov.uk/disclosuresofinterests
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Minutes:** 1 - 7
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 **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.
- 6 **Cabinet Member Question Session: Cabinet Member for Service Transformation & Business Operations (Councillor Clive Lloyd, Deputy Leader).** 8 - 24
- 7 **Corporate Safeguarding Annual Report 2016/17.** 25 - 41
- 8 **Membership of Scrutiny Panels and Working Groups.** 42 - 44

- 9 Scrutiny Work Programme 2017/18. 45 - 68**
Discussion on:
a) Committee Work Plan.
b) Opportunities for Pre-Decision Scrutiny.
c) Progress with Scrutiny Panels and Working Groups
- 10 Audit Committee Work Plan (For Information). 69 - 71**
- 11 Date and Time of Upcoming Panel / Working Group Meetings.**
a) Adult Services Performance Panel – 20 September at 3.00pm
(Committee Room 3A, Guildhall)
b) Schools Performance Panel – 21 September at 4.00pm
(Committee Room 3A, Guildhall).
c) School Governance Inquiry Panel (follow up) – 25 September at
5.00pm (Committee Room 4, Guildhall)
d) Education Through Regional Working (ERW) Regional Scrutiny
Councillor Group – 29 September at 10.30 am (Committee Room
2, Neuadd Brycheiniog, Brecon)
e) Regional Working Inquiry Panel – 2 October at 4.00pm
(Committee Room 4, Guildhall)
f) Service Improvement & Finance Performance Panel – 4 October
at 10.30am (Committee Room 5, Guildhall)
- 12 Exclusion of the Public. 72 - 75**
- 13 Oceana Building Demolition - Questions for Cabinet Member for
Economy & Strategy (Councillor Rob Stewart, Leader) 76 - 126**

Next Meeting: Monday, 9 October 2017 at 4.30 pm



**Huw Evans
Head of Democratic Services
Monday, 4 September 2017**

Contact: Democratic Services - Tel (01792) 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE SCRUTINY PROGRAMME COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON
MONDAY, 14 AUGUST 2017 AT 4.30 PM

PRESENT: T J Hennegan (Vice Chair)

Councillor(s)

C Anderson
L S Gibbard
P Jones
W G Thomas

Councillor(s)

J P Curtice
D W Helliwell
E J King

Councillor(s)

E W Fitzgerald
C A Holley
I E Mann

Co-opted Member(s)

D Anderson-Thomas

Co-opted Member(s)

P M Black

Co-opted Member(s)

P R Hood-Williams

Officer(s)

Allison Lowe
Brij Madahar
Debbie Smith

Democratic Services Officer
Scrutiny Team Leader
Interim Deputy Head of Legal, Democratic Services and
Business Intelligence.
Senior Lawyer

Lyndsay Thomas

Apologies for Absence

Councillor(s): S E Crouch, C R Evans, M H Jones, M Sykes and G J Tanner

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

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

18 **PROHIBITION OF WHIPPED VOTES AND DECLARATION OF PARTY WHIPS.**

In accordance with the Local Government (Wales) Measure 2011, no declarations of Whipped Votes or Party Whips were declared.

19 **MINUTES.**

RESOLVED that the Minutes of the Scrutiny Programme Committee held on 10 July 2017 be approved and signed as a correct record.

20 **PUBLIC QUESTION TIME.**

A number of questions were asked by Mr John Williams, on behalf of residents of Uplands and Brynmill relating to Houses in Multiple Occupation (HMO) licensing enforcement.

Councillor Andrea Lewis, Cabinet Member for Housing, Energy & Building Services thanked Mr Williams for his questions and stated that she would provide a full written response to all of the questions asked.

However the Cabinet Member mentioned that it was always preferable to deal with issues with HMO, and engage with landlords and tenants, on an informal basis first, with prosecution being a matter of last resort. She referred to the 'Declaration of Understanding' from licence holders / occupiers in relation to compliance with fire precautions, waste management, anti-social behaviour and management regulations.

Mr Williams stressed that residents expect to see the Council taking action as early as possible. The Cabinet Member welcomed the comments and accepted that there was room for improvement and intended to work closely with local members, particularly in the HMO management area, to deal with issues. She added that since taking on responsibility for HMOs in May her focus had been on the development of Supplementary Planning Guidance which would help manage / control HMOs numbers.

21 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR HOUSING, ENERGY & BUILDING SERVICES (COUNCILLOR ANDREA LEWIS).**

Councillor Andrea Lewis, Cabinet Member for Housing, Energy & Building Services provided a verbal address further to the written report circulated on her portfolio responsibilities and achievements.

Questions and discussions with the Cabinet Member focussed on the following:

- **HMO Management**
 - The Cabinet Member highlighted details of a recent successful prosecution, whereby a landlord had been prosecuted for 25 offences relating to failing to comply with regulations, in particular fire safety precautions, which posed a severe risk. The landlord had received a fine of £18,600 with full costs of approximately £1692 being awarded to the Council.
 - the timetable for the Supplementary Planning Guidance coming back to the Planning Committee.
- **Rent Smart Wales** – Members queried the impact that this service has had on the department, and what additional staff were taken on to deal with it and when was the last time staffing was reviewed.
- **Homelessness Strategy** – an update was provided on the development of the strategy. Public consultation responses had now been received and would be reported back to the Poverty Reduction Policy Development & Delivery Committee for discussion prior to further consultation with other relevant stakeholders. Council approval was expected in Autumn 2018. The committee requested pre-decision scrutiny on the strategy or earlier engagement to ensure opportunity to influence the draft strategy in good time.
- **Council Housing / Building Fire Safety**
 - the distinction between UK fire regulations and European fire regulations was discussed.

- the Cabinet Member updated members on the recent positive results of fire safety testing on cladding used in our high-rise buildings, passing UK Government tests. She stated that the whole fire safety system in place was deemed safe, and exceeded minimum standards.
- members praised the local response in the wake of the Grenfell Tower fire to provide assurance to residents.
- sprinkler systems – the Cabinet Member confirmed that Welsh Government had insisted that all new buildings be installed with sprinkler systems. Sprinkler installation would also begin at the Council's high-rise blocks of flats in November. Priority would be given to blocks of flats which have had exterior cladding fitted, with work continuing on a phased basis over the following months to install in all high-rise blocks. Councillors asked about ensuring tenant awareness of the operation of a sprinkler system, and the position with insurance should there be any malfunction. The cabinet member was asked to look into engaging all councillors about the system for their awareness and members welcomed any possibility of a demonstration of the system.
- Fire blankets – the cabinet member confirmed that these would not be issued to tenants due to advice from the Fire Service, and other issues. The advice to residents is to turn off the relevant source, e.g. hob and evacuate the property, and not to tackle the fire themselves which could put people at more risk.
- **Neighbourhood Support Units / Anti-Social Behaviour** – the committee asked about effectiveness in dealing with anti-social behaviour and challenges.
- **District Heating Scheme** – the committee asked about progress and were told that options were still being considered about the best way to introduce this. The cabinet member added that one of the City Deal projects concerns 'homes as power stations' to enable buildings to generate, store and release energy.
- **More Homes Council House Building Project** – the committee was told that the development at Milford Way, Penplas was progressing well. The Cabinet Member was extremely proud of the project and she praised the work carried out by Corporate Building Services. Properties would be allocated at the end of October to those at the top of the Housing list and most in need. The committee asked about costs and were told that a report would be coming forward in September.
- **Electric vehicle charging infrastructure** – it was felt this required an 'all Wales' approach to improve consumer confidence in making the switch to electric vehicles. Additional electric vehicles were in the process of being purchased as part of our fleet – taking it up to 40 vehicles. A list of public charging points in the area was requested.
- **Green Energy Schemes** – all options including Biomass technology collaboration with other nearby Authorities such as Neath Port Talbot / Bridgend Councils were being considered.
- **Tidal Bay Lagoon** – This decision was still with the UK Government.

The Chair thanked the Cabinet Member for attending and providing a comprehensive update.

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

22 **PRE-DECISION SCRUTINY OF CABINET REPORTS.**

The Chair provided guidance on pre-decision scrutiny ahead of Cabinet reports on:

- a) All Council Catering Commissioning Review (agenda item 8);
- b) Planning & City Regeneration Commissioning Review (agenda item 9).

RESOLVED that:

- 1) The pre-decision scrutiny process and role of the Committee is noted;
- 2) The Committee considers the Cabinet reports and proposals (agenda items 8 & 9);
- 3) The Committee agree any views on the proposed decision that are to be raised with Cabinet.

23 **PRE-DECISION SCRUTINY: ALL COUNCIL CATERING COMMISSIONING REVIEW. (REPORT OF THE CABINET MEMBER FOR SERVICE TRANSFORMATION & BUSINESS OPERATIONS)**

Councillor Clive Lloyd, Cabinet Member for Service Transformation & Business Operations and Andrew Hopkins, Business Improvement Advisor were present for the committee's consideration of the cabinet report on 'All Council Catering Commissioning Review'.

The Cabinet Member explained how this review was an evolving process as part of 'Sustainable Swansea – Fit for the Future', and the first of a series that will represent a cross cutting council wide review. The review had identified that there was duplication of certain functions across the Council in Social Services, Education, and our 'In House' catering service. Although some services had been excluded from the review, it had become clear that the current service could not be maintained.

The Council wide approach to improving catering services would be taken forward by a 3 year business plan, included in the cabinet report.

The preferred option, as outlined in the report, was to consolidate the existing school meals and social services catering functions into a single in-house managed service which will also manage existing staff catering functions at the Civic Centre, Guildhall & Pipehouse Wharf.

The Committee considered the proposed recommendations in the report and raised any issues and concerns that should be brought to the attention of Cabinet ahead of its decision on 17 March 2017.

There was some concern about the limited amount to time available to consider the report, but the Committee indicated no objection to the recommendations. However, members had a number of observations which they asked to be considered by Cabinet, in relation to:

- The need for further scrutiny of implementation of the business plan
- The relationship with schools and issues
- The need to demonstrate that the integrated in-house service is competitive
- The internal controls necessary to support the business model
- Implications of the planned sale of the Civic Centre on plans
- The achievability of projected savings
- The need for more evidence in the report to support the rejection of outsourcing as the best way forward
- The desire for an emphasis with future plan on local food sourcing and improving nutrition

The Cabinet Member stated that he would be happy for further reports to come to scrutiny as requested in the future.

RESOLVED that the Chair of the Scrutiny Programme Committee write to the Cabinet Member on the views of the Committee, for Cabinet's consideration.

24 **PRE-DECISION SCRUTINY: PLANNING & CITY REGENERATION COMMISSIONING REVIEW. (JOINT REPORT OF THE CABINET MEMBER FOR CULTURE, TOURISM & MAJOR PROJECTS AND COMMERCIAL OPPORTUNITIES & INNOVATION)**

Councillor Robert Francis-Davies, Cabinet Member for Culture, Tourism & Major Projects and Phil Holmes, Head of Planning and City Regeneration, were present for the committee's consideration of the cabinet report on 'Options Appraisal for the Future Delivery of Services in the Scope of the Planning and City Regeneration Commissioning Review'.

The Head of Planning and City Regeneration supplemented the report with a presentation, which provided a background to the commissioning review, and took the committee through the key findings and supporting evidence in relation to performance, finance, benchmarking and service delivery options appraisal. The report recommended that future services would be best delivered through a transformed in-house model.

The committee considered the key issues, conclusions, and proposed recommendations contained within the report and raised any issues and concerns that should be brought to the attention of Cabinet ahead of its decision on 17 March 2017.

Although the Committee had concerns about the limited time to scrutinise the report, the Committee was able to support the proposed decision. They found the report to be well evidenced and it provided a clear case for in-house transformation. The Committee also recognised the specialist nature of the work carried out within the service, which supports the development of an in-house model.

They were particularly pleased to see that Swansea Market comes out very well in the review. Members felt that it was a great asset for the city centre and important to stay under the Council's control.

Whilst the Committee was supportive a number of relevant matters were highlighted for cabinet's attention, below:

- The need for further scrutiny to monitor progress given the significant amount of work necessary to achieve the desired transformation
- Concerns about the intention to split up the existing Sustainable Development Team, and weakening support for this important work
- Advantages from creating a core Land Charges Team

RESOLVED that the Chair of the Scrutiny Programme Committee writes to the Cabinet Member on the views of the Committee, for Cabinet's consideration.

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

Having invited expressions of interest from all non-executive councillors the Chair provided a proposed membership list for the Inquiry, Performance Panels and Working Groups.

RESOLVED that:

- 1) The membership be agreed;
- 2) The Conveners of the Schools Performance Panel and Development & Regeneration Performance Panel be co-opted onto the Committee, if not already members of the Committee.

26 **SCRUTINY WORK PROGRAMME 2017/18.**

The Chair updated the committee on the Scrutiny Work Programme 2017/2018.

The report provided the Committee with:

- The Scrutiny Work Programme;
- A plan for future Committee meetings;
- A progress report and plan for the Panels and Working Groups.
- Performance Panel Terms of Reference

RESOLVED that the terms of reference for the Development & Regeneration Performance Panel be approved.

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

The Audit Committee Work Plan for 2017/2018 was noted.

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

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

The meeting ended at 6.53 pm

CHAIR

Agenda Item 6

Report of the Chair

Scrutiny Programme Committee – 11 September 2017

CABINET MEMBER QUESTION SESSION

Purpose	To enable the Committee to question Cabinet Members on their work. The Committee's questions will broadly explore Cabinet Members' priorities, actions, achievements and impact in relation to areas of responsibility.
Content	The following Cabinet Member will appear before the Committee to participate in a question and answer session: <ul style="list-style-type: none">• Councillor Clive Lloyd, Deputy Leader – Cabinet Member for Service Transformation & Business Operations
Councillors are being asked to	<ul style="list-style-type: none">• Question the Cabinet Member on relevant matters• Make comments and recommendations as necessary
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Tracey Meredith, Head of Legal, Democratic Services and Business Intelligence
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk

1. Introduction

1.1 One of the most important roles that scrutiny carries out is holding the council's cabinet to account. The cabinet is made up of the Leader and 9 additional councillors, appointed by the Leader, who are allocated specific responsibilities:

Cllr Rob Stewart	- Economy & Strategy (Leader)
Cllr Clive Lloyd	- Service Transformation & Business Operations (Deputy Leader)
Cllr Jennifer Raynor	- Children, Education & Lifelong Learning
Cllr David Hopkins	- Commercial Opportunities & Innovation
Cllr Robert Francis-Davies	- Culture, Tourism & Major Projects
Cllr Mark Thomas	- Environment Services
Cllr June Burtonshaw /	- Future Generations
Cllr Mary Sherwood	
Cllr Mark Child	- Health & Wellbeing
Cllr Andrea Lewis	- Housing, Energy & Building Services
Cllr Will Evans	- Stronger Communities

- 1.2 By acting as a 'critical friend' scrutiny has the opportunity to challenge the cabinet and individual cabinet members on their actions and monitor performance in relation to their areas of responsibilities.
- 1.3 Cabinet Member Question Sessions have become a main feature of Committee meetings. At least one cabinet member is scheduled to appear at each monthly Committee meeting, ensuring all Cabinet Members appear before the Committee over the course of a year, in order to ask questions on their work. Questions will focus on their priorities, actions, achievements and impact.

2. Cabinet Member Question Session

2.1 The following Cabinet Member will appear before the Committee:

- a) Councillor Clive Lloyd, Deputy Leader – Cabinet Member for Service Transformation & Business Operations

Within this cabinet portfolio, he is responsible for:

- Delivery & Performance
- Modernisation of Core Council Services
- Sustainable Swansea Fit For the Future Programme Lead
- Information & Business Change (inc. ICT)
- Strategic Estates & Property
- Capital Programme Oversight
- Commissioning Reviews
- Legal & Democratic
- Financial Services
- Human Resources/Organisational Development (HR/OD)
- Customer Contact
- Scrutiny
- Health & Safety Policy
- Member Development
- Commissioning Organisation
- Demand Management Strategy
- Budget Performance & finances
- Trade Union Engagement
- Poverty Reduction

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

3. Approach to Questions

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

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

3.2 The Committee will also be interested in:

- Sustainability and future trends - to what extent long-term thinking is influencing work / decisions, in light of the Well-being of Future Generations Act?
- Public Services Board (PSB) – what is their relationship with the work of the PSB? how is the work of the PSB impacting on their portfolio and helping them to deliver on priorities, and making a difference?

3.3 Members of the Committee have asked the Cabinet Member to tell the Committee what progress is being made with divestment of the Council's Pension Fund from fossil fuel companies, and recognise that such a step would be a clear demonstration of the Council's commitment to combating global warming and associated climate change, and would fit with support for the Swansea Bay tidal lagoon as a source of carbon-free renewable energy.

3.4 Cabinet Members will be invited to make introductory remarks before taking questions from the Committee. Following the session the chair will write to the Cabinet Member in order to capture the main issues discussed, views expressed by the Committee, and any actions for the Cabinet Member to consider.

3.5 If the Committee wishes to conduct more detailed scrutiny of any of the issues raised during this item then this should be agreed through the normal work planning process and planned for a future meeting. This will also allow proper time for preparation.

4. Previous Correspondence

4.1 The Committee last had a Q & A regarding the portfolio service area in March 2017. Amongst the issues discussed then included:

- Sustainable Swansea Fit for the Future Transformation Programme
- Digital Strategy and ICT
- Performance Management
- Asset Management

The actual correspondence relating to this meeting is attached (See **Appendix 2**) as the Committee may wish to follow up on these issues and previous discussion, as necessary.

5. Other Questions

- 5.1 For each Cabinet Member Q & A Session the Committee invites members of the public and other scrutiny councillors (not on the Committee) to suggest questions.
- 5.2 On this occasion the Committee has been asked to raise the following with the Councillor Lloyd:
- The council's plans and steps being taken to prepare for changes, and ensure compliance with the new framework for data protection laws (European General Data Protection Regulation / UK Data Protection Bill) which come into force in May 2018.

6. Legal Implications

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

7. Financial Implications

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

Background Papers: None

Appendices:

Appendix 1: Priorities, Actions, Achievements and Impact

Appendix 2: Previous Correspondence

Legal Officer: Debbie Smith

Finance Officer: Carl Billingsley



APPENDIX 1

This report provides an overview and examples of the priorities, actions, achievements and impact across the Transformation & Business operations Portfolio in the past year.

Portfolio Area	Priorities, Actions, Achievements and Impact
Budget Performance & Finances	Despite severely constrained UK/Welsh Government budget allocations the Council has successfully managed to keep delivering within budget. Redundancies have been minimised while services have managed budget pressures. Some of the complex transformational work is taking time to deliver, as a result Senior Officers and Cabinet have taken in year mitigating actions. However, the transformational projects continue to be the priority as these are the only sustainable way to move forward. The next priority is setting the three-year budget aligned with transformational projects.
Capital Programme Oversight	2016-17 was the highest year with regard to capital outturn with over £100m delivered. The capital programme is ambitious going forward: City Centre regeneration, City Deal, 21 st Century Schools, new homes programme and potentially City of Culture. Moving forward the Capital programme has prominence as one of the new cross-cutting themes within the Sustainable Swansea – Fit for the Future programme.
Commissioning Organisation	<ul style="list-style-type: none"> ▪ The Council has established a Commercial and Commissioning Unit to help all Services with this approach ▪ The Council follows a ‘Category Management’ approach to sorting Procurement activity, there are currently twelve categories ranging from Construction Services to Social Care ▪ A recent example of this work has been supporting Adult Services Commissioning Officers to work co-productively with citizens with a learning disability and physical disability to develop the <i>Tenancy Based Care and Support (Supported Living) for People with a Learning Disability and/or Physical Disability</i>. This is the first time the Council has co-produced a procurement process from service specification development through to evaluation. This approach is relatively uncharted territory for Local Authorities in Wales. Officers worked with, and supported, citizens to co-produce a set of outcomes for the specification. Citizens had, with support, complete control of 10% of the tender process. The impact has of this approach has been: <ul style="list-style-type: none"> ○ Increased voice and control for citizens and a focus on what really matters for people with a learning

Portfolio Area	Priorities, Actions, Achievements and Impact
	<p>disability, leading to an enriched procurement process</p> <ul style="list-style-type: none"> ○ Achieving a successful and innovative co-produced approach that can be applied to other areas within the Council ○ There is an expectation that providers will adopt co-productive approaches in designing and delivering the care and support to deliver individual's outcomes and will involve them in any evaluation and review of the service.
Customer Contact	<ul style="list-style-type: none"> ▪ The priority in this area has been to implement the Customer Contact Strategy. Services now successfully moved into Customer Contact include: Switchboard, Environmental Health, Highways, Housing Repairs, Blue Badge, Street Lighting, Client Finance and Corporate Comments and Compliments ▪ The Welsh Language line was also successfully implemented ▪ The team is also working to implement and integrate Information, Advice and Assistance (IAA) principles across the Council, working with all Service areas
Delivery & Performance	<ul style="list-style-type: none"> ▪ The Council has made good progress improving performance and meeting our key corporate priorities as expressed in our Corporate Plan and reported in the quarterly corporate performance monitoring reports. Performance for last year shows that 62% of performance indicators that had targets met them and 73% improved compared to the previous year. This has been continued into the current financial year with 80% of performance indicators meeting their targets during the first quarter and 59% showing improvement compared to the same period last year ▪ Others have also been positive about our performance. In the last available Annual Improvement Report on Swansea Council, the Wales Audit Office reported positive progress in improving performance. The WAO reported that the Council had made clear progress in developing its performance management arrangements, understands what needs to be done to improve its prospects for further improvement and that effective use of performance information is supporting improved results and outcomes in some key priority areas ▪ Estyn's evaluation of school performance included in the same report stated that performance in key indicators across all the key stages had showed improvement and that school attendance had improved was now broadly in line with the average in Wales in both primary and secondary schools ▪ The Care and Social Services Inspectorate Wales (CSSIW) also considered the Council to have made progress in modernising its services and to be in a strong position based on its progress against areas for improvement.

Portfolio Area	Priorities, Actions, Achievements and Impact																												
Demand Management Strategy	A Demand Management Strategy has been completed and is cross-referenced in the Prevention Strategy. A practical online toolkit is available to help staff while going through Service planning to identify and manage demand. Teams have been trained in techniques such as Systems Thinking, which have then been used to gather important demand data for the Domestic Abuse Hub pilot. Other areas that will be explored in the new cross cutting themes will be District Housing Offices and the Food Safety team.																												
Financial Services	<p>One of the key developments has been to embed the Business Support model with the Service Centre now being led by the Head of Financial Services. In addition, significant transformation work has been undertaken relating to the Social Care Income and Finance (SCIF) service areas and functions, which transferred over to Finance from Social Services in August 2015. A phased programme of work has been underway redesigning new business processes, addressing the backlogs of work across the various functions and reviewing staffing requirements for each phase of the project. One final area to highlight is that over the past four years, Revenues and Benefits has seen a steady increase in residents using online methods to pay and contact the Council Tax service, as seen below:</p> <table border="1" data-bbox="456 842 2024 922"> <thead> <tr> <th></th> <th>13/14</th> <th>14/15</th> <th>15/16</th> <th>16/17</th> </tr> </thead> <tbody> <tr> <td>E Mails Received by Council Tax Section</td> <td>14,748</td> <td>18,540</td> <td>24,120</td> <td>27,156</td> </tr> </tbody> </table> <table border="1" data-bbox="456 960 2007 1161"> <thead> <tr> <th>Year</th> <th>Number of Automated Payments</th> <th>Amount Paid by automated payments</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>16,693</td> <td>£2,113,000</td> </tr> <tr> <td>2014/15</td> <td>18,192</td> <td>£2,349,000</td> </tr> <tr> <td>2015/16</td> <td>19,658</td> <td>£2,607,000</td> </tr> <tr> <td>2016/17</td> <td>20,822</td> <td>£2,898,000</td> </tr> </tbody> </table>					13/14	14/15	15/16	16/17	E Mails Received by Council Tax Section	14,748	18,540	24,120	27,156	Year	Number of Automated Payments	Amount Paid by automated payments	2013/14	16,693	£2,113,000	2014/15	18,192	£2,349,000	2015/16	19,658	£2,607,000	2016/17	20,822	£2,898,000
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Health & Safety (H&S) Policy	The H&S operations team fulfils a diverse role working proactively with managers and employees to improve standards, identify advise and manage risk, develop safe systems of work, equipment selection, reduce the potential for accidents, undertake investigations, assist in policy development, provide advice and legal guidance, undertake audits and inspections, liaise with and respond to HSE and Fire and Rescue and other agencies on behalf of the Council and Corporate Management team (CMT). Some examples of their work this year includes:																												

Portfolio Area	Priorities, Actions, Achievements and Impact
	<ul style="list-style-type: none"> ▪ The H&S training team relocated to Guildhall, following the transfer of Jubilee court, despite this disruption they delivered training to 2,176 staff and achieved a 5.87% increase in training attendance compared with the previous year ▪ Significant emergency management, since the service was brought back in house on 1st January 2017. A twelve month action plan was agreed by CMT, which is well on the way to being delivered ▪ Delivering an occupational health service. Swansea is the first Local Authority in Wales to achieve SEQOHS accreditation by the Faculty of Occupational Medicine and remain one of few to hold this benchmark of excellence in the UK ▪ Delivering the stress management and counselling services as well as Helping Hands. The service worked closely with the innovation community to develop and recruit into the Bully Buddy scheme to support staff ▪ During 2016/2017 the team was awarded, shortlisted, or led the Council to the following: Welsh Government Gold Corporate Health Standard (Internal), Welsh Government Platinum Corporate Health Standard (2nd in Wales), SWWOSG outstanding Safety Performance, SWWOSG finalist for Large Organisation of the Year (H&S which Swansea Council won for the first time in 2015), SWWOSG finalist for Wellbeing, SWWOSG finalist for Presidents Shield (H&S Training), Finalist Constructing Excellence Wales (Health, Safety & Wellbeing).
Human Resources and Organisational Development (OD)	<ul style="list-style-type: none"> ▪ One of the important priorities for HR has been integrating and embedding changes around the new Business Support model. A significant amount of self-service has been introduced for managers and staff over the past year in addition to: changes to HR processes, establishing the managers and employees help desk, creating online dashboards to help managers with absence, and an on-line toolkit for managers and employees ▪ HR has also been focusing on sickness absence. A review of options has been undertaken and new ways of working are being implemented including improvements to the way the IT system captures sickness. A dedicated HR Officer has also been working with managers ▪ HR has also been working closely with Services and the trade unions through service reviews, with very few compulsory redundancies ▪ The Employee Services team obtained accreditation with CIPP (Chartered Institute of Payroll Professionals) for processes relating to the Employee Lifecycle – the first Council in Wales to do so ▪ Developing the workforce for the future is an important success factor for the Council given its ambitious

Portfolio Area	Priorities, Actions, Achievements and Impact
	<p>programme of change in the coming years. Therefore, a review of Organisational Development has been undertaken across the Council. The final report and recommendations, along with a new OD strategy and work plan, is due for completion in September 2017.</p>
Innovation	<ul style="list-style-type: none"> ▪ A very successful staff event was held last year by the Innovation Community and another is planned for next month (October 6th 2017) ▪ A new Innovation Officer has been appointed to the vacancy ▪ One of their first priorities is to undertake a review of innovation to understand what is working well, where there are gaps, or need for improvement. A draft deadline is December for this review to be completed ▪ The Officer has made progress in the first few weeks of their arrival, developing two new innovation groups, one around achieving 1m welsh speakers by 2050 and another looking at how to create a new relationship with citizens. The Officer has also picked up driving forward the current innovation community plan
Digital Services	<ul style="list-style-type: none"> ▪ The first priority in Digital Services has been to upgrade and reconfigure the infrastructure so the Council has the right foundation on which to deliver the planned Digital innovations. This includes improved resilience. The majority of this work has been achieved and is on target to complete by March 2018 ▪ The second priority has involved the implementation and roll out of new platforms to support agile working including Office 365 and Skype for Business. Skype for Business has been well received and has now overtaken email usage. Work continues on this important project to improve and increase functionality for staff and Councillors ▪ Mobile working and field services is the third priority area, starting in operational services within the Place Directorate in the first instance. All staff will have a device enabling them to complete timesheets, order stock, and receive jobs while out in the field ▪ Telephony is in the process of being significantly improved with the unified communications project in collaboration with ABMU. The installation is going well with the first site complete ▪ New systems have been developed and are now live, examples include: Customer Relationship Management (CRM) for the Contact centre which has saved £75k per annum, a new portal for redeployees so they have quick access to information and can self-serve, Councillor casework, a family Information System and an application to help parents manage the new 30 hours of free childcare ▪ Services continue to be migrated to online channels to give residents more choice on how to access Council services, e.g. Resident's Parking Permits, Bulky Waste Collections, ▪ The Welsh Government implementation of Office 365 for schools, the Hwb portal, was rolled out to all

Portfolio Area	Priorities, Actions, Achievements and Impact
	<p>schools</p> <ul style="list-style-type: none"> ▪ A new Staffnet has been launched which will enable new digital functionality in the future, as well making it easier for staff, managers and Councillors to search for information, policies and toolkits ▪ Oracle self-service functionality has gone live for staff, managers and Councillors one of which includes online appraisals ▪ New dashboards have been created starting with HR and financial information to provide managers and Councillors with more business intelligence from the data the Council holds
Legal & Democratic	<ul style="list-style-type: none"> ▪ One of the most important priorities has been to deliver two elections this year, one of which was at short notice. Both these election processes ran smoothly thanks to the Democratic Services Team ▪ The second area of importance to highlight is the embedding of the new Business Support model in the structure with the Head of Legal & Democratic Services adopting responsibility for Business Intelligence. One of the first new priorities was to move the newly formed Information Governance Unit (IGU) into this area. Over the past few months the IGU has been leading on new ways of working to prepare the Council for the introduction of new General Data Protection Regulation (GDPR) in May 2018 and improve response times to requests for information. The second priority has been to move and embed comments, complaints and compliments under the Head of Legal & Democratic Services and Business Intelligence. The team has been working with Customer Contact, the Communications Team and individual service areas to change how residents and businesses are engaged in even minor service changes in order to reduce complaints ▪ Legal cases around Deprivation of Liberty (DoLs) cases have seen a significant increase. The legal team have now therefore a dedicated team around DoLs working closely with Social Services.
Member Development	<ul style="list-style-type: none"> ▪ One of the key priorities since the election has been induction and training for newly elected Members ▪ Member induction and a new 'market place' event was held this year, both of which were well attended ▪ In addition training on the Code of Conduct was delivered to Community and Town Councils ▪ The Democratic Services team is working with the OD team to increase and improve the level of e-learning training available to Members, so that training and learning is more accessible and convenient ▪ Digital training has been one of the key priorities over the past twelve months with the introduction of many new digital ways of working for Members including Office 365 and the Councillor Casework system.

Portfolio Area	Priorities, Actions, Achievements and Impact
Modernisation of Core Council Services	<p>At a corporate level, the digital and agile working programmes have been the foundation stones for the modernisation of core services. More specifically, the Commissioning Reviews now in implementation have achieved the following to date:</p> <ul style="list-style-type: none"> ▪ Residential and Outdoor Centres: Following the sale of Dan y Coed, the new business manager has enhanced the list of services for income generation and introduced a new online booking system, as well as seeking other funding to explore alternative business models in the future. Plans are on track as per the report to Cabinet ▪ Waste Management: Developed three recycling centres and challenge stations for residual waste along with a no black bag policy. This has helped to raise the awareness around recycling with a dramatic impact on the reduction in tonnage collected (approximately 10,000 tons down to 2,000 tons). The service was recognised nationally for this innovation winning the IESE Award and being shortlisted for a number of APSE awards. The pink bag initiative has now started. Recycling rates are currently at 63.7% and are on target for 64% in 2020. A new fleet is scheduled for September 17 following Capital investment ▪ Business Support: Delivered in three phases last year. The new model is now live within the structure (Strategy, Business Intelligence and the Service Centre). Processes have been brought together into one new Transactions Team. In addition the Strategic Development Unit supporting both senior management and Members is now live. A significant number of processes have now been automated including: Onboarding of new suppliers, e-invoicing, and a significant number of manager and employee processes are now self-service. This year Business Support is focusing on working with People and Place Directorates to change Business Support processes and ways of working ▪ Cleaning: Phase 1 and 2 of site assessments have been completed resulting in new output specifications introduced at sites, performance and monitoring on a quarterly basis for teams and sites, new team working has been introduced helping with workforce management, income generation opportunities are being explored going forward as well as electronic timesheets ▪ Corporate Building & Property Services (CB&P): CB&P now deliver the kitchen and bathroom programme in-house, which has resulted in the recruitment of 40+ trades personnel, some having a multi-skilled discipline ensuring CB&P services have a fit for the future workforce. Fourteen new apprentices due to Start in Sept 17. The implementation of the mobile working programme will start in Sept 17. The new homes build project is on target to be completed by end of Oct 17 ▪ Family Support: Launch of the Domestic Abuse Hub was recently implemented in July 17

Portfolio Area	Priorities, Actions, Achievements and Impact
	<ul style="list-style-type: none"> ▪ Parks and Cleansing: Litter picking segregation in progress
Poverty Reduction	<p>Between Communities First, Communities for Work and LIFT Programmes, the following key outcomes were achieved during 2016/17:</p> <ul style="list-style-type: none"> ▪ 4,638 people engaged in activity ▪ 717 people gained a qualification ▪ 263 people gained employment ▪ 229 people were supported to access the benefits they are entitled to.
Scrutiny	<p>Another good year for scrutiny culminating in annual scrutiny report to Council in July. There is continuing commitment to pre-decision scrutiny, which has been adding significant value particularly around the Commissioning Reviews. Terms of reference are in development for the Policy Development and Delivery Committees (PDDCs) to ensure that the delineation of roles for PDDC and Scrutiny are clear. Three of the objectives in the coming year are to: a) improve staff knowledge more generally of scrutiny work; b) ensure appropriate and constructive scrutiny of the Public Services Board (PSB) and c) Closer tie-in with regional working, e.g. City Deal and Western Bay.</p>
Strategic estates & Property	<ul style="list-style-type: none"> ▪ Investigations are now ongoing with regards to the potential for the Council to act as developer to maximise capital return from Council owned sites and to ensure regeneration of assets ▪ Disposals continue in line with targets and to subsidise the wider Capital Programme ▪ Community Asset Transfer Policy is in place enabling clearer and quicker response to requests for Community Asset Transfer proposals ▪ Agile Programme continuing on target, releasing accommodation and implementing a collaborative opportunity with a public sector partner to generate significant income ▪ Debt recovery rates continue to be below performance targets, further work on debt recovery forms part of the Business Support work programme corporately ▪ Significant additional income generated as a result of regearings, rent reviews and lease renewals ▪ Corporate Landlord has successfully centralised Non Domestic Rates (NNDR) budgets leading to savings. Centralisation of utilities and stationery expected for 18/19 ▪ Small sites identified in the Universal Review of all Council land to be marketed to generate capital and reduce revenue costs ▪ Property Investment Board established, ongoing investigations for acquisition of income producing assets. Appointment of a retained agent will assist the process and provide assurance to the market.

Portfolio Area	Priorities, Actions, Achievements and Impact
Sustainable Swansea – Fit for the Future	<p>Sustainable Swansea – Fit for the Future (SSFFF) programme completed another annual review, highlighting lessons learned from key stakeholders, including outcomes from pre-decision Scrutiny on the Commissioning Reviews. The programme for the current year has been adapted based on the learning of that review, particularly the shift from Service based reviews to cross-cutting thematic programmes of work across multiple Services. The programme is now delivering across three broad areas: 1. Transformation (including cross-cutting themes and the remaining Commissioning Reviews), 2. Future Council (Including areas such as organisational development) and 3. Digital.</p> <p>Ongoing and just completed reviews include:</p> <ul style="list-style-type: none"> ▪ Catering (which is the first cross-cutting review) (approved Aug 17) ▪ City Regeneration and Planning (approved Aug 17) ▪ Alternative Learning Needs (ALN) (Oct 17) ▪ Child Disability (Oct 17) ▪ Public Protection (Oct 17). <p>In terms of overall impact, SSFFF has already supported £48m of savings since its inception in 2014-15. The robust Commissioning Review process has delivered a structured approach and feedback from staff and other stakeholders has been positive, demonstrating significant service changes. Sixteen reviews are either completed and in implementation or in progress. Although many of the reviews have started with a 'transformed in-house model', this is only the start of the change journey and other models will be considered as implementations get completed.</p>
Trade Union Engagement	<p>The Council continues to:</p> <ul style="list-style-type: none"> ▪ Maintain good working relationships with the Trade Unions ▪ Involves the Trade Unions from the beginning of any review, or where there may be an issue ▪ Involves the Trade Unions in any change of policy, procedure ▪ Meets regularly with the Trade Unions to avoid disputes escalating.



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor Clive Lloyd
Cabinet Member for Transformation
& Performance**

BY EMAIL

*Please ask for:
Gofynnwch am:*

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Llinell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
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Scrutiny

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SPC/2016-17/14

24 March 2017

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Transformation and Performance following the meeting of the Committee on 13 March 2017. It is about Sustainable Swansea, Digital Strategy and ICT, Performance Management, and Asset Management.

Dear Councillor Lloyd,

Cabinet Member Question Session – 13 March

Thank you for attending the Scrutiny Programme Committee on 13 March 2017 and answering questions on your work as Cabinet Member for Transformation and Performance.

We wanted to explore priorities, actions, achievements and impact, in relation to your areas of responsibility. Thank you for providing a written paper, giving some headlines from the cabinet portfolio, in support of your appearance.

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

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

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

The Sustainable Swansea – Fit for the Future Transformation Programme

We noted progress in relation to the delivery of savings. You reported that the Transformation Programme, coming into its third year of delivery, has provided the framework for around £48m of savings, as well as other non-financial benefits to the organisation.

You spoke about the impact and outcomes of Commissioning Reviews that have been completed. Having reflected on the process you told us that the next phase would shift the focus on cross-cutting areas. We highlighted the need to develop Commissioning Reviews with greater external stakeholder input and challenge, to make them more robust and meaningful. We felt that some reviews have had too much of an inward council focus.

You talked positively about the development and success of the Programme which you felt was now becoming embedded in the culture of the Council as normal business. We acknowledged that the focus on the Programme was not just about budget reductions, but innovation and organisational development.

You praised the way in which employees have responded to the demands of cultural and transformational change, some of which is evidenced by staff survey responses. We asked about work to improve the corporate culture, and improve the workplace in order to recruit and retain staff. You were passionate about creating an organisation which attracts people, is a good place to work where people feel valued, and provides a good career path.

We were pleased to hear your remarks that scrutiny has made a valuable contribution to transformation e.g. through pre-decision scrutiny of commissioning reviews, and recent inquiry work on Corporate Culture. We talked generally about the relationship between cabinet and scrutiny. Again we welcomed your comments about the crucial role played by scrutiny, as a critical friend, in improvement, development and transformation.

Digital Strategy and ICT

You reflected on the decision to bring the ICT back in-house and benefits. You reported that this has saved the Council £1.5m per year and improved the Council's ability to innovate through the new digital strategy.

We were interested in the spending on Corporate ICT improvement, targets and savings made. You told us that £1.75m had been budgeted for 2013-16, £767k of which was specifically allocated to digital projects.

You provided us with progress on the digital strategy, which is now going into its second year, and mentioned a number of improvements, including:

- Development of a unified communication system (in collaboration with ABMU Health Board regarding telephony)
- Upgrading systems for services e.g. Welsh Community Care Information System (WCCIS), Councillor Casework, and the Family Information System
- Upgrading the infrastructure to increase resilience
- Projects such as roll out of Office 365 and Skype for Business

We noted that a big part of plans was increased support for agile working across the organisation, both from an ICT, culture, and savings point of view. You stated that a number of trials were taking place with some employees, and ultimately agile working would reduce future accommodation requirements. We discussed the provision and funding of suitable ICT (e.g. laptops, telephones) for agile working, and you confirmed that this was covered by the ICT budget.

You also highlighted the importance of effective customer contact and engagement, particularly with a greater focus on self-service and access to council business and services on-line. We noted that a single contact centre has brought together five teams so that customers have a single point of contact, and that queue-busting initiatives have been introduced.

We also asked you about the take up and continuing development of the Councillors Casework System. You stated that the casework system has improved significantly and was useful, but could be developed further. You felt that its effectiveness depended on how well it is used by councillors. We noted that not every councillor has taken advantage of the system however you were aware of positive experiences of those that have done so.

Performance Management

You reported on the performance management framework which continues to be embedded and developed. We were particularly interested in work to revise and refresh the risk management framework, in line with risk becoming more business oriented. We asked you about your responsibility for integrating risk management within the performance framework. You were confident that Wales Audit Office would view risk management arrangements in Swansea as robust.

Asset Management

Given your responsibility for asset management, we asked about recent disposals including the former Penllergaer Civic Centre. With regard to this disposal you were asked whether there had been sufficient return from the site and some members questioned the merit of development of the land for housing. You provided assurance that the best possible value was obtained for the site but decisions about suitable use were matters for the Planning

Authority to determine, not cabinet members. However, you added that there is a need for more housing in Swansea.

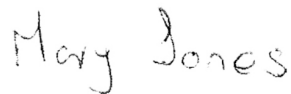
You reported on the delivery of accommodation strategy, achieving total savings in excess of £1.15m, which we noted were ahead of target and expectations. We noted that moving out of Oldway House has saved over £600k. We asked about the accommodation strategy and interim plans for civic office accommodation whilst development is taking place. You told us that this was some way off, certainly not in the next 12 months; therefore firm plans were not in place.

Your Response

We hope that you find the contents of this letter useful and would welcome any further comments however **we do not expect you to provide a formal response.**

We will arrange to follow up on portfolio developments and hearing about achievements and impact in due course.

Yours sincerely,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Report of the Cabinet Member for Health & Wellbeing

Scrutiny Programme Committee – 11 September 2017

ANNUAL CORPORATE SAFEGUARDING REPORT 2016/17

Purpose	To present an overview of the work of the Corporate Safeguarding Steering Group by providing the Annual Report for the period 1st April 2016 to 31st March 2017
Content	This report includes the Annual Corporate Safeguarding Report and Action Plan
Councillors are being asked to	Endorse the actions being taken by the Corporate Safeguarding Group in response to the Welsh Audit Office review of Local Authority arrangements to Support the Safeguarding of Children
Lead Councillor(s)	Cabinet Member for Health & Wellbeing, Councillor Mark Child
Lead Officer(s)	Dave Howes, Chief Social Services Officer
Report Author	Ray Mitchell 636638 ray.mitchell@swansea.gov.uk

1. Introduction

- 1.1 Safeguarding is one of the Council's main five priorities and in response to the Welsh Audit Office review of Local Authority arrangements to Support the Safeguarding of Children a Corporate Safeguarding Steering Group was set up in April 2014.
- 1.2 The Group has looked at the findings of the WAO review and the five proposals for improvement and these have formed the core work of the Group. The membership of the Group is drawn from all departments from across the Council.
- 1.3 The attached report, Corporate Safeguarding Group Action Plan (**Appendix 1**) provides an update on the work undertaken to date and the key actions to be completed during 2017/18 by the Corporate Safeguarding Steering Group.

2. Reporting

- 2.1 Reporting the Annual Report to Scrutiny will provide Members with an overview of the progress to date of the work of the Corporate Safeguarding Group.

2.2 During the year a summary of the following were achieved:

- Satisfactory progress of the five proposals for improvement as a result of the Welsh Audit Office (WAO) Safeguarding Audit Report in 2014 - All proposals show part / full completion.
- A review of the Policy document for Safeguarding commenced in the year and this will be finalised during 2017/18.
- A guidance document was produced for contractors engaged construction work; maintenance or emergency repairs in schools.
- Training numbers for staff and Members continues to improve but not at the desired rate despite regular campaigns, newsletters and reminders.
- Providing training on Child Sexual Exploitation, additional lunch time sessions for Safeguard Leads and external training with taxi drivers all contributed towards improving individuals awareness of safeguarding.
- Through the communication plan there was greater awareness of safeguarding amongst staff, Members, Volunteers, partners and the public. This was done via briefing notes, newsletters, team briefings, posters and drop in sessions
- A Safeguarding conference took place at the Liberty Stadium in November 2016 as part of the Western Bay Safeguarding Board's collaboration between Swansea, Neath Port Talbot and Bridgend Councils and ABMU health board in which over 300 persons attended the day conference.
- During National Safeguarding week the authority engaged staff and the public via twitter, press releases and Facebook giving more people access and viability to social media in a positive way

2.3 The future workplan for 2017/18 includes the following:

- All new elected Members to undertake Safeguarding training during 2017/18.
- An Authority safeguarding event to be staged during 2017/18 in conjunction with Western Bay
- The revised Corporate Operational Safeguarding Policy to be adopted and placed on the intranet site for all employees to view.

- Review the safeguarding training programme to ensure that it includes domestic abuse, Designated Lead Manager (DLM) Meetings, anti-slavery and child sexual exploitation.
- Departments to continue to promote and devolve key messages on safeguarding, monitor the training compliance of employees, both new and existing and to address the issues raised as a result of the employee's annual staff survey.

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.

Appendices:

Appendix 1 - Corporate Safeguarding Steering Group Annual Report 2016/17
and Action Plan

Background Papers: None

Legal Officer: Debbie Smith
Finance Officer: Paul Cridland

ANNUAL CORPORATE SAFEGUARDING REPORT 2016/17

This report provides the Annual Report of the Corporate Safeguarding Steering Group for 1st April 2016 – 31st March 2017.

1. Introduction and background

1.1 The Corporate Safeguarding Steering Group was set up in 2014 to manage the audit of All Wales Audit of Local Authority Arrangements to Support the Safeguarding of Children. Findings of this Audit were produced in September 2014 and five proposals for improvement were made including:

- Ensure all elected members are made aware of the concept and use of risk management and its central importance in safeguarding (**Completed, this forms part of the new risk policy**)
- Improve the range, quality and coverage of safeguarding performance reporting to provide adequate assurance that systems are working effectively (**Completed, regular reports are taken to CMT, Corporate Briefing, Scrutiny and the Safeguarding meetings**).
- Improve the work of the Council's Scrutiny Committees to ensure it is providing assurance on the effectiveness of the Council's corporate safeguarding arrangements (**Actioned as part of the Annual Safeguarding Report taken to Scrutiny**)
- Ensure all elected members and staff who encounter children on a regular basis receive training on safeguarding and child protection issues and the Council's corporate policy on safeguarding (**On-going. A continuous training programme exists for all elected members and staff**). This exceeds the expectations of the original proposal as the training is now mandatory for all Council employees rather than those that encounter children on a regular basis – for further information please see 2.3)
- Identify and agree an appropriate internal audit programme of work for safeguarding (**Audit have produced their report on Safeguarding and their recommendations will be incorporated accordingly after agreement**)

- 1.2 These proposals formed the core work of the Steering Group which has continued to meet every 2-3 months. The remit of the group was also expanded from safeguarding children to include those adults who are vulnerable or at risk.
- 1.3 It was agreed that the Council's Scrutiny Programme Committee should receive information regarding the work of the Corporate Safeguarding Operational Group through an Annual Safeguarding report. This awareness provides an opportunity for Members to scrutinise, steer and influence the work programme and progress.

Regular updates are also provided to the Swansea Public Protection Executive Board concerning Western Bay and the Safeguarding Board, progress on safeguarding training for both staff and Members are reported and progress on performance information regarding the initial Welsh Audit office report and performance indicators.

These all provide reassurance that in terms of this being a high priority for the Authority, Safeguarding is now one of the five City and County of Swansea's Corporate Priorities.

- 1.4 In June 2016 Scrutiny received a copy of the first Annual Report on Safeguarding and this set out the achievements for 2014/15 and 2015/16. This detailed the main work plan priorities for 2016/17, the updates of which are as précised as follows:

- More sessions have been provided over the year for both Members and Designated leads to attend appropriate safeguarding training
- As part of the legal responsibility for the implementation of section 28 of the Children Act 2004 to monitor and evaluate the work of safeguarding and promote the welfare of children. An evaluation exercise (self-assessment tool) was piloted with specific departments last year and as a result, consideration will be given to rolling this out further to other departments.
- Policies are being reviewed to ensure that the council has written minimum standards for safeguarding for working with partners, volunteers and contractors
- A Communications Plan has been established to promote Safeguarding and to raise awareness amongst staff, Members, Volunteers, partners and the public. Examples include the work on the intranet pages, staff survey, training and various events which are all detailed later in this report.

- 1.5 This report is intended to outline the progress made during 2016/17 against the work plan priorities, highlights the achievements for the year and also sets out the priorities for 2017/18. A copy of the Action Plan is also attached which details the progress to date against the All Wales Audit of Local Authority Arrangements to Support the Safeguarding of Children.

2. Progress made during 2016/17

2.1 Policy development

The Corporate Operational Safeguarding Policy which was published in December 2014 is currently online with the Policy being disseminated widely across the authority available to employees via Staffnet and to members of the public via the internet.

In view of changing developments including working practices / procedures and new social care legislation; a task & finish sub-group was set up during the year to review the Policy. Proposed changes were reported back to the April 2017 Corporate Safeguarding meeting and a draft document will be presented back to the July meeting for consideration. The policy will continue to be underpinned by the United Nation Convention on the Rights of the Child which clearly identifies that children have the right to be protected from violence, abuse and neglect.

2.2 Minimum Standards and Safe recruitment practices (External)

- A guidance document for effective safeguarding has been produced for when contractors are engaged for construction work; maintenance or emergency repairs in schools and premises used by vulnerable persons.
- More work needs to be undertaken on engaging with partners on safeguarding to ensure common agreements, mutual learning and development of good practice, although, solid progress has been made so far.

2.3 Training

The Safeguarding Training Plan is continually reviewed for relevance and the range of training is developed on an ongoing basis details of the types of training are as follows:

Elected Members Face to Face & E-Learning Training

Face to Face training courses are accessible for all Members and E-learning courses continue to be available on an ongoing basis. Full Council has adopted this training as a mandatory course for all Elected Members

- As at 31st March, 56 out of 72 Councillors have completed the Council's safeguarding training.

Face to Face Training

The one hour face-to-face safeguarding awareness training for frontline staff has been developed for staff currently not having any access to PC's (Spot it Report it). This training session to complement the e-learning module and has been rolled out across the Authority

- As of 31st March 2017 2877 (cumulative) staff members have completed the face to face training programme to date.

E learning Training

- Courses continue to be reviewed and updated on an ongoing basis and as of 31st March 2017, the number of training elements completed by new or existing staff in safeguarding vulnerable people in both Child & Family and Adult Safeguarding is 6,121 cumulative (approximately 3,060 employees) to date.

Child Sexual Exploitation Training

A training programme has been devised and facilitated in partnership with Neath Port Talbot County Borough Council and Bridgend Council. Feedback suggested that the training was well received and that learners had improved their knowledge in respect of Child Sexual Exploitation. Training is being actively promoted across the Authority by the Safeguarding Leads and several employees have undertaken the necessary 'train the trainer' course enabling them to co-deliver these sessions. Looking forward there may be further opportunities to introduce the Child Sexual Exploitation training online.

Designated Safeguard Lead Training

- In May 2016 Safeguarding Leads were invited to attend one of three Child and Family Services lunchtime sessions on Child Sexual Exploitation. This provided an opportunity for them to broaden their knowledge about this important subject. In January 2017 14 the designed safeguarding leads participated in a specific training session designed to assist them in undertaking their role effectively.
- Further training sessions designed for Leads are being organised by the Social Services co-ordinator during 2017/18

External / Partner Training

- Specialist training has been provided by Social Services to 202 taxi drivers during 2016/17 with plans to train all 1,100 drivers operating in the city within 2017/18. Currently all these sessions are voluntary and free but the UK Government are considering introducing mandatory safeguarding training for all taxi drivers in the future.
- Greater interest from multi-agencies and voluntary organisations for safeguarding training has been expressed during 2016/17, with plans to review and expand training to other bodies during 2017/18.

2.4 Communication Plan and associated actions

Through the establishment of a Communications Plan to promote Safeguarding and to raise awareness amongst staff, Members, Volunteers, partners and the public during the year the following highlights should be noted:

Staff awareness

- The Corporate Safeguarding Group has identified the value of promoting safeguarding across the whole authority particularly for those services which may not traditionally see Safeguarding as part of their role. The staffnet pages have been developed further to incorporate a 'Safeguarding' area to enable access to safeguarding information for both children and adults at risk of harm.
- Initiatives range from including Safeguarding in employee briefing notes/newsletters, a standard agenda item for discussion in team briefings, designing and displaying posters in employee work areas, highlighting who their safeguarding lead is including their picture, contact details and the contact for Child and Family Services and Adult services.
- Awareness of safeguarding issues has improved amongst staff during 2016/17 as indicated in the most recent staff survey when compared to 2015:

	2016	2015	Increase
Do you know who the lead Councillor is for safeguarding?	45%	28%	17%
Do you know who your departments designated lead for safeguarding is?	62%	47%	15%
Have you had your responsibility for safeguarding and child protection explained to you?	86%	64%	22%
Views of safeguarding pages and news stories on Staffnet	14,147	7,059	7,088

Feedback suggests that employees are now more aware of who they can talk to and understand the part they can play in safeguarding and preventative work.

- Many employees do not have access to computers or staffnet, therefore, Safeguarding leads have taken the responsibility in providing face to face training and information in alternative ways.

The Corporate Safeguarding Group has discussed the progress of this work which has also resulted in sharing ideas and good practice particularly exists in Corporate Building and Property Services and Waste and Parks.

- Leads have worked with HoS in their area to promote safeguarding.

General awareness – PR and Events

- A Safeguarding conference took place at the Liberty Stadium in November 2016 as part of the Western Bay Safeguarding Board's collaboration between Swansea, Neath Port Talbot and Bridgend Councils and ABMU health board in which over 300 persons attended the day conference.
- As part of National Safeguarding week the Authority organised two sessions:

Firstly, a lunchtime seminar to explore working together to tackle Child Sexual Exploitation and this was attended by over 40 internal and external professionals including housing, schools and ABMU.

Secondly, the Education department hosted a drop-in day for both internal staff and external professionals; again this was also well attended.

- Press coverage during National Safeguarding Week was extended outside the Authority to raise awareness by highlighting the council's commitment to training its staff in safeguarding. This was the first time the Authority has done a story in the media about safeguarding. It was positively-received with a two-page spread in Evening Post and bulletin items on The Wave and Swansea Bay Radio.
- Linking in other issues as part of Safeguarding week also included a greater awareness on anti-bullying.
- The Authority looked at different methods to get information out to the public during National Safeguarding week via social media including Facebook and Twitter. Relative success was experienced via twitter as Swansea Council was the second most active Authority on twitter, after Pembrokeshire. Partners also encouraged by us, including Spectrum Cymru, the libraries service, the housing team and Pontybrein Primary school issued 29 tweets resulting in 162 re-tweets and likes.

- Comms have submitted 14 positive news stories during 2016/17 on the intranet to raise and maintain awareness on Safeguarding. Every month the staff briefing note 'Top Brief' carries an item on safeguarding and during 2016/17 the intranet safeguarding pages were re-vamped to make material relevant and accessible during 2016/17 on the intranet to raise and maintain awareness on Safeguarding. During National Safeguarding week there had been four stories during in a 10 day period focussing on Safeguarding, this was later praised by external participants.
- A positive aspect of social media coverage was the way some members of staff acted as ambassadors without being prompted. Staff shared Facebook posts, retweeting and liking tweets which sent a strong message about the Authority's commitment to safeguarding.

2.5 Future Workplan during 2017/18 includes:

- All new elected Members to undertake Safeguarding training during 2017/18.
- An Authority safeguarding event to be staged during 2017/18 in conjunction with Western Bay.
- The revised Corporate Operational Safeguarding Policy to be adopted and placed on the intranet site for all employees to view.
- Review the safeguarding training programme to ensure that it includes domestic abuse, DLM Meetings, anti-slavery and child sexual exploitation.
- Departments to continue to promote and devolve key messages on safeguarding, monitor the training compliance of employees, both new and existing and to address the issues raised as a result of the employee's annual staff survey.

Appendices: Appendix A - Action Plan to implement the key features of effective corporate arrangements for Safeguarding

APPENDIX A - ACTION PLAN (Updated August 2017)

Wales Audit Office - Local Authority Arrangements to Support Safeguarding Children

- **The governance, accountability and management arrangements for overseeing whether the Council is meeting its safeguarding responsibilities to children are mostly adequate but some improvements could be made.**
- **The Council's arrangements for monitoring and evaluating its safeguarding responsibilities to children are mostly adequate but some improvements could be made**
- **The Council's approach to identifying and acting on improvements in its safeguarding arrangements has some weaknesses which the Council is addressing**

P1 - All elected members are aware of the concept and use of risk management and its central importance in Safeguarding

P3 - Improve the work of the Council's Scrutiny Committees to ensure it is providing assurance on the effectiveness of the Councils corporate safeguarding arrangements

P4 - Ensure all elected members and staff who encounter children on a regular basis receive training on safeguarding and child protection issues and the Council's Corporate Policy on Safeguarding

P5 – Identify and agree an appropriate internal audit programme of work for Safeguarding

B3 and B4 – Corporate Policy

B5, B6, B7 & B8 – Partners, Volunteers and Commissioned Services

B9 & B10 – Scrutiny and Assurance

B11, B12, B13 & B14 – Communication Plan

APPENDIX A - ACTION PLAN (Updated August 2017)

1. Training	Ref	Timescale	Responsible person/Lead Officer	Narrative
All elected members are aware of the concept and use of risk management and it's central importance in safeguarding	P1	2017/18	AF (Training, Learning & Organisational Development)	New members' induction training to go live during 2017.

2. Scrutiny and Assurance	Ref	Timescale	Responsible person/Lead Officer	Narrative
Scrutiny Programme Committee Integrate Corporate Safeguarding into the Council's Scrutiny Committee's work plan by: <ul style="list-style-type: none"> • Producing an Annual Corporate Safeguarding Report for Scrutiny 	P3	June / July	Report - RR/RM Present to Scrutiny - DH/Cllr Mark Child	The Annual Corporate Safeguarding Report for 2016/17 has been reported to CMT and Corporate Briefing

3. Internal Audit	Ref	Timescale	Responsible person/Lead Officer	Narrative
Review and implement the recommendations from the internal audit report on corporate safeguarding arrangements. (The audit looked at the implementation of the Corporate Operational Safeguarding Policy and compliance with Wales Audit Office recommendations)	P5	2017/18	Internal Audit via RR/RM	The findings from the internal audit was reported to July's Corporate Safeguarding Meeting. The main recommendations centred around training for staff and Members and policy arrangements being adhered to (currently the policy is being reviewed)

APPENDIX A - ACTION PLAN (Updated August 2017)

Undertake a Self-Assessment / Peer review using Section 28 framework across all service areas	P5	June 2016	MH	As per minute No 263.
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4. Partners / Volunteers / Commissioned Services	Ref	Timescale	Responsible person/Lead Officer	Narrative
Engage with Partners on Safeguarding to ensure common agreements, mutual learning and development of good practice	B5	2016/17	Councillor Mark Child through the PSB	On-going - More work to be undertaken on these sub sections to engage with partners. Update required at next meeting
All partners, volunteers and commissioned services should comply with the following: <ul style="list-style-type: none"> • Written minimum standards • Safe recruitment practices • Corporate Safeguarding training (in accordance with additional checklist)	B6	2016/17	LM (Procurement)	The draft Contractor Safeguarding Policy was produced for the September 2016 meeting and is being currently being used when contractors are appointed by the Authority.
	B7		DY (HR)	On-going
	B8		AF (Training, Learning & Organisational Development)	Training, Learning & Organisational Development is picking up this element - Generally, most of these actions have been completed / on track and will be regularly monitored by the Corporate Safeguarding Group

APPENDIX A - ACTION PLAN (Updated August 2017)

Completed Actions

Areas for Improvement		Action	Timescale	Responsible person	Update / Notes
Improve the range, quality and coverage of safeguarding performance reporting to provide adequate assurance that systems are working effectively (Also related to para 13- too social services focussed and 18 – not utilising internal audit)	P2	Agree performance framework	Nov. 14	SJ	Complete - Safeguarding KPIs incorporated into Corporate KPI suite
		Identify key measures and targets linked to Corporate priority	Dec.14	SJ	Complete for 2015/16 – under review in readiness for refresh of Corporate Plan 2016/17 - by 27/11/15
		Agree format for Reporting	Dec.14	SJ	Complete – incorporated into Corporate Performance Monitoring Report
		Report Card Presented to Executive Board	17 Dec. 14	SJ	Complete – as above
Improve the work of the Council’s Scrutiny Committees to ensure it is providing assurance on the effectiveness of the Councils corporate safeguarding arrangements.		Framework to integrate Corporate Safeguarding, including an agreed schedule for reporting Corporate Safeguarding Annual Report and other key performance reports plus any other requests from scrutiny	Mid Dec 14	SJ	Complete – see above re: scrutiny

APPENDIX A - ACTION PLAN (Updated August 2017)

Areas for Improvement		Action	Timescale	Responsible person	Update / Notes
Ensure all elected members and staff who encounter children on a regular basis receive training on safeguarding and child protection issues and the Council's Corporate Policy on Safeguarding	P	Ensure appropriate Safeguarding training has been undertaken for: <ul style="list-style-type: none"> • Elected Members • Staff • Designated Leads 	2016/17	KP and Cllr CR	On-going but progress on Safeguarding training is monitored via the Performance Monitoring Reports and through updates at the Corporate Safeguarding Meeting via KP.
	P4	Ensure that the Corporate Safeguarding policy is referenced in face to face and e learning materials for all staff.	2015/17	KP	Completed - SG policy is referenced in all face to face and e-learning training courses.
	P4	Establish, agree and resource a comprehensive Corporate Safeguarding Training Plan for staff and elected Members.	2015/17	KP	Completed - Training plan being constantly reviewed and implemented
	P4	Establish a training matrix to record who needs and has received appropriate safeguarding training and produce a monthly progress report.	2015/17	KP	Done and reported on an ongoing basis. The intention is to get to a point with a degree of confidence as to how many persons have already completed the training. Additional work on the Face2face training will be undertaken to bring the

APPENDIX A - ACTION PLAN (Updated August 2017)

					standard to a level as the e-learning reports produced
Areas for Improvement		Action	Timescale	Responsible person	Update / Notes
	P5	To plan an appropriate internal audit work programme for safeguarding	2016/17	Internal Audit via RR/RM	Now included as part of every audit plan. Risk Assessments are undertaken after each audit and awarded a scoring based on low, medium and high risk. Revisits are planned ranging from 2-5 years based on risk.
Corporate Policy	B3	Ensure that the Corporate Safeguarding Policy is approved and signed by the Local Safeguarding Children's Board	2015/17	MH	Completed. A lead would need to be agreed if the action is to review the policy
	B9	To produce regular Performance Monitoring Reports for Safeguarding	Quarterly and Annually each year	RR/RM /DH	Original action completed, reports are on-going on a quarterly basis
Security and Assurance (As per appendix 2 – checklist)	B9	Benchmarking and comparisons with others	2016/17	RR/RM	Both Welsh Government and Data Unit have confirmed that Safeguarding PIs are not being collected at a National level. Obtaining benchmarking data

APPENDIX A - ACTION PLAN (Updated August 2017)

				<p>from other Local Authorities in Wales is proving difficult, as very limited information is detailed on their websites. No further progress can be made to benchmark and compare with others</p>
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5. Communications	Ref	Timescale	Responsible person/Lead Officer	Narrative
<p>Establish, implement and update a communications plan, including: Raise awareness and an understanding of Safeguarding</p> <ul style="list-style-type: none"> • Appointed Lead Member • Designated Leads • How to report concerns on Safeguarding • To provide relevant Safeguarding information on Corporate & Directorate/Service web pages 	B11 to B14	2016/17	PF & Designated Leads	<p>A communications plan has been established and progress has been reported back to the Corporate Safeguarding Group on a regular basis.</p> <p>Safeguarding information on the web pages: http://www.swansea.gov.uk/staffnet/safeguarding</p>

Agenda Item 8

Report of the Chair

Scrutiny Programme Committee – 11 September 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 the membership of Panels and Working Groups, and any other changes necessary
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author	Brij Madahar, Scrutiny Team Leader 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 Development & Regeneration Performance Panel:

ADD Councillor David Helliwell

Following this change the revised membership will be 12:

Labour Councillors: 6

Cyril Anderson	Andrew Stevens
Oliver James	Gloria Tanner
Terry Hennegan	Mike White

Liberal Democrat / Independent Councillors: 3

Chris Holley	Mary Jones
Jeff Jones (CONVENER)	

Conservative Councillors: 3

Steve Gallagher	Will Thomas
David Helliwell	

2.2 Child & Family Services Performance Panel:

REMOVE Councillor Mary Jones

Following this change the revised membership will be 10:

Labour Councillors: 6

Cyril Anderson	Peter Jones
Mike Durke	Alyson Pugh
Yvonne Jardine	Des Thomas

Liberal Democrat / Independent Councillors: 2

Kevin Griffiths	Susan Jones
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Conservative Councillors: 1

Paxton Hood-Williams (CONVENER)	
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Uplands Councillors: 1

Irene Mann	
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2.3 Schools Performance Panel:

ADD Councillor Myles Langstone

REMOVE Councillor Sam Pritchard

Following this change the revised membership will remain as 15:

Labour Councillors: 6

Cyril Anderson	Fiona Gordon
Beverley Hopkins	Mike Durke
Mo Sykes (CONVENER)	Louise Gibbard

Liberal Democrat/Independent Councillor: 3

Mike Day	Susan Jones
Lynda James	

Conservative Councillor: 5

Steve Gallagher	Myles Langstone
David Helliwell	Lynda Tyler-Lloyd
Lyndon Jones	

Statutory Coopted Members: 1

David Anderson-Thomas	Parent Governor
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3. Legal Implications

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

4. Financial Implications

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

Background Papers: None

Legal Officer: Debbie Smith

Finance Officer: Carl Billingsley

Report of the Chair

Scrutiny Programme Committee – 11 September 2017

SCRUTINY WORK PROGRAMME 2017/18

Purpose	This report reviews progress with the agreed scrutiny work programme for 2017/18.
Content	The work programme is described, including the plan for future committee meetings and topics that will be examined by scrutiny through various Panels and Working Groups.
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	Tracey Meredith, Head of Legal, Democratic Services and Business Intelligence
Report Author	Brij Madahar, Scrutiny Team Leader 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 such scrutiny activities are published, in the same manner as the committee, on the Council's modern.gov online platform:

<https://democracy.swansea.gov.uk/ieDocHome.aspx?bcr=1&LLL=0>

2. Scrutiny Work Programme 2017/18

2.1 Overall Programme

- 2.1.1 The agreed scrutiny work programme for 2017/18 is set out in **Appendix 1**.

- 2.1.2. The following paragraphs break down the work programme by specific ways of working to provide a quick overview.

2.2 Scrutiny Programme Committee:

- 2.2.1 The committee work plan for the year ahead is attached as **Appendix 2**. This should be kept under review to ensure it represents a robust and effective plan. The plan includes a schedule of future Cabinet Member Question & Answer Sessions.

2.2.2 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.

2.2.3 The items scheduled for the next committee meeting on 9 October are:

- Cabinet Member Question Session: Cabinet Member for Children, Education & Lifelong Learning - Councillor Jennifer Raynor.
- Children & Young People’s Rights Scheme – Compliance and Progress - 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).

2.2.4 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 and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications (see Forward Plan attached as **Appendix 3**). Any requests will require discussion with relevant Cabinet Member(s) to confirm timescales and window of opportunity for scrutiny involvement. Pre-decision scrutiny enables scrutiny to develop understanding about and ask questions on proposed Cabinet reports to provide ‘critical friend’ challenge and influence decision-making.

NB – it is anticipated that a further report on Castle Square Regeneration will be considered by Cabinet on 19 October. The Committee has already looked at two previous reports (June 2016 & March 2017) and agreed to look at future reports. This will necessitate an extra meeting to be arranged, week commencing 16 October, for pre-decision scrutiny to take place. A meeting on Tuesday 17 October at 4.30pm is suggested.

2.2.5 Commissioning Reviews – it has already been acknowledged that reports on various commissioning reviews that are planned over the next year are key cabinet decisions and should 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. Therefore scrutiny arrangements for these will need to be scheduled into work plans.

Commissioning Review	Cabinet Portfolio	Expected Cabinet Meeting
Catering Services	Service Transformation & Business Operations	17 Aug
Planning & City Regeneration	Culture, Tourism & Major Projects	17 Aug
Public Protection	Environment Services	19 Oct

Highways & Transportation Service	Environment Services / Commercial Opportunities & Innovation	tbc
Family Support	Health & Wellbeing	tbc
Additional Learning Needs	Children, Education & Lifelong Learning	tbc

2.3 Inquiry Panels:

2.3.1 Planning for the first potential inquiry is underway with a first meeting planned for 2 October. The first task of the Inquiry Panel will be to have a briefing on the issue and then determine the key question and terms of reference for the inquiry.

Planned (yet to report):	Completed (follow up stage)
1. Regional Working (expected Start - End: October 2017 - March 2018)	1. School Governance (Sep 25)
2. Natural Environment (expected Start - End: December 2017 - May 2018)	2. Building Sustainable Communities (17 Oct)
	3. Child & Adolescent Mental Health Services (Nov)
	4. Tackling Poverty (Mar)
	5. School Readiness (Mar)

2.4 Performance Panels:

2.4.1 The following Performance Panels meet on an ongoing basis (frequency of meetings in brackets):

1. Service Improvement & Finance (monthly)	4. Child & Family Services (every two months)
2. Schools (monthly)	5. Public Services Board (every two months)
3. Adult Services (monthly)	6. Development & Regeneration (quarterly)

2.4.2 Performance Panel conveners will be asked to provide a regular update to the Committee to enable discussion on key activities and impact. As the work of these Panels for this municipal year begins a schedule for Performance Panels updates to committee will be developed in due course.

2.5 Working Groups:

2.5.1 The following Working Groups will be convened during the year ahead, with projected date:

1. Emergency Planning & Resilience (11 Oct)	6. Roads / Footway Maintenance (Jan)
2. Community Cohesion & Hate Crime (14 Nov)	7. Renewable Energy (Feb)
3. Homelessness (Nov)	8. Digital Inclusion (Mar)
4. Car Park Charges (Nov)	9. Bus Services (Apr)
5. Local Flood Risk Management (annual - Dec)	10. Public Conveniences (May)

2.6 Regional Scrutiny:

2.6.1 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 Councillor Group has been set up in order to coordinate scrutiny work across the region and ensure a consistent approach. It is initially meeting bi-annually. The Swansea Scrutiny Team is providing support for this group as the Council's contribution to ERW. Swansea is represented by the chair of the Scrutiny Programme Committee and convener of the Schools Performance Panel. The next meeting is taking place on 29 September 2017 will be hosted by Powys Council.

2.7 Progress

2.7.1 The committee is responsible for monitoring progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility.

2.7.2 **Appendix 4** provides a timetable of all scrutiny activities (projected or actual where dates are known). Lead councillors and officers are also noted within. As work progresses future committee meetings will be provided a snapshot of progress with all of the informal Panels and Working Groups established by the committee and their current position.

2.7.3 To ensure awareness and avoidance of duplication with the work of the Council's new Policy Development & Delivery Committees, which are based on the Council's corporate priorities, it will be beneficial for the committee to receive information about their work plans when available.

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

3.1 None

4. **Financial Implications**

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

5. **Legal Implications**

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

Background papers: None

Legal Officer: Debbie Smith

Finance Officer: Carl Billingsley

Appendices:

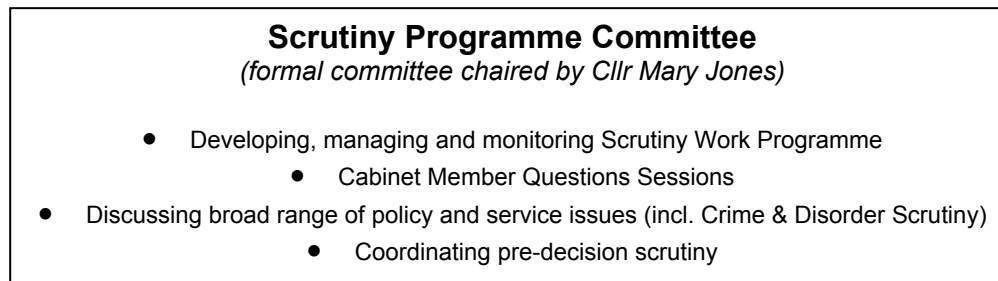
Appendix 1: Agreed Scrutiny Work Programme 2017/18

Appendix 2: Committee Work Plan 2017/18

Appendix 3: Forward Look (Cabinet Business)

Appendix 4: Scrutiny Work Programme Activity Timetable 2017/18

APPENDIX 1 – Agreed Scrutiny Work Programme 2017/2018



Inquiry Panels:
(time-limited in-depth inquiries)

1. Regional Working
 e.g.
 - what does regional working look like at moment?
 - how well is it understood (internally and publically)?
 - issues of accountability?
 - arrangements for scrutiny?
 - what needs to be done to improve partnerships / collaboration to achieve WBFGA outcomes?

2. Natural Environment
 e.g.
 - how well are we caring for and managing our natural environment?
 - green spaces?
 - are we maximising the value and benefits?
 - how can we meet new statutory responsibilities / requirements?
 - role of the council / partners in tackling the issues?
 - link with planning / other areas of Council?
 - impact of budget reductions across services?

Inquiry Follow Ups:

- School Governance
- Building Sustainable Communities
- Child & Adolescent Mental Health Services
- Tackling Poverty
- School Readiness

Performance Panels:
(on-going in-depth monitoring)

- 1. Service Improvement & Finance (monthly)**
- 2. Schools (monthly)**
- 3. Adult Services (monthly)**
- 4. Child & Family Services (4-6 meetings max)**
- 5. Public Services Board (6 meetings)**
- 6. Development & Regeneration (quarterly)**

Regional Scrutiny:

- **ERW** (*Education through Regional Working*)

Working Groups:
(one-off meetings)

- In priority order:
- 1. Emergency Planning & Resilience**
 - 2. Community Cohesion & Hate Crime**
 - 3. Homelessness**
 - 4. Car Park Charges**
 - 5. Roads / Footway Maintenance**
 - 6. Renewable Energy**
 - 7. Digital Inclusion**
 - 8. Bus Services**
 - 9. Public Conveniences**
- NB - an annual meeting on **Local Flood Risk Management** is a standing item in the work programme and will take place in Dec/Jan

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 (Nov; Feb; May)
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
10 Jul	<ul style="list-style-type: none"> Role of the Committee 	<ul style="list-style-type: none"> To ensure understanding about the role of the Scrutiny Programme Committee, and discuss effective working
	<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 2016/17, as required by the constitution
	<ul style="list-style-type: none"> Work Programme 2017-18 	<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
14 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 Housing, Energy & Building Services
	<ul style="list-style-type: none"> All Council Catering Commissioning Review 	<ul style="list-style-type: none"> Pre-decision scrutiny of 17 August Cabinet report on Catering services (School meals, Commercial Catering & Social Services catering). The report will outline a range of options for future service delivery of catering and the proposed decision on way forward.

	<ul style="list-style-type: none"> • Planning & City Regeneration Commissioning Review 	<ul style="list-style-type: none"> • Pre-decision scrutiny of 17 August Cabinet report on which outlines options appraisal for the Planning & City Regeneration Service. It provides recommendations on the most viable future service options for the Service Area.
11 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 Service Transformation & Business Operations (Deputy Leader)
	<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"> • Oceana Building Demolition 	<ul style="list-style-type: none"> • Session with the Cabinet Member for Economy & Strategy (Leader) to put questions on matters relating to the Oceana Building Demolition, further to previous discussion by the committee in March. This will be in closed session.
9 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 Children, Education & Lifelong Learning
	<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)
13 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 Health & Wellbeing
	<ul style="list-style-type: none"> • Annual Local Government Performance Bulletin 2016-17 	<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 2016/17. 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
11 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 Stronger Communities
8 Jan	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Economy & Strategy (Leader)
12 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 Environment Services

12 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 Culture, Tourism & Major Projects
9 Apr	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Future Generations
14 May	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Commercial Opportunities & Innovation
	<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

To be scheduled:

<ul style="list-style-type: none"> • Final Inquiry Reports 	<ul style="list-style-type: none"> • To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision
<ul style="list-style-type: none"> • Progress Reports – Performance Panels 	<ul style="list-style-type: none"> • Performance Panel Conveners to update on headlines from their Panel's work and achievements
<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

APPENDIX 3 – CABINET FORWARD PLAN

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Equality Review Report 2016-17.	Annual review report on Public Sector Equality Duty (Wales).	Sherill Hopkins	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	21 Sep 2017	Open
Quarter 1 2017/18 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period April 2017 – June 2017.	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	21 Sep 2017	Open

APPENDIX 3 – CABINET FORWARD PLAN

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Western Bay Youth Justice and Early Intervention Service Annual Youth Justice Plan 2017/2018.</p>	<p>The production of a Youth Justice Plan is a statutory duty of the Local Authority under Part 3, Section 40 of the Crime and Disorder Act 1998. The plan sets out:</p> <ul style="list-style-type: none"> a) how youth justice services are to be provided and funded, and b) how the Youth Offending Service established by the Local Authority is to be composed and funded, how it will operate and what function it is to carry out. <p>The Crime and Disorder Act 1998, Section 39(1) placed a duty on each Local Authority, acting with its statutory partners (Police, Probation and Health) to establish Youth Offending Teams in their local area to deliver youth justice services. Section 38(3) of the Act placed a duty on the Local Authority and its statutory partners to make payment towards the expenditure incurred in providing youth justice services.</p> <p>The purpose of the Western Bay Youth Justice and Early Intervention Service is to ensure that youth justice services are available across the Western Bay area of Bridgend Swansea and Neath Port Talbot. It contains information relating to</p> <ul style="list-style-type: none"> - A summary of achievements - Structure and governance - Resources and value for money - Partnership arrangements - Risks to future delivery against the youth justice outcome measures. 	<p>Caroline Dyer</p>	<p>Cabinet Member - Children, Education & Life Long Learning</p>	<p>Cabinet</p>	<p>21 Sep 2017</p>	<p>Open</p>

APPENDIX 3 – CABINET FORWARD PLAN

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Financial Procedure Rule 7 Local Transport Network Fund Grant 2017/18.	To confirm the bid for Local Transport Network Fund (LTNF) Grant and seek approval for expenditure on the proposed schemes and projects in 2017/18.	Ben George	Cabinet Member - Environment Services	Cabinet	21 Sep 2017	Open
Disposal of Pipehouse Wharf Depot, Morfa Road, Swansea SA1 2EN.	The Council have declared the property surplus to requirements and cabinet are requested to approve the disposal.	Stuart Ramsey	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	21 Sep 2017	Fully exempt
Statement of Accounts 2016/17.	To receive and approve the Statement of Accounts 2016/17.	Amanda Thomas		Council	28 Sep 2017	Open

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APPENDIX 3 – CABINET FORWARD PLAN

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Castle Square Regeneration.	Following the recommendation and decision of the Cabinet report in March 2017, which set out an appraisal of regeneration opportunities for Castle Square, this current report present a draft development and marketing brief with an evaluation of delivery options.	Gail Evans	Cabinet Member - Culture, Tourism & Major Projects	Cabinet	19 Oct 2017	Open
Annual Review of Performance 2016/17.	To report the Council's compliance with its statutory obligations to make arrangements to secure continuous improvement as set out under Part 1 of the Local Government (Wales) Measure 2009.	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	19 Oct 2017	Open

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APPENDIX 3 – CABINET FORWARD PLAN

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Management Of Allotments.	To gain approval from Cabinet to transfer Management of allotments to Allotment Associations	Adrian Skyrme	Cabinet Member - Health & Wellbeing, Cabinet Member - Stronger Communities, Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	19 Oct 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 - Commercial Opportunities & Innovation, Cabinet Member - Environment Services	Cabinet	19 Oct 2017	Open

APPENDIX 3 – CABINET FORWARD PLAN

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Report for Anti-Social Behaviour and Policing Act 2014 Delegation of Authority.</p>	<p>To inform of changes to anti-social behaviour powers introduced by Anti-Social Behaviour and Policing Act 2014 and to formally authorise officers to exercise the powers available under the Anti-Social Behaviour, Crime and Policing Act 2014 for the purposes of tackling anti-social behaviour and low level crime across the City and County of Swansea through the use of Public Space Protection Orders (PSPO) to address ongoing and sometime urgent, anti-social behaviour and crime matters.</p>	<p>Jane Whitmore</p>	<p>Cabinet Member - Stronger Communities</p>	<p>Cabinet</p>	<p>19 Oct 2017</p>	<p>Open</p>

APPENDIX 3 – CABINET FORWARD PLAN

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Complaints Annual Report 2016-17.	Annual report concerning complaints received & outcomes during 2016-17. Incorporates an annual report concerning requests for information received by the Authority during 2016-17, and an annual report regarding surveillance activity during 2016-17	Andrew Taylor	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	19 Oct 2017	Open
Quarter 2 2017/18 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the second quarter period July 2017 – September 2017.ro	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	14 Dec 2017	Open

APPENDIX 3 – CABINET FORWARD PLAN

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Quarter 3 2017/18 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the third quarter period October 2017 – December 2017.row	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	15 Mar 2018	Open

Activity / Month	JUL 2017	AUG	SEP	OCT	NOV	DEC	JAN 2018	FEB	MAR	APR	MAY	JUN
PERFORMANCE PANELS:												
Adult Services (monthly) Lead Scrutiny Councillor: Peter Black Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member Mark Child Lead CMT: Dave Howes Lead Head of Service: Alex Williams		8	20	17	21	19	16	13	20	17		
Service Improvement & Finance (monthly) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Clive Lloyd Lead CMT: Sarah Caulkin Lead Head of Service: Ben Smith		2	6	4 19	1	6	10	7	7	4		
Schools (monthly) Lead Scrutiny Councillor: Mo Sykes Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead CMT: Nick Williams Lead Head of Service: cross-cutting	6	31	21	18	16	12	18	15	15	12		
Child & Family Services (bi-monthly) Lead Scrutiny Councillor: Paxton Hood-Williams Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Child Lead CMT: Dave Howes Lead Head of Service: Julie Thomas		21		30		18		26		30		
Public Services Board (bi-monthly) Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart Lead CMT: Chris Sivers Lead Head of Service: cross-cutting		30		25		13		14		11		

Activity / Month	JUL 2017	AUG	SEP	OCT	NOV	DEC	JAN 2018	FEB	MAR	APR	MAY	JUN
Development & Regeneration (quarterly) Lead Scrutiny Councillor: Jeff Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart / Robert Francis-Davies Lead CMT: Martin Nicholls Lead Head of Service: Phil Holmes			7			7		8		5		
WORKING GROUPS:												
Emergency Planning & Resilience Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Clive Lloyd Lead CMT: Martin Nicholls Lead Head of Service: Martin Nicholls				11								
Community Cohesion & Hate Crime Lead Scrutiny Councillor: Elliot King Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Will Evans Lead CMT: Chris Sivers Lead Head of Service: Rachel Moxey					14							
Homelessness Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Andrea Lewis Lead Director: Martin Nicholls Lead Head of Service: Lee Morgan												
Car Parking Charges Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Mark Thomas Lead Director: Martin Nicholls Lead Head of Service: Stuart Davies												

Activity / Month	JUL 2017	AUG	SEP	OCT	NOV	DEC	JAN 2018	FEB	MAR	APR	MAY	JUN
Public Conveniences (dependent on delivery of above / if time allows) Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Mark Thomas Lead Director: Martin Nicholls Lead Head of Service: ?												
REGIONAL SCRUTINY:												
ERW (Education through Regional Working) Lead Scrutiny Councillor: Mary Jones / Mo Sykes Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead Director: Nick Williams Lead Head of Service: Helen Morgan-Rees Regional Lead: Betsan O'Connor			29						9*			

*Tentative

FOR INFORMATION

This report provides the Audit Committee draft work plan for 2017/18.

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 Scrutiny Programme Committee is scheduled to attend the Audit Committee on 9 November 2017.

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

AUDIT COMMITTEE WORKPLAN 2017/18

Date of Meeting	Reports
20 June 2017	Election of Chair and Vice Chair Audit Committee Initial Training Audit Committee Training Programme Wales Audit Office Update Report WAO Financial Resilience Final Report Internal Audit Monitoring Report Quarter 4 2016/17 Final Audit Committee Annual Report 2016/17 Audit Committee Performance Review 2016/17 - Action Plan Audit Committee Action Tracker Report
11 July 2017 – Special	Financial Management & Accounting Training Draft Statement of Accounts 2016/17 Draft Annual Governance Statement 2016/17 Risk Management Policy and Framework - Update Audit Committee Action Tracker Report
8 August 2017	Internal Audit Training Governance Training Wales Audit Office Update Report Internal Audit Annual Report 2016/17 Corporate Fraud Annual Report 2016/17 Internal Audit Monitoring Report Quarter 1 2017/18 Audit Committee Action Tracker Report
26 September 2017 - Special	External Audit Training Wales Audit Office ISA 260 Report 2016/17 – City and County of Swansea Wales Audit Office ISA 260 Report 2016/17 – Pension Fund Annual Report of School Audits 2016/17 Chief Education Officer Response to Annual Report of School Audits 2016/17 Audit Committee Action Tracker Report
9 November 2017 <i>(note changed from 10 October 2017)</i>	Counter Fraud Training Chair of Scrutiny Programme Committee Corporate Governance Review - Progress Update Risk Management Half-Yearly Review 2017/18 Risk/Performance/Governance Update Wales Audit Office Update Report Audit Committee Performance Review Action Plan 2016/17 - Update Audit Committee Action Tracker Report

Date of Meeting	Reports
12 December 2017	Wales Audit Office – Annual Audit Letter 2016/17 Wales Audit Office Update Report Internal Audit Monitoring Report Quarter 2 2017/18 Recommendations Tracker Report 2016/17 Review of Reserves Report Treasury Management & Budgetary Control Update Audit Committee Action Tracker Report
13 February 2018	Wales Audit Office Update Report Wales Audit Office Grants Report 2016/17 Internal Audit Monitoring Report Quarter 3 2016/17 Internal Audit Annual Plan Methodology 2018/19 Audit Committee Performance Review 2016/17 Action Plan - Update Audit Committee Review of Performance 2017/18 Risk/Performance/Governance Update Audit Committee Action Tracker Report
10 April 2018	Wales Audit Office Annual Plan 2018 Wales Audit Office Update Report Internal Audit Charter 2018/19 Internal Audit Annual Plan 2018/19 Corporate Fraud Annual Plan 2018/19 Draft Audit Committee Annual Report 2017/18 Audit Committee Action Tracker Report

*Note: Agenda items in **Bold** are standard agenda items that occur at set times throughout the financial year.*

Agenda Item 12

Report of the Head of Legal, Democratic Services & Business intelligence

Scrutiny Programme Committee – 11 September 2017

EXCLUSION OF THE PUBLIC

Purpose:	To consider whether the Public should be excluded from the following item of business.	
Policy Framework:	None.	
Consultation:	Legal.	
Recommendation(s):	It is recommended that:	
1)	The public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	Item No.	Relevant Paragraphs in Schedule 12A
	13	14 & 16
Report Author:	Democratic Services	
Finance Officer:	Not Applicable	
Legal Officer:	Tracey Meredith –Head of Legal, Democratic Services & Business Intelligence (Monitoring Officer)	

1. Introduction

- 1.1 Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, the Committee will be requested to exclude the public from the meeting during consideration of the item of business identified in the recommendation to the report on the grounds that it involves the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

3. Financial Implications

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

4. Legal Implications

- 4.1 The legislative provisions are set out in the report.
- 4.2 Councillors must consider with regard to each item of business set out in paragraph 2 of this report the following matters:
 - 4.2.1 Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.
 - 4.2.2 If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test as set out in paragraph 2.2 of this report.
 - 4.2.3 If the information falls within paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test but must consider whether they wish to waive their privilege in relation to that item for any reason.

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
12	Information relating to a particular individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. His view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
13	Information which is likely to reveal the identity of an individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. His view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. His view on the public interest test was that:</p> <p>a) Whilst he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or</p> <p>b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts.</p> <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

No.	Relevant Paragraphs in Schedule 12A
15	<p>Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 15 should apply. His view on the public interest test was that whilst he is mindful of the need to ensure that transparency and accountability of public authority for decisions taken by them he was satisfied that in this case disclosure of the information would prejudice the discussion in relation to labour relations to the disadvantage of the authority and inhabitants of its area. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
16	<p>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</p>
	<p>No public interest test.</p>
17	<p>Information which reveals that the authority proposes: (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) To make an order or direction under any enactment.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 17 should apply. His view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by the public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
18	<p>Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 18 should apply. His view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

Agenda Item 13

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

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