



## 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, 9 October 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

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### Agenda

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interest.**  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Minutes:** 1 - 6  
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 **Public Question Time.**  
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 Children, Education & Lifelong Learning (Councillor Jennifer Raynor).** 7 - 25
- 7 **Children & Young People's Rights Scheme - Annual Progress Report 2017.** 26 - 74
- 8 **Membership of Scrutiny Panels and Working Groups.** 75 - 76

- 9 Scrutiny Work Programme 2017/18.** **77 - 101**  
Discussion on:  
a) Committee Work Plan.  
b) Opportunities for Pre-Decision Scrutiny.  
c) Progress with Scrutiny Panels and Working Groups
- 10 Scrutiny Letters.** **102 - 129**
- 11 Audit Committee Work Plan (For Information).** **130 - 131**
- 12 Date and Time of Upcoming Panel / Working Group Meetings.**
- a) Adult Services Performance Panel – 10 October at 3.30pm (Committee Room 3a, Guildhall)
  - b) Emergency Planning & Resilience Working Group – 11 October at 10.30am (Committee Room 5, Guildhall)
  - c) Service Improvement & Finance Performance Panel – 16 October at 2.00pm (Committee Room 5, Guildhall)
  - d) Child & Family Services Performance Panel – 16 October at 5.00pm (Committee Room 5, Guildhall)
  - e) Building Sustainable Communities Inquiry Panel (follow up) – 17 October at 10.00am (Committee Room 5, Guildhall)
  - f) Schools Performance Panel – 18 October at 4.00pm (Committee Room 3a, Guildhall)
  - g) Public Services Board Performance Panel – 25 October at 10.00am (Committee Room 5, Guildhall)
  - h) Regional Working Inquiry Panel – 30 October at 4.00pm (Committee Room 5, Guildhall)
  - i) Child & Family Services Performance Panel – 30 October at 4.00pm (Committee Room 5, Guildhall)
  - j) Service Improvement & Finance Performance Panel – 1 November at 10.30 am (Committee Room 5, Guildhall)

**Next Meeting:** Monday, 13 November 2017 at 4.30 pm

*Huw Evans*

**Huw Evans**  
**Head of Democratic Services**  
**Monday, 2 October 2017**

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**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, 11 SEPTEMBER 2017 AT 4.30 PM

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

**Councillor(s)**

C R Evans  
T J Hennegan  
E J King

**Councillor(s)**

E W Fitzgerald  
C A Holley  
I E Mann

**Councillor(s)**

L S Gibbard  
P Jones  
W G Thomas

**Co-opted Member(s)**

D Anderson-Thomas  
J W Jones

**Co-opted Member(s)**

P M Black

**Co-opted Member(s)**

P R Hood-Williams

**Also Present**

Councillor Rob Stewart  
Councillor Mark Child  
Councillor Clive Lloyd

Leader / Cabinet Member for Economy & Strategy  
Cabinet Member for Health & Wellbeing  
Deputy Leader / Cabinet Member for Service  
Transformation & Business Operations

**Officer(s)**

Sarah Caulkin  
David Howes  
Kate Jones  
Brij Madahar  
Huw Mowbray  
Gordon Randelsome  
Debbie Smith

Interim Director of Resources  
Chief Social Services Officer  
Democratic Services Officer  
Scrutiny Team Leader  
Property Development Manager  
Senior Engineer  
Interim Deputy Head of Legal , Democratic Services and  
Business Intelligence.  
Team Leader Site Supervisor

**Apologies for Absence**

Councillor(s): C Anderson, J P Curtice, D W Helliwell, B Hopkins and G J Tanner  
Independent Member(s):

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

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

30 **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.

31 **MINUTES.**

**Resolved** that the Minutes of the Scrutiny Programme Committee held on 14 August 2017 be approved and signed as a correct record, subject to 2 amendments: -

- 1) Minutes 23 & 24 - reference to 17 March 2017 to read 17 August 2017
- 2) Additional Item – The Chair thanked Members and Staff for their patience and effort during such a long meeting.

32 **PUBLIC QUESTION TIME.**

The Committee heard from Mr East who raised a number of issues.

Mr East noted that the MP for Swansea West had been campaigning for the final terms of Brexit to be put to a referendum. He was concerned that Brexit is likely to have serious consequences for Wales and Swansea. Mr East asked about the Leader's position on this matter and urged the Leader to support the MP for Swansea West.

He commented on the news about major city centre redevelopment and wanted assurance that problems or difficulties in the past have been learnt from. For example he cited the following: Oceana Demolition – cost went up from circa £1m to £4m; Lengthy construction delays to renovation of Glynn Vivian Art Gallery; Travellers Site Search – extensive process to identify / shortlist sites – at what cost?; the Elba Ground Rent Dispute – at what cost to the taxpayer? Mr East felt that there was insufficient information released to the public on certain projects, where problems were encountered.

Mr East requested an update on the Liberty Stadium as advancements were expected over a year ago regarding the lease and no further information had been provided since this time. He also noted that Swansea City Football Club would be occupying a city centre unit to sell merchandise, and queried the rent situation for the unit as well as the Stadium.

The Deputy Leader provided an update on the Liberty Stadium and explained that they were bound by the contract entered into by the previous administration. Progress was being made in respect of a new agreement and negotiations have been productive. Further information could not be provided at present as it was an ongoing negotiation but was hopeful that things would be concluded in the next few months and announced.

In respect of the city centre store the Deputy Leader confirmed that Swansea City Football Club would be paying rental at market rates for the retail unit.

**Resolved** that the questions raised be referred to the Leader / relevant Cabinet Member for response.



33 **CABINET MEMBER QUESTION SESSION: CABINET MEMBER FOR SERVICE TRANSFORMATION & BUSINESS OPERATIONS (COUNCILLOR CLIVE LLOYD, DEPUTY LEADER).**

Councillor Clive Lloyd, Deputy Leader and Cabinet Member for Service Transformation and Business Operations, provided a verbal address further to the written report circulated. He spoke about his new portfolio and title and highlighted the following areas: -

- Budget Performance & Finances – The Deputy Leader was not expecting a positive settlement from UK/Welsh Government. If the same settlement was given as last year then there would a funding gap of approx. £16 Million.
- Delivery & Performance – The revised Corporate Plan had been agreed and there would be quarterly performance monitoring reports on the key priorities.
- The Sustainable Swansea / Fit for the Future – The programme was now delivering across three broad areas of Transformation, Future Council and Digital. It was noted that the Business Support Programme had been progressing. The investment and progression of the digital agenda was also highlighted along with the recent APSE (Association for Public Service Excellence) awards won by Waste Management and Highways Pothole repairs.

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

- Pension Fund – progress on the divestment of Fossil Fuels and balance with any ethical investment policy
- Budget pressures and savings
- The effect of changes agreed by Cabinet to the Sustainable Development Team (following the Planning & City Regeneration Commissioning Review)
- Role of the Strategic Delivery Unit
- Problems with the Community Asset Transfer Policy and steps being made to address those problems
- Consultation on small sites identified in the Universal Review of all Council land
- Future of Communities First
- Policy Development and Delivery Committees – their role, governance and effectiveness
- Preparations ahead of new legislation on data protection

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

34 **CORPORATE SAFEGUARDING ANNUAL REPORT 2016/17.**

The Cabinet Member for Health and Well Being and the Chief Social Services Officer presented an Annual Report on Corporate Safeguarding 2016/2017.

The Chief Social Services Officer highlighted that a key part of their Agenda was for all Members as well as staff to undergo Safeguarding Training and urged members to complete this if they had not already done so.

The Chief Social Services Officer provided a background to the Corporate Safeguarding Steering Group and its Annual Report. Some of the work areas highlighted were: -

- Safeguarding Policy
- Procurement Arrangements
- Enhancing Safeguarding Arrangements

Questions and Discussions with the Cabinet Member and Chief Social Services Officer focussed on the following: -

- Issues with linking information systems which may be affecting the accuracy of safeguarding training records for staff - the importance of an appropriate level of training to be received, not the minimum, when dealing with vulnerable people was discussed
- Steps being taken to improve the quality of performance information about the quality of our safeguarding arrangements
- Issues of not all staff being able to access to e-learning
- The appointment of lead safeguarding officers within all service units
- The effectiveness of regional Safeguarding and Public Protection Board arrangements and their relationship with local working
- Assurance of partners' commitment to safeguarding and progress with ensuring contractor compliance
- Specialist training provided to taxi drivers
- Arrangements for Councillor Training and barriers to participation
- Corporate Parenting Training and Case Conferences
- Position of safeguarding training in respect of agency staff particularly short-term agency / temporary / seasonal staff.
- Benchmarking – lack of national data to enable comparison with others
- The role of the committee in providing assurance on the effectiveness of safeguarding arrangements – the Chief Officer stated that he felt that there were robust scrutiny arrangements for both Adult and Children's Services and safeguarding featured strongly. It was up to the Committee to provide challenge on the overall picture and ensure continued focus on safeguarding.

**Resolved** that the views of the committee on the report be noted by the Cabinet Member and Chief Officer.

### 35 **MEMBERSHIP OF SCRUTINY PANELS AND WORKING GROUPS.**

The Chair presented a report outlining proposed revisions to the scrutiny panel memberships.

**Resolved** that the following membership changes, as outlined in the report, be endorsed:

Development & Regeneration Performance Panel  
Add Councillor David Helliwell

Child & Family Services Performance Panel  
Remove Councillor Mary Jones

Schools Performance Panel  
Add Councillor Myles Langstone  
Remove Councillor Sam Pritchard

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

The Chair highlighted the Scrutiny Work Programme 2017/2018 for review.

The Scrutiny Team Leader highlighted that the Cabinet Member for Children, Education & Lifelong Learning was attending the next Committee, and encouraged Committee Members to think of questions for that session.

The Committee also noted that an extra meeting would take place on Tuesday 17 October at 4.30pm for pre-decision scrutiny of a report on the regeneration of Castle Square, which is currently scheduled for 19 October Cabinet meeting.

**Resolved** that the contents of the report be noted.

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

The Audit Committee Work Plan was noted.

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

The dates and times of upcoming Panel / Working Group meetings were noted.

39 **EXCLUSION OF THE PUBLIC.**

The Committee was requested to exclude the public from the meeting during the consideration of the items of business identified in the recommendations to the report on the grounds that it involved the likely disclosure of exempt information as set out in the exclusion paragraph 14 of 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation)(Wales) Order 2007, relevant to the item of business as set out in the report.

The Committee considered the Public Interest Test in deciding to exclude the public from the meeting for the items of business where the Public Interest Test was relevant, as set out in the report.

It was **Resolved** that the public be excluded for the following item of business.

40 **OCEANA BUILDING DEMOLITION - QUESTIONS FOR CABINET MEMBER FOR ECONOMY & STRATEGY (COUNCILLOR ROB STEWART, LEADER)**

The Committee discussed issues relating to the asbestos survey / contract award and financial implications regarding the Oceana Building demolition. A number of questions were asked of the Leader and Officers present who responded accordingly.

**Resolved** that the Chair of the Scrutiny Programme Committee write to the Leader, reflecting on the discussion and views of the Committee on this matter.

The meeting ended at 6.30 pm

**CHAIR**



## Report of the Chair

Scrutiny Programme Committee – 9 October 2017

### Cabinet Member Question Session

<b>Purpose:</b>	To enable the Committee to question Cabinet Members on their work. The Committee's questions will broadly explore Cabinet Members' priorities, actions, achievements and impact in relation to areas of responsibility.
<b>Content:</b>	The following Cabinet Member will appear before the Committee to participate in a question and answer session: <ul style="list-style-type: none"><li>• Councillor Jennifer Raynor, Cabinet Member for Children, Education &amp; Lifelong Learning</li></ul>
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• Question the Cabinet Member on relevant matters</li><li>• Make comments and recommendations as necessary</li></ul>
<b>Lead Councillors:</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officers:</b>	Tracey Meredith, Head of Legal, Democratic Services and Business Intelligence
<b>Report Author:</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 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 Jennifer Raynor, Cabinet Member for Children, Education & Lifelong Learning

Within this cabinet portfolio, she is responsible for:

- Education Services from 5 to 19
- 21st Century Schools Programme
- Inclusion & Learner Support
- Planning & Resources
- Schools & School Improvement
- City of Learning - Member of UNESCO Commonwealth of Learning Steering Group
- Apprenticeships, Further Education & Readiness for Work
- Skills & Talent Project (City Deal)
- Not in Education, Employment or Training (NEETS)
- Education Regional Working (ERW)
- Schools' Organisation & Performance
- Quality in Education (QEd) Programme
- Education Charter
- Play
- Youth Services
- Promoting Youth Inclusion & Youth Citizenships
- Youth Offending Service (Y.O.S.)
- Opportunities for Young People

- United Nations Convention on the Rights of the Child (UNCRC) Champion
- Children & Young People (CYP) Board
- Safe Looking After Children (LAC) Reduction Strategy
- Skills & Talent project (City Deal)
- STEM Curriculum inc. coding

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 about the council’s priorities with the Welsh Government’s 21st Century Schools and Education Programme.

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 August 2016. Amongst the issues discussed then included:

- New Primary School in Gorseinon at Parc Y Werin
- Education Other Than At School
- Flying Start
- School Improvement
- Surplus School Places
- School Budgets
- School Attendance
- Education Department Structure

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 Raynor:

- What steps is the Cabinet Member taking to ensure that education is valued by all and that even the most challenging students are enabled to thrive?

(Evidence suggests that if a child is not securely attached to a primary caregiver early on in life then they are less likely to thrive. and some children fall dramatically below developmental milestones. Toddlers in this bracket sometimes have chaotic lifestyles throughout their childhood, becoming the most disruptive and challenging adults who place huge pressures on the public purse. For professionals often there are no surprises and we can predict human tragedy long before it happens)

#### **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:** Portfolio Headlines

**Appendix 2:** Previous Correspondence

**Education Department Summary (September 2017)**

**Context**

1. The 2017 annual self-evaluation of local authority education services for children and young people (LAESCYP) has completed in draft and will be shared with stakeholders in September 2017, to review before it is published in October 2017.
2. The new Education Department Service Plan for 2017-2018 has been finalised and approved. There is a strong focus on corporate priorities, local targets and regional objectives.
3. The new Welsh in Education Strategic Plan (WESP) 2017-2020 has been revised in accordance with amendments required from Welsh Government, following their review of all WESPs in Wales. This is due for publication in November 2017.
4. An internal departmental risk register is in place and reviewed on a regular basis. Operational risks are managed by Heads of Unit and are scrutinised through formal governance methodology using the Education Department's Strategic Leads Board (SLB) and Senior Leadership Team (EDSLT).
5. The structure for the Education Department continues to provide a stable and consistent service. Due to the internal appointment of the Chief Education Officer (previously Head of Learner Support Service) and the retirement of the Head of Strategic Planning and Improvement Group, temporary appointments have been made to those posts. It is planned that the structure will be reviewed by the end of the year to meet the future requirements of the department and regional working. The table below illustrates the current Education Department team/management structure.

<b>Chief Education Officer</b>						
Strategic Planning and Improvement Group		Education Improvement Service		Education Planning and Resources Service		Learner Support Service
<b>Strategic Planning and Improvement Group</b>						
Stakeholder Engagement Unit		Monitoring and Improvement Unit		Management Systems Unit		
<b>Education Improvement Service</b>						
Primary Phase Unit		Secondary Phase Unit		Curriculum Support Unit		
<b>Education Planning and Resources Service</b>						
Capital Funding and Delivery Unit				Funding and Information Unit		
<b>Learner Support Service</b>						
School Support Unit	Catering and Cleaning Unit	Swansea Music Unit	Ethnic Minority Achievement Unit	Lifelong Learning Unit	Additional Learning Needs Unit	Behaviour Support Unit

## **Pupil attainment**

7. Teacher assessment of pupil attainment at Foundation Phase and at key stage 2 in 2017 show improved performance to last year. There is an upward trend over five years. Key stage 2 results are the highest ever for Swansea.
8. Teacher assessment of pupil attainment at key stage 3 shows that performance is up on the previous year and is the highest ever.
9. It is too early to determine this year's key stage 4 results although early indications suggest that there is a decline for Level 2 inclusive performance. However, there are a number of significant changes to how this is calculated nationally, which makes the results not comparable with previous years. Similar declines are expected across Wales.

## **School improvement**

10. School inspections have been generally positive throughout the academic year 2016-2017. Currently, there are no Swansea schools that have been identified in the RED support category.
11. The consistent challenge to schools has shown strong progress since the local authority inspection in 2013. There are now effective standardised processes in place to ensure rigorous challenge (i.e. deep data analysis, tighter reporting mechanisms and quality assurance procedures).
12. The involvement of Education Improvement Service staff has been welcomed in the vast majority of schools. An additional support visit to schools by the service is planned for 2017-2018.

## **Attendance**

13. Attendance in our secondary schools hit an all-time high in 2015-2016 at 94.3%. In 2016-2017, attendance levels have been sustained at 94.3% and ranking has improved to 7<sup>th</sup> in Wales.
14. Attendance in our primary schools for 2014-2015 and 2015-2016 at 94.9%. In 2016-2017, attendance has improved again to 95.0%, and ranking in Wales will be announced in November.
15. By the end of the summer term 2017, eight primary schools had attendance at or exceeding 96% and nine secondary schools at or exceeding 94% and four at or exceeding 95%.
16. Schools and the local authority will continue to work together to embed and share the strategies and actions that lead to higher levels of attendance and undertake a deeper focus on persistent absence.

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

17. Cabinet approved moving forward on the proposed plans for the development of a new building to house PRU provision on the Cockett House Site in July 2017. Implementation of an interim model of the Half-Way House in the absence of any suitable accommodation to house a full model was also approved.
18. The PRU Improvement Plan is driving further progress and the new headteacher and interim deputy headteacher, are progressing this plan.

19. The designated challenge adviser continues to work closely with the centres that comprise the Swansea PRU. The Additional Learning Needs Unit and the Education Improvement Service are also working to support the PRU.
20. Reintegration to mainstream rates improved in 2016-2017 in comparison to 2015-2016.

**Notable other issues**

21. An updated Strategic Outline Programme was submitted (July 2017) for the Welsh Government 21<sup>st</sup> Century School programme which represents a natural development of the previously approved long term strategy. The Band B submission for £149.7m shows the high level of ambition and commitment to this programme. The submission reflects a consistent objective assessment and prioritisation of condition, suitability and sustainability issues as well as areas of basic need for additional provision. It continues the clear and consistent focus of the long term programme and will build on the considerable benefits already realised. We are likely to hear the outcome in November.
22. Budget pressures continue to be challenging; most notably involving out-of-county charges for pupils with additional learning needs.
22. There is a need to further improve education outcomes and skills to take advantage of the Swansea Bay City Deal.
23. There is a need to further improve the consistency and impact of the regional improvement service (ERW).



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

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

*Please ask for:  
Gofynnwch am:*

**Scrutiny**

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**BY EMAIL**

*Our Ref  
Ein Cyf:*

**SPC/2016-17/5**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**01 September 2016**

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

Dear Councillor Raynor,

**Cabinet Member Question Session – 8 August**

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

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

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

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

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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

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

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

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

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

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

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

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

### **Flying Start**

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

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

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

## **School Improvement**

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

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

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

## **Surplus School Places**

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

## **School Budgets**

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

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

## **School Attendance**

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

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



## **Education Department Structure**

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

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

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

## **Your Response**

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

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

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

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

Yours sincerely,

Mary Jones

**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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



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Councillor Mary Jones  
Chair, Scrutiny Programme Committee

BY EMAIL

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

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

Councillor Jennifer Raynor  
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JR/HS

8 September 2016

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

Dear Councillor Jones

I refer to your letter of 1 September 2016.

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

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

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

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

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

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



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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

Yours sincerely

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

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

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

**Please note**

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

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

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

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

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



# Agenda Item 7



## Report of the Cabinet Member for Children, Education & Lifelong Learning

Scrutiny Programme Committee – 9 October 2017

### CHILDREN & YOUNG PEOPLE'S RIGHTS SCHEME ANNUAL PROGRESS REPORT 2017

<b>Purpose:</b>	To present the report on the progress of the implementation of the Children & Young People's Rights scheme in Swansea.
<b>Content:</b>	This report includes details of: <ul style="list-style-type: none"><li>• An overview of how the Children &amp; Young People's Rights Scheme was developed and is being implemented</li><li>• Details of how we have promoted knowledge and understanding of the UNCRC through training and awareness raising sessions</li><li>• How we have taken a whole Council approach to embedding Child Rights</li><li>• The participation of Children &amp; Young People in decisions that affect them (Article 12)</li><li>• Accountability and compliance</li><li>• Next steps looking ahead</li></ul>
<b>Councillors are being asked to:</b>	Give their views on the progress in relation to the Children & Young People's Rights Scheme and how the UNCRC has become embedded in Councils Policy Framework.
<b>Lead Councillor:</b>	Councillor Jennifer Raynor – Cabinet Member for Children, Education & Lifelong Learning
<b>Lead Officer:</b>	Chris Sivers – Director - People
<b>Report Author:</b>	Katie Spendiff – Children's Rights Co-ordinator 07471145410 <a href="mailto:katie.spendiff@swansea.gov.uk">katie.spendiff@swansea.gov.uk</a>
<b>Legal Officer:</b>	Stephen Holland
<b>Finance Officer:</b>	Chris Davies



## 1. Introduction

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

## 2. Annual Report

- 2.1 This report is the third progress report on the due regard duty for embedding the UNCRC into the local authority policy framework and specifically focuses on progress made in the areas outlined in our Action Plan 2016/17.
- 2.2 Both a summary version and the full report on the annual progress of the implementation of the Children & Young People's Rights Scheme in Swansea is **appended**. Comments on the draft report are invited prior to reporting to Council in November.
- 2.3 This report includes:
- An overview of how the Children & Young People's Rights Scheme was developed and is being implemented
  - Details of how we have promoted knowledge and understanding of the UNCRC through training and awareness raising sessions
  - How we have taken a whole Council approach to embedding Child Rights
  - The participation of Children & Young People in decisions that affect them (Article 12)
  - Accountability and compliance
  - Next steps looking ahead

## 3. Legal Implications

- 3.1 There are lots of legal issues underpinning UNCRC and children's rights but the report itself doesn't create a legal issue.

## 4. Financial Implications

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

**Background Papers:** Children & Young People's Rights Scheme  
<http://www.swansea.gov.uk/childrensrightsscheme>

**Appendices: Appendix 1** - Annual report on the progress of the implementation of the Children & Young People's Rights Scheme in Swansea



## Children and Young People's Rights Scheme Annual Progress Report 2017

### Summary Report

This report is the third progress report on the due regard duty for embedding the UNCRC into the local authority policy framework and specifically focuses on progress made in the areas outlined in our Action Plan 2016/17.

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

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

#### Participation of Children and Young People

- 2016/17 has seen a sustained engagement of children and young people aged 2-18 years. 6,087 participated in opportunities to have their voices heard through the PPC Team. This includes:
  - Big Conversations
  - Pupil Voice Forum
  - Corporate Parenting Challenge and associated LAC forums
  - School project work
  - UK Youth Parliament
  - CYP Super Survey

- Specific consultations, e.g. Childcare Sufficiency Assessment

### **Promoting Knowledge and Understanding of the UNCRC**

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

- 141 people have participated in workforce development opportunities to develop their understanding of the UNCRC and how it applies to their work. Examples include:
  - Facilitating training for senior decision makers such as Governors, senior leaders and Councilors
  - Facilitating bespoke training requests such as 'Developing Children's Rights in Early Years settings'
- 98% of schools in Swansea are now engaged in the Rights Respecting Schools Award. This is an increase of 2% in the last 12 months. Over the past year, 26 schools have received individual support from UNICEF. This includes full INSET training, after school workshops and sessions for pupils. A plan for engaging of the remaining schools has been developed.

### **A Partnership Approach to Children's Rights**

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

Addressing the wellbeing needs of children and young people in Swansea will predominantly be discharged via the Swansea a Children and Young People's Plan which has been developed with a clear vision and aims for children and young people, which is aligned to our work on embedding Children's Rights.

### **A whole Council Approach to Children's Rights**

Our ethos in Swansea is that everyone working for the Council is a member of the team committed to developing services to deliver the best outcomes for children and young people. Services for children and young people are at the heart of all our work with Safeguarding being our top corporate priority.

This has transformed the way the council works, developing services which are integrated and joined-up approach and deliver outcomes, which are best for children and young people. The Children and Young People's Rights Scheme has enhanced this, encouraging people to use the UNCRC as an international framework to ensure work with children and young people is centered around their best interests. Good practice examples include:

- Embedding UNCRC Objectives into the Strategic Equality Plan: Each Council department is required to report through the SEP, how they:

- Participated in training on the UNCRC
- Promoted the UNCRC, making explicit links to relevant articles in their work and made use of the Children's Rights logo
- Were compliant with the Equality Impact Assessment, and therefore the Children's Rights Impact Assessment process
- Incorporating Due Regard to the UNCRC into Corporate Briefing and scrutiny reporting templates
- Taking account of Children's Rights when health and safety emergency planning in school (Take Care Project, Trallwn)
- Inclusion of children and young people in City of Culture and City Centre redevelopment bids.
- The introduction of Smoke Free Beaches and Smoke Free School Gates initiatives by trading standards. These projects are based on the premise that every child has the right to be healthy and signage incorporates the Dilly Rights logo.
- Incorporating the views and priorities of Looked After Children and Young People explicitly into the Corporate Parenting Strategy
- Developing approaches in Early Years that recognise, respect and fulfil the rights of our youngest citizens.
- Developing accessible and inclusive information to engage children and young people in decisions that affect them, e.g. Play Sufficiency Assessment
- Further development of embedding a rights based approach in young People's Services.

### **Ensuring Compliance, Accountability and Impact of the UNCRC**

#### **Children's Rights Impact Assessment**

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

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

17 full EIA reports were completed that had a direct impact on children and young people in this reporting period.

#### **Rights Respecting Schools Impact Assessment process**

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

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

- Children and young people have improved respect for themselves and for others.

- Children and young people are more engaged in their learning.
- Education achievement is enhanced.
- Children and young people develop positive relationships and behaviour, including finding their peers “kind and helpful”.
- Children and young people demonstrate positive attitudes towards diversity in society and overcoming prejudices.
- There are reduced numbers of exclusions and less bullying.
- Increasing percentages of pupils like school.
- Children and young people feel empowered to respect the rights of others locally, nationally and globally, and to uphold their own rights.

### Looking Ahead

In three years, Swansea Council has made significant headway in developing a culture that recognises, respects and works toward fulfilling Children’s Rights.

Swansea has cemented itself as an Authority that works together to achieve the best outcomes for children and young people, by working with them, listening to what they have to say, and supporting them to reach their potential; but there is more to do.

### Broadening Our Approach

In 2017/18, we will:

- Provide bespoke workforce development to departments across the Council so we can further evidence a whole Council approach
- Ensure the embedded process of promoting Dilly is defined and implemented across the Council

### Extending Our Offer

Engagement with children has continued to grow in the last 12 months, though little progress has been made to extend the offer of opportunity to children aged under 10 years in a consistent way. There are pockets of good practice in engaging very young children, in extending the age range of children who are looked after and offering a pupil voice opportunity to year 6 pupils, though there is a gap in engagement of primary school children aged 3-10 years.

In 2017/18 we will;

- Explore ways to offer consistent opportunities to children of Primary School age 3 – 10 years
- Extend the Corporate Parenting Challenge to include children and young people aged 7-21 years.
- Increase engagement of young people not in school in Big Conversations sessions.

### Being More Visible

It is important that officers, councillors, children, young people, families and others are able to easily find information about how to access their rights, participate or receive

information about how the Council has paid due regard to the UNCRC. We must also get better at how we share and promote the breadth of rights work that takes place in Swansea.

In 2017/18 we will;

- Establish and promote Swansea Council's Children's Rights work through Social Media
- Ensure the Council's web pages are up to date, relevant and accessible.

### **Assessing Impact**

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

In 2017/18 we will;

- Map all monitoring processes in place to understanding the impact of embedding a Child Rights approach on children and young people in Swansea. This includes undertaking an authority wide self-assessment for embedding children's rights in the Wellbeing Plan, assessing the impact of Swansea's CRIA and monitoring the use of and impact of the Council's process to hold themselves to account in terms of paying due regard.
- Further understand the impact of the rights respecting schools approach and continue to work with schools to ensure the rights respecting work continues after the contract with UNICEF ends.

2017/18

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

*August 2016 – July 2017*





## Foreword

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

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

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

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

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

### **Lead Cabinet Member and Lead Director**

*Councillor Jen Raynor, Cabinet Member for Children, Education and Life Long Learning*

*Chris Sivers, Director of People*

## Contents

<b>Introduction</b> .....	<b>4</b>
<b>Objective 1: Engagement and Participation with Children &amp; Young People</b> .....	<b>5</b>
The Big Conversation Forum .....	5
Participation of Looked After Children.....	7
Building opportunities for Looked After Children and Young People to Participate.....	8
Participation of Learners in Pupil Voice .....	11
Super Survey Key Findings.....	14
Participation in Early Years.....	20
UK Youth Parliament .....	22
<b>Objective 2: Promoting Knowledge and Understanding of the UNCRC</b> .....	<b>24</b>
Decision Makers Training .....	24
Bespoke Training Requests .....	24
Training in School Settings .....	25
Partnership Approach Embedding Children’s Rights.....	25
Whole Council Approach Embedding Children’s Rights.....	26
Corporate Directorate .....	26
Place Directorate .....	27
People Directorate .....	28
<b>Objective 3: Promotion and awareness raising of the UNCRC</b> .....	<b>35</b>
Dilly Dragon .....	35
<b>Objective 4: Ensuring appropriate and robust mechanisms are in place to receive feedback and complaints in relation to the UNCRC</b> .....	<b>36</b>
Improving How We Work.....	36
<b>Objective 5: Ensuring compliance, accountability and impact of the UNCRC due regard duty that is evidenced based</b> .....	<b>38</b>
The Children’s Rights Impact Assessment process.....	38
Rights Respecting Schools Impact Assessment process .....	39
<b>Looking Ahead to 2017 – 2018</b> .....	<b>40</b>

## Introduction

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

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

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

This report is the third annual report on the progress of the implementation of the Children and Young People's Rights Scheme in Swansea and outlines how we have embedded the UNCRC into the local authority policy framework, specifically focusing on progress made in the areas outlined in our Action Plan 2016/17.

The reporting cycle of this report has changed slightly and now captures rights activity between August and July. This is to align with the Corporate Parenting Strategy reporting cycle and more effectively captures Rights Respecting Schools work within an academic year.

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<sup>1</sup> United Nations Convention on the Rights of the Child (UNCRC) 1989

## Objective 1: Engagement and Participation with Children & Young People

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

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

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

In 2016/17 has seen a sustained engagement of children and young people in Big Conversation opportunities with 2,399 children and young people have participated in opportunities to have their voices heard.

### Engagement Numbers 2013-2017

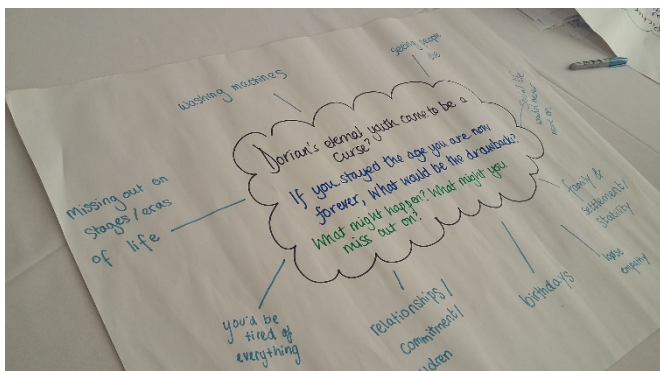
Year	2013/14		2014/15		2015/16		2016/17	
Age	Age 11 and under	Age 11 and over	Age 11 and under	Age 11 and over	Age 11 and under	Age 11 and over	Age 11 and under	Age 11 and over
<b>Contact</b>	0	538	75	332	730	1851	443	2552
<b>Reach</b>	0	372	71	226	645	1608	338	2061
<b>Total</b>	<b>372 Children &amp; Young People</b>		<b>297 Children &amp; Young People</b>		<b>2253 Children &amp; Young People</b>		<b>2399 Children and Young People</b>	

### The Big Conversation Forum

The Big Conversation offers a space for young people aged 11-18 years to initiate and explore topics important to them in an attempt to gain a wider understanding of the world, and make more informed decisions about how they feel in relation to that topic, potentially identifying areas for change.



Using last year's Big Conversation priorities, national priorities for young people, findings from the Beth Nesa' Sally campaign and their own experiences, young people in Swansea worked together to agree themes for Big Conversations in 2016/7. Between August 2016 and July 2017, 370 young people attended five Big Conversations, exploring the following themes:



- Housing and homelessness
- Support in transition to adulthood, particularly for vulnerable young people
- Sustainable Swansea, City Centre Regeneration and the Council's Budget
- Healthy relationships
- Substance abuse

Whilst action is not always necessary following Big Conversations, the following outcomes have occurred as a result:

- Engagement in Big Conversations has increased with a maintained, good relationship with Secondary Schools. Nine secondary schools attended all Big Conversations with most of the remaining five attending regularly.
- Based on conversations with young people, Swansea Council's Housing Service is working to develop a young people's advisory group for the service. Issues raised at the Big Conversation will form the basis of the group's work plan.
- Young people recognise that those who thrive in school have a good chance of reaching their potential in adulthood, but this often requires support and receiving the right offer at the right time from the right person. Feedback from young people about this support has been reported to the Cabinet Advisor Committee for Education and has contributed to the development of the Family Support Continuum and Children and Young People's Plan, where supporting vulnerable young people into adulthood is an objective for Partners to address, directly as a result of young people making it a priority.
- As a result of the discussing the Council's budget, the proposal to increase school meals was modified to better meet the needs of children and families in Swansea: <http://www.southwales-eveningpost.co.uk/school-pupils-convince-councillors-to-change-education-budget/story-30139346-detail/story.html>
- The Big Healthy Relationship Conversation was an opportunity for young people to explore the complex and moral aspects of a healthy and unhealthy relationship. The conversation raised questions about the curriculum and what could be included in PSHE lessons to extend teaching to encompass the emotion of relationships as well as biological aspects. Information has been passed to the Healthy Schools Team who are exploring new teaching modules based on feedback from young people.



## Participation of Looked After Children

### Corporate Parenting Challenge



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

In August 2016, 17 young people aged between 11 and 17 spent five days at Down to Earth, taking part in team building activities, discussing the issues that matter most to them as Looked After young people, and planning workshops to deliver to the Corporate Parents. Young people identified 6 priorities for discussion:

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

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

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

Shout Out is the County-wide group for young people aged 11-17 years who are looked after to have their voice heard. Through this forum, young people were able to work on priorities identified at the Corporate Parenting Challenge, and the outcomes of engagement are notes below:

### **Delegated authority**

Young people made detailed comments on the form, language and content of the delegated authority form introduced in 2016. This was to ensure that the process and paperwork was more accessible and understandable to child and young people who are affected by it. This work has been fed back to Child and Family.

### **Looked After Children in Education**

Young people and practitioners have worked together to write a comprehensive guide for schools on how to treat and work with looked after children. This includes advice on lesson planning, sensitivity to individual needs, keeping information confidential, dealing with bullying and behavioural challenges. This work has been supported by the LAC Education team who have been liaising with Welsh Government on this issue, with a view to publish and distribute the Swansea guide that young people wrote, to all schools in Wales.

### **Respite Care**

Young people have worked with Computer Animation students from University of Wales Trinity St. David to develop a short film that outlines children and young people's views, opinions and concerns of respite provision. Young People have also worked to make posters with key points about how to make respite care better.

Foster Swansea have taken on board young people's feedback about respite and are working on alternative opportunities for young people, including providing residential outdoor activities for young people in care, to encourage carers to take a break during a time when young people are taking part in an exciting programme of activities.

Young people's feedback has also contributed to the development of training for Foster Carers, including opportunities to facilitate training themselves, which will be included in the program of courses for Carers and Practitioners in 2018.

## **Building opportunities for Looked After Children and Young People to Participate**

In 2016/17 has seen growth and opportunity in the offer of participation opportunities for children and young people who are looked after, and now care leavers. 64 children and young people have participated directly in Looked After Forums.

Work has been done to strengthen existing mechanisms and extend the age range of people who can engage. There is now a clear offer for:

- **Children aged 7-10 years through the 123 Forum**

The Forum is supported by the Council’s Life Stages Team, Foster Swansea and Independent Reviewing Officers, and offers a space for younger children who are looked after to engage and participate. In 2016/7 the group has worked on emotions, getting to know and understand the system, important people, and safe spaces.

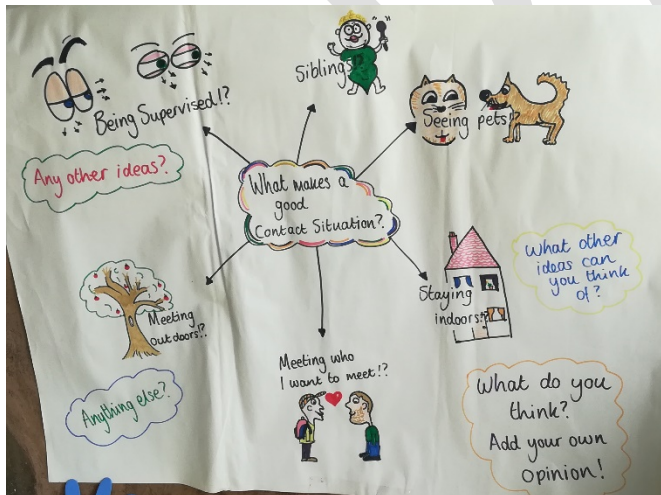


the

It has been difficult in the past to engage this younger group, however through the year, the group have participated in lots of fun activities. This has included Halloween activities, a visit to pantomime to see Hansel and Gretel and beach days, and the balance between activities and appropriate and relevant participatory work has strengthened the group and level of engagement.

- **Young People aged 11-17 years**

Work has been ongoing in 2016/7 to strengthen and develop opportunities for young people to participate. The Shout Out group continues to meet fortnightly and as well as working on the year’s Corporate Parenting Challenge priorities, have also begun to discuss the following emerging issues:



**Contact with siblings**

Several young people in Shout Out have been unable to maintain contact with their siblings, either through family circumstances or adoption. These issues have been raised in the group and have been brought to the attention of decision makes. Although for many of the young people there is no possibility of the situation changing for them personally, they are keen to campaign for others not to be put in the same situation. This issue will be raised at the Corporate Parenting Challenge for action in the next year.

**Recruitment of Student Social Workers**

Working in partnership with the Social Services Training team, information collated about the qualities of a ‘good’ social worker, was used to develop a series of activities for interviewing and assessing support staff wishing to apply for sponsorship through the Open University social work degree. Young people delivered the group interview and assessed the candidates.



## Sustaining and Building new relationships with Senior Decision Makers locally

There has been much work this year to increase dialogue between young people and decision makers beyond the Corporate Parenting Challenge. Discussions have taken place to find the right balance of keeping in touch and meeting. The group continue to report annually to Full Council, and have presented to the Corporate Parenting Board on the progress of forums. Additionally, arrangements have been made for pre-arranged drop-in sessions where senior decision makers visit young people at forums to check in and keep in touch. This has proved positive with young people reporting to feel they have a better relationship with people and that more is being achieved by them being listened to.



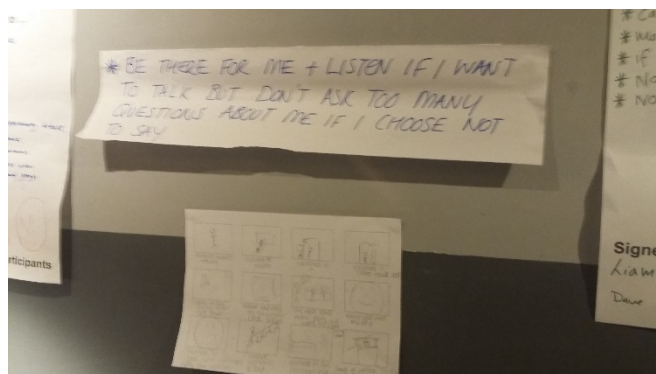
## Work with National Agencies

Swansea Council continues to have a good relationship with Voices from Care. Young people have through the year attended regional participation activities with other looked after children and young people, including::

- A residential event at Llangrannog,
- Contributing questions about contact for a “Question Time” event at the Senedd, resulting in a visit to the group from the Children's commissioner, Sally Holland and Julie Thomas, Head of Child and Family Services, to discuss their localized and individual issues.
- Two young people from Swansea are being supported to contribute to Voices from Care Policy Group.

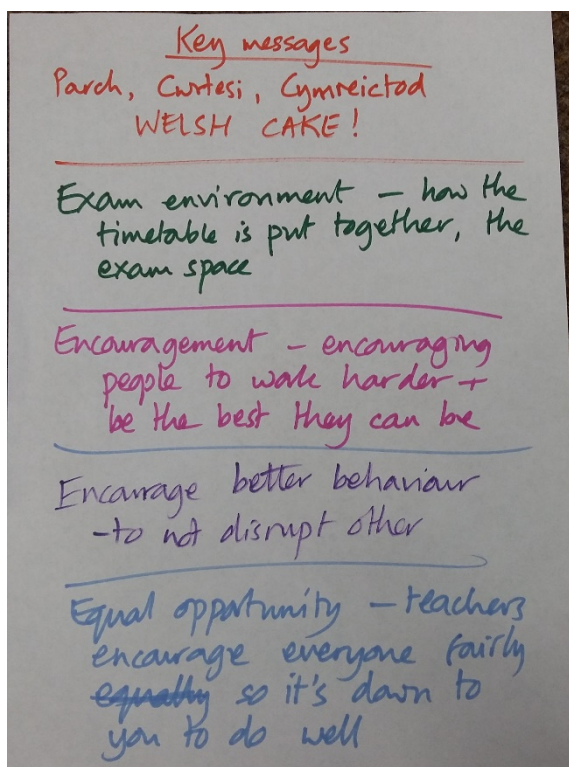
- **16+ and Care Leavers**

The establishment of a forum dedicated to listening to Care Leavers has been new and welcomed in 2017. The group has met twice and continues to grow but has started work on setting priorities for the forum to focus on. These include pathway planning and earlier support for transition to leaving care.



## Participation of Learners in Pupil Voice

### Pupil Voice Forum



In March 2016, a County-wide Pupil Voice Forum was established to enable elected pupil representatives from each of our secondary schools to directly engage with the Chief Education Officer and have a voice in decisions that affect them, specifically in relation to education. 2017 saw the appointment of new Chief Education Officer, Nick Williams who has entirely supported the development and continuation of the Pupil Voice Forum.

Considerable work has been done to continue the development of the Pupil Voice Forum. In August 2016, a Children's Rights Officer for schools was seconded from Pentrehafod Comprehensive to support schools, an element of which is to facilitate the Pupil Voice Forum. This enabled the opportunity to be extended slightly, offering space for year six pupils on a cluster basis to join secondary schools at the Forum.

The forum offers an opportunity for two pupils from each secondary school and a primary school from each cluster to attend on a half - termly basis. 189 pupils (69 male, 120

female) have represented 35, of a possible 80 invited schools.

Of this, 13 of the 14 secondary schools have attended regularly and 35 of the 80 primary schools invited in this time took up the offer. This does not include work with Ysgol Pen Y Bryn who have requested more bespoke opportunities (please see below). There is work to do to explore and engage Primary schools in this mechanism and also to consider extending this offer further again. This will form a recommendation at the end of this report.

The Pupil Voice Forum offers a space for learners to come together and discuss issues specifically about their learning environments. Topics covered and discussed at the Pupil Voice Forum include:

- Priority setting – what is important to learners?
- What does the best education in Swansea look like?

- Mindfulness in schools
- What helps pupils grow in schools?
- The role of the duty bearer in transition in and between schools
- School Meals Service review
- Welsh in Education Strategic Policy
- Play provision in schools
- Introducing the new Chief Education Officer
- Reviewing the context of the Pupil Voice Forum
- High 5 Awards
- Anti-Bullying
- Supporting parents/carers in schools
- City of Culture 2021 bid
- Education Department self-evaluation
- Attendance
- Budget and Finance
- Learning and speaking Welsh in school



A full report of Pupil Voice Forum Activity is available upon request; key discussions and outcomes of engagement this year are:

- Increased attendance & differentiated Pupil Voice Forums. 2016/7 saw the first opportunity to begin to extend the age range, offering an opportunity for year 6 pupils to join secondary school pupils at the forum.
- Improved feedback opportunities. This year saw all pupil voice forum dates, session plans, reports and feedback posted to a shared HWB folder for schools to access. Information was uploaded in a timely manner for schools.
- A request from pupils for Rights Respecting Schools, Restorative Practice and LGBT+ training.
- A request to consider blanket policies for schools that showcase good practice and set some consistency to approach;
- A request from pupils to consider more proactive wellbeing/anti-bullying and mental health support in schools
- Request for Youth workers in schools/promote clubs
- Exploration of sustainable, greener energy efficient alternatives
- Discussion and request to centralize a database for bullying reporting
- A request to move toward accessible language in all documents produced and brought to the Pupil Voice Forum

Some schools have picked up actions from the Forum themselves, e.g. Glais primary have worked directly with the High 5 team to create a video for schools. Other actions require a County-wide approach and work is ongoing with the Chief Education Officer to work with pupils to address, act and feedback as appropriate on change that can or cannot be made, and why.



## School Project Work

### Ysgol Pen Y Bryn

For the Academic year commencing September 2016, bespoke support has been provided to Ysgol Pen Y Bryn. At the request of the school, this has taken a multi-pronged approach:

- To work with staff and pupils to develop an accessible CYP Super Survey
- To facilitate bespoke forum sessions that most suited the needs of pupils at Pen y Bryn
- To support the school to re-engage in the Rights Respecting Schools Award

### CYP Super Survey

Officers, pupils and staff at Ysgol Pen Y Bryn to create and deliver an accessible Super Survey for pupils with additional learning needs across Swansea. The result of this is that staff and pupils at Pen Y Bryn have developed accessible sections of the Swansea Super Survey enabling pupils to complete small parts of the survey at a time. Questions have also been adapted to be most suitable and are presented using Wigit software, a symbol package that is familiar to pupils. Pupils have piloted the new survey with 58 learners having successfully taken part.

### Bespoke Forum Sessions

Building on an increased relationship with Ysgol Pen Y Bryn, the Life Stages Team were able to explore with pupils the support required to engage in other opportunities offered in Swansea, e.g. the Big Conversation and Pupil Voice Forum.

Feedback from pupils has included not feeling able or confident to participate in such a large-scale group for a whole day. This often seemed daunting and at times sessions were not always accessible enough. It was agreed that bespoke sessions mirroring that of the Pupil Voice Forum and Big Conversation could be facilitated in school so that young people could engage in the same opportunities as others, but in a space and with people with whom they feel safe.

These sessions have been highly successful with pupils reporting to feel much more comfortable and engaged in the wider participation structure. This work will continue until pupils feel ready to join the main forums. There is also a view to replicate this model with Ysgol Crug Glas who feel that a similar approach would be most beneficial for pupils at the school.

### Re-engagement in the Rights Respecting Schools Award

Staff changes and new headship at Pen Y Bryn has led to the school feeling that a refresh in Rights Respecting Schools Award (RRSA) training was required.

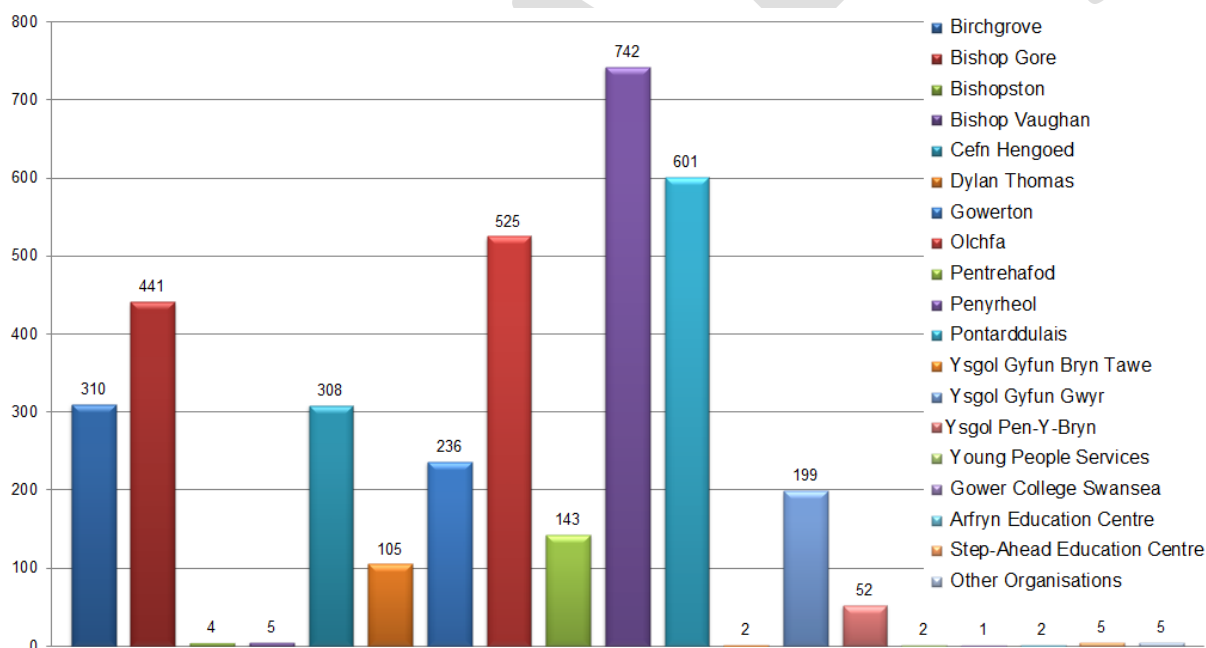
Both the school and the members of council staff agreed that, whilst pockets of excellent rights-based practice are taking place in the school, there are some small areas whereby pupils could have more opportunities to learn about their rights and have their rights realised, and that adults could do more to support this.

Pupils recognise and appreciate that they are listened to and that teachers and staff in the school respect their rights. Teachers recognise that some staff might have a working knowledge of the UNCRC but have not received the training, and so in theory they might have gaps in their knowledge as to how they can implement the rights of the child and work with the pupils to help them access their rights. UNICEF and the Children’s Commissioner for Wales’ Office provided whole-day INSET training in January 2017.

The school is now re-engaged in the award and receiving ongoing support to sustain their great work and achieve their Level 2 award.

## Super Survey Key Findings

Over the Summer and Autumn terms of 2016 the views of 3,688 young people were gathered through the Survey and a parallel shorter ‘accessible’ imaged based pilot survey. This is a 14% rise in survey participants in comparison to the 2014 Super Survey. Young people took part from the following organisations:



52% of participants who responded were male and 48% were female. The majority of respondents were aged 13-15 years (63%) with 32% being aged 11-12 years, and 9% being aged 16-18 years.

### UNCRC Links

As part of the Survey young people were asked if they had heard of Children’s Rights or the United Nations Convention on the Rights of the Child. 76% of respondents have said that they have heard of Children’s Rights. This is a significant increase in the responses given to this question in 2014 (61%) and in 2013 (43%).

## **Involvement**

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

## **Health and Healthy Lifestyle – General Health**

- Of 2,830 responding, 64% said I'm hardly ever ill. 46% of those who said they were always ill or quite often ill don't know why. The others mostly thought their health was poor because they don't eat enough healthy food, don't drink enough healthy drinks, or don't do enough exercise.

## **Emotional and Mental Wellbeing**

Young people were asked a series of questions about how happy they had felt over the last few months at home, in school/college, and where they live.

Of 2,903 responding, the highest responses were:

- Very happy at home (50%, n = 1432)
- Often happy at school/college (44%, n = 1278)
- Often happy in their local area (42%, n = 1188)

When asked about all the things that worried or upset them, most young people said my Future, or School/college or education.

## **Cigarettes and Alcohol**

Young people were asked at what age they first smoked cigarettes or drank alcohol, if at all.

- 86% said they had never smoked, 8% first smoked by the age of 13,
- 53% said they had never drunk alcohol, 30% first drank alcohol by the age of 13 (

Young people were also asked if someone in their home smoked cigarettes. Of 2,785 young people responding:

- 33% said 'Yes' someone in their home smoked
- 22% of those living with a smoker had smoked
- 90% of those from a smoker free home had 'never smoked tobacco'

## Drugs

Older young people were presented with a list of drugs and asked to select any that they had tried. Of the 2,757 responses, 86% said they had never tried any of the drugs listed, 5% of the young people had tried cannabis, 2% of the young people had tried legal highs.

## Sexual Health

Older young people were also asked about their sexual experiences. 2,525 young people responded. 89% said they had never had sex, with 4% saying they were aged 14 or younger when they first had sex and 2% saying they were aged 15-16. 5% preferred not to say.

The young people who said they have had sex were asked to select from a list all the methods they had used to prevent pregnancy. Of the 174 responding, 21% said that no method was used, with others most commonly saying that they used condoms or birth control pills.

## Domestic Abuse

Young people were asked if they, or someone they lived with, had been a victim of domestic abuse. 2,966 responded. 7% said 'Yes'. Of the young people who said 'Yes', 65% felt they could seek support from someone about the domestic abuse.

Of 123 responses, the young people most commonly said they would go to the following people for help:

- Mum, Dad or Carer (68%)
- Friends (42%)
- A teacher (31%)
- Another relative (27%)
- My brother or sister (27%)
- The Police (20%)

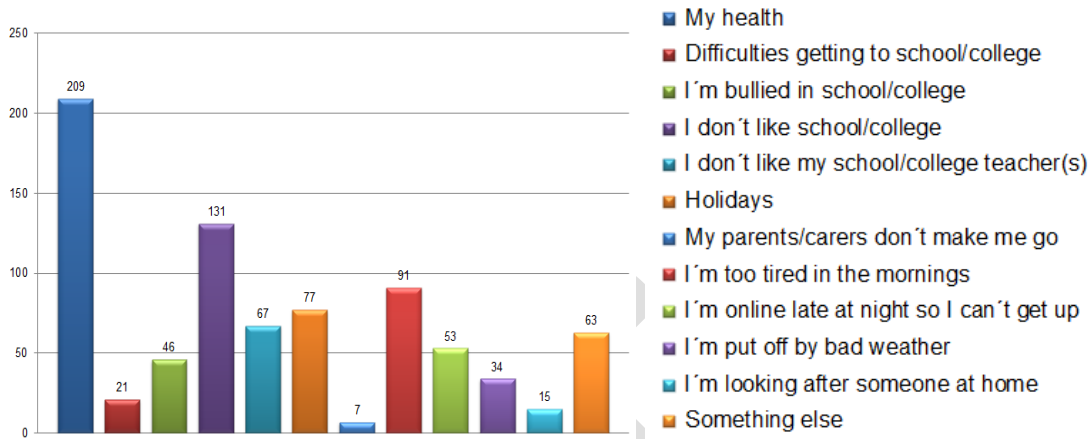
## Young Carers

516 young people said they looked after someone at home. When asked if they found meeting homework/coursework deadlines hard because they looked after someone. 25% said Yes, all the time or Quite often. Young people were also asked if looking after someone at home stopped them from going out and enjoying themselves. 41% said Yes, Often, or Sometimes.

## Education

### Attendance

- Young people were asked whether they always went to school/college when they should. 2,719 responded in total. 83% (n = 2,261) said Yes, always. The 17% who did not always attend gave these reasons why:

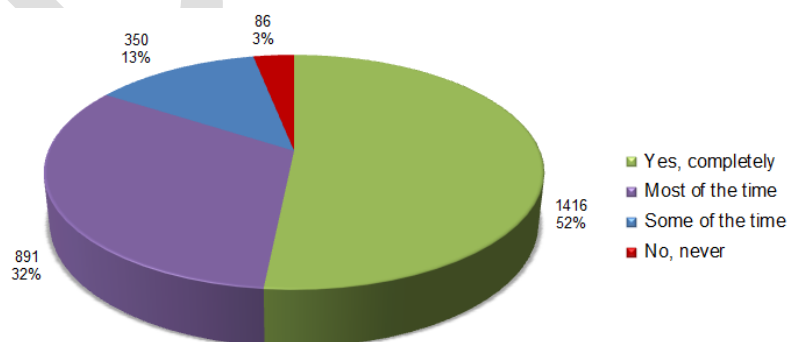


### View of school

- The young people were asked to select the best things about their school. 2,744 young people responded (More than one response could be given). The highest responses were the teachers (34%), classroom facilities (33%), and exam results (31%).
- The young people were asked to select from an identical list the worst things about their school. 2,724 responded (More than one response could be given). The highest responses were the standards of behaviour (34%), nothing (31%), and the teachers (13%)

### Feeling Safe at School

Young people were asked if they felt safe at school. Of 2,743 responding, 52% said Yes, completely safe.



Those who said they never felt safe or only felt safe some of the time, were asked to say where in school they felt unsafe. The highest responses were given for in the toilets, in the corridors, or in the school yard.



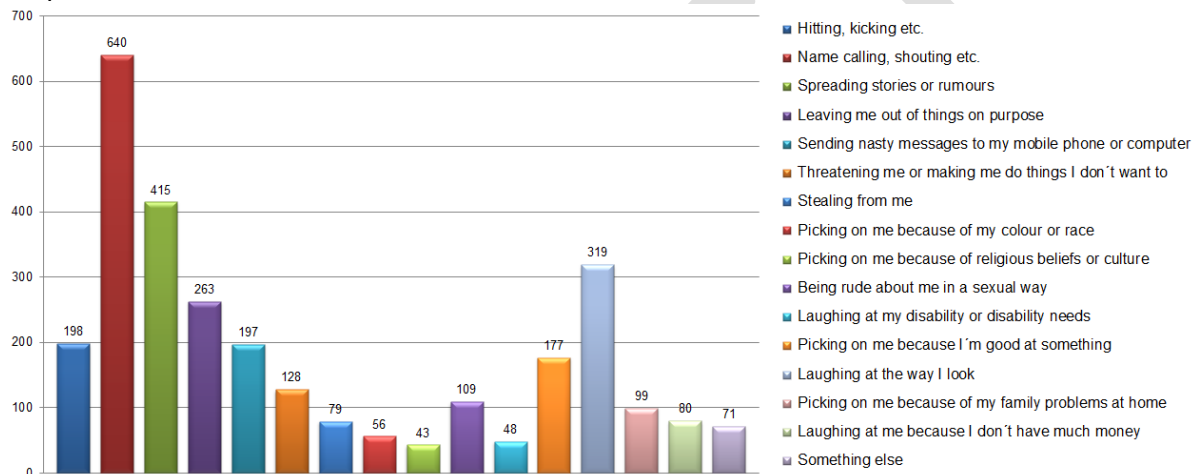
## Bullying

The young people were all asked if they had been picked on or been bullied in the last few months. 2,989 responded. 69% said No, 10% said Once or twice a year, 9% said Once or twice a term, 6% said About once a week and 6% said it happened Several times a week.

Those who had been picked on or bullied were asked where. Of the 1,019 young people responding:

- 78% said it had happened in school or college
- 12% said in my community
- 8% said at home

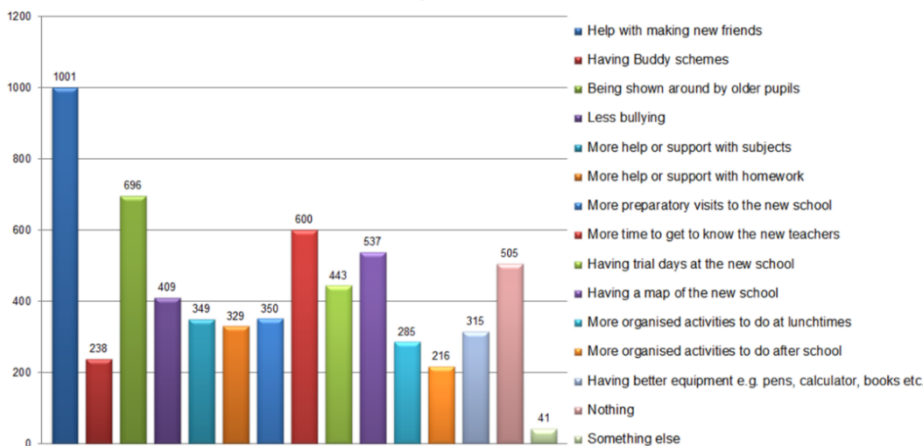
Young people who had experienced bullying were asked what forms they had experienced. 1,100 responded.



74% felt they could tell someone about the bullying

## Transition to Secondary School

Young people were asked how easy the move was from primary to secondary school. 2,526 young people responded. 64% found the move very easy or easy, but, 24% said it was difficult or very difficult. 92% had visited their secondary school at least once and 86% had felt welcome on their first day. 37% said that help making friends would have made the move easier, but 19% said nothing would have helped.



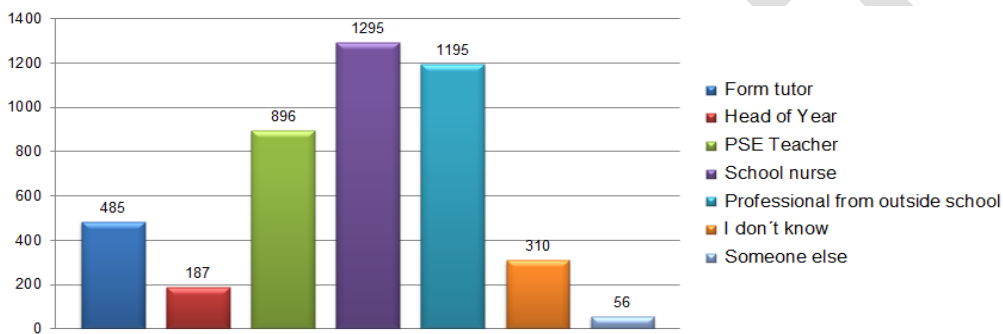
## School Council

The young people were asked if they felt their School Council had made a difference to their school. 3,036 young people responded. 6% said it had made a big difference. 56% said it had made some difference. 38% said it had made no difference.

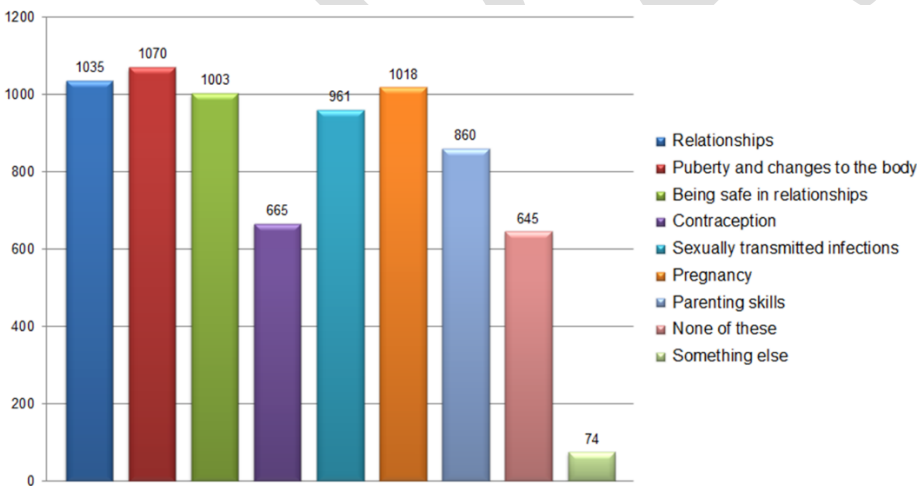
## Sex and Relationship Education

Young people were asked at what age they thought SRE should start. Of 2,625 young people responding 3% said they didn't think there should be SRE at school. Most said they thought it should take place in Years 6 (33%) or 7 (24%), whilst 13% said it should be in Year 5 or below.

When asked who should teach it, the 2,770 responding said:



When asked 'Which areas of SRE would you like to learn more about?', the 2,853 responding said:



## Community Safety

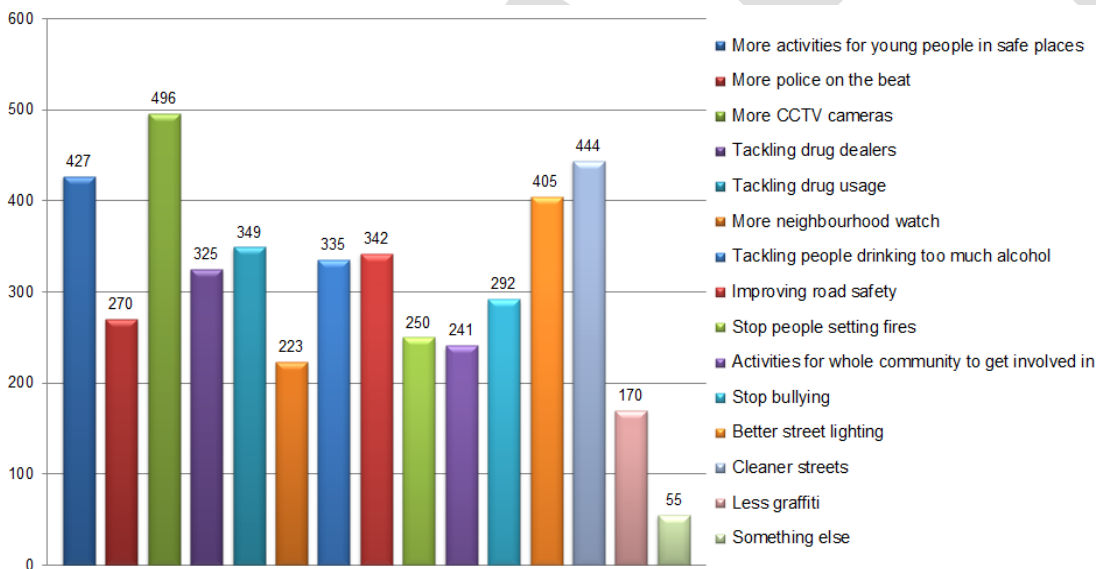
Young people were asked how safe they felt in their local area. **3,315** responded.

- 60% said they felt completely safe
- 34% said they felt safe most of the time

The young people who said they felt unsafe were asked to select from a list all the things that made them feel that way. 183 people responded.

- 53% said People using drugs
- 51% said People drinking alcohol
- 48% said Violence and threatening behaviour
- 42% said Groups of people older than me

The young people who did not feel completely safe were asked 'What would make the street/area you live in safer?' 1420 responded.



## Participation in Early Years

Swansea's Healthy City Early Years Strategy sets out how those working with children and families in Swansea plan to support every child to have the best start in life. Recognising respecting and fulfilling the rights of our youngest children is continuing to build as a priority in Swansea, and the recognition that young children can also make informed decisions about their lives continues to be evident in ongoing extensions of consultations to this group:

## Childcare Sufficiency Assessment

Under the UNCRC children are recognised as full human beings who must be acknowledged as citizens with a voice, and competent in using that voice as experts in their own lives. Therefore, when it came time to reassess the sufficiency of childcare in Swansea in 2017, it was regarded as fundamental that children who use childcare were offered an opportunity to say what they thought about the quality of provision they received.



In January 2017, the Swansea Family Information Service and Life Stages Team undertook consultation with a total of 67 children aged 2 – 11 years. 17 of the children were aged 2 years, 22 were aged 3-4 years, 15 were aged 5-7 years and 13 were aged 8-11 years.

Five consultation sessions took place at specific day care settings including:

- Two Flying Start providers
- Two private day nurseries
- An after school club



Children were invited to share what quality childcare looks like to them, in ways that were appropriate to their age and maturity. This included talking about what the best and worst things were about childcare, what they would like to see more or less of and how they would improve settings.

Children were also invited to provide information about other requirements of the assessment, e.g. how often children attend childcare, why they attend and how they get to and from settings.

Consultation with these very young children was highly successful, enabling a number of key conclusions to be reached including:

- Children aged 2 – 4 years believe that (free) play is a very important part of their childcare experience – especially, when possible, outdoor play
- Grandparents play a vital informal role in helping to provide childcare for 2, 3 and 4 year olds
- Children aged 5 years and over also frequently enjoy more physical types of (free) play, including being outdoors – when at a childcare setting
- Children aged 5 years and over evidently had clear thoughts and views on the type(s) of food they received when at childcare
- There was a more frequent incidence of part-time attendance of a provision than full-time



### Outcomes of engagement:

- A successful test of engaging with younger children than last year was demonstrated, i.e. taking the age of this consultation down to 2 years.
- Children successfully contributed to thinking about the definition of quality childcare in Swansea. This is more than affordability and accessibility for parents, but also must incorporate the experience children receive whilst in settings, often of which they have no choice about attending.
- Children across the age range resoundingly requested more opportunity to play outdoors. Outdoor play forms a large part of the actions to implement the findings of the Childcare Sufficiency Assessment and has become a priority of the Family Information Service and others working on delivering quality provision for parents and young children in Swansea.

## UK Youth Parliament

Each year the UK Youth Parliament attends a sitting at the House of Commons to debate issues voted for by young people across the UK.

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

In September 2016, 1467 young people were supported by pupils who attended the Big Housing Conversation to submit votes.

This is a record high in Swansea.

The outcome of the vote in Swansea is as follows:

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

## Election of Members of Youth Parliament

July saw the election of a new member of the UK Youth Parliament for Swansea. Young people gave their views on the democratic process at a Big Conversation and as a result, each secondary school was invited to nominate a candidate for election. Five candidates submitted written and recorded statements and an online survey was distributed to pupils via schools. 523 pupils voted in an alternative vote system, and a member of the Youth Parliament and Deputy Member of the Youth Parliament were duly elected.

The MYP will be supported to attend national events. They will be encouraged to fulfil their role locally by engaging with other young people through Big Conversation and other means, and campaigning on issues arising.

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## Objective 2: Promoting Knowledge and Understanding of the UNCRC

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

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

In the last 12 months 141 people from a variety of areas have accessed bespoke training opportunities

### Decision Makers Training

Buy-in and leadership at a senior level has undoubtedly underpinned the success Swansea has experienced so far in embedding children's rights in all of its work. Training sessions have been offered to all, and facilitated with 31 Councillors following the election process.

Governors have continued to attend UNCRC training as a part of the Annual School Governor Training Programme, with 23 receiving support in the last academic year.

### Bespoke Training Requests

A number of requests for workforce development sessions that are bespoke to particular services or areas of work were facilitated in 2016/7. Most commonly, these requests came from early years services and the following sessions were provided:

- A UNCRC session to those making Healthy and Sustainable Pre School Scheme assessments. This session was developed to support assessors to make clear links between the modules of the HSPS Scheme and the rights of the child.
- A regional 1-day UNCRC session for childcare settings participating in the HSPS Scheme. This was to support the session for assessors and to explore the work settings do, and can do, and their links to the UNCRC.
- A workshop for Wales Pre-School Providers Association was held to explore the practicality of children's rights in Early Years. The session specifically considered models of childhood and the competencies of young children. The session was delivered in partnership with Early Intervention and Prevention services and encompassed storytelling and cooking with children work.

Other bespoke workforce development sessions have included children's rights for children with parents in prison, and children's rights of young parents.



## Training in School Settings

In September 2017, 98% of schools in Swansea are engaged with the Rights Respecting Schools Process.

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

## Partnership Approach Embedding Children's Rights

### UNCRC within the Public Service Board and Children and Young People's Partnership

#### A Partnership Commitment

There is a long standing, established partnership approach to this agenda and will continue to work together as the wellbeing plans develop to ensure children's rights is embedded for future generations. This includes recognition of partner's commitments to the UNCRC and supporting others by sharing the Council's learning of embedding children's rights. The ABM University Health Board has made a commitment to Children's Rights and developed their own Children's Right Charter focussing on specific articles of the UNCRC to ensure the voices of children and young people are being heard at the highest level of decision making. Other partners are also looking at how child rights can be embedded within frameworks.

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

A joint programme has been established by the Future Generations Commissioner and the Children's Commissioner to assist public bodies in embedding the UNCRC in developing our approach to implementing the Wellbeing of Future generations Wales Act; this will be discharged through 'Children's Rights: Doing it the Right Way' and its accompanying Children's Rights Self-Assessment. Swansea Council has arranged with the office of the Future Generation Commissioner and the office of the Children's Commissioner to make use of their CRSA toolkit to self-assess the extent to which children's rights are embedded in Swansea's Well-Being Plan and across the Children and Young People's Partnership.

#### Children's Rights Network

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



embedding children's rights. Work has been done this year to formalise links and communication between the Network and the Children and Young People's Partnership Board.

## Whole Council Approach Embedding Children's Rights

Our ethos in Swansea is that everyone working for the Council is a member of the team committed to developing services to deliver the best outcomes for children and young people. Services for children and young people are at the heart of all our work with Safeguarding being our top corporate priority.

This approach has transformed the way the council works, developing services which are integrated and joined-up approach and deliver outcomes which are best for children and young people.

## Corporate Directorate

### Strategic Equality Plan

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

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

### Progress on the UNCRC Objectives within the Strategic Equality Plan

Each department is required to report annually on how they meet the objectives relevant to their department within the Swansea Equality Plan. For 2016/17, this includes reporting on the UNCRC objectives.

Whilst there is a commitment to the UNCRC across the authority, information on the progress of individual departments is limited. Work needs to be done to support departments to access workforce development opportunities and to promote Children's Rights and evidence due regard, particularly those who do not work directly with children and young people but can have an impact on the rights of children. This will form a recommendation at the end of this report.

### Democratic Services Reporting Template

In the last 12 months the process through which policies, reports and service decisions are reported to Council has been adapted to consider the impact decisions made have on the rights of the child. This means that any policy or service decision made that directly or indirectly affects children, can be scrutinised by senior decision makers. It also means that any negative impact on children's rights, where possible, can be mitigated.

## **Health & Safety Emergency Planning**

Swansea Council Emergency Management Service (EMS) were contacted by Save the Children in March 2017 in order that we may assist them in a 'Take Care' project they were delivering within Trallwn primary school, Swansea.

The service engaged with the project by providing them with an opportunity to debate emergencies and in particular their chosen emergency 'Fire'. The children researched how fire affects them and how in an emergency, they may be evacuated to a place of safety provided by the local authority (Rest Centre).

The team at Swansea Council EMS were cognisant of the UNCRC and in particular Article 3 (Best Interests of the Child) and Article 12 (respect for the views of the child) where following the project, we have changed emergency plans in relation to listening to and understanding children's needs and involving them post-emergency where decisions have to be made in regards community recovery.

An excerpt from one emergency plan is outlined below. It refers especially to recovery after an incident, where 'adults' and 'officials' traditionally determine how a community is rebuilt:

"The children of Swansea will inherit any decision, so it is prudent to consider their wishes at every stage"

In July 2017, The Take Care project were invited to the Council Chamber at the Civic where they presented to an audience of professionals including Swansea Council, Fire, Police, Ambulance, Burns & Plastics specialist (Morriston Hospital), Natural Resources Wales and school governors.

The presentation was well received and the promise of change was made across the professional services so UNCRC would factor into policy and future decision-making.

## **Place Directorate**

The last 12 months has seen an increased partnership approach to making use of Big Conversation mechanisms to engage children and young people in significant developments affecting the city centre. These include:

### **City of Culture**

The UK City of Culture is a title given to a city for one year during which it creates a programme of local, national and international events that become a catalyst for investment, regeneration and economic growth. The team co-ordinating the bid have engaged children through the Big Conversation and Pupil Voice Forum, exploring what it is about the city is important to them. Conversations have included what activities, attractions and places are important to celebrate and what makes Swansea a special place?

### **City Centre Redevelopment**

The Place directorate has been proactive in engaging children and young people in the ongoing redevelopments of Swansea City Centre. Contractors from London visited to specifically discuss with young people proposals being made for the city centre and to gain insight into what young people needed from the new developments.

### **Smoke Free Beaches**

Swansea Council launched a smoke-free beach trial at Caswell Bay in April 2016. The aims of the voluntary ban on smoking at the beach was to help provide cleaner, healthier places for people including children and to reduce pollution on beaches caused by cigarette ends. Colleagues from Trading Standards worked in partnership with the Children's Rights Team to ensure that the associated Children's Rights articles were promoted within the campaign and "Dilly" the corporate children's rights logo present on beach signage, to promote that children's right to grow up and be healthy was being upheld.

### **Park Signage**

Friends of Polly Park were successful in applying to the Swansea Welsh Church Act Trust Fund, which is administered by Swansea Council. They were awarded £1,500 for a project to work in partnership with the St. Thomas primary school, Police and Swansea Council to produce and make rights signs for the park and other appropriate local venues. This project was as a result of work between Pupils and the Lleisiau Bach Project at Swansea University, where children researched people's understanding of rights in their local community. On finding that people's understanding of children's rights was less than they had hoped, an initiative was set up to raise money for rights signs throughout St Thomas that would promote the UNCRC. This is a good example of partnership working can support the promotion of children's rights in Swansea.

## **People Directorate**

### **Rights Respecting Schools**

One of the commitments to ensure we mainstreamed and promoted children rights to ALL children and young people in Swansea was to embed a rights based approach within the school ethos through the UNICEF Rights Respecting Schools Award (RRSA). In 2013 we entered into a 5 year agreement with UNICEF UK to achieve this and ensure ALL schools in Swansea are engaged on their journey to achieve Level 1 Rights Respecting Schools status by 2017. As we come to the end of the journey some of the headline achievements over the past 5 years are listed below:

Reach of RRSA process 2013 – 2017:

- Approximately 48,358 children and young people
- Approximately 2052 teaching staff
- Approximately 1324 non-teaching staff

#### Achievements of the RRSA process 2013 – 2017:

- Number of schools achieving Level 2 award = 22
- Number of schools achieving Level 1 award = 43
- Number of schools submitted Record of Commitment/Action Plan (ROC) = 17
- Number of schools engaged and trained = 12
- Number of schools yet to engage = 2 (plans are in place to target these)
- 98% of schools engaged in the RRSA process
- 68% of schools achieving Level 1 or above

#### Expected Outputs at the end of contract in October 2017

- Number of schools achieving Level 2 award = 25
- Number of schools achieving Level 1 award = 51
- Number of schools submitted Record of Commitment/Action Plan (ROC) = 11
- Number of schools engaged and trained = 9
- Number of schools yet to engage = 0
- 100% of schools engaged in the RRSA process
- 79% of schools achieving Level 1 or above

Reports from schools who have adopted a rights based approach show how this has contributed to attainment, attendance and well-being outcomes for children and young people in Swansea through;

- Improved self esteem and feelings of being valued and listened to
- Increased levels of respect, leading to improved relationships with others
- A sense of security as rights respecting language and behaviour is used consistently throughout service received
- Improved attainment and attendance and a reduction in exclusions in school
- An understanding of religion, cultures, beliefs and abilities different to their own
- A wider and deeper understanding of the world in which they live
- Children can see that these rights apply everywhere not just in school
- Children are more confident to speak out, e.g. Safeguarding issues/ Increased no. of disclosures

#### **Strategic Equality Plans in Schools**

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

A template and supporting guidance has been circulated to schools and completed SEPs are published at <http://www.swansea.gov.uk/staffnet/equalitiesinschools>.

#### **School Council Audit**

In September 2016, it was announced that the regulation of school councils outlined in the Schools Council Regulation 2005 would sit with Local Authorities, making responsibility for assuring quality across school councils a central one. The picture of school councils across Swansea was unknown and

during the 2016/17 academic year, the Children's Rights Officer for Schools has attempted to audit schools and their pupil voice opportunities.

To date 100% of secondary schools and 18% of primary schools have completed the audit. Work continues on this with a view to complete the audit by December 2017 with a full analysis to report on.

### **Corporate Parenting Strategy**

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

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

Whilst the Strategy in its entirety underpins the holistic rights of a child, Objective 8 specifically focuses on the participation of children and young people in decisions that are made about them.

Work is being undertaken as a part of this Objective to develop an engagement strategy for Child and Family Services which:

- Supports and enables participative practice
- Clarifies arrangements and opportunities for participation
- Demonstrates the wealth of rights based practice that takes place within the service that will evidences due regard
- Provide opportunity to identify any areas where improvement can be made.

### **Best Start in Life**

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

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

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

29 Staff awareness sessions have been run with over 600 multi-agency staff attending. Whilst these sessions have been to raise awareness of the Best Start messages, making clear links between them and the UNCRC has provided a dual role in promoting and embedding children's rights in Early Years work. It is recognised that the Best Start Swansea messages are for children as well as parents and families and work has been done to engage young children in the messages.

Various events across Swansea to engage directly with children and young people promoting the Best Start work, these have included Seaview Primary Schools rights respecting day, Health Visiting week in Gorseinon and 360, National Play Day which received over 4000 attendees, the Teddy Bears picnic, an event which specifically targeted the pre-school age, and the opening of the Penplas Family Centre in Portmead, where Best Start worked closely with the Life Stages Team to promote play with children and parents together. Over 100 children made play dough with the team on this day.

### **Best Start Story Book**

Continuing work to promote Best Start messages to parents and young children, Early Intervention Services worked closely with two children's authors and a group of 17 young parents that work with the Jig-so team to write and illustrate a story book based around the importance of play and playing together. The book 'An Adventure with Gramps' was published to help parents understand the importance Play has in the life of very young children. The activity helped promote the right every child has to play.

The use of the story book by parents will promote the Best Start messages in everyday family life and aligns to the ongoing work around storytelling that promotes children's voice and emotional wellbeing.

Building on the Best Start Messages, a number of approaches have been commissioned to further embed a rights based approach in early years:

### **Healthy and Sustainable Pre-School Scheme**

The Healthy & Sustainable Preschool Scheme is situated within the Council's Early Intervention and Prevention Service and aims to encourage healthy habits with children of pre-school age. The programme and activities that are commissioned within it are considered are ones that incorporate the rights of the child into the programme. The scheme supports a rights based approach as it

originates from a principle that by providing healthy environments for children we are supporting the UNCRC. 38 childcare settings across Swansea, hosting up to 1,384 children, are signed up to and work through the scheme, made up of seven health-based topics, which are underpinned by a child's right to access nutritious food, clean water and a healthy and safe environment. In terms of activities that encourage participation in early years, the Healthy & Sustainable Pre-school Scheme has delivered a number of activities that work from the principle that children are capable no matter what the age. These include:

**Children Can Cook** sessions focused on providing staff with the ability and equipment to encourage children to cook healthily and to be full participants in the activity. We provide special 'Dog Knives' that enable children from the age of 2 years to cut food. We also encourage the use of rotary graters to get children grating food items, such as potato, carrots, cheese. The recipes are ones that focus on using fresh ingredients, a high proportion of vegetables and fruit, no added salt and low/no sugar.

- 23 pre-school settings have attended sessions and have demonstrated the skills learnt on the training in practice
- Five sessions training 61 practitioners have been facilitated.
- Demonstrations of cookery skills using the equipment and principles have taken place at Best Start events across Swansea such as the Health Visitor week promotion event in Gorseinon. Linking with the Children's rights team and the Healthy Schools team, 120 children have also participated in cookery sessions at public events, e.g. fun days

**Jabadao Movement and Play Sessions.** The principles of Jabadao begin from birth, and focus entirely on the child's competency to know what its body needs in terms of movement. The principles are child led and non-verbal. The Developmental movement Play space becomes a safe place for children to lead the activity and essential show that their 'voice' is important, and to feel no pressure from adults. This principle is shown to work in many formats, but none more so than when the TIG came to Swansea. 16 staff from 12 settings accessed the original training and continue to use Jabadao to inform their practice. This continues to be observed in Healthy and Sustainable Pre School assessments.

The **TIG** is a large inflatable luminaire that provides a non-verbal child led play experiences. The TIG was based at Clwyd Primary school for a week allowing children and practitioners and children to access a number of sessions to explore and experience child led play, from a very young age, demonstrating that even before articulating voice, children are capable of expressing themselves and have something to say through movement. As well as for very young children, the TIG team supported sessions for children with additional needs, enabling professionals to further understand how movement spaces are of paramount importance and how children's right to expression can still be fulfilled without voice.

Over the space of 5 days:

- 27 sessions were facilitated
- 191 children under 5 visited
- 66 parents experienced the TIG
- 47 childcare workers/early years professionals visited the TIG

**Little Magic Train** is a music and movement storytelling activity that stimulates imagination and allows the children to lead the story at various points. The activity encourages young children to tell a story using music and nothing but their imagination, which again allows children to lead activity and to have

their voice heard. A two day training course provided learning and resources to 24 practitioners from 18 preschool settings.

### **Good Start Great Start**

Good Start Great Start is a national study designed by Middlesex University to help understand the impact of school readiness interventions. The programme, piloted in Swansea consisted of six two-hour sessions where parents and their pre-school age children undertook various activities designed to help prepare them for school. The activities included super snack, make and do, story time, singing and also discussion time for parents. Part of the aim for the programme is to develop an element of social capital with the families that are involved. The team ran the programme in two flying start settings. Part of the appeal of the Good Start Great Start approach was that all of the activities had a rights focus, and compliment not only the UNCRC but also the Best Start messages. As an academic study, this also provides a sound assessment of the Best Start messages and rights based approaches.

An evaluation of the pilot outlining the impact of the programme on school readiness will be provided in due course. This will also offer a comparison with other settings across the UK.

### **Play Sufficiency Assessment**

The Children's Play Team have looked to ensure that our statutory duty to ensure sufficient play opportunities (arising from the Child & Families Wales Measure 2010) is approached from a children's rights perspective. Following completion of the 2016 Play Sufficiency Assessment, a summary version intended for children & young people was produced that emphasised the right to play, as well as the right to be listened to on issues that affect them. It included a feedback section for them to complete, potentially as part of their rights respecting work in schools and an explanation of how responses would be used to identify gaps and priorities moving forward was provided in an accessible format to children and young people.

### **Young Peoples Services**

Building on the UNCRC workforce development undertaken by Young People's Services, a clear role for Lead Workers over the past 12 months has been to develop work that demonstrates Swansea Young People Service's commitment to upholding the rights of children and young people and embedding the principles of the UNCRC in all of our work.

- Referral forms highlight our commitment to the UNCRC by highlighting to professionals Article 12 and 3 – to ensure that the young person is consulted at every stage and has agreed to the request for service being made.
- Swansea YPS request for service form - incorporates the young person's view at point of request.
- Once a Young person and/or family are allocated a Lead worker, an assessment is carried out with the Family and a separate assessment for the young person. This is to ensure that the Young Person's well-being needs are not overlooked and form part of the family plan.



- Young People inform the development of their Trajectory (Action Plan) and each trajectory is tailored to meet the needs of the young person and family
- Each Young Person is part of the completion of our newly developing wellbeing wheel (capturing distance travelled for the young person)
- Young People will always be encouraged and supported to attend the reviews held six weekly; it is encouraging and testament to the workers that this is more likely to be the case than not. At any stage should young people feel that this not an option for them, staff will tailor the meeting or find alternative ways to ensure that young people have a voice and shape the work moving forward

Evolve Young People Service Universal Youth Club Provision embed the UNCRC by:

- Displaying the UNCRC Charter
- From September facilitate at least one Big Conversation per term with Young People about matter that affect them
- Working with young people to develop changes to the building they attend and inform the termly plans.

Work will continue in 2017/8 to affirm the links between Youth Work and the UNCRC.

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## Objective 3: Promotion and awareness raising of the UNCRC

### Dilly Dragon

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

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

- A Dilly the Dragon flag flies during planned periods from the Civic Centre Building;
- Any young person engaging in the Big Conversation or any adult engaging in UNCRC workforce development receives a Dilly pin-badge, with a view to promote and act as a champion for children's rights in the community.
- A #DillyDragon #DdraigDilly has been linked to the Corporate Facebook and Twitter sites; this means that any information promoted using this hash tag reaches the wider public as well as our targeted audiences.
- Dilly the Dragon is included on all Big Conversation and affiliated promotional material;
- Dilly promotional material is used and circulated at a range of public events. These include pens, headphones, water bottles and UNCRC posters.

In the last 12 months, work has been done with partners to make links between pieces of work and the UNCRC so that a rights message can be applied and promoted as widely as possible. Examples include promoting Dilly on 'Playful Schools' plaques and signage, 'Smoke Free Beach' and 'Smoke Free School Gates' signage and as a part of the Best Start Campaign. Regular posts have been made to the Children's Commissioner's 'Rights Hour' Twitter feed, which have been regularly picked up and circulated nationally by the Commissioner.

Work needs to be extended to more effectively promote rights work in Swansea online. This includes on the Council's website and via social media. This will form a recommendation at the end of this report.

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

### **Improving How We Work**

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

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

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

A detailed process map, including escalation to complaints is outlined on the following page as **Figure 1**.

This process has been in place for 12 months and there has been no complaints received by Corporate Complaints Service around Children's Rights.

A more robust way of recording informal queries, which resolve the query before escalating into a compliant needs to be refined and is a recommendation for development in 18/19.

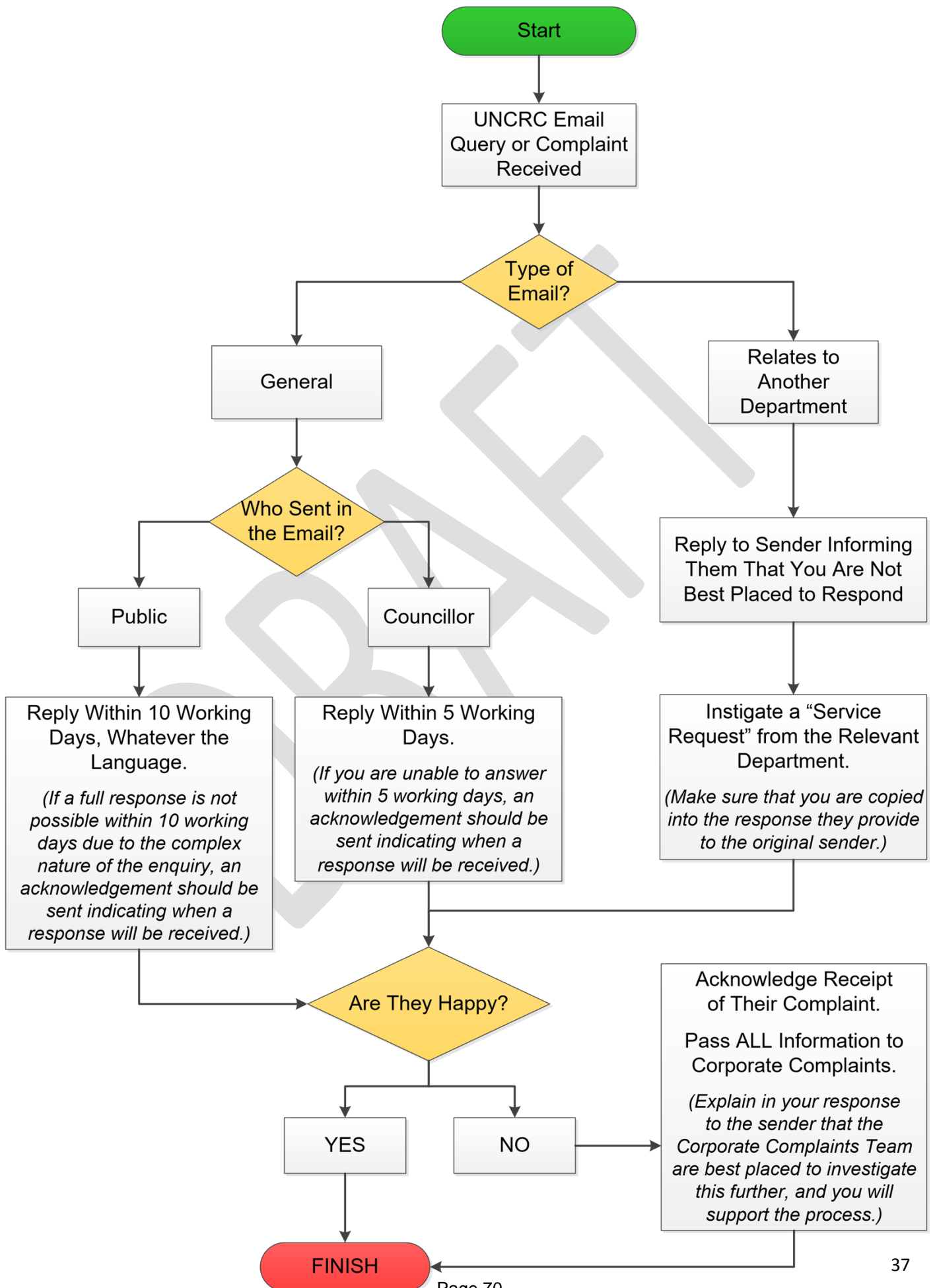


Figure 1

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

### The Children's Rights Impact Assessment process

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

The table below outlines the number of full Equality Impact Assessment reports completed and of those, the number of reports with a direct impact on children and young people in this reporting period.

<b>Number of full EIA reports required as a result of screening forms received</b>	<b>22</b>
<b>Number of full EIA reports that had a direct impact on Children and Young People</b>	<b>17</b>

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

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

The impact of this work is difficult to measure, however by monitoring this the following outcomes are achieved:

- Equality outcomes are rarely quantitative in nature, and by undertaking EIAs early on in any process or development, we are able to mitigate / avoid any potential barriers / issues prior to design or implementation.
- The ultimate aim of the EIA process is to ensure that discrimination does not occur. By not seeing anything different, we are achieving our goal of addressing inequality, i.e. we would 'see' plenty without the process in place.
- Every EIA report is seen by at least 4 officers with expertise in equality, children's rights, tackling poverty and engagement – constructive criticism and advice is offered throughout the process which can increase officer knowledge and awareness. This can be measured and changes as a result of advice or support given will be measured using a new database moving forward.

An Equality and Inclusion Joint Working group has been developed to oversee and most effectively consider the impact of the EIA and CRIA. This group is made up of Officers who currently comment on EIAs.

## Rights Respecting Schools Impact Assessment process

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

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

- Children and young people have improved respect for themselves and for others.
- Children and young people are more engaged in their learning.
- Education achievement is enhanced.
- Children and young people develop positive relationships and behaviour, including finding their peers "kind and helpful".
- Children and young people demonstrate positive attitudes towards diversity in society and overcoming prejudices.
- There are reduced numbers of exclusions and less bullying.
- Increasing percentages of pupils like school.
- Children and young people feel empowered to respect the rights of others locally, nationally and globally, and to uphold their own rights.

## Looking Ahead to 2017 – 2018

It is clear to see that in three years Swansea Council has made significant headway in developing a culture that recognises, respects and works toward fulfilling Children's Rights.

Swansea has cemented itself as an Authority that works together to achieve the best outcomes for children and young people, by working with them, listening to what they have to say, and supporting them to reach their potential; but there is more to do.

### **Broadening Our Approach**

It is apparent from our Strategic Equality Plan findings, that across the Council, whilst there is likely to be a wealth of rights based practice, this is not recorded or evidenced.

Therefore in 2017/18 we will;

- Provide bespoke workforce development to departments across the Council so we can further evidence a whole Council approach
- Ensure the embedded process of promoting Dilly is defined and implemented across the Council

### **Extending Our Offer**

Engagement with children has continued to grow in the last 12 months, though little progress has been made to extend the offer of opportunity to children aged under 10 years in a consistent way. There are pockets of good practice in engaging very young children, in extending the age range of children who are looked after and offering a pupil voice opportunity to year 6 pupils, though there is a gap in engagement of primary school children aged 3-10 years.

Equally, work needs to be done to broaden the demographic of participants at the Big Conversation to involve young people who may not be in school.

Therefore in 2017/18 we will;

- Explore ways to offer consistent opportunities to children of Primary School age 3 – 10 years
- Extend the Corporate Parenting Challenge to include children and young people aged 7-21 years.
- Increase engagement of young people not in school in Big Conversations sessions.

### **Being More Visible**

It is important that officers, councillors, children, young people, families and others are able to easily find information about how to access their rights, participate or receive information about how the Council has paid due regard to the UNCRC. We must also get better at how we share and promote the breadth of rights work that takes place in Swansea.

Therefore in 2017/18 we will;

- Establish and promote Swansea Council's Children's Rights work through Social Media
- Ensure the Council's web pages are up to date, relevant and accessible.

### **Assessing Impact**

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

Therefore in 2017/18 we will;

- Map all monitoring processes in place to understanding the impact of embedding a Child Rights approach on children and young people in Swansea. This includes undertaking an authority wide self-assessment for embedding children's rights in the Wellbeing Plan, assessing the impact of Swansea's CRIA and monitoring the use of and impact of the Council's process to hold themselves to account in terms of paying due regard.
- Further understand the impact of the rights respecting schools approach and continue to work with schools to ensure the rights respecting work continues after the contract with UNICEF ends.

DRAFT





## Report of the Chair

Scrutiny Programme Committee – 9 October 2017

### Membership of Scrutiny Panels and Working Groups

<b>Purpose:</b>	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established. This report advises of relevant matters that need to be considered.
<b>Content:</b>	This report is provided to facilitate any changes that need to be made.
<b>Councillors are being asked to:</b>	agree the membership of Panels and Working Groups, and any other changes necessary
<b>Lead Councillor:</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer &amp; Report Author:</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 1. Introduction

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

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

- 2.1 None to report.

#### 3. Other Matters

- 3.1 Scrutiny Panels / Working Groups have the ability to co-opt non-voting members that will add value to their work e.g. reaching out for expert

knowledge or skills from others. A protocol for co-option was agreed by the Committee in 2014 and, adding to this, a guide for co-opted members was agreed in 2016 to aid them in their role.

- 3.2 The Committee should note that the Adult Services Performance Panel has agreed to co-opt the following persons to bring in a wider experience: Tony Beddow (previous co- option renewed) who has expertise in health services and Katrina Guntrip (former social services officer)
- 3.3 The Committee should also note the following in respect of the multi-agency Public Services Board Performance Panel:

Non-executive ABMU representative – Paul Newman has been replaced by Martyn Waygood. Mr Waygood is a non-officer member (legal) of the Health Board.

Member of the South Wales Police and Crime Panel – Cllr Paulette Smith has come off the Panel. Confirmation of new representative from the Panel is awaited.

#### **4. Legal Implications**

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

#### **5. Financial Implications**

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

**Background Papers:** None

**Appendices:** None



## Report of the Chair

Scrutiny Programme Committee – 9 October 2017

### Scrutiny Work Programme 2017/18

<b>Purpose:</b>	This report reviews progress with the agreed scrutiny work programme for 2017/18.
<b>Content:</b>	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.
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• review the scrutiny work programme (including progress of current Panels and Working Groups)</li><li>• consider opportunities for pre-decision scrutiny</li><li>• plan for the committee meetings ahead</li></ul>
<b>Lead Councillor:</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer:</b>	Tracey Meredith, Head of Legal, Democratic Services and Business Intelligence
<b>Report Author:</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 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 13 November are:

- Cabinet Member Question Session: Cabinet Member for Health & Wellbeing - Councillor Mark Child.
- Commissioning Reviews - Update on Progress / Outcomes (Martin Nicholls, Director – Place)
- Annual Local Government Performance Bulletin 2016-17: To ensure awareness of content of the Data Unit Wales report and use to support the scrutiny of service performance
- Scrutiny / Audit Committee Coordination: Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report 2016/17. Discussion to ensure:
  - mutual awareness and understanding of respective work plans and co-ordination
  - issues relating to work programmes can be discussed

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.

<b>Commissioning Review</b>	<b>Cabinet Portfolio</b>	<b>Expected Cabinet Meeting</b>
Catering Services	Service Transformation & Business Operations	17 Aug
Planning & City Regeneration	Culture, Tourism & Major Projects	17 Aug
Public Protection	Environment Services	19 Oct
Family Support (Child Disability)	Health & Wellbeing	19 Oct
Highways & Transportation Service	Environment Services / Commercial Opportunities & Innovation	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.

<b>Planned (yet to report):</b>	<b>Completed (follow up stage)</b>
<ol style="list-style-type: none"> <li>1. Regional Working (expected Start - End: October 2017 - March 2018)</li> <li>2. Natural Environment (expected Start - End: December 2017 - May 2018)</li> </ol>	<ol style="list-style-type: none"> <li>1. School Governance (meeting was held on Sep 25 – monitoring now concluded. Letter will be sent to Cabinet Member)</li> <li>2. Building Sustainable Communities (17 Oct)</li> <li>3. Child &amp; Adolescent Mental Health Services (Nov)</li> <li>4. Tackling Poverty (Mar)</li> <li>5. School Readiness (Mar)</li> </ol>

### 2.4 Performance Panels:

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

<ol style="list-style-type: none"> <li>1. Service Improvement &amp; Finance (monthly)</li> <li>2. Schools (monthly)</li> <li>3. Adult Services (monthly)</li> </ol>	<ol style="list-style-type: none"> <li>4. Child &amp; Family Services (every two months)</li> <li>5. Public Services Board (every two months)</li> <li>6. Development &amp; Regeneration (quarterly)</li> </ol>
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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. Local Flood Risk Management (annual - Feb)
2. Community Cohesion & Hate Crime (14 Nov)	7. Renewable Energy (Feb)
3. Homelessness (Nov/Dec)	8. Digital Inclusion (Mar)
4. Car Park Charges (Nov/Dec)	9. Bus Services (Apr)
5. Roads / Footway Maintenance (Jan)	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 and 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 help avoidance of duplication with the work of the Council's new Policy Development & Delivery Committees, which are based on the Council's corporate priorities, a summary of their work plans are attached – see **Appendix 5**.

### **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

**Appendices:**

**Appendix 1:** Agreed Scrutiny Work Programme 2017/18

**Appendix 2:** Committee Work Plan 2017/18

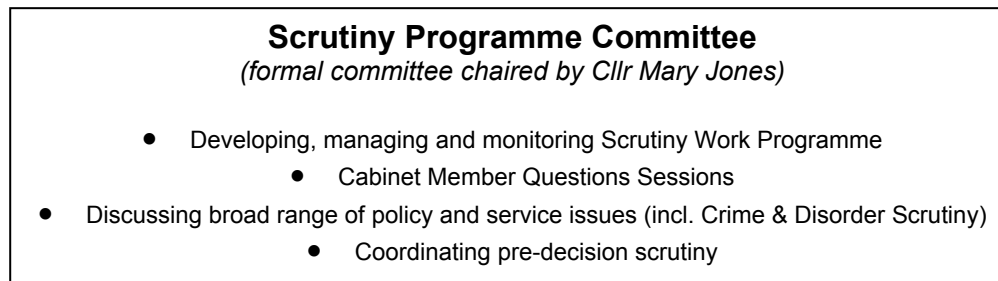
**Appendix 3:** Forward Look (Cabinet Business)

**Appendix 4:** Scrutiny Work Programme Activity Timetable 2017/18

**Appendix 5:** Policy Development & Delivery Committee Workplans 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)?  
 - lines 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"> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> <li>To review future cabinet business and consider opportunities for pre-decision scrutiny</li> <li>To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)</li> </ul>
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>
Scrutiny Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from scrutiny activities</li> </ul>
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> <li>To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact (Nov; Feb; May)</li> </ul>
Scrutiny Events	<ul style="list-style-type: none"> <li>Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development &amp; improvement Issues; WLGA / CfPS network meetings)</li> </ul>

Items for Specific Meetings:

Meeting	Reports	Purpose
<b>10 Jul</b>	<ul style="list-style-type: none"> <li>Role of the Committee</li> </ul>	<ul style="list-style-type: none"> <li>To ensure understanding about the role of the Scrutiny Programme Committee, and discuss effective working</li> </ul>
	<ul style="list-style-type: none"> <li>Scrutiny Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>To agree the annual report of the work of overview &amp; scrutiny for the municipal year 2016/17, as required by the constitution</li> </ul>
	<ul style="list-style-type: none"> <li>Work Programme 2017-18</li> </ul>	<ul style="list-style-type: none"> <li>To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings</li> </ul>
<b>14 Aug</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Housing, Energy &amp; Building Services</li> </ul>
	<ul style="list-style-type: none"> <li>All Council Catering Commissioning Review</li> </ul>	<ul style="list-style-type: none"> <li>Pre-decision scrutiny of 17 August Cabinet report on Catering services (School meals, Commercial Catering &amp; Social Services catering). The report will outline a range of options for future service delivery of catering and the proposed decision on way forward.</li> </ul>

	<ul style="list-style-type: none"> <li>• Planning &amp; City Regeneration Commissioning Review</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-decision scrutiny of 17 August Cabinet report on which outlines options appraisal for the Planning &amp; City Regeneration Service. It provides recommendations on the most viable future service options for the Service Area.</li> </ul>
<b>11 Sep</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Service Transformation &amp; Business Operations (Deputy Leader)</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Corporate Safeguarding Report</li> </ul>	<ul style="list-style-type: none"> <li>• To consider report of the Council's Corporate Safeguarding Group. The report is cross cutting (i.e. covers safeguarding of adults and children) and is not a report on social services performance but on how the Council as whole is meeting its safeguarding responsibilities</li> </ul>
	<ul style="list-style-type: none"> <li>• Oceana Building Demolition</li> </ul>	<ul style="list-style-type: none"> <li>• Session with the Cabinet Member for Economy &amp; 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.</li> </ul>
<b>9 Oct</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Children, Education &amp; Lifelong Learning</li> </ul>
	<ul style="list-style-type: none"> <li>• Children &amp; Young People's Rights Scheme – Compliance and Progress</li> </ul>	<ul style="list-style-type: none"> <li>• To discuss annual progress report on implementation of Children &amp; Young People's Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014)</li> </ul>
<b>13 Nov</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Health &amp; Wellbeing</li> </ul>
	<ul style="list-style-type: none"> <li>• Commissioning Reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Update on Progress / Outcomes from Martin Nicholls, Director - Place</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Local Government Performance Bulletin 2016-17</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure awareness of content of the Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance</li> </ul>
	<ul style="list-style-type: none"> <li>• Scrutiny / Audit Committee Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report 2016/17. Discussion to ensure: <ul style="list-style-type: none"> <li>- mutual awareness and understanding of respective work plans and co-ordination</li> <li>- issues relating to work programmes can be discussed</li> </ul> </li> </ul>
<b>11 Dec</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Stronger Communities</li> </ul>
<b>8 Jan</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Economy &amp; Strategy (Leader)</li> </ul>

<b>12 Feb</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Environment Services</li> </ul>
<b>12 Mar</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Culture, Tourism &amp; Major Projects</li> </ul>
<b>9 Apr</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Future Generations</li> </ul>
<b>14 May</b>	<ul style="list-style-type: none"> <li>• Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>• Question and answer session with Cabinet Member for Commercial Opportunities &amp; Innovation</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Work Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny</li> </ul>

To be scheduled:

<ul style="list-style-type: none"> <li>• Final Inquiry Reports</li> </ul>	<ul style="list-style-type: none"> <li>• To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
<ul style="list-style-type: none"> <li>• Progress Reports – Performance Panels</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Panel Conveners to update on headlines from their Panel's work and achievements</li> </ul>
<ul style="list-style-type: none"> <li>• Crime &amp; Disorder Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>• Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc</li> </ul>

### Appendix 3 - Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Castle Square Regeneration.</b>	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
<b>Annual Review of Performance 2016/17.</b>	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

### Appendix 3 - Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Family Support Services Commissioning Review – Options Appraisal Report (Gateway 2) for the Child Disability cluster of the Commissioning Review.</b></p>	<p>This Review is of services supporting children and families who experience a disability and is a strand of the wider Family Support Commissioning Review. It is a cross-service review between Child &amp; Family Social Services and Poverty &amp; Prevention, but there are clear interdependencies with other service areas, principally with Education, Health and the Third Sector.</p>	<p>Chris Francis</p>	<p>Cabinet Member - Health &amp; Wellbeing, Cabinet Member - Children, Education &amp; Life Long Learning</p>	<p>Cabinet</p>	<p>19 Oct 2017</p>	<p>Open</p>

Page 88

### Appendix 3 - Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Delegation of Powers to Officers of the Powers Contained in the Anti-Social Behaviour and Policing Act 2014.</b>	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.	Jane Whitmore	Cabinet Member - Stronger Communities	Cabinet	19 Oct 2017	Open

### Appendix 3 - Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Complaints Annual Report 2016-17.</b>	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
<b>Public Protection Commissioning Review Option Appraisal Report.</b>	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

Page 90



### Appendix 3 - Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>FPR7 Report - Capital Investment in Energy Efficiency Measures Within Council Assets.</b>	To provide detail of the Re:fit Cymru capital investment programme in order to seek commitment and authorisation for future capital investment.	Andrew Shaw	Cabinet Member - Housing, Energy & Building Services	Cabinet	19 Oct 2017	Open
<b>Member's Community Budget Updated Guidance.</b>	To amend the criteria for delivery of the Community Budget scheme and provide additional guidance.	Martin Nicholls	Cabinet Members - Future Generations	Cabinet	19 Oct 2017	Open
<b>Digital Strategy Implementation Update.</b>	The report details the work that has been completed, is underway and planned with regard delivering against the Digital Strategy.	Jo Harley	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	19 Oct 2017	Open

Page 91

### Appendix 3 - Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>21st Century Schools Programme - New Build for Gorseinon Primary School on Land at Parc Y Werin, Gorseinon, Swansea.</b></p>	<p>The Council has to make a decision as to whether the land to be appropriated is no longer required for the purpose for which it was held immediately before the appropriation; this is a statutory requirement of Section 122 (1) of the Local Government Act 1972 (as amended).</p> <p>To enable this, the Council published a notice under section 122 (2A) of the Local Government Act 1972 (as amended) of the intended appropriation of the said land at Parc y Werin in The South Wales Evening Post on the 23 and 30 May 2015. No objections were received in response to this notice.</p>	<p>Louise Herbert-Evans</p>	<p>Cabinet Member - Children, Education &amp; Life Long Learning</p>	<p>Cabinet</p>	<p>19 Oct 2017</p>	<p>Open</p>

### Appendix 3 - Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Revenue and Capital Budget Monitoring 2nd Quarter 2017/18.</b>	To note any significant variations from the agreed budget 2017/18 and savings plan and the actions planned to achieve a balanced budget.	Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	16 Nov 2017	Open
<b>Quarter 2 2017/18 Performance Monitoring Report.</b>	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
<b>Sustainable Swansea - Fit for the future: Budget Proposals 2018/19 – 2021/22.</b>	To consider budget proposals for 2018/19 to 2021/22 as part of the Council's Budget Strategy Sustainable Swansea - fit for the future. To enable consultation to take place with residents, employees, partners and other interested parties.	Ben Smith	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	14 Dec 2017	Open

Page 93

### Appendix 3 - Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Management Of Allotments.</b>	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	18 Jan 2018	Open
<b>Quarter 3 2017/18 Performance Monitoring Report.</b>	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

Page 94



<b>Activity / Month</b>	<b>JUL 2017</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN 2018</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
<b>Building Sustainable Communities Follow Up</b> (Cabinet 19/1/17) Lead Scrutiny Councillor: Terry Hennegan Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member June Burtonshaw / Mary Sherwood Lead CMT: Martin Nicholls Lead Head of Service: Tracey McNulty				17								
<b>Child &amp; Adolescent Mental Health Services Follow Up</b> (Cabinet decision 16/2/17) Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Child Lead CMT: Dave Howes Lead Head of Service: Julie Thomas					15							
<b>School Readiness Follow Up</b> (Cabinet decision 15/6/17) Lead Scrutiny Councillor: Hazel Morris Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Mark Child Lead CMT: Chris Sivers Lead Head of Service: Rachel Moxey												
<b>Tackling Poverty Follow Up</b> (Cabinet decision 15/6/17) Lead Scrutiny Councillor: Sybil Crouch Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member Will Evans Lead CMT: Chris Sivers Lead Head of Service: Rachel Moxey												

Activity / Month	JUL 2017	AUG	SEP	OCT	NOV	DEC	JAN 2018	FEB	MAR	APR	MAY	JUN
<b>PERFORMANCE PANELS:</b>												
<b>Adult Services</b> (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	10	21	19	16	13	20	17		
<b>Service Improvement &amp; Finance</b> (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 16	1	6	10	7	7	4		
<b>Schools</b> (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		
<b>Child &amp; Family Services</b> (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		16 30		18		26		30		
<b>Public Services Board</b> (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
<b>Public Conveniences</b> (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: Chris Howell												
<b>REGIONAL SCRUTINY:</b>												
<b>ERW (Education through Regional Working)</b> 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			

## APPENDIX 5: Policy Development & Delivery Work Plan Topics 2017/18

**Remit:** To drive the development of the Council's Corporate Policies for consideration and adoption by Cabinet and or Council as appropriate.

<b>Education &amp; Skills</b> Chair: Cllr Robert Smith Vice-Chair: Cllr Fiona Gordon	<b>Economy &amp; Infrastructure</b> Chair: Cllr Mandy Evans Vice-Chair: Cllr Nick Davies	<b>Transformation &amp; Future Council</b> Chair: Cllr Erika Kirchner Vice-Chair: Cllr Ceri Evans	<b>Safeguarding</b> Chair: Cllr Ryland Doyle Vice-Chair: Cllr Elliot King	<b>Poverty Reduction</b> Chair: Cllr Paulette Smith Vice-Chair: Cllr Alyson Pugh
<ul style="list-style-type: none"> <li>• Regional Learning &amp; Skills Partnership and the City Deal</li> <li>• Swansea Learning City</li> <li>• STEM Subjects</li> <li>• Pioneer Schools</li> <li>• Aligning post-16 provision – challenges and opportunities</li> <li>• Impacts on Teacher Training</li> <li>• How can the Council use its resources and capacity to improve the offer to young people?</li> <li>• Regional Skills Needs Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• City Deal</li> <li>• Citizen's Card</li> <li>• Wind Street Pedestrianisation</li> <li>• Development of Quality Bus Contracts / Partnerships</li> <li>• Development of More Homes in the City Centre with a Mixture of Tenures</li> <li>• A City Centre Free Wi-Fi Zone</li> <li>• Feasibility of Creating an International Sports Academy and National Athletes' Village in Swansea / International Sports Village and Centre of Sporting Excellence</li> <li>• Transport - a Green Strategy for the Council</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Policy Development &amp; Delivery Unit</li> <li>• Draft 3G Pitches Roll Out Programme</li> <li>• Elimination of Zero Hour Contracts</li> <li>• The Citizen Card / App</li> <li>• Agile Working</li> <li>• Webcasting / E-voting</li> <li>• Commercialisation of Mansion House</li> <li>• Procurement Policy</li> <li>• Services in the Community (incl. greater community ownership; community use of public buildings)</li> <li>• Use of Schools for Community Activities</li> <li>• Domestic Abuse / Violence</li> <li>• Sustainable Swansea Modernisation Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Ethical Care Charter Route Map</li> <li>• The Adult Services Model</li> <li>• Learning Disability/Mental Health/Physical Disability</li> <li>• CYP Strategic Partnership Plan</li> <li>• Family Support</li> <li>• Super Survey results and Big Conversations</li> <li>• Corporate Parenting Forum</li> <li>• Zero-hour contracts / Relief Contracts</li> <li>• How can the Council become more joined up around children and young people?</li> <li>• Residential Services</li> <li>• Day Services</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Tackling Poverty Strategy</li> <li>• Communities First Transition and Universal Credit Implementation</li> <li>• Employability</li> <li>• Childcare</li> <li>• Draft Homelessness Strategy</li> <li>• Food Waste</li> <li>• No Cold Calling Zones</li> </ul>

# Agenda Item 10



## Report of the Chair

Scrutiny Programme Committee – 9 October 2017

### Scrutiny Letters

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

#### 1. Introduction

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

## 2. Reporting of Letters

- 2.1 All scrutiny letters, whether they are written by the Scrutiny Programme Committee or conveners of panels / working groups, are published to ensure visibility, of the outcomes from meetings, across the council and public.
- 2.2 The Scrutiny Programme Committee agenda also includes a copy of letters to/from Cabinet Members where specific discussion is required, e.g. letters relating to the Committee, Working Groups, and Inquiry Panel follow ups. Letters are included when cabinet member responses that were awaited are received or where a scrutiny letter did not require a response.
- 2.3 Where requested Cabinet Members are expected to respond in writing to scrutiny letters within 21 calendar days. The response should indicate what action (if any) they intend to take as a result of the views and recommendations made.
- 2.4 Letters relating to the work of Performance Panels are part of an ongoing dialogue with Cabinet Members and are therefore reported back and monitored by each Panel. The exception to this is the Public Services Board Scrutiny Performance Panel, whose letters will also be reported as this committee is the designated committee for scrutinising Swansea Public Services Board (for the purposes of the Well-being of Future Generations (Wales) Act 2015). However all Performance Panel conveners will provide a progress report to the committee, including summary of correspondence with Cabinet Members and outcomes.

## 3. Letters Log

- 3.1 This report contains a log of scrutiny letters produced to enable the committee to maintain an overview of letters activity over the year – see **Appendix 1**. The letters log also shows the average time taken by Cabinet Members to respond to scrutiny letters, and the percentage of letters responded to within timescale.
- 3.2 The following letter(s) are also attached for discussion see **Appendix 2**:

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a	Committee (pre-decision scrutiny)	14 Aug	Letter to / from Cabinet Members for Culture, Tourism & Major Projects and Commercial Opportunities & Innovation
b	Committee (pre-decision scrutiny)	14 Aug	Letter to / from Cabinet Member for Service Transformation & Business Operations (Deputy Leader)

c	Committee (Cabinet Member Q & A)	14 Aug	Letter to / from Cabinet Member for Housing Energy & Building Services
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#### **4. Legal Implications**

4.1 There are no legal implications.

#### **5. Financial Implications**

5.1 There are no financial implications.

**Background Papers:** None

**Appendices:**

**Appendix 1:** Scrutiny Letters Log

**Appendix 2:** Previous Correspondence

## Scrutiny Letters Log (25 May 2017 - 24 May 2018)

Ave. Response Time (days): 19

(target within 21 days)

% responses within target:

80

No.	Committee / Panel / Working Group	Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken	Reported to SPC (if applicable)
1	Public Services Board Performance Panel	12-Apr	Q & A sessions with PSB Core Group Members	Economy & Strategy (Leader)	09-Jun	29-Jun	20	
2	Adult Services Panel	13-Jun	Pre-decision scrutiny of Adult Services Commissioning Reviews Consultation Outcome	Health & Wellbeing	14-Jun	05-Jul	21	n/a
3	Committee	14-Aug	Pre-decision scrutiny of Catering Commissioning Review	Service Transformation & Business Operations (Deputy Leader)	16-Aug	12-Sep	27	09-Oct
4	Committee	14-Aug	Pre-decision scrutiny of Planning & City Regeneration Commissioning Review	Joint Culture, Tourism & Major Projects and Commercial Opportunities & Innovation	16-Aug	04-Sep	19	09-Oct
5	Committee	14-Aug	Cabinet Member Q & A	Housing, Energy & Building Services	13-Sep	22-Sep	9	09-Oct
6	Child & Family Services Performance Panel	21-Aug	Performance Report July 2017	Health & Wellbeing	13-Sep			

7	Adult Services Panel	20-Sep	Access to Social Services pages from Council website	Service Transformation & Business Operations (Deputy Leader)	28-Sep			
8	Committee	11-Sep	Cabinet Member Q & A	Service Transformation & Business Operations (Deputy Leader)	29-Sep			
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**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

**To/  
Councillor Robert Francis-Davies,  
Cabinet Member for Culture,  
Tourism & Major Projects**

**Councillor David Hopkins  
Cabinet Member for Commercial  
Opportunities & Innovation**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Linell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**Scrutiny**

**01792 637257**

**scrutiny@swansea.gov.uk**

**SPC/2017-18/2**

**16 August 2017**

**BY EMAIL**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Members for Culture, Tourism & Major Projects and Commercial Opportunities & Innovation following the meeting of the Committee on 14 August 2017. It is about the Cabinet report on the Planning & City Regeneration Commissioning Review.

Dear Councillor,

**Pre-decision Scrutiny of Cabinet Report:  
Options Appraisal for the Future Delivery of Services in the Scope of the  
Planning & City Regeneration Commissioning Review**

The Scrutiny Programme Committee met on 14 August to consider the report that you are presenting to Cabinet on 17 August, and give a view on the proposed decision.

We noted that your report concerned all aspects of the Planning & City Regeneration Service Unit, which includes development, conservation & design, strategic planning & natural environment, city centre management, and economic development. Your report recommended that future services will be best delivered through a transformed in-house model, which will see a number of team mergers and restructures and new ways of working and opportunities. This is anticipated to increase efficiencies, generate new income, ensure that services are fit for the future and deliver savings.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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

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

The Committee received a very helpful presentation from Phil Holmes, Head of Service, to supplement the report, taking us thorough the key points and supporting evidence in relation to performance, finance, benchmarking and the options appraisal.

What follows is the view of the Committee, which we ask Cabinet to take into consideration before making its decision on the report.

Although we only had a short time to consider the report, the Committee was able to support the proposed decision. We found the report to be well evidenced and it provides 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.

We were particularly pleased to see that Swansea Market comes out very well in the review. It is a great asset for the city centre and important that it stays under our control.

Whilst the Committee is supportive a number of relevant matters are highlighted below for your attention:

- We noted that an implementation plan will be developed following approval of the proposed way forward by Cabinet. Clearly a significant amount of work lies ahead to achieve the desired transformation. We felt that continued scrutiny was therefore necessary. We will consider how progress can be monitored by scrutiny, perhaps through the new Development & Regeneration Scrutiny Performance Panel, in order to keep abreast of developments, achievements, and assess impact.
- There are some concerns about the intention to split up the existing small Sustainable Development Team. The Team provides a lead for the adoption and accountability of the Wellbeing of Future Generations Act across the Council, and supporting services to embed sustainability in corporate procedures and practice. Although now smaller (2 members of staff) the Team has developed a good reputation within and outside the Council. The Committee would prefer to see the current team retained and transformed within the service. We felt that splitting up the Team and function risked weakening supporting for this work, rather than building on its central role. We felt that corporate and service objectives in relation to the delivery of the Wellbeing of Future Generations Act and sustainable development were intertwined and saw little merit in disbanding the Team. Splitting the team might also give the impression of giving, what should be an important corporate objective, a lower priority to this work. We would like you to clarify the vision for sustainable development, how it is to be delivered, and resources being allocated to it.

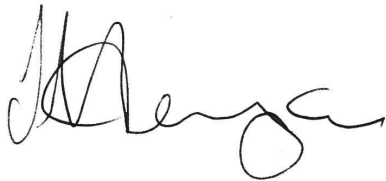
- We were interested in the proposal to create a core Land Charges Team, to deal with all aspects of searches, which will hopefully result in a more efficient and timely service to developers and the public.

### **Your Response**

Although I will be attending the meeting on 17 August to verbally feedback our views to Cabinet we would be grateful for a written response to this letter. The Committee can then be informed of the decision taken by Cabinet and its consideration of our views, whether accepted or rejected.

It would be helpful to receive your reply to this letter by 6 September. We will then include both letters in the agenda of our next available committee meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Terry Hennehan', written in a cursive style.

**COUNCILLOR TERRY HENNEGAN**  
Vice-Chair, Scrutiny Programme Committee  
✉ [cllr.terry.hennehan@swansea.gov.uk](mailto:cllr.terry.hennehan@swansea.gov.uk)



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

Councillor Terry Hennegan  
Vice-Chair, Scrutiny Programme  
Committee  
City and County of Swansea

Please ask for: Councillor Robert Francis-Davies  
Gofynnwch am: (01792) 637440  
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Llinell  
Uniongyrchol:

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

Our Ref / Ein Cyf: RFD/JW  
Your Ref / Eich  
Cyf:  
Date / Dyddiad: 4 September 2017

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

Summary: This is a letter from the Cabinet Members for Culture, Tourism & Major Projects and Commercial Opportunities & Innovation to the Scrutiny Programme Committee in response to the letter dated 16 August 2017 following the meeting of the Committee on 14 August 2017. It is about the Cabinet report on the Planning & City Regeneration Commissioning Review.

Dear Councillor Hennegan

**OPTIONS APPRAISAL FOR THE FUTURE DELIVERY OF SERVICES IN THE  
SCOPE OF THE PLANNING & CITY REGENERATION COMMISSIONING REVIEW**

Thank you for your observations on the Planning & City Regeneration Commissioning Review Report.

It is very pleasing that scrutiny found the report to be well evidenced, providing a clear case for in-house transformation. Cabinet agreed with this view and approved the report and all its recommendations at their meeting on 17<sup>th</sup> August.

**COUNCILLOR/Y CYNGHORYDD  
ROBERT FRANCIS-DAVIES  
CABINET MEMBER FOR CULTURE, TOURISM & MAJOR PROJECTS /  
AELOD Y CABINET DROS DDIWYLLIANT, TWRISTIAETH A PHROSIECTAU MAWR**

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

**Page 2**

Turning to your specific points, we would comment as follows:

1. Implementation – We agree that a significant amount of work lies ahead to achieve the desired transformation. Also that progress should be monitored, potentially by scrutiny. As such, an overview presentation will be made to the Development & Regeneration Scrutiny Performance Panel on 7<sup>th</sup> September by the Head of Service to assist their consideration of any future monitoring requirements.
2. Sustainable Development Team – Whilst we acknowledge the committee's concerns about splitting up the current team (2 x 0.8 officers) we feel that this option offers the greatest benefits to the Council. As the committee identify, the team's lead role in relation to the delivery of the Wellbeing and Future Generations (WFG) Act and embedding sustainability in procedures and practice is one which needs greater support and priority. To achieve this the work of the team is being transferred from its current marginal position within the Planning and City Regeneration Service to the corporate centre which will provide access to additional resources and enable wider influence. There is a new central Strategic Delivery Unit in the process of being set up which would incorporate one member of the Sustainable Development Team who would bring with them experience of enabling Council services to deliver the WFG Act, change management, central policy development, as well as servicing and supporting the PSB.

The main advantages of this approach are: access to a wider team in a central role; an improved and more influential implementation route for cascading the WFG Act throughout the Council; greater commercial opportunities; transformation of skills and knowledge - through knowledge transfer within services and across the organisation; increased capacity to develop new ways of working at a corporate level.

**COUNCILLOR/Y CYNGHORYDD**  
**ROBERT FRANCIS-DAVIES**  
**CABINET MEMBER FOR CULTURE, TOURISM & MAJOR PROJECTS /**  
**AELOD Y CABINET DROS DDIWYLLIANT, TWRISTIAETH A PHROSIECTAU MAWR**

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

**Page 3**

As a consequence of this split the other member of the Sustainable Development Team would remain within the Planning and City Regeneration Service acting as the lead officer dealing with delivery of more sustainable forms of development, Sustainability Appraisals of plans, Climate Change, Green Growth, Smart Cities, Foresighting, etc. to address the limited resources currently being allocated to embedding sustainable development

3. Land Charges – To ensure the desired outcomes are deliverable the development of a core land charges team with a lot more automation in the process will now be the subject of further research and testing before a final design is agreed and implemented.

Thank you again for the helpful observations provided in relation to this commissioning review.

Yours sincerely

**COUNCILLOR ROBERT FRANCIS-DAVIES**  
**CABINET MEMBER FOR CULTURE, TOURISM & MAJOR PROJECTS**

**COUNCILLOR DAVID HOPKINS**  
**CABINET MEMBER FOR COMMERCIAL OPPORTUNITIES & INNOVATION**

**COUNCILLOR/Y CYNGHORYDD**  
**ROBERT FRANCIS-DAVIES**  
**CABINET MEMBER FOR CULTURE, TOURISM & MAJOR PROJECTS /**  
**AELOD Y CABINET DROS DDIWYLLIANT, TWRISTIAETH A PHROSIECTAU MAWR**

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

**To/  
Councillor Clive Lloyd  
Cabinet Member for Service  
Transformation & Business  
Operations**

*Please ask for:  
Gofynnwch am:*

**Scrutiny**

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Llinell Uniongyrochol:*

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e-Bost:*

**scrutiny@swansea.gov.uk**

*Our Ref  
Ein Cyf:*

**SPC/2017-18/1**

**BY EMAIL**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**16 August 2017**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Service Transformation & Business Operations following the meeting of the Committee on 14 August 2017. It is about the Cabinet report on the All Council Catering Commissioning Review.

Dear Councillor Lloyd,

**Pre-decision Scrutiny of Cabinet Report:  
All Council Catering Commissioning Review Gateway 2 Report**

The Scrutiny Programme Committee met on 14 August to consider the report that you are presenting to Cabinet on 17 August, and give a view on the proposed decision.

We noted that your report concerned school meals, commercial and social services catering (including staff catering in the Civic Centre and Guildhall), and outlines a range of options for future service delivery. Your report recommended creating a single in-house managed catering function which will consolidate existing catering functions, and provides a Business Plan to take this forward, develop more commercial opportunities, and make services more efficient. We noted that there were some areas outside of the scope of the review for various reasons, namely the Mansion House, outdoor education centres, and the Cultural Services portfolio (e.g. leisure centres).

Thank you for meeting with the committee and for your engagement in the process, along with the lead officer, and answering questions. What follows is the view of the Committee, which we ask Cabinet to take into consideration before making its decision on the report.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

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

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In the short time available to consider the report the Committee broadly understood and had no objection to the proposals. However we had a number of observations for your attention:

- We recognised that there is a lot of work to be done to implement the business plan, which you state will take some time, and felt that this merited further scrutiny. We will consider how progress can be monitored by scrutiny, in order to keep abreast of developments, achievements, and assess impact.
- With regard to recommendation 'e', the committee was particularly interested in how you will develop the relationship with schools, recognising associated challenges and risks to plans given their autonomy with delegated budgets, which means they can seek alternative catering provisions.
- The committee felt that the integrated in-house service will need to clearly demonstrate that it is competitive, balancing value for money and quality of the offering, in order to win business from schools and other customers. We highlighted the need to take into account that staffing costs would potentially be higher with an in-house service given the Council's wage commitments.
- We were also interested in knowing more about the internal controls (recommendation 'g') that are necessary to support the business model.
- Given that the sale of the Civic Centre is a significant part of city centre regeneration plans, and that the implementation of the business plan will take some time, we questioned the wisdom of investing in catering facilities at the Civic Centre at this time.
- We asked about the achievability of projected savings over the 3 year business plan, which appeared to be fairly ambitious (£338k in 2020/2021).
- The Committee would like to have seen more evidence in the report to support the rejection of outsourcing as the best way forward.
- Members were very keen to see an emphasis within future plans on local food sourcing and improving nutrition.

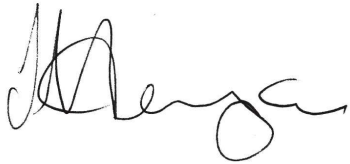
## **Your Response**

Although I will be attending the meeting on 17 August to verbally feedback our views to Cabinet we would be grateful for a written response to this letter. The Committee can then be informed of the decision taken by Cabinet and its consideration of our views, whether accepted or rejected.



It would be helpful to receive your reply to this letter by 6 September. We will then include both letters in the agenda of our next available committee meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Terry Hennegan', with a stylized, cursive script.

**COUNCILLOR TERRY HENNEGAN**  
Vice-Chair, Scrutiny Programme Committee  
✉ [clr.terry.hennegan@swansea.gov.uk](mailto:clr.terry.hennegan@swansea.gov.uk)

**CITY AND COUNTY OF SWANSEA**  

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**DINAS A SIR ABERTAWE**

**Councillor Terry Hennegan**  
**Vice-Chair – Scrutiny Programme**  
**Committee**

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

Councillor Clive Lloyd  
(01792) 637443

**BY EMAIL**

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Our Ref / Ein Cyf: CL/KH  
Your Ref / Eich  
Cyf:  
Date / Dyddiad: 8<sup>th</sup> September 2017

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

Dear Councillor Hennegan

Thank you for your letter dated 16<sup>th</sup> August 2017 which outlines the pre-decision scrutiny input towards the All Council Catering Commissioning Review, the contents of which are duly noted.

Firstly, may I thank the committee in supporting the preferred option identified from the review, which is to transform existing provision within a newly created integrated service. This is the first commissioning review which has adopted cross-cutting principles and the principles of collaboration, integration and rationalisation are embedded in the chosen option.

The business plan gives assurance to Cabinet that the actions associated with in-house transformation are achievable and will link to close performance monitoring as the new service matures.

I note your observations which were presented to me at the Scrutiny Programme Committee on 14<sup>th</sup> August 2017, of which I am able to feedback in addressing each of your points below:

- *We recognised that there is a lot of work to be done to implement the business plan, which you state will take some time, and felt that this merited further*

**COUNCILLOR/Y CYNGHORYDD**  
**CLIVE LLOYD**  
**DEPUTY LEADER/ DIRPRWY ARWEINYDD**

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**CITY AND COUNTY OF SWANSEA**  

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**DINAS A SIR ABERTAWE**

*scrutiny. We will consider how progress can be monitored by scrutiny, in order to keep abreast of developments, achievements, and assess impact.*

I agree that Scrutiny can have a role in reviewing the progress of this review, however it may be worth considering how the new programme of commissioning reviews can be reviewed collectively. The new transformation register seeks to work closely with colleagues in the Strategic Delivery Unit to review performance in this respect.

- *With regard to recommendation 'e', the committee was particularly interested in how you will develop the relationship with schools, recognising associated challenges and risks to plans given their autonomy with delegated budgets, which means they can seek alternative catering provisions.*

The integrated service seeks to appoint a self-funded Business Development Officer post which will be tasked with a broad remit covering income generation and service transformation. A key part of this role will be to continue and build upon the relationships with schools, effectively as an account manager in a sales environment. Some specific proposals include: additional promotional presence, support for school events, greater emphasis on elements of the service often underestimated and frequent review meetings with business managers.

- *The committee felt that the integrated in-house service will need to clearly demonstrate that it is competitive, balancing value for money and quality of the offering, in order to win business from schools and other customers. We highlighted the need to take into account that staffing costs would potentially be higher with an in-house service given the Council's wage commitments.*

The business plan indicated through its financial projections that profit margins exist which provide a desirable financial outcome for the Authority from a traded service. The preferred option has the greatest control to increase income which can offset the cost of free school meals. As highlighted in the report, whilst there is significant scope for savings across the new structure, the income opportunities and associated margins are heavily in support of a transformed in-house function.

- *We were also interested in knowing more about the internal controls (recommendation 'g') that are necessary to support the business model.*

This builds on how relationships will be continued and enhanced with schools, as well as the options available to support the development of the new business structure:

**COUNCILLOR/Y CYNGHORYDD**  
**CLIVE LLOYD**  
**DEPUTY LEADER/ DIRPRWY ARWEINYDD**

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- How SLA's are constructed and articulated and matched to actual services provided
  - Method in how SLA's are costed
  - How SLA's are communicated to schools and the associated process on an annual basis.
  - Requisites required to integrate the workforce structure. Job evaluation, consultation etc.
  - Financial controls to accurately monitor impact of the business model
- *Given that the sale of the Civic Centre is a significant part of city centre regeneration plans, and that the implementation of the business plan will take some time, we questioned the wisdom of investing in catering facilities at the Civic Centre at this time.*

The investment in the Civic Centre canteen enhances the business case for the lease of office space, as potential customers will look to the Council for additional services available to staff such as car parking, recreational facilities and catering. The specification will outline the requirement that any changes can be lifted and placed at a replacement facility as and when required.

- *We asked about the achievability of projected savings over the 3 year business plan, which appeared to be fairly ambitious (£338k in 2020/2021).*

The figure referred to above represents the project savings across the integrated service cumulatively. Whilst margins exist against current schools provision, proposed fee increases yield significant fee increases. It will be important to retain the level of uptake despite these fee increases. The new post will be responsible for all aspects of the marketing plan to retain this position.

- *The Committee would like to have seen more evidence in the report to support the rejection of outsourcing as the best way forward.*

The options report sought the inability to reduce the cost of free school meals to the Authority as one of the main reasons to discount the outsourcing options. Informal market sounding is taking place in respect of commercial catering, and as the business plan matures it may be feasible to extend this further to school meals and social services catering.

**COUNCILLOR/Y CYNGHORYDD**  
**CLIVE LLOYD**  
**DEPUTY LEADER/ DIRPRWY ARWEINYDD**

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- *Members were very keen to see an emphasis within future plans on local food sourcing and improving nutrition.*

The service operates under strict guidelines of nutritional standards to be met both under requirements by CSSIW and WAG. This is communicated within service promotional material to schools, parents, care homes, residents and families. The forthcoming procurement review as part of the Transformation & Future Council PDDC will address local supply corporately and will make the necessary links to this service.

Yours sincerely



**COUNCILLOR CLIVE LLOYD**  
**DEPUTY LEADER & CABINET MEMBER FOR SERVICE TRANSFORMATION**  
**& BUSINESS OPERATIONS**

**COUNCILLOR/Y CYNGHORYDD**  
**CLIVE LLOYD**  
**DEPUTY LEADER/ DIRPRWY ARWEINYDD**

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**To/  
Councillor Andrea Lewis  
Cabinet Member for Housing,  
Energy & Building Services**

**BY EMAIL**

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Gofynnwch am:*

*Direct Line:  
Linell Uniongyrochol:*

*e-Mail  
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*Our Ref  
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*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**Scrutiny**

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**scrutiny@swansea.gov.uk**

**SPC/2017-18/3**

**13 September 2017**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Housing, Energy & Building Services following the meeting of the Committee on 14 August 2017. It is about Houses in Multiple Occupation, Homelessness, Anti-Social Behaviour, Council Housing / Building Fire Safety, More Homes Council Housing Building Project, Electric Vehicles, and Green Energy Schemes.

Dear Councillor Lewis,

### **Cabinet Member Question Session – 14 August**

Thank you for attending the Scrutiny Programme Committee on 14 August 2017 and answering questions on your work as Cabinet Member for Housing, Energy & Building Services.

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**  
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## **Management of Houses in Multiple Occupation (HMOs)**

We discussed your responsibilities in relation to managing HMOs and recent actions to deal with landlords who fail to comply with regulations.

Thank you for providing a written update on progress and actions on the control of HMOs following the Scrutiny Working Group earlier this year.

We were pleased to see a member of the public attending the committee meeting and taking the opportunity to ask questions. A number of questions were put to you by Mr John Williams, on behalf of residents of Uplands and Brynmill relating to HMO licensing enforcement. He expressed concern about Council inactivity in dealing with breaches of licensing conditions and impact of poor management of HMOs on local residents. You undertook to provide a full written response to Mr Williams, and I am pleased that you have now done so.

We noted that the approach is always to deal with any issues, and engage with landlords and tenants, on an informal basis first, with prosecution being a matter of last resort. We talked about the benefits of obtaining a 'Declaration of Understanding' from licence holders / occupiers in relation to compliance with fire precautions, waste management, anti-social behaviour and management regulations. The recent successful prosecution of a HMO landlord, following serious breaches of regulations and licensing conditions in relation to fire safety, was discussed.

You accepted that there was room for improvement and we heard that you intend to work closely with local members, particularly in the HMO management area, to deal with issues. We noted that since taking on responsibility for HMOs in May your focus has been on the development of Supplementary Planning Guidance (SPG) in order to help manage / control HMOs numbers. We were aware that the draft SPG presented to the Planning Committee in July was not approved, as members asked for further work to be undertaken, and we asked you to clarify the timetable for a revised SPG to be reported back to the Planning Committee.

We also asked about the Rent Smart Wales service (hosted by Cardiff Council but run in partnership by the 22 Local Authorities in Wales) and queried the impact that this service and approach has had on the department, what additional staff were taken on to deal with it, and when staffing was last reviewed.

## **Homelessness Strategy**

We were interested in progress with the development of a Homelessness Strategy. You explained the process and current position. We understood that public consultation responses had now been received and would be reported to the Poverty Reduction Policy Development & Delivery Committee for

discussion prior to further consultation with other relevant stakeholders. It was noted that 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.

Incidentally, you should be aware that we have agreed to establish a one-off Working Group on Homelessness (likely meeting late 2017) as councillors want to ask questions about the current position, services, and challenges. You will be invited to this meeting in due course.

### **Neighbourhood Support Units / Anti-Social Behaviour**

The committee asked about effectiveness in dealing with anti-social behaviour and challenges. You stated that dealing with anti-social behaviour was one of the policy commitments and that you were reviewing current approaches and practice, particularly in dealing more effectively with issues before they reach an eviction stage. We agreed that prevention is key to avoiding homelessness, but acknowledged the ongoing challenge.

### **Council Housing / Building Fire Safety**

The committee asked about implications / actions taken regarding safety of council housing and buildings following Grenfell Tower fire in London.

We were pleased to hear about the results of recent fire safety testing on cladding used in our high-rise buildings, passing UK Government tests. You told us that the whole fire safety system in place was deemed safe, and exceeded minimum standards. The committee was particularly impressed with the local response in the wake of the fire to provide assurance to residents, and credit to you for the handling of this matter and the officers involved in this effort.

We noted that sprinkler installation would also begin at the Council's high-rise blocks of flats in November, with priority given to blocks of flats which have had exterior cladding fitted, and work then continuing on a phased basis over the following months to install in all high-rise blocks. You confirmed that sprinklers are now also required to be included in any new builds.

Committee members were concerned about ensuring tenant awareness of the operation of a sprinkler system so that they are prepared for it. We also suggested the need for clarity about the position with insurance and liabilities, should there be any damage caused by malfunction. We asked you to look into engaging all councillors about the system for their awareness and welcomed any possibility of a demonstration of the system to councillors.



We asked for clarification about the possible issue / use of fire blankets in the Council's high-rise buildings for use by residents in small fire emergencies in their flats. You confirmed that these would not be issued to tenants due to advice from the Fire Service, and other issues around access, usage and maintenance. The advice to residents was 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.

### **More Homes Council House Building Project**

Further to previous discussions about the development at Milford Way you told us that things were progressing well. It was clear that you were extremely proud of the project and you praised the work carried out by Corporate Building Services in delivering this.

We heard that properties would be allocated at the end of October in accordance with the housing waiting list. We again asked about costs, information which we keenly await, and were told that a report to Cabinet / Council was imminent.

### **Electric Vehicles**

You mentioned plans to increase the council's electric vehicle fleet, taking it up to 40 vehicles (making it the largest such fleet in Wales), and efforts to promote public usage of electric vehicles.

Committee members felt this probably required an 'all Wales' approach to improve consumer confidence in making the switch to electric vehicles. Much of this will depend on extent and quality of the electric vehicle charging infrastructure. It would be useful to see a list of public charging points in the area, as clearly not everyone has the option to charge from home.

We also talked about the possibility of opening up charging points within the workplace to staff and others, and other solutions such as adapting street lighting columns to provide charging points, as is happening in London.

### **Green Energy Schemes**

We asked for an update on plans for green energy schemes for the Council's housing stock. You told us that all options including biomass technology, in possible collaboration with other nearby Authorities such as Neath Port Talbot / Bridgend Councils, were being considered.

The committee asked about progress on developing a District Heating Scheme. We were told that options were still being considered about the best way to introduce this, taking into account opportunities from city centre redevelopment plans. You added that one of the City Deal projects concerns 'homes as power stations' to enable buildings to generate, store and release energy. You expected that there will be a pilot area within Swansea to develop this.

We noted that the Swansea Bay Tidal Lagoon was listed within your portfolio responsibilities. We asked whether you had any information about the decision-making on this project. You confirmed that a decision on the project was still with the UK Government. We talked about the benefits and the need for a positive outcome.

### **Your Response**

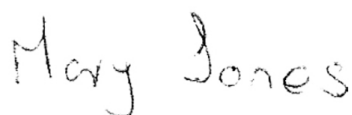
In your response we would welcome your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for you to:

- confirm the timetable for a revised SPG in relation to HMOs to be reported back to the Planning Committee;
- tell us about the impact of the Rent Smart Wales service locally, including staffing;
- include a scrutiny stage within the process of developing a new Homelessness Strategy;
- consider our views about the installation of sprinkler systems (tenant / councillor engagement, and insurance / liability issues); and
- provide a list of public charging points for electric vehicles across Swansea.

Please provide your response by 4 October. We will then include both letters in the agenda of the next available committee meeting.

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

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Councillor Mary Jones  
Chair, Scrutiny Programme Committee  
City and County of Swansea

*Please ask for:* Councillor Andrea Lewis  
*Direct Line:* 01792 63 7442  
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*Our Ref:* AL/JW  
*Your Ref:*  
*Date:* 22 September 2017

Dear Councillor Jones

### **CABINET MEMBER QUESTION SESSION – 14 AUGUST**

Thank you for your letter dated 13 September 2017 in which you raised a number of questions and queries on behalf of members of the Scrutiny Programme Committee. I have addressed the issues you raised in this letter.

### **Houses in Multiple Occupation**

Following the resolution of the Planning Committee in July this year to not approve the previously produced version of HMO planning guidance, the Planning Authority has re-commissioned consultants Litchfields to work in partnership with the Council to produce a revised document. The production of a revised document will necessitate a new period of engagement and public consultation. The new commission is programmed to deliver key milestones according to the following timetable, which proposes that Members of the Planning Committee will be presented with revised proposals in Nov/Dec 2017:

<b>Workstage</b>	<b>Dates</b>
Evidence base review, Impact Analysis and Strategy Formation	Sept-Nov
Engagement with stakeholders – includes Members, landlords, Universities	Oct-Nov
Presentation to Members to seek agreement to publically consult on revised SPG document	Nov/Dec
6 Week Public Consultation	Jan-Feb 2018
Review consultation responses, prepare consultation report and revised SPG. Report back to members to seek adoption of SPG	March-April 2018

## **Rent Smart Wales**

The Housing Act (Wales) 2014 requires landlords to register and self-managing landlords who let and manage properties and agents to also undertake training and apply for a licence. Rent Smart Wales aims to drive up standards in the private rented sector.

Welsh Government has provided grant to each local authority in proportion to the size of the private rented sector in each area, to assist with implementation and enforcement of the legislation. This funding has been used to provide information to landlords and agents known to the authority and the general public by direct mailings, via landlords' forum meetings, radio advertising, information in Council buildings including the Civic Centre, libraries and housing offices and reviewing and updating of data held by the authority.

It has also been used to appoint one additional Environmental Health Officer on a temporary basis since December 2016. Initially this was a full time post but following a reduction in WG funding the post now operates on a part time basis.

Dealing with enquiries about the application of the legislation, initial stages of enforcement and liaison with colleagues at Rent Smart Wales is also being dealt with using existing staff resources. Specific elements of enforcement work can be reclaimed from Rent Smart Wales from licensing fees, however this process is being newly implemented in 2017 – 2018 and must be reclaimed in arrears so no figures are available as yet. It is not known whether Welsh Government will continue to provide grant funding beyond 2017 – 2018.

Prosecution of a landlord for failing to register a rental property is listed for hearing at Swansea Magistrates within the next month.

## **Homelessness Strategy**

A Scrutiny stage has been included in the timetable for the development of the Homelessness Strategy. The intention is to carry out an internal consultation process during February/March 2018 prior to the draft Strategy being disseminated more widely. This would be an appropriate time to provide Scrutiny with the opportunity to comment on the strategy. The committee can then decide whether it also wishes to undertake pre-decision scrutiny of the final Strategy and action plan. The intention is that the strategy will be reported to Council in October 2018

### **Fire Safety in High Rise Blocks.**

It is anticipated that the work on installing the sprinkler systems will start in Jeffreys Court, Penlan in November with work starting on the blocks in Clyne Court, Sketty in early 2018.

There are plans to install a sprinkler system in an empty high rise flat so it can be viewed by both Tenants and Members before the installation work in tenanted flats commences.

As well as receiving a letter informing them about the works before they commence, all tenants and leaseholders in the high rise blocks will receive a leaflet providing answers to some frequently asked questions, one of the issues covered is that of insurance cover.

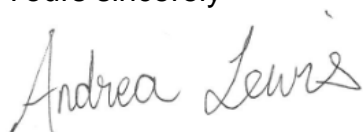
Data collected nationally has indicated that there is a 1 in 15,000,000 chance that a sprinkler system which is regularly serviced will activate due to a fault. In addition, any water released from a sprinkler which then damages property and possessions is classed as 'firefighting water' for insurance purposes, which means that the policy holder can claim for any damaged caused as a result of activation be that in the case of an actual fire or a fault with the system.

### **Public Charging Points for Electrical Vehicles**

Corporate Building and Property Services have a list of public charging points for electric vehicles. However it must be noted that this list is not updated on a regular basis so it may not cover all points available to the public in Swansea. The list is attached at Appendix 1.

If you have any further questions or queries, please do not hesitate to contact me.

Yours sincerely



**COUNCILLOR ANDREA LEWIS**  
**CABINET MEMBER FOR HOUSING, ENERGY & BUILDING SERVICES**

## Appendix 1 - Electric Vehicle Charging Points

[Swansea Marriott Hotel](#) Maritime Quarter, Swansea, West Glamorgan, SA1 3SS  
1 x 22kW 32A Tesla Type 2 Tesla Destination  
**Usage - Private – Staff, Visitors or Customers**

[The Dragon Hotel](#) 39 The Kingsway, Swansea, SA1 5LS  
2 x 22kW 32A Tesla Type 2 Tesla Destination  
**Usage - Private - Staff, Visitors or Customers**

[National Waterfront Museum](#) Oystermouth Road, Swansea, West Glamorgan, SA1 3RD  
1 x 3kW 13A 3-Square pin  
1 x 7kW 32A Commando ZeroNet  
**Usage - Public**

[Morfa Shopping Park](#) Brunel Way, Swansea, SA1 7DS  
2 x 7kW 32A Type 2 Mennekes POD Point Open Charge  
**Usage - Public – Membership Required**

[Gravells Kia Swansea](#) Unit 2, Kingsway, Swansea, West Glamorgan, SA5 4DN  
2 x 7kW 32A Type 2 Mennekes Other  
**Usage - Unknown**

[Nissan Bassetts](#) Neath Road, Swansea, West Glamorgan, SA6 8JE  
2 x 7kW 32A Type 2 Mennekes Nissan Dealerships  
**Usage - Private - Staff, Visitors or Customers**

[Toyota Swansea](#) Neath Road, Swansea, West Glamorgan, SA6 8HF  
1 x 3kW 13A 3-Square pin  
1 x 7kW 32A Type 2 Mennekes POLAR

[Renault Retail Group \(RRG\)](#) Fendrod Way, Swansea Enterprise Park, Swansea, West Glamorgan, SA7 9DG  
2 x 3kW 16A Type 2 Mennekes  
1 x 22kW 32A Type 2 Mennekes Renault dealerships

[Tesco-Extra - Llansamlet](#) Nantyffin Road, Swansea, West Glamorgan, SA7 9RD  
4 x 7kW 32A Type 2 Mennekes POD Point Open Charge  
**Usage - Public – Membership Required**

[DVLA](#) Longview Road, Morriston, West Glamorgan, SA6 7LJ  
1 x 7kW 32A Type 2 Mennekes Charge Your Car  
**Usage - Private - Staff, Visitors or Customers**

[Down to Earth](#) 72a Mansfield Road, Murton, Swansea, West Glamorgan, SA3 3AP  
1 x 7kW 32A Type 2 Mennekes ZeroNet  
**Usage - Public**

[Moto Services Swansea](#) M4 Junction 47, Swansea, West Glamorgan, SA4 1GT

2 x 43kW 63A Type 2 Mennekes  
3 x 50kW 125A JEVs (CHAdeMO)  
1 x 50kW 125A CCS (Combo) Ecotricity

**Usage - Public – Membership Required**

[Parc Le Breos House](#) Parc-Le-Breos Guest House, Parkmill, Swansea, W Glam, SA3

2HA  
3 x 7kW 32A Tesla Type 2 Tesla Destination

[Fairyhill Hotel](#) Reynoldston, Swansea, West Glamorgan, SA3 1BS

1 x 3kW 13A 3-Square pin  
1 x 7kW 32A Commando ZeroNet

**Usage - Public**

[Asda Ystalyfera](#) Glanyrafon, Swansea, West Glamorgan, SA9 2DE

1 x 3kW 13A 3-Square pin  
1 x 7kW 32A Type 2 Mennekes POLAR

**Usage - Public – Membership Required**

[Hydrogen Centre Baglan](#) Mardon Park, Port Talbot, West Glamorgan, SA12 7AX

1 x N/A H35 or equiv Other

[Best Western Aberavon Beach Hotel](#) Princess Margaret Way, Port Talbot, West Glamorgan, SA12 6QP

1 x 3kW 13A 3-Square pin  
1 x 7kW 32A Commando ZeroNet

**Usage - Public**

[Parc-Y-Scarlets](#) Pemberton Retail Park, Llanelli, Carmarthenshire, SA14 9UZ

2 x 11kW 16A Tesla Type 2 Tesla Destination

**Usage - Public – Membership Required**

[Murray Street Car Park](#) Murray Street, Llanelli, Carmarthenshire, SA15 1DJ

2 x 7kW 32A Type 2 Mennekes Other

**Usage - unknown**

[Roadchef Pont Abraham](#) M4 Junction 49, Llanedi, Swansea, West Glamorgan, SA4 0FU

1 x 43kW 63A Type 2 Mennekes  
1 x 50kW 125A JEVs (CHAdeMO) Ecotricity

**Usage - Public – Membership Required**

<https://www.zap-map.com/live/>

# Agenda Item 11

## Audit Committee Workplan 2017/18

Date of Meeting	Reports
20 June 2017	<b>Election of Chair and Vice Chair</b> Audit Committee Initial Training <b>Audit Committee Training Programme</b> Wales Audit Office Update Report WAO Financial Resilience Final Report <b>Internal Audit Monitoring Report Quarter 4 2016/17</b> <b>Final Audit Committee Annual Report 2016/17</b> Audit Committee Performance Review 2016/17 - Action Plan Audit Committee Action Tracker Report
11 July 2017 – Special	Financial Management & Accounting Training <b>Draft Statement of Accounts 2016/17</b> <b>Draft Annual Governance Statement 2016/17</b> Risk Management Policy and Framework - Update Audit Committee Action Tracker Report
8 August 2017	Internal Audit Training Governance Training Wales Audit Office Update Report <b>Internal Audit Annual Report 2016/17</b> <b>Corporate Fraud Annual Report 2016/17</b> <b>Internal Audit Monitoring Report Quarter 1 2017/18</b> Audit Committee Action Tracker Report
26 September 2017 - Special	External Audit Training <b>Wales Audit Office ISA 260 Report 2016/17 – City and County of Swansea</b> <b>Wales Audit Office ISA 260 Report 2016/17 – Pension Fund</b> <b>Annual Report of School Audits 2016/17</b> <b>Chief Education Officer Response to Annual Report of School Audits 2016/17</b> Audit Committee Action Tracker Report
9 November 2017 <i>(note changed from 10 October 2017)</i>	Counter Fraud Training <b>Chair of Scrutiny Programme Committee</b> 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	<b>Wales Audit Office – Annual Audit Letter 2016/17</b> Wales Audit Office Update Report <b>Internal Audit Monitoring Report Quarter 2 2017/18</b> <b>Recommendations Tracker Report 2016/17</b> Review of Reserves Report Treasury Management & Budgetary Control Update Audit Committee Action Tracker Report
13 February 2018	Wales Audit Office Update Report <b>Wales Audit Office Grants Report 2016/17</b> <b>Internal Audit Monitoring Report Quarter 3 2016/17</b> <b>Internal Audit Annual Plan Methodology 2018/19</b> Audit Committee Performance Review 2016/17 Action Plan - Update <b>Audit Committee Review of Performance 2017/18</b> Risk/Performance/Governance Update Audit Committee Action Tracker Report
10 April 2018	<b>Wales Audit Office Annual Plan 2018</b> Wales Audit Office Update Report <b>Internal Audit Charter 2018/19</b> <b>Internal Audit Annual Plan 2018/19</b> <b>Corporate Fraud Annual Plan 2018/19</b> <b>Draft Audit Committee Annual Report 2017/18</b> Audit Committee Action Tracker Report

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