



**Dinas a Sir Abertawe**

**Hysbysiad o Gyfarfod**

Fe'ch gwahoddir i gyfarfod

## **Pwyllgor Rhaglen Chraffu**

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

**Dyddiad:** Dydd Llun, 13 Tachwedd 2017

**Amser:** 4.30 pm

**Cadeirydd:** Y Cynghorydd Mary Jones

**Aelodaeth:**

Cynghorwyr: 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 K Jones, E J King, I E Mann, M Sykes, G J Tanner a/ac W G Thomas

Aelodau Cyfetholedig Statudol: D Anderson-Thomas, P M Black, P R Hood-Williams a/ac J W Jones

Cynghorwyr sy'n Aelodau Cyfetholedig:

**Gwyllo ar-lein:**

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**Gweddarlledu:** Gellir ffilmio'r cyfarfod hwn i'w ddarlledu'n fyw neu'n ddiweddarach drwy wefan y cyngor. Drwy gymryd rhan, rydych yn cytuno i gael eich ffilmio ac i'r delweddau a'r recordiadau sain hynny gael eu defnyddio at ddibenion gweddarlledu a/neu hyfforddiant o bosib.

## **Agenda**

**Rhif y Dudalen.**

- 1 Ymddiheuriadau am absenoldeb.**
- 2 Derbyn datgeliadau o fuddiannau personol a rhagfarnol.**  
[www.abertawe.gov.uk/DatgeliadauBuddiannau](http://www.abertawe.gov.uk/DatgeliadauBuddiannau)
- 3 Gwahardd pleidleisiau chwip a datgan chwipiau'r pleidiau.**
- 4 Cofnodion:** **1 - 5**  
Cymeradwyo a llofnodi, fel cofnod cywir, gofnodion y cyfarfod blaenorol.
- 5 Cwestiynau gan y cyhoedd.**  
Rhaid i'r cwestiynau ymwneud â materion ar ran agored agenda'r cyfarfod, ac ymdrinnir â hwy o fewn 10 munud.
- 6 Sesiwn Holi Aelod y Cabinet: Aelod y Cabinet dros lechyd a Lles** **6 - 28**

(Y Cyngorydd Mark Child).

- |           |   |                  |
|-----------|---|------------------|
| <b>7</b>  | <b>Craffu Cyn Penderfynu: Rôl y pwyllgor.</b>   | <b>29 - 31</b>   |
| <b>8</b>  | <b>Craffu Cyn Penderfynu: Cynllun Peilot Mwy o Gartrefi ar safleoedd Ffordd Milford a Pharc yr Helyg (Adroddiad Aelod y Cabinet dros y Gwasanaethau Tai, Ynni ac Adeiladau).</b><br>a) Ystyried Adroddiad y Cabinet a Chwestiynau<br>b) Barn y pwyllgor i'r Cabinet   | <b>32 - 49</b>   |
| <b>9</b>  | <b>Craffu Cyn Penderfynu: Stadiwm Liberty (Adroddiad ar y cyd gan yr Arweinydd ac Aelod y Cabinet dros Drawsnewid Gwasanaethau a Gweithrediadau Busnes).</b><br>a) Ystyried Adroddiad y Cabinet a Chwestiynau<br>b) Barn y pwyllgor i'r Cabinet   | <b>50 - 58</b>   |
| <b>10</b> | <b>Aelodaeth Paneli Craffu a Gweithgorau.</b>   | <b>59 - 61</b>   |
| <b>11</b> | <b>Rhaglen Waith Craffu 2017/18.</b><br>Trafodaeth ar:<br>a) Gynllun gwaith y pwyllgor.<br>b) Cyfleoedd am graffu cyn penderfynu<br>c) Cynnydd â phaneli craffu cyfredol a gweithgorau  | <b>62 - 89</b>   |
| <b>12</b> | <b>Llythyrau craffu.</b>  | <b>90 - 107</b>  |
| <b>13</b> | <b>Cynllun Gwaith y Pwyllgor Archwilio (Er Gwybodaeth).</b>   | <b>108 - 109</b> |
| <b>14</b> | <b>Dyddiad ac amser cyfarfodydd nesaf paneli/gweithgorau.</b><br>a) 13 Tachwedd am 2.00pm - Panel Ymchwilio Gweithio Rhanbarthol (Ystafell Bwyllgor 4, Neuadd y Ddinas)<br>b) 14 Tachwedd am 10.00am - Panel Perfformiad y Gwasanaethau Plant a Theuluoedd (Ystafell Bwyllgor 5, Neuadd y Ddinas)<br>c) 14 Tachwedd am 4.00pm - Gweithgor Cydlyniant Cymunedol a Throseddau Casineb (Ystafell Bwyllgor 5, Neuadd y Ddinas)<br>ch) 15 Tachwedd am 10.00am - Y Diweddaraf am Ymchwiliad Gwasanaethau Iechyd Meddwl Plant a Phobl Ifanc (Ystafell Bwyllgor 5, Neuadd y Ddinas)<br>d) 16 Tachwedd am 2.00pm - Panel Perfformiad Ysgolion (Ysgol Gyfun yr Olchfa)<br>dd) 21 Tachwedd am 3.30pm - Panel Perfformiad Gwasanaethau i Oedolion (Ystafell Bwyllgor 5, Neuadd y Ddinas)<br>e) 28 Tachwedd am 4.00pm - Gweithgor Taliadau Meysydd Parcio (Ystafell Bwyllgor 6, Neuadd y Ddinas)<br>f) 1 Rhagfyr am 10.30am - Panel Ymchwilio Gweithio Rhanbarthol (Ystafell Bwyllgor 4, Neuadd y Ddinas)<br>ff) 6 Rhagfyr am 10.30am - Panel Perfformiad Gwella Gwasanaethau a Chyllid (Ystafell Bwyllgor 5, Neuadd y Ddinas)<br>g) 7 Rhagfyr am 10.00am - Panel Perfformiad Datblygu ac Adfywio (Ystafell Bwyllgor 5, Neuadd y Ddinas) |                  |

**Cyfarfod nesaf:** Dydd Llun, 11 Rhagfyr 2017 ar 4.30 pm



**Huw Evans**

**Pennaeth Gwasanaethau Democrataidd**

**Dydd Llun, 6 Tachwedd 2017**

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**Cyswllt: Y Gwasanaethau Democrataidd Ffôn (01792) 636923**

# Agenda Item 4



City and County of Swansea

## Minutes of the **Scrutiny Programme Committee**

Committee Room 3A, Guildhall, Swansea

Monday, 9 October 2017 at 4.30 pm

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

**Councillor(s)**

C Anderson  
L S Gibbard  
C A Holley  
I E Mann

**Councillor(s)**

S E Crouch  
D W Helliwell  
P Jones  
M Sykes

**Councillor(s)**

E W Fitzgerald  
T J Hennegan  
E J King  
G J Tanner

**Co-opted Member(s)**

P M Black

**Co-opted Member(s)**

P R Hood-Williams

**Co-opted Member(s)**

J W Jones

**Also Present:**

Councillor Jennifer Raynor Cabinet Member for Children, Education and Lifelong Learning

**Officer(s)**

Kate Jones  
Brij Madahar  
Debbie Smith

Democratic Services Officer  
Scrutiny Team Leader  
Interim Deputy Head of Legal, Democratic Services and Business Intelligence.  
Children's Rights Co-ordinator  
Head of School Support Unit  
Partnership & Commissioning Manager  
Chief Education Officer

Katie Spendiff  
Kathryn Thomas  
Jane Whitmore  
Nick Williams

**Apologies for Absence**

Councillor(s): J P Curtice, C R Evans, B Hopkins and W G Thomas

Co-opted Member(s): D Anderson-Thomas

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### 41 Disclosures of Personal & Prejudicial Interest.

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interest was declared:

Councillor M H Jones - personal - Minute No. 45 – Chair of Governors at Olchfa School – The school playing fields at Olchfa were mentioned as part of the Cabinet Member Question Session.

Councillor J W Jones - personal - Minute No. 45 – Governor at Olchfa School – The school playing fields at Olchfa were mentioned as part of the Cabinet Member Question Session.

**42 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.

**43 Minutes.**

**Resolved** that the Minutes of the Scrutiny Programme Committee held on 11 September 2017 be approved and signed as a correct record.

**44 Public Question Time.**

There were no public questions.

**45 Cabinet Member Question Session: Cabinet Member for Children, Education & Lifelong Learning (Councillor Jennifer Raynor).**

Councillor Jennifer Raynor, Cabinet Member for Children, Education & Lifelong Learning, provided a verbal address further to the written report circulated. She highlighted the following areas: -

- Improved performance in pupil attainment in key stages 2 and 3, key stage 4 was still to be determined
- 21<sup>st</sup> Century Schools Programme
- Cynnydd Project - European Social Fund project to ESF to support young people at risk of becoming NEET

Questions and discussions with the Cabinet Member, Chief Education Officer and Head of the School Support Unit focussed on the following: -

- Steps to ensure that education is valued by all and all students are enabled to thrive
- Availability of training for Schools in relation to attachments, family break-ups, or other adverse experiences affected children and young people
- Pupil Development Grant (Looked After Children)
- 'Team around the School' initiative for schools that require additional support
- Resilience Training and support for families coping with bereavement.
- Council's prioritisation for 21<sup>st</sup> Century Schools Programme, including building condition surveys
- Sale of surplus education land (it was noted that the proceeds from sales amount to £3.6 Million since 2012 - land sold has not disposed of any school facilities, but largely vacated schools and wider educational assets)
- Health implications from car and bus fumes particularly at school pick up and drop off
- Targets for Welsh Education provision

- Criteria for distribution of education contributions received through S106 Planning Agreements
- 30 hours free childcare provision pilot being run in Swansea
- Requirements of registration with CCSIW
- Impressive figures for transition to Welsh medium Secondary Schools
- Improvement required on transition from childcare to nursery
- Challenge Advisors – benefits and conflicting views
- Decline of Modern Foreign Languages in schools
- Educational Psychologists and allocated time in schools
- Extent of services delegated to schools
- Responsibility for the School Curriculum, including provision for teaching on the environment / sustainability
- Effect of the change of Grading system in England
- Determination of School Catchment areas
- Progress on the Pupil Referral Unit in Cockett
- Effectiveness of Governing Bodies

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

#### **46 Children & Young People's Rights Scheme - Annual Progress Report 2017.**

The Cabinet Member for Children, Education & Lifelong Learning, the Partnership & Commissioning Manager and the Children's Rights Co-ordinator presented an Annual Progress Report on Children & Young People's Rights Scheme 2017.

The Children's Rights Co-ordinator highlighted the following work areas: -

- Sustained and increased engagement with children and young people with 6,087 participants across ages 2-18
- Increased age range of Corporate Parenting Challenge
- UK Youth Parliament involvement
- Early years and ensuring quality childcare
- Promoting knowledge of UNCRC (United Nations Convention on the Rights of the Child)
- 98% of schools in Swansea are now engaged in the Rights Respecting Schools Award
- Recommendations for future improvement – Broadening Our Approach, Extending Our Offer, Being More Visible and Assessing Impact

Questions and Discussions with the Cabinet Member and Officers focussed on the following: -

- Better accessibility of reports going forward
- Super Survey Data – Surprising data in respect of experience in relation to Sexual Health, Cigarettes and Alcohol – it was suggested that future survey questions look at including vaping. Results in relation to children's views about the transition to secondary school were also discussed

- How the report is shared with schools – it was noted that the Super Survey Data has been broken down per school and fed back for them to respond accordingly. The feedback from schools on the Survey will be shared with the committee
- Marked difference in response of Primary and Secondary Schools to the School Council Audit
- Engagement of Home Educated children and young people

The Committee thanked the officers and colleagues for their excellent work carried out with schools and also commended the UNCRC training delivered over the last year.

**Resolved** that the views of the committee on progress be noted by the Cabinet Member and Officers.

#### **47 Membership of Scrutiny Panels and Working Groups.**

The Chair presented a report on scrutiny panel / working membership.

**Resolved** that: -

1) the co-option of the following be endorsed:

Adult Services Performance Panel

Tony Beddow

Katrina Guntrip

2) the following changes to the Public Services Board Performance Panel be noted: -  
Martyn Waygood has replaced Paul Newman as the ABMU representative  
Cllr Paulette Smith has come off the South Wales Police and Crime Panel and confirmation of a new representative is awaited.

#### **48 Scrutiny Work Programme 2017/18.**

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

The Chair stated that expressions of interest would be sought from scrutiny councillors to participate in the next set of identified Working Groups. It was suggested that the proposed Working Group on Homelessness be deferred until the New Year to enable discussion on the draft Homelessness Strategy which is being developed.

A summary of the work plans of the Council's Policy Development & Delivery Committees was provided to ensure awareness and help avoid any duplication.

Members noted an extra committee meeting would take place on 17 October at 2pm for pre-decision scrutiny of a cabinet report on the regeneration of Castle Square.

**Resolved** that the next 2 Working Groups be on:

Car Park Charges

Roads / Footway Maintenance

**49 Scrutiny Letters.**

A log of scrutiny letters produced this year and correspondence between the Committee and Cabinet Members relating to the committee meeting in August were reported.

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

**50 Audit Committee Work Plan.**

The Audit Committee Work Plan was noted.

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

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

The meeting ended at 6.20 pm

**Chair**



# Agenda Item 6



## Report of the Chair

Scrutiny Programme Committee – 13 November 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>	<p>The following Cabinet Member will appear before the Committee to participate in a question and answer session:</p> <ul style="list-style-type: none"><li>• Councillor Mark Child, Cabinet Member for Health &amp; Wellbeing</li></ul>
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• Question the Cabinet Member on relevant matters</li><li>• Make comments and recommendations as necessary</li></ul>
<b>Lead Councillor:</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>	Stephanie Williams
<b>Finance Officer:</b>	Amanda Thomas

#### 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 Mark Child, Cabinet Member for Health & Wellbeing

Within this cabinet portfolio, he is responsible for:

- Early Intervention & Prevention
- Wellbeing
- Adult Social Services Modernisation
- Elderly Care
- Activities to Promote Independence & Ageing Well
- Mental Health
- Supporting People
- Learning Disability
- Joint Equipment
- Assessment/Care Management
- Integration of Health & Social Care
- Western Bay
- Ethical Care Charter Implementation
- Corporate Parenting Lead
- Child & Family Services
- Children & Young People (CYP) Board Rep
- Regional Adoption Service
- Continuum of Care
- Safe Looking After Children (LAC) Reduction Strategy
- Flying Start
- Best Start in Life
- Poverty Reduction
- Lead Elements of Sustainable Swansea

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

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

### **4. Previous Correspondence**

- 4.1 Amongst the issues discussed during relevant Q & A sessions last year included:

- Corporate Safeguarding
- Children & Young Peoples Partnership
- Youth Leaders
- Youth Offending Service
- Flying Start
- Children Educated at Home
- Budget.
- 4-tier Model for Adult Social Care
- Local Area Coordinators
- Supporting People to Live at Home
- Residential Care Services
- Social Services and Well-being (Wales) Act 2014
- Partnerships with the Health Service
- Integration of Health and Social Care.

Relevant correspondence between the committee and former cabinet members 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 no questions have been received.

## **6. Legal Implications**

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

## **7. Financial Implications**

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

**Background Papers:** None

**Appendices:**

**Appendix 1:** Portfolio Headlines

**Appendix 2:** Previous Correspondence

**Councillor Mark Child - Health and Wellbeing Cabinet Portfolio**

**1. Portfolio Priorities / Objectives**

- Bring through Commissioning Reviews for Adults in Domiciliary care, Residential Care and Day Care, and for Mental Health, Learning Difficulties and Physical Disabilities services.
- Use the Model to guide changes in Social Services provision and staff's dealings with individuals, to help people achieve what they wish.
- Ensure the safe, efficient, effective and most importantly, sustainable delivery of services.
- See that Western Bay manages and reviews itself fully as Bridgend leaves.
- Increase the profile and effectiveness of the Best Start initiative.

**2. Specific Activities and Achievements, Progress against Corporate Priorities / Policy Commitments, Key Decisions Taken, and Impact / Difference Made**

- Agreeing the Service Model in Cabinet
- Completing the Domiciliary Care Commissioning Review.
- Increased Local Area Co-ordinators to 10, covering close to 50% of Swansea, with increased numbers of contributors to finance this.
- Adoption of an Ethical Charter for Social Care
- The Practice Framework agreed that uses a strength based approach.

**3. Headlines on the Performance of Services and the Key Targets Monitored to Measure Improvement and Success**

- Child and Family services still performing well for Looked After Children, with LAC numbers down 20%, and 50% reduction in use of residential settings.
- An all Adult Services Performance Framework in place.
- The aim is now to support people at the lowest level possible. Understanding that success will be an increase in Information, Advice and Assistance to encourage people to self-support; a decrease in the overall number of domiciliary care hours; a decrease in the number of residential care placements; people supported via our residential Reablement beds going home; people supported by our Homecare Reablement service leaving the services with much less support.

**4. Engagement with Service Users / Public and What Influence This Has Had**

- Consultation on Model and Domiciliary Care Review took place with a good response that influenced implementation.
- Co-production was employed to produce the report shortly to come to Cabinet on Children with additional needs.
- Supported Living Tender co-produced with service users and families.

**5. What You Hope to Achieve Over the Coming Months and Challenges**

- Acknowledgement of challenges facing Adult Social Services across the council, councillors and through the budget.
- Agree outcome of the Residential and Day Care Commissioning reviews.
- Delivering the Adult Services Model at pace.
- Meeting the budgetary challenge in terms of delivering sustainable Adult Services.
- Agreement to consult on the Commissioning Strategies for Mental Health, Learning Disabilities and Physical Disabilities.
- Bring a similar approach to non-statutory children's services in the Family Support Commissioning Review as has been developed on the statutory side.
- A recommitment to Healthy Cities by the Council and ABMU.

**6. What Key Decisions You Are Expecting to Take to Cabinet over the Next Year**

- Implementation of various Commissioning Reviews announced above.
- Agreement to consult on the Commissioning Strategies for Mental Health, Learning Disabilities and Physical Disabilities.
- Support Social Services through the drive to become sustainable, improving individuals' independence and providing quality services for the people of Swansea when needed.

**7. Your Interactions with Scrutiny and Outcomes, and Whether There Is any Specific Future Scrutiny Activity You Would Welcome**

- Just at the start of this, but I hope I have good relations with each chair. I hope they can challenge the pace at which we implement the Model, shift to empowering and enabling, and move to sustainability.
- Alongside this I think a particular focus on how Social Services and ABMU work together, using the Future Generations Act as a model would be useful.



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

**To/  
Councillor Christine Richards  
Cabinet Member for Services for  
Children & Young People**

**BY EMAIL**

*Please ask for:  
Gofynnwch am:*

**Scrutiny**

*Direct Line:  
Llinell Uniongyrchol:*

**01792 637257**

*e-Mail  
e-Bost:*

**scrutiny@swansea.gov.uk**

*Our Ref  
Ein Cyf:*

**SPC/2016-17/3**

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**14 July 2016**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Services for Children & Young People following the meeting of the Committee on 13 June 2016. It is about Corporate Safeguarding, Children & Young Peoples Partnership, Youth Leaders, Youth Offending Service, Flying Start, Children Educated at Home and the Budget.

Dear Councillor Richards,

**Cabinet Member Question Session – 13 June**

Thank you for attending the Scrutiny Programme Committee on 13 June 2016 and answering questions on your work as Cabinet Member for Services for Children & Young People. We wanted to explore priorities, actions, achievements and impact, in relation to your areas of responsibility. Thanks also to Dave Howes, Chief Social Services Officer, who was present to assist the committee during the session.

You talked about your regular contact with scrutiny through the Child & Family Services Scrutiny Performance Panel and we were pleased to hear you praise the valuable work of that Panel which you stated made a significant contribution to service improvement. You recognised the important role played by scrutiny to help ensure the service does not return to the time, just a few years ago, of intervention. You also spoke about your meeting with the Service Improvement & Finance Scrutiny Performance Panel over the last year which covered a number of aspects of your portfolio including the budget.

**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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You referred to partnership working as one of the main issues and challenges ahead, and an area of increasing emphasis within the public sector, and between local authorities, despite the likely absence of major local government reorganisation.

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:

### **Corporate Safeguarding**

The committee discussed the Corporate Safeguarding Annual Report for 2014/15 and update for 2015/16. As Cabinet Member with lead responsibility for safeguarding you provided a background to this work and explained that the report covered the activities of the Corporate Safeguarding People Steering Group, formed in response to a Wales Audit Office review of Local Authority arrangements to support the safeguarding of children.

We recognised that 'Safeguarding Vulnerable People' was one of the Council's five Corporate Plan Priorities, and perhaps the most important. We noted that the annual report for 2014/15 represented the first year's work of the Steering Group in establishing clear corporate safeguarding arrangements.

The committee was made aware of work carried out over the past 18 months to promote the idea that safeguarding was everyone's responsibility, and other achievements, including:

- identifying clear safeguarding leads across all Council services
- provision of on-line and/or face-to-face training, appropriate to job roles
- developing a performance framework to provide adequate assurance that systems are working effectively
- a training event on child sexual exploitation

The committee noted that approaches in Swansea were attracting interest elsewhere.

Overall the committee was pleased with progress and endorsed actions taken. However, we asked about progress in relation to the effectiveness of arrangements with partners, including contractors, and their engagement with safeguarding standards / issues. We were told that that this remained an area of development but actions have been identified to extend responsibilities across external organisations carrying out work for the council and ensure that they have a level of safeguarding understanding. The committee was keen to see progress in this area and timescales.



The committee was also interested in how the work of the Corporate Steering Group complemented the work of the Western Bay Safeguarding Board, Public Protection Executive Board, and local operational groups.

### **Children & Young Peoples Partnership**

Following our meeting with you last September and subsequent correspondence you said that work was being undertaken to re-establish the Children & Young Peoples Executive Board. This is important for strategic direction and coordination of work to ensure good outcomes for children & young people across the partnership. One of the issues was around how this fits within the bigger Single Integrated Plan / Public Services Board agenda.

Although no longer statutory, you confirmed that the Board has now met and referred to a new draft of the Children & Young People Strategic Partnership Plan which has been developed. The Plan provided clarity about the vision, priorities, and outcomes.

We asked about the process of monitoring progress to improve outcomes. You said that one of the objectives was around promoting children's rights and talked about the progress made in embedding the UNCRC across schools, as an example of actions being monitored. We asked about your role and involvement in the Public Services Board. As well as sitting on the Children and Young Peoples Partnership Board you confirmed that you were a member of the Public Services Board.

### **Youth Leaders**

We asked about the work of Youth Leaders and level of service across Swansea. You said you would provide us with information about the number of youth workers and the areas that they were operating within.

### **Youth Offending Service**

We asked about the regional Youth Offending Service. You said that the arrangements were working well however this was a challenging area with room for improvement.

We discussed early intervention initiatives and whether any improvements to outcomes for young offenders had resulted since restorative practice had been introduced. We were told that although there was evidence of successful outcomes for some children there were still a small and significant number of children being incarcerated, many with developmental needs such as speech and language.

Committee members queried the availability of reports on performance about the Youth Offending Service. We were unclear about the reporting mechanism for this body. Can you give us overview about this service with links to any published reports?

### **Flying Start**

We asked about the continuity and evaluation of the Flying Start scheme since it had moved into the Education Portfolio. You felt that the move to Education was a positive step to ensure better links with nursery / school provision, and stated that you would continue to work with the relevant Cabinet Member and retain interest. We agreed that working with families was critical to help break the cycle of deprivation. The committee asked how the scheme is being monitored. We understood that there was a performance framework which is used for reporting back to the Welsh Government. We have identified 'Preparedness for School' as a potential scrutiny inquiry topic that will be starting soon. I would expect that this will explore the success or otherwise of Flying Start, and other initiatives, during any evidence gathering.

### **Children Educated at Home**

We asked about the welfare of those children being educated at home. This is something which has concerned a number of scrutiny councillors in various forums and there has been surprise that the council has no power to see those children to check on their welfare. We acknowledged the need to remain vigilant, ask questions, offer help, and not be afraid to report any concerns. You stated that this was an issue that the service was aware of and has been in contact with the Welsh Government about. We noted that there was joint working between social service and education officers to ensure any concerns can be addressed at the point any request for home tuition is made.

### **Budget**

We asked about the budget for the Children & Young People portfolio, particularly any financial pressures / challenges over the past year. We were told that the service was within budget, and financial management was strong within the service with an emphasis, like other parts of the council, on working smarter.

### **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:

- more information about arrangements with partners, including contactors, on safeguarding;
- information about Youth Leaders; and

- a performance report on Youth Offending Service.

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

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

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Mary Jones', with a stylized, cursive script.

**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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

Councillor Mary Jones  
Chair, Scrutiny Programme Committee

**BY EMAIL**

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Councillor Christine Richards  
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Our Ref / Ein Cyf: CR/SH  
Your Ref / Eich SPC/2006-17/3  
Cyf:  
Date / Dyddiad: 3 August 2016

**If you require this or any other information in another format  
e.g. Braille, audio tape or a different language, please contact me**

Dear Mary

**Cabinet Member Question Session – 13 June 2016**

Thank you for your letter of the 14 July 2016 which follows on from my attendance at the Scrutiny Programme Committee on 13 June 2016. I will respond using the headings outlined in your letter.

**Corporate Safeguarding**

As you say 'safeguarding vulnerable people' is one of the Council's five Corporate Plan Priorities and one which remains highly visible within the authority. I note the committee's focus on extending responsibilities in this area to external organisations carrying out work for the council. I can report that considerable progress has been made in terms of Safeguarding in contracts; there is a new standard form contract for Community and Adult/Children Services with specific clauses in relation to safeguarding, all new contracts within Social Services have specific safeguarding clauses. A Safeguarding Policy is in the process of being drafted for providers which will clearly state their duties in terms of safeguarding. Before the Council enters into contracts with providers a number of checks are undertaken and these include DBS checks and ensuring staff receive appropriate safeguarding training and refresher training.

I would also like to take the opportunity to encourage scrutiny members to complete the safeguarding training. Records show that less than half the Members present had completed both the training for adults and for children.

**COUNCILLOR/Y CYNGHORYDD**  
**CHRISTINE RICHARDS**  
**DEPUTY LEADER / DIRPRWY ARWEINYDD**

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**Children and Young People's Partnership**

The Partnership Board last met on 13 July 2016. The meeting was very well attended by representatives of all the key agencies with a focus on speech and language. This is a vital area and key to improving outcomes for our most vulnerable children. Work around children's rights has been ongoing in Swansea for a number of years, starting with the concept of restorative practice. The UNCRC provides the opportunity to embed the value base of children's rights and participation in all the work we do. It will also provide the opportunity to ensure we promote evidence based models of intervention that are compatible with this value base. The Signs of Safety (SOS) practice framework adopted by Child and Family services and Rights Respecting Schools would be good examples of this work in practice.

**Youth leaders**

We currently have 29 full time Lead Worker roles within the Young People Services who work intensively with Young People and their Family. They are a referral only service with referrals coming from social services, schools and careers.

These posts operate in approximate geographical areas and are based at centres in Townhill, Cockett, Blaen-y-maes, Llansamlet, Gorseinon and Central Swansea. Their location is based on need, demand and funding restrictions. The posts are funded by a combination of sources including Communities First, Families First, Welsh Government Youth Work Strategy Grant and Core funding. The team are currently supporting 254 young people and their families from pre 16 referrers and 75 post 16 young people and their families.

In addition to the lead work teams the service also has 7 part time Youth Club leadership posts operating across a range of clubs across the city.

The service also operates a NEETS Team and a Targeted and Specialist Team, which includes the running of the Info-nation Service on the Kingsway in the City Centre.

**COUNCILLOR/Y CYNGHORYDD**  
**CHRISTINE RICHARDS**  
**DEPUTY LEADER / DIRPRWY ARWEINYDD**

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**Youth offending service**

The Western Bay Youth Offending Service (YOS) has been operating since 2014. The transition to a regional service has worked well, with performance sustained and in some areas improved, within a context of efficiencies being made. In summary there has been a reduction in first time entrants to the Criminal Justice System (CJS), a reduction in reoffending, a reduction in the use of custody and in 2015/16 savings of £130,000 were made. In Swansea last year, 7 young people received a custodial sentence, a reduction from 8 the previous year. The current Youth Offending Service Plan has been presented to Western Bay Youth Offending Service Board, Corporate Management Team and will be presented to Corporate Briefing on Thursday 4 August 2016. A presentation of the performance of the service was provided to Scrutiny Performance Panel on Monday 25 July 2016. Performance information relating to YOS will be included in Child and Family Service monthly report.

**Flying Start**

Following the Scrutiny Planning Conference, the committee agreed to establish further Scrutiny Panels / Working Groups. One of these being **Preparedness for School**, which will look at how support for 0-3 year olds can be improved so that they arrive at school ready to learn. An inquiry will explore the success and performance framework of Flying Start and other initiatives, during the evidence gathering stages.

**Children Educated at Home**

There is nothing further to report on this other than to reassure that Welsh Government continue to be lobbied to address this issue, which has been a concern for a number of years. In the interim, close working arrangements between the Education department and Child and Family services will continue.

**COUNCILLOR/Y CYNGHORYDD**  
**CHRISTINE RICHARDS**  
**DEPUTY LEADER / DIRPRWY ARWEINYDD**

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**Budget**

Significant savings were made in 2015/16 within Child and Family Services, performance was sustained and successful implementation of the Safe LAC Reduction Strategy continued. Robust financial management continues, however the challenges this year are significant due to uplifts in contract costs and allowances.

Yours sincerely

*Christine Richards*

**COUNCILLOR CHRISTINE RICHARDS**  
**DEPUTY LEADER & CABINET MEMBER FOR**  
**SERVICES FOR CHILDREN & YOUNG PEOPLE**

**COUNCILLOR/Y CYNGHORYDD**  
**CHRISTINE RICHARDS**  
**DEPUTY LEADER / DIRPRWY ARWEINYDD**

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**CITY AND COUNTY OF SWANSEA**  
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**To/  
Councillor Jane Harris  
Cabinet Member for Adults &  
Vulnerable People**

**BY EMAIL**

*Please ask for:* Scrutiny  
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*Eich Cyf:*  
*Date* 12 January 2017  
*Dyddiad:*

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Adults & Vulnerable People following the meeting of the Committee on 12 December 2016. It is about the 4-tier Model for Adult Social Care, Supporting People to Live at Home, Residential Care Services, Social Services and Well-being (Wales) Act 2014, Partnerships with the Health Service, and Integration of Health and Social Care.

Dear Councillor Harris,

**Cabinet Member Question Session – 12 December**

Thank you for attending the Scrutiny Programme Committee on 12 December 2016 and answering questions on your work as Cabinet Member for Adults & Vulnerable People. 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.

Amongst the things you highlighted to the committee included a focus on:

- developing effective ways of working that involve staff using improved systems, improved performance measures alongside better financial organisation
- greater integration of health and social care to avoid duplication, improve effectiveness and reduce waste

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- access to information, developing resilient communities, improving skills around reablement, and effective commissioning, contracting and monitoring.

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

### **The 4-tier Service Model for Adult Social Care**

We discussed the future of adult social care and the development of a new model and approach. We asked you about the new 4-tier service structure (ranging from universal to specialist support), each tier delivering a different level of support and each supporting a smaller number of people than the tier below. We understood it focused on ensuring that people have access to the right level of care at the right time, and over time aimed to reduce dependency and demand for managed care, shifting resources from complex and statutory services to universal and early intervention.

We asked about some of the specific interventions that might be included under these tiers, for example:

- Adequate transport services to enable people to have access (tier 1)
- Community organisations which are able to detect risk factors (tier 2)
- Daytime activities to help people connect (tier 2)

We discussed that limited provision of community transport / car schemes called for more local services and opportunities for home visits etc, and a greater role played by the third sector in developing community activities and skills.

We also asked about budgetary pressures from the reported increase in domiciliary care. We acknowledged that the council had no choice but to meet the increased expenditure, whether or not services were being directly provided by the council or commissioned.

We discussed specialist telecare support and the development of assistive equipment. We agreed that technology provided great potential for monitoring in the home, but were not sure how far things have developed and were being utilised locally. We asked if you could inform us of current charges for telecare / community alarms, and whether an increase is planned for the next financial year?

## **Supporting People to Live at Home**

We asked about the Council's capacity to support people to live in their own homes for as long as possible. You talked about our ability to ensure that people can manage at home, particularly where needs may not necessarily be acknowledged by the individual. We heard that the issue of demand for the service was not necessarily due to increasing numbers but people staying at home for longer. You told us that much of the ability to meet demand depended on commissioning support from external providers.

You cited improvements in systems around discharge from hospital, access to domiciliary care, and direct payments. With regard to direct payments, which give people more flexibility over how their care and support is arranged, we heard that there is a pressure to get the right number of personal assistants trained but the council was helping do this, and ways to help encourage, inform and promote this independence. A question was raised about the employment of personal assistants and work place pensions. You undertook to check and clarify this.

## **Residential Care Services**

We asked about the stability of private sector providers and the ability to respond to market failure in residential care. You acknowledged that there was a pressure on residential care services and with providers already operating at near full capacity there was some concern about flexibility. However you told us that good monitoring arrangements, and contingency plans are in place. We discussed the disadvantage of having a smaller number of big providers, as compared with a large number of smaller homes, managed by different providers, in terms of coping with failure.

## **Social Services and Well-being (Wales) Act 2014**

There was also discussion about the implications of the Social Services and Wellbeing Act on requirements for the assessment of need. We talked about the focus of the new Act and some concerns that have been raised by people about changes to the assessment process and re-assessments that have been carried out.

We heard that the Act has simplified the way people's needs are assessed but committee members were aware of individuals who were not happy about new assessments. You felt that the move away from long rigorous assessments was a better approach, but that did not mean assessments were now not robust. You advised that anyone not satisfied with the way they have been assessed can request a review of any decisions made, and, if still unhappy, a re-assessment.

## **Partnerships with Health Service and Integration of Health and Social Care**

We asked about the relationship between health and the authority and how things have developed with regard to closer working. Members remarked at how health always appeared to be in some state of turmoil, and increasing pressure on social services. You conceded that the effective integration of health and social care was still a complex issue not just locally but nationally. There was a particular issue around managing those discharged from hospital with continuing support needs. You told us that this was a priority and efforts were being made to tackle it.

### **Key Decisions**

We concluded the session by asking you about key decisions likely to be taken over the coming months. You pointed to the various Commissioning Reviews that were in progress or planned which would lead to cabinet consulting on and making important decisions about future service provision and delivery. You also highlighted the improvement and development of the 'Hub' approach to day services, with integrated / co-located health and social care staff within the community, as a priority.

### **Your Response**

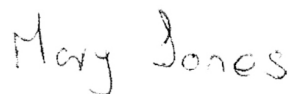
In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for you to provide further information on:

- charges for Telecare / Community Alarms; and
- the requirements of Work Place Pensions in relation to Direct Payments e.g. employment of a carer.

Please provide your response by 2 February. We will then include both letters in the agenda of the next available committee meeting.

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

Yours sincerely,



**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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Councillor Mary Jones  
Chair  
Scrutiny Programme Committee  
City & County of Swansea

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Our Ref / Ein Cyf: JH/CM  
Your Ref / Eich  
Cyf:  
Date / Dyddiad: 31 January 2017

**BY EMAIL**

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

Dear Councillor Jones

**CABINET MEMBER QUESTION SESSION – 12<sup>TH</sup> DECEMBER 2016**

Thank you for your letter of the 12 January regarding the Scrutiny Programme Committee on 12 December 2016 when priorities, actions, achievements and impact were explored, in relation to my areas of responsibility as Cabinet Member for Adults & Vulnerable People.

You agreed that technology provided great potential for monitoring in the home, but were not sure how far things have developed and were being utilised locally. You asked for confirmation of current charges for telecare / community alarms and whether an increase was planned for the next financial year. Please see attachment A.

You raised a question about the employment of personal assistants and work place pensions. I have checked this issue and if an individual in receipt of Direct Payment chooses to use that payment to employ an Independent Living Support Assistant (more commonly known as Personal Assistants) as they are employing that person directly as an individual they take on all associated employment responsibilities for that individual. Due to changes in legislation that includes a requirement that all employers must offer employees a pension scheme for people who earn in excess of £192 per week.

Swansea Council's Independent Living Team informs all potential employers about the responsibilities concerning pensions at the first meeting before they agree to a Direct

**COUNCILLOR/Y CYNGHORYDD**

**JANE HARRIS**

**CABINET MEMBER FOR SERVICES FOR ADULTS & PEOPLE /  
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Payment. Employers are reminded of this at the set up meeting and there is a pensions' fact sheet in the account folder.

The City and County of Swansea has contracted with Compass Disability Services to provide a payroll service for Direct Payment recipients. All necessary advice is given to recipients locally outlining their responsibilities and what they need to do when. Advice however is not given in relation to what pension schemes people should use as this can only be given by agencies regulated by the FCA.

Not many people employed as Personal Assistants earn sufficient money to require the pension scheme but those who do use the Government scheme.

I am grateful for your continuing interest in the future of adult social care and the development of the new model. I assure you that detailed work is continuing in all areas with particular emphasis on: the local ability to develop community resilience and to provide services at tier 1: the range of transport available to assure access to tier 1, 2 and 3 services; the appropriate range of provision at tier 2, 3 and 4 across all partners.

Yours sincerely



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

**COUNCILLOR/Y CYNGHORYDD**  
**JANE HARRIS**  
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Under the Social Services and Wellbeing Act all Local Authorities are now required to produce an annual Charging Policy. The first iteration of this Policy was agreed by Cabinet in April 2016 and related to the 2016/17 financial year. A revised Policy is due to be considered by Cabinet shortly. The charges for 2016/17, proposed charges for 2017/18 are and rationale for any change is as follows:

Charges for Services	Current charges in 2016/17	Charges to apply in 2017/18	% Increase/ Comment
Lifeline	£3.58/ week	£3.13/ week	Flat rate charge. The existing policy is predicated on the service operating at full cost recovery. Whilst last years policy set out a charge of £3.58, in practice the charge applied was £2.50 as costs were offset by introducing a charge to another local authority to provide a disaster recovery suite. The option to offset charges is no longer available.
Telecare	new category	£5.67	Last years policy set out a new charge for this service at £3.75 to avoid standard lifeline customers offsetting the costs of more expensive equipment. Work to implement this charge was delayed but can now be implemented in the new financial year.
Enhanced Telecare	new category	£6.53	No VAT chargeable.  Last years policy set out a new

			<p>charge for this service at £5.50 to avoid standard lifeline customers offsetting the costs of more expensive equipment. Work to implement this charge was delayed but can now be implemented in the new financial year.</p>
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# Agenda Item 7



## Report of the Chair

### Scrutiny Programme Committee – 13 November 2017

## Pre-decision Scrutiny – Role of the Committee

<b>Purpose</b>	This report provides guidance on pre-decision scrutiny ahead of consideration of the Cabinet report on:  a) More Homes Pilot Scheme Milford Way and Parc Y Helyg Sites
<b>Content</b>	This covering report is focussed on the role of the Committee in undertaking pre-decision scrutiny.  The actual Cabinet report which is being considered by Cabinet on 16 November is appended.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• note the pre-decision scrutiny process and role of the Committee</li><li>• consider the Cabinet report and proposals</li><li>• agree any views on the proposed decision that are to be raised with Cabinet</li></ul>
<b>Lead Councillor</b>	Councillor Mary Jones, Chair of Scrutiny Programme Committee
<b>Cabinet Report Lead Member / Officer(s)</b>	Andrea Lewis, Cabinet Member for Housing, Energy & Building Services Nigel Williams, Interim Head of Corporate Building Services
<b>Report Author</b>	Brij Madahar, Scrutiny Team Leader Telephone: 01792 637257 <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer</b>	Stephanie Williams
<b>Finance Officer</b>	Amanda Thomas

## 1. Introduction

- 1.1 The Scrutiny Programme Committee will carry out pre-decision scrutiny or delegate reports to be considered to relevant Scrutiny Panels.



1.2 A decision on the following report is being taken by Cabinet on 16 November:

- More Homes Pilot Scheme Milford Way and Parc Y Helyg Sites

This report provides an update on the progress on the first more homes pilot scheme at Milford Way and requests approval for the second Pilot site at Parc Y Helig.

## **2. Role of the Committee**

2.1 The purpose of pre-decision scrutiny:

- It entitles scrutiny to discuss proposed Cabinet reports, where a clear recommendation(s) exists, before decisions are taken by the Executive.
- Acting as a 'critical friend', it enables scrutiny to ask questions about a report to develop understanding and inform and influence decision-making, for example asking about:
  - the rationale for the report
  - robustness of the proposed decision and decision-making process
  - potential impact and implications (including policy/budget issues) and risks
  - how different options have been considered
  - the extent of consultation undertaken etc.
- It enables scrutiny to report its views and any issues to Cabinet. The chair, on behalf of the Committee, can attend the Cabinet meeting to share the views of scrutiny on the report prior to Cabinet decision. This may include giving support, providing other suggestions on the way forward, or flagging up any concerns.
- The views of scrutiny are required to be formally considered by Cabinet before it makes the decision and feedback should be given including explanation for any rejection of views expressed.

2.2 The relevant Cabinet Member(s) will attend the meeting to respond to questions and issues raised. Relevant officer(s) involved in the development of the report(s) will also be present to assist the Committee and provide appropriate advice.

2.3 The Committee (through the chair) will write to the relevant Cabinet Member with its views following pre-decision scrutiny. The chair will have the opportunity to attend the cabinet meeting on 16 November to verbally feedback the Committee's views, conclusions and recommendations about the report.

### **3. Cabinet Response**

- 3.1 Cabinet must formally consider scrutiny views at its meeting. It may decide that any issues raised by scrutiny can be dealt with at the meeting and decision taken. It may decide that more time is needed to consider the views of scrutiny and defer decision to the next (or a special) meeting of Cabinet.
- 3.2 The relevant Cabinet Member is expected to write back to the Committee with feedback from Cabinet, and should include explanation of any rejection of scrutiny views.

### **4. Legal Implications**

- 4.1 In accordance with the Council's Constitution "pre-decision scrutiny gives scrutiny the opportunity to influence Cabinet decision making as a critical friend". "The views of the scrutiny committee are formally presented (either in a written report or verbally by the scrutiny Chair) to the Cabinet meeting for the Cabinet to consider and inform its decision making".

### **5. Financial Implications**

- 5.1 There are no specific financial implications raised by this report. Financial implications of the actual cabinet report(s) are contained within those reports.

Background Papers: None

Appendices: Cabinet Report 16 November 2017 – More Homes Pilot Scheme  
Milford Way and Parc Y Helyg Sites

# Agenda Item 8



## Report of the Cabinet Member for Housing Energy & Building Services

Cabinet – 16 November 2017

### More Homes Pilot Scheme Milford Way and Parc Y Helyg Sites

<b>Purpose:</b>	To update Members on the completion of the first more homes pilot scheme at Milford Way and request approval for the second Pilot site at Parc Y Helyg to comply with FPR 7.
<b>Policy Framework:</b>	More Homes Strategy Council Constitution:- FPR procedure rules
<b>Consultation:</b>	Finance, Legal, Access to Services.
<b>Recommendation(s):</b>	It is recommended that Cabinet:  1) Note the progress and final costs from the first pilot scheme at Milford Way, Penderry and formally approve the financial implications in line with FPR7.  2) Approve the allocation of £500,000 for the scheme for Parc Y Helyg for the enabling works, the detail of which will be delegated to Director of Place, in line with the requirement of FPR7.  3) Confirm a further report is required to Cabinet to confirm which options should be progressed at Parc Y Helyg together with the final expected costs in line with FPR7
<b>Report Author:</b>	Nigel Williams
<b>Finance Officers:</b>	Jayne James /Jeff Dong
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Sherill Hopkins

## **1. Introduction**

- 1.1 With construction of the first pilot project at Milford Way, Penderry nearing completion, it is logical to review progress and any “lessons-learned” so that the maximum benefit can be derived from the Pilot project allowing analysis to be undertaken to inform any future project delivery. This “gateway” report sets out the results of this financial analysis and identifies opportunities for their adoption into the forward programme to deliver further efficiencies and value for money.

## **2. Objectives of the Pilot Scheme**

- 2.1 The fundamental need for more affordable homes in Swansea was set out in the Council’s More Homes Strategy. The Strategy also outlined the rationale for the proposed pilot schemes. Locations for the pilot schemes were confirmed by Cabinet in February 2016 as Milford Way and Parc Y Helyg.

This initial report only identified the principles of the two sites with the detail of the scheme being delegated to the Cabinet Member for Next Generation services and the Director of Place.

- 2.2 The pilot schemes are being funded directly by the HRA and as such the objectives of the pilots are to test a number of issues which in turn will help inform the longer term strategy. These include:

- Overall financial viability of directly developing new Council housing;
- The practical, organisational and capability issues that will need to be addressed as part of the ongoing More Council Homes programme;
- Specification options to balance the viability of the scheme with the affordability for the occupants and overall sustainability of the design.

This first scheme will result in the Authority being able to deliver 18 new Council homes for social rent within a relatively quick time.

One consideration was that the pilot schemes should be small. This was a prudent approach, as there was uncertainty over the costs of directly funding and building passivhaus standard homes for social rent, and the viability of directly funding council house new build. The purpose of the pilots was to expose and assess these risks and therefore, a smaller scheme would limit the implications if anything went awry.

### **3. Description of Scheme**

3.1 The mix of new homes for each site was determined as:

- Milford Way – 10 no. 2-bedroom semi-detached homes and 8 no. 1-bedroom apartments
- Parc-y-Helyg – 8 no. 2-bedroom apartments and 8 no. 1-bedroom apartments.

3.2 A range of varying build-standards were considered for the pilot. These included building to Building Regulations standard, Building Regulations 'plus', Fabric First, Passivhaus and SOLCER. Cabinet in their report of the 17<sup>th</sup> September 2015, determined that the Milford Way pilot site would be built to Passivhaus 'certified' standard.

It followed that as speed of delivery was a priority they would be constructed in timber-frame. However, given that these were first direct builds for a generation and that the process for designing and constructing Passivhaus is less straightforward this did have an inevitable effect on the timescale for project completion. Initially it was expected that project completion and phased handover could take place between April and September 2017 and whilst the overall date is close to being achieved delays particular with the confirmation of layout and numbers, supply chain of the specialist products plus complications with arranging a phased handover on an "occupied site" has led to an impact on the timeline although all properties will be completed within about 4 weeks of the original overall completion date.

3.3 As the pilots are new Council homes for social rent they have been designed to meet statutory requirements for social housing. Welsh Government have also issued consultation to make Design Quality Requirements (DQR) mandatory, this standard which includes a commitment to Lifetime Homes, has also been included in the design.

### **4. Financial Implications**

4.1 Financial Appraisal

As this is the first direct build project by the Council, it is important that a robust financial appraisal is carried out, which will inform any future phases of the More Homes programme, as well as measuring the scheme against the agreed objectives of testing;

- Overall financial viability of directly developing new Council housing;
- The practical, organisational and capability issues that will need to be addressed as part of the ongoing More Homes programme;

- Specification options to balance the viability of the scheme with the affordability for the occupants and overall sustainability of the design.

## 4.2 Financial Evaluation

A number of key questions need to be explored as part of this evaluation. These are as follows:

- 4.2.1 Has the Council been able to deliver new homes directly on a comparable basis with other homes built to the same standard and can the in house Corporate Building and Property services team demonstrate that it can be competitive in such a market place?
- 4.2.2 What choices exist when comparing the Passivhaus standard to alternative “high energy efficient” specifications and what is the indicative “extra over” cost and is this likely to be value for money in relation to potential benefits to tenants?
- 4.2.3 What opportunities may be taken to reduce the costs for any future schemes?

## 4.3 Total Cost for Milford Way

As the scheme is nearing completion, final costs are now fixed and no more anomalies are expected so this report can outline the final costs for Milford way with a summary shown in **Appendix A**.

The total cost for the project included all fees and charges now stand at £2,762,324 or £153k per unit. These costs are estimates by CB&PS and have not yet been fully charged to the ledger.

However, the site has been difficult to develop in terms of external works, which, at £646,379, represent a high proportion of the total cost. This is as a result of a number of reasons including the layout and extensive drainage works required to comply with Welsh Water restrictions in the area.

It is normal when reviewing costs and evaluating comparison to refer to “build costs” only as external works, services and ground works will always be site specific and can vary considerably.

As such, the build cost equates to £1,876,594 with a cost per unit of £104k.

## 4.4 Benchmarking

In terms of benchmarking, it is quite difficult to draw comparisons on a like for like basis. This is because even where Passivhaus schemes have been completed they have mainly been outside Wales, meaning that they are not required to comply with DQR and WHQS requirements.

In addition, there is the added cost of sprinkler systems also installed in Wales which isn't applicable elsewhere in the UK. However to enable a like for like comparison the following adjustments have been made for "abnormal costs".

- **Sprinkler costs (£54,484):-** these have been adjusted where the comparator costs are UK based since there are only required in Wales.
- **Additional costs for drainage attenuation (£78,003):-** (when comparing overall scheme).

#### 4.5 Evaluation of delivery costs of Passivhaus against other such providers

This evaluation looks at comparing the Council's costs of delivering the scheme to a Passivhaus standard and how these compare with others. However, there are limited direct examples where people would share the data but this is sufficient to provide a meaningful analysis.

**Example 1:** after adjusting to reflect the above "Sprinkler" costs, the Council total cost divided by total area of dwellings equates to £1,772/m<sup>2</sup> Comparison with a large English based RSL who has built 9 PH scheme, confirm their overall average build cost at £1,809/m<sup>2</sup> although costs on their most recent scheme have risen to over £1,900/<sup>2</sup>.

**Example 2:** at the start of the project BRE were engaged to carry out some high level analysis of the options prior to PH being the selected route. They captured significant data from across the UK around average build costs (house only) at £1,553/m<sup>2</sup> for a flat and £1,245/m<sup>2</sup> for a Semi-detached house.

The Council comparable rates for Flats are £1,511/m<sup>2</sup> and £1,196/m<sup>2</sup> for semi-detached houses, so again appear to be in the right "ballpark". The calculations for these cost comparisons can be found in **Appendix B**.

This limited analysis would seem to show that the Council can demonstrated that it has delivered its first pilot properties at a comparable rate to those undertaking properties to a Passivhaus standard. This is encouraging and the first build has been a significant learning curve for all. However, this is a small one off pilot and caution would need to be expressed in terms of scaling up to much larger projects.

In addition there are many "lessons learnt" which are being explored for the next scheme such as better local supply chain engagement and specification changes which will allow future costs to be reduced

#### 4.6 Passivhaus V's "Traditional"

Analysis of the construction costs for Milford Way compared to BRE data, SPONS (a nationally recognised Contractor's pricing book) and Welsh Government costs indicate a 10% to 12% price difference on "build cost" between Passivhaus and traditional building costs to meet minimum building regulations. As the external works would be the same regardless of the specification the difference when expressed as a % of total costs equates to in the region of 7 to 8%

However the Council has made it clear that it is looking at its long term strategy and to build to a standard above building regulations so that it better meets its policy of tackling fuel poverty and future generation's obligations. As such it has always indicated a minimum standard would not be acceptable and to this end, the next scheme for Parc Y Helyg will be seeking to compare the Passivhaus standard with a "fabric first" high energy efficient property which will be referred to as a 'Swansea Standard'.

To best make this analysis as there is little evidence to compare with it is intended, to twin tack the costing of the two options of "Passivhaus" and "Swansea standard". Whilst works are planned to commence in the spring it will be practical in the meantime to progress the infrastructure and drainage works at Parc Y Helyg to maintain progress with the scheme.

As explained above, it is very difficult to establish accurate comparisons on a "like for like" basis, particularly for a scheme constructed to Passivhaus in Wales, due to the varying requirements and regulations.

In addition, the analysis gives enough confidence to show that the extra over costs of Passivhaus would be in the region of 10 - 12% of build cost. This is comparable with other providers but it is clear that this differential can possibly be reduced to below 10%.

Following a review of the design and scope of works at Milford Way opportunities have been identified to the design that will generate saving of £25 - £30/m<sup>2</sup> on the buildings costs which equates to around a 2% or £29k reduction in the Passivhaus cost on Milford Way (**Appendix C**).

### 5.0 Lessons learnt and next steps

- 5.1 As indicated above, it has proved difficult to obtain comparator data for the purpose of this exercise but there is enough confidence to provide a recommended way forward in this report. Notwithstanding this, an approach has been made to Welsh Government officials to look at this as an opportunity for more Local Authorities in the housebuilding world to try to establish a series of benchmark data that can be collected on a consistent basis. This would enable Local Authorities and Welsh Government to make decisions based on reliable financial information.



In addition, a number of areas have been highlighted where there are opportunities to review the process, specification or delivery methodology, which could have a positive impact both on costs and outcomes. These are detailed in **Appendix D** and are summarised as follows:

- i. Site selection
- ii. Timescale for delivery
- iii. Decision to proceed with Passivhaus house.
- iv. Design issue.
- v. Restricted supply chain procurement due to Passivhaus standard.
- vi. Enhanced specification choices.
- vii. Supplementary heating
- viii. Pilot scheme experience/Knowledge gained.
- ix. Review external works
- x. All costs “cost comparison” benchmark data

5.2 Where these opportunities are linked to the costs of the delivery of Milford Way, these are being reviewed in order to try and assess the potential benefit and reduction that these could make for Parc Y Helyg.

5.3 It is intended to commence the infrastructure and drainage works at Parc y Helyg prior to Christmas, while the comparative costs of the building construction are prepared. This will ensure the planned Business Plan spend will be maintained with a view of commencing building construction works on the site, as per the agreed selected construction method.

## **6.0 Procurement**

6.1 The decision to progress with the Passivhaus standard has meant that local suppliers who did not have Passivhaus accreditation could not tender for the work with the major products coming from Europe. Many of the components were also “supply and fix” further reducing the opportunity to tender locally. In addition, legalities emerging as a result of using International and National companies and the need for “upfront payments” resulted in lengthy delays and impacts on site program.

When procuring materials the usual wording would be equal and approved, but as we had to meet the Passivhaus standard, we could not include this wording, which would have allowed others to tender for the work.

6.2 We are reviewing the process and specification for Parc Y Helyg to maximise the opportunities for the supply chain which would have the benefits locally but also potentially reduce costs by opening up to a wider range of suppliers.

## **7.0 Innovation Housing Fund Bid**

The Council has submitted an application to Welsh Government's Innovation Fund Bid for a grant towards the Milford Way scheme for 2017/18 and intends to do the same for Parc y Helyg, which if successful will be payable for the financial year 2018/19. Any update to this will be reported at the appropriate time.

The Innovative Housing Programme will initially be funded by £20m over the next two years, which will contribute to the 20,000 affordable homes target the Welsh Government aims to provide over the term of government. The innovative homes, which will help to significantly reduce or eliminate fuel bills, will inform the Welsh Government about the type of homes it should support in the future. WG have indicated that they will fund up to 58% of the scheme costs, plus 100% of innovation costs attributed to the innovative elements within the design.

## **8.0 Funding**

### **8.1 Capital - Milford Way**

Funding has been allocated within the HRA Capital Budget and Programme, allowance of £10m for More Homes Schemes over the period 2016/17 to 2020/21.

The final outturn costs for Milford Way is £2,762,324 including all construction costs, design and planning fees. This is the final cost estimated by CB&PS but these costs have not yet been charged to the ledger.

### **8.2 Capital - Parc y Helyg**

Work is still progressing to finalise details and specification for Parc y Helyg (in line with the chosen specification outlined in paragraph 4.6). The indicative budget for the scheme based on Passivhaus is £2,975,548 and this figure reflects extensive infrastructure works to the site, including major retaining walls, diversion of existing high level power cables, drainage attenuation and adjustment to ground levels due to sloping site.

A full FPR7 report will be bought forward for the scheme when costs are completed; however, a sum of £500,000 needs to be available to fund enabling works, as detailed above, on site prior to the construction method being agreed.

### **8.3 Revenue**

Whilst maintenance costs will be met from the existing Housing Revenue Account budget, the actual costs, particularly over the longer term are unknown as it depends on a number of factors in terms of extent of repairs

or replacement versus the fact that there would be limited requirements over the initial years of a new build property.

It is believed by sourcing more “local” products this differential can be reduced on the next scheme if the lessons learnt in this report are followed.

## **9.0 Equality and Engagement Implications**

An EIA screening form has been completed and reviewed (**Appendix E**). The agreed outcome was that a full EIA report was not required as there are no equalities and engagement implications at this time. Any developments will be subject to normal planning procedures.

## **10.0 Legal Implications**

All external goods and services will be procured in line with Contract Procedure Rules and European procurement regulations as appropriate.

**Background Papers:** None

### **Appendices:**

Appendix A: Cost Breakdown

Appendix B: Cost Comparison

Appendix C: Potential Cost Saving for Parc Y Helyg

Appendix D: Opportunities/Lessons learnt

Appendix E: Equality Impact Assessment Screening Form

**MORE HOMES PROJECT  
COST BREAKDOWN  
MILFORD WAY**

**\*GFA - 1,393m<sup>2</sup>**

<b><u>Description of Works</u></b>	<b><u>Cost (£'s)</u></b>	<b><u>Cost per m<sup>2</sup></u> (Cost/GFA)</b>
Dwellings Construction Cost	£1,876,594	£1,347.16
External Works & Drainage (inclusive of Landscaping & Fencing works of £118,905 or £85.36/m <sup>2</sup> )	£646,379	£464.10
<b>Sub Total</b>	£2,522,973	£1,811.18
Fees & Charges @ 9% plus Planning Costs & Building Regulations	£239,351	£171.90
<b>TOTAL BUDGET COST</b>	<b>£2,762,324</b>	<b>£1,983/m<sup>2</sup></b>

## MORE HOMES

### MILFORD WAY

## COST COMPARISONS

The following cost comparisons are based on the property construction costs for the properties. They exclude external works, drainage, service trenches, landscaping & Professional fee's

The unit rates for the traditional construction works have been derived from the BRE Client Report commissioned for CCoS dated 15th February 2016 (with allowance made for substructure costs which is not included in BRE report)

**GFA 1393m<sup>2</sup>**

### Construction Costs Comparisons (Excluding Sprinklers Only)

House Type	BRE Passivhaus Average Build Costs Across the UK	Passivhaus
Flats	£1,553	£1,511
Houses	£1,245	£1,196

<b>Potential Cost Saving on PYH</b>	
	<b>£</b>
1.Traditional Foundation/floor slab construction in lieu of Insulated Floor slabs	6,000
2.Upvc Windows & Doors inlieu of timber	3,000
3.Reduced window sizes	800
4.Passive wrap at first floor ceiling level inlieu of whole roof void (needs further investigation)	0
5.Concrete Roof tiles inlieu of slate	5,500
6.Locating MRVH Units within dwellings inlieu of forming separate housing externally	10,400
	<hr/> 25,700
Preliminaries @13%	3,341
	<hr/>
<b>TOTAL POTENTIAL SAVINGS</b>	<b>£ 29,041</b>
<b>TOTAL POTENTIAL SAVINGS (M)</b>	<b>£ 27.19</b>
<b>SAVINGS AS % OF BUDGETED BUILD COSTS</b>	<b>2%</b>

## OPPORTUNITIES/LESSONS LEARNT

OPPORTUNITY	ISSUE	RECOMMENDATION
Site selection	Whilst initial analysis had been undertaken on the shortlisted sites it is clear that more detailed investigations were required to evaluate site and ground conditions and ecological implications as all of these would have a direct impact on time line and cost ability.	Future programmes should allow adequate timescales for full feasibility and site appraisal, taking into account viability, options for delivery and housing needs, in terms of number and tenure type.
Timescale for delivery	<p>There was a clear priority to deliver new homes as quickly as possible.</p> <p>This resulted in some decisions which may have had unknown cost implications and comprises made both during both the design stage and construction. (E.g. Drainage works being carried out of sequence and commencement on site before all technical and design in places)</p>	Future projects should have realistic time scales for delivery for sufficient time to evaluate technical and operational issues.
Decision to proceed with PassivHaus house.	<p>Members made a clear decision to proceed to build new houses to a PassivHaus standard. However, it proved difficult in the time available to carry out full options appraisal of the time, cost and other implications of this selected build standard.</p> <p>The MH strategy refers to pilots being passivhaus, however, due the costs at Milford, the MHOMSG Steering group has noted that a full evaluation needs to be carried before any decision to proceed with PYH.</p>	<p>Cabinet will be given the options to confirm the method of construction for the next pilot scheme at Parc Y Helig and whether this is to be to the PH standard.</p> <p>On completion of both schemes a full financial analysis can be carried out after maximise the opportunities on the second scheme for efficiency and timescales.</p>
Design issue.	<p>As the Council has not designed new homes directly within the generation, a decision was taken to commission architectural and Passivhaus Support.</p> <p>In line with CPRs to appoint a specialist Passivhaus advisor, Architype were successful and were asked to prepare Passivhaus designs and modelling for these two initial pilot schemes, and whilst their</p>	It was accepted this was a pilot project and all involved learnt from the experience and it is therefore important, going forward, that there is a clear understanding of what we are trying to achieve as well as the respected roles and responsibilities of those involved.

## OPPORTUNITIES/LESSONS LEARNT

	<p>Passivhaus experience is evident, the extension of their commission to include general architectural services lead to some issues including insufficient construction detailing and specification to facilitate accurate pricing of works and the meeting of Building Regulations, suitable fire separation between semi-detached dwellings (to Part B of the Building Regulations) was not achieved.</p> <ul style="list-style-type: none"> <li>the spatial design of the kitchen areas was unsuitable for a WHQS compliant kitchen layout/installation;</li> <li>fire protection of the end dwelling's (H1A) timber-frame structure adjoining existing properties was overlooked;</li> </ul> <p>This all impacted at site level effecting program and sequencing of construction works.</p> <p>In addition, the site layout provided did not align with topographical &amp; GIS data and had to be corrected by CCoS.</p>	<p>Secondly, as the Council becomes more familiar with the process and design standards required it is likely that most of the design work can be commissioned in house on future schemes.</p>
<p>Restricted supply chain procurement due to Passivhaus standard.</p>	<p>The desired Passivhaus standard has resulted in the opportunity for tenders being restricted to a smaller number of accredited design companies which accordingly has increased costs. For example, Supply and Fit of Passivhaus standard timber frames were imported from Ireland, Insulation sourced from Czechoslovakia.</p> <p>Similarly, in terms of Materials Supply &amp; Forward Maintenance, key elements could not be sourced locally. E.g. Windows &amp; Doors certified to Passivhaus standard were imported from Austria and specialist sub-contractors for certain works e.g. MVHR installation &amp; commissioning again sourced outside the locale.</p>	<p>There is a need to maximise the opportunities across the supply chain in particular target suppliers based in the locality.</p> <p>It is also recommended that options of "equal or approved" should also be considered to open up supply chain opportunities.</p>



## OPPORTUNITIES/LESSONS LEARNT

<p>Enhanced specification choices.</p>	<p>There were a number of items that the Council has chosen to build into the specification to “future proof” the houses and to manage them more effectively.</p> <p>These include enclosed stairway to upper flats. As previously stated this is not an enhanced specification but part of DQR and Lifetime Homes.</p> <p>Future drainage provision for low level access showers both to achieve lifetime home standard. Again this is part of DQR/LTH and applies to any new social housing unit being constructed</p> <p>External housing for the ventilation plant to allow ease of access for servicing. This is extra over to the Passivhaus design.</p> <p>Installation of centralised communication hub for telephony, TV and satellite provision to future proof properties from unauthorised intrusions compromising the air tightness structure. This is to maintain Passivhaus design.</p> <p>A number of specification choices were made at speed of delivery these included, ISO quick foundations, and timber frame construction.</p>	<p>These are logical additions but come at a cost and such additional items should be considered for future opportunities as part of the decision making when full implications and costs are known.</p> <p>Future schemes should explore all options in relation to specification to balance timescales with cost implications.</p>
<p>Supplementary heating.</p>	<p>It was understood that the PH standard would not require any form of supplementary heating; however a decision was taken to install gas boilers and a full radiator system which had added costs and time implications. Other options were not considered.</p>	<p>Given the Council's commitment to Fuel Poverty and Energy Efficiency, if there is a requirement for supplementary heating, more innovated solutions should be considered. Air source, Ground source, PV and solar to be considered.</p>
<p>Pilot scheme experience/ Knowledge gained.</p>	<p>The above opportunities/lessons learned highlight some significant examples of learning on the first pilot project.</p> <p>There have been many opportunities during the design and construction for the Council to gain significant knowledge of the process, specification and future aspirations for the Council.</p>	<p>Ensure that all opportunities to learn lessons are evaluated and where possible, build these into the second pilot project at Parc Y Helig.</p>

## OPPORTUNITIES/LESSONS LEARNT

Review external works	The landscaping needs to meet with the requirements of the WHQS.	Reduce costs?
Lifestyle of Passivhaus	Carry out full evaluation of the properties and report after 12 months occupancy so we know tenants will like them.	
All costs “cost comparison, benchmark data		Recommend the WG lead on establishing a standard set of PIs and benchmark data to be able to accurately assess delivery costs of alternative forms of construction across Wales.

# Equality Impact Assessment Screening Form

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact your directorate support officer or the Access to Services team (see guidance for details).

## Section 1

Which service area and directorate are you from?

Service Area: Corporate Building & Property Services

Directorate: Place

### Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### (b) Please name and describe below

More Homes Pilot Scheme at Milford Way and second project at Parc y Helig.

### Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input checked="" type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

### (b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

Because they need to	Because they want to	Because it is automatically provided to everyone in Swansea	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input checked="" type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

### Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group (18+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Q4 HAVE YOU / WILL YOU UNDERTAKE ANY PUBLIC CONSULTATION AND ENGAGEMENT RELATING TO THE INITIATIVE?

☐ YES ☒ NO (If NO, you need to consider whether you should be undertaking consultation and engagement – please see the guidance)

If yes, please provide details below

# Equality Impact Assessment Screening Form

## Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

High visibility <input type="checkbox"/> (H)	Medium visibility <input checked="" type="checkbox"/> (M)	Low visibility <input type="checkbox"/> (L)
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## (b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk <input type="checkbox"/> (H)	Medium risk <input checked="" type="checkbox"/> (M)	Low risk <input type="checkbox"/> (L)
---	--	--

## Q6 Will this initiative have an impact (however minor) on any other Council service?

☐ Yes ☒ No If yes, please provide details below  
It would affect all council services to a degree.

## Q7 HOW DID YOU SCORE? Please tick the relevant box

MOSTLY H and/or M → HIGH PRIORITY → ☐ EIA to be completed  
Please go to Section 2

MOSTLY L → LOW PRIORITY / NOT RELEVANT → ☒ Do not complete EIA  
Please go to Q8 followed by Section 2

**Q8** If you determine that this initiative is not relevant for a full EIA report, you must provide adequate explanation below. In relation to the Council's commitment to the UNCRC, your explanation must demonstrate that the initiative is designed / planned in the best interests of children (0-18 years). For Welsh language, we must maximise positive and minimise adverse effects on the language and its use. Your explanation must also show this where appropriate.  
Due to the majority of potential impact is low, there is no need for a full EIA, as indicated above.

## Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

Screening completed by:
Name: Gordon Rees
Job title: Group Leader
Date: 13 <sup>th</sup> October 2017
Approval by Head of Service:
Name: Nigel Williams
Position: Interim Head of Corporate Building Services
Date: 13 <sup>th</sup> October 2017

Please return the completed form to [accessstoservices@swansea.gov.uk](mailto:accessstoservices@swansea.gov.uk)

# Agenda Item 9



## Joint Report of the Leader and Cabinet Member for Service Transformation and Business Operations

Cabinet – 16 November 2017

### Liberty Stadium

<b>Purpose:</b>	To update on commercial negotiations between Swansea City AFC and Swansea Council on existing lease arrangements.
<b>Policy Framework:</b>	Asset Management Plan 2017/2021
<b>Consultation:</b>	Legal, Finance, Access to Service
<b>Recommendation(s):</b>	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"><li>1) Approve the Heads of Terms, as set out in this report.</li><li>2) Authorises the Director of Place, in consultation with the Cabinet Member for Service Transformation and Business Operations to negotiate and agree any further or final terms as may be necessary.</li><li>3) Authorises the Head of Legal, Democratic Services and Business Intelligence to prepare any legal documentation required to conclude the agreement and to execute the documentation on behalf of the Council</li><li>4) Authorises the Director of Place following the agreement of final terms, to report the update position to the European Commission in accordance with the Council's continuing obligations.</li></ol>
<b>Report Author:</b>	Geoff Bacon
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Sherill Hopkins

## **1. Background**

- 1.1 The Liberty Stadium was constructed by the Council at a direct cost of £32.406M. It was subsequently let to Swansea Stadium Management Company and is for a term of 50 years. A rent payable is by way of a dividend providing that the Auditors Report is signed within 6 months of the end of the financial year. The tenant is to retain a balance in the Repairs/Renewal fund. If the profit is zero or if the accounts are later than 6 months the rent is a peppercorn, however, to date no rent under this agreement has ever been paid.
- 1.2 Out of the headlease there is a joint venture agreement (JVA) between the original parties namely the Council of the City and County of Swansea, Swansea City AFC, South Wales RFC (The Ospreys) and Swansea Stadium Management Co Ltd. This provided confirmation that the company is responsible for the running costs and receives various incomes based on the shared gate receipts revenue.
- 1.3 The joint venture agreement gives the ability (subject to pre conditions) to renegotiate the allocation of gate receipts and season ticket revenue and if it is not agreed the matter could be referred to determination by an independent expert.
- 1.4 To date the only income received by the City and County of Swansea is in relation to additional rent payable of £15,000 for use of Council space facilities and services.
- 1.5 The above arrangements regarding the construction and ongoing operation and use of the Stadium were the subject of complaint to the European Commission of unlawful State Aid and the Council is subject to ongoing reporting obligations.
- 1.6 The Council defended the position to the Commission in 2015 on the basis that previous and current aid is covered by Art 55 General Block Exemption regulations and is compatible aid. The Council is under a continuing obligation to report annually on the granting of compatible aid and the terms and impact of any revised commercial agreement negotiated between the parties.

## **2. Proposal**

- 2.1 Following the Council's defence of the State Aid complaint negotiations have continued and the following sets out the revisions agreed to the original headlease dated the 22<sup>nd</sup> April 2005 between the Council of the City and County of Swansea as Landlord and Swansea Stadium Management Company Limited as Tenant.

2.2 The main points as set out below will require amendment or insertion of additional clauses to vary the headlease and the drafting of a supplemental deed of agreement to properly record the matters agreed between Swansea City Football Club and the City and County of Swansea:-

- **Rent**

Rent to be agreed in the sum of £300,000 per annum, subject to 5 yearly fixed increases of £50,000. Such rent to be paid annually from the 1<sup>st</sup> August with a proportion of rent to be paid from the signing of variation of the lease.

Rents will be payable on this basis for the remainder of the term, with no reduction in the event of relegation.

- **Naming Rights**

City and County of Swansea to receive 10% of any naming rights deal agreed, such income to be payable from the date of agreement. It is agreed that if the naming rights element forms part of a front of shirt partnership, the 10% value of the naming rights will represent 20% of the whole. With any other team partnership outside of front of shirt, the Council to be paid their 10% fee upon the entire cost of overall agreement. No naming rights fees to be paid to the Council until it is collected by SCAFC. The appropriate and corresponding naming rights payment due the Council shall be paid by SCAFC within 30 days of receipt of payment from sponsor. It is recognised there is a reputational risk dependent upon final agreement, the City and County of Swansea to be consulted and be allowed to make reasonable representation. The City and County of Swansea will be permitted sight of the final agreement to confirm true value.

In the event of relegation from the Premier League no percentage of naming rights will be payable but will be reinstated if promotion is achieved.

Should a naming rights agreement be completed before the formal variation of lease and deed of agreement arrangement is in place between the Council and SCAFC, the Council agrees that SCAFC will receive their share of naming rights revenue as contemplated in this new agreement. Should this happen, any naming rights revenue shall be placed in escrow in a manner which secures the Council's entitlement until the new contractual arrangements take effect.

- **3G Pitches**

Two full sized 3G pitches will be constructed every 5 years at an estimated sum of £550,000 per pitch, a sum which includes £50,000 which shall go to the City and County of Swansea to facilitate future maintenance. This is an equivalent value of £220,000 per annum. The City and County of Swansea will be responsible for management of pitches on sites currently in Council ownership. SCAFC will have no interest in the pitches. In the event of relegation the construction of any proposed, but unfunded 3G pitch will be postponed, however, if money has already been secured for development, then that specific scheme will continue through to completion. Should SCAFC have difficulty securing grants that would fund a portion of the construction costs, a mutually agreeable alternative scheme will be explored between the Council and SCAFC.

No consideration will be expected for the value of the land for the construction of a pitch other than if additional elements are required then further lease agreements will have to be considered and negotiated, but due regard will be given to the benefit of a community scheme.

- **Alterations**

Any structural alterations will require consent from the landlord, however, such consent is not to be unreasonably withheld or delayed. Non-structural alterations will not require landlord's consent.

- **Repair**

The tenant is to be responsible for all internal and external repairs. This does not include items currently under dispute, specifically the paint related to the structural steelwork and concourse flooring issues.

- **Economic Development, Recognition and City Promotion**

The Council will retain use of a Box for football games and 2 boxes for Rugby games, as well as seat allocations in order to promote the City and region for economic development and marketing purposes, or to recognise achievements or work undertaken by voluntary groups or others for example Veterans.

### **3. Equality and Engagement Implications**

- 3.1 An EIA screening form has been completed and reviewed. The agreed outcome was that a full EIA report was not required as there are no equalities and engagement implications at this time. Any developments will be subject to normal planning procedures.



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

- 4.1 The revised arrangements will provide guaranteed rental income of £300,000 per annum subject to 5 yearly fixed reviews. Furthermore, the Council will receive a proportion of total value of the naming rights. At this stage the value of this benefit is not known but could generate a figure of circa £100,000 per annum, dependent upon the structure of the agreement. Furthermore, the Council will also receive the benefit of two 3G pitches being constructed every 5 years, which will release the current costs expected for their construction from the Capital Programme, annualised value circa £220,000.
- 4.2 In total, dependent upon the value of the naming rights deal struck by SCAFC this could accrue a financial ongoing revenue (and equivalent capital) financial benefit starting in the region of £620,000 per annum, **albeit only £300,000 relating to the rent is guaranteed cash income, albeit with future upwards fixed revisions.**
- 4.3 An independent valuation as procured at the time of the defence of the State Aid complaint, and on the basis of a FRI lease for 25 years being granted a rental in the region of £1.2m per annum could be expected.
- 4.4 The current arrangement allows SCAFC to occupy but make no rental payment. This position could continue for 38 years under the existing terms.
- 4.5 Usually it is a straight forward calculation to assess the value of the tenant's position being given up and then rentalise that "premium" value against the Market figure. In this case, the 38 year term exaggerates the tenant's position.

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

- 5.1 The mechanism for delivering the agreed terms will be a deed of variation to the Head lease dealing with the rent, repairing obligations and alterations and a separate Deed of Agreement dealing with the other matters.

At this stage, the process/timeline for achieving this has not been determined but will involve a succession of conditions providing for:-

- Ospreys transferring their shareholding to the SCAFC
- The Council transferring its shareholding to the SCAFC
- The termination of the JVA and SJVA and various Licences
- The entering into of the Deed of Variation and Deed of Agreement
- An agreed Longstop date

SSMC then becomes a wholly owned subsidiary of SCAFC and SCAFC will need to amend the Articles of Association to reflect the revised constitution of the company. The contractual relationships between the parties will take the form of the Head Lease as varied, the Deed of Agreement and a new Licence between SCAFC and the Ospreys.

- 5.2 Further advice has been sought from the independent valuer who was originally instructed at the time of the State Aid defence and has confirmed that the proposed terms as set out above represent best consideration.

Consequently under S.123 of the Local Government Act 1972, the Council has a duty to obtain best consideration reasonably obtainable on a disposal. After taking independent external advice, the Director of Place certifies that he is satisfied that the current offer represents the best price likely to be achieved in the current market and that the Council is prima facie complying with its statutory duty.

- 5.3 Once there is certainty around the commercial deal, the Council will have to report the new commercial arrangements to the European Commission. There is a possibility, dependent on the view taken by the EC that it will be determined that either no aid is being granted or it is compatible aid covered by Art 55 of the General Block Exemption Regulations.

**Background Papers:** None

**Appendix A:** EIA Screening Form

# Equality Impact Assessment Screening Form Appendix A

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact your directorate support officer or the Access to Services team (see guidance for details).

## Section 1

Which service area and directorate are you from?

Service Area: Corporate Building & Property Services

Directorate: Place

### Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input checked="" type="checkbox"/>
--	--	-------------------------------------	--------------------------------------	----------------------------------	---

(b) Please name and describe below

Proposal for negotiating new lease arrangements for Liberty Stadium

### Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line  
service delivery

☐ (H)

Indirect front line  
service delivery

☐ (M)

Indirect back room  
service delivery

☒ (L)

### (b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

Because they  
need to

☐ (H)

Because they  
want to

☐ (M)

Because it is  
automatically provided to  
everyone in Swansea

☐ (M)

On an internal  
basis  
i.e. Staff

☒ (L)

### Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other age group (18+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Q4 HAVE YOU / WILL YOU UNDERTAKE ANY PUBLIC CONSULTATION AND ENGAGEMENT RELATING TO THE INITIATIVE?

☐ YES

☒ NO

(If NO, you need to consider whether you should be undertaking consultation and engagement – please see the guidance)

If yes, please provide details below

## Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

High visibility <input checked="" type="checkbox"/> (H)	Medium visibility <input type="checkbox"/> (M)	Low visibility <input type="checkbox"/> (L)
--	---	--

## (b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk <input type="checkbox"/> (H)	Medium risk <input checked="" type="checkbox"/> (M)	Low risk <input type="checkbox"/> (L)
---	--	--

## Q6 Will this initiative have an impact (however minor) on any other Council service?

☐ Yes      ☒ No      If yes, please provide details below

## Q7 HOW DID YOU SCORE? Please tick the relevant box

MOSTLY H and/or M → HIGH PRIORITY → ☐ EIA to be completed  
 Please go to Section 2

MOSTLY L → LOW PRIORITY / NOT RELEVANT → ☒ Do not complete EIA  
 Please go to Q8 followed by Section 2

## Q8 If you determine that this initiative is not relevant for a full EIA report, you must provide adequate explanation below. In relation to the Council's commitment to the UNCRC, your explanation must demonstrate that the initiative is designed / planned in the best interests of children (0-18 years). For Welsh language, we must maximise positive and minimise adverse effects on the language and its use. Your explanation must also show this where appropriate.

Relates to negotiations for a new lease arrangement with SCAFC. The agreement will generate additional income for the Council and will form the defence for response to accusation of State Aid.

## Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

Screening completed by:	
Name:	Geoff Bacon
Job title:	Head of Property Services
Date:	16 <sup>th</sup> October 2017
Approval by Head of Service:	
Name:	Geoff Bacon
Position:	Head of Property Services

## Equality Impact Assessment Screening Form    Appendix A

Date:	16 <sup>th</sup> October 2017
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Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)



## Report of the Chair

Scrutiny Programme Committee – 13 November 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>	Stephanie Williams
<b>Finance Officer:</b>	Amanda Thomas

#### 1. Introduction

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

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

- 2.1 Development & Regeneration Performance Panel:

ADD Cllr Wendy Fitzgerald

Following this change the revised membership will be 13:

**Labour Councillors: 6**

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

**Liberal Democrat / Independent Councillors: 4**

Wendy Fitzgerald	<b>Jeff Jones (CONVENER)</b>
Chris Holley	Mary Jones

**Conservative Councillors: 3**

Steve Gallagher	Will Thomas
David Helliwell	

**3. Proposed Membership of New Working Groups**

3.1 Expressions of interest were sought from all non-executive councillors to lead and/or participate in the following working groups:

- Car Park Charges
- Roads & Footway Maintenance

3.2 The interest from councillors is reported for agreement (see **Appendix 1**).

3.3 Key considerations for the Committee:

- It is necessary for more than one political group to be represented on each panel / working group.
- These bodies also need to be of a manageable size in terms of team working and effective questioning.
- A minimum of 3 members should be present at all meetings.

**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:** New Working Groups - Proposed Membership List

## APPENDIX 1

### NEW WORKING GROUPS - PROPOSED MEMBERSHIP LIST

#### CAR PARK CHARGES WORKING GROUP (10)

**Labour Councillors: 4**

Ryland Doyle	Lesley Walton
Sam Pritchard	Mike White

**Liberal Democrat/Independent Councillors: 2**

Wendy Fitzgerald	Chris Holley
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**Conservative Councillors: 4**

Paxton Hood-Williams	Myles Langstone
Lyndon Jones	<b>Will Thomas (CONVENER)</b>

#### ROADS & FOOTWAY MAINTENANCE WORKING GROUP (15)

**Labour Councillors: 8**

Ryland Doyle	Robert Smith
Terry Hennegan	Gloria Tanner
Peter Jones	Lesley Walton
<b>Sam Pritchard (CONVENER)</b>	Mike White

**Liberal Democrat/Independent Councillors: 4**

Wendy Fitzgerald	Jeff Jones
Lynda James	Mary Jones

**Conservative Councillor: 2**

David Helliwell	Paxton Hood-Williams
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**Uplands Councillor: 1**

Irene Mann	
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## Report of the Chair

Scrutiny Programme Committee – 13 November 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>	Stephanie Williams
<b>Finance Officer:</b>	Amanda Thomas

#### 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.
- 2.2.3 The item(s) scheduled for the next committee meeting on 11 December:
- Cabinet Member Question Session: Stronger Communities - Councillor Will Evans.
- 2.2.4 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.
- 2.2.5 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.
- 2.2.6 Commissioning Reviews – it has already been acknowledged that reports on various commissioning reviews that are planned over the next year are key cabinet decisions and should be subject to pre-decision scrutiny. This will be carried out via the committee or relevant Panels as appropriate. The following commissioning reviews are expected. Therefore scrutiny arrangements for these will need to be scheduled into work plans.

Commissioning Review	Cabinet Portfolio	Expected Cabinet Meeting
Catering Services	Service Transformation & Business Operations	17 Aug
Planning & City Regeneration	Culture, Tourism & Major Projects	17 Aug
Public Protection	Environment Services	19 Oct
Family Support (Child Disability)	Health & Wellbeing	16 Nov
Additional Learning Needs	Children, Education & Lifelong Learning	tbc

## 2.3 Inquiry Panels:

### 2.3.1 The following Inquiry Panels are active:

<b>In Progress (yet to report):</b>	<b>Completed (follow up stage)</b>
<ol style="list-style-type: none"><li>1. Regional Working (evidence gathering stage) - Expected end: Mar 2018</li><li>2. Natural Environment (expected Start - End: Dec 2017 - June 2018)</li></ol>	<ol style="list-style-type: none"><li>1. Child &amp; Adolescent Mental Health Services (Nov)</li><li>2. Tackling Poverty (Mar)</li><li>3. School Readiness (Mar)</li></ol>

The inquiries on School Governance and Building Sustainable Communities have recently been followed up. Monitoring of both inquiries is now complete. Conveners' letters (and cabinet member responses) will be reported to the committee in due course.

## 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 has begun a schedule for Performance Panels updates to committee has now been developed.

## 2.5 Working Groups:

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

<ol style="list-style-type: none"><li>1. Community Cohesion &amp; Hate Crime (14 Nov)</li><li>2. Car Park Charges (28 Nov)</li><li>3. Roads &amp; Footway Maintenance (Jan)</li><li>4. Local Flood Risk Management (annual - Feb)</li></ol>	<ol style="list-style-type: none"><li>5. Homelessness (Feb/Mar)</li><li>6. Renewable Energy (Feb)</li><li>7. Digital Inclusion (Mar)</li><li>8. Bus Services (Apr)</li><li>9. Public Conveniences (May)</li></ol>
---	---

A meeting on Emergency Planning & Resilience was held recently. The Convener's letter (and cabinet member response) will be reported to the committee in due course.

## 2.6 Progress

2.6.1 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.

2.6.2 **Appendix 4a** provides a timetable of all scrutiny activities (projected or actual where dates are known). Lead councillors and officers are also noted within.

2.6.3 **Appendix 4b** provides a snapshot of progress with all of the informal Panels and Working Groups established by the committee and their current position.

## 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

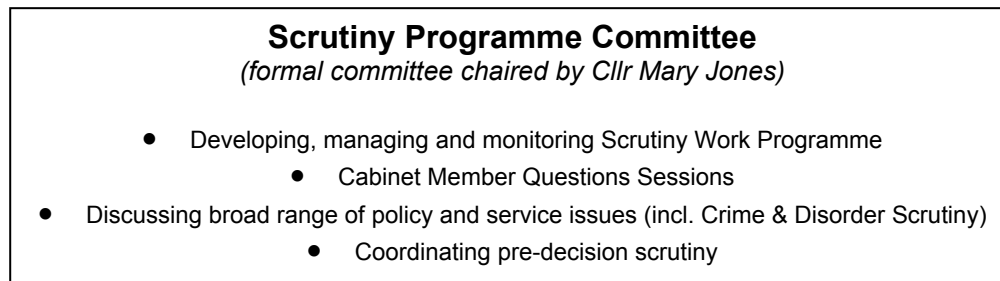
**Appendix 2:** Committee Work Plan 2017/18

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

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

**Appendix 4b:** Scrutiny Panel / Working Group Progress

# APPENDIX 1 – Agreed Scrutiny Work Programme 2017/2018



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

### **1. Regional Working**

e.g.

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

### **2. Natural Environment**

e.g.

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

### **Inquiry Follow Ups:**

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

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

### **1. Service Improvement & Finance (monthly)**

### **2. Schools (monthly)**

### **3. Adult Services (monthly)**

### **4. Child & Family Services (4-6 meetings max)**

### **5. Public Services Board (6 meetings)**

### **6. Development & Regeneration (quarterly)**

## **Regional Scrutiny:**

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

## **Working Groups:** *(one-off meetings)*

In priority order:

- 1. Emergency Planning & Resilience**
- 2. Community Cohesion & Hate Crime**
- 3. Homelessness**
- 4. Car Park Charges**
- 5. Roads / Footway Maintenance**
- 6. Renewable Energy**
- 7. Digital Inclusion**
- 8. Bus Services**
- 9. Public Conveniences**

NB - an annual meeting on **Local Flood Risk Management** is a standing item in the work programme

## 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 (Dec; Mar; Jun)</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>More Homes Pilot Scheme Milford Way and Parc Y Helyg Sites</li> </ul>	<ul style="list-style-type: none"> <li>Pre-decision scrutiny</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>
	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Chris Holley, Convener, to update on headlines from the Panel's work and achievements</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>
	<ul style="list-style-type: none"> <li>Progress Report – Adult Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Peter Black, Convener, to update on headlines from the Panel's work and achievements</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>
	<ul style="list-style-type: none"> <li>• Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mo Sykes, Convener, to update on headlines from the Panel’s work and achievements</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>
	<ul style="list-style-type: none"> <li>• Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Paxton Hood-Williams, Convener, to update on headlines from the Panel’s work and achievements</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>
	<ul style="list-style-type: none"> <li>• Progress Report – Development &amp; Regeneration Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Jeff Jones, Convener, to update on headlines from the Panel’s work and achievements</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>• Progress Report – Public Services Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Mary Jones, Convener, to update on headlines from the Panel’s work and achievements</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>• Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates</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>• 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>
<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>• 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>Family Support Services Commissioning Review – Focusing on Children with Additional Needs and Disabilities.</b>	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 & Family Social Services and Poverty & Prevention, but there are clear interdependencies with other service areas, principally with Education, Health and the Third Sector.	Chris Francis	Cabinet Member - Health & Wellbeing, Cabinet Member - Children, Education & Life Long Learning	Cabinet	16 Nov 2017	Open
<b>Development and Externalisation of a Food Enterprise Community Interest Company.</b>	To present the Business Plan for the Swansea Food Enterprise model prior to externalisation as a Community Interest Company	Jane Whitmore	Cabinet Member - Commercial Opportunities & Innovation, Cabinet Member - Stronger Communities	Cabinet	16 Nov 2017	Open
<b>More Homes Pilot Scheme Milford Way and Parc Y Helig Sites.</b>	To update Members on the progress on the first more homes pilot scheme at Milford Way and request approval for the second Pilot site at Parc Y Helig, in line with FPR's.	Nigel Williams	Cabinet Member - Housing, Energy & Building Services	Cabinet	16 Nov 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>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>Update on Land Exchange at Parc Morfa, Landore.</b>	To amend Agreement on land exchange to enable expansion of the Liberty Stadium.	Geoff Bacon	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	16 Nov 2017	Fully exempt
<b>Proposed Purchase of Investment Property in Swansea Vale.</b>	In accordance with the recently formed Property Investment Fund an opportunity has arisen which will generate a net financial benefit for the Council.	Geoff Bacon	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	16 Nov 2017	Fully exempt
<b>Liberty Stadium.</b>	The report sets out revised agreement with regards to the SSMC headlease with regards to rental payments and additional financial benefits.	Geoff Bacon	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	16 Nov 2017	Fully exempt

### 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>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
<b>Annual Review of Charges (Social Services) 2017/18.</b>	This report sets out the annual review of Swansea Council's charges (social services), providing a transparent framework for the setting of charges and the application of allowances to citizens who receive managed care and support, provided or arranged by the council.	Simon Jones	Cabinet Member - Health & Wellbeing	Cabinet	14 Dec 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>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	14 Dec 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

## 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>Legacy Fund Proposal.</b>	This report sets out the proposed allocation of Legacy Funding to the sum of £1,074,134 over 2018/19 and 2019/20 for approval.	Amy Hawkins	Cabinet Member - Stronger Communities	Cabinet	14 Dec 2017	Open
<b>Swansea District Heat Network.</b>	The report presents a summary of the outline business case for the formation of a district heat network in Swansea and seeks a decision as to whether to progress with the project, together with approval of revenue funding if the project is to proceed.	Dawn Jenkins	Cabinet Member - Housing, Energy & Building Services	Cabinet	14 Dec 2017	Open
<b>City Deal Skills.</b>	This report is from the Education & Skills Policy Development and Delivery Committee, and provides an update on the work of the Committee and identify actions for Cabinet and senior officers to take. It suggests and optimal governance model for delivery of the education and skills work that better suits the challenges of the future	Chris Sivers	Cabinet Member - Children, Education & Life Long Learning	Cabinet	14 Dec 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>Estyn Inspection of Local Authority Education Services for Children and Young People 2013 – Update on progress in addressing the five Recommendations, December 2017.</b>	This report provides an update on the progress in addressing the five Recommendations made by Estyn in the Inspection of Local Authority Education Services for Children and Young People 2013.	Nick Williams	Cabinet Member - Children, Education & Life Long Learning	Cabinet	14 Dec 2017	Open
<b>Proposed Residential Development Joint Venture.</b>	A proposal has been presented to the Council for a residential Development Joint Venture for modular housing	Geoff Bacon	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	14 Dec 2017	Fully exempt
<b>St Thomas Station Site: Marketing Options.</b>	To provide a summary and analysis of options available for disposal and regeneration of the St Thomas Riverside development site.	Adrian Denning	Cabinet Member - Culture, Tourism & Major Projects	Cabinet	18 Jan 2018	Open
<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



### 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>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

## Scrutiny Work Programme 2017-18 – Projected Timetable of Activity (actual dates shown)

[illegible]

<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	5* 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	5 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		30	14*	18		5* 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>Development &amp; Regeneration</b> (quarterly) Lead Scrutiny Councillor: Jeff Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart / Robert Francis-Davies Lead CMT: Martin Nicholls Lead Head of Service: Phil Holmes			7			7		8		5		
<b>WORKING GROUPS:</b>												
<b>Emergency Planning &amp; Resilience</b> Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Clive Lloyd Lead CMT: Martin Nicholls Lead Head of Service: Martin Nicholls				11								
<b>Community Cohesion &amp; Hate Crime</b> Lead Scrutiny Councillor: Elliot King Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Will Evans Lead CMT: Chris Sivers Lead Head of Service: Rachel Moxey					14							
<b>Homelessness</b> Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Andrea Lewis Lead Director: Martin Nicholls Lead Head of Service: Lee Morgan												
<b>Car Park Charges</b> Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Mark Thomas Lead Director: Martin Nicholls Lead Head of Service: Stuart Davies					28							



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			

\* denotes extra meeting

## Progress Report – Current Scrutiny Panels and Working Groups

### 1. Inquiry Panels:

#### a) **Regional Working** (convener: Cllr Lyndon Jones)

Key Question: How can the Council, with its partners, develop and improve regional working for the benefit of Swansea and its residents?

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The Scrutiny Inquiry into Regional Working started on the 2 October with a strategic overview given by the Leader of the Council and the Chief Executive. The panel met again on the 30 October to look at the financial picture as it relates to regional working and Swansea. The next step will be to get the different Directorate perspectives starting with place on the 13 November and then Education on 1 December.

Projected End Date: March 2018.

NB - An inquiry into the Swansea's Natural Environment is anticipated to commence at the end of 2017 / early 2018.

### 2. Follow Up on Completed Inquiries:

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

Inquiry	Cabinet Decision	Recommendations			Follow Up Panel Meeting
		Agreed	Partly	Rejected	
School Governance	16 Jun 2016	6	2	4	25 Sep 2017 (complete)
		Response to other 4 recommendations: Action already in place			
Building Sustainable Communities	19 Jan 2017	10	0	0	17 Oct 2017 (complete)
Child & Adolescent Mental Health Services	16 Feb 2017	13	1	1	15 Nov 2017
School Readiness	15 Jun 2017	9	0	0	Mar 2018
Tackling Poverty	15 Jun 2017	12	1	2	Mar 2018



### 3. Performance Panels:

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

On 4 October the Panel looked at the Welsh Language Standards Annual Report and had the Quarter 1 Performance Monitoring Update and Local Government Performance Bulletin. The Panel also scrutinised the Public Protection Commissioning Review on the 16<sup>th</sup> October. Coming up on 1 November will be the Recycling and Landfill Annual Performance Monitoring, the mid-year budget statement and the Reserves update.

#### b) **Schools Performance** (convener: Cllr Mo Sykes)

The Panel have so far met three times, the first of which was planning the coming years work, they then received an update on progress with the Education Other Than At School Services (EOTAS) improvements and then in October received an update on the School Improvement Services and the 21<sup>st</sup> Century Schools Programme. On 16 November the Panel will go out to Olchfa School to meet with them and Parklands Primary Headteacher and Chairs of Governors about the 'Curriculum for Wales: Curriculum for Life Pioneer Schools' and the two schools collaboration work.

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

The first meeting was an update and overview of the Wellbeing Assessment and Wellbeing Plan. The meeting on 25 October will look at the Domestic Abuse and Ageing Well Work Streams. The December meeting will focus on scrutiny of the draft Wellbeing Plan.

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

The Panel met on 30 October to consider the Quarter 2 Performance Management Report and Performance and Progress on the Leaving Care System. The next meeting on 14 November will undertake pre decision scrutiny on the Family Support Services Commissioning Review – Focusing on Children with Additional Needs and Disabilities.

#### e) **Adult Services** (convener: Cllr Peter Black)

The Panel met on 10 October and considered the latest Adult Services Performance Management Report and a report on how the Council's Policy Commitments translate to Adult Services. The Panel will meet again on 21 November to consider Demand Management including Deprivation of Liberty Safeguards (DoLS) and to receive a presentation on the Western Bay Programme.

**f) Development & Regeneration** (convener: Cllr Jeff Jones)

The Panel had their initial meeting on 7 September and had an overview from Phil Holmes on the current development projects being undertaken in Swansea. The next meeting is planning to focus on the business plans which will inform the development projects.

**3. Regional Scrutiny:**

**a) Education Through Regional Working**

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

The Group met on 29 September 2017 and was hosted by Powys Council. The group discussed the ERW Business Plan, Performance Management and met a representative of Estyn to look at the new inspection regime for local authorities, ERW and individual schools. The next meeting will take place on 9 March 2018 and will be hosted by Carmarthen.

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

**4. Working Groups:**

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

**a) Emergency Planning & Resilience** (convener: Cllr Mary Jones)

On the 11 October the Working Group had a service overview from Craig Gimblett. The Panel found the meeting very interesting and informative. A letter has been sent to the Cabinet Member for Service Transformation and Business Operations and a response is awaited. This will be reported to the committee as soon as it is received.

**b) Community Cohesion & Hate Crime** (convener: Cllr Elliot King)

This Working Group will meet on 14 November to enable information and discussion / questions about the council's work to support and promote community cohesion and tackle issues and effectiveness, and consider the current situation. The Cabinet Member for Stronger Communities will attend the meeting.

**c) Car Park Charges** (convener: Cllr Will Thomas)

Based on concerns raised this will enable scrutiny councillors to ask about:

- the impact / effectiveness of increase in winter charges and generally (beaches and city centre) and complaints from businesses (challenge of council raising income versus business development)
- price rises contributing to fewer people visiting Gower and the City Centre and discouraging tourism
- loss of city centre footfall to out of town shopping precincts as people can park there for free
- how we compare with elsewhere

A tentative date of Tue 28 Nov (4.00pm) has been identified for this meeting.

**d) Roads & Footway Maintenance** (convener: tbc)

This is an area of public concern and will enable scrutiny councillors to ask about the situation in Swansea and work / measures to tackle problems, with reference to:

- service practices and procedures (e.g. dealing with pot holes)
- use of resources / impact of budget cuts
- quality and effectiveness of maintenance and repair
- efforts to minimise disruption to major access roads
- challenges / improvement issues

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

This is an annual recurring item in the work programme.

The working group will meet on 20 February to receive an annual update to monitor progress on the delivery of the Flood Risk Management Plan. The Cabinet Member for Environment Services will attend to update the group.

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

**1. Homelessness**

This will enable information and discussion / questions on the draft Homelessness Strategy, and performance of relevant services.

**2. Renewable Energy**

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

aims of the Wellbeing of Future Generations Act and sustainable development.

**3. Digital Inclusion**

This will enable councillors to follow up on the Working Group meeting held in March 2017. At that meeting the Working Group detailed a number of issues to be considered as part of a review of the digital inclusion strategy. Councillors will be able to consider how well prepared both the Council itself and the public is to use digital technology.

**4. Bus Services**

This will enable information and discussion / questions about the relationship between the Council and service providers e.g. progress with the agreement of a Quality Bus Contract, and consider current service issues.

**5. Public Conveniences**

This will enable information and discussion / questions on public convenience provision / access in Swansea, and relevant concerns.



## Report of the Chair

### Scrutiny Programme Committee – 13 November 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>	Stephanie Williams
<b>Finance Officer:</b>	Amanda Thomas

## 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**:

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	11 Sep	Letter to / from Cabinet Member for Service Transformation & Business Operations (Deputy Leader)
b	School Governance Inquiry Follow Up	25 Sep	Letter to / from Cabinet Member for Children, Education & Lifelong Learning

- 3.3 The School Governance Inquiry Panel considered progress against agreed recommendations and impact of its work, and agreed to conclude monitoring of the inquiry.
- 3.3.1 The inquiry was credited with prompting reflection on the support and training provided to school governors, and highlighting the need for closer working between governing bodies and school challenge advisors.
- 3.3.2 The Panel felt that good progress has been made with many of the recommendations but highlighted the need for better signposting of information to governors. The Panel were also pleased to hear that Challenge Advisors are now attending governing bodies in the Autumn Term for schools that are identified as Red or Amber.
- 3.3.3 The Panel wrote to the Cabinet Member for Children, Education & Lifelong Learning with its view on how things have changed and outstanding issues that need attention. Any further issues relating to School Governance will be followed up via the Schools Scrutiny Performance Panel.

#### **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:** Correspondence between scrutiny and cabinet members

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

Ave. Response Time (days): 17 (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	26-Sep	13	n/a



7	Adult Services Panel	20-Sep	Access to Social Services pages from Council website	Service Transformation & Business Operations (Deputy Leader)	28-Sep	20-Oct	22	n/a
8	Committee	11-Sep	Cabinet Member Q & A	Service Transformation & Business Operations (Deputy Leader)	29-Sep	20-Oct	21	13-Nov
9	Adult Services Panel	20-Sep	Adult Services approach to Prevention	Health & Wellbeing	02-Oct	n/a	n/a	n/a
10	Schools Performance Panel	21-Sep	EOTAS Update	Children, Education & Lifelong Learning	03-Oct	n/a	n/a	n/a
11	Service Improvement & Finance Performance Panel	06-Sep	Corporate Plan and Commissioning Reviews	Economy & Strategy (Leader)	09-Oct	n/a	n/a	n/a
12	School Governance Inquiry	25-Sep	Impact Follow up report	Children, Education & Lifelong Learning	12-Oct	31-Oct	19	13-Nov
13	Service Improvement & Finance Performance Panel	16-Oct	Pre-decision scrutiny of Public Protection Commissioning Review	Environment Services	17-Oct	n/a	n/a	n/a
14	Public Services Board Performance Panel	30-Aug	Wellbeing Assessment and Wellbeing Plan	Economy & Strategy (Leader)	17-Oct			
15	Committee	17-Oct	Pre-decision scrutiny of Castle Square Regeneration	Culture, Tourism & Major Projects	18-Oct			

16	Working Group	11-Oct	Emergency Planning & Resilience	Service Transformation & Business Operations (Deputy Leader)	19-Oct			
17	Adult Services Panel	10-Oct	Performance Monitoring Report and Policy Commitments	Health & Wellbeing	25-Oct	26-Oct	1	n/a
18	Service Improvement & Finance Performance Panel	04-Oct	Welsh Language Annual Report, Q1 Performance Monitoring, Local Government Performance Bulletin	Economy & Strategy (Leader)	25-Oct			
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**To/  
Councillor Clive Lloyd  
Cabinet Member for Service  
Transformation & Business  
Operations (Deputy Leader)**

**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:*

**Scrutiny**

**01792 637257**

**scrutiny@swansea.gov.uk**

**SPC/2017-18/4**

**29 September 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 11 September 2017. It is about Sustainability, Pension Fund, Data Protection, Strategic Estates & Property, Poverty Reduction and Policy Development & Delivery Committees.

Dear Councillor Lloyd,

### **Cabinet Member Question Session – 11 September**

Thank you for attending the Scrutiny Programme Committee on 11 September 2017 and answering questions on your work as Cabinet Member for Service Transformation & Business Operations.

Firstly, congratulations on your appointment as Deputy Leader of the Council. Although you have a new cabinet portfolio title we noted that this represented little change from previous responsibilities.

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

You took the opportunity to highlight the following:

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR 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)

- Challenging budget & finances - you told us to expect another poor settlement from Government which is likely to mean a £16m funding gap for the next year. We noted that there will be detailed discussions between Cabinet Members and officers during October, and that difficult decisions lay ahead.
- A revised Corporate Plan had been agreed recently by Council and there would be quarterly performance monitoring reports on the key priorities, including measures against the five wellbeing objectives identified in the Plan.
- Progress with the Sustainable Swansea Fit for the Future Programme, including development with the Business Support Programme, and investment in digital to improve services.
- Recent APSE (Association for Public Service Excellence) awards won by our Waste Management service and the Highways team for the pothole repair initiative. Swansea was also shortlisted for the council of the year award.

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:

### **Sustainability**

There was concern amongst committee members about the effect of changes agreed by Cabinet to the Sustainable Development Team, following the Planning & City Regeneration Commissioning Review. When we considered that report the Committee had argued against splitting up the existing team and function given the importance of this work.

You assured the Committee that although sitting within different parts of the organisation the staff will not be working in isolation, and will benefit the aim to further embed sustainable development and long term thinking across the Council, and focus on compliance with Wellbeing of Future Generations Act. You were confident that the cabinet decision did not represent a backward step and that the Council would continue to be at the forefront of this agenda. We agreed that sustainable development was everyone's business and not just down to two members of staff. Furthermore we were told that the plan is to create a stronger larger pool of people, through the new Strategic Delivery Unit, so that sustainable development is embedded in all that we do and part of the culture of the organisation e.g. developing sustainable development champions across the council.

You spoke highly of the Sustainable Development Team and recognised their work and role in developing forward thinking within the Council, which placed Swansea in an advanced position in comparison with other authorities. The work of the team also helped the council to be recognised as the most

sustainable public sector organisation in the UK (Public Sector Sustainability Awards 2015).

We asked about objectives and you told us that sustainable development objectives were reflected in the Council's Corporate Plan.

### **Pension Fund**

We asked you about progress with divestment of the Council's Pension Fund from fossil fuel companies. We felt this would demonstrate the Council's commitment to combating global warming and associated climate change, and supporting renewable energy.

You confirmed that the Pension Fund Committee will be carefully considering this matter this year, balancing the need to seek best returns with the importance of ethical and sustainable investment. We noted the Pension Fund Committee will be having workshops to ensure full understanding of the issues and due diligence, and any decision would need to stand up to challenge. You told us that a possible decision on the matter could follow in the New Year.

### **Data Protection**

We invite all scrutiny councillors to suggest questions that we should raise with cabinet members. We were asked on this occasion to find out about the council's plans and steps being taken to prepare for changes, and ensure compliance with the new framework for data protection laws (European General Data Protection Regulation / UK Data Protection Bill) which come into force in May 2018.

You told us that work is underway for the introduction of the General Data Protection Regulation, and would provide a fuller response in writing.

### **Strategic Estates & Property**

Community Asset Transfer Policy:

We discussed the council's role in facilitating community asset transfer and recognised that the process has not been as effective as it should be. We asked what steps have been taken to address problems and make things easier for the public.

You reiterated that this remained an important part of overall strategy in relation to sustainability and savings, and cited positive examples of 'Friends of' groups developing around the city and county. Your report stated that a Community Asset Transfer Policy is in place enabling clearer and quicker response to requests and proposals. You were happy to talk further with individual councillors interested about any issues within their area.

Universal Review of all Council Land:

We noted that small sites have been identified in a universal review of all council land to be marketed to generate capital and reduce revenue costs. You told us that this work has been carried out by officers in liaison with local councillors. Some members, however, appeared to be unaware that this work has taken place. You asked members to contact you if there has been no consultation with them regarding this work.

### **Poverty Reduction**

We noted that poverty reduction is in all cabinet member portfolios, reflecting its priority within the council. You reported some statistics about outcomes achieved between Communities First, Communities for Work, and Lift Programmes.

We asked about the future of Communities First and transition plans. You told us that the council is liaising with the Welsh Government regarding new programmes that will focus on helping people into employment, and considering the impact regarding funding linked to the Communities First programme. You also talked about the role of the Public Services Board in developing a shared Wellbeing Plan which will need to consider poverty reduction.

You recommended a fuller discussion on this matter with the lead cabinet member, Councillor Will Evans. We were interested in the wider strategy, the measures of poverty, and measurable targets that will show progress and achievements.

### **Policy Development & Delivery Committees**

We asked you about the Council's new Policy Development and Delivery Committees (PDDCs). We were interested to know who was responsible for these committees and managing their effectiveness.

You highlighted their role in helping to develop policies / strategies which would lead to reports to Cabinet. You stressed the role of the chair of the committees in overall responsibility for the work carried out, and talked about the benefits of involving and engaging members in the work of the executive.

We remarked that scrutiny produces an annual report to reflect on their work and achievements. We asked whether there ought to be something at end of the year to show the effectiveness of PDDCs.

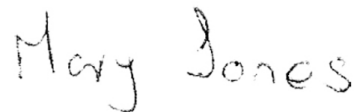
## Your Response

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 tell us about preparations ahead of the General Data Protection Regulation.

Please provide your response by 20 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,

A handwritten signature in black ink that reads "Mary Jones". The script is cursive and slightly slanted to the right.

**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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

Councillor Mary Jones  
Chair – Scrutiny Programme Committee

**BY EMAIL**

*Please ask for:* Councillor Clive Lloyd  
*Direct Line:* 01792 63 7443  
*E-Mail:* [cllr.clive.lloyd@swansea.gov.uk](mailto:cllr.clive.lloyd@swansea.gov.uk)  
*Our Ref:* CL/JW  
*Your Ref:*  
*Date:* 20 October 2017

Dear Councillor Jones

### **CABINET MEMBER QUESTION SESSION – 11 SEPTEMBER 2017**

Thank you for inviting me to attend the Scrutiny Programme Committee on the 11 September 2017. I found the session enormously helpful and welcomed the opportunity to discuss my portfolio in more detail and answer questions.

I am writing to respond to two points raised in your letter dated 29 September 2017. You asked all scrutiny Councillors to suggest questions prior to the meeting. A question was raised around the Council's plans and steps being taken to prepare for changes, and ensure compliance with the new framework for data protection laws (European General Data Protection Regulation / UK Data Protection Bill) which comes into force in May 2018. I explained work is underway and would provide a fuller response in writing.

The Director of Corporate Resources has set up a programme board to carry out tasks which will align the Council's data protection strategy with the principles of the General Data Protection Regulation (GDPR). Against a continuous background of training, communications about GDPR and staff awareness raising, a number of tasks are being addressed as part of a series of work packages designed to make the Council GDPR-compliant.

The following actions have already taken place:

- Created a role profile and job description for the post of Data Protection Officer.
- Reviewed the data breach process and created new documentation to bring it into line with the new 72-hour timeframe for reporting breaches.
- Created a format for the key document, the Register of Processing Activities, which will be the primary source of reference for processing personal data.
- Developing new software which will facilitate Subject Access Requests to the authority (and incidentally Freedom of Information (FOI) and other information requests which are outside the scope of GDPR).



- Developed a 6-month 'countdown' communications plan for all staff commencing November 2017.
- Developed training material that will be recorded as a webinar and delivered to all staff, senior managers, Councillors and schools.

The next steps about to begin are:

- An information audit to populate the Register of Processing Activities with information about information systems holding personal data.
- Creation of a corporate privacy notice (with additional attachments for Social Services & Education).
- Creation of a template for Privacy Impact Assessments.
- A new form of wording for statements of consent, which makes the collection of personal data by consent GDPR-compliant.

With regard to Strategic Estates and Property, particularly the universal review of all Council land, you identified some Members appeared to be unaware this work has taken place. **All** ward Councillors, including those newly elected, have been contacted with a plan identifying all land and buildings within their ward boundary specifically asking for views as follows:-

- Any properties that they feel may have overlooked.
- Any shortfall or oversupply of property in the wards.
- Views on how service area could be delivered differently.
- Any opportunities for collaborative working with the public sector/third sector.

Where responses have been received these have been used to inform various estate management initiatives including the Universal Review. Where a site is to be progressed through to disposal, effected ward members are consulted in the normal way, in line with the Constitution. I would welcome Members contacting me directly if they still have concerns.

If you require any further information, please do not hesitate to contact me.

Yours sincerely



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



**To/  
Councillor Jen Raynor  
Cabinet Member for Children,  
Education and Lifelong Learning**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrchol:*

*e-Mail  
e-Bost:*

*Date  
Dyddiad:*

**Scrutiny**

**01792 637256**

**scrutiny@swansea.gov.uk**

**12 October 2017**

**BY EMAIL**

Summary: This is a letter from the School Governance Scrutiny Inquiry Panel to the Cabinet Member for Children, Education and Lifelong Learning following the meeting of the Panel on 25 September 2017. It is about School Governance.

Dear Councillor Raynor,

### **Scrutiny Inquiry into School Governance – 25 September 2017**

The Panel would like to thank you and Kathryn Thomas for attending the School Governance Scrutiny Inquiry Panel on 25 September 2017. We wanted to explore the improvements being made in relation to School Governance and to look at the impact of this piece of work. Thank you for providing a written paper which has given us some detail about that impact.

We are writing to you to reflect on what we learnt from the discussion, share the views of the panel, and, where necessary, raise any issues or recommendations for your consideration and response. The main issues discussed are summarised as follows.

You informed us that the Governor Unit have made governors aware of the Governors Wales Self-evaluation tool and have advised them to undertake a self-evaluation exercise. We felt that in addition to this the council should clearly flag up what we can offer in relation to training and development to assist governing bodies.

We were pleased to see the mini booklet for governors and heard that it will be sent out to all new governors and made available on the council's website; we did note that the council website was listed, but thought that the direct link to the School and Governor team was important to include also, and this was agreed.

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You told us that ERW have undertaken a review of information provided to school governors, also that Governors Wales have undertaken a review following a consultation by Welsh government on the Reform of School Governance: regulatory framework. The outcome of this consultation is currently delayed due to high levels of response. Swansea is awaiting the outcome and recommendations from this review before this aspect can move forward. We were pleased however that there are links on our website to ERW, Governors Wales and My Local School but felt that the links need a higher profile – in the form of a larger font/ higher visibility and more explanation to help governors understand their purpose.

We understand that education data packs are available and were pleased to hear that ERW has developed a sample Headteacher report. It was felt that access to this sort of information will help empower governors by developing a better understanding of complex information. We would like to see links to this information flagged up on the Council's website.

The flexible package of training was welcomed and particularly that bespoke training can be arranged for schools and across clusters. We welcomed the termly meeting being held with the Challenge Advisor for School Governance and the Head of School Support to identify governing bodies in need of support. We did feel however that many governors may not be aware of the bespoke and targeted training approaches available for specific purposes and that this could also be flagged up on the Council's website.

We understand that the governor database has been revised and is now managed on a different system but further work is required to develop an online learning log for governors so they can self-manage training and development. We were pleased to hear that the new system was now up and running and that it is much more user friendly. We are now keen to see the next stage of development: the online learning log for governors.

We welcomed governor unit plans to deliver governor training in the Autumn to improve governor understanding of the core visit process. We were particularly pleased to hear Challenge Advisors are attending a meeting of the Governing body for all Red and Amber schools.

We discussed the recommendation *writing to the chair of governors and headteachers of each school to promote the good practice points included in this report*. We felt it important that governing bodies share their positive practice and that the Council can help by publicising the good work being done by governors and governing bodies. The Head of Governor Unit said that she will look into a way that positive outcomes from Estyn Inspections that relate to governing bodies can be made available on the Council's website.

We understand the reasons for not targeting a specific group of governors for governor training in isolation but did think that it would be useful to have bespoke training provided for Elected Members who are school governors.

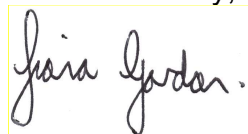
## Response

We are interested in hearing any further thoughts you have about the issues raised in our letter but would ask that you particularly consider the following:

1. Flagging up information with governors and signposting more on Council's Website particularly in relation to:
  - What we offer in relation to training and development to assist governing bodies
  - The mini booklet for governors being sent out to all new governors and made available on the Council's website
  - More explanation to go alongside website links to ERW, Governors Wales and My Local School to help governors understand what they are for and what they can do for them.
  - Linking the education data packs and sample Headteacher report on ERW Website to the Council's website
  - More information for governors about bespoke and targeted training approaches available for specific purposes and that this is put on the Council's website.
2. We recommend that 'what every governor should expect' and 'ensuring effective challenge: good practice advice for chairs of governors and headteachers' are circulated to governors on an annual basis and that they form a part of the mini booklet (in Recommendation 2) for new governors. We would also like to see it made available online.
3. Look into a way that positive outcomes from Estyn Inspections that relate to governing bodies can be made available on the Council's website.

Could we please have your response by 2 November 2017.

Yours sincerely,



**COUNCILLOR FIONA GORDON**

Convener, School Governance Scrutiny Inquiry Panel

✉ [Cllr.fiona.gordon@swansea.gov.uk](mailto:Cllr.fiona.gordon@swansea.gov.uk)

Councillor Fiona Gordon  
Convenor  
School Governance Scrutiny Inquiry Panel

**BY EMAIL**

*Please ask for:* Councillor Jennifer Raynor  
*Direct Line:* 01792 63 7429  
*E-Mail:* [Cllr.jennifer.raynor@swansea.gov.uk](mailto:Cllr.jennifer.raynor@swansea.gov.uk)  
*Our Ref:* JR/CM  
*Your Ref:*  
*Date:* 31st October 2017

Dear Councillor Gordon

### **SCRUTINY INQUIRY INTO SCHOOL GOVERNANCE – 25<sup>TH</sup> SEPTEMBER 2017**

I am writing in response to your letter dated 12 October 2017 regarding the Scrutiny Inquiry into School Governance and in particular the meeting that Kathryn Thomas and I attended with the School Governance Scrutiny Panel on 25 September 2017.

The Council website for school governors (<http://www.swansea.gov.uk/schoolgovernors>) has been updated and now includes the following reference to encourage governing bodies to request bespoke governor training that they may consider beneficial:

The School and Governor Team also offer bespoke training sessions on a range of subjects including roles and responsibilities and complaints. If you would like to arrange a session at your school or on a particular topic please get in touch: The School and Governor Team

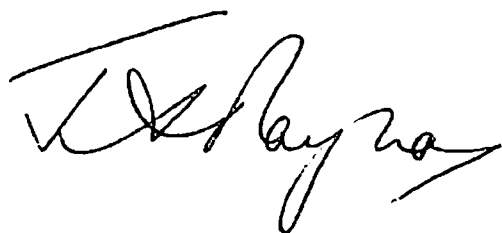
I can confirm that the new mini booklet will soon be available on the above website. It is being used already to issue to new governors.

Work is also being undertaken to add information alongside the links to ERW, Governors Wales and My Local School to provide governors with improved understanding about the services and what they can provide.

Plans are in place to consider linking the education data packs and sample headteacher report on the above website and it is hoped that ERW will also provide a link on their webpage.

I trust this information will help to clarify the points that you raised in the September meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Raynor', with a stylized, flowing script.

**Councillor Jennifer Raynor**  
**Cabinet Member for Children, Education & Lifelong Learning**

# Agenda Item 13

## AUDIT COMMITTEE WORKPLAN 2017/18 (For Information)

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 (note changed from 10 October 2017)	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 Procurement 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.*