



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Scrutiny Programme Committee

At: Council Chamber - Guildhall, Swansea

On: Monday, 12 February 2018

Time: 4.30 pm

Chair: Councillor Mary Jones

Membership:

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

Co-opted Members: D Anderson-Thomas, P M Black, P R Hood-Williams and J W Jones

Agenda

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- 2 **Disclosures of Personal & Prejudicial Interest.**
www.swansea.gov.uk/disclosuresofinterests
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Minutes.** 1 - 5
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 **Public Question Time.**
Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt with in a 10 minute period.
- 6 **Cabinet Member Question Session: Cabinet Member for Environment Services (Councillor Mark Thomas)** 6 - 31
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 - b) Consideration of Cabinet Report and Questions
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Next Meeting: Monday, 12 March 2018 at 4.30 pm

Huw Evans

Huw Evans
Head of Democratic Services
Tuesday, 6 February 2018

Contact: Democratic Services - Tel (01792) 636923



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Committee Room 3A, Guildhall, Swansea

Monday, 8 January 2018 at 4.30 pm

Present: Councillor M H Jones (Chair) Presided

Councillor(s)

M Durke
D W Helliwell
B Hopkins
I E Mann

Councillor(s)

E W Fitzgerald
T J Hennegan
P Jones
G J Tanner

Councillor(s)

L S Gibbard
C A Holley
E J King

Co-opted Member(s)

D Anderson-Thomas
J W Jones

Co-opted Member(s)

P M Black

Co-opted Member(s)

P R Hood-Williams

Officer(s)

Sarah Caulkin
Kate Jones
Brij Madahar
Phil Roberts
Stephanie Williams

Interim Director of Resources
Democratic Services Officer
Scrutiny Team Leader
Chief Executive
Principal Lawyer

Apologies for Absence

Councillor(s): S E Crouch, J P Curtice, C R Evans, M Sykes and W G Thomas

81 Disclosures of Personal & Prejudicial Interest.

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

82 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.

83 Minutes.

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

84 Public Question Time.

There were no public questions.

85 Cabinet Member Question Session: Leader / Cabinet Member for Economy & Strategy (Councillor Rob Stewart)

The Leader / Cabinet Member for Economy & Strategy provided a verbal address further to the written report circulated.

The Leader specifically highlighted the following: -

- City Regeneration
 - Swansea Central
 - Kingsway
 - Castle Square
 - Mariner Street
 - Skyline
- City Deal
- Budget
- Public Services Board

The Chief Executive and Interim Director of Resources were also present to assist the question and answer session.

Questions and Discussions with the Leader focussed on the following: -

- Availability of Business Plan for the Arena and the agreement with Ambassador Theatre Group
- Competitiveness of the Arena and likely acts the Arena may attract
- Sufficient provision of hotels to accommodate additional visitors to Swansea
- City Deal – Development of Joint Working Agreement, and submission of business plans in order to draw down funds
- Funding / Governance of Cross Cutting Projects such as the Skills & Talent Initiative
- Involvement of Colleges / Universities and Industry in the Skills & Talent Initiative
- Relationship between Public Services Board (PSB) priorities and the Council' Corporate Plan – suggested incorporation of Natural Environment / Biodiversity to the Corporate Plan to mirror the PSB's 'Working with Nature'
- Hafod Morfa Copper works – impact on the Warehouse and Landore Park & Ride
- Tidal Lagoon – still awaiting decision from UK Government
- Felindre Business Park – effect of development opportunities on current parking on the site
- External Funding Panel – support for funding to Hillside Animal Sanctuary
- Upcoming budget scrutiny meetings

Resolved that the Chair of the Scrutiny Programme Committee write to the Leader, reflecting the discussion and sharing the views of the Committee.

86 Scrutiny Performance Panel Progress Reports.

As Convener of the Panel, Councillor Peter Black presented a report on the progress of the Adult Services Scrutiny Performance Panel. He reflected on meetings held since August and highlighted some of the key issues / concerns within Adult Services, for example in respect of Domiciliary Care, bed blocking, allocation of care packages and budget overspend.

Specific issues were raised by committee members on Local Area Co-ordinators and evaluation of the same, Direct Payments and frequency / methods of payment as well as the re-evaluation of care needs following a period of hospitalisation.

Councillor Black referred to the Panel's work plan and agreed to raise the issues highlighted by Committee Members with relevant Officers at future meetings.

Resolved that the update be noted.

87 Membership of Scrutiny Panels and Working Groups.

The Chair presented a report on Membership of Scrutiny Panels and Working Groups. Having invited expressions of interest from scrutiny councillors to participate in the inquiry on Swansea's Natural Environment, the proposed membership was verbally reported to the Committee for agreement.

Resolved that the membership of the Natural Environment Inquiry Panel be agreed as follows:

Labour Councillors:

Louise Gibbard	Peter Jones (CONVENER)
Yvonne Jardine	Hazel Morris

Liberal Democrat/Independent Councillors:

Wendy Fitzgerald	Jeff Jones
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Conservative Councillor:

Paxton Hood-Williams	
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Uplands Councillor:

Irene Mann	
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88 Scrutiny Dispatches - Quarterly Impact Report.

The Chair presented a draft of the Quarterly Impact Report from the Scrutiny Programme Committee 2017/18.

The report intended to demonstrate scrutiny achievements and outcomes, and the impact and difference made.

Resolved that the content of the draft 'Scrutiny Dispatches' be agreed and submitted to Council on 25 January 2018

89 Scrutiny Work Programme 2017/18.

The Chair updated the Committee on the Scrutiny Work Programme 2017/18. It was highlighted that: -

- Councillor Mark Thomas, Cabinet Member for Environment Services would be attending the next Scrutiny Programme Committee for the Question and Answer Session. The Committee was prompted to give thought to possible questions.
- A Special Scrutiny Programme Committee was scheduled for 5 March 2018 for Crime and Disorder Scrutiny. The Joint Chairs of the Safer Swansea Community Safety Partnership would be attending to discuss the performance of the partnership.
- A request has been made for the Archive Service to be added to the list of future Working Groups in the work programme.

Referring to the Cabinet Forward Plan, the Chair also proposed that Pre-Decision Scrutiny be carried out on the Cabinet report on 'Management of Allotments' scheduled for 15 February Cabinet meeting.

Resolved that: -

- 1) the cabinet report on 'Management of Allotments' be added to the Committee meeting agenda for 12 February;
- 2) The Archive Service be added to the Scrutiny Work Programme as a future Working Group.

90 Scrutiny Letters.

The Chair presented a report on Scrutiny Letters. Correspondence relating to the committee's pre-decision scrutiny of the Liberty Stadium lease arrangements was included.

Resolved that the contents of the report be noted.

91 Audit Committee Work Plan (For Information).

The Audit Committee Workplan was noted.

92 Date and Time of Upcoming Panel / Working Group Meetings.

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

93 Exclusion of the Public.

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

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

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

94 Scrutiny Letters.

The Chair presented the Scrutiny Letters in respect of the Oceana building demolition.

Resolved that the Chair of the Scrutiny Programme Committee write to the Health and Safety Executive about their involvement in the building demolition and advice provided to the Council.

The meeting ended at 5.45 pm

Chair



Report of the Chair

Scrutiny Programme Committee – 12 February 2018

Cabinet Member Question Session

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

1. Introduction

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

Cllr Rob Stewart	- Economy & Strategy (Leader)
Cllr Clive Lloyd	- Service Transformation & Business Operations (Deputy Leader)
Cllr Jennifer Raynor	- Children, Education & Lifelong Learning
Cllr David Hopkins	- Commercial Opportunities & Innovation

Cllr Robert Francis-Davies	- Culture, Tourism & Major Projects
Cllr Mark Thomas	- Environment Services
Cllr June Burtonshaw /	- Future Generations
Cllr Mary Sherwood	
Cllr Mark Child	- Health & Wellbeing
Cllr Andrea Lewis	- Housing, Energy & Building Services
Cllr Will Evans	- Stronger Communities

1.2 By acting as a 'critical friend' scrutiny has the opportunity to challenge the cabinet and individual cabinet members on their actions and monitor performance in relation to their areas of responsibilities.

1.3 Cabinet Member Question Sessions have become a main feature of Committee meetings. At least one cabinet member is scheduled to appear at each monthly Committee meeting, ensuring all Cabinet Members appear before the Committee over the course of a year, in order to ask questions on their work. Questions will focus on their priorities, actions, achievements and impact.

2. Cabinet Member Question Session

2.1 The following Cabinet Member will appear before the Committee:
a) Councillor Mark Thomas, Cabinet Member for Environment Services

Within this cabinet portfolio, he is responsible for:

- Local Transport Policy
- Parking
- Highways & Engineering
- Waste Management & Recycling
- Regional Collaborations for Transport, Highways & Waste
- Streetscene
- Infrastructure Repairs and Maintenance
- Sustainable Transport
- Pothole Task Force
- Fly Tipping Task Force
- Environmental Health
- Public Protection
- Tend & Mend
- Green Transport & Green Vehicle Adoption (incl. infrastructure works)
- All Grass Cutting Services
- Poverty Reduction
- Lead Elements of Sustainable Swansea

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. 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**.

3.4 Following the session the chair will write to the Cabinet Member in order to capture the main issues discussed, views expressed by the Committee, and any actions for the Cabinet Member to consider.

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

4. Previous Correspondence

4.1 Amongst the issues discussed during the relevant Q & A session last year (November 2016) included:

- Waste Management and Recycling
- Bus Services
- Parking Enforcement
- Park and Ride Provision
- Street / Highway Works
- Road Safety
- Tawe Barrage
- Dog Fouling
- Street Lighting

Relevant correspondence between the committee and cabinet member is attached, as the Committee may wish to follow up on these issues and previous discussion, as necessary. Note: this session was with Councillor David Hopkins.

4.2 Other relevant contact with scrutiny since November 2016:

Service Improvement & Finance Scrutiny Panel:

- Parks & Cleansing - The Panel carried out pre-decision scrutiny of the Parks & Cleansing Commissioning Review in December 2016.
- Recycling & Landfill – The Panel annually looks at recycling & landfill performance and did so in December 2016 and November 2017
- Public Protection - The Panel carried out pre-decision scrutiny of the Public Protection Commissioning Review in October 2017

Local Flood Risk Management Working Group:

The scrutiny work programme includes a standing annual Working Group to discuss plans, activities and preparedness in relation to local flood risk management. A meeting was held in March 2017.

Car Park Charges Working Group:

A meeting was held in November to discuss a range of concerns about car park provision and charges. The Working Group wrote to the Cabinet Member with its views and recommendations. The correspondence with the Cabinet Member, including his response, is included in this agenda pack within item 11 (scrutiny letters)

Tethered Horses Working Group:

An issue originally discussed in early 2016, the Cabinet Member attended the Working Group in January 2018 to provide update on the current situation, explain how things have changed / improved since the scrutiny in 2016, and identify any issues outstanding.

Roads & Footway Maintenance Working Group:

The Cabinet Member attended a meeting in January 2018 which enabled questions and discussion on the current service, issues and challenges.

The Cabinet Member will also be engaged in the following planned / future activities:

- Natural Environment Inquiry
- Local Flood Risk Management Working Group – 20 February
- Bus Services Working Group
- Public Conveniences Working Group

5. Other Questions

5.1 For each Cabinet Member Q & A Session the Committee invites members of the public and other scrutiny councillors (not on the Committee) to suggest questions.

5.2 The committee has been asked to raise concerns about the following with the Cabinet Member:

- Incidents of Fly tipping and cost to the Authority
- Rules regarding vehicle entry / acceptance of household waste at Civic Amenity Sites, and possible link between refusal of waste and flytipping
- Information / Awareness Raising efforts to increase use of Civic Amenity Sites
- Policing / Enforcement to check if relevant businesses hold Waste Carrier Licenses

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: Environment Services Portfolio – Key Headlines

Appendix 2: Previous Correspondence

Appendix 1

Scrutiny Programme Committee - 12 February 2018

Councillor Mark Thomas Cabinet Member for Environment Services

1. Highways and Transportation

The Highways and Transportation service is a diverse service providing a large number of frontline services. The service is responsible for maintaining 1100kms of roads, 1500kms of footway, 28,000 street lights, 216 bridges and structures and 39,000 drainage assets. The estimated value of the highway assets is in excess of £1.3billion and the current estimated backlog of highway maintenance is estimated at around £130 million. The condition of the principle roads is in the upper quartile (currently around 4 of 22 in Wales). The service has robust maintenance policies and approaches which means that the Council has a very good success rate in defending 3rd party claims. The service has been through a commissioning review which has looked at the entire service including interdependencies.

The service is responsible for;

- Highways Maintenance (including planned, reactive and winter maintenance)
- Out of hours emergency service 24/7
- Flood management (land drainage and costal defence)
- Bridge and structures maintenance
- Highway and capital Improvements
- Traffic and Road Safety
- Telematics (traffic signals) and transport modelling
- Parking
- Highway development control
- Civil Engineering Construction Works
- Street lighting
- Transportation functions
- Marina and Tawe Barrage
- Fleet management and maintenance
- Subsidised public transport services, concessionary bus passes, bus stops and shelters, Swansea City Bus Station
- Home to school transport and Social Services transport procurement and management
- Cycling and Walking promotion and development
- Transport strategy – local and regional

Recent Key Achievements

A number of initiatives and schemes have been delivered by the service recently including;

- Winner Association of Public Sector Excellence national award for Best Highways Winter Maintenance and Street Lighting Service (for the 48hr pothole initiative), cited as best practice
- Finalist APSE performance networks for Highways winter Maintenance and Street Lighting Service.
- Response to two major flood events in December and January
- Delivery of £3m planned maintenance programmes for Roads, Footways and Drainage.
- Secured significant transport funding from Welsh Government through Local Transport Fund, Local Transport Network Fund as well as additional in year transport funding
- Completion of the Morfa Distributor Road
- Completion of West Way improvements and significant progress in the delivery of the Kingsway redesign as part of the City Centre Regeneration programme
- Secured design commission for new link road to Morriston Hospital
- Installed improved traffic signal system (MOVA) on some key routes to improve traffic flow and management
- Continued delivery of road safety training in schools, colleges and for older drivers
- Work underway to develop and outline business case for the Fabian Way Corridor in partnership with Welsh Government and Neath Port Talbot County Borough Council. Securing additional funding to design replacement of Baldwins Bridge on Fabian Way
- Delivering route improvements to improve efficiency and reliability of public transport
- Developed and delivered several Community Budget Schemes for members. To be continued over the next few years.
- Retendered approximately 60 home to school transport routes generating a saving of approximately £300k per annum (£1.5m over the 5 year contract period
- Production and preparation of the commissioning review
- Creation of the Integrated Transport Unit (to include Social Services Transport)
- Implementation of a Quality Bus Partnership with First Cymru Buses
- Introduction of new Sunday bus services to fill gaps in the bus network
- Implemented a Wheels to Work moped loan scheme
- Introduction of 2 community minibus shopper services and a community minibus hire scheme
- A new volunteer car scheme based at St. John's day centre
- Acquisition of 40 fully electric vans & charge points for the corporate fleet making CCoS the largest EV operator amongst Welsh LAs
- Boat occupancy rates at the marina have remained steady over the past year, which has helped fund important Capital projects relating to the marina and barrage.

- Developed a 10 year asset management plan for the Tawe barrage
- Continued investment in the long term future of the Marina by replacing over 100 metres of pontoons and upgrading electrical supplies.
- Following on from a suggestion raised during the H & T commissioning review we are about to formally submit a planning application to use part of the existing Marina boatyard for motor homes and camper vans during months of the year when demand for boat space ashore is low.

2. Waste Parks and Cleansing

a) Waste Management

Recent Progress/Key Achievements

The current statutory recycling and composting target is 58% and will remain at that level until 2019 when it will rise to 64%. Our recycling performance last year was 63.7%, achieving the statutory target for 2015/16.

Our current recycling and composting rate for the first half of this year is around 64.7% which should see the Authority achieve a full year (2017/18) rate of around 62% once seasonal adjustments have been taken into consideration. The reduction in performance is due to restrictions on wood recycling imposed by National Resources Wales (NRW).

Work has now been completed to improve all the Household Waste Recycling Centres, and the initiative has won two national awards and has been shortlisted for a third national award.

The reusable pink bags for plastic kerbside collection has been rolled out across the Authority, with the exception of one collection day. This has been held back due to high density of student residents and narrow streets in the area.

Route Optimisation software and improved mobile communications for collections is being installed to maximise efficiency of the rounds and improve the service provided.

A significant proportion of the collection fleet is in the process of being replaced which will substantially improve the reliability of the fleet and the robustness of the service.

The main risks to the service continue to be loss of experienced staff, reducing Welsh Government Grant funding, reducing internal budgets, wood recycling, volatile recycles markets, and increasing recycling targets.

b) Parks and Cleansing

With regards to the Cleansing functions, we continue to target a weekly cleanse for every street in Swansea, by mechanical and/or manual means, removal of all dog fouling and have dealt with in excess of 8,000 service requests.

Recent Key Achievements

- Continue to remove fly tip material within 5 working days
- Continuation of the 'project' team to enhance areas of City, including deep cleaning, and the removal of vegetation obstructing footways
- Continued collaborative working with Fforestfach Day Centre and employment of services users (learning difficulties) to develop their social skills and wellbeing
- Significant improvements to Primrose Play Park in partnership with the Friends Group
- Expansion of the Botanical Gardens through the Friends Group
- Continued expansion of the Knotweed Treatment Service
- The Cleansing Teams based at Pipehouse Wharf are due to be relocated to a depot at Ferryboat Close, Llansamlet
- Continue with 24 hour emergency cover
- Continued to achieve all savings targets required through the Commissioning Review

The main risks to the service continue to be loss of experienced staff, reducing internal budgets, Ash Dieback, and increasing expectations.

3. Public Protection

a) Building Control

i. Priorities

Building Control: building regulations applications, inspections and enforcement, dealing with dangerous structures and buildings. Inspection and certification of sports grounds. Securing open premises against unauthorised access. Dealing with dilapidated buildings and demolition of buildings. Administration of the Approved Inspector Regulations. Dealing with property conveyance and searches. Registration and processing of competent person schemes. Provision of energy performance calculations and code for sustainable homes assessments. Provision of fire risk assessments. Dealing with complaints regarding building/builders.

ii. Objectives

- Safeguarding and improving Swansea's environment for all by ensuring the highest quality of design and construction.
- Ensure compliance with safety standards at sporting and entertainment events at the Liberty Stadium and other sporting venues.
- Assist in making public and commercial buildings more accessible for disabled people.
- To assist with others in the reduction of carbon emissions through the built environment.
- To assist in delivering the sustainable agenda and reduce construction waste.

iii. Activities/Achievements/Progress/Key Decisions

- Maintained high levels of service delivery whilst in competition with the private sector.
- Maintained self financing status.
- Maintained public safety whilst dealing with high volumes of dangerous structure incidents.
- Monitored performance / safety compliance at numerous high profile events at the Liberty Stadium.
- Played a key advisory role in dealing with the fallout from the Grenfell tragedy.

iv. Performance of Services/ Key Targets

Key performance results for 16/17 include;

- Full plans applications checked within 15 working days, target 98% achieved 99.5%.
- Full plans applications approved first time. This is an indicator of advice and guidance offered to applicants to achieve first time approval. Achieved 100%.
- Imminent dangerous structures responded to the same working day, target 100%, achieved 100%.
- High levels of customer satisfaction demonstrated through the process of continuous customer consultation.

v. Engagement with Service Users / Public and Influence

Competition in this service area necessitates continuous customer engagement. This service is extremely customer driven/focused whilst undertaking an enforcement role. This has contributed towards the provision of a streamlined cost effective self financing service, tailored to meet the needs of the general public.

The service undertakes a continuous customer consultation on completion of projects. Comments are considered and changes/improvements made where relevant and feasible.

vi. What to achieve over the 12 months and challenges

- Maintain current market share and income levels.
- Play a key role in the design and delivery of the redevelopment of the City Centre.
- Play a key role in the proposed expansion of the Liberty Stadium.
- Make a positive contribution to the review of the Building Regulations.
- Key challenge to maintain standards and levels of service whilst delivering budget savings.
- Make Improvements in electronic service delivery.
- Introduce a new document management system to enhance service delivery and reduce storage requirements.

b) Trading Standards/ Health Promotion

i. Priorities

Trading Standards: ensuring the safety of consumer goods and monitoring the description of goods and services, providing consumer and trade advice, control of street trading, promotion of proof of age scheme and regulating the sale of age restricted products, animal health and welfare protection Trading Standards have adopted an approach to deal with the most serious matters affecting our communities. These include prompt and direct action against rogue doorstep traders and irresponsible call centre business operating from Swansea but dealing across the UK. In addition there has been a positive response to the work undertaken in respect of mail scams which continue to be highlighted to vulnerable groups using a network that is available through the different portfolios across the Council.

Health Promotion: working with both internal and external partners to promote health and wellbeing and encouraging healthy lifestyles, monitoring and enforcing the legislation on smoking in enclosed public places and supporting the work on the Healthy City scheme.

ii. Objectives

- Undertake Scams awareness training.
- Investigation of doorstep crime offences with partners.
- Prevention work to raise awareness in vulnerable people
- Utilise laws related to the supply of tobacco and alcohol which prevent supply to children and young people under 18.
- Support local businesses which contribute to the local economy to achieve regulatory compliance in a proportionate manner.
- Take action against rogue traders to safeguard local communities and to protect responsible businesses from unfair competition.
- Use regulatory activities to highlight health promotion and health improvement as part of the Healthy City network.
- Work with partners to resolve conflicts related to the keeping of horses in public areas.

iii. Activities/Achievements/Progress/Key Decisions

- Scam awareness training to 25 partners to assist them to protect vulnerable people and identify victims.
- Early intervention to investigate all reports of doorstep crime with partners.
- Implementation of an All Wales approach to doorstep selling including information for householders to use in protecting themselves and their families.
- Implementation of the Tobacco control strategy via the action plan which is designed to prevent smoking, highlight dangers and encourage individuals to take responsibility for their own health.
- Inspection of business premises in accordance with risk and provision of advice and guidance to assist compliance which protects customers.
- Complete continuing work related to three trade sectors:
 - Call centre industry in partnership with the Police, Information Commissioners Office and Ministry of Justice
 - Illegal tobacco traders operating in local communities selling non duty paid tobacco acting against health initiatives designed to encourage smoking cessation.
 - Targeting disguised business operations trading via the web, selling goods or services which are falsely described and unsafe and which are unfair competition to responsible legal businesses who contribute to the economy in a conventional manner and create employment within local communities.

iv. Performance of Services/ Key targets

Key performance results for 16/17 include;

- The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Trading Standards Achieved 100%
- The percentage of significant breaches that were rectified by intervention during the year for Trading Standards. Achieved 95% against a target of 90%

v. Engagement with Service Users/ Public and Influence

The service records and analyses complaints, service requests, regional and local information to help establish priorities.

vi. What to achieve over the 12 months and challenges

- Demonstrate that good regulatory activity safeguards people, protects responsible business operators from unfair competition.
- Undertake regulatory interventions using advice, education and enforcement methods which make a positive contribution to the Healthy City Network.

- Provide training to raise business awareness and assist customer compliance with regulation.
- Undertake a review of service requests related to new businesses in order to make the best use of technology and direct business operators to advice and information they can source for themselves.
- Provide all relevant information to business operators free of charge to improve regulatory compliance.
- Provide trading pitches at identified locations which can be rented and for which a street trading authorisation is required.

c) Food and Safety

i. Priorities

Food and Safety: monitoring and enforcing hygiene standards/practices in food premises, carrying out inspections related to the Food Hygiene Rating Scheme, investigating complaints about unfit food / food sampling, monitoring health and safety standards in workplaces, accident investigation, investigation of infectious disease notifications.

ii. Objectives

- Inspect all high risk food premises.
- Carry out the necessary enforcement to secure improvements in hygiene standards in food premises.
- Ensure, as far as possible, that food intended for sale for human consumption, that is produced, stored, distributed, handled or consumed in Swansea is safe and meets the requirements of the relevant legislation
- Ensure local businesses comply with health and safety legislation
- Enable all residents of Swansea to;
 - have ready access to safe and healthy food;
 - make informed choices about their diet and nutrition.
- To safeguard the health and safety of persons at work by monitoring working conditions and taking action where necessary to ensure the safe operation of businesses in Swansea.
- Investigate notifications, outbreaks and sporadic cases of notifiable/reportable infectious disease.

iii. Activities/Achievements/Progress/Key Decisions

- Achieved programmed inspection targets
- Continued to implement the Food Hygiene Rating Scheme
- Continued to respond to and investigate accident notifications where required
- Investigated all reported cases of confirmed and suspected notifications of food related diseases.
- Undertake reactive work using a risk based approach.

iv. Performance of Services/ Key targets

Key performance results for 16/17 include;

- High risk food inspections achieved 100%
- Achieved an improvement in the percentage of food establishments which are 'broadly compliant' with food hygiene standards 94% against a target of 96%.

v. Engagement with Service Users/ Public and Influence

Analysis of service requests received ensures that reactive work is undertaken using risk based approach to ensure those complaints that pose the most significant public health risks are investigated fully as a priority.

vi. What to achieve over the 12 months and challenges

- Inspect all high risk premises due for inspection
- Secure further improvements in the percentage of food establishments which are 'broadly compliant' with food hygiene standards
- Prioritise new businesses and ensure that the highest risk new businesses are identified and prioritised for inspection.
- Undertake reactive work using a risk based approach to prioritise investigation of complaints that pose the most significant public health risks.
- Investigate the feasibility of introducing a paid advice service for new food businesses.

d) Registration and Bereavement

i. Priorities

Burials and Cremations: including memorialisation and maintenance of cemetery and crematorium grounds

Registrars: registration of every birth, death, marriage and civil partnership in Swansea, civil marriages and partnerships, Civil Celebratory and Citizenship Ceremonies.

ii. Objectives

- To provide a dignified burials and cremations service which meets the needs of and offers choices to the bereaved;
- To meet all relevant statutory legislation for burials and cremations;
- Continue training program for all staff to deliver a dignified and sensitive service to the bereaved;
- Establishing a permanent legal record of every birth, death, marriage and civil partnership in Swansea
- Providing all customers with a personal, dignified and sensitive service
- Monitor changes to Death Certification Reform
- Monitor changes to Civil Registration Reform (e.g. inclusion of mother's details on marriage entries)

- Improving customer access channels e.g. online payments.
- Improving ceremony information e.g. issuing FAQ's and ceremony questionnaires.

iii. Activities/Achievements/Progress/Key Decisions

- Agreed to waiver charges in association with the burial or cremation of children in support of the national campaign.

iv. Performance of Services/ Key Targets

- Registered in excess of 3000 deaths.
- Registered in excess of 3000 births.
- Achieved higher performance levels than the national averages across the range of registerable activities.
- Took notice of and undertook over 1000 marriages.
- Dealt with 2118 cremations.
- Dealt with 614 Burials.
- Dealt with 337 burials of cremated remains.

v. Engagement with Service Users/Public and Influence

- These services are specialist in terms of dealing with the emotions the range of stakeholders experience. As such it is not practical to engage in most cases. That said there are customer comments books available at reception points. Volunteered feedback and comments are extremely complimentary.

vi. What to achieve over the 12 months and challenges

- Continue to deal with the large volume of workload.
- Improve access to services and payments on line.
- Improve customer information available on website.
- Enhance information technology to benefit service delivery.

e) Pollution, Pest and Animal Control

i. Priorities

- Pest control service & Animal warden service.
- Pollution Control: for noise control issues, air quality management, industrial pollution permits, contaminated land, drinking water quality, bathing water protection, EIA's and Planning advice, chemical incident management, Hazardous site regulation.

ii. Objectives

- Produce three new action plans for Air Quality statutory requirements. These will now be able to use the Nowcaster" Air Quality model and will be the culmination of many years work on the first automatic continuous model forecasting Air Quality failures on the Swansea road network and automatically sending various messages out to the public.

iii. Activities/Achievements/Progress/Key Decisions

- Our prediction and management system for Swansea Bay has resulted in it reaching 'Good' status under the EC standards.
- The Nowcaster model is working and has been successfully running since October 2017.

iv. Performance of Services/ Key Targets

Key performance measures include;

- Response times to noise complaints; the aim is to respond within target time to 90% plus of all noise complaints received, however over the last few years this is missed by a small %.
- In relation to response times to Pest & Animal control issues the results often drop slightly below our target of 95% but that seems to be because some customers request first calls outside the target period which affects the results.

v. Engagement with Service Users/Public and Influence

- The service undertook customer surveys for night time noise and also public attitudes to our prediction and management of bathing water quality in Swansea Bay. The responses were very positive; this is particularly useful for the water quality system as ours is a world first and very different to the English system used elsewhere.

vi. What to achieve over the 12 months and challenges

- Maintain Swansea Bay model to ensure compliance
- Air Quality management is a major technical challenge together with the budget pressure from impounding dogs and stray horses.
- We hope to see continued small growth in income from the commissioning outcome, particularly any shift by internal customers from using external contractors for services we can deliver.



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

**To/
Councillor David Hopkins
Cabinet Member for Environment &
Transportation**

BY EMAIL

*Please ask for:
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*Direct Line:
Llinell Uniongyrochol:* **01792 637257**
*e-Mail
e-Bost:* **scrutiny@swansea.gov.uk**
*Our Ref
Ein Cyf:* **SPC/2016-17/8**
*Your Ref
Eich Cyf:*
*Date
Dyddiad:* **30 November 2016**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Environment & Transportation following the meeting of the Committee on 14 November 2016. It is about Waste Management and Recycling, Bus Services, Parking Enforcement, Park and Ride Provision, Street / Highway Works, Road Safety, Tawe Barrage, Dog Fouling, and Street Lighting.

Dear Councillor Hopkins,

Cabinet Member Question Session – 14 November

Thank you for attending the Scrutiny Programme Committee on 14 November 2016 and answering questions on your work as Cabinet Member for Environment & Transportation. 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 work on the various commissioning reviews across your portfolio, the 48hr pothole initiative, recycling performance, savings generated by retendering of many home to school transport routes, and the recent signing of a Quality Bus Partnership with First Cymru. Overall you felt there have been a number of positive achievements however warned of the challenges ahead to maintain services.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

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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:

Waste Management & Recycling

Black Bags:

We asked about the impact following the decision that black bags would no longer be accepted at certain Household Waste Recycling Centres, such as any increase in fly tipping. We heard that there has been careful planning and preparation for this change, including a phased approach, targeting of certain areas and education, which has resulted in no significant increase in fly tipping. However you assured us that this is being closely monitored.

Some members have seen fly tipped black bags and asked about how they are dealt with. You explained that bags would not be collected without first trying to identify where they had come from, and this was something that could only be done in a controlled manner by trained enforcement officers, not councillors or members of the public – for health and safety and to ensure it does not weaken the case for possible enforcement action. You told us that the Council will always seek to prosecute offenders and supported naming and shaming in the local media as a deterrent.

Another issue raised concerned the 3 black bag limit for households and the difficulty those involved in community litter picks had, as it added to their waste. It was explained that allowances are made for householders with special circumstances but in the case of litter picks, which are of course encouraged, advised that special collections can be arranged with the department. Blue bags were usually used in such circumstances. One thing we agreed on was the responsibility of people not to litter, and the need for both education and enforcement.

Pink Bags:

The issues with current plastic recycling bags are well known. We asked about plans to expand the trial reusable pink bags for plastic kerbside collection, across the Authority. We heard that the roll out would likely take place early in the new financial year, following completion of necessary procurement process.

Agency workers:

We referred to the Commissioning Review on Waste Management and the intended reduction in the use of agency workers. We asked about the thinking behind this and benefits. You confirmed that was not about cutting staff. You explained that the review had shown an overreliance on agency staff and a clear need for more permanent staff. This was not just a decision based on finances, but about having a more effective workforce and improving

retention. Exact numbers were not yet agreed. We understood that there may still be a need for some agency workers to deal with certain peaks.

Bus Services

Quality Bus Partnership:

The committee was very pleased to hear that a Quality Bus Partnership (QBP) has recently been signed with First Cymru. It was one of the key recommendations made in our scrutiny inquiry on public transport 3 years ago, so progress on this is very welcome.

We hoped that it will provide a platform for working together to ensure local bus services deliver. We asked what benefits you envisaged and whether it will genuinely be a 2-way process of engagement and dialogue, where the Council will have some leverage to improve the quality of services and facilities.

We understand that there will be a first partnership meeting shortly and look forward to progress and seeing the difference that the QBP will make. You felt that the QBP will provide much scope for improvement, and should allow the Council to have much earlier input into any service changes, but ultimately First Cymru, which is the dominant service provider in the area, was a commercial operation.

Request Stops:

Some members asked you to clarify with bus providers what the position is with regard to request stops. They were aware of concerns from residents about inconsistent approaches and less flexibility, seemingly driver led, as to whether or not a bus would be able to pick up / drop off on request – a particular issue for older people. You agreed to take this up with the bus companies.

Parking Enforcement

We shared with you concern about vehicles being parked on pavements causing obstruction particularly for pedestrians, causing inconvenience or danger, especially for those in wheelchairs or with visual impairments, and people with prams / push chairs. Committee members explained the frustrations experienced by those calling for action about who to turn to – Council officers saying that it is the responsibility of the Police, the Police saying it is the responsibility of the Council. Members saw this as a particular issue for routes to school and in the streets around the DVLA. We understand that you are in talks with the DVLA about parking issues and possible solutions to current problems.

You told us that it depended on whether the road is subject to a Traffic Regulation Order. Where one was in force, the Council's Civil Enforcement Officers can issue penalty charge notices. Otherwise it would be a matter for the Police to enforce.

We felt that clear guidance needed to be issued to relevant officers to remind them of respective responsibilities, so that everyone understands what can be done about this problem.

Park and Ride Provision

We referred to the closure of the Fforestfach park and ride site but asked about options for future provision in the part of Swansea, due to the projected increase in new housing. You explained that the site was in the wrong place, without necessary priority measures, and heavily underutilised. We noted that the closure resulted in a cost saving of £200k per annum. As far as future provision goes you told us that as demand rises the need for a site will be revisited, ideally with better links to the M4 and dedicated routes to the city centre.

Street / Highway Works

Following a question there was also discussion to better understand why certain street / highways works (for example works requested by councillors) would need to be carried out only by the authority. We were told that this was because of the Council's duty of care and liability with regard to the public highway, but were assured that the cost of works in-house was competitive compared to private contractors.

Road Safety

We spoke about the introduction of 30mph speed limits across the length of Carmarthen Road, give the incidence of accidents. While it may represent an annoyance to some drivers, we were happy to hear that it has made this road much safer for the local community, and seemed to be working well.

Tawe Barrage

We asked about the ongoing maintenance of the barrage and spend, and a statement on its condition. You told us that there is a maintenance budget in place and that costs were offset by the income generated by the Marina. You stated that a long term asset management plan for the barrage was being prepared so likely future costs are clearly understood. We agreed that this was necessary.

Dog Fouling

We discussed this the last time we met you (May) and had asked about the penalty notices issued in relation to dog fouling. In your response letter (July) we noted that 5 fixed penalty notices had been served this year, 3 of those on beaches. We understood the difficulties in catching offenders, but welcomed efforts to train up more and more officers working in parks and communities to carry out enforcement. Again, the committee felt that an approach involving naming and shaming would be positive.

Street Lighting

The committee would like to know how many lights are out and how many have been switched off. You agreed to provide this information in writing.

Your Response

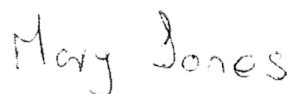
In your response we would appreciate your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for you to:

- write to relevant officers (Council and Police) about the obstruction on highways / pavements and respective responsibilities to ensure clarity about appropriate enforcement action;
- raise the issue of inconsistent approaches and flexibility regarding 'request stops' with local bus service providers;
- confirm maintenance spending on the Tawe Barrage; and
- provide the information about street lighting not working or switched off.

Please provide your response by 21 December. 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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CITY AND COUNTY OF SWANSEA
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Councillor Mary Jones
Chair
Scrutiny Programme Committee

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

Councillor David Hopkins
(01792) 637439

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

cllr.david.hopkins@swansea.gov.uk
DH/CM

21 December 2016

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

Dear Councillor Jones

Cabinet Member Question Session - 14 November 2016

Further to your letter dated 30 November in relation to Scrutiny Programme Committee meeting held on 14 November I confirm / comment as follows:

Waste Management & Recycling

The thorough preparation and focussed communication strategy has resulted in the smooth implementation of the residual waste restrictions at the Household Waste Recycling Centres, with very little fly tipping issues evident. Tackling antisocial and illegal fly tipping remains a priority for the service area, and whilst we encourage the reporting of fly tipping, including any information relating to the perpetrators, we would ask that searching of bags is left to those trained in evidence gathering. Enforcement training has been rolled out to numerous Council teams, including Housing officers, and operative staff from Waste, Parks, and Cleansing, to increase the resource available to tackle this issue. We will also continue to work with our Communication colleagues in publicising fly tipping prosecutions.

Whilst we intend to focus on the prevention of litter, any Members or community/volunteer groups who wish to undertake litter picks should contact the service area to arrange for support in terms of bags and disposal of any litter collected from public areas.

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The reusable pink bags are on order and will be rolled out across the Authority early in the new financial year.

There is an intention to reduce reliance on agency workers by replacing with additional permanent staff through a recruitment process, even though there is an increased cost in doing so. There will remain a need to utilise agency staff to cover temporary roles, workload peaks, and staff absences.

Questions requiring response:

- Write to relevant officers (Council and Police) about the obstruction on highways / pavements and respective responsibilities to ensure clarity about appropriate enforcement action;

If a Traffic Regulation Order is in place that prohibits parking ie a single or double yellow line then Civil Enforcement Officers can issue Penalty Charge Notices to vehicles parked on an adjacent footway or grass verge. Unfortunately, this does not apply to other TRO's such as limited waiting / residents permit bay, bus stops and even white and yellow zig sags. Powers to deal with obstruction issues on these occasions or when the street is unrestricted remains a policing responsibility.

The Council could introduce TRO's to ban pavement parking but it would require a separate TRO and supportive signs for each location. Within the London Council it is illegal to park on the footway unless signs say otherwise, unfortunately at present for the rest of the country the opposite applies in that it is not actually illegal to park on the footway.

There have been some Private Members Bills discussed in Parliament to introduce similar powers as in London but unfortunately these have always failed to progress into legislation.

The Parking and Transport Wales Group (made up of Welsh Local Authorities and The British Parking Association) have in the past raised this issue with officers from Welsh Government but to date powers have not been introduced to allow Councils to deal with such issues. I understand that the Traffic Penalty Tribunal have even suggested to Welsh Government that obstruction issues generally should be decriminalised and powers to enforce passed to Councils as was the case for parking infringements.

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Unfortunately, when members of the public call the police they will state that there are parking issues rather than an obstruction issue and therefore the police will refer them back to ourselves. Another issue is that the Police have to witness an obstruction taking place rather than it being a perceived obstruction – therefore they will often not take action against a vehicle parked on a footway unless they actually witness someone having difficulty passing.

We will raise the issue of enforcing obstructions with the Police as part of our partnership working discussions.

- Raise the issue of inconsistent approaches and flexibility regarding 'request stops' with local bus service providers;

There are some areas where formal bus stops with bus stop poles and flags are not provided. Buses in these areas stop on a hail and ride basis and there are often locations where it has become custom and practice for passengers to wait for the bus.

The bus companies policy on hail and ride sections of route is that the drivers can use their discretion where to pick up and set down passengers and must use their judgement to assess the safety of the location at the time. The suitability of a location can vary from day to day depending on things like parked cars and traffic movements which can cause obstruction and affect visibility.

If there are particular points where request stops are a problem then we can investigate the possibility of formalising a stop in the area at a safe location following consultation with the bus operators and local residents.

- Confirm maintenance spending on the Tawe Barrage;

During this financial year we have committed £280,000 to capital improvement works and £60,000 for the annual maintenance of the Barrage lock gates.

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Capital works

£200,000 has been committed to stress test supporting rock anchors that are located under the river bed. They are accessed from within the Barrage tunnel approximately 15 metres below river level. We also aim to install anodes to sheet piling on the East side of the river to slow any long term corrosion. We are currently out to tender and will accurately know costs end of December.

£50,000 has been committed in order to purchase a pump located with Port Tawe storm water pumping station. There are four pumps located in this station and two are in urgent need of replacement.

£30,000 has been committed to replace electrical works within the Barrage underwater tunnel, works include replacing electrical cables, trays, lighting and installing a new water extraction pump, flood alarm, air ventilation fan and CCTV camera. We are currently out to tender and expect to know exact costs towards the end of December.

£60,000 from revenue has been committed to cover 2 weeks annual maintenance of the lock. Works include installing stop logs, replacing lock gate vertical seals, refurbishment of 1 lock gate ram.

The Service has commissioned a piece of work to develop a long term asset management plan for the Tawe River Barrage. This will identify the short, medium and long term maintenance requirements and the associated costs for the barrage. The asset management plan will give a robust investment plan over a 25 year period.

- Provide the information about street lighting not working or switched off;

Street lighting is generally off due to faults with the electrical gear, lanterns or underground cabling or due to the fact that the supply has been turned off as part of the energy reduction programme and consequent cost saving measures.

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Of the 28,000 street lights on the network, 1520 are not illuminated. Of these 1228 have been switched off as part of the energy reduction measures, 259 columns/brackets have been cut down due to structural instability and a further 90 are off due to vandalism or faults to the underground cabling. It should be noted that some outages will fall into more than one of the above e.g. a lantern turned off under energy saving but subsequently cut down after being structurally tested.

I trust this information provides a response to the issues recorded at the Scrutiny Programme Committee.

Yours sincerely



COUNCILLOR DAVID HOPKINS
CABINET MEMBER FOR ENVIRONMENT & TRANSPORTATION

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Report of the Chair

Scrutiny Programme Committee – 12 February 2018

Pre-decision Scrutiny – Role of the Committee

Purpose	This report provides guidance on pre-decision scrutiny ahead of consideration of the Cabinet report on: a) Transfer of Management of Allotments from City & County of Swansea to Management Associations.
Content	This covering report explains the role of the Committee in undertaking pre-decision scrutiny. The actual Cabinet report which is being considered by Cabinet on 15 February will be circulated separately following publication of Cabinet agenda.
Councillors are being asked to	<ul style="list-style-type: none">• note the pre-decision scrutiny process and role of the Committee• consider the Cabinet reports and proposals• agree any views on the proposed decisions that are to be raised with Cabinet
Lead Councillor	Councillor Mary Jones, Chair of Scrutiny Programme Committee
Report Author	Brij Madahar, Scrutiny Team Leader Telephone: 01792 637257 brij.madahar@swansea.gov.uk
Legal Officer	Debbie Smith
Finance Officer	Paul Cridland

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 15 February:

- Transfer of Management of Allotments from City & County of

Swansea to Management Associations

This report seeks approval from Cabinet to transfer management of allotments to allotment associations.

The Committee agreed that pre-decision scrutiny should be carried out on this report taking into account interest in this service.

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 15 February 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: None



Report of the Chair

Scrutiny Programme Committee – 12 February 2018

Scrutiny Performance Panel Progress Report

Purpose	The committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will regularly provide a progress report, updating the committee on headlines from their Panel's work and impact.
Content	This report focuses on the following Performance Panel: a) Schools
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness and understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Mo Sykes (convener)
Lead Officer & Report Author	Brij Madahar Tel: 01792 637257 E-mail: scrutiny@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland

1. Introduction

- 1.1 There are six Performance Panels which have been established by the Committee. Whilst the work of Inquiry Panels leads to the production of a final report with conclusions and recommendations for cabinet based on evidence gathered on a specific issue, the work of Performance Panels represent regular monitoring of particular services.
- 1.2 Performance Panels are expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about the performance of services and service delivery.

1.3 The Committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panels Conveners will therefore provide a regular progress report to the Committee to enable:

- a discussion on the work of each Panel, achievements, effectiveness and impact
- the Committee to consider any issues arising from Panel activities which may have an impact on the overall scrutiny work programme
- awareness amongst the Committee as well as visibility across the council and public.

1.4 This report is about the following Performance Panel:

a) Schools

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

1.5 The membership of the Schools Performance Panel is made up of 14 councillors and 1 co-optee:

Labour Councillors: 6

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

Liberal Democrat/Independent Councillors: 3

Mike Day	Susan Jones
Lynda James	

Conservative Councillor: 5

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

Coopteers: 1

Dave Anderson-Thomas – Parent Governor
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2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

Appendices:

Appendix 1 – Schools Scrutiny Performance Panel Update

Schools Scrutiny Performance Panel Update

1. Remit of the Panel

The overarching purpose of the panel is to: provide ongoing challenge to schools performance to ensure that *pupils in Swansea are receiving high quality education; and the authority is meeting its objectives in relation to improving school standards and pupil attainment.*

2. Key Activities

The Panel is currently meeting on a monthly basis (see attached work timetable) and the work completed since June 2017 includes:

- a) In July 17 an Education Scrutiny Workshop was held where Councillors received an overview of education in Swansea and then discussed their programme of work for the coming year.
- b) In August the Panel looked at the Pupil Voice in Swansea and also agreed their work programme.
- c) In September discussed progress with the Education Other Than At School changes to service and accommodation.
- d) In October we looked at the Education Improvement Serviced and received an update on QED 2020 and the 21st Century Schools Programme
- e) On the 16 November the panel visited Olchfa Comprehensive School meeting with the Head and Chair of Governors of the School along with the Head of Parklands Primary School to look at progress with their collaboration work in relation to development of the new curriculum for Wales. Councillor also met with a group of young people from the Olchfa School Advisory Group.
- f) The support and performance of Looked After Children was the main focus for our meeting in December but they also looked at the pupil deprivation grant spend and how it is being used to improve the outcomes of vulnerable pupils.
- g) On the 18 January we had our annual review of the Education Performance Data and School Categorisation.
- h) Over this period the Panel has also kept up to date with individual school Estyn Inspections publications and any advisory/practice documents.

3. Achievements / Impact

We have sent three letters to the Cabinet Member since July 17. One of issues covered, as an example, was a visit to a school to look at how they are progressing with the development of the new curriculum.

We met with Hugh Davies the Headteacher, Cllr Mary Jones the Chair of Governors from Olchfa Comprehensive School and Anne Lloyd the Headteacher Parklands Primary School, to look at how the development of the New Curriculum for Wales (for which they are a pilot) is progressing from their viewpoints. The Panel took away a number of learning points from this session and they have shared these with the Cabinet Member for Schools, Education and Lifelong Learning and on the Scrutiny Blog including:

- Strong leadership within schools will be key to moving forward, but must recognise that School readiness for the new curriculum will be varied.
- Both the School Governing Body and Leadership Team within a school must be committed to it and be ready to move it forward.
- Collaboration is happening not only because of the new curriculum pilot, some schools were thinking this way and starting to move down that road but this has been an impetus to moving forward. There are some schools that are not pioneer schools but are starting to do this because they recognise that it is the right thing to do.

- There are a minority of individuals within schools that are not convinced and therefore not as supportive of Donaldson and the ethos of the new curriculum. There is still a need to be winning of hearts and minds with some.
- Must recognise schools are at different stages of learning and development, therefore their ability to move forward with the new curriculum will vary and will need different levels of support.
- Ensure everything is grounded in the 4 core purposes, 'they are the fundamental touchstone'. Teachers must understand and be committed to this in order to move forward.
- The pedagogy and type of knowledge is different so teachers need to embrace this as part of their continuous improvement journey. It will be important moving forward for the criterion to fit with the pedagogy that goes with the new curriculum.
- It is vital to use evidence to inform the development of the practice needed. Moving forward must be underpinned by research and evidence based decisions.
- The learning for pupils is much broader within the new curriculum than with the old one, subjects are looked at in more depth and breadth, enabling pupils to question and think, it also frees up time to explore issues more. This enables children to think/question and not just acquire knowledge.
- The new curriculum needs to be about teaching and learning, about what the child needs and not only about results and data.
- Working across clusters will be important moving forward, the primaries and secondary schools working together to ensure smooth transitions and shared practices will be of benefit to all.
- There is an important role for all the pioneer schools in being reflective and looking at the effective pedagogy learned and that is needed, also encouraging and giving confidence to other schools to start down this process.

We were extremely impressed with both schools and their commitment and drive in improving the outcomes of their pupils. We did recognise that they both have taken this great opportunity to shape new practice and have embraced it fully.

4. Future Work Programme

The work programme left this municipal year is as:

Meeting date	Items to be discussed
Extra Meeting 13 Feb 18	*Scrutiny of Annual Budget as it relates to education matters
Meeting 8 15 Feb 18	*School 2 – Morriston Primary School Amber: Speaking to Head and Chair of Governors of a School including preparation session with the challenge advisor. <i>Confirmed.</i>
Meeting 9 15 Mar 18 CR5	*School 3 – Bishop Vaughan Catholic Secondary School Amber: Speaking to Head and Chair of Governors of a School including preparation session with the challenge advisor. <i>Confirmed.</i>
Meeting 10 12 Apr 18 CR5	1. School to School Collaboration, and/or 2. Science in Schools in Swansea, or 3. Meeting with the Association of School Governors
Extra Meeting Date TBA	Pre-decision Scrutiny Alternative Learning Needs Reform Commissioning Review (<i>awaiting a cabinet date</i>)
Meeting 11 10 May 18 CR5	1. Item to be agreed 2. Review of the year and planning for the year ahead

5. Action for the Scrutiny Programme Committee

N/A



Report of the Chair

Scrutiny Programme Committee – 12 February 2018

Membership of Scrutiny Panels and Working Groups

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

1. Introduction

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

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

- 2.1 Local Flood Risk Management Working Group:

Add Councillors Steve Gallagher, Peter Jones, Irene Mann, Sam Pritchard and Brigitte Rowlands.

Councillor Peter Jones to replace Councillor Susan Jones as **Convener**.

Following these changes, the revised membership of the Working Group will be 11:

Labour Councillors: 4

Peter Jones (Convener)	Sam Pritchard
Paul Lloyd	Des Thomas

Liberal Democrat/Independent Councillors: 4

Wendy Fitzgerald	Cheryl Philpott
Susan Jones	Gordon Walker

Conservative Councillor: 2

Steve Gallagher	Brigitte Rowlands
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Uplands Councillor: 1

Irene Mann	
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2.2 Development & Regeneration Performance Panel:

Remove Councillors Oliver James and Andrew Stevens

Following these changes, the revised membership of the Working Group will be 11:

Labour Councillors: 4

Cyril Anderson	Gloria Tanner
Terry Hennegan	Mike White

Liberal Democrat/Independent Councillors: 4

Wendy Fitzgerald	Jeff Jones (Convener)
Chris Holley	Mary Jones

Conservative Councillor: 3

Steve Gallagher	Will Thomas
David Helliwell	

3. Proposed Membership of New Scrutiny Working Groups

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

- Renewable Energy
- Homelessness

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:

Appendix 1 - New Working Groups - Proposed Membership List

Appendix 1

New Working Groups – Proposed Membership List

Renewable Energy Working Group (10)

Labour Councillors: 4

Louise Gibbard	Sam Pritchard
Peter Jones	Lesley Walton

Liberal Democrat/Independent Councillors: 4

Mike Day	Kevin Griffiths
Wendy Fitzgerald	Mary Jones

Conservative Councillors: 1

David Helliwell	
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Uplands Councillors: 1

Irene Mann	
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A convener for this Working Group is to be identified.

Homelessness Working Group (14)

Labour Councillors: 12

Mandy Evans	Erika Kirchner
Louise Gibbard	Alyson Pugh
Joe Hale	Sam Pritchard
Oliver James	Mo Sykes
Yvonne Jardine	Gloria Tanner
Elliot King	Mike White

Liberal Democrat/Independent Councillors: 1

Peter Black (Convener)	
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Conservative Councillor: 1

Linda Tyler-Lloyd	
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NB – Councillors Alyson Pugh and Elliot King also expressed interest in acting as convener of this Working Group.

Further interest received in either working group following the publication of the agenda will be reported verbally at the meeting.



Report of the Chair

Scrutiny Programme Committee – 12 February 2018

Scrutiny Work Programme 2017/18

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

1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for developing the Council's scrutiny work programme, and managing the overall work of scrutiny to ensure that it is as effective as possible.
- 1.2 A report is provided to each meeting to enable the committee to maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.
- 1.3 The broad aim of the scrutiny function is to:
 - help improve services
 - provide an effective challenge to the executive

- engage members in the development of policies, strategies and plans
 - engage the public
- 1.4 The Scrutiny Work Programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

It also needs to be:

- manageable, realistic and achievable given resources available
 - relevant to council priorities
 - adding value and having maximum impact
 - coordinated and avoid duplication
- 1.5 The work of scrutiny is undertaken primarily in three ways – through the committee itself, by establishing informal panels or via one-off working groups. Panels and Working Groups would be open to all non-executive councillors - the committee will agree membership and conveners following expressions of interest.
- 1.6 Scrutiny will regularly send letters to Cabinet Members communicating findings, views and recommendations for improvement and, where appropriate, by producing reports. Inquiry panels will produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered. Inquiry panels will reconvene to follow up on the implementation of agreed recommendations and the impact of their work – usually 6-12 months following cabinet decision.
- 1.7 Although much of the work of scrutiny is carried out by informal panels and working groups these meetings are accessible to the public. Agendas, reports and letters relating to all such scrutiny activities are published, in the same manner as the committee, on the Council's modern.gov online platform:
<https://democracy.swansea.gov.uk/ieDocHome.aspx?bcr=1&LLL=0>

2. Scrutiny Work Programme 2017/18

2.1 Overall Programme

- 2.1.1 The agreed scrutiny work programme for 2017/18 is set out in ***Appendix 1***.
- 2.1.2. The following paragraphs break down the work programme by specific ways of working to provide a brief 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 major item(s) scheduled for the next committee meetings on 5 and 12 March:

5 March (extra meeting)

- Crime & Disorder Scrutiny – The Joint Chairs of the Safer Swansea Partnership will attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges.

12 March

- Cabinet Member Question Session: Culture, Tourism & Major Projects - Councillor Robert Francis-Davies.

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	Scrutiny
Catering Services	Service Transformation & Business Operations	17 Aug	Committee – 14 Aug
Planning & City Regeneration	Culture, Tourism & Major Projects	17 Aug	Committee – 14 Aug
Public Protection	Environment Services	19 Oct	Service Improvement & Finance Panel – 16 Oct
Family Support (Child Disability)	Health & Wellbeing	16 Nov	Child & Family Services Panel – 14 Nov
Highways & Transportation	Environment Services	15 Feb	Service Improvement & Finance Panel – 12 Feb
Additional Learning Needs	Children, Education & Lifelong Learning	tbc	Schools Panel - tbc

2.3 Inquiry Panels:

2.3.1 The following Inquiry Panels are active:

In Progress (yet to report):	Completed (follow up stage)
<ol style="list-style-type: none"> 1. Regional Working (evidence gathering stage) - Expected end: Apr 2018 2. Natural Environment (expected Start - End: Mar 2018 - August 2018) 	<ol style="list-style-type: none"> 1. School Readiness (27 Mar) 2. Tackling Poverty (tba) 3. Child & Adolescent Mental Health Services (tba)

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"> 1. Service Improvement & Finance (monthly) 2. Schools (monthly) 3. Adult Services (monthly) 	<ol style="list-style-type: none"> 4. Child & Family Services (every two months) 5. Public Services Board (every two months) 6. Development & Regeneration (quarterly)
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2.4.2 Performance Panel conveners provide a regular update to the Committee to enable discussion on key activities and impact.

2.5 Working Groups:

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

1. Emergency Planning & Resilience (11 Oct)	7. Renewable Energy (Mar)
2. Community Cohesion & Hate Crime (14 Nov)	8. Homelessness (Apr)
3. Car Park Charges (28 Nov)	9. Digital Inclusion (May)
4. Tethered Horses (31 Jan)	10. Bus Services (June onwards)
5. Roads & Footway Maintenance (31 Jan)	11. Public Conveniences (June onwards)
6. Local Flood Risk Management (20 Feb)	12. Archive Service (June onwards)

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

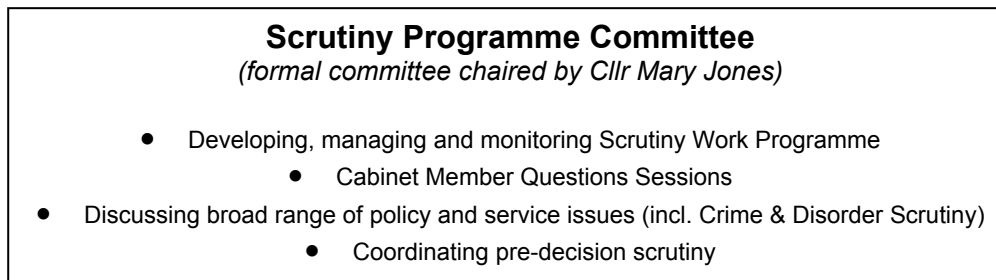
Appendix 2: Scrutiny Programme Committee - Work Plan

Appendix 3: Cabinet Forward Plan 2017-18

Appendix 4a: Scrutiny Work Programme 2017-18 – Projected Timetable of Activity

Appendix 4b: Progress Report – Current Scrutiny Panels and Working Groups

Appendix 1 – Agreed Scrutiny Work Programme 2017/2018



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

1. Regional Working

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

2. Natural Environment

e.g. exploring how well the Council has managed its natural environment and biodiversity under previous legislation, together with what will be needed to meet its new statutory responsibilities under the relevant provisions of the Welsh Government's Well-being of Future Generations and Environment Acts.

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. **Tethered Horses**
 6. **Roads / Footway Maintenance**
 7. **Renewable Energy**
 8. **Digital Inclusion**
 9. **Bus Services**
 10. **Public Conveniences**
 11. **Archive Service**
- 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"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required To review future cabinet business and consider opportunities for pre-decision scrutiny To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes
Scrutiny Letters	<ul style="list-style-type: none"> To review scrutiny letters and Cabinet Member responses arising from scrutiny activities
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact (Jan; Apr; Jun)
Scrutiny Events	<ul style="list-style-type: none"> Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development & improvement Issues; WLGA / CfPS network meetings)

Items for Specific Meetings:

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

	Commissioning Review	City Regeneration Service. It provides recommendations on the most viable future service options for the Service Area.
11 Sep	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Service Transformation & Business Operations (Deputy Leader)
	<ul style="list-style-type: none"> • Annual Corporate Safeguarding Report 	<ul style="list-style-type: none"> • To consider report of the Council's Corporate Safeguarding Group. The report is cross cutting (i.e. covers safeguarding of adults and children) and is not a report on social services performance but on how the Council as whole is meeting its safeguarding responsibilities
	<ul style="list-style-type: none"> • Oceana Building Demolition 	<ul style="list-style-type: none"> • Session with the Cabinet Member for Economy & Strategy (Leader) to put questions on matters relating to the Oceana Building Demolition, further to previous discussion by the committee in March. This will be in closed session.
9 Oct	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Children, Education & Lifelong Learning
	<ul style="list-style-type: none"> • Children & Young People's Rights Scheme – Compliance and Progress 	<ul style="list-style-type: none"> • To discuss annual progress report on implementation of Children & Young People's Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014)
13 Nov	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Health & Wellbeing
	<ul style="list-style-type: none"> • More Homes Pilot Scheme Milford Way and Parc Y Helyg Sites 	<ul style="list-style-type: none"> • Pre-decision scrutiny
11 Dec	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Stronger Communities
	<ul style="list-style-type: none"> • Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates 	<ul style="list-style-type: none"> • Update on Progress / Outcomes from Martin Nicholls, Director - Place
	<ul style="list-style-type: none"> • Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> • Councillor Chris Holley, Convener, to update on headlines from the Panel's work and achievements

8 Jan	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Economy & Strategy (Leader)
	<ul style="list-style-type: none"> • Progress Report – Adult Services Performance Panel 	<ul style="list-style-type: none"> • Councillor Peter Black, Convener, to update on headlines from the Panel’s work and achievements
12 Feb	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Environment Services
	<ul style="list-style-type: none"> • Transfer of Management of Allotments from City & County of Swansea to Management Associations 	<ul style="list-style-type: none"> • Pre-decision scrutiny
	<ul style="list-style-type: none"> • Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> • Councillor Mo Sykes, Convener, to update on headlines from the Panel’s work and achievements
5 Mar (extra meeting)	<ul style="list-style-type: none"> • Crime & Disorder Scrutiny 	<ul style="list-style-type: none"> • Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc
12 Mar	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Culture, Tourism & Major Projects
	<ul style="list-style-type: none"> • Progress Report – Child & Family Services Performance Panel 	<ul style="list-style-type: none"> • Councillor Paxton Hood-Williams, Convener, to update on headlines from the Panel’s work and achievements
9 Apr	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Future Generations
	<ul style="list-style-type: none"> • Progress Report – Development & Regeneration Performance Panel 	<ul style="list-style-type: none"> • Councillor Jeff Jones, Convener, to update on headlines from the Panel’s work and achievements
14 May	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Commercial Opportunities & Innovation
	<ul style="list-style-type: none"> • Progress Report – Public Services Board Performance Panel 	<ul style="list-style-type: none"> • Councillor Mary Jones, Convener, to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> • Annual Work Plan Review 	<ul style="list-style-type: none"> • To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny

To be scheduled:

<ul style="list-style-type: none">• Scrutiny / Audit Committee Coordination	<ul style="list-style-type: none">• 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">- mutual awareness and understanding of respective work plans and co-ordination- issues relating to work programmes can be discussed
<ul style="list-style-type: none">• Final Inquiry Reports	<ul style="list-style-type: none">• To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision
<ul style="list-style-type: none">• Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates	<ul style="list-style-type: none">• Regular Update on Progress in implementation of service changes following Commissioning Reviews / Outcomes

Appendix 3 – Cabinet Forward Plan 2017/18

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Commissioning Review Option Appraisal Report - Highways and Transportation Service.	To inform members of the findings of the Commissioning Review process in the Highways and Transportation Service; to seek approval for proposals and to progress to implementation.	Stuart Davies	Cabinet Member - Environment Services	Cabinet	15 Feb 2018	Open
The Kingsway Infrastructure Project.	To award the main works contract for The Kingsway Infrastructure Project following a tender exercise compliant with Council's Contract Procedure Rules, and to provide an update on the financial provisions of the scheme in compliance with Council's Finance Procedure Rules, further to Cabinet reports on the 16/03/17 and 19/11/17 respectively.	Gareth Hughes	Cabinet Member - Culture, Tourism & Major Projects, Cabinet Member - Economy and Strategy (Leader), Cabinet Member - Environment Services	Cabinet	15 Feb 2018	Open

Appendix 3 – Cabinet Forward Plan 2017/18

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Transfer of Management of Allotments from City & County of Swansea to Management Associations.	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	15 Feb 2018	Open
Annual Review of Charges (Social Services) 2017/18.	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	15 Feb 2018	Open
Disabled Facilities & Improvement Grant Programme. Transfer of budget to Sandfields Renewal Area 2017/18.	To provide details of underspend in Disabled Facilities & Improvement Grant Programme in 2017/18 and to seek approval to transfer budget to the Sandfields Renewal Area.	Gareth Borsden	Cabinet Member - Housing, Energy & Building Services	Cabinet	15 Feb 2018	Open

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Appendix 3 – Cabinet Forward Plan 2017/18

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Financial Procedure Rule 7 Local Transport Fund Grant 2017/18.	To confirm the bid for Local Transport Fund (LTF) Grant and seek approval for expenditure on the proposed schemes and projects in 2017/18.	Ben George	Cabinet Member - Environment Services	Cabinet	15 Feb 2018	Open

Appendix 3 – Cabinet Forward Plan 2017/18

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Disposal of Surplus Land at Olchfa Comprehensive School.</p>	<p>At its meeting on the 16/06/2016, Cabinet resolved to declare the land indicated at the Olchfa comprehensive school site as surplus; subject to the provision of an artificial games surface.</p> <p>The Council then had to undertake a consultation in accordance with The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015.</p> <p>The responses/objections to the consultation process for the proposed disposal have been received; Cabinet now has to consider those responses to inform the decision as to whether or not to proceed with the disposal</p>	<p>Nicola Jones</p>	<p>Cabinet Member - Children, Education & Life Long Learning</p>	<p>Cabinet</p>	<p>15 Mar 2018</p>	<p>Fully exempt</p>

Appendix 3 – Cabinet Forward Plan 2017/18

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Swansea District Heat Network.	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	15 Mar 2018	Open
A Prevention Strategy for Swansea 2017 - 2020.	The Prevention Strategy and associated Delivery Plan to be approved, following consultation.	Amy Hawkins	Cabinet Member - Health & Wellbeing	Cabinet	15 Mar 2018	Open
Adult Services Review of Commissioning Strategies for Learning Disabilities, Physical Disabilities and Mental Health.	The report provides an update on the approach to the Commissioning Review on accommodation and day related support for people with a Learning Disability, Physical Disability and Mental Health Concern. It provides final versions of the up-to-date Commissioning Strategies which have been amended to take account of the public consultation.	Alex Williams	Cabinet Member - Health & Wellbeing	Cabinet	15 Mar 2018	Open

Appendix 3 – Cabinet Forward Plan 2017/18

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Delegation of Powers to Officers of the Powers Contained in the Anti-Social Behaviour and Policing Act 2014.</p>	<p>To inform of changes to anti-social behaviour powers introduced by Anti-Social Behaviour and Policing Act 2014 and to formally authorise officers to exercise the powers available under the Anti-Social Behaviour, Crime and Policing Act 2014 for the purposes of tackling anti-social behaviour and low level crime across the City and County of Swansea through the use of Public Space Protection Orders (PSPO) to address ongoing and sometime urgent, anti-social behaviour and crime matters.</p>	<p>Jane Whitmore</p>	<p>Cabinet Member - Stronger Communities</p>	<p>Cabinet</p>	<p>15 Mar 2018</p>	<p>Open</p>
<p>Quarter 3 2017/18 Performance Monitoring Report.</p>	<p>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</p>	<p>Richard Rowlands</p>	<p>Cabinet Member - Service Transformation & Business Operations (Deputy Leader)</p>	<p>Cabinet</p>	<p>15 Mar 2018</p>	<p>Open</p>

Appendix 3 – Cabinet Forward Plan 2017/18

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Western Bay Regional Area Plan	<p>Section 14A(2) of the Social Service and Wellbeing (Wales) Act 2014 requires that local authorities and Local Health Boards must jointly develop and publish an area plan for Western Bay. This plan should address the care and support needs that were highlighted in the regional population assessment.</p> <p>This report seeks approval of the Western Bay area plan and requests authorisation for the City and County of Swansea to submit the area plan to Welsh Government on behalf of the three local authorities and the health board in the Western Bay region.</p>	Sara Harvey	Cabinet Member - Health & Wellbeing	Cabinet	15 Mar 2018	Open

Activity / Month	Jul 2017	Aug	Sep	Oct	Nov	Dec	Jan 2018	Feb	Mar	Apr	May	Jun
Performance Panels:												
Adult Services (monthly) Lead Scrutiny Councillor: Peter Black Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member Mark Child Lead CMT: Dave Howes Lead Head of Service: Alex Williams		8	20	10	21	19	16	13	20	17		
Service Improvement & Finance (monthly) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Clive Lloyd Lead CMT: Sarah Caulkin Lead Head of Service: Ben Smith		2	6	4 16*	1	12	10	7 12* 14*	7 28			
Schools (monthly) Lead Scrutiny Councillor: Mo Sykes Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead CMT: Nick Williams Lead Head of Service: cross-cutting	6	31	21	18	16	12	18	13* 15	15	12		
Child & Family Services (bi-monthly) Lead Scrutiny Councillor: Paxton Hood-Williams Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Child Lead CMT: Dave Howes Lead Head of Service: Julie Thomas		21		30	14*	18		12* 26		30		
Public Services Board (bi-monthly) Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart Lead CMT: Chris Sivers Lead Head of Service: cross-cutting		30		25		13		27		11		

Activity / Month	Jul 2017	Aug	Sep	Oct	Nov	Dec	Jan 2018	Feb	Mar	Apr	May	Jun
Development & Regeneration (quarterly) Lead Scrutiny Councillor: Jeff Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart / Robert Francis-Davies Lead CMT: Martin Nicholls Lead Head of Service: Phil Holmes			7			11				5		
Working Groups:												
Emergency Planning & Resilience Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Clive Lloyd Lead CMT: Martin Nicholls Lead Head of Service: Martin Nicholls				11								
Community Cohesion & Hate Crime Lead Scrutiny Councillor: Elliot King Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Will Evans Lead CMT: Chris Sivers Lead Head of Service: Rachel Moxey					14							
Car Park Charges Lead Scrutiny Councillor: Will Thomas Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Mark Thomas Lead Director: Martin Nicholls Lead Head of Service: Stuart Davies					28							
Tethered Horses Lead Scrutiny Councillor: Jeff Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Mark Thomas Lead Director: Martin Nicholls Lead Head of Service: Lee Morgan							31					

Activity / Month	Jul 2017	Aug	Sep	Oct	Nov	Dec	Jan 2018	Feb	Mar	Apr	May	Jun
Bus Services (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: Stuart Davies												
Public Conveniences (dependent on delivery of above / if time allows) Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Mark Thomas Lead Director: Martin Nicholls Lead Head of Service: Chris Howell												
Archive Service *New* (dependent on delivery of above / if time allows) Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Robert Francis-Davies Lead Director: Martin Nicholls Lead Head of Service: Tracey McNulty												
Regional Scrutiny:												
ERW (Education through Regional Working) Lead Scrutiny Councillor: Mary Jones / Mo Sykes Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead Director: Nick Williams Lead Head of Service: Helen Morgan-Rees Regional Lead: Betsan O'Connor			29						9			

* 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 panel will meet with representatives from across different Council partnerships including for example Western Bay, ERW and City Deal on 2 and 16 February. The panel will then start to draw their inquiry to a close by reviewing the evidence they have gathered and discussing conclusions and possible recommendations.

Projected End Date: April 2018

NB - An inquiry into the Swansea's Natural Environment is anticipated to commence in 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 (further follow up tba in 9-12 months)
Tackling Poverty	15 Jun 2017	12	1	2	tba
School Readiness	15 Jun 2017	9	0	0	27 Mar 2018

3. Performance Panels:

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

The meeting on 10 January focussed on the Quarter 2 Performance Monitoring Report, the Complaints Annual Report 16/17 and some aspects of the draft Budget Proposals. The next meeting on 14 February will consider the final Budget Proposals and receive feedback from other Panels on Budget Proposals relating to their areas of work.

b) Schools Performance (convener: Cllr Mo Sykes)

A progress report appears separately in the agenda as Item No. 8.

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

The next meeting on 27 February will look at the Early Years Work Stream including a presentation from Sian Bingham, Early Years and Family Support Manager. There will also be a discussion around the Wellbeing of Future Generations Act and how the Panel can and do use it to inform and develop their scrutiny work.

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

The Panel met on 18 December and received an update on Advocacy. The Panel will meet again on 12 February to consider the budget proposals in relation to Child and Family Services before they go to Cabinet.

e) Adult Services (convener: Cllr Peter Black)

The Panel met on 16 January and discussed arrangements for charging for adult social care in Swansea and the quarterly performance report and received a presentation on the DEWIS information system. The Panel will meet again on 13 February to consider the budget proposals in relation to Adult Services before they go to Cabinet.

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

The Panel will formally meet again in April. In the meantime, there will be an informal briefing on work being undertaken around business cases linked with the City Deal. This should help inform the Panel of work taking place which underpins the development and regeneration projects and create a wider understanding of the current picture.

4. 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.

5. Working Groups:

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

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

This Working Group met on 14 November which enabled information and discussion / questions about the council's work and effectiveness to support and promote community cohesion and tackle hate crime, and consider the current situation. The Working Group will meet again around May 2018 to focus on Community Cohesion, as there was concern about the lack of an overarching direction, or strategy, for this aspect.

b) Car Park Charges (convener: Cllr Will Thomas)

The Working Group met on 28 November and discussed a range of issues relating to car parks and charging. e.g. effect of winter charges, effect of charges on tourism and city centre footfall. As well as speaking to the relevant Cabinet Member and officers, the Panel was able to hear views from a number of members of the public about matters relating to foreshore car parks. The Cabinet Member for Environment Services has responded to the Panel recommendations (see Item 11 – Scrutiny Letters).

c) **Tethered Horses** (convener: Cllr Jeff Jones)

The committee has agreed to revisit concerns / issues regarding Tethered Horses. Working Group meetings were originally held in the first quarter of 2016, resulting in a number of recommendations addressing the issue of whether the council should introduce a ban on the tethering of horses.

A further one-off Working Group meeting took place on 31 January to enable councillors to get a position statement on the current situation, find out how things have changed / improved since the scrutiny in 2016, and identify any issues outstanding.

The Cabinet Member for Environment provided a written report and attended with relevant officer(s). The RSPCA and FOSH (Friends of Swansea Horses) also attending to provide an external perspective on developments.

d) **Roads & Footway Maintenance** (convener: Cllr Sam Pritchard)

This is an area of public concern and enabled 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.

The Working Group meeting took place on 31 January.

e) **Local Flood Risk Management** (convener: Cllr Peter 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. 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.

2. Homelessness

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

(NB – Expressions of interest in participating in the above two Working Groups were invited from councillors and are reported under Item 9 for agreement)

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 Council's digital inclusion strategy. Councillors will be able to consider how well prepared both the Council itself and the public is to use and communicate via 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.

6. Archive Service

This would enable discussion about current service delivery, performance, and challenges. There is particular concern about accommodation issues and their effect on the service.



Report of the Chair

Scrutiny Programme Committee – 12 February 2018

Scrutiny Letters

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

1. Introduction

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

2. Reporting of Letters

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

3. Letters Log

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

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	13 Nov	Letter to / from Cabinet Member for Health & Wellbeing
b	Car Park Charges Working Group	28 Nov	Letter to / from Cabinet Member for Environment Services

3.3 Key Points:

3.3.1 Response from Cabinet Member for Health & Wellbeing – Amongst recommendations the committee requested that the Cabinet Member considers a method of regular feedback to councillors about the work of Local Area Co-ordinators. The Cabinet Member points out that a report is regularly provided to the LAC Leadership Group by individual Local Area Coordinators and can be shared with councillors. He asks for a steer from the Committee as to how widely this report should be shared, e.g. all Councillors?, Committee Members only? Adult Services Performance Panel members? Another option is for area specific reports to be circulated to relevant ward Councillors.

The Committee should discuss.

3.3.2 Car Park Charges Working Group – The Working Group discussed a range of issues relating to car parks and charging, including: the effect of winter charges; effect of charges on tourism and city centre footfall; and, quality of provision. As well as speaking to the relevant Cabinet Member and officers, the Panel was able to hear views from a number of members of the public about matters relating to foreshore car parks.

As a result of this scrutiny the Cabinet Member will work with officers to look at options as to how winter charges in foreshore car parks could be reviewed. One of the options is to look at increasing summer charges to compensate for a reduction in winter charges. The Working Group had also raised concerns about the problems associated with car parking ticket machines across our managed car parks. Officers have been working with neighbouring authorities, through the British Parking Association, to develop a joint procurement opportunity, which will provide a number of benefits including greater purchasing power, better technical support from the chosen manufacturer, greater emphasis for any contractor to perform, as failure will affect future contracts from this region. It is expected that combined procurement and bargaining power will bring about an improvement in the service.

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): 19

(target within 21 days)

% responses within target:

74

No.	Committee / Panel / Working Group	Meeting 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	01-Nov	15	
15	Committee	17-Oct	Pre-decision scrutiny of Castle Square Regeneration	Culture, Tourism & Major Projects	18-Oct	09-Nov	22	11-Dec

16	Working Group	11-Oct	Emergency Planning & Resilience	Service Transformation & Business Operations (Deputy Leader)	19-Oct	08-Nov	20	11-Dec
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	n/a	n/a	n/a
19	Building Sustainable Communities Inquiry Panel	17-Oct	Inquiry Follow Up	Future Generations	07-Nov	n/a	n/a	11-Dec
20	Committee	11-Sep	Oceana Building Demolition (Confidential)	Economy & Strategy (Leader)	09-Nov	14-Dec	35	08-Jan
21	Committee	09-Oct	Cabinet Member Q & A	Children, Education & Lifelong Learning	09-Nov	29-Nov	20	11-Dec
22	Schools Performance Panel	18-Oct	21st Century Schools and School Improvement Service	Children, Education & Lifelong Learning	09-Nov	04-Dec	25	n/a
23	Service Improvement & Finance Performance Panel	01-Nov	Waste, mid-year budget statement, Reserves	Economy & Strategy (Leader)	14-Nov	22-Nov	8	n/a
24	Child & Family Services Performance Panel	14-Nov	Additional Needs Commissioning Review	Health & Wellbeing	14-Nov	04-Dec	20	n/a
25	Committee	13-Nov	Pre-decision Scrutiny - More Homes Pilot Scheme	Housing, Energy & Building Services	15-Nov	22-Nov	7	11-Dec

26	Committee	13-Nov	Pre-decision Scrutiny - Liberty Stadium	Joint Leader and Service Transformation & Business Operations (Deputy Leader)	15-Nov	06-Dec	21	08-Jan
27	Child & Family Services Performance Panel	30-Oct	Performance Report September 2017, Western Bay Adoption Service	Health & Wellbeing	21-Nov	01-Dec	10	n/a
28*	CAMHS Inquiry Panel	15-Nov	Follow up to CAMHS Inquiry	Health & Wellbeing	27-Nov	n/a	n/a	11-Dec
29	Schools Performance Panel	16-Nov	Olchfa and Parklands collaboration on New Curriculum	Children, Education & Lifelong Learning	29-Nov	19-Dec	20	n/a
30	Working Group	14-Nov	Community Cohesion and Hate Crime	Stronger Communities	30-Nov	n/a	n/a	11-Dec
31	Committee	13-Nov	Cabinet Member Q & A	Health & Wellbeing	01-Dec	23-Jan	53	12-Feb
32	Adult Services Panel	21-Nov	Demand Management, Western Bay Programme	Health & Wellbeing	06-Dec	n/a	n/a	n/a
33	Working Group	28-Nov	Car Park Charges	Environment Services	19-Dec	11-Jan	23	12-Feb
34	Service Improvement & Finance Performance Panel	12-Dec	Annual Review of Performance and Q2 Budget Monitoring	Economy & Strategy (Leader)	09-Jan	25-Jan	16	n/a
35	Public Services Board Performance Panel	13-Dec	Draft Well-being Plan	Economy & Strategy (Leader)	09-Jan	25-Jan	16	
36	Child & Family Services Performance Panel	18-Dec	Advocacy	Health & Wellbeing	10-Jan	29-Jan	19	n/a
37	Adult Services Panel	19-Dec	Workforce Development and Systems Support	Health & Wellbeing	15-Jan	n/a	n/a	n/a

38	Committee	11-Dec	Cabinet Member Q & A	Stronger Communities	19-Jan			
39	Adult Services Panel	16-Jan	Social Services Charges and Performance Monitoring	Health & Wellbeing	29-Jan			
40	Committee	08-Jan	Cabinet Member Q & A	Economy & Strategy (Leader)	31-Jan			
41	Schools Performance Panel	18-Jan	Annual Review of Education Performance and Estyn report progress update	Children, Education & Lifelong Learning	01-Feb			
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**To/
Councillor Mark Child
Cabinet Member for Health &
Wellbeing**

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

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SPC/2017-18/10

01 December 2017

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Health & Wellbeing following the meeting of the Committee on 13 November 2017. It is about the Integration of Health & Social Care, Domiciliary Care, Local Area Coordinators, Adult Services Budget, Winter Preparation, and Flying Start.

Dear Councillor Child,

Cabinet Member Question Session – 13 November

Thank you for attending the Scrutiny Programme Committee on 13 November 2017 and answering questions on your work as Cabinet Member for Health & Wellbeing.

As you know the scrutiny work programme already has a clear focus on both Adult Services and Child & Family Services. We have set up two Performance Panels to ensure regular in-depth monitoring and challenge to service delivery and performance of these areas. However, the Q & A session gave us an opportunity to talk about the headlines, and explore the priorities and achievements in relation to your areas of responsibility.

Thank you for providing a written paper, giving the headlines from the cabinet portfolio, in support of your appearance. We also thank the assistance of Dave Howes, Chief Social Services Officer, in our discussion.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU
SWANSEA COUNCIL / CYNGOR ABERTAWE
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www.swansea.gov.uk / www.abertawe.gov.uk

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:

Integration of Health and Social Care

You were asked to comment on the current relationship between health and social services, and how well health care and social care services were integrated. We understood this was an issue across Wales, not just Swansea, and that there have been particular issues around managing those discharged from hospital who have continuing support needs. Committee members were aware of patients waiting for discharge without any social care packages in place, causing bed blocking.

You painted a mixed picture in relation to effective partnership working however gave example where closer working has developed locally. You also felt that that the Public Services Board has helped to provide an impetus for greater coordination and collaboration over the delivery of services, given pressures facing both the council and health board.

We acknowledged that integration was still a challenging area and noted that there has been an independent review of health and social care commissioned by Welsh Government, which will report at the end of 2017. This will help drive hospital, primary care, community health and social care providers to work more effectively together.

We agreed that there is a pressing need to improve and develop a health and social care system that will support the aspirations of the Wellbeing of Future Generations Act.

We also asked about the impact of two recent pieces of significant Welsh Government legislation on your areas of responsibility, namely the Social Services and Wellbeing Act and the Wellbeing of Future Generations Act. We wanted to know the influence both were having on your work, positive or negative, and sustainability for the future.

You talked about the relevant objectives and duties which this legislation is focused on, and benefits of working in a sustainable way which involves people, and thinking long-term, with focus on prevention e.g. co-production with service users to develop solutions, and design better care services that meet the needs of our communities.

Domiciliary Care

We discussed the growth in domiciliary care and significant pressures and challenges this has placed on the Council. You explained that there have been difficulties recruiting domiciliary care workers, causing delays in patients being discharged from hospital. However you added that the position has begun to improve, following a review of care arrangements in October.

We asked about the reasons behind recruitment issues. You felt this was partly about money, but partly about status and value given to carers in society. You told us that Social Care Wales recognised the issues and were looking into introducing various levels of qualification and ways that could lead to greater recognition of those involved in this work.

We asked about agreed standards between the council and the health board, and escalation process e.g. that would follow councillor intervention in a particular case, where patients are not being discharged in a timely manner.

Local Area Coordinators

Following our previous discussion we asked about progress in developing the Local Area Coordination approach across Swansea.

We asked about the relationship between Local Area Coordinators and local councillors. The perspective shared by newly elected councillors was particularly interesting, and the questions which were raised about the added value and benefits from having Local Area Coordinators.

You helpfully highlighted the main purpose of Local Area Coordination to help vulnerable people build relationships within communities, and support people to meet their needs, and hopefully prevent the need for social services intervention. You also told us about the evaluations that have been carried out which have praised this approach, suggesting a return on investment of £3 saved for every £1 spent, which was anticipated to increase over time.

Committee members generally reflected on positive relationships developed with Local Area Coordinators and some regret at the loss of some who have moved on to other jobs. Members raised examples of loneliness in communities which can affect both the old and young, as something which Local Area Coordinators could help with, particularly in helping to develop social contact.

We were pleased to hear that the expansion of Local Area Coordinators has been achieved in part thanks to contributions from other public service partners who can see the benefits of this approach in strengthening people's lives. Given the involvement of others to expanding Local Area Coordination we were concerned about the long-term commitment in order to sustain this work in communities, which would help retain these officers. You assured the

committee that you would be doing everything to persuade partners, such as the Fire Authority, to continue supporting this initiative, but realistically will probably need to keep reviewing every two years.

Whilst it was of course beneficial for councillors to make personal contact with Local Area Coordinators, Committee Members felt that it would be helpful if a method of regular feedback to councillors by Local Area Coordinators can be established, to ensure their awareness and engagement with this work. You stated that you would be happy to arrange for feedback to be given to any interested councillor. We asked you to provide us with a list of those Local Area Coordinators currently in post.

Adult Services Budget

We asked about the management of the Adult Services budget given reported overspend, and plans to improve the situation. You were open about the challenge to deliver sustainable Adult Services, and confirmed that of the overall projected overspend in Social Services of £5.7m, £4.7m related to Adult Services. The Committee was clearly concerned about the situation and sought assurance about the strength of recovery / savings plans. The Adult Services Scrutiny Performance Panel will request sight of these plans. Of course this needs to be balanced with the need to provide quality care and not put service users at risk, but we need to ensure that the budget is sustainable and assess the impact overspend will have on overall council finances.

Winter Preparation

In view of reports that the UK is about to face one of its worst flu epidemics we asked about preparations for services to deal with this issue. You explained that the health board were responsible for annual winter plans, addressing not just flu, which involve partner consultation. We understood this plan has been submitted to the Welsh Government. You confirmed that relevant social care staff members have received the flu jab.

Flying Start

Unfortunately time did not allow for us to ask you about progress with the Flying Start early year's programme. Could you provide comment about how our efforts in Swansea regarding the Flying Start programme have been affected by austerity and financial cuts?

Your Response

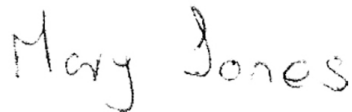
In your response we would welcome your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for:

- circulation of copy of the agreed set of standards with ABMU Health Board around discharge from hospital / care plans, and case escalation process;
- a list of the Local Area Co-ordinators;
- you to consider a method of regular feedback to councillors about the work of Local Area Co-ordinators.
- comment about how Flying Start has been affected by financial cuts.

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

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

Yours sincerely,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Councillor Mary Jones
Chair
Scrutiny Programme Committee

Please ask for: Councillor Mark Child
Direct Line: 01792 63 7441
E-Mail: cllr.mark.child@swansea.gov.uk
Our Ref: MC/CM
Your Ref:
Date: 23rd January 2018

BY EMAIL

Dear Councillor Jones

CABINET MEMBER QUESTIONS

In reply to your letter dated 1st December 2017 please see my responses below and attached.

The agreed set of standards with ABMU Health Board around discharge from hospital / care plans and case escalation process are attached.

The list of Local Area Co-ordinators and the areas they cover is

- Fiona Hughes (Uplands / Brynmill / St Helens / Ffynone)
- Emma Shears (Manselton / Brynhyfryd / Cwmbwrla / Cwmdu / Gendros)
- Anne Robinson (Gowerton / Loughor / Penllergaer)
- Dan Garnell (City Centre South).
- Ronan Ruddy – Gorseinon
- Richard Davies – Pontarddulais, Pontlliw, Tircoed, Penllergaer, Garnswllt, Felindre, Waun Gron, Grovesend and Penyrheol
- Dan Morris - St Thomas, Bonymaen, SA1 Waterfront.
- Claire Jones - City Centre, Sandfields, Brunswick, Dyfatty, Mount Pleasant, Marina

Townhill and Sketty are also due to be covered soon.

You requested a method of regular feedback from Local Area Co-ordination to Councillors. I am not sure I would agree with a regular report from individual LACs to Councillors in the areas they were working, we do not do this for any other staff and there may well be issues of confidentiality which I would have to take advice on.

Similarly for the manager of LACs to produce a regular report to all Councillors on their work would also be highly unusual as no other part of the Council does this.

May I suggest that the report given to the LAC Leadership Group by individual LACs each time it meets is suitable for wider circulation. I have attached the last two for your information. Is it your request that this goes to all Councillors, those on the Scrutiny Programme Committee or those on the Adult's Services Performance Panel?

I am happy that at the Adult Services Performance Panel a report on LAC is tables as frequently as desired.

You ask how Flying Start has been affected by financial cuts?

To date the Flying Start Programme has continued to operate within the allocated budget. The WG budget provided has been at a standstill for over 3 years despite rising costs and emerging pressures. As the Programme is evidence based and prescribed there are constraints on the options available for budget reductions.

In order to remain within budget a number of measures have been applied across the Programme including:

- efficiencies across all entitlements
- maximising the childcare staffing within and between settings to delay the need for recruitment
- as staff leave reducing capacity of childcare settings where numbers are predicted to remain low – however adjustments to numbers, both increases and decreases, is fluid
- development of the early language pathway informed by an opportunities costing exercise to evidence efficiencies and
- reducing the capacity of staffing at management and co-ordination level.

Looking to the future the Programme will continue to apply effective management and monitoring to identify opportunities as they arise and to apply these good practice measures so that service provision can be maintained as close to possible at current levels.

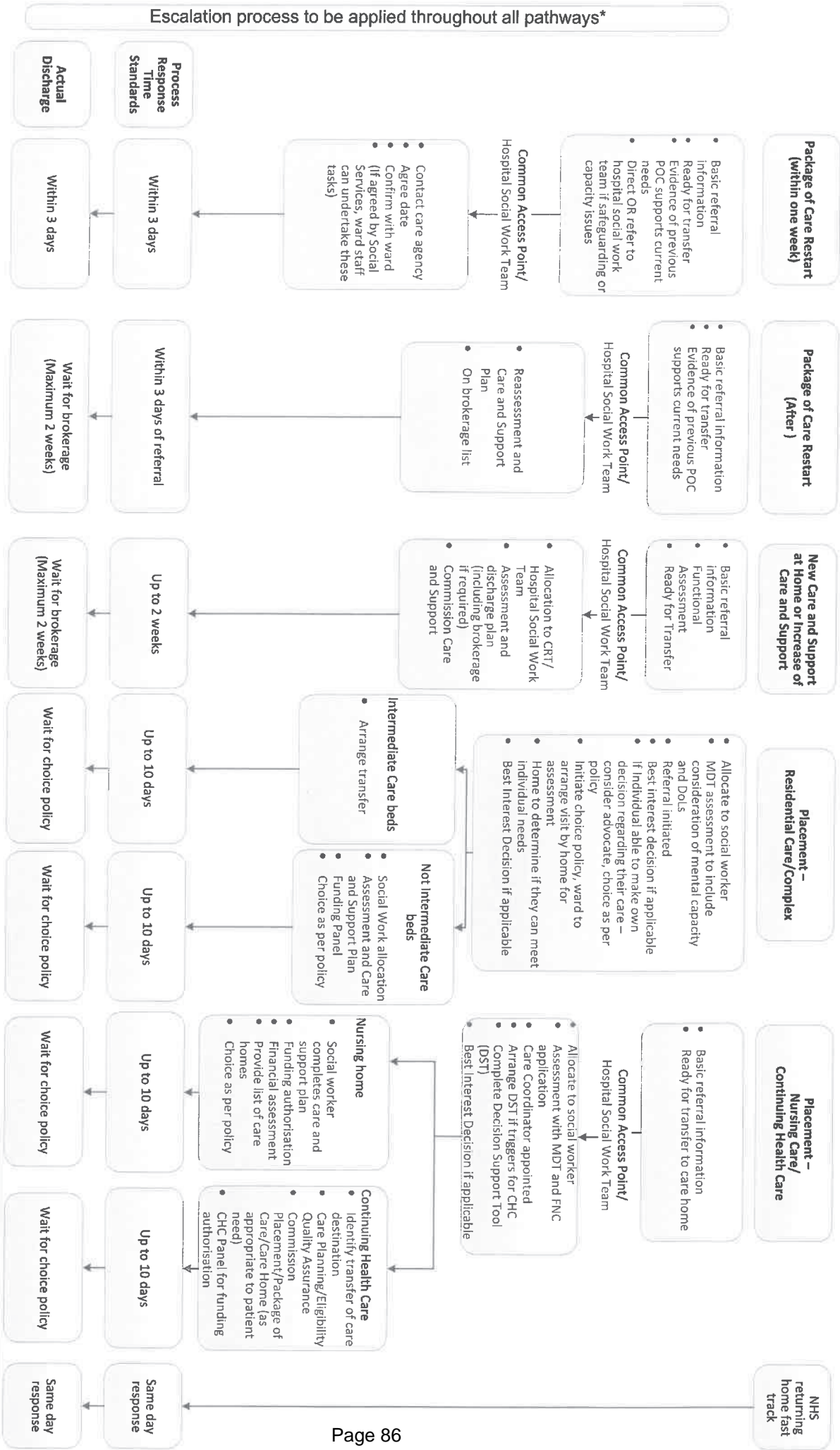
However it is a very tight situation and as costs continue to rise and increased needs are identified, such as relating to young children with emerging or diagnosed additional learning needs, then it will become very difficult for the Programme to continue to benefit all current areas and expected numbers of children as set by WG.

Yours Sincerely



Councillor Mark Child
Cabinet Member for Health & Wellbeing

Western Bay Discharge Process



*Escalation Process – If timescales above are not met, if there is any disagreement between the community and ward staff or if there are any unusual/complex discharges escalate to Integrated Community Services Managers and if required to Heads of Adult Services/Heads of Nursing



**To/
Councillor Mark Thomas
Cabinet Member for Environment
Services**

*Please ask for:
Gofynnwch am:*

Scrutiny

*Direct Line:
Llinell Uniongyrochol:*

01792 637256

*e-Mail
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scrutiny@swansea.gov.uk

*Date
Dyddiad:*

18 December 2017

BY EMAIL

Summary: This is a letter from the Car Park Charges Scrutiny Working Group to the Cabinet Member for Environment Services following the meeting of the working Group on 28 November 2017. It is about Car Park Charges.

Dear Councillor Thomas,

Car Park Charges Scrutiny Working Group on 28 November 2017

Thank you and officers from the Transportation Section for attending the Car Park Charges Scrutiny Working Group on 28 November 2017 and answering our questions.

As you will recall four members of the public attended the meeting to make submissions. They were from the local business community in Mumbles/Langland/Caswell about the shoreline car parking at Bracelet Bay, Caswell and Langland. Thank you for addressing the concerns at the meeting, we have noted these as follows:

The increase in winter car park charges at foreshore car parks

You said that this increase has raised income to help maintain car parks more widely and to address many of the issues mentioned today. The increased charges have upped our revenue intake but usage has decreased. You said you acknowledge that the local businesses on the foreshore feel that trade has been affected by the increase in winter charges. You agreed that we need to find a solution that works for everyone. There were a number of suggestions made by the public and the Working Group about winter charges in relation to the foreshore at Bracelet Bay, Caswell and Langland Car Parks including: reducing the charge to £1 for 2 hours, allowing longer for the current charge or free for the first hour and/or a residents seasonal/yearly permit. You said that piloting one of these suggestions will be the best way to find a solution.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

SWANSEA COUNCIL / CYNGOR ABERTAWE

GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE

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We recommend that a pilot study is had at Bracelet Bay, Caswell and Langland Car Parks in the first instance.

Foreshore Car Parks

As you will recall we discussed a number of issues relating to foreshore car parks including markings, lineage, fencing, litter, toilets and lighting. You said that car parks should have regular maintenance but that funding to do this is an issue however we need to ensure that we have a good basic standard for safety in particular. We suggest that asset transfers of toilets are looked into, particularly after the success of the public toilet asset transfer in Southgate. This could be a way of saving the council money and providing a higher standard of cleaning and facilities. You said you would follow up on the issues raised.

We raised the issue of lighting within foreshore car parks. You said that there has never been lighting in those car parks and it would be expensive to install especially given the current financial climate but you will look into it possibility of having lighting around/above ticket machines.

Meeting of modified cars in Bracelet Bay Car Park and associated anti-social behaviour

You recognised that this is a police matter and it was suggested that ward members liaise with PCSOs in the area to arrange additional patrols. You agreed to look into the possibility of installing an entrance gate that can be used to close the car park at night when issues arise.

Ticket Machine problems

You agreed that there have been issues with the ticket machines and that these need to be resolved. The Council is working with the manufacturers to find a solution. The Working Group had concerns about the time this is taking and you agreed to follow up on this.

Possible leasing/selling of some car parks

There are no current plans for the Council to lease or sell its car parks but Cabinet Member will look into the legality and viability of that possibility.

We then moved on to the rest of the agenda looking at car parking more widely in Swansea. See below our thoughts:

The changing landscape of parking in the City Centre

Concerns were raised about the reduction in the Car Park spaces available due to the different developments being proposed across the city. We recognise that it is important to encourage people to get out of their cars but even with that we need to be realistic about the spaces that will be required. We felt that the number of spaces will need to grow rather than be reduced as developments progress. You informed us that a commissioning review including development of a strategic approach to parking requirements for the city centre changes is currently underway. Scrutiny Councillors will have the opportunity to complete pre-decision scrutiny on this before it goes to Cabinet. This will be completed by the Service Improvement and Finance Scrutiny Panel on the 9 March 2017.

The science used to set car park charges

We heard that the Council looks at what other local authorities charge including benchmarking our charges against others. We felt that it is important to emphasise and to recognise the wider effects to business and communities in Swansea when charges are increased. We must do our best to ensure we understand the wider impacts when changing our car park charges.

Multi storey car parks and usage

We were pleased to hear that there has been improved usage especially in High Street multi storey car park. We asked about the standard of any car parks that will be built within the new developments within the City Centre and you assured us that they will be designed to a high standard so they are more attractive to park in, have wider spaces, will be well lit and have electric charging points.

We also felt that when constructing any new multi storey style car park that thought is given to being able to change its use should the demand for parking be reduced in long term be reduced with the introduction of new emerging car technologies.

Mumbles car park capacity

The Working Group recognised that there is an issue with regard to parking capacity within Mumbles. The idea of a multi storey car park was raised but the Working Group recognised it would be prohibitively expensive. We recommend that car parking capacity in Mumbles is specifically reviewed as part of the commissioning review. We also heard that in the longer term there could be the opportunity to have dual use Park and Ride for the west part of Swansea.

Future proofing our roads for self-drive cars and installation of electric charging points

We heard that these are things that the industry is currently grappling with and we recognise that the landscape in relation to transport as a whole will change dramatically in the medium to long term. We recognise at this point you cannot do much more than keep up-to-date with best practice and keep a watch as things develop. We did feel, however, that when the development plans in the City Centre are advanced it will be important to start to consider future proofing the city centre with, in the first instance a city centre drop off and collection point.

Your response

We are interested in hearing your thoughts about the issues raised in our letter and would ask that you respond to the following issues by the 9 January 2017.

1. That you use Bracelet Bay, Caswell and Llangland foreshore car parks to carry out a pilot study that will preferably reduce car park charges in Winter to £1 for 2 hours with the aim of increasing footfall and also tourist footfall/usage of these car parks.
2. That car parking capacity in Mumbles is specifically reviewed as part of the commissioning review. Also that you ensure that the state of the foreshore

car parks as exemplified at Bracelet Bay are addressed including particularly the entrance in and out markings, the lineage, the fencing.

3. That you look into the possibility of asset transfer for foreshore toilets.
4. Install an entrance gate at Bracelet Bay car park that can be used to close the car park at night when issues arise.
5. Look into the possibility of having lights above ticket machines in foreshore car parks.
6. Follow up on progress with finding a solution to the issues being experienced with ticket machines across Swansea as a matter of urgency.
7. That you look at the viability and legality of leasing out some car parks as part of the Councils asset disposal programme and consider as part of the commissioning review.
8. Consider the inclusion of a city centre drop off and collection point for self-drive vehicles in any city centre regeneration plans.

Yours sincerely,

COUNCILLOR WILL THOMAS

Convener, Car Park Charges Scrutiny Working Group

✉ Cllr.will.thomas@swansea.gov.uk

Councillor Will Thomas
Covenener
Car Park Charges Scrutiny Working Group

Please ask for: Councillor Mark Thomas
Direct Line: 01792 63 6926
E-Mail: cllr.mark.thomas@swansea.gov.uk
Our Ref: MT/CM
Your Ref:
Date: 9th January 2018

Dear Councillor Thomas

CAR PARK CHARGES SCRUTINY WORKING GROUP 28 NOVEMBER 2017

Further to the scrutiny meeting on the 28 November 2017 date and the letter dated 18 December 2017, I respond to the questions raised as follows:

1. That you use Bracelet Bay, Caswell and Langland foreshore car parks to carry out a pilot study that will preferably reduce car park charges in Winter to £1 for 2 hours with the aim of increasing footfall and also tourist footfall/usage of these car parks.

The income for foreshore car parks has increased following the withdrawal of winter charging, however it does appear that there has been a small reduction in visitor numbers.

I will be looking at options as to how winter charges in foreshore car parks could be reviewed. However it would be necessary to ensure that any reduction in income could be mitigated. One of the options is to look at increasing summer charges to compensate for a reduction in the winter charges and this was positively received when it was suggested at the scrutiny meeting. I will work with officers to develop potential options for a decision.

2. That car parking capacity in Mumbles is specifically reviewed as part of the commissioning review. Also that you ensure that the state of the foreshore car parks as exemplified at Bracelet Bay are addressed including particularly the entrance in and out markings, the lineage, the fencing.

It is acknowledged that the popularity of Mumbles combined with the relatively limited parking does cause frustrations and challenges. However there is no simple solution to this issue as the availability of potential parking sites as well as the funding to develop and new parking areas is extremely limited. Officers are aware of the challenges and will pursue opportunities to improve parking capacity as they arise.

As reported at the scrutiny meeting, the revenue budgets for car park maintenance are extremely limited, however, some small scale improvements are undertaken, including

lining and surface repairs. Bracelet Bay was scheduled for relining in this financial year; this has now been completed together with lining on the entrance and exit to the car park.

3. That you look into the possibility of asset transfer for foreshore toilets.

Asset transfer for foreshore toilets is already under consideration, a successful example being Southgate. This initiative is being led by Waste Management & Parks team as part of an overall strategy for public conveniences.

4. Install an entrance gate at Bracelet Bay car park that can be used to close the car park at night when issues arise.

We are aware that some anti-social behaviour does occur in the car park especially during the summer months and have discussed the issue with PCSO's covering the Mumbles area. We will continue to work with them to see if it is possible to deal with the issue without having to install lockable barriers. Installing two barriers would cost approximately £8k to £11k depending on the size and any additional civil works required. Hence if it is not possible to resolve the issues by working with the Police then we would have to look at how barriers could be funded. This may require support from Members Community Budgets. Consideration would also have to be given on how the use of barriers are managed and whether the access to a public car park could be operated by a neighbouring business.

5. Look into the possibility of having lights above ticket machines in foreshore car parks.

The charging period for foreshore car parks ends at 7pm. During the winter months additional lighting would be beneficial for that very limited window from dusk to 7pm. Consideration would need to be given on the cost of providing the lighting and income generated during that period. I will ask officers to review this to see whether it is cost effective to install lighting and whether it could be funded.

6. Follow up on progress with finding a solution to the issues being experienced with ticket machines across Swansea as a matter of urgency.

Car parking ticket machines can break down from time to time, especially when located in an exposed and aggressive marine environment, we have a dedicated group of car park cashiers that will undertake first line maintenance to get the machinery back up and running, with more complex faults necessitating the manufacturer to visit to undertake repairs. It is acknowledged that there has been an unacceptable level of reliability with regard to the communications within some of the machines, which has led to an inability to accept card payments, this has proven even more difficult in some of our coastal car parks where communication signal reception is poor. This issue is not limited to Swansea but is an industry issue.

However, officers have been working with neighbouring authorities, through the British Parking Association, to develop a joint procurement opportunity, which will provide a number of benefits including greater purchasing power, better technical support from the chosen manufacturer (as they will have a greater concentration of clients within South and West Wales regions), greater emphasis for any contractor to perform, as failure will affect future contracts from the regions.

In the interim, the council has achieved recent success with resolving non-performance with a different contractor and intends to repeat this process with the current provider of car park ticket machines. As part of this process it is important to be able to demonstrate, to any future court, that Swansea Council has given the contractor every opportunity to rectify any problems and to document this process. It is a lengthy, time consuming and frustrating process, but necessary if the council is to be successful in any possible litigation. Progress hasn't been as quick as we would like, due to a changes in key personnel within the car parking section, and when dealing with contractual matters consistency of approach is key. However, I am confident that good progress is being made and that Swansea Council and it's neighbouring authorities will be able to provide good quality, reliable parking equipment with effective technical support in the near future. It is most unfortunate that the parking industry is currently plagued by such problems, however, it is expected that such combined procurement and bargaining power, brought about by regional collaboration, will bring about an improvement in service.

7. That you look at the viability and legality of leasing out some car parks as part of the Councils asset disposal programme and consider as part of the commissioning review.

This is a significant element of work and will be incorporated into considerations over the future of car parking provision and how the service is delivered. This will be an ongoing activity and I will work with officers to ensure that our approaches provide the best outcomes for Swansea.

8. Consider the inclusion of a city centre drop off and collection point for self-drive vehicles in any city centre regeneration plans.

Whilst this technology is still in the early development stages, such facilities will be considered for inclusion as part of the wider city centre regeneration plans. Officers are monitoring the developments associated with autonomous vehicles and will ensure that we make the necessary provision as greater clarity is provided.

Yours sincerely



COUNCILLOR MARK THOMAS
CABINET MEMBER FOR ENVIRONMENT SERVICES

Audit Committee Workplan 2017/18 (For Information)

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

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

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

Date and Time of Upcoming Panel / Working Group Meetings

- a) 12 February at 10.30am – Extra Service Improvement & Finance Performance Panel (Committee Room 5, Guildhall)
- b) 12 February at 2.00pm – Extra Child & Family Services Performance Panel (budget) (Committee Room 5, Guildhall)
- c) 13 February at 2.00pm – Extra Schools Performance Panel (budget) (Committee Room 5, Guildhall)
- d) 13 February at 3.30pm – Adult Services Performance Panel (Committee Room 3A, Guildhall)
- e) 14 February at 10.00am – Extra Service Improvement & Finance Performance Panel (budget) (Committee Room 5, Guildhall)
- f) 15 February at 4.00pm – Schools Performance Panel (Committee Room 5, Guildhall)
- g) 16 February at 10.30am – Regional Working Inquiry Panel (Councillor Meeting Room 235, Guildhall)
- h) 20 February at 10.00am – Local Flood Risk Management Working Group (Committee Room 5, Guildhall)
- i) 26 February at 4.00pm – Child & Family Services Performance Panel (Committee Room 5, Guildhall)
- j) 27 February at 10.00am – Public Services Board Performance Panel (Committee Room 3B, Guildhall)
- k) 7 March at 10.30am – Service Improvement & Finance Performance Panel (Committee Room 5, Guildhall)
- l) 9 March at 10.30am – Education Through Regional Working (ERW) Scrutiny Councillor Group (Carmarthenshire hosting)