



**Dinas a Sir Abertawe**

**Hysbysiad o Gyfarfod**

Fe'ch gwahoddir i gyfarfod

## **Pwyllgor Rhaglen Chraffu**

**Lleoliad:** Siambr y Cyngor - Neuadd y Ddinas, Abertawe

**Dyddiad:** Dydd Llun, 9 Ebrill 2018

**Amser:** 4.30 pm

**Cadeirydd:** Y Cynghorydd Mary Jones

**Aelodaeth:**

Cynghorwyr: P M Black, S E Crouch, M Durke, C R Evans, E W Fitzgerald, L S Gibbard, D W Helliwell, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, P K Jones, J W Jones, E J King, W G Lewis, I E Mann, M Sykes, G J Tanner a/ac W G Thomas

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

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### **Agenda**

**Rhif y Dudalen.**

- 1 Ymddiheuriadau am absenoldeb.**
- 2 Datgeliadau o fuddiannau personol a rhagfarnol.**  
[www.abertawe.gov.uk/DatgeliadauBuddiannau](http://www.abertawe.gov.uk/DatgeliadauBuddiannau)
- 3 Gwahardd pleidleisiau chwip a datgan chwipiau'r pleidiau.**
- 4 Cofnodion.** **1 - 8**  
Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir
- 5 Cwestiynau gan y cyhoedd.**  
Rhaid i'r cwestiynau ymwneud â materion ar ran agored agenda'r cyfarfod, ac ymdrinnir â hwy o fewn 10 munud.
- 6 Sesiwn Holi Aelod y Cabinet: Aelod y Cabinet dros Genedlaethau'r Dyfodol (Y Cynghorwyr June Burtonshaw a Mary Sherwood)** **9 - 22**
- 7 Adroddiadau Cynnydd y Panel Craffu Perfformiad:** **23 - 26**  
Datblygu ac Adfywio (Y Cynghorydd Jeff Jones, Cynullydd)
- 8 Aelodaeth paneli a gweithgorau craffu.** **27 - 28**

<b>9</b>	<b>Adroddiadau Craffu - Adroddiad Effaith Chwarterol.</b>	<b>29 - 34</b>
<b>10</b>	<b>Rhaglen Waith Craffu 2017/18.</b> Trafodaeth ar: a) Cynllun Gwaith Pwyllgor. b) Cyfleoedd ar gyfer Craffu Cyn Penderfyniad. c) Cynnydd gyda Phaneli Craffu a Gweithgorau.	<b>35 - 58</b>
<b>11</b>	<b>Llythyrau craffu.</b>	<b>59 - 74</b>
<b>12</b>	<b>Cynllun Gwaith y Pwyllgor Archwilio (Er Gwybodaeth).</b>	<b>75 - 76</b>
<b>13</b>	<b>Dyddiad ac amser cyfarfodydd paneli/gweithgorau sydd ar ddod.</b>	<b>77</b>

**Cyfarfod nesaf:** Dydd Llun, 14 Mai 2018 ar 4.30 pm

*Huw Evans*

**Huw Evans**  
**Pennaeth Gwasanaethau Democrataidd**  
**Dydd Llun, 3 Ebrill 2018**

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

# Agenda Item 4



City and County of Swansea

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

Council Chamber - Guildhall, Swansea

Monday, 5 March 2018 at 4.30 pm

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

**Councillor(s)**

M Durke  
D W Helliwell  
E J King

**Councillor(s)**

E W Fitzgerald  
T J Hennegan  
W G Lewis

**Councillor(s)**

L S Gibbard  
C A Holley  
I E Mann

**Co-opted Member(s)**

D Anderson-Thomas

**Co-opted Member(s)**

P M Black

**Co-opted Member(s)**

J W Jones

**Also Present:**

Councillor Will Evans, Cabinet Member for Stronger Communities  
Chief Superintendant Martin Jones, South Wales Police

**Officer(s)**

Kate Jones	Democratic Services Officer
Brij Madahar	Scrutiny Team Leader
Chris Sivers	Director of People
Stephanie Williams	Principal Lawyer

**Apologies for Absence**

Councillor(s): S E Crouch, P R Hood-Williams, B Hopkins, P K Jones, G J Tanner and W G Thomas

Co-opted Member(s): P R Hood-Williams

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**107 Disclosures of Personal & Prejudicial Interest.**

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

**108 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.

**109 Public Question Time.**

There were no public questions.

**110 Crime & Disorder Scrutiny - Progress on Safer Swansea Partnership Performance.**

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

A joint presentation was provided which provided information on:

- Statutory Partnership:
  - Partnership Vision
  - Partnership Purpose
- Headlines
- Existing and Emerging Challenges
- Strategic Priorities
- Key Activities and Achievements in:
  - Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV)
  - Substance Misuse
  - Safe, Cohesive and Resilient Communities
  - Evening & Night Time Economy
  - Hate Crime and Community Tension Monitoring
- Effectiveness of Partnership Working
- Performance and Crime Statistics
- Challenges

A new Safer Swansea Strategy had been developed and they advised the public consultation opened in February 2018 on the new Strategy.

The Strategic Priorities were:

- VAWDASV
- Substance Misuse
- Safe, Confident and Resilient Communities
- Evening and Night Time Economy
- Hate Crime and Community Tension Monitoring

The Director of People highlighted that more joint training had taken place in respect of VAWDASV and had been very effective.

The Chief Superintendent reported that drug related deaths were a significant concern, with Swansea in the top 10 areas of highest rate for drug-related deaths in England and Wales. Work was underway to understand the issues locally and develop an action plan. This could involve tackling substance mis-use differently and trying to link with Third Sector organisations and schools to identify those communities more at risk. The Single Assessment Centre was working well, but the waiting time to receive treatment following the assessment could be improved.

There had been some excellent work in respect of Safe, Cohesive and Resilient Communities especially in respect of Bonfire Night, Halloween and Purple Flag providing an example of good practice.

Multi-Agency Risk Assessment Conference (MARAC) had been established in February 2018 for street vulnerability. This approach had worked well for Domestic Abuse but is a new approach in respect of Street Vulnerability.

A Hate Crime Action Plan had been developed as well as a calendar of events to support Hate Crime Awareness Week (14 – 22<sup>nd</sup> October). There had been an excellent response to the recent incident in the Quadrant and the way that staff dealt with the situation. South Wales Police along with their partners had developed a new tension reporting and monitoring form.

Overall recorded crime increased by 7.9% in 2017 across all Community Safety Partnerships across South Wales compared to 2016.

There had been an increase in rape by almost 40% as well as an increase in sexual offences. This was largely attributed to raised awareness.

Two Officers were being assigned to manage the Night-time Economy in Uplands.

There was significant work to be done in respect of Cyber Crime and trying to get the key messages across in a hard hitting way.

Members asked a variety of questions which centred around the following topics:

- How Psycho Active Substances/Legal Highs are being dealt with
- Possibility of Vulnerability Suites to help have a multi-agency / combined approach of dealing with mental health and substance misuse.
- Effectiveness of PACT meetings and other ways of community engagement
- The availability of Police Officers and effectiveness of policing with less Officers on the streets
- Ways of breaking the cycle of demand and addressing core issues such as vulnerability to minimise reoffending
- Priorities in respect of Women and Prostitution as well as issues surrounding the High Street
- Continuity of Local Police Officers and commitment to build effective two-way relationships with Ward Members
- Dealing with Anti-Social Behaviour, e.g. off road bikes
- Effect of the rising student population, and Safer Swansea Partnership links with the Universities
- Raising Awareness of Scams and Cyber Awareness Training
- Ways of reaching vulnerable people at risk of grooming
- Community policing in the Uplands area
- Forced Marriage Protection Orders
- Female Genital Mutilation – training was being organised in schools but had to be delivered sensitively

- Homelessness –looking at improving help provided in the daytime and what could be done differently

The Chair thanked Chief Superintendent Martin Jones and Chris Sivers for the informative presentation and looked forward to meeting again to discuss the performance of the Safer Swansea Partnership.

The meeting ended at 6.15 pm

**Chair**



City and County of Swansea

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

Council Chamber - Guildhall, Swansea

Monday, 12 March 2018 at 4.30 pm

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

**Councillor(s)**

M Durke  
D W Helliwell  
P K Jones  
W G Thomas

**Councillor(s)**

E W Fitzgerald  
T J Hennegan  
W G Lewis

**Councillor(s)**

L S Gibbard  
C A Holley  
I E Mann

**Co-opted Member(s)**

P M Black

**Co-opted Member(s)**

P R Hood-Williams

**Co-opted Member(s)**

J W Jones

**Officer(s)**

Kate Jones  
Brij Madahar  
Debbie Smith

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

**Apologies for Absence**

Councillor(s): S E Crouch, B Hopkins, E J King and G J Tanner

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**111 Disclosures of Personal & Prejudicial Interest.**

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

**112 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.

**113 Minutes.**

**Resolved** that the Minutes of the Scrutiny Programme Committee held on 12 February 2018 be approved and signed as a correct record.

**114 Public Question Time.**

There were no public questions.

**115 Cabinet Member Question Session: Cabinet Member for Culture, Tourism & Major Projects. (Councillor Robert Francis-Davies)**

The Cabinet Member for Culture, Tourism & Major Projects presented a report on Key Headlines for the Culture, Tourism & Major Projects Portfolio.

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

**Dylan Thomas**

- The culture, tourism and economic benefits to Swansea
- Possibility of expanding the Dylan Thomas Exhibition
- Lease of Centre to University of Wales, Trinity Saint David and success of that lease
- Creation of a Dylan Thomas Trail
- Better promotion of Dylan Thomas as well as other prominent figures from Swansea such as John Dillwyn-Llewellyn and other members of the Kardomah Group.
- Effect of austerity and budget cuts on funding available for such promotion

**Skyline & Penderyn**

- The next steps – agreement of Heads of Terms
- Financial Implications

**City of Culture**

- Cost of the bid / raised profile despite missing out on the award of the UK City of Culture for 2021
- Support from Welsh Government on delivering the legacy programme developed as part of the bid.
- Lessons learnt from previous unsuccessful bids and whether further bids should be submitted
- The upcoming Biggest Weekend Radio One Music Festival

**Welsh National Opera**

- Lack of appearances in the Grand Theatre or other Swansea venues despite 40% funding from Wales Arts Council

**City Centre Management**

- Concern about state of cleanliness in the City Centre particularly around Castle Gardens and the impression / effect on investors and visitors to Swansea

**Universities**

- Proposals for an International Sports Village
- Transport links between the two University Campuses

**Greener Cities**

- Example of activities supporting this portfolio responsibility

**3G Pitches**

- The first phase had been completed at Penyrheol and Morriston
- The second phase would focus on three sites namely Cefn Hengoed Comprehensive School / Community Leisure Centre, Pentrehafod Comprehensive School / Community Sports Centre and YGG Bryntawe / Penlan Community Leisure Centre
- Further 3G pitches would be dependent on the agreement with Swansea City AFC



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

**116 Scrutiny Performance Panel Progress Reports.**

As Convener of the Panel, Councillor Paxton Hood-Williams presented a report on the progress of the Child & Family Services Scrutiny Performance Panel. He reflected on the history since the service was subject of special measures in 2009, and improvement journey. He remarked that the fact the Performance Panel was now meeting less frequently (bi-monthly) was a reflection of the improvement that has been seen. . However he added that there was more improvement to be made and the Panel would continue to monitor progress.

He was pleased that a number of new councillors had joined the Panel and they had been making valuable contributions.

Councillor Hood-Williams in particular highlighted that the demand for adopters was far higher than supply and there needed to be a drive to increase adoptors nationally. Questions were also asked about the Western Bay Scrutiny arrangements.

**Resolved** that the update be noted.

**117 Membership of Scrutiny Panels and Working Groups.**

The Chair presented a report on the Membership of Scrutiny Panels and Working Groups.

**Resolved** that the following amendments as outlined in the report be approved:-

- 1) Remove Councillors Cyril Anderson and Will Thomas from the Development and Regeneration Performance Panel.
- 2) Remove Councillor Wendy Fitzgerald from the Local Flood Risk Management Working Group.

**118 Scrutiny Work Programme 2017/18.**

The Chair updated the Committee on progress with the Scrutiny Work Programme 2017/18. It was highlighted that the Cabinet Member(s) for Future Generations would be attending the next Scrutiny Programme Committee for the Question and Answer Session. The Committee was prompted to give thought to possible questions.

Further to discussion on the More Homes Council house building Pilot Scheme in November 2017, the Chair asked the Committee to confirm their desire for pre-decision Scrutiny on the second development scheme at Parc yr Helyg , a report on which is scheduled for Cabinet on 19 April 2018.

**Resolved** that: -

- 1) The update be noted

- 2) A Special Scrutiny Programme Committee be arranged for Pre-decision Scrutiny on the upcoming Cabinet report entitled 'More Homes Parc Yr Helyg Site Options Appraisal' – tentatively for 16 April 2018 at 3.00 pm.

**119 Scrutiny Letters.**

The Chair presented a report on Scrutiny Letters. This included a response from the Cabinet Member for Stronger Communities following the Question and Session held on 11 December 2017. It was noted that a question in respect of the Communities First Legacy Fund had not been sufficiently addressed in the response. The Committee agreed to write to the Cabinet Member to seek a further response on what performance measures and monitoring arrangements were in place to measure outcomes and ensure that good value for money was being achieved.

**Resolved** that the Chair of the Scrutiny Programme Committee write to the Cabinet Member for Stronger Communities.

**120 Audit Committee Work Plan (For Information).**

The Audit Committee Workplan was noted. The Chair reported that a new member of the Audit Committee had been appointed and the Audit Committee would be electing a Chair at the next Meeting. She stated that the Chair of the Audit Committee would be invited to attend a future meeting to help develop the relationship between the Audit Committee and scrutiny.

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

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

The meeting ended at 5.55 pm

**Chair**

# Agenda Item 6



## Report of the Chair

Scrutiny Programme Committee – 9 April 2018

### Cabinet Member Question Session

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

a) Councillor June Burtonshaw and Councillor Mary Sherwood, Cabinet Members for Future Generations

Within this cabinet portfolio, they are responsible for:

- Future Generations Bill Adoption
- Equalities (Access to Services)
- Diversity
- Risk & Resilience
- Engagement
- Strategic Estates & Property inc. Asset Rationalisation
- Community Building & Asset Transfer Opportunities
- Suburban Centres & Community regeneration Initiatives
- Members Community Budget Scheme
- Digital Inclusion
- Sustainable Development
- Biodiversity
- Poverty Reduction

## **3. Approach to Questions**

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

- relevant priorities / objectives, notable activities and achievements, improvement / impact made, and service user / public engagement.

- what they hope to achieve over the coming months and challenges, including any key decisions they plan take to Cabinet over the next year.
  - reflections on their engagement with scrutiny and whether there is any issue relevant to their portfolio that they would suggest for scrutiny, not otherwise covered in the work programme – to ensure scrutiny activity is aligned to priorities and focussed on the right things.
- 3.2 In terms of themes that cut across all cabinet portfolios, the Committee is interested in asking Cabinet Members about:
- impact of Well-being of Future Generations Act – impact on their work / decisions e.g. whether there is a greater focus on long-term thinking, collaboration / involvement etc
  - Public Services Board (PSB) – their relationship with the work of the PSB; how the PSB impacts on their portfolio and how it is making a difference etc
- 3.3 Cabinet Members will be invited to make introductory remarks before taking questions from the Committee. The Cabinet Members have provided a report on ‘headlines’ in relation to the portfolio to help the Committee focus on priorities, actions, achievements and impact – see **Appendix 1**.
- 3.4 Following each session the chair will write to the Cabinet Members in order to capture the main issues discussed, views expressed by the Committee, and any actions for them 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 This is a new Cabinet portfolio, established in May 2017, therefore first Q & A session on this specific portfolio. However the following relevant issues were discussed by the committee during last year:
- Community Building and Asset Transfer – issue was raised about the length of leases for community buildings which impact on whether community groups could bid for funds to improve buildings. Queries also raised about the advice and support available to community groups / volunteers
  - Digital Inclusion - given the considerable shift towards on-line council business and communication, concern about the extent to which it may be excluding people with little or no access to ICT, most likely those in poverty. Committee felt this needs to be

considered and alternative methods of contact need to remain available as much as possible.

#### 4.2 Relevant contact with scrutiny this year:

- Building Sustainable Communities Inquiry Panel Follow Up (Oct 2017):  
The Cabinet Member(s) provided a report which helped the Panel to assess the impact of its work. The report detailed progress against recommendations that were agreed by cabinet in January 2017. The Panel wrote to the Cabinet Member(s) in November with their views. The Panel was pleased with the delivery of actions against scrutiny recommendations. The monitoring on the inquiry is now complete.
- Scrutiny Programme Committee (Feb 2018):  
The Committee carried out pre-decision scrutiny on the Cabinet Member's report on 'Transfer of Management of Allotments to Management Associations'. The Cabinet Member attended the Committee meeting to present the cabinet report and respond to questions. The Chair attended the Cabinet meeting on 15 February to verbally feedback the Committee's views. The Committee was supportive of the proposed decision but raised some issues for the attention of Cabinet. The formal letter sent by the Committee following its meeting was responded to by the Cabinet Member.

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

- Natural Environment Inquiry Panel – Councillors Burtonshaw and Sherwood have been invited to the 'planning' meeting on 24 April along with relevant officers. The invitees will be providing a service / policy overview to the Panel and answer any related questions, which will help inform the Panel's decisions about the focus on an inquiry. Other contributions from the Cabinet Members when the evidence gathering is underway may also follow.
- Digital Inclusion Working Group - Councillors will 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 / engage via digital means.

## 5. Other Questions

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

5.2 On this occasion no questions have been received.

**6. Legal Implications**

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

**7. Financial Implications**

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

**Background Papers:** None

**Appendices:**

**Appendix 1:** Key Headlines for the Future Generations Portfolio

**Appendix 2:** Previous Correspondence



## Report of the Cabinet Member for Future Generations

Scrutiny Programme Committee – 9 April 2018

### Key Headlines: for the Future Generations Portfolio

**Purpose:** This report outlines notable activities and achievements in terms of delivering the key priorities within the Future Generations portfolio. It also describes some of the improvements made and the impact of these activities in terms of delivering key priorities within this portfolio. The report also seeks to identify anticipated achievements in the near future, key challenges and key decisions which are anticipated for Cabinet over the next 12 months.

**Report Author:** Joanne Portwood

**Finance Officer:** Paul Roach

**Legal Officer:** Stephanie Williams

**Access to Services Officer:** Rhian Millar

#### **For Information**

### **1.0 The Portfolio for Future Generations**

1.1 The key responsibilities within the portfolio for Future Generations are:

- Future Generations Act compliance (MS)
- Equalities (Access to Services) (MS)
- Diversity (Both)
- Engagement (Both)
- Community Building & Asset Transfer opportunities (JB)
- Suburban Centres & Community regeneration initiatives (JB)
- Members Community Budget Scheme (JB)
- Member Champions (JB)
- Digital Inclusion (MS)
- Sustainable Development (MS)



- Biodiversity (MS)
- Poverty Reduction (Both)
- Lead Elements of Sustainable Swansea (Both)

1.2 The portfolio is shared, with the joint cabinet members dividing the items as listed. The Cabinet vote rotates every three months. During the months when one does not hold the vote, they count as a non-Executive Member in constituted meetings but maintain responsibility for work on their portfolio areas.

## 2.0 Future Generations Act Compliance

2.1 As part of the Planning and City Regeneration Commissioning Review (Spring 2017) the Sustainable Development Unit was disbanded. Corporate responsibility for the Well-being of Future Generations Act has transferred to the Strategic Delivery Unit.

2.2 Swansea Council has made good progress implementing the Act. The Council published its Well-being Objectives for 2017/22 in August 2017 in the Corporate Plan and overall the Council is showing progress on embedding the five ways of working:

- a *Prevention Strategy* has been adopted to continue the development of the Council's **preventative** approach.
- Foresighting workshops have been held to help develop **long-term** visioning
- **Involvement** is being enhanced through the development of further opportunities for local citizens to influence how policies are written and services, including a *Coproduction Strategy*.
- **integration** between internal services and with external partners is improving. Cross cutting *Commissioning Reviews* of services based on themes are aimed at making services more joined-up, integrated and sustainable providing better outcomes for citizens.
- **collaboration** between departments, with partners and with citizens is becoming more expected and business-as-usual. The Public Service Board has developed and published the Well-being Plan for Swansea, which will now be delivered in collaboration with partners.

2.3 The Future Generations Framework, offered by the Office of the Future Generations Commissioner as a tool for supporting a Future Generations approach to project or policy development, has been taken up in some areas. PDDCs are trialling it and senior officers have suggested contexts for its use.

2.4 The Council's risk management policy and framework have been revised to incorporate the Sustainable Development Principle and to help identify and respond to longer-term strategic risks. Loss of trees and other biodiversity has been identified as a gap in the risk register which is being addressed.

### **3.0 Sustainable Development**

- 3.1 A Sustainable Development Policy Officer has been retained within the Economic Regeneration and Planning Service to provide strategic support for the Service's operations on sustainability under the Well-being of Future Generations Act, Environment Act, and Biodiversity Action Plan and practical sustainability expertise (e.g. sustainable regeneration, green economy, climate change, green infrastructure and PSB Working with Nature objective).
- 3.2 A Sustainability Statement has been produced for the Swansea Central Redevelopment. This sets out the Council's aspirations / requirements regarding sustainable regeneration. The requirements of this will form part of the scoring process for selecting developers and designing and delivering the project.
- 3.3 The Kingsway and Castle Square phases of the City Centre Redevelopment benefit from the ongoing involvement of the Sustainable Development Policy Officer. Sustainability and community benefits have been included as part of the technical and qualitative weightings for the tendering process.
- 3.4 An Integrated Impact Assessment (adapted to reflect the requirements of the WFG Act, therefore assessing sustainability and other outcomes sought) was undertaken of the Deposit LDP.

### **4.0 Engagement**

- 4.1 Over the last 6 months the Council has undertaken a number of formal statutory consultations and more informal surveys to seek the views of staff and members of the public. Swansea's PSB Well-Being plan was developed with input from various engagement mechanisms including an online survey and some focus group discussions.
- 4.2 The need for surveys and engagement tools to be as accessible and "plain English" as possible - within the legal constraints that shape statutory consultation - is under discussion.
- 4.3 Various teams have provided advice and support to inform engagement activities within Departments across the Council such as Pupil Voice, Housing Tenant participation and engagements around regeneration projects. Councillor Champions have also been developing relationships with relevant groups of service users and residents to improve and support engagement.
- 4.4 Engagement is an area where there is a lot of activity taking place in often ad-hoc or piecemeal ways and a more strategic approach would be helpful. Clarity about ways for officers of all levels to engage with more senior decision makers is needed, as is a more comprehensive commitment to keeping ward members informed of activities in their

areas and recognition of their role as the elected interface between the organisation and the public. Officers have been tasked with developing strategies to support these areas.

## **5.0 Equality & Diversity**

- 5.1 Swansea Council has undertaken a range of activities to support Equality and Diversity over the last six months: a seminar on Gender Stereotyping aimed at those working in early years and young people's services settings; a similar seminar on International Women's Day focussing on more general workplace issues; a seminar on Hate Crime to raise awareness of issues and promote good practice; an Equality and Children's rights workshop for Governors. The Council has produced Transgender guidance for schools, aiming to provide advice and resources for schools to tackle discrimination. The Council has continued its support and close engagement with Equality Groups in the local area including the Disability Liaison Group, an LGBT forum and regional BME forum. An LGBT staff group has been established.
- 5.2 The Council seeks to ensure that all its plans, strategies and policies do not discriminate against any group or person and that they promote Equality and Diversity in the local area. The Council has continued to equality impact assess all of its decisions, including the recent Budget proposals, as required by law.
- 5.3 The Strategic Equality Plan Annual report and the Welsh Language Standards report help monitor and demonstrate progress.
- 5.4 The process of equality impact assessments has been revised to include Human Rights, which has contributed to the readiness of the Council and its partners to explore becoming a Human Rights City.
- 5.5 The Council is currently reviewing the ways in which it promotes Equality and Diversity to ensure that future models and mechanisms are sustainable and robust. It is anticipated that Departments will play a much bigger role in ensuring the Council meets its duties under the Equality Act. The responsibility for developing and reviewing the Council's Strategic Equality Plan will be transferred to the Strategic Delivery Unit and the work to support the Welsh Language will be undertaken by the Welsh Translation Unit. It is hoped that this approach will provide more resilience. Providing adequate resource to maintain the required levels of analysis and reporting while the workforce is being upskilled may be a challenge.
- 5.6 The Council has joined the Council of Europe's Intercultural Cities Network and recently hosted a visit from their team, receiving a report offering insights into how our goal of becoming more intercultural can be achieved. This is now being discussed with officers and proposals will be coming forward. This work sits mainly with Cllr Lloyd and we are pleased to support it.

- 5.7 The Council is working with local participation experts Dynamix, who have funding under the Home Office's "Building a Stronger Britain Together" fund, for work in schools to support multicultural awareness, sensitivity and tolerance. Schools participate voluntarily, therefore it is very pleasing to see that some particular schools whose very low level of diversity may make this sort of work more challenging, have taken up the offer.

## **6.0 Community Building & Asset Transfer opportunities**

- 6.1 Swansea Council has developed a Community Asset Transfer policy, which aims to sustain and develop a range of community resources for the future. This policy is an integral part of *Sustainable Swansea – Fit for the Future* – aiming to ensure that these assets are sustained for future generations in the midst of austerity and significant budget cuts by the UK government.
- 6.2 Following an audit of community buildings and assets, 4 sites have been successfully transferred from the Council to the community. These sites include; Forge Fach and Craigmelyn Hall, Clydach, the Indoor Bowls Hall in Landore and Southgate WCs. There are a further 41 assets currently under consideration for transfer to the community 7 are currently in the legal process of transfer. Please note that these assets were identified as transfer candidates, and work begun on their transfer, in the previous Council term and before the creation of this cabinet portfolio.
- 6.3 Following a significant consultation process, the proposal to transfer 14 allotment sites to the current plot holders has been approved by Cabinet and work is underway to complete the relevant lease agreements.

## **7.0 Suburban Centres & Community regeneration initiatives**

- 7.1 A co-productive approach is being taken to the development of community hubs in certain areas. This will see the co-location of various public, third sector and community-led services. Workshops have been held with various stakeholders, to vision both the products and the process and ensure a Future Generations approach is taken.
- 7.2 The transition from Communities First to "Legacy Fund" projects and the Communities For Work programme is underway; some of these new services will be delivered out of the new community hubs.

## **8.0 Members Community Budget Scheme**

- 8.1 The policy on the Members Community Budget Scheme has been revised and adopted. This scheme supports delivery of small local measures that are a priority for individual Members and their local community but are not funded by other Council budgets.

- 8.2 Members can allocate funding to any scheme (providing it is legal, complies with the Council's constitution and the Council's policies and procedures) and can be used to: initiate or support community projects to improve health and wellbeing, improve Council owned land and/or public rights of way, improve community services or facilities, address safety issues, contribute towards the Council's costs in facilitating local events or markets, produce leaflets and information promoting the local area (but not promoting individual businesses and/or organisations), provide grants totalling up to £3,000 per year, per Councillor (maximum £15,000 over the five-year term) to community groups, contribute towards the Minor Works Budget, create or enhance an asset or provide match funding to support or extend projects.
- 8.3 Discussions with officers are underway about how to streamline the process and make communications more effective.

## 9.0 Member Champions

- 9.1 Councillor Champions exist to provide a voice for traditionally underrepresented groups, or issues which should be kept at the forefront of Council business.
- 9.2 The key role of Member Champions is to make sure that the issue or group they are championing is taken into account when Council policy is being developed and decisions are made. This is achieved by asking questions about performance and resourcing for the area, raising the profile of the area and making the authority aware of good practice, engaging with external bodies who work in the area, engaging with other officers and Members in relation to the role and engaging with community groups with an interest / stake in the area.
- 9.3 The current list of Member Champions is as follows;

<b>Issue</b>	<b>Councillor</b>
Animal Rights	Gloria Tanner
Armed Forces	June Burtonshaw
Carers	Paulette Smith
Children & Family Services	Mark Child
Councillors' Support & Development	Wendy Lewis
Disability & Access to Services	Paul Lloyd
Diversity	Erika Kirchner
Domestic Abuse	Erika Kirchner
Health & Wellbeing	Alyson Pugh
Healthy Cities & Sport	Terry Hennegan
Homelessness	Mo Sykes
Language (including Welsh)	Robert Smith
LGBT (Lesbian, Gay, Bisexual & Transgender)	Elliott King

Natural Environment & Biodiversity	Peter Jones
Poverty Reduction	Rob Stewart (Leader)
Public Transport	Nick Davies
Rural Economy	Andrew Stevens
Safeguarding	Mark Child
Sanctuary & Inclusion	Yvonne Jardine
(UNCRC) United Nations Convention on the Rights of the Child	Christine Richards & Sam Pritchard
Vulnerable & Older People	Jan Curtice
Women	Louise Gibbard
Young Carers	Sam Pritchard
Religion & Heritage	Sam Pritchard

## 10.0 Digital Inclusion

- 10.1 Swansea Council continues to roll out its successful Get Swansea Online programme. During 2017/18 492 people attended the course and there were 469 new beneficiaries (who completed both PC and tablet courses), exceeding that target by 13%.
- 10.2 The majority of participants stated that they were likely, or very likely to use the internet to: access council services (97%), keep in touch with friends and family (95%), find information and support, for hobbies and interests (99%) and take part in further training (94%). Encouragingly, for a predominately older demographic, many of whom were new to and previously wary of the internet, (61%) said they were likely or very likely to use the internet to find and take advantage of savings online (80% of beneficiaries were over 55).
- 10.3 During 2017, Swansea achieved a “low likelihood of digital exclusion” rating, (improved from medium risk in 2015<sup>1</sup>). The team has worked with other services and Departments within the Council such as Poverty and Prevention, Benefits, Libraries and the contact centre to provide drop in sessions for those affected by introduction of Universal Credit.
- 10.4 Swansea Council aims to continue to: promote Digital Inclusion by continuing the Get Swansea Online programme (target 450 new beneficiaries for 2018/19), work closely with Poverty and Prevention teams to provide courses to those at risk of digital exclusion and aid residents to upskill and find employment. Work will continue with partners towards a shared digital inclusion strategy and we will investigate the use of voice-activated devices and other new technologies that may help to reduce digital exclusion and explore the viability of running follow-on courses.

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<sup>1</sup> This can be seen on the Get Digital Heatmap, which shows the likelihood of digital exclusion across the UK at Local Authority level. It was developed with the Local Government Association and the London School of Economics and Political Science (LSE), in association with Lloyds Banking Group

## **11.0 Biodiversity**

- 11.1 There have been a number of projects completed to protect, enhance and avoid the loss of biodiversity in Swansea. Sand dunes have been created on Swansea Bay to control windblown sand, reduce erosion and flooding and create wildlife habitat. New ponds and wetland habitat at Llys Nini (commercial contract) have been established.
- 11.2 A Volunteer Co-ordinator has been appointed to assist with management of Local Nature Reserves and other Council owned land.
- 11.3 An Environmental Events Programme has been produced along with an Accessible Greenspace Green Map and Community Growing Green Map to encourage people to engage with and learn about the environment and nature. This is supported with outdoor learning activities, e.g. at Bishops Wood Local Nature Reserve, Community Greening and Biodiversity initiatives.
- 11.4 Over the coming months, there will be a Scrutiny Inquiry into how effectively the Council has been managing natural resources, including its delivery of the Biodiversity Duty. This will allow the Council to take stock and to learn lessons on how it can improve further.
- 11.5 The Council will seek to secure external grant funding for delivery of Biodiversity initiatives and Sustainable Management of Natural Resources.
- 11.6 Work will take place to prepare a Corporate Biodiversity Action Plan and draft Biodiversity Supplementary Planning guidance for the protection, management, enhancement and promotion of Swansea's outstanding natural environment and biodiversity.
- 11.7 Work will commence on a draft Green Infrastructure Strategy to help develop a range of ecosystem services, which will be mapped, and to help create sustainable communities, tackle climate change, promote healthy living and nurture biodiversity.
- 11.8 Work to develop and deliver Biodiversity training for staff and Councillors will take place and the Council will continue to support partnership initiatives and community engagement, for example the joint Pollinator project with Bug Life to help pollinators to survive and thrive.

## **12. Poverty Reduction**

- 12.1 The goal of A More Equal Wales, which specifically refers to socioeconomic inequalities, is being addressed through the inclusion of particular goals in the PSB's Well-Being Plan, including the aim for households to achieve the Minimum Income Standard, and for the Poverty Premium to be reduced.

- 12.2 The need for a Future Generations approach (involving, collaborative, integrated, long-term and preventative) to Welfare Reform is being discussed. Support with financial inclusion, digital inclusion, budgeting and skill development for employability should ideally be designed and delivered in a cohesive, future generations way. The FG Framework may be a helpful tool here.
- 12.3 We have supported work to promote credit union membership and to ensure Council staff receive information about the benefits of joining
- 12.4 It is important to note that the creation of Passivhaus council housing and other initiatives which will reduce carbon emissions also have implications for poverty reduction. Fuel is one of the top areas of “poverty premium” for Swansea households, and reduced fuel spend can therefore significantly impact on this area of economic inequality.
- 12.5 As the PSB develops action steps behind the new Well-Being Plan, we aim to ensure that opportunities to maximise disposable household income (by minimising spend on household essentials) are explored creatively. Also, many elements of health inequality are currently associated with income – such as access to green space for recreation, reduced blood pressure and clean air. The Well-Being plan is an opportunity to address these inequalities in an integrated way.

### **13.0 Lead Elements of Sustainable Swansea**

- 13.1 The particular areas relevant to this portfolio are: the creation of multi-service community hubs; the embedding of equalities awareness and work; the transfer of assets to the community and supporting a culture shift from “service deliverer” to “outcome enabler”. The WFG Act supports this shift, therefore embedding a “future generations approach” will help achieve a Sustainable Swansea.

### **14.0 Equality Implications.**

- 14.1 While there are no direct equality or engagement implications associated with this report, any individual projects of work undertaken within this portfolio are subject to the corporate Equality Impact Assessment process in their own right.

### **15.0 Legal Implications**

- 15.1 There are no specific legal implications contained in this report.

### **16.0 Financial Implications**

- 16.1 There are no financial implications.



# Agenda Item 7



## Report of the Chair

Scrutiny Programme Committee – 9 April 2018

### Scrutiny Performance Panel Progress Report

<b>Purpose</b>	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.
<b>Content</b>	This report focuses on the following Performance Panel: a) Development & Regeneration
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Ensure awareness and understanding of the work of the Panel</li><li>• Consider its effectiveness and impact</li><li>• Consider any issues arising and action required</li></ul>
<b>Lead Councillor(s)</b>	Councillor Paxton Hood-Williams (convener)
<b>Lead Officer &amp; Report Author</b>	Bethan Hopkins Tel: 01792 636292 E-mail: <a href="mailto:scrutiny@swansea.gov.uk">scrutiny@swansea.gov.uk</a>
<b>Legal Officer:</b>	Stephanie Williams
<b>Finance Officer:</b>	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) Development & Regeneration

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 Development & Regeneration Performance Panel is made up of 9 councillors:

**Labour Councillors: 3**

Terry Hennegan	Mike White
Gloria Tanner	

**Liberal Democrat/Independent Councillors: 4**

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

**Conservative Councillors: 2**

Steve Gallagher	David Helliwell
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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 – Scrutiny Performance Panel Update**

## **Development and Regeneration Scrutiny Performance Panel Update**

### **1. Remit of the Panel**

The overarching purpose of the Panel is to ensure that the Council's development and regeneration projects are monitored including the 'health' of the city centre, wider economic development across Swansea, and initial discussion about progress on the Swansea Bay City Deal.

### **2. Introduction**

The Panel is focused on contributing to the development and regeneration process by providing a critical friend for the Cabinet, and helping to ensure accountability.

### **3. Key Activities**

The Panel held three meetings between August 2017 and February 2018. The meetings varied in subject as the Panel have, this year, been trying to get an overview of the development and regeneration picture in Swansea.

7 <sup>th</sup> September 2017	<ul style="list-style-type: none"> <li>Phil Holmes (Head of Planning &amp; City Regeneration) attended to give an overview of projects in Swansea and focussed on the City Deal</li> </ul>
11 <sup>th</sup> December 2017	<ul style="list-style-type: none"> <li>Martin Nicholls (Director – Place) and Ben Smith (Head of Financial Services &amp; Service Centre) attended to give a strategic and financial overview of the projects currently underway</li> </ul>
26 <sup>th</sup> February 2018	<ul style="list-style-type: none"> <li>Huw Mowbray (Development and Physical Regeneration Strategic Manager) and Clare James (Economic Development Officer) attended to give an informal, closed briefing session on the business case in relation to the Swansea City and Waterfront Digital District</li> </ul>
15 <sup>th</sup> May 2018	<ul style="list-style-type: none"> <li>Huw Mowbray and Ben Smith have been invited back to discuss progress and plans on development and regeneration projects outside of the City Deal</li> </ul>

### **4. Achievements / Impact**

The Panel are still at a very early fact finding stage. As yet, no Cabinet Member has been asked to attend as the Panel are still trying to gather information on specific projects so they can give meaningful feedback.

The Panel this year has had to wait for developments as they happen so progress has not been as quick as the Panel would have liked.

The Panel are splitting and assessing the City Deal impact on Swansea specifically, from the wider impact of the City Deal and this will remain an ongoing task.

The Panel are awaiting sight of the Five Case Business Model for the Swansea City and Waterfront Digital District. It had been requested previously but the Panel will wait until the feedback from Governments has been incorporated into an updated version. It is expected by the end of March/beginning of April.

The Panel are aiming to look at all upcoming proposed development projects.

## **5. Future Work Programme**

The Panel will be hoping to include the following items in next year's work programme.

- Swansea Enterprise Zones and Business Parks
- Planning and Student Accommodation
- City Deal – An Update
- Housing Developments in Swansea
- SA1 – An Overview

## **6. Action required by the Scrutiny Programme Committee**

The Panel's work may require the frequency of meetings to increase from 4 per year to 6 per year. The progress which is now being made in various projects in Swansea means there is more opportunity and material to scrutinise.

# Agenda Item 8



## Report of the Chair

Scrutiny Programme Committee – 9 April 2018

### Membership of Scrutiny Panels and Working Groups

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

**Add** Councillor Will Thomas.

Following this change, the revised membership of the Inquiry Panel will be 10:

**Labour Councillors: 5**

Louise Gibbard	Hazel Morris
Yvonne Jardine	Lesley Walton
<b>Peter Jones (CONVENER)</b>	

**Liberal Democrat/Independent Councillors: 2**

Wendy Fitzgerald	Jeff Jones
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**Conservative Councillor: 2**

Paxton Hood-Williams	Will Thomas
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**Uplands Councillor: 1**

Irene Mann	
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**2.2 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.

**3. Legal Implications**

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

**4. Financial Implications**

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

**Background Papers:** None

**Appendices:** None

# Agenda Item 9



## Report of the Chair

Scrutiny Programme Committee – 9 April 2018

### Scrutiny Dispatches – Quarterly Impact Report

<b>Purpose</b>	To present a draft of the quarterly report from the committee to council on the impact of scrutiny.
<b>Content</b>	The report appends the draft 'Scrutiny Dispatches' report, which headlines recent activities and impact for council and public awareness.
<b>Councillors are being asked to</b>	approve content of the draft 'Scrutiny Dispatches' for submission to Council.
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer(s)</b>	Tracey Meredith, Head of Legal, Democratic Services and Business Intelligence
<b>Report Author</b>	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer</b> <b>Finance Officer</b>	Stephanie Williams Paul Cridland

#### 1. Introduction

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

## **2. Scrutiny Dispatches**

- 2.1 The next quarterly report has been drafted for approval (**attached**). This will then be submitted to the next Council meeting (26 April) for discussion.
- 2.2 'Scrutiny Dispatches' is intended to demonstrate scrutiny achievements and outcomes. It is effectively a regular report about impact and how scrutiny is making a difference, rather than a descriptive account of scrutiny activities. The aim is to focus on and promote a small number of 'significant stories'. A chair's roundup is also featured to highlight other work.
- 2.3 As well as being a report to council the content will be shared more widely, with advice and support from the Council's Communications Team and utilising social media. This should help raise awareness of the work and impact of scrutiny, and hopefully encourage more public engagement and participation in scrutiny. It is anticipated that some of the impact stories within Scrutiny Dispatches will generate press releases.
- 2.4 In order to ensure that people are informed more generally about the work of scrutiny a monthly newsletter is also being produced. This is circulated via an email subscription, and includes details of:
  - Forthcoming panel and working group meetings
  - Topics being looked at by scrutiny
  - Progress with current activities

## **3. Legal Implications**

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

## **4. Financial Implications**

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

**Background Papers:** None

**Appendices:**

**Appendix 1 - Scrutiny Dispatches Quarterly Report**



# Scrutiny Dispatches

City & County of Swansea – 2017/2018 (No. 2)

‘How scrutiny councillors are making a difference’

## Developing regional scrutiny

*(Lead: Councillor Mary Jones)*

Scrutiny Councillors in Swansea have helped blaze a trail for regional scrutiny by working with Councillors from five other Councils. Together they are looking at the work of the regional school improvement alliance, known as ERW (Education Through Regional Working).

The purpose of the ERW Scrutiny Councillor Group, which was set up in September 2015, is to help ensure the best educational outcomes for children in the region by supporting effective scrutiny to:

- support consistent scrutiny across the six councils
- share scrutiny good practice
- encourage shared scrutiny approaches and avoid the duplication of scrutiny work
- provide critical and objective challenge to ERW on topics of interest as required
- contribute to the good and effective governance of ERW

At present this involves two meetings per year and each Council in turn hosts and chairs the meeting. The Group last met on 9 March 2018, hosted by Carmarthenshire Council and discussed the educational outcomes across the region, the effects of poverty in rural wales and progress with the recently established ERW Review and Reform Programme Board. They also met with the Welsh Government Cabinet Secretary for Education, Kirsty Williams, about the future of regional working.

After each meeting the Councillor Group writes a letter to the ERW Joint Committee feeding back their views and recommendations. The ERW Joint Committee is made up of the six local authority Leaders and advised by ERW Board of Directors, external school improvement experts, Headteacher representatives and the Managing Director.

For example the Group has raised concern, and called for action, on:

- the current capacity of Challenge Advisors across the region and consistency of support
- progress being made with the ERW Review and Reform Programme to ensure more effective working for pupils across the region

Swansea is represented by the Chair of the Scrutiny Programme Committee, Councillor Mary Jones, and Convener of the Schools Performance Panel, Councillor Mo Sykes. Councillor Jones said: ‘The fact that more and more services are being delivered on a regional basis presents a challenge for future scrutiny. There is a need for those involved in carrying out scrutiny to match the regional working to ensure the accountability and transparency of regional bodies. The experience of ERW scrutiny has been positive and could provide a model for developing scrutiny of other bodies, such as the Western Bay Health & Social Care Programme.’

Swansea’s Scrutiny Team is providing the support for the Scrutiny Councillor Group as the Council’s contribution to ERW. Regional work will become an increasingly important feature of scrutiny over the next few years so it is good that Swansea’s provision of support for scrutiny of ERW has worked well and been well received. The ERW Managing Director, Betsan O’Connor, has praised the work of the Scrutiny Councillor Group stating that: “It is coordinated well and the feedback is good”

The next meeting will take place in September 2018 and will be hosted by Neath Port Talbot.

## **Improving the welfare of tethered horses**

*(Lead: Councillor Jeff Jones)*

There has been a significant progress and improvement in the welfare of tethered horses since scrutiny councillors shone a spotlight on this issue in 2016.

Having arranged a follow up meeting in January with the Cabinet Member for Environment Services, Council officers, and representatives from the RSPCA and FOSH (Friends of Swansea Horses) councillors have found that the outcomes have been positive and constructive:

- hotspot areas have been identified and action taken to inform the public that horses are not permitted, and these locations are now monitored on a monthly basis. This resulted in a reduction in the number of horses being tethered across these areas by 60% since May 2016.
- there has been work on education and building closer relationships with horse owners
- the ideas and suggestions from the original Working Group in 2016 have resulted in a framework for dealing with tethered horses in a partnership approach with the RSPCA and the Hillside Animal Sanctuary.
- the relationship between the Council, RSPCA and Hillside remains strong and effective and there are clear procedures for dealing with tethered horses in Swansea.
- the Council and partners have established a 'Swansea Equine Forum' to maintain communication and improvement.
- Friends of Swansea Horses (FOSH) have now disbanded as they feel their aims have been achieved, which is excellent news.

This has been recognised as an example of successful partnership working. The Working Group received positive feedback and thanks from the RSPCA and FOSH for their support and raising awareness of the issue through scrutiny. The Convener of the Working Group, Councillor Jeff Jones also highlighted that the improvements seen were a team effort which could not have been achieved without all agencies involved. He said 'We are pleased there has been great progress but we need to keep this momentum going and continue to improve the conditions at which horses are kept in Swansea'

## **Challenging our schools**

*(Lead: Councillor Mo Sykes)*

Scrutiny councillors have been talking directly to schools to assess and monitor performance.

The Schools Scrutiny Performance Panel provides ongoing challenge to schools performance in order to ensure that pupils in Swansea are receiving a high quality education and that they are meeting objectives to improve schools standards and pupil attainment. As well as discussing a range of education improvement issues that affect all schools, the Panel identifies a small number of schools each year to engage directly with, based on relevant performance data. The Panel has recently focused on Morrision Primary School. The Panel met the Headteacher and Chair of Governors, and Challenge Advisor, to look at their current performance and prospects for improvements. The Panel praised the work going on at Morrision Primary and commitment to driving improvement at the school following an Estyn rating of 'adequate' last year. The Panel concluded that there was now a much improved picture at the school. Overall, councillors were pleased to see a strong leadership team at the school emerging along with a supportive and challenging governing body.

Looking at different ways in which scrutiny can engage with schools the Panel also met with pupils, headteachers, Chair of Governors and the challenge advisors for Parklands Primary and Olchfa Comprehensive Schools. The Panel found out about the collaboration work they are doing, as pioneer schools, in relation to the New Curriculum for Wales. They were able to ask pupils how they feel the new curriculum is improving their learning. Councillors were impressed with both schools' commitment and drive in improving the outcomes of their pupils. They recognised that both schools have embraced this opportunity to shape new practice.

## Reviewing car park charges

(Lead: Councillor Will Thomas)

Scrutiny councillors have raised debate about the management of car parks and charges.

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. The convener of the Working Group, Councillor Will Thomas, said: 'Following our scrutiny meeting in November we wrote a letter to the Cabinet Member for Environment Services and we are pleased that his response confirms action will be taken against each of the scrutiny recommendations, including looking 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. The Cabinet Member has confirmed that 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, and 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.

## Chair's Roundup:

This is my second quarterly roundup of the work of scrutiny for 2017/18, as Chair of the Scrutiny Programme Committee.

### Progressing our priorities for 2017/18

We have made good progress over the year so far. The work programme is dominated by our six Performance Panels, which meet on an ongoing and regular basis. This has ensured a continued focus on monitoring performance of Adult Services, Child & Family Services, Schools, and the Public Services Board. The Service Improvement & Finance Panel keeps an eye on performance & spending across the Council. Our sixth and new Panel focussing on Development & Regeneration Panel is meeting quarterly. We have two in-depth inquiries in progress - our examination of Regional Working is almost complete and a final report will be published soon. Work on Swansea's Natural Environment has just started, and the Panel will be shortly agreeing the key question and focus for this inquiry which may take up to six months. We arrange Working Groups for a 'quick look' at issues and I am pleased that scrutiny has been able to look at the following issues so far: Emergency Planning & Resilience, Community Cohesion & Hate Crime, Car Park Charges, Tethered Horses, Roads & Footway Maintenance, Local Flood Risk Management, and Renewable Energy. All of this work leads to the views and recommendations for improvement, of scrutiny councillors, being sent to Cabinet Members. We also have arrangements in place to check on implementation of previous inquiry recommendations and assess the impact of our work. Because of good progress Councillors were able to conclude monitoring of the inquiries on School Governance and Building Sustainable Communities.

### Questioning Cabinet Members

The committee continues to focus on holding cabinet members to account. Each monthly meeting features a Q & A session with a Cabinet Member to discuss their work. As I write we are due to meet with the Cabinet Member for Commercial Opportunities & Innovation in May. Acting as a 'critical friend' we question and challenge them on their priorities, actions, achievements and impact. We invite the public and all scrutiny councillors to contribute ideas to ensure the Committee asks the right questions. A summary of each session and views of the Committee are published in a letter to relevant Cabinet Members. We have recently put questions to the Cabinet

Members for Future Generations, Culture, Tourism & Major Projects, and Environment Services.

### **Challenging proposed decisions**

One of the ways in which scrutiny hold the Cabinet to account is to carry out pre-decision scrutiny. This means questioning Cabinet Members on proposals, taking into account strategic impact, public interest and financial implications, and presenting views and any concerns to Cabinet ahead of decisions. Amongst these are Commissioning Reviews where Cabinet is taking significant decisions about the future of services, given financial pressures and importance of sustainability. In the last quarter scrutiny has looked at the Commissioning Reviews on Family Support (Child Disability) and Highways & Transportation, as well as Cabinet reports on the Council Budget, and the Transfer of Allotments to Management Associations.

### **Appointing Education Scrutiny Statutory Co-optees**

We have a seat for parent governor representatives and church representatives on the Scrutiny Programme Committee who will be able to participate in scrutiny of education services. We have invited interest to fill vacant positions, and await the outcome. We look forward to their contribution to scrutiny.

### **Raising Awareness of Scrutiny**

Whether members of staff have just started working for the Council or have many years of service there's a good chance that no one has ever explained what scrutiny is all about. We've recognised that we need to raise awareness amongst council staff. We have tried to bridge the gap by putting together a staff news story to explain the 'why', the 'how', and the 'what' of scrutiny and spread the message, and the feedback has been good. This could also be a good starting point for anyone, not just council officers, to learn about scrutiny.

### **Getting feedback**

One of the hallmarks of an effective scrutiny function is one that reflects on and learns from experience. For this reason we have been busy over the last month carrying out our Annual Councillor Scrutiny Survey. We will be closely looking at the results to help guide future practice. Also, we are currently inviting feedback from senior members of staff, and will shortly be issuing a public survey. The surveys also help us to collect views about the focus of future scrutiny. Any topic suggestions received will be fed into the upcoming Scrutiny Work Planning Conference.

### **Awaiting the results of the audit of scrutiny**

As well as survey findings we await with interest the view of the Wales Audit Office (WAO), who recently carried out a review of our scrutiny arrangements. Their review focussed on assessing how 'fit for the future' the Council's scrutiny function is, looking at the environment scrutiny is operating in, our practice, and its effectiveness. As well as desktop research, the WAO held a number of focus groups with Councillors, interviewed key officers, and observed meetings. We understand that WAO will issue a report but also are planning a shared learning seminar informed by findings not just here but across Wales.

### **Making the work of scrutiny more transparent and accessible**

All scrutiny agenda packs are available on the Council's ['agenda and minutes' webpage](#). There you can also find all scrutiny letters sent to cabinet members following meetings and responses. All scrutiny meetings are open to the public and anyone living or working in Swansea can [suggest a topic for scrutiny](#). There are also opportunities to suggest questions, and submit views. If you would just like to keep an eye on what's going on we have webpages, a blog and a newsletter - you could even follow us on Twitter – links below.

*Councillor Mary Jones*

#### **Connect with Scrutiny:**

Gloucester Room, Guildhall, Swansea. SA1 4PE (Tel. 01792 637732)

**Web:** [www.swansea.gov.uk/scrutiny](http://www.swansea.gov.uk/scrutiny)

**Email:** [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)

**Twitter:** [@swanseascrutiny](https://twitter.com/swanseascrutiny)

**Blog:** [www.swanseascrutiny.co.uk](http://www.swanseascrutiny.co.uk)

# Agenda Item 10



## Report of the Chair

Scrutiny Programme Committee – 9 April 2018

### Scrutiny Work Programme 2017/18

<b>Purpose:</b>	This report reviews progress with the agreed scrutiny work programme for 2017/18.
<b>Content:</b>	The work programme is described, including the plan for future committee meetings and topics that will be examined by scrutiny through various Panels and Working Groups.
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• review the scrutiny work programme (including progress of current Panels and Working Groups)</li><li>• consider opportunities for pre-decision scrutiny</li><li>• plan for the committee meetings ahead</li></ul>
<b>Lead Councillor:</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer:</b>	Tracey Meredith, Head of Legal, Democratic Services and Business Intelligence
<b>Report Author:</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Stephanie Williams
<b>Finance Officer:</b>	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 meeting on 14 May:

- Cabinet Member Question Session: Commercial Opportunities & Innovation - Councillor David Hopkins.

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.

<b>Commissioning Review</b>	<b>Cabinet Portfolio</b>	<b>Expected Cabinet Meeting</b>	<b>Scrutiny</b>
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 – 14 Feb
Residential Care and Day Services for Older People	Health & Wellbeing	19 Apr	Adult Services Panel – 17 Apr
Additional Learning Needs	Children, Education & Lifelong Learning	tbc	Schools Panel - tbc

### 2.3 Inquiry Panels:

2.3.1 The following Inquiry Panels are active:

<b>In Progress (yet to report):</b>	<b>Completed (follow up stage)</b>
1. Regional Working (evidence gathering stage) - Expected end: May 2018 2. Natural Environment (expected Start - End: Mar 2018 - August 2018)	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):

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

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) 2. Community Cohesion & Hate Crime (14 Nov) 3. Car Park Charges (28 Nov) 4. Tethered Horses (31 Jan) 5. Roads & Footway Maintenance (31 Jan) 6. Local Flood Risk Management (20 Feb)	7. Renewable Energy (26 Mar) 8. Homelessness (Apr) 9. Digital Inclusion (May) 10. Bus Services (June onwards) 11. Public Conveniences (June onwards) 12. Archive Service (June onwards)
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## 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. **Car Park Charges**
  4. **Tethered Horses**
  5. **Roads / Footway Maintenance**
  6. **Renewable Energy**
  7. **Homelessness**
  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"> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> <li>To review future cabinet business and consider opportunities for pre-decision scrutiny</li> <li>To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)</li> </ul>
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>
Scrutiny Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from scrutiny activities</li> </ul>
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> <li>To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact (Jan; Apr; Jun)</li> </ul>
Scrutiny Events	<ul style="list-style-type: none"> <li>Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development &amp; improvement Issues; WLGA / CfPS network meetings)</li> </ul>

### Items for Specific Meetings:

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

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

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

To be scheduled:

<ul style="list-style-type: none"> <li>• Scrutiny / Audit Committee Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report 2016/17. Discussion to ensure:             <ul style="list-style-type: none"> <li>- mutual awareness and understanding of respective work plans and co-ordination</li> <li>- issues relating to work programmes can be discussed</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Final Inquiry Reports             <ul style="list-style-type: none"> <li>- Regional Working</li> <li>- Natural Environment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
<ul style="list-style-type: none"> <li>• Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Update on Progress in implementation of service changes following Commissioning Reviews / Outcomes</li> </ul>

## Appendix 3 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Adult Services Review of Commissioning Strategies for Adults with a Learning Disability, Physical Disability and Sensory Impairment and Mental Health.</b>	<p>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.</p>	Alex Williams	Cabinet Member - Health & Wellbeing	Cabinet	19 Apr 2018	Open
<b>Disabled Facilities &amp; Improvement Grant Programme 2018/19.</b>	<p>To provide details of Disabled Facilities &amp; Improvement Grant Programme and to seek approval to include schemes in the 2018/19 Capital Programme.</p>	Darren Williams	Cabinet Member - Housing, Energy & Building Services	Cabinet	19 Apr 2018	Open

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

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Outcome of Residential Care and Day Services for Older People Commissioning Reviews.</b>	The report provides an outline of the preferred options for the Residential Care and Day Services for Older People Commissioning Reviews, with a view to proceeding to public consultation on the preferred options.	Alex Williams	Cabinet Member - Health & Wellbeing	Cabinet	19 Apr 2018	Open
<b>Western Bay Pooled Fund for Care Homes Options Paper.</b>	The report explains the context for regional pooled funds for care homes. It highlights the legal duty to achieve pooled fund arrangements; proposes options for implementing pooled funds, highlights risks and benefits associated with each option and makes a recommendation for implementation	Peter Field	Cabinet Member - Health & Wellbeing	Cabinet	19 Apr 2018	Open
<b>Mumbles Coastal Protection - Flood and Coastal Erosion Risk Management Grant 2018/19</b>	To advise on the success of the Council in bidding for a Welsh Government Grant to develop flooding and coastal protection measures at Mumbles.	Stuart Davies	Cabinet Member - Environment Services	Cabinet	19 Apr 2018	Open

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

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Swansea District Heat Network.</b>	The report presents a summary of the outline business case for the formation of a district heat network in Swansea and seeks a decision as to whether to progress with the project, together with approval of revenue funding if the project is to proceed.	Dawn Jenkins	Cabinet Member - Housing, Energy & Building Services	Cabinet	17 May 2018	Open
<b>Progress on Regeneration Projects and FPR7 Funding Requirements.</b>	This report provides an update on the main regeneration projects, decisions required on key issues to move forward and outlines the funding requirements in line with FPR7 guidelines.	Huw Mowbray	Cabinet Member - Culture, Tourism & Major Projects	Cabinet	17 May 2018	Fully exempt





Activity / Month	JUL 2017	AUG	SEP	OCT	NOV	DEC	JAN 2018	FEB	MAR	APR	MAY	JUN
<b>PERFORMANCE PANELS:</b>												
<b>Adult Services</b> (monthly) Lead Scrutiny Councillor: Peter Black Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member Mark Child Lead CMT: Dave Howes Lead Head of Service: Alex Williams		8	20	10	21	19	16	13	20	17	16	19
<b>Service Improvement &amp; Finance</b> (monthly) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart / Clive Lloyd Lead CMT: Sarah Caulkin Lead Head of Service: Ben Smith		2	6	4 16*	1	12	10	7 12* 14*	28		2	
<b>Schools</b> (monthly) Lead Scrutiny Councillor: Mo Sykes Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead CMT: Nick Williams Lead Head of Service: cross-cutting	6	31	21	18	16	12	18	13* 15	15		17	7
<b>Child &amp; Family Services</b> (bi-monthly) Lead Scrutiny Councillor: Paxton Hood-Williams Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Child Lead CMT: Dave Howes Lead Head of Service: Julie Thomas		21		30	14*	18		12* 26		30		25
<b>Public Services Board</b> (bi-monthly) Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart Lead CMT: Chris Sivers Lead Head of Service: cross-cutting		30		25		13			29		9	

<b>Activity / Month</b>	<b>JUL 2017</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN 2018</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
<b>Development &amp; Regeneration</b> (quarterly) Lead Scrutiny Councillor: Jeff Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart / Robert Francis-Davies Lead CMT: Martin Nicholls Lead Head of Service: Phil Holmes			7			11					15	
<b>WORKING GROUPS:</b>												
<b>Emergency Planning &amp; Resilience</b> Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Clive Lloyd Lead CMT: Martin Nicholls Lead Head of Service: Martin Nicholls				11								
<b>Community Cohesion &amp; Hate Crime</b> Lead Scrutiny Councillor: Elliot King Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Will Evans Lead CMT: Chris Sivers Lead Head of Service: Rachel Moxey					14							20
<b>Car Park Charges</b> 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							
<b>Tethered Horses</b> 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
<b>Bus Services</b> (dependent on delivery of above / if time allows) Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Mark Thomas Lead Director: Martin Nicholls Lead Head of Service: Stuart Davies												
<b>Public Conveniences</b> (dependent on delivery of above / if time allows) Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Mark Thomas Lead Director: Martin Nicholls Lead Head of Service: Chris Howell												
<b>Archive Service</b> (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												
<b>REGIONAL SCRUTINY:</b>												
<b>ERW (Education through Regional Working)</b> Lead Scrutiny Councillor: Mary Jones / Mo Sykes Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead Director: Nick Williams Lead Head of Service: Helen Morgan-Rees Regional Lead: Betsan O'Connor			29						9			

\* denotes extra meeting

Information correct as of 29/03/18 13:59

**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 met in March to start to draw their inquiry to a close by reviewing the evidence they have gathered and discussing conclusions and possible recommendations. The last meeting of the Panel will be arranged in May to look at the final report.

Projected End Date: May 2018

b) **Natural Environment** (convener: Cllr Peter Jones)

Key Question: to be agreed

Progress Bar:

Planning				Evidence Gathering				Draft Report		Final	

The panel will meet for the first time on 26 March to have a presentation which outlines how the Council currently meets its commitments in relation to the Natural Environment under the Well-being of Future Generations Act. A further meeting in April will entail an overall briefing for relevant background information and to discuss how current services meet requirements under the Act. This will provide the starting point for the Panel to decide the direction and content of the inquiry.

Projected End Date: tbc



## 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)
School Readiness	15 Jun 2017	9	0	0	27 Mar 2018
Tackling Poverty	15 Jun 2017	12	1	2	tba

## 3. Performance Panels:

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

The last meeting on 14 February incorporated the Annual Budget Scrutiny and the Highways and Transportation Commissioning Review. Cllr Rob Stewart, Cllr Clive Lloyd and Finance Lead Ben Smith attended to advise and answer questions on the budget. Cllr Mark Thomas, Stuart Davies and Phil John attended from the Highways and Transportation Department to assist with scrutiny of the commissioning review. Feedback on both items was presented to Cabinet on 15 Feb.

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

The Panel in February met with the Headteacher Bishop Vaughan Catholic Comprehensive School to discuss their current performance and prospects for improvement. They then meet in May to discuss and plan their work for the coming municipal year.

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

The next meeting 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 next meeting will look at the quarterly performance monitoring report and consider the Children Services Complaints Annual Report 2016/17. The Panel will also undertake an end of year review.

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

The Panel met on 20 March to hold a question and answer session with the Cabinet Member for Health and Well-being and to consider the Adult Services Complaints Annual Report 2016/17. The Panel will meet again on 17 April to undertake pre-decision scrutiny on the Day Services and Residential Care Commissioning Reviews.

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

A progress report appears separately in the agenda as Item No. 7.

#### **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 9 March 2018 and was hosted by Carmarthenshire Council. The group discussed the Annual verified data for the region, the effects of poverty in rural wales and progress with the the recently established ERW review and reform programme board. They also met with Kirsty Williams Welsh Government Cabinet Secretary for Education about the future of regional working in this area. The next meeting will take place in September 2018 and will be hosted by Neath Port Talbot.

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) **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 and a letter was sent to the Cabinet Member with the views and recommendations of the Working Group. A response has now been received from the Cabinet Member, and appears within this agenda under item 11 (Scrutiny Letters).

### c) **Local Flood Risk Management** (convener: Cllr Peter Jones)

This is an annual recurring item in the work programme. The working group met 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 attended to update the group. A letter will now be sent to the Cabinet Member with the views and recommendations of the Working Group.

### e) **Renewable Energy** (convener: Cllr Sam Pritchard)

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. This meeting has been arranged for 26 March.

f) **Homelessness** (convener: Cllr Peter Black)

This will enable information, questions and discussion on activities to manage homelessness, the current position, performance of relevant services, and challenges and will also enable opportunity to influence the draft Homelessness Strategy. This Working Group will consist of two meetings with the first meeting taking place in mid-May.

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

**1. 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 / engage via digital technology.

**2. 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.

**3. Public Conveniences**

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

**4. 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.

# Agenda Item 11



## Report of the Chair

Scrutiny Programme Committee – 9 April 2018

### Scrutiny Letters

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

#### 1. Introduction

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

## 2. Reporting of Letters

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

## 3. Letters Log

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

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a	Roads & Footway Maintenance Working Group	31 Jan	Letter to / from Cabinet Member for Environment Services

### 3.3 Points to highlight:

3.3.1 Roads & Footway Maintenance Working Group – The Working Group met on 31 January to look at functions, standards and operational activities in relation to highway maintenance. As a result of concerns / issues raised with the Cabinet Member for Environment, action will include:

- Looking at how surface water flooding and drainage issues affecting road maintenance can be treated as enforcement matters if resulting from new developments.
- Raising debate about whether developers should be pressured in order for highways to be adopted.
- Prioritising investment in highway drainage in those areas identified in the Authority's Floor Risk Management Plan.
- Monitoring reporting levels in relation to the 48hr pothole initiative and working with the Corporate Communications Team to further publicise.
- Developing a code of practice for developers / builders in relation to the obstruction of the carriageways by vehicles

The Committee should note that Working Group members feel that Roads & Footway Maintenance could be subject of in-depth inquiry, and consider this request, although the Cabinet Member points to previous scrutiny over recent years. As the municipal year is coming to an end, this can be considered at the next Scrutiny Work Planning Conference.

## 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:

78

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	08-Feb	20	12-Mar
39	Adult Services Panel	16-Jan	Social Services Charges and Performance Monitoring	Health & Wellbeing	29-Jan	13-Feb	15	n/a
40	Committee	08-Jan	Cabinet Member Q & A	Economy & Strategy (Leader)	31-Jan	21-Feb	21	12-Mar
41	Schools Performance Panel	18-Jan	Annual Review of Education Performance and Estyn report progress update	Children, Education & Lifelong Learning	01-Feb	14-Feb	13	n/a
42	Tethered Horses Working Group	31-Jan	Tethered Horses	Environment Services	13-Feb	18-Feb	5	12-Mar
43	Committee	12-Feb	Pre-decision Scrutiny - Transfer of Management of Allotments	Future Generations	14-Feb	26-Feb	12	12-Mar
44	Working Group	31-Jan	Roads and Footway Maintenance	Environment Services	20-Feb	14-Mar	22	09-Apr
45	Schools Performance Panel	15-Feb	Morrison Primary School	Children, Education & Lifelong Learning	22-Feb	n/a	n/a	n/a
46	Service Improvement & Finance Performance Panel	14-Feb	Highways and Transportation Commissioning Review	Environment Services	06-Mar	23-Mar	17	n/a
47	Service Improvement & Finance Performance Panel	14-Feb	Annual Budget	Economy & Strategy (Leader)	06-Mar	26-Mar	20	n/a
48	Adult Services Panel	13-Feb	Intermediate Care, WCCIS, Draft Annual Budget	Health & Wellbeing	12-Mar			
49	Committee	12-Feb	Cabinet Member Q & A	Environment Services	15-Mar			

50*	ERW Scrutiny Cllr Group	09-Mar	ERW Reform Programme, Performance Data and rural poverty	Children, Education & Lifelong Learning	16-Mar	n/a	n/a	n/a
51	Schools Performance Panel	09-Mar	Bishop Vaughan Catholic Comprehensive School	Children, Education & Lifelong Learning	27-Mar			
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**To:**  
**Councillor Mark Thomas**  
**Cabinet Member for Environment Services**

*Please ask for:* Scrutiny  
*Gofynnwch am:*  
*Scrutiny Office* 01792 637314  
*Line:*  
*Linell*  
*Uniongyrchol:*  
*e-Mail* [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)  
*e-Bost:*  
*Date* 20 February 2018  
*Dyddiad:*

**Summary:** This is a letter from the Roads and Footway Maintenance Working Group to the Cabinet Member for Environment Services following the meeting of the Working Group on 31 January 2018.

Dear Cllr Thomas

The Roads and Footway Maintenance Scrutiny Working Group met on 31 January to look at functions, standards and operational activities in relation to highway maintenance. This letter provides you with feedback from that meeting.

We would like to thank you, Stuart Davies and Bob Fenwick for attending to present the report and answer questions. We appreciate your engagement and input.

Whilst the Working Group found the meeting informative and interesting, it did have some concerns and we would like to make the following comments:

- We expressed our concern about costs to the Council of non-adopted roads. We were informed that there is currently no legislation to force developers to have new roads adopted but that the Authority does encourage developers too. We also heard that this is a problem facing other Local Authorities across Wales.
- We felt that Swansea needs to look at the influence Planning can have in terms of roads and footway maintenance and that there is a need to look at how these obligations are policed. We also felt that there is a need to encourage the Welsh Government to introduce legislation in this area.
- We heard that if more than 50% of householders with frontages on a road want it adopted, it can be, but householders will be charged to bring the road up to standard first. We feel there is a need to increase public understanding of adopted/non adopted roads.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

SWANSEA COUNCIL / CYNGOR ABERTAWE

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

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

- We expressed our concerns about vehicles parking on footpaths and the safety risks this poses for the public and heard that there is no legislation to prevent this unless the vehicles are causing an obstruction.
- We heard that footpaths and footways are classed as part of highways in terms of budget for maintenance and that safety inspections of footways are carried out at regular intervals (minimum of once a year)
- In terms of capital spend we were informed that approximately £1.3 million is spent on roads and £600 thousand on footways and that proportionally footways have had a big increase in spend in the last 5 to 7 years. We also heard that there is a routine maintenance programme for footways. We were pleased to hear that the Authority is ahead of the 5 year programme.
- We were concerned to hear that the backlog of £54 million of work is for roads only and that it is approximately £150 million for all works including bridges, footways etc. We heard that evidence has been submitted to the Welsh Government about the backlog of work in Wales as Local Authorities are unable to tackle the problem themselves.
- We heard that the Authority has received additional grant funding from Welsh Government for a number of projects because we were able to complete them within a short timescale.
- We felt that if drainage was improved less would be spent on road maintenance. We were informed that more drainage and gullies are put in place in new roads. We heard that we only have three road sweeper machines in Swansea so it is very difficult to keep all drains clear. Maintenance of gullies is every three years but try to do the ones that cause accidents every 6 months. We suggested that surface water flooding and drainage is something for planning enforcement to deal with if it is due to new developments.
- We were pleased to hear that a list of planned maintenance of highways is available to view on line and that the target for completion is within 28 days. If damage is reported under the pothole initiative it is usually completed within 48 hours. We felt that this initiative needs to be publicised more.
- We heard that the removal of weeds on roads and footways is not statutory. There were problems with removal of weeds last summer due to issues with the contractor and because the weather was a lot wetter than normal there were a lot more weeds. We expressed our concerns about indiscriminate spraying.
- We felt that it was difficult to cover this topic in one Working Group and that it should be a future scrutiny inquiry.

Following the meeting, we discussed progress and made the following conclusions:

1. We felt the Planning Department could do more for new developments in terms of ensuring developers consider adoption of roads, layout of roads, car parking etc, either through additional legislation from the Welsh Government or by putting pressure on developers. We recommend that the Authority investigates whether there are additional measures that can be brought in or if we can lobby Welsh Government if there currently are not.
2. We think it is important that any planning procedures which come to Highways for comment make very clear the effect they will have on drainage etc.
3. In relation to drainage we would like to know if there are any provisions in place in case rain fall increases in the future i.e. wetter weather.
4. We feel that planning enforcement is really important and that planning enforcement officers should be involved at the first stages of any new

development and should work with developers of sites to deal with any issues. We feel it is worth considering employing a Clerk of Works/Inspector for future housing developments to report directly back to the Council/s Highways & Planning Departments, so that a monitoring exercise can be recorded on how works are proceeding and to ensure developers are abiding by the planning conditions/consent.

5. We feel that the pothole initiative works well. We were pleased to hear that members of the public, councillors etc will receive a response if email addresses are supplied, whether the issue has been dealt with or not. However we wonder how well this initiative has been publicised and are not convinced members of the public are aware how easy it is to report. We would therefore like to see the initiative better publicised.
6. We would like to see a Code of Practice introduced in relation to obstruction of carriageways by vehicles particularly developers/ builders etc.
7. In terms of footway obstruction and damage and also blocked drains/gullies we would like to see a registered list of companies who can provide these services to builders and contractors who operate in the City & County of Swansea and surrounding areas.
8. We have concerns about indiscriminate weed spraying and would like reassurance from you that spraying is done on a planned basis and the products used are not calcinogenic.
9. We feel that a more in depth piece of work is needed to fully cover this area and will be recommending to the Scrutiny Programme Committee that Road and Footway Maintenance be considered as a future scrutiny inquiry topic.

## **Your Response**

We hope you find this letter useful and informative. We are interested in hearing your thoughts about the issues raised and would ask that you respond by 13 March 2018.

Yours sincerely

**COUNCILLOR SAM PRITCHARD**  
**CONVENER, ROADS AND FOOTWAY MAINTENANCE SCRUTINY WORKING GROUP**  
**[CLLR.SAM.PRITCHARD@SWANSEA.GOV.UK](mailto:CLLR.SAM.PRITCHARD@SWANSEA.GOV.UK)**



Councillor Sam Pritchard  
Convener  
Roads and Footway Maintenance Scrutiny  
Working Group

*Please ask for:* Councillor Mark Thomas  
*Direct Line:* 01792 63 6926  
*E-Mail:* [cllr.mark.thomas@swansea.gov.uk](mailto:cllr.mark.thomas@swansea.gov.uk)  
*Our Ref:* MT/CM  
*Your Ref:*  
*Date:* 14<sup>th</sup> March 2018

## **BY EMAIL**

Dear Councillor Pritchard

### **ROADS AND FOOTWAY MAINTENANCE SCRUTINY WORKING GROUP**

Thank you for your letter dated 20<sup>th</sup> February 2018 which raises a number of issues. I thought it helpful to address each conclusion in turn.

However, one of your initial comments raised the issue of:

'We felt that if drainage was improved less would be spent on road maintenance. We were informed that more drainage and gullies are put in place in new roads. We heard that we only have three road sweeper machines in Swansea so it is very difficult to keep all drains clear. Maintenance of gullies is every three years but try to do the ones that cause accidents every 6 months. We suggested that surface water flooding and drainage is something for planning enforcement to deal with if it is due to new developments'.

I would like to respond that your comments are noted and officers are currently assessing the feasibility of this suggestion.

With regard to the conclusions made in your letter, I would advise as follows:

**Conclusion 1.** We felt the Planning Department could do more for new developments in terms of ensuring developers consider adoption of roads, layout of roads, car parking etc, either through additional legislation from the Welsh Government or by putting pressure on developers. We recommend that the Authority investigates whether there are additional measures that can be brought in or if we can lobby Welsh Government if there currently are not.

**Response** - The Highway Authority ensures that developers pay a Bond on commencement on site, the value of which equates to the value of the highway works. Termed the Advanced Payment Code (APC) under the Highways Act, this is a mechanism for protecting the public interest, however, the Bond is returned over a phased basis when the works have been completed to an acceptable standard. The

Developer may enter into a section 38 agreement with the council in order for the highway to be taken into public ownership (adopted) or the development can remain private, due to the fact that there is currently no obligation for a developer to offer their sites for adoption. This issue will be raised within the County Surveyors Society forum, to develop a joint approach across the region and inclusion of Welsh Government within the debate, however, the issue still exists that adoption of a development is purely voluntary and we are not aware of any proposals for Welsh Government to mandate adoption of all developments.

**Conclusion 2.** We think it is important that any planning procedures which come to Highways for comment make very clear the effect they will have on drainage etc.

**Response -** The Drainage Section is continually consulted with as part of the Planning process and will provide the appropriate advice to ensure that the new development will not exacerbate 'local flood risk'. This will include preventing additional flows entering drainage systems and watercourses whenever possible. In addition to this, the Planning Department must ensure compliance to Technical Advice Note 15: Development and Flood Risk (TAN 15) for considering new development where consideration must be given to the impacts climate change may have on developments in areas at risk of flooding over the lifetime of the development

**Conclusion 3.** In relation to drainage we would like to know if there are any provisions in place in case rain fall increases in the future i.e. wetter weather.

**Response -** With regard to highway drainage there is a capital budget of around £400k per annum to improve the worst problems on the network whereas a single scheme may cost £30k. In addition to this, there may be opportunities to prioritise investment in those areas which have been identified in the Authority's Flood Risk Management Plan 2015-2021 as communities considered worst affected by 'significant local flood risk' but this will be reliant of additional funding with potential access to Welsh Government Grant support. Any proposed Flood alleviation scheme will need to take into account the impacts of climate change.

**Conclusion 4.** We feel that planning enforcement is really important and that planning enforcement officers should be involved at the first stages of any new development and should work with developers of sites to deal with any issues. We feel it is worth considering employing a Clerk of Works/Inspector for future housing developments to report directly back to the Council/s Highways & Planning Departments, so that a monitoring exercise can be recorded on how works are proceeding and to ensure developers are abiding by the planning conditions/consent.

**Response** – As part of any s38 agreement between the Highway Authority and a developer, the works are regularly inspected and tested to ensure that the highway works are being constructed to adoptable standards. Additional resources are brought in to manage peaks in workload and planning officers are involved in any issues that arise.

**Conclusion 5.** We feel that the pothole initiative works well. We were pleased to hear that members of the public, councillors etc will receive a response if email addresses are supplied, whether the issue has been dealt with or not. However we wonder how well this initiative has been publicised and are not convinced members of the public are aware how easy it is to report. We would therefore like to see the initiative better publicised.

**Response** – The pothole initiative is publicised by the corporate communications team who regularly highlight the initiative. We have received several thousand reports from members of the public which indicates that there is a significant awareness of the initiative. The initiative has been very well received in the press and social media reports. We will continue to monitor reporting levels and will work with the communications team to further highlight the initiative as and when required.

**Conclusion 6.** We would like to see a Code of Practice introduced in relation to obstruction of carriageways by vehicles particularly developers/ builders etc.

**Response** - Obstruction is a legal issue and we will look to developing a code of practice/guidelines for developers/builders over the next 12 months.

**Conclusion 7.** In terms of footway obstruction and damage and also blocked drains/gullies we would like to see a registered list of companies who can provide these services to builders and contractors who operate in the City & County of Swansea and surrounding areas.

**Response** – all companies that work on the highway must be approved by the council, and their activities coordinated by Network Management officers.

**Conclusion 8.** We have concerns about indiscriminate weed spraying and would like reassurance from you that spraying is done on a planned basis and the products used are not carcinogenic.

**Response** - All weed spraying is carried out to current codes of practice by fully qualified staff to industry standards. The weed spraying chemicals used are fully compliant with current standards. The Authority attends the Weeds forum on an annual basis to keep up to date with developments. Weed spraying is carefully controlled, indiscriminate spraying is not considered to be a general issue as the plant required to spray on the highway has very specific controls in place. If individual incidents are reported these will be investigated. The number of complaints received in relation to 4,500km of spraying is minimal.

**Conclusion 9.** We feel that a more in depth piece of work is needed to fully cover this area and will be recommending to the Scrutiny Programme Committee that Road and Footway Maintenance be considered as a future scrutiny inquiry topic.

**Response** – your comment is noted, and I would refer you to previous scrutiny reports that have addressed this topic, for initial consideration.

Yours sincerely



**COUNCILLOR MARK THOMAS  
CABINET MEMBER FOR ENVIRONMENT SERVICES**

# Agenda Item 12

Appendix 1

## AUDIT COMMITTEE WORKPLAN 2017/18

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

Date of Meeting	Reports
12 December 2017	<p><b>Wales Audit Office – Annual Audit Letter 2016/17</b>  Wales Audit Office Update Report  <b>Internal Audit Monitoring Report Quarter 2 2017/18</b>  <b>Recommendations Tracker Report 2016/17</b>  Review of Reserves Report  Treasury Management &amp; Budgetary Control Update  Audit Committee Performance Review Action Plan  2016/17 – Update on Proposals  Audit Committee Action Tracker Report</p>
8 March 2018 (note changed from 13 February 2018)	<p>Wales Audit Office Update Report  <b>Wales Audit Office Grants Report 2016/17</b>  <b>Wales Audit Office Annual Audit Plan 2017/18 CCS &amp; Pension Fund</b>  Overview of the Status of Risk Q3 2017/18 &amp; Update on Risk Register  <b>Internal Audit Annual Plan Methodology 2018/19</b>  <b>Internal Audit Monitoring Report Quarter 3 2017/18</b>  Audit Committee Action Tracker Report</p>
10 April 2018	<p><b>Election of Chair &amp; Vice Chair</b>  Policy Development &amp; Delivery Committee Update - Leader  Wales Audit Office Update Report  Risk/Performance/Governance Update  <b>Internal Audit Charter 2018/19</b>  <b>Internal Audit Annual Plan 2018/19</b>  <b>Corporate Fraud Annual Plan 2018/19</b>  <b>Audit Committee Review of Performance 2017/18 (deferred to June 2018 meeting)</b>  <b>Draft Audit Committee Annual Report 2017/18 (deferred to July 2018 meeting)</b>  Audit Committee Action Tracker Report</p>

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

# Agenda Item 13

## **Date and Time of Upcoming Panel / Working Group Meetings**

- a) 17 April at 3.30pm – Adult Services Performance Panel (Committee Room 5, Guildhall)
- b) 24 April at 10.00am – Natural Environment Inquiry Panel (Committee Room 5, Guildhall)
- c) 30 April at 4.00pm – Child & Family Services Performance Panel (Committee Room 5, Guildhall)
- d) 2 May at 10.30am – Service Improvement & Finance Performance Panel (Committee Room 5, Guildhall)
- e) 9 May at 10.00am – Public Services Board Performance Panel (Committee Room 5, Guildhall)
- f) 14 May at 10.30am – Homelessness Working Group (Committee Room 3A, Guildhall)