



**Dinas a Sir Abertawe**

**Hysbysiad o Gyfarfod**

Fe'ch gwahoddir i gyfarfod

## **Pwyllgor Rhaglen Chraffu**

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

**Dyddiad:** Dydd Llun, 14 Mai 2018

**Amser:** 4.30 pm

**Cadeirydd:** Y Cynghorydd Mary Jones

**Aelodaeth:**

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

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

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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 - 5**  
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 Gyfleoedd Masnachol ac Arloesedd. (Y Cynghorydd David Hopkins)** **6 - 18**
- 7 Adroddiadau Cynnydd y Panel Craffu Perfformiad:** **19 - 42**  
Y Bwrdd Gwasanaethau Cyhoeddus (Y Cynghorydd Mary Jones, Cynullydd)

8	Aelodaeth paneli a gweithgorau craffu.	43 - 46
9	Llythyrau craffu.	47 - 91
10	Rhaglen Waith Craffu 2017/18.	92 - 146
11	Dyddiad ac amser cyfarfodydd paneli/gweithgorau sydd ar ddod.	147
12	Gwahardd y cyhoedd.	148 - 151
13	Llythyrau craffu. Llythyr pwyllgor i/oddi wrth y Weithrediaeth Iechyd a Diogelwch (Dymchwel Adeilad Oceana).	152 - 161

**Cyfarfod nesaf:** Dydd Llun, 11 Mehefin 2018 ar 4.30 pm (Cynhadledd cynllunio gwaith craffu)

*Huw Evans*

**Huw Evans**

**Pennaeth Gwasanaethau Democrataidd**

**Dydd Gwener, 4 Mai 2018**

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

# Agenda Item 4



City and County of Swansea

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

Council Chamber - Guildhall, Swansea

Monday, 9 April 2018 at 4.30 pm

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

**Councillor(s)**  
E W Fitzgerald  
T J Hennegan  
W G Lewis  
W G Thomas

**Councillor(s)**  
L S Gibbard  
C A Holley  
I E Mann

**Councillor(s)**  
D W Helliwell  
B Hopkins  
G J Tanner

**Co-opted Member(s)**  
P M Black

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

**Co-opted Member(s)**  
J W Jones

### **Also Present**

Allison Lowe  
Brij Madahar  
Lyndsay Thomas

Democratic Services Officer  
Scrutiny Team Leader  
Senior Lawyer

### **Officer(s)**

Allison Lowe  
Brij Madahar  
Lyndsay Thomas

Democratic Services Officer  
Scrutiny Team Leader  
Senior Lawyer

### **Apologies for Absence**

Councillor(s): S E Crouch, M Durke, P K Jones, E J King and M Sykes  
Independent Member(s): None.

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## **122 Disclosures of Personal & Prejudicial Interest.**

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

## **123 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.

## **124 Minutes.**

**Resolved** that the Minutes of the Scrutiny Programme Committee held on 5 March 2018 and 12 March 2018 be approved and signed as a correct record.

**125 Public Question Time.**

There were no public questions.

**126 Cabinet Member Question Session: Cabinet Member for Future Generations.  
(Councillors June Burtonshaw and Mary Sherwood)**

The Cabinet Members for Future Generations presented a report on Key Headlines for the Future Generations Portfolio.

For clarification some of the responsibilities listed under the Future Generations Portfolio were the responsibility of alternative Cabinet Members. A Constitutional Changes report to Council would clarify in due course.

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

**Risk & Resilience**

- Has been moved to the Service Transformation & Business Operations portfolio, however the Cabinet Members for Future Generations were responsible for assessing risk as part of the Future Generations Act. The Corporate Risk Register and risk assessments were being reviewed in order to focus on prevention. There were not many corporate risks but they were high level and cut across more than one directorate so all departments would be involved;
- The Cabinet Members expressed concern about environmental risk, including:
  - The importance of enhancing biodiversity;
  - Replacing trees wherever possible;
  - Work was ongoing to move towards a more sustainable approach of dealing with weeds such as voluntary groups assisting in the manual removal of weeds rather than the use of pesticides / weed killers;

**Future Generations Act**

- As part of the Swansea Public Services Board (PSB), the Council was working with the other public bodies such as Mid & West Wales Fire & Rescue, the Local Health Board, etc in order to improve the economic, social, environmental and cultural wellbeing of Wales by achieving the wellbeing goals. The Wellbeing Plan had recently been approved by the PSB and was in the process of being approved by the individual statutory members. Approval would be sought at Council on 26 April 2018;

**Engagement**

- Currently in the process of commissioning reports from every department in the Authority in order to improve overall engagement with the public. The Cabinet Members welcomed scrutiny's assistance in this by asking them to consider it as a future topic for scrutiny.
- Welfare Reform / Universal Credit (now sits under the Anti-Poverty Portfolio) is still an issue but work is ongoing to assist those affected;

**Suburban Centres & Community Regeneration Initiatives**

- 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. Looking at pilot areas in Blaenymaes, Clydach & Townhill;



Members Community Budget Scheme

- Process under review but Councillors were reminded that requests must go directly to the nominated officer, Jayne Hunt, and not via individual departments.

Councillor Champions

- It was clarified that Councillor Champions provided a voice for traditionally underrepresented groups, or issues which should be kept at the forefront of Council business.

Future Priorities of the Cabinet Members for Future Generations:

- To create a truly collaborate approach with our partners to achieve the wellbeing goals as part of the Wellbeing Plan in a joined up way by delivering services according to what the people of Swansea want / need.
- To put the natural environment at the forefront as it is felt that it has been neglected. There was evidence that the environment and open green spaces could help reduce heart rate, anxiety, resulting in people being less likely to require medical intervention. There were higher death rates than smoking where there was less greenery and higher pollution.
- For the Future Generations Act to be embedded in all departments and considered meaningfully in all reports to Cabinet / Council.
- That Scrutiny also consider 'Prevention' as a future topic of scrutiny given that a new Prevention Strategy having recently been approved.

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

**127 Scrutiny Performance Panel Progress Reports:**

As Convener of the Panel, Councillor Jeff Jones presented a report on the progress of the Development & Regeneration Performance Panel.

The Panel had met on three occasions and, as a new Panel, has been trying to get an overview of the development and regeneration picture in Swansea and gathering information on specific projects.

The Panel hoped to include the following items in next year's work programme, and focus on:

- Swansea Enterprise Zones and Business Parks;
- Planning and Student Accommodation;
- City Deal;
- Housing Developments in Swansea;
- SA1.

**Resolved** that the update be noted.

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

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

In addition, the Scrutiny Team Leader informed the Committee that in accordance with legislation, a representative from the Church in Wales, Mr John Meredith, will be appointed to participate in education scrutiny and would be joining the Committee in May. Further information in relation to the appointment of Parent Governor Representatives would be provided at the next meeting.

**Resolved** that the following amendments be approved:

- 1) Add Councillors Sam Pritchard and Will Thomas to the Natural Environment Inquiry Panel;
- 2) Add Councillor Hazel Morris to the Schools Performance Panel.

#### **129 Scrutiny Dispatches - Quarterly Impact Report.**

The Chair presented a draft of the quarterly report from the committee that would be presented to Council on the impact of scrutiny.

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

**Resolved** that the content of the draft Scrutiny Dispatches be agreed and submitted to Council on 26 April 2018.

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

The Chair presented a report in order to review progress with the agreed scrutiny work programme for 2017/18. It was highlighted that the Cabinet Member for Commercial Opportunities & Innovation would be attending the next Scrutiny Programme Committee for the Question and Answer session. The Committee was prompted to give thought to possible questions regarding this new cabinet portfolio

She also informed committee members that an Improvement & Development Workshop would be held on 3 May at 4.30pm to consider findings from the recent annual councillor scrutiny survey and possible actions about future process and practice.

Members were also reminded that there would be no extra committee meeting on 16 April for pre-decision scrutiny as the report of interest on the second More Homes Scheme at Parc Yr Helyg was now not being considered at the cabinet meeting on 19 April.

**Resolved** that the update be noted.

#### **131 Scrutiny Letters.**

Councillor Sam Pritchard, Convener updated the Committee on the work undertaken by the Roads and Footway Maintenance Working Group. He highlighted the issues raised in the letter to the Cabinet Member for Environment Services following the

meeting of the Working Group on 31 January 2018 and the subsequent response from the Cabinet Member dated 14 March 2018 to the recommendations made.

Councillor Pritchard stated that he was pleased with the Cabinet Member's response and agreed actions. The convener emphasised the view of the Working Group that this topic, which is of public interest, could be subject of more in-depth work in the future.

**Resolved** that the letters be noted.

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

The Audit Committee Workplan was **noted**.

**133 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 5.34 pm

**Chair**

# Agenda Item 6



## Report of the Chair

Scrutiny Programme Committee – 14 May 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>	<p>The following Cabinet Member will appear before the Committee to participate in a question and answer session:</p> <ul style="list-style-type: none"><li>• Councillor David Hopkins, Cabinet Member for Commercial Opportunities &amp; Innovation</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 Member will appear before the Committee:

- a) Councillor David Hopkins, Cabinet Member for Commercial Opportunities & Innovation

Within this cabinet portfolio, he is responsible for:

- Commercial Services
- Procurement Frameworks
- Identification & Implementation of New Commercial Models
- Delivery of new income streams from Commercial Opportunities
- Planning Policy & Local Development Plan (LDP)
- New Commercial partnerships
- Funding Strategies
- Licensing & Trading Standards
- Economic Twinning
- New Local & Regional Business Opportunities
- Regional Workforce & Skills Development
- Local Business Engagement
- Business Promotion
- Local & Regional Investment Strategy (Regional Bank)
- Factory of the Future (City Deal)
- Procurement Policy Revisions (City Deal)
- 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. what they are doing to achieve the well-being goals and ways of working, 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 Member has 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:

- Inward Investment – discussion about the Regional Marketing Suite established at the new University Bay campus, as an innovative approach to promote the region on an international platform, providing interactive information to potential investors.
- Planning – the Committee followed up the work of the Planning Scrutiny Working Group and raised outstanding issues in relation to the planning process, including Section 106 agreements, and the call in-process, and also discussed the preparation of the new Local Development Plan.

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

- Whilst not directly engaged with this work there have been discussions about the role of planning in a number of scrutiny meetings held, including the Local Flood Risk Management Working Group and Roads & Footway Maintenance Working Group.

The Committee should note that the Cabinet Member will also be engaged in the following planned / future activities:

- Service Improvement & Finance Performance Panel – the Cabinet Member will be invited to attend to present the Planning Annual Performance Report 2017/18 in November 2018.
- Natural Environment Inquiry Panel – the Cabinet Member's involvement would be anticipated as a session is likely to take place relating to planning processes and the natural environment / biodiversity.

### 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



**Report of the Cabinet Member for Cabinet Member for Commercial Opportunities & Innovation**

**Scrutiny Programme Committee – 14 May 2018**

**Key Headlines: for Cabinet Member for Commercial Opportunities & Innovation**

**Purpose:** This report outlines notable activities and achievements in terms of delivering the key priorities within the Commercial Opportunities and Innovation 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

**For Information**

**1.0 The Portfolio for Commercial Opportunities and Innovation**

**1.1** The key responsibilities within the portfolio for Commercial Opportunities and Innovation include;

- Business promotion,
- Commercial Services,
- Delivery of new income streams from Commercial opportunities,
- Identification & implementation of new Commercial Models,
- New Commercial partnerships,
- Economic Twinning,
- Factory of the Future (City Deal),
- Funding strategies,



- Licensing & Trading Standards,
- Local and regional investment strategy (Regional bank),
- Local business engagement,
- New Local & Regional business opportunities,
- Planning Policy & Local Development Plan (LDP),
- Procurement Frameworks,
- Procurement policy revisions (City Deal),
- Regional Workforce & Skills development,

### **2.0 Business Promotion**

- 2.1 Swansea Council are continuing to work with regional partners and the business community to deliver the City Deal, 35,000 associated regional jobs, and promote the Swansea Bay City region. A detailed 5 case business model has been submitted to UK & Welsh Governments and feedback has been received. The shadow Joint Committee continues to meet to progress the City Deal and the chairman of the Economic Strategy Board has been appointed. An Economic Impact Assessment has been produced for Swansea's City Deal Project. Meanwhile, project development work continues for all aspects of the Swansea City & Waterfront Digital District.
- 2.2 In order to strengthen and sustain the Council's role in relation to local business promotion, the Economic Development Team has been reviewed and re-structured. A proposal for a dedicated Inward Investment Resource is currently being prepared. The Swansea Economic Regeneration Partnership (SERP) has also been reviewed and was relaunched on the 2nd May 2018. The SERP has been reviewed in order to include a focus on project management and implementation, aiming to maximize the benefits of regeneration projects for local people and businesses.
- 2.3 Opportunities for local business promotion, continue to be supported in the city centre through the work of Swansea BID with a focus on the regeneration of the city centre, special events and the promotion of Swansea market. Activities have also been undertaken to promote business opportunities in local communities such as the Uplands market and the recently established markets in the Marina and Morriston.

### **3.0 Commercial Services**

- 3.1 The Commercial Services work area encompasses two main strands of activity - to support all parts of the Council to generate income and to support all parts of the Council buy its products and services and the best possible price (without affecting any loss of quality). The team works across the Council and is involved in a multitude of projects, seeking to embed commercialism throughout the Council. Specific strands of work include; the delivery of new income streams from Commercial opportunities and the identification and implementation of

new Commercial models and partnerships. The team are also developing new Procurement Frameworks and are revising Procurement policies, aiming to maximize the potential benefits offered by the City Deal.

- 3.2 In terms of the delivery of new income streams from Commercial opportunities, income and contract savings in the past year have been tracked at approximately £1 million and a further target has been set for the forthcoming financial period. Examples of commercial activities undertaken, include the provision of corporate car parking permits in Swansea and using underutilised infrastructure such as the High Street multi-storey car park and reviewing Council contracts.
- 3.3 The Council has reviewed more than 200 hundred contract reviews in the past year including; the regeneration of the city centre and its associated design and construction; contracts related to the maintenance / upgrading of housing stock and its compliance with the Welsh Housing Quality Standard; the supply and installation of various systems including sprinklers, dry lining and CCTV; mobile phone services for the Council and ICT hardware maintenance, education management information systems, antivirus solutions and library management.
- 3.4 Other commercial activities have included the collation of a cross Council fees and charges register (which will be brought to the Council's' Service Improvement and Finance Scrutiny Performance Panel in May 2018) and exploring how the Council can develop Commercial partnerships. For example, the Mansion House – is currently subject to review and a private sector partner is being sought to develop its new commercial model. An initial market testing exercise yielded private sector interest, so the next step will be a formal tender for a partner with an associated commercial agreement. This work will be conducted in parallel to the Cultural Services procurement exercise currently ongoing, reviewing the commercial model in this area.
- 3.5 The Commercial team have also developed new and innovative Procurement Frameworks. The Commercial team and Adult Services were acknowledged for their work at the 'Go Wales' procurement awards in the category of innovation in health and social care in relation to a tender for the 'provision of tenancy based care and support for people with a learning disability or physical disability.' The contract approach was deemed innovative in two main ways - it was 'co-produced' with users of the service - looking at the planning, evaluation and monitoring of the agreement, and secondly 'community benefits' (working with the Council's beyond bricks and mortar team) were included in the agreement for the first time and committed to extra benefits for the local community.

- 3.6 Over the next 12 months, the Commercial team are planning to increase commercial opportunities and income for the Council in a number of different ways including; the development of opportunities to advertise on Council vehicles, an early payment discount scheme and a new commercial brochure advertising the broad range of services that the Council can offer both residents and businesses.
- 3.7 Another key strategy which will be undertaken by the Commercial team will be to engage as many staff as possible in the Commercial agenda to ensure all commercial opportunities are captured and acted upon. From April 2018 onwards, all Council departments have been requested to provide details of their commercial planning and aiming to further integrate commercial actions in all aspects of the Council's operations. Other key activities will include the continuation support to the Council Transformation PDDC and exploring how the Council can enhance the access of local companies to the numerous Council procurement opportunities. The Commercial team plans to support the revision of the Council Constitution (specifically the element relating to our contract procedure rules) to further drive engagement with local suppliers.
- 3.8 In addition to activities designed to increase income and commercial opportunities for the Council, the Commercial team are committed to developing ethical employment practices. The Commercial team are committed to continuing to work with a cross -Council team and trade union representatives to assess the development and delivery of the Welsh Government initiative the *Code of practice: Ethical employment in supply chains*. This initiative is in part a response to issues of modern slavery which have become apparent across the United Kingdom and Swansea has been one of the first in Wales to sign up to this initiative and has subsequently amended our contract documentation to ensure any company that breaches laws in this area is stopped from working with the Council. Swansea Council have also instituted new procedures relating to 'false self-employment', which link to the ethical component of the Code.

### 4.0 Economic Twinning

- 4.1 Swansea Council have been working to develop new economic twinning arrangements and economic partnerships overseas, especially in China. Swansea Council and Wuhan signed a 'sister city' and twinning agreement in January 2018. The agreement builds upon the signing of the Memorandum on the Establishment of Friendly Exchange Cities Relationship during Wuhan's official visit of Swansea in 2016. The agreement aims to promote common economic, educational, cultural and social interests. Swansea Council and Wuhan are currently in the early stages of developing a co-operation action plan for 2018 which aims to build on common interests in relation to the co-operation of local governments, trade and investment, education, sports and tourism. Swansea University and local

business partners such as River Simple (a hydrogen fuel cell car manufacturer) have also played key roles in developing partnerships with cities in China. In order to build upon the special links with China and other economic partnerships, Swansea Council are currently preparing a proposal for dedicated resources and a work programme will be established to build upon enquiries.

### **5.0 Factory of the Future**

- 5.1 The Factory of the Future is one of the 11 projects which forms part of the Swansea Bay City Deal. The Factory of the Future is part of the smart and advanced manufacturing strand within the City Deal, which together with the Steel Science centre, aims to develop and commercialise new innovations in smart manufacturing. It is anticipated that the Factory of the Future will support inward investment in leading edge technologies and harness the opportunities associated with digital manufacturing.
- 5.2 The City Deal represents a total investment of £1.3 billion over a period of 15 years from UK and Welsh Governments, other public sector bodies and funding from the private sector. The Factory of the Future will attract £10 million of funding under the umbrella of the City Deal. Swansea University is the delivery lead.
- 5.3 The implementation of the project is at an early stage. A review of revenue and capital expenditure has been undertaken and 15 and 30 year snap shots of economic models have been developed. Discussions are ongoing with Neath Port Talbot Council in relation to finalising a site location. The formulation of more detailed building requirements and site feasibility have been completed and the specification and detailed requirements are currently being refined. The UK Government and Welsh Government have fed back on the draft business case and it is anticipated that a revised business case will be submitted to the Regional Office in September 2018. Discussions with first potential industrial partner are progressing.

### **6.0 Funding Strategies**

- 6.1 Swansea Council has been exploring innovative funding and investment strategies and options to borrow prudently to support the City Deal (but only when it is right to do so). The budget round being considered makes provision for substantial capital investment to support the City Deal. Work continues with regional partners to continue dialogue with Welsh Government over funding flexibilities including Capitalisation Directions. The budget round being considered continues to anticipate substantial capital investment to support the City Deal, but has not yet been formally included pending wider agreement of the Joint Working Agreement and receipt of City Deal funding terms and conditions. Work continues with regional partners to

continue dialogue with Welsh Government over funding flexibilities including Capitalisation Directions

- 6.2 Work is ongoing with Welsh Ministers over the retention of local business rates in order to re-invest in the local economy in both a City Deal context and on an all-Wales basis. Ministerial agreement in principle has been reached and the quanta of potential for business rates retention modelled on an all Wales basis and on a City Deal basis.
- 6.3 Swansea Council are continuing to explore collaborative and innovative ways in which local services can be financed and delivered most efficiently, and how the value of council assets can be maximised. A cross cutting review of Council services has commenced to identify the delivery of services in the community and links to public assets, with significant engagement from users and partners. Work on a pilot hub is currently underway, with the aim to open in September 2018.
- 6.4 Inevitably future funding strategies will also have to prepare for the loss of European funding post Brexit.

### **7.0 Licensing & Trading Standards**

- 7.1 The Licensing team is responsible for safeguarding the public through processing a wide range of applications, ensuring compliance with the various licensing regimes and by taking enforcement action where necessary.
- 7.2 The team has adopted a risk-based approach to inspection of licensed premises and proactively inspects those premises in the high-risk category (Category A) on an annual basis. A premises investigated for the unauthorised sale of alcohol resulted in a successful prosecution, the seizure/forfeiture of £900 worth of alcohol and the forfeiture of the business owner's personal licence (this licence allow a person to sell/authorise the sale of alcohol). Regular joint enforcement is undertaken with other agencies including, the police, the fire service, immigration and the gambling commission.
- 7.3 A programme of safeguarding training is currently being rolled out to licensed drivers (as eyes and ears of the community).The licensing team is also working closely with other agencies and the event organisers to ensure the safe running of the forthcoming 2 day event "The Biggest Weekend" in Singleton Park.
- 7.4 The service will continue to provide core services to safeguard the public. The majority of licensing is a Council function, delegated to the Statutory and General Licensing Committees, Sub-Committees and officers. In relation to Executive functions the Council's Statement of Licensing Policy and the policy on the "Licensing of Sex

Establishments” are currently being reviewed to be issued for consultation prior to adoption. These are due to be reported to Cabinet on the 17<sup>th</sup> May 2018 for approval and for the reviewed policies to be issued for consultation. Following consultation they will be reported to Council for adoption.

- 7.5 The Trading Standards team is responsible for ensuring the safety of consumer goods, monitoring the description of goods/services, providing consumer and trade advice, control of street trading, the promotion of the proof of age scheme, regulating the sale of age restricted products, animal health and welfare protection.
- 7.6 The division has adopted an approach to deal with the most serious matters affecting communities within Swansea. These include prompt and direct action against rogue doorstep traders and irresponsible call centre business operating from Swansea but dealing across the UK and mail scams, which are directed at the most vulnerable groups of society. Two recent successful prosecutions followed detailed investigations into Cancer causing muscle building supplements and illegal motor trading which resulted in lengthy prison sentences for both offenders. A number of public campaigns have also been launched to promote Health and wellbeing and to encourage the citizens of Swansea to lead a healthy lifestyle, i.e. Smoke Free Beaches, Smoking at school gates and Don't be a Lobster, which is a campaigns to protect and advise people of the harmful effects of the sun.
- 7.7 In terms of future activities, Trading Standards plans to continue with activities which safeguard the residents of Swansea by demonstrating that good regulatory activity safeguard people and protects responsible business operators from unfair competition. The service also plans to continue regulatory interventions using advice, education and enforcement methods which make a positive contribution to the Healthy City Network. Other future plans include the provision of training to raise business awareness and assist customer compliance with regulation and to explore opportunities to improve the source of information to business operators to improve regulatory compliance and making improvements in technology to enhance service delivery and accessibility of the service.

### **8.0 Local Business Engagement**

- 8.1 Engagement with local businesses is an integral part of Swansea Council's approach to business promotion, which ranges from supporting economic activity within local communities to the regeneration of the city centre and to the implementation of the City Deal. The recently re-focused Swansea Economic Regeneration Partnership provides a new mechanism for local businesses to be engaged and play a key role in the delivery of a range regeneration and new business opportunities within the local area. A number of

working groups, as part of the Partnership will begin to deliver new grant/local business support opportunities. There are plans to host a Pop-up Business School event and link to Business Wales and related opportunities and secure pop-up business school event in partnership with COASTAL housing in the near future.

- 8.2 In addition, Swansea Council have played an active role in local business clubs and networks such as Swansea Bay Business club, Swansea BID and the Federation of Small Businesses in order to engage local business in the plan for the City Deal and other regeneration programmes and projects. Representative from local business organisation have played a key role in the Development Advisory Group shaping both the City Deal and future investment opportunities.

### **9.0 New local and regional business (grants)**

- 9.1 In terms of new local and regional business opportunities and grants, Swansea Council have secured the regional lead role for South West Wales in relation to the Welsh Government's Targeted Regeneration and Investment programme and has secured the Town Centre Loan Fund. Business Wales have agreed to provide enhanced business support arrangements for Swansea area which will be supported by new working arrangements through the revised SERP. Future activities will include the finalisation of the Targeted Regeneration and Investment grant programme, the initiation of grant schemes and the finalisation of processes for the Town Centre Loan Fund.

### **10.0 Planning Policy and Local Plan Development**

- 10.1 The Swansea LDP Examination has been undertaken over the Feb to March 2018 period with two supplementary Hearing Sessions arranged for July 2018 to complete the Examination. All those who responded to the LDP public consultation have been able to attend and participate at the various Hearing Sessions to make their views known to the Planning Inspectors who have been independently examining the plan.
- 10.2 The next stage of the process is the Council's agreement of, and public consultation on, the 'Matters Arising Changes' (MACs) to the Swansea LDP following the Examination. Following receipt of the Planning Inspector's report and the consideration of the responses to the MACs, the LDP can be amended, confirmed as sound and then be adopted. The Supplementary Planning Guidance (SPG) in support of the LDP, including consultation on revised draft HMO SPG reflecting Matters Arising Changes from the LDP HMO Hearing Sessions will be reviewed.

### **11. Regional Workforce & Skills development**

- 11.1 Swansea Council has been supporting the development of a regional workforce through its regional economic regeneration strategy, its apprenticeships strategy, Workways, Communities For Work, Cynydd and Cam Nesa and its City Deals submissions. A wide range of programmes and projects have been designed to target people and communities at risk of long term unemployment and economic activity and to ensure that wider skill development within the region is high skilled and meets the future skill requirements of the region.
- 11.2 In terms of the City Deal, a Business Plan on a regional workforce and skill development has been submitted to both the UK and Welsh Governments. Work is continuing with schools across the Region to increase awareness of the City Deal and the opportunities that will be generated through the 11 projects and a number of the schools have developed specific proposals to trial on a county basis with a view to rolling out across the region. A Training Solutions lead Committee has been established and will work with the Regional Learning Skills Partnership team and the project leads to identify solutions for the skills gaps within the Region.

### **12.0 Legal Implications**

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

### **13.0 Financial Implications**

- 13.1 There are no financial implications.



# Agenda Item 7



## Report of the Chair

Scrutiny Programme Committee – 14 May 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) Public Services Board
<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 Mary Jones (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) Public Services Board

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 the Chair of the Public Services Board, proposals made and impact. NB - The Committee should note that it is the designated committee for scrutinising Swansea Public Services Board (for the purposes of the Well-being of Future Generations (Wales) Act 2015).

1.5 The Public Services Board Performance Panel has a fixed membership of 13, as follows:

**Councillors:**

**Labour Councillors:**

Mo Sykes	Convener of Schools Performance Panel
Terry Hennegan	Vice-Chair of Scrutiny Programme Committee

**Liberal Democrat Councillors:**

<b>Mary Jones (CONVENER)</b>	Chair of Scrutiny Programme Committee
Chris Holley	Convener of Service Improvement & Finance Performance Panel
Peter Black	Convener of Adult Services Performance Panel
Jeff Jones	Convener of Development & Regeneration Performance Panel

**Conservative Councillor:**

Paxton Hood-Williams	Convener of Child & Family Services Performance Panel
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**Other:**

**Partner Representatives:**

Martin Waygood	ABMU Health Board
Cllr John Warman	Mid & West Wales Fire & Rescue Service
Unfilled – name to	Police & Crime Panel

follow	
Cherrie Bija	SCVS
Unfilled (unable to provide rep)	Natural Resources Wales
Unfilled (no non-executive member)	Probation Service

## **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

## **Public Services Board Scrutiny Performance Panel Update**

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

It is a statutory obligation that each Local Authority must ensure its overview and scrutiny committee has the power to:

- a) Review or scrutinise the decisions made or actions taken by the Public Services Board (PSB);
- b) Review or scrutinise the Board's governance arrangements;
- c) Make reports or recommendations to the board regarding its functions or governance arrangements;
- d) Consider matters relating to the Board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and
- e) Carry out other functions in relation to the board that are imposed on it by the Act.

### **2. Introduction**

The Panel is focused on contributing to the Scrutiny of the Public Services Board by providing a critical friend for the Chair of the Public Services Board and helping to ensure accountability. The overarching question the Panel is asking is: What difference is Swansea PSB making for citizens?

### **3. Key Activities**

The Panel held four meetings between August 2017 and May 2018. There was also a training session in September 2017 looking at the Wellbeing of Future Generations Act 2015 and the Wellbeing Plan. This has resulted in three convener's letters being sent to the Chair of the PSB. The main issues covered during the meetings are below:

30 August 2017	<ul style="list-style-type: none"> <li>• Role of Panel and Work Plan</li> <li>• Wellbeing assessment Overview</li> <li>• PSB Update</li> </ul>
13 September 2017	<ul style="list-style-type: none"> <li>• PSB/Wellbeing and Future Generations Scrutiny Information Session</li> </ul>
25 October 2017	<ul style="list-style-type: none"> <li>• Domestic Violence Work Stream Update</li> <li>• Ageing Well Work Stream Update</li> </ul>
13 December 2017	<ul style="list-style-type: none"> <li>• Draft Well-being Plan Overview</li> </ul>
29 March 2018	<ul style="list-style-type: none"> <li>• Early Years Work Stream Update</li> <li>• Welsh Audit Office Conference Update</li> </ul>

Correspondence with the Chair of the PSB following the meetings on 30 August and 13 December are appended.

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

##### The Well-being Plan

The Panel provided scrutiny of the draft well-being plan.

Recommendations were made about Housing, Air Quality and Communities. We felt these should have more prominence in the Well-being Plan; particularly housing which the Panel feels should be very visible in the plan. We feel appropriate, safe and secure housing is the foundation from which the other actions can build on.

The Panel have also suggested that the Wellbeing Plan needs specific activities under the objectives so that organisations are linked to outcomes in a measurable way. This will make it easier to measure success and to refocus resources if necessary.

##### Work Streams

The Panel have also had presentations about the Domestic Violence, Aging Well and Early Years work streams which are all producing very positive work which we hope will be built upon.

After hearing of the successes in the Jig-so and Penderi Primary Early Years Pilot Project, the Panel also suggested a substantial focus be on mental health, with the ABMU senior managers providing appropriate resources and approaching the subject with a preventative attitude.

#### **5. Future Work Programme**

Next year's work programme will focus more on individual organisations and activities under the objectives.

The first meeting will focus on the governance arrangements of the Public Services Board and invite the Chair of the PSB to feedback.

The next meetings will be split into two items. The first item will invite a Public Services Board core member to discuss their views and participation. The second item will invite one of the organisations delivering an activity to feedback on progress to date.

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

None.



CITY AND COUNTY OF SWANSEA

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**Cllr Rob Stewart**  
**Chair of Swansea Public Services**  
**Board**

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Overview & Scrutiny

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**BY EMAIL**

9 June 2017

**Summary:** This is a letter from the Public Services Board Scrutiny Performance Panel to the Chair of the Public Services Board following the meeting of the Panel on 12 April. It reflects on the Panel's Q & A sessions over the last few months with members of the Public Services Board Core Group.

Dear Councillor Stewart,

### **Q & A sessions with the PSB Core Group Members**

This letter provides you and the Public Services Board (PSB) with feedback following meetings of the Public Services Board Scrutiny Performance Panel with members of the PSB Core Group, during the last municipal year. The letter was held back due to the council elections in May and awaited confirmation of your re-election as council leader.

We understand that the Core Group is responsible for: planning the work of the PSB; setting the agenda for meetings; leading and managing the work streams; and reviewing and developing the PSB.

The Panel had already written to you following our meeting with Swansea Council for Voluntary Service (SCVS), one of the PSB's invited participants. We made you aware of concerns around their ability to contribute effectively to the PSB given financial pressures on the organisation, and asked how the PSB can develop a budget to facilitate the involvement of smaller organisations in supporting the work of the PSB who otherwise may struggle to contribute. We also asked for the PSB, as it develops a communications

strategy, to focus on community engagement and ways of taking forward co-production, and not just on promoting key messages.

We since met with Andrew Davies, chair of ABMU Health Board (and vice-chair of the PSB), Martin Jones, Chief Superintendent South Wales Police, Martyn Evans, Head of Operations South West Wales, Natural Resources Wales, and Mick Crennell, Deputy Chief Fire Officer, and Cllr Janice Dudley, Chair of the Mid & West Wales Fire & Rescue Service. Our sessions helped the Panel to understand the contribution Core Group Members and their organisations are making to the work of the PSB. A session with the Welsh Government representative, that will complete the series of Q & A sessions, will need to take place early in this municipal year.

This letter reflects on our Q & A sessions, issues raised, and the views and recommendations of the Panel, including any matters we would like the PSB to consider.

### **Commitment to partnership working**

The Panel heard a clear commitment to the PSB from Core Group members, attributed in part to its statutory footing. There was a view that the change from Local Service Boards to Public Services Boards has provided a far better opportunity for engagement at the highest levels of each organisation.

We had the impression that all welcomed the opportunity to work together and saw how their organisation was connected to the improvement of health and wellbeing, and mutual dependencies in tackling the big issues facing Swansea. There was also recognition of the mutual benefits in delivering agreed objectives. Core Group Members demonstrated to the Panel how they are contributing to PSB priorities. We heard examples of work that is supporting the independence of older people (dealing with the challenges of an ageing population) and work focussed on providing a good start in life (investment in early years).

However, you should note that the Panel heard some concerns about the extent to which the PSB was operating as a team. All recognised that the PSB was still at the early stages of development and a challenge for all. It was clear to the Panel that there was much relationship building to do, changing of cultures, and 'thinking time' needed for effective collaboration to be achieved.

We acknowledged that Natural Resources Wales (NRW) was new to the Public Services Board, and the organisation saw this as an opportunity for strong connections to be made between the work of NRW and other partners. We saw evidence of their commitment to PSBs across Wales, and heard a strong view about the contribution NRW can make and its relevance to improving the quality of life. An argument was made for the PSB to raise the

importance of tackling the environmental issues that have a wider effect on the City and County of Swansea. This includes issues such as air quality, water quality, waste, climate change and renewable energy. This is something the PSB will need to think about as it develops its Wellbeing Plan and considers new objectives.

However, the Panel also realised that the extent to which the commitment to working together would be supported by financial contributions was an altogether more complex matter.

### **Pooled funding to tackle PSB priorities**

The Panel asked about their position on pooled funding to support specific PSB projects, which we know is something you are trying to progress. We sensed that this was not straightforward. Whilst there was not an aversion, it was apparent that not all are convinced about the necessity or benefits of this approach. Given current austerity, there is more emphasis on the commitment of staff resources and its value, rather than financial contributions.

What appeared more important than any discussion about pooled budgets was the agreement of, and commitment to, shared objectives, i.e. seeing pooled budgets as a means to an end and not an end in itself. We were told that an alignment of budgets would then be more feasible or other ways to marshal resources for PSB projects would follow.

Partners, such as the Mid & West Wales Fire & Rescue Service, were keen to explore opportunities for co-production, co-location and collaboration that need not involve financial resources, but more effective use of staff resources.

In the case of the Police, we heard that they were unlikely to be in a position to contribute financially directly to the PSB but would instead focus on aligning their resources to support PSB objectives. We acknowledged that the police budget and service was not devolved to the Welsh Government. However, we heard about the other ways in which South Wales Police were funding projects benefitting Swansea, subject to a clear evidence base.

We did note that the Health Board has committed £10k to the PSB however the Panel is unclear about the purpose of this funding, and asks for your clarification. There was some confusion within the Panel about whether this was to support the running of the PSB or whether it is to support specific priorities.

We look forward to hearing more about developments on the issue of pooled funding, and in particular whether the commitment from partners to fund additional Local Area Coordinators has been achieved. The Panel feels that this will be a mark of the effectiveness of the PSB. Continued difficulty to



secure funding to support PSB priorities and objectives may suggest they are not high enough priority amongst partners and therefore not shared or that proposals lack a strong business case or confidence about impact.

### **Making a difference**

We have already highlighted the need for the PSB to develop a performance management framework in order to be clear about actions, monitor progress against targets, and evaluate achievements and the effectiveness of the PSB.

One way in which the PSB can help to demonstrate its effectiveness is by communicating its work and achievements. The view from Core Group Members was that a greater promotion and publicity of successful collaborative working, showing what has changed 'on the ground', would increase awareness of good work that is going on and public confidence. Core Group members agreed that outcomes for citizens were paramount.

### **PSB arrangements across Wales**

The Panel is aware of conflicting opinion about current arrangements for PSBs across Wales. We acknowledged the difficulty caused to some partners regarding the incompatibility of authority and regional boundaries. It was clear from our discussions that this posed a particular challenge for some of our partners, who, like the ABMU Health Board, would prefer a reduction in the number of PSBs and alignment with regional boundaries which they already operate under. Whilst not everyone may be happy with whatever arrangements are in place, we can see how this issue would affect the capacity for organisations to engage effectively in local priorities, which may differ across PSBs. The streamlining of the work and objectives of PSBs, within their regional footprint, appeared to be key to them, and the collaborative working between Merthyr Tydfil and Rhondda Cynon Taff authorities and partnership working in that area was cited as a positive example for others.

Although you have told us that it was difficult to identify good practice with the experience to date, partners shared their experience of working with other PSBs, and approaches elsewhere. We noted that there are variations in approach, for example in the preparation of Wellbeing Assessments, which have presented another challenge for those partners involved in more than one PSB. However the feeling was that there was an opportunity for learning from others, and there was a suggestion that examples elsewhere could help the Swansea PSB. A specific example of the experience in Bridgend PSB was mentioned where priority was given initially to developing partner relations and understanding about each other's roles, leadership, and priorities, through workshops, resulting in a more cohesive PSB. We noted

that this type of approach is now being adopted in Swansea following discussion and agreement by the Core Group.

### **Communities First Programme**

Further to our discussion with you in February, there was agreement amongst Core Group Members that the PSB should discuss the impact of the ending of the Communities First Programme, to understand and consider how it can mitigate issues that may arise. The Panel would expect to see this as an agenda item at a forthcoming PSB meeting. There should be concern about the possible effects, which may cut across organisations, projects, initiatives and services within the partnership, and discussion about managing the transition.

### **Your Response**

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

- consider how the PSB can raise the importance of tackling the environmental issues that affect Swansea, and identify issues such as air quality, water quality, waste, climate change and renewable energy within PSB priorities;
- clarify the financial commitment from the ABMU Health Board to the PSB
- tell us about developments on the issue of pooled funding, and whether the commitment from partners to fund additional Local Area Coordinators has been achieved; and
- schedule a PSB discussion on the impact of the ending of the Communities First Programme.

I would be grateful if you could reply to this letter by 30 June 2017.

We will then include both letters in the agenda of the next available scrutiny meeting.

Yours sincerely,



### **Councillor Mary Jones**

Convener, Public Services Board Scrutiny Performance Panel

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

Dear Councillor Jones

**PSB SCRUTINY PANEL**

Thank you for your letter dated 9 June covering the Q&A Sessions with Core Group members.

It is good to hear your belief that there is a strong commitment to partnership working as this is a view that I share. I also agree that it is still early days in terms of the Well-being of Future Generations Act and that there are still things that need to be improved. The transition to Public Service Boards has certainly brought about a positive change for partnership working and we are all working to ensure that we make the most of the opportunity afforded by the Act. In relation to resources, it is also worth adding that partners contribute to the Delivery Groups and regular delivery of priorities on a daily basis.

I think it would be useful for the Panel to receive an update on the process of developing the Wellbeing Objectives that is now underway. Hopefully this is something that can be arranged as soon as the Panel has its meetings confirmed.

In respect of the specific issues you raise here are my comments.

**COUNCILLOR/Y CYNGHORYDD**  
**ROB STEWART**  
**LEADER / ARWEINYDD**

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### **Environmental Issues**

In relation to your questions as to how the PSB can raise the importance of tackling the environmental issues that affect Swansea, and identify issues such as air quality, water quality, waste, climate change and renewable energy within PSB priorities then I can respond as follows.

We have begun thinking about our Wellbeing Objectives and Wellbeing Plan in a series of workshops with stakeholders and, as a statutory member, Natural Resources Wales are able to contribute fully to this process. Indeed, they have already begun to challenge other statutory members on how environmental issues might be better addressed.

I will also ask Natural Resources Wales to lead an item at a future Partnership Group Meeting to ensure full awareness and engagement with the environmental issues you raise.

### **ABMU Financial Commitment**

You asked whether this commitment could be clarified and I am delighted to say that the Health Board have agreed to continue their contribution for this year.

### **Pooled Budgets / Local Area Coordinators**

You asked about developments on the issue of pooled funding, and whether the commitment from partners to fund additional Local Area Coordinators has been achieved

Whilst partners are debating and negotiating the wellbeing objectives for the PSB, the issue of pooled budgets has come up. The key to pooling resources is being seen less as an issue of putting money into a single pot, and more about ensuring that organisational objectives are PSB objectives – making the PSB work the day job. As the process for developing objectives continues, how successful we are at this will become clearer. The Core Group has had a discussion about the Local Area Coordination (LAC) evaluation report at their recent meeting. They were impressed with the preventative impact that the initiative was having. It is worth remembering that the original

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commitment in the Ageing Well Action Plan was 'to consider' contributing funds to a joint LAC resource. They have done this and as a result of the conversations, the Fire and Rescue Service has agreed to a two year secondment of one of their officers into a LAC role. Interviews for this post will be taking place in July 2017. Other organisations suggested it would be more appropriate to consider once the wellbeing objectives had been agreed, and so we have agreed to revisit this in the Autumn/Winter. Again, the key to gaining further support will be the extent to which we are successful at focusing interventions on outcomes that all partners benefit from, rather than seeing them on a single agency basis.

**Communities First**

In relation to Communities First, I agree that all partners can play a role in mitigating the potential impact of this project discontinuing. I will ask the Planning Group to consider the transition plans the Council has in place in the first instance.

I trust these responses are useful.

Yours sincerely

**COUNCILLOR ROB STEWART**  
**LEADER & CABINET MEMBER ECONOMY & STRATEGY**

**COUNCILLOR/Y CYNGHORYDD**  
**ROB STEWART**  
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**17 October 2017**

**Summary:** This is a letter from the Public Services Board Scrutiny Performance Panel to the Chair of the Public Services Board following the meeting of the Panel on 30 August 2017. It is about the Wellbeing Assessment and Wellbeing Plan.

Dear Councillor Stewart,

The Public Services Board Scrutiny Performance Panel met for the first time this municipal year on 30 August. This letter provides you and the PSB with feedback from our meeting.

**Wellbeing Assessment**

The Panel received a presentation from Steve King on the Wellbeing Assessment. We understand that the assessment is an evolving document which will be updated annually but we did have some questions relating to some of the current information contained within it.

1. Driver C2 (Good job opportunities are created) - we heard that Swansea's productivity gap is narrowing but more needs to be done to create 'good jobs'. Can you clarify what the PSB defines as a 'good job'?
2. Driver D1 (People meet the Minimum Income Standard) - the Assessment notes that 'most people in Swansea are not in income poverty' but at the same time Driver C2 states that 'workplace earnings are significantly lower' than the UK average. This seems to create

some confusion. Can you clarify if 'income' includes unearned income such as benefits or whether the term only relates to wages?

3. Furthermore, the Panel was trying to establish whether the more affluent areas of Swansea are creating an offset with the more deprived areas. If this is the case, although the statistic as an average would be correct, it would not show an accurate picture of income poverty within Swansea.

Panel Members remarked at the scores (out of ten) attached to each of the primary drivers and questioned their meaningfulness. They noted that scores were generally low, which called for big action to improve things.

The Wellbeing Assessment is meant to provide the evidence base to help the PSB to develop an effective Wellbeing Plan and objectives, so it is important that the assessment provides a clear message to decision-makers to inform key actions.

### **Wellbeing Plan**

The Panel received a presentation from Chris Sivers on the development of the Wellbeing Plan. The Panel is glad to see there is progress being made. We are keen to see measurable action, informed by the Wellbeing Assessment, which can be monitored by the Panel. We expect to see clear targets so that we can assess achievement and the difference made by the PSB for citizens.

The Panel has a number of comments to make on the Plan:

1. The Panel appreciates that it is not feasible to include everybody as a consultee but we notice that schools are not stakeholders. We feel that it would be beneficial for schools to receive the educational objectives and be able to comment on these
2. There is some concern from the Panel around the accessibility of the information about the Plan for public consultation. There should be a clear communications plan. The Panel recommends that any information for public consultation is written in plain English and provided in accessible formats. This will make the engagement much more meaningful and successful.
3. We noted the timetable for developing the Plan. It is essential that a scrutiny stage, as a statutory consultee, is included prior to sign off. We have a meeting on 13 December at which we could consider the Plan.

### **Scrutiny Work Plan**

For your information the Panel is planning to review the PSB's achievement against the four objectives which the PSB has been working on for the past

year (Domestic Abuse, Ageing Well, Early Years, and City Centre). We will be inviting in lead officers and project sponsors to meet the Panel to help us understand progress and the difference made.

Finally, the Panel considered your response to our previous letter. With regard to the ending of Communities First, which we felt should be discussed by the PSB to mitigate potential impact, you wrote that you were asking the Planning Group to consider the transition plans the Council has in place. Could you clarify what those plans are? We would like to know whether there have been any developments over the last few months and how the voluntary sector has been involved in any discussions.

### **Your Response**

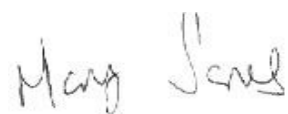
In your response we would welcome your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for you to:

- provide further information about the primary drivers (C2 and D1);
- develop a communications plans for the Wellbeing Plan consultation;
- confirm that the draft Wellbeing Plan can be presented to our Panel on 13 December for discussion
- update us about PSB discussion concerning the ending of the Communities First Programme, impact and transition.

I would be grateful if you could reply to this letter by 7<sup>th</sup> November 2017.

We will hope to include both letters in the agenda of the next available scrutiny meeting.

Yours sincerely,



**Councillor Mary Jones**

Convener, Public Services Board Scrutiny Performance Panel

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



Councillor Mary Jones  
Convenor, Public Services Board Scrutiny  
Performance Panel

Please ask for: Councillor Rob Stewart  
Direct Line: 01792 63 6141  
E-Mail: [cllr.rob.stewart@swansea.gov.uk](mailto:cllr.rob.stewart@swansea.gov.uk)  
Our Ref: RS/KH  
Your Ref:  
Date: 1<sup>st</sup> November 2017

**BY EMAIL**

Dear Councillor Jones

**PSB Scrutiny Performance Panel**

Thank you for your letter dated 17<sup>th</sup> October 2017 regarding issues raised at the Performance Panel on 30 August 2017. You had requested a response in four areas, and these are listed below.

**Wellbeing assessment – provide further information about the primary drivers (C2 and D1)**

1. The term ‘good jobs’ originated in the Strategic Needs Assessment for the Single Integrated Plan (prior to the WFG Act), and comes from the Marmot Review ‘Fair Society, Healthy Lives’. There is an official, longer definition in the Marmot document but in the 2015 Needs Assessment it was summarised as follows:

*In line with the Marmot Review, a good job is defined in terms of:*

- *degree of choice (autonomy);*
- *fair wage for the skills, knowledge and tasks required;*
- *working conditions that protect and promote wellbeing.*

2. The term ‘income’ in driver D1 – ‘People meet the Minimum Income Standard’ (MIS) – refers to income from both wages and other sources, including benefits. MIS represents the cost of a basic, acceptable standard of living, the level of which varies by family type. The well-being assessment notes that 17% of people in Swansea experience income deprivation – the proportion of people with an income below a defined level, based on benefits data<sup>i</sup>. On this measure therefore, far fewer than half of Swansea’s people are in income poverty. A separate statistic (in driver C2) notes that average full-time weekly earnings in Swansea (£471 in 2016) are below those of Wales and the UK (£498 & £539). However, whilst both statistics provide some local insight into income and poverty, they are measuring separate aspects in different ways and so can’t be directly compared.

3. An average can hide major differences within an area, and the small area income deprivation statistics show this clearly. On the WIMD measure<sup>1</sup>, income deprivation varies greatly between our most and least deprived communities; from 45% in the Townhill 1 and Townhill 3 ‘Lower Super Output Areas’ (LSOAs), to 3% in Sketty 8, Penllergaer 1, Newton 1 and Kingsbridge 2 – considerable variance from the overall Swansea average of 17%.

The well-being assessment scores did prove contentious, both conceptually and (in for some drivers) the actual scores. They can only represent a judgement rather than provide any scientific measure of overall local well-being in a driver, and their main intention was to stimulate debate and engagement, as well as provide a framework for assessing future progress.

The key findings from the assessment have had an important role in providing a wide range of evidence towards the development of the Board's emerging Well-being Plan, and informing its objectives and steps for change.

### **Development a communications plan for the Wellbeing Plan Consultation**

Although 'schools' are not identified as a specific stakeholder in the statutory guidance on consultation for the Wellbeing Plan, the statutory guidance does refer to involving 'all persons with an interest in the maintenance and enhancement of natural resources in the Board's area, as the Board considers appropriate; any other persons who, in the opinion of the Board, are interested in the improvement of the area's economic, social, environmental and cultural well-being'- which of course will include children and young'. Swansea has a strong track record in relation to children and young people's participation and was the first city in the UK to adopt the United Nations Convention on the Rights of the Child (UNCRC) as Council policy. We intend to build upon this work with children and young people and have planned a series of consultation events with children and young people in schools and other youth forums through the Big Conversation and Pupil Voices. Moreover, we intend to capitalise on the expertise we have developed in relation to children and young people's participation by developing a series of resources and training on the well-being plan for practitioners to enable the groups and networks they support to engage with the plan in an effective and meaningful way.

The Wellbeing Plan has been produced in an easy read and an accessible format. Technical documents will be hyperlinked for those people who wish to access more detailed information. The PSB have produced a draft involvement plan. The purpose of this document is to outline the partnership's approach to involvement in the long term and identifies specific actions for involvement relating to this well-being plan. The involvement plan includes a definition of different levels of involvement including: consultation, engagement, participation and co-production agreed by the partnership and a series of standards and principles informed by the Welsh Government's (WG) national standards for engagement and the UNCRC. The plan also identifies a number of stakeholders and different mechanisms for involvement which include; questionnaires, focus groups, events, semi-structured interviews and the use of social media.

### **Confirm that the draft Wellbeing Plan can be presented to our Panel on 13 December 2017 for discussion**

We are pleased to note your request to consider the plan at your meeting on the 13<sup>th</sup> of December and have incorporated this within our involvement plan. We look forward to hearing your views about the Wellbeing Plan and your views on how the role of elected members can be developed to support and enable the people they represent in local communities take an active role in participation of the local Wellbeing Plan.

**Update us about PSB discussion concerning the ending of the Communities First programme, impact and transition**

The PSB Planning Group received a covering paper and the Communities First Transition Plan at their meeting 2 October. The Group discussed common themes and actions for the next steps. There were particular actions relating to working with the Police in managing the transition. Partners will be keen to hear more about the Swansea Works employability programme in due course, once the guidance and further information is released from Welsh Government.

If you need anything further, please let me know.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rob Stewart', with a long horizontal stroke extending to the right.

**COUNCILLOR ROB STEWART  
LEADER & CABINET MEMBER FOR ECONOMY & STRATEGY**



**To/  
Councillor Rob Stewart  
Chair of Swansea Public Services  
Board**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrchol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**Overview & Scrutiny**

**01792 636292**

**scrutiny@swansea.gov.uk**

**BY EMAIL**

**9<sup>th</sup> January 2018**

**Summary:** This letter is from the Public Services Board Performance Panel meeting which took place on 13<sup>th</sup> December 2017. This letter relates to the Scrutiny of the Draft Well-being Plan.

Dear Councillor Stewart,

On the 13<sup>th</sup> December 2017 the Panel had the opportunity to scrutinise the draft well-being plan.

We were grateful to Penny Gruffydd for providing such a comprehensive overview.

We have some comments to share with you.

### **Housing**

We were concerned to see that Housing was discounted early on as a theme. This seems confusing. It was explained that because housing has a lot of legislation around it, there was little impact that the partners could have. We do not agree with this.

Whilst we appreciate that housing is a large aspect of Swansea Councils work, this only relates to housing those people who are looking to use Council property or access Council housing services.

**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)

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod  
To receive this information in alternative format, or in Welsh please contact the above

The legislative framework around housing does not restrict the Public Services Board from action. There is legislation around most of the themes.

We feel that the greatest enhancement in public health was the development of good housing. If someone has somewhere decent to live which is safe, secure and warm they will be better prepared to deal with other challenges. If their home is not fit for purpose they will not have an appropriate base from which to live their lives.

We recognise that there are opportunities for other Public Services Board partners to feed into housing quality. Health Visitors and Midwives can identify issues as can the Fire Service when they survey and install alarms. Also disabled adaptations to housing take too long to action and this leads to bed blocking causing knock on effects in hospitals.

We feel that people in private rented property and those who own their homes should also be considered. The organisations which form of the Public Services Board contribute to the areas outside of and around people houses. The green spaces and the quality of the surrounding environments which make areas pleasant and safe to live in. Peoples housing status has nothing to do with this aspect.

If any common thread should link the work of the Public Services Board it is housing. We all need somewhere secure and safe to live.

### **Air Quality**

The secondary driver in 'Working with Nature' mentions improving air quality. There are air quality issues in Sketty, Fforestfach and Hafod. We agree that air quality needs to be improved and it should be considered in the planning stage for both roads and buildings.

Also, we feel that the improvement in air quality will require proper and substantial investment into public transport.


### **Communities**

Under 'Build Stronger Communities' there is no mention of neighbours. We feel that knowing your neighbours and encouraging local communities to interact is very important. Loneliness can be very damaging and detrimental for both mental and physical health and this needs to be referenced and addressed so action can be taken.

There is reference to building trust and relationships with communities but nothing about encouraging relationships between community members themselves. We feel that this is needed.

I would be grateful if you could reply to this letter by 30<sup>th</sup> January 2018

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Mary Jones'.

**Councillor Mary Jones**

Convener, Public Services Board Scrutiny Performance Panel

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

**Councillor Mary Jones**  
**Convener – Public Services Board**  
**Scrutiny Performance Panel**

*Please ask for:* Councillor Rob Stewart  
*Direct Line:* 01792 63 6141  
*E-Mail:* [cllr.rob.stewart@swansea.gov.uk](mailto:cllr.rob.stewart@swansea.gov.uk)  
*Our Ref:* RS/KH  
*Your Ref:*  
*Date:* 25<sup>th</sup> January 2018

Dear Councillor Jones

Thank you for your letter dated the 9<sup>th</sup> January 2018 and for your comments, and in particular the useful examples of collaborative opportunities (health visitors/ midwives /fire service employees identifying house issues / adaptations).

The PSB will be looking to develop a detailed Action Plan to achieve the Local Well-being Plan's objectives once the Plan has been published. As part of the current consultation the PSB are seeking stakeholders' views not only on the draft objectives but also on 'what needs to happen' to improve wellbeing (referred to in the Plan as the primary and secondary drivers). The information from the consultation process will inform the final Plan and the subsequent development of an Action Plan. The comments in your letter will contribute to this process.

In response to some of the specific issues raised in your letter.

### **Housing**

The PSB agree that good housing can make a significant contribution to improving individual and community well-being, and recognises that housing is a cross cutting theme which underpins well-being throughout people's lives.

To reflect this Housing runs as a thread throughout the 4 objectives both implicitly and explicitly. Explicit references include:

**Children have the best start in life to be the best they can be.** The Plan recognises the importance a good standard of housing has in preparing parents for birth and early childhood. This is reflected through the 'what needs to happen' drivers of this Objective, in particular "*Families live in a good standard of housing and enjoy healthy family relationships*". The important contribution that good housing makes to children having good quality health and well-being will be a significant consideration when the PSB develops the Action Plan to deliver this objective.

**People Live and Age well:** The Plan recognises the need for people to live in safe and quality homes and the importance to this to people living and ageing well. Safe, quality

homes are considered a key driver and this is reflected in what the PSB has identified 'needs to happen' to improve well-being for this objective: *"people live in safe and quality homes"* and *"environments (including the built environment and homes) that encourage health and well-being are created, sustained and protected"*.

**Improving Wellbeing by working with nature:** The Plan recognises the health and well-being benefits of taking a sustainable approach to housing and the health and wellbeing. The 'what needs to happen' to improve well-being drivers include *"energy use of our building is reduced and sustainable energy generation promoted"* which creates environmental benefits by reducing the carbon footprint as well as addressing energy affordability and energy security issues. Likewise the Plan also recognises the benefits the spaces around homes has in improving health and well-being: *"inequalities in access to greenspace are reduced"* and, *"the health benefits of our green infrastructure are maximised"*.

**Stronger Communities – communities which are strong and resilient with a sense of pride and belonging:** The Plan recognises the importance good quality housing plays in making people feel safe and confident. This is reflected in the 'what needs to happen' driver *"homes and neighbourhoods are healthy places to be"*.

In addition to this, the housing thread will be further considered as the final Plan is developed and in the subsequent Action Plan.

#### **Air quality**

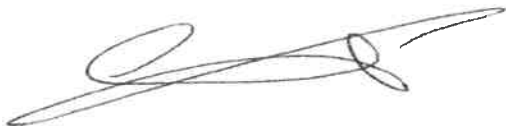
Thank you for your comments on air quality. Your comments will help with the development of the Action Plan.

#### **Communities**

The PSB agrees that encouraging neighbours and local communities to interact is important and contributes significantly to building strong communities. The term communities refers to both (1) a sense of place, i.e. people who live in the same area (which would include neighbours) and (2) people who are considered a 'unit,' due to their shared interests, values and identity. The Stronger Communities key driver *"Communities and individuals are connected"* focuses specifically on building connections and interaction. Likewise the driver for 'what needs to happen' *"Language, heritage and cultures within and between our communities are celebrated and shared"* focuses on building and celebrating relationships both within communities and between communities.

If you need anything further please let me know.

Yours sincerely



**COUNCILLOR ROB STEWART**  
**LEADER & CABINET MEMBER FOR ECONOMY & STRATEGY**



# Agenda Item 8



## Report of the Scrutiny Team Leader

Scrutiny Programme Committee – 14 May 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>	<ul style="list-style-type: none"><li>• agree the membership of Panels and Working Groups, and any other changes necessary</li><li>• note the appointment of statutory education representatives to scrutiny</li></ul>
<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 Digital Inclusion Working Group:

**Add** Councillor Louise Gibbard.

This Working Group originally met in March 2017. At that meeting scrutiny councillors discussed the council's activities around improving digital inclusion and detailed a number of issues to be considered as part of a planned departmental review of the Council's digital inclusion strategy. The Committee has already authorised a further meeting to enable assessment of current position and 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. The elections in May 2017 have affected the membership of the Working Group, and with the above change will consist of:

**Labour Councillors: 2**

Louise Gibbard	<b>Lesley Walton (CONVENER)</b>
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**Liberal Democrat/Independent Councillors: 2**

Chris Holley	Jeff Jones
--------------	------------

The Committee will want to invite further interest before this Working Group takes place.

2.2 Natural Environment Inquiry Panel:

**Remove** Councillor Lesley Walton.

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

**Labour Councillors: 5**

Louise Gibbard	<b>Peter Jones (CONVENER)</b>
Yvonne Jardine	Sam Pritchard
Hazel Morris	

**Liberal Democrat/Independent Councillors: 2**

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

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

Irene Mann	
------------	--

2.3 Development & Regeneration Performance Panel:

**Add** Councillor Peter Jones.

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

**Labour Councillors: 4**

Terry Hennegan	Gloria Tanner
Peter Jones	Mike White

**Liberal Democrat/Independent Councillors: 4**

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

**Conservative Councillors: 2**

Steve Gallagher	David Helliwell
-----------------	-----------------

**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. Statutory Education Scrutiny Parent Governor & Church Representatives**

3.1 In addition to the 17 councillors the Committee includes in its membership a place for up to four Education Statutory Co-optees. This is in accordance with the Parent Governors Representatives and Church Representatives (Wales) Regulations 2001 and National Assembly for Wales Circular 2/00.

3.2 This is to enable the involvement of parent governors (1 x primary and 1 x secondary) and church representatives (where there are faith schools managed by the authority) in the scrutiny of education matters, with voting rights. They will also be entitled to sit on any relevant Panels and Working Groups focusing on education issues.

3.3 In accordance with legislation, in order to deal with existing vacancies and the completion of term of office by Dave Anderson-Thomas, parent governors across Swansea were written to inviting interest in participating in scrutiny. In addition the Church in Wales and the Catholic Church were contacted.

**3.4 Parent Governor Representatives:**

Following expressions of interest a ballot for both primary school parent governors and secondary school parent governors was arranged as more than one parent governor put their name forward. Following the conclusion of this process the following parent governors will be appointed to scrutiny:

- Primary School Representative – Alexander Roberts (Bishopston Primary School)
- Secondary School Representative – Dave Anderson-Thomas (Ysgol Gyfun Gwyr)

### 3.5 Church Representatives:

The Church in Wales and the Catholic Church are entitled to participate in scrutiny and provide a representative, and both were contacted recently.

- Church in Wales Representative – Mr John Meredith will be appointed. He is currently the Director of Education for the Diocese of Swansea & Brecon.
- Catholic Church Representative – No response however the Church will be contacted every six months to confirm the invitation remains open.

3.6 There are some formalities that need to be completed before the statutory representatives can begin to attend meetings, and will be invited to do so as soon as possible. The Term of Office has been set at four years.

3.7 Note: if the Committee deals with matters which do not relate wholly or in part to any education functions then the co-opted Members shall not vote on those other matters though they may stay in the meeting and speak.

## 4. Legal Implications

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

## 5. Financial Implications

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

**Background Papers:** None

**Appendices:** None

# Agenda Item 9



## Report of the Chair

### Scrutiny Programme Committee – 14 May 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:

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	12 Feb	Letter to / from Cabinet Member for Environment Services
b	Committee (Cabinet Member Q & A)	12 Feb	Letter from Cabinet Member for Stronger Communities (in response to further information requested)

c	Local Flood Risk Management Working Group	20 Feb	Letter to / from Cabinet Member for Environment Services
d	Committee (Cabinet Member Q & A)	12 Mar	Letter to Cabinet Member for Culture, Tourism & Major Projects
e	Readiness for School Inquiry Follow Up	27 Mar	Letter to Cabinet Members for Children, Education & Lifelong Learning, and Health & Well-being
f	Committee (Cabinet Member Q & A)	9 Apr	Letter to Cabinet Members for Future Generations

### 3.3 Points to highlight:

3.3.1 Stronger Communities Q & A Session – The Cabinet Member has provided a further response as the Committee wanted more information on what performance measures and monitoring arrangements were in place to measure outcomes in relation to the Communities First Legacy Fund and ensure that good value for money was being achieved.

3.3.2 Local Flood Risk Management Working Group – the convener of the Working Group, Councillor Peter Jones, will be invited to address the Committee on the views of the Working Group on the Authority's Local Flood Risk Management Plan. This issue is looked at annually and the Working Group met on 20 February. As a result of concerns / issues raised with the Cabinet Member for Environment Services, action will include the following:

- A prioritised programme of works will be made available to the public on request on the understanding that prioritisation may change and the delivery of the proposed actions depends on funding availability.
- Emergency Management website has been completed which will incorporate the Flood Risk Leaflet and other useful information relating to flooding advice and links to key stakeholders e.g. Natural Resources Wales.
- Paper copies of the leaflet will be disseminated in public places
- In terms of the ongoing studies on flood risk, once they have been completed this information will be shared with ward members and any residents who have been affected by flooding.
- Highways maintenance schedule of watercourses will be forwarded to local members, to comment on whether there are any additional concerns which may exist outside of the committed programme.

The Committee should note the Working Group's request that it next meets in six months' time to consider progress. The Cabinet Member agrees that this would be beneficial. If the Working Group envisages this to be an additional meeting then the Committee should note that this will take priority over any new Working Group topic around October 2018.

- 3.3.3 Readiness for School Inquiry Follow Up – the convener of the Panel, Councillor Hazel Morris, will be invited to address the Committee on the monitoring of this previous inquiry. A decision on the inquiry recommendations was made by Cabinet in June 2017. The Panel met in March 2018 to consider progress against agreed recommendations and assess the impact of its work. Councillors were pleased to hear that their work has made an impact in many areas and that substantial progress had been made, with changes at operational and strategic levels. The Panel agreed that its monitoring of the inquiry was complete however a number of outstanding issues, mainly longer terms actions, would be referred to the Schools Performance Panel to keep an eye on over the next year.

#### **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: 75

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	14-May
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	14-May
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	Pre-decision Scrutiny - 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	14-May
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 - Pre-decision	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	05-Apr	24	n/a
49	Committee	12-Feb	Cabinet Member Q & A	Environment Services	15-Mar	12-Apr	28	14-May

50*	ERW Scrutiny Cllr Group	09-Mar	Letter to Chair of Joint Committee - 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	09-Apr	13	n/a
52	Working Group	20-Feb	Local Flood Risk Management Annual Update	Environment Services	03-Apr	19-Apr	16	14-May
53	Adult Services Panel	20-Mar	Complaints Annual Report and Cabinet Member Q&A	Health & Wellbeing	04-Apr	n/a	n/a	n/a
54	Committee	12-Mar	Cabinet Member Q & A	Culture, Tourism & Major Projects	09-Apr	n/a	n/a	14-May
55*	Committee	08-Jan	Letter to Health & Safety Executive re. Oceana Building Demolition	Economy & Strategy (Leader)	09-Apr	17-Apr	n/a	14-May
56	Readiness for School Inquiry Panel	27-Mar	Follow up to Readiness for School Inquiry	Health & Wellbeing	13-Apr	n/a	n/a	14-May
57	Adult Services Panel	17-Apr	Pre-decision Scrutiny - Outcome of Residential Care and Day Services for Older People Commissioning Reviews	Health & Wellbeing	18-Apr			
58	Child & Family Services Performance Panel	26-Feb	Prevention and Early Intervention and Performance	Health & Wellbeing	19-Apr			
59	Public Services Board Performance Panel	29-Mar	Early Years Work Stream	Economy & Strategy (Leader)	20-Apr			
60	Service Improvement & Finance Performance Panel	28-Mar	Q3 Performance Monitoring	Economy & Strategy (Leader)	27-Apr			

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

**BY EMAIL**

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**Scrutiny**

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**SPC/2017-18/14**

**15 March 2018**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Environment Services following the meeting of the Committee on 12 February 2018. It is about Highways and Transportation, Waste & Recycling, Pollution Control, Car Parks, Dog Fouling and Food Safety.

Dear Councillor Thomas,

### **Cabinet Member Question Session – 12 February**

Thank you for attending the Scrutiny Programme Committee on 12 February 2018 and answering questions on your work as Cabinet Member for Environment Services.

We appreciate you providing a written paper, giving headlines from your portfolio, in support of your appearance. The Q & A session gave us an opportunity to explore priorities and achievements in relation to your wide-ranging areas of responsibility.

We recognised that your responsibilities are areas of most importance to the general public. You highlighted however that it was becoming ever more challenging to meet expectations, particularly given budget cuts.

You provided a summary of activities and achievements in relation to:

- Highways and Transportation
- Waste, Parks and Cleansing
- Public Protection
- Pollution, Pest and Animal Control

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR ABERTAWE**

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

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I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod  
To receive this information in alternative format, or in Welsh please contact the above



We acknowledged that you have had or were having a number of different contacts with scrutiny over the year, including relevant Commissioning Reviews, Recycling & Landfill performance, Car Park Charges, Tethered Horses, Roads & Footway Maintenance, Local Flood Risk Management. Therefore we tried not to cover areas already subject of scrutiny except where there were any outstanding matters to discuss.

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

### **Highways and Transportation**

You talked about significant underfunding - meaning a backlog of highway maintenance estimated at around £130m. Despite this we noted that the condition of roads still ranked well compared with the rest of Wales (4<sup>th</sup> out of 22 authorities), and there have been awards received for the 48hr pothole initiative, and recognition for Highways Winter Maintenance and Street Lighting Services, which staff deserve a lot of credit for.

You mentioned hopes to secure additional funding this year that will go into road maintenance and subject to this being secured will draw up a scheme of priorities.

Some concern was brought to your attention about the quality of pothole repairs, against the speed at which they are being repaired. The Committee was concerned that repairs are properly made, as there have been an incidence of potholes being repaired then re-emerging soon after.

### **Waste & Recycling**

You highlighted that Waste, Parks and Cleansing had recently merged as one area, with a single Head of Service, which allowed for greater movement of staff to critical areas when necessary, and increase service efficiency.

We noted that there has been a slight reduction in performance due to restrictions on wood recycling imposed by National Resources Wales. However you anticipated an overall recycling rate of around 62% for 2017/18, exceeding current statutory target.

We invite councillors not on the Committee to suggest questions and you were given notice of concerns raised about the following:

- Incidents of Fly tipping and cost to the Authority
- Rules regarding vehicle entry / acceptance of household waste at Civic Amenity Sites, and possible link between refusal of waste and fly tipping

- Information / Awareness Raising efforts to increase use of Civic Amenity Sites
- Policing / Enforcement to check if relevant businesses hold Waste Carrier Licenses

You stated that a fuller response to these issues would be put in writing however you provided a brief summary:

We heard from you that fly tipping is a difficult issue to tackle – difficult to police and identify offenders. You told the Committee that one of the issues was that the Council was not obliged to collect waste on private land. Where waste is causing concern it can also be difficult to identify or contact land owners. The other issue, particular a problem in areas such as Mawr, was that some fly tipping ‘sites’ are down ravines making access very problematic and hazardous for our officers. However, you talked about examples of joint working with the Fire Authority that takes place to help, where possible, access hard to reach areas.

You explained there are necessary rules at Civic Amenity Sites concerning vehicle types and size, not least to deter businesses from being able to use sites in the same way that the public can. You added that those households with larger vehicles, that otherwise might be refused, can apply online for a free permit to visit a Civic Amenity Site up to 12 times a year – though there were access issues at some sites that will not allow for certain vehicles to enter. The bottom line, you said, was to deter commercial vehicles to use the service without charge, hence the controls in place. You disagreed that any refusal of waste at Civic Amenity Sites was directly related to increased fly tipping.

We talked about the possibility of cameras at known fly tipping sites. You told us that whilst there has been some use of cameras it was not something that can be rolled out due to resources. Even with cameras you added that it can still be difficult to gain the necessary evidence that a court would require for successful prosecution. You acknowledged that fly tipping was annoying to the public but current legislation and rules made it difficult for Councils to stop it.

## **Pollution Control**

We heard from you that, after delayed implementation, the Nowcaster system is now in operation (since October 2017). It is the first automatic continuous model forecasting air quality failures on the Swansea road network, automatically sending various messages out to the public. You acknowledged however that public awareness of this service could be improved.

We asked what actions would be taken if measured air pollution levels were deemed too high. You explained that the aim of the system was to encourage motorists to avoid certain areas if levels were high. You stated that the monitoring information is passed to the Welsh Government and members of the public can also sign up online for automatic alerts. Unfortunately the system was not a cure for pollution, but gave information that you said would help us to manage, and in the long-term design the problem away e.g. relief roads.

In view of environmental concerns (including from the World Health Organisation) we asked whether the Council was still using glyphosphate for weed control. You explained that the Council does use this product in line with EU guidance. You stated that there were lack of effective alternatives (you undertook to explain this in more detail in writing) and cited criticism from the public about weeds and lack of control. We talked about using alternate methods such as pulling or scraping weeds but you stated that this would be resource intensive and not cost effective. You were aware that this was a sensitive issue but assured us that the product (which is licensed for use to treat weeds) is applied in minimum strength, and is only used at kerbs / roadsides, maximum three times a year. You welcomed any contact from councillors who had any concerns about spraying in their area, including quality of service.

### **Car Parks**

The Committee saw your response to the recent Car Park Charges Scrutiny Working Group's recommendations. One of the matters brought to your attention by the Working Group was about urgently finding a solution to the issues being experienced with ticket machines across Swansea. The Committee raised concern about progress given machines at Llangland and Caswell have been out of order for many months, resulting in lost income, and emphasised the need to put pressure on the contractors who provide the machines to resolve the problems identified. We were interested in whether there has been any breach of contract. You were clearly unhappy about the situation and assured the committee that you would be exploring the problem, and would update us on this.

### **Dog Fouling**

We asked about the frequency in which dog mess bins are emptied – an issue that always seems to be of public concern. You stated that a review had been undertaken in recent years to identify areas of higher and lower usage, and would confirm current practice in writing. You urged Councillors to report bins that have not been emptied to the department. You told us that you were committed to getting environment services right, knowing much they mean to the general public, whether about dog mess or other waste collections, or street lighting.

## Food Safety

We discussed your responsibilities in relation to food and safety and food hygiene standards. We noted performance measures for this service and did not understand the references within your report for a desire for food establishments to be 'broadly compliant' with standards. You accepted that this was not the best language to describe aims, but assured us that it was about 'meeting' standards.

## Your Response

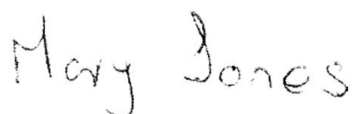
In your response we would welcome your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for you to:

- provide a fuller response to the questions put to you regarding fly tipping;
- explain the lack of alternatives to the use of glyphosphate for weed control;
- update us on resolving the problems with car park ticket machines; and
- tell us about current practice in relation to dealing with dog fouling

Please provide your response by 5 April. We will then include both letters in the agenda of the next available Committee meeting.

We will arrange to follow up on portfolio developments and invite you to a future committee meeting in due course.

Yours sincerely,



**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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

Councillor Mary Jones  
Chair of Scrutiny Programme Committee

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*Our Ref:* MT/JW  
*Your Ref:*  
*Date:* 12 April 2018

Dear Councillor Jones

### **CABINET MEMBER QUESTION SESSION – 12 FEBRUARY 2018**

Thank you for your letter dated 15 March 2018 providing a summary of the main issues discussed at the above session together with the specific items you have requested details on:

With regard to the committees comment on pot hole repairs, it is a continuing problem for the service and an best practice recommendation that pot holes are fixed permanently on the first visit. In an ideal world every pot hole would be cut out and carefully compacted over a number of layers using quarry supplied hot asphalt in dry conditions, the surrounding road would be of good quality and able to support the repair, even if this was the case then some repairs would fail, due to a number of factors for instance spring water or a water leak coming up through the road.

In reality this is not the situation, repairs are carried out in poor weather on roads where the structure of the surrounding road is itself breaking up. Pot hole repair products are used as hot bitumen will cool and quarries close and the service needs a 24 hour response. Repairs sometimes cannot be carried out immediately due to safety and the volume of traffic and it may be necessary to revisit several time to hold the road together whilst waiting for a larger scheme (busy roundabouts being a perfect example).

Even with all the above considerations we hope to achieve at least 80% permanent first time. Managers/supervisors check a large sample of the work undertaken and where temporary repairs are undertaken without good cause this is raised with the team.

- **Provide a fuller response to the questions put to you regarding fly tipping:**

1. The number of recorded fly tipping incidents are reducing, falling from over 8,000 in 15/16 to just over 5,500 in 17/18. We have introduced a dedicated fly tipping team which regularly checks hot spots, to supplement our area based cleansing teams which deal with smaller fly tipping incidents. Our Enforcement and Cleansing Teams also work closely together to seek to resolve fly tipping issues and target breaches of the Council's 3 bag limit for domestic waste collections. I cannot separate out the cost of fly tipping from the overall cleansing costs with any accuracy as the services are combined.
2. The Council's Household Waste Recycling Centres are provided for residents to recycle or dispose of their own household waste. Information is provided on the Council's website regarding the location of the sites, the use of the sites and the materials accepted at the sites (see <https://www.swansea.gov.uk/recyclingsites>). Commercial waste is not accepted at Household Waste Recycling Centres. If it was, Swansea residents would foot the bill for these companies' financial benefit. To try and eliminate commercial waste being taken to Household Waste Recycling Centres the Council operates a permit system at Llansamlet and Clyne Household Waste Recycling Centres. (Vans and trailers are not permitted at Penlan, Garngoch, and Tir John as the sites are too small). The system only allows certain vehicles (e.g. sign-written vehicles, pick-ups, trailers, and vans) to access the sites with a permit. Permits are free for residents disposing their own household waste and can be used up to twelve times a year. Commercial waste is accepted at the Baling Plant, though is charged on a cost recovery basis. In accordance with the site license, checks are put in place to ensure that any commercial waste being transported to site is done so in accordance with relevant regulations. The Household Waste Recycling Centres accept a wide range of materials to allow domestic residents to recycle or dispose of their waste in a free, safe and convenient manner, therefore eliminating the need for fly-tipping. Commercial waste is readily accepted at the Baling Plant.
3. The Council's recycling team and communications team periodically run campaigns raising awareness of the Household Waste Recycling Centres. In recent years the Council has run promotions including: "Keep it to 3" which aimed to reduce the amount of recyclable items being disposed in kerbside black bags; "Keep it out" which aimed to reduce the amount of food waste and textiles being disposed as residual waste; "Household Waste Recycling Centre improvements", which aimed to reduce the amount of recyclable material being disposed in Household Waste Recycling Centre black bag skips. All these campaigns promoted the availability and convenience of the Household Waste Recycling Centres. As new recycling technologies or treatments become available the Council puts out press releases and adverts with information on the latest items which can be recycled. In 2018, the Council has promoted the availability of recycling at Household Waste Recycling Centres : single use drink cups (see

<https://www.swansea.gov.uk/article/39250/Recycle-your-disposable-drinks-cups-in-Swansea>) and nappies (see: <https://www.walesonline.co.uk/news/wales-news/you-can-now-recycle-babies-14310537>), and food waste.

4. Without the power to stop vehicles, the Enforcement Team rely on joint working with the Police at key and frequent fly tipping hot spots to check vehicles for waste carrier licences. The latest initiative run last year was on Bog Road in St. Thomas.

- **Explain the lack of alternatives to the use of glyphosphate for weed control:**

We are only permitted to use weed spray approved for use in our environment. When we tender for the works contract we ask the contractor to provide details of the chemicals to be used and to confirm they meet industry standards. All of those tendering for the work recommended this product. We have examined the possibility of using other treatments such as hot water/steam but on a large area scale this is not feasible/cost effective. We attend the industry environmental forum on weed spraying and no other chemicals have been put forward as a viable alternative at this time

- **Update us on resolving the problems with car park ticket machines:**

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

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

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

- **Tell us about current practice in relation to dealing with dog fouling**

Cleansing clear up dog mess as part of their cleansing rotas and on a complaints basis, although enforcing against dog fouling is extremely difficult as dog owners often only don't clear up after their dogs when no-one else is around.

Where significant hot spots are identified, they are monitored both early morning and early evening for up to ten days to seek to identify anyone not clearing up.

Yours sincerely



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



Councillor Mary Jones  
Chair  
Scrutiny Programme Committee

**BY EMAIL**

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Our Ref: WE/KH  
Your Ref:  
Date: 29<sup>th</sup> March 2018

Dear Councillor Mary Jones

**Cabinet Member Question Session – 11<sup>th</sup> December**  
**Further response RE: Legacy Fund Performance and Monitoring**

This letter addresses the additional information requested as outlined in the message sent on behalf of yourself as the Chair of the Scrutiny Programme Committee on the 19<sup>th</sup> March.

Your request was as follows, "... the Committee would like to have more specific information about the measures / indicators that will be used to assess and evaluate performance against stated objectives, and expected outcomes, to know that the Council will obtain good value for money from the funding pot of just over £0.5m.

*The Committee noted that you give some examples of the sort of measures that will be looked at but it would be helpful if you can share with us the actual performance measures and targets. The Committee is looking for further assurance that there is a clear plan on how performance is going to be monitored against the intended outcomes of the Legacy Fund."*

On the 20<sup>th</sup> February 2018 we received notification from the Welsh Government that Swansea's Legacy Fund proposal is acceptable and confirmation that a formal offer letter will follow in due course.

Details of the Legacy Fund performance measures, targets and monitoring plan have been included on the following pages accompanying this letter.

I trust this detailed information will satisfy the Scrutiny Programme Committee.

Yours sincerely



**COUNCILLOR WILL EVANS**  
**Cabinet Member: Stronger Communities**  
[Cllr.william.evans@swansea.gov.uk](mailto:Cllr.william.evans@swansea.gov.uk)

## Swansea Legacy Fund Proposed Performance Measures, Targets and Monitoring Arrangements

Local Priorities	Measures (PI – Performance Indicator)	Legacy Funded Projects	Targets
Tackling child poverty and mitigating the impact of adverse childhood experiences.	<p>PI 1: Feel positive about their health &amp; well-being</p> <p>PI 2: Feel less isolated/lonely</p> <p>PI 3: Feel like they belong in their community</p> <p>PI 4: Children &amp; Young People receive support &amp; guidance</p> <p>PI 5: Participants develop positive friendships</p> <p>PI 6: Parents being able to access employment or training due to afterschool &amp; holiday childcare provision</p> <p>PI 7: Take part in activities to promote personal and social development</p> <p>PI 8: Gaining a qualification</p> <p>PI 9: Improved literacy skills</p> <p>PI 10: Improved numeracy skills</p> <p>PI 11: Volunteering</p>	<p>1a) Faith in Families:</p> <ul style="list-style-type: none"> <li>• Healthy Attitudes Project</li> <li>• After School &amp; Holiday Club Project</li> <li>• Parenting Support</li> <li>• Improving Life Skills &amp; Opportunities</li> </ul> <p>1b) Bonymaen Kids Play Initiative; after school homework club and holiday club.</p>	<p>PI 1: 81 individuals</p> <p>PI 2: 265 individuals</p> <p>PI 3: 265 individuals</p> <p>PI 4: 151 individuals</p> <p>PI 5: 340 individuals</p> <p>PI 6: 105 individuals</p> <p>PI 7: 38 individuals</p> <p>PI 8: 40 individuals</p> <p>PI 9: 40 individuals</p> <p>PI 10: 40 individuals</p> <p>PI 11: 6 individuals</p> <p>PI 4: 77 individuals</p> <p>PI 6: 13 individuals</p>
Enhancing employment support provision through the development of a single employability offer.	PI 12: Accessing the single employability offer and being signposted to appropriate support	2) Single Employability Coordination	PI 12: 900 individuals
Mitigating the impacts of Welfare Reform through provision of local specialist welfare benefits support.	<p>PI 13: Accessing welfare benefits support</p> <p>PI 14: Value of benefits accessed</p>	3) Welfare Benefits project	<p>PI 13: 200 individuals</p> <p>PI 14: as recorded</p>
Enhancing digital inclusion to support	PI 15: Increased digital skills	4) Digital Inclusion project	PI 15: 270 individuals

## Swansea Legacy Fund Proposed Performance Measures, Targets and Monitoring Arrangements

Universal Credit claim management and the ability to seek and find work online.			
Improving financial inclusion and financial capability through income maximisation, reduction of household expenditure and mitigating the impact of the poverty premium.	PI 16: Accessing financial inclusion support PI 17: Value debt addressed	5) Financial inclusion project	PI 16: 200 individuals PI 17: As recorded
Development of sector specific employment training pathways linked to local employment growth sectors.	PI 8: Gaining a qualification PI 9: Improved literacy skills PI 10: Improved numeracy skills PI 18: Accessing employment skills training	6) Employment skills project	PI 8: 600 qualifications PI 9: 200 individuals PI 10: 200 individuals PI 18: 400 individuals
Common Measures	PI 19: Adults referred to C4W PI 20: Adults referred to C4W+ PI 21: Adults referred from C4W PI 22: Adults referred from C4W+ PI 23: Securing employment PI 24: Narrative Case Studies	All of the above projects	As recorded

## **Swansea Legacy Fund Proposed Performance Measures, Targets and Monitoring Arrangements**

Legacy project performance measures have been set out in the table above. These are based on previous reporting and focused on measuring what matters. Faith in Families completed a consultation of their users through the WCVA Communities First support contract and they worked with Case-UK to identify what were the most beneficial services to their users and identifying what their greatest needs were. The results included, support for family issues, services for children, support for resident's health and well-being needs and preventing loneliness. The performance measures for the Legacy Fund projects have been aligned to these needs.

The Third Party Organisations; Faith in Families and Bonymaen Kids Play Initiative who are delivering the Legacy Fund activity will have a contract which includes the monitoring, performance and reporting requirements. Terms and conditions within the contract will reflect those within the Legacy Fund offer letter from the Welsh Government to Swansea Council, which is yet to be received.

Monitoring and measuring performance will be completed quarterly against the locally identified priorities, this will include robust financial monitoring, site visits, quality checks on activity and the involvement of the local community.

Monitoring reports will be submitted to the Welsh Government mid and end of year, tracking the progress made against benefit to the community, identified priorities and targets of projects.

The Welsh Government will issue a template report before the end of each reporting period. Welsh Government reserves the right to visit and request appropriate documentation on any project that receives support from the Legacy Fund. This includes financial evidence and evidence on outcomes.

Monitoring information will include performance measure numerical results, narrative of activity and individual case studies. Monitoring and measuring performance is the responsibility of Swansea Council and will be supported by the Business Improvement and Finance Officer, Employability Manager and Adult Prosperity and Well-being Service Manager.



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

Please ask for: Scrutiny  
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Date 03 April 2018  
Dyddiad:

**Summary:** This is a letter from the Local Flood Risk Management Working Group to the Cabinet Member for Environment Services following the meeting of the Working Group on 20 February 2018. It is about the Local Flood Risk Management Plan.

Dear Cllr Thomas

The Local Flood Risk Management Scrutiny Working Group met on 20 February to receive an annual update on progress with the Local Flood Risk Management Plan. This letter provides you with feedback from that meeting.

We would like to thank you and Mike Sweeney for attending to present the annual update and to answer our 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.

The Working Group asked about progress made on the recommendations in the Convener's letter following the meeting in 2017:

- Availability of prioritised programme of works – we heard that the Authority has a list of areas that require work. The list may be made available to all Councillors, but there is concern about making it available as well to the public, given that the works are only able to go ahead when funding is available. We suggested that the list be made available to the public on request.
- For the programme of works list, we think that only one coding system should be used, either high/low coding or a traffic light system, but not both. You agreed that it would be better to use one coding system and we hope to see this actioned.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

SWANSEA COUNCIL / CYNGOR ABERTAWE

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

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- Review and update flood risk leaflet and include advice on ways to protect property from flooding – we were informed that the old leaflet is online but is out of date. A new one will be available online once the Emergency Planning website has been updated, as a new one will need to link in to this. We requested a timeline detailing when the website will be updated and when the leaflet with new content will be online. You agreed to provide firm dates in your response to the Convener's letter.
- We would also like to see the flood risk leaflet available online, and would like to see paper copies of the new leaflet made available in libraries, community centres etc.

We then moved on to discuss this year's update.

- Flood risk management plan –we heard that a consultant had been appointed to look at areas of high risk, and that studies have been carried out and these would need to be evaluated with options then considered. The Authority only has a small amount of funding, so will need to apply for grants from Welsh Government for spending over and above this.
- Infrastructure for new developments/estates – we felt that the infrastructure is not properly in place in terms of flood risk. We were informed that, for planning applications, Natural Resources Wales and Welsh Water are statutory consultees. If they give a new development the green light there is nothing the Local Authority can do about it. We were concerned to learn this.
- We wanted to know if the Authority is spending the money it has for flood risk in the most effective way. We were told that the department is constantly looking for improvement, but you believe the money is being spent in the most effective way. There is £400k a year allocated for highways drainage, and flood risk puts more of a strain on this.
- Page 9 of report – staff structure – we thought that the structure looks very management top heavy. We were informed that the managers are supervisors who go out on site and don't just manage staff. This is the structure for highways and not just flood risk, with only a small amount of time being spent on flood risk.
- Cleaning of gullies – we heard that gullies are cleaned on average once every three years, and that staff are diverted to deal with flooded gullies. We would like to see the programme of works for gullies made available to councillors.
- We heard that road sweeping is also carried out and that this has a separate programme of works.
- Flood risk long term plan – we raised the issue of long term projections with regard to more frequent heavier rainfall, and that these have implications for Swansea; we need to have a long-term strategy. You told us that this is an increased service pressure and resources are inadequate; however, the Welsh Government has recognised the long-term projections, and hopefully more money will be available for flood risk schemes.

- Asset data collection is underway – we were pleased this is happening. Local knowledge is very useful, and the public can help with providing information. The Local Authority does not know about all of its assets – grids, drains, gullies etc. We heard that the public should contact the Highways Department to identify where any grids, drains are. Highways can then come out and clean them, as it has responsibility for maintaining them.
- New statutory duty in May 2018 – we learned that there will be a new Sustainable Urban Drainage Systems (SuDS) Approving Body. New resources will need to be found for this body, and a decision is yet to be made about whether it will be regional. Developers will have to take account of drainage on their sites. It will release the burden on current infrastructure. The Local Authority will be required to adopt water features on developments greater than two properties. There is concern over where the money will come from in the first place. It is hoped that the new duty for water features will lead to more highways being put up for adoption. We feel that this represents a positive way forward.
- It is good to see that green infrastructure is increasingly being introduced, since working with nature needs to be understood and given a more up-front role in the reduction of flood risk.
- Consultation on new byelaws – we were informed that a consultation will be taking place on this shortly for a period of six weeks. Byelaw 5 is very important: building of structures, pipes etc on land liable to flooding – no one will be able to build over Local Authority assets like culverts.

Following the meeting, we discussed progress and came to the following conclusions:

1. We would like to see the Prioritised Programme of Works available to the public on request. We would also like to see one coding system used for this list of works.
2. We were pleased to hear that communications are a priority for the Department, as this is essential. We would therefore like to receive a timeline detailing when the website will be updated, and when the Flood Risk leaflet with new content will be on line. We would also like to see paper copies of this leaflet made available in public places.
3. We feel that the Flood Risk Management Plan is based on historical data, is out of date and therefore needs to be reviewed. Also, we think it is important to raise awareness of the studies, with the public in the area to be made aware of the situation and given a timetable.
4. Notwithstanding the financial effects of austerity, we feel that flood risk, as a major issue, needs to be properly resourced. We note that, despite budget constraints, some work is going on to prevent flood risk. We would like to know if it is possible to put a number of schemes together, and submit one major application for grant funding.
5. We welcome Sustainable Drainage Systems (SuDS) being introduced and would like to be informed if they apply to commercial properties. We feel that use has to be made of all methods for drainage and flood management, and SuDS will be good for the environment as well as doing the job.
6. We would like to see awareness raising re SuDS, particularly for Planning Officers, and with training possibly for all Councillors.

7. With regards to Planning, we feel that there is a need to look at historical records when considering applications, and to be prepared to question the advice from Natural Resources Wales and Welsh Water.
8. We believe that quite often the solution to issues is a good maintenance programme and that local knowledge for maintenance is very important. We suggest that a trawl of councillors is undertaken for issues in their local areas that are not on the current maintenance list. We feel that the Department should be able to deviate from the current works schedule if an important risk arises.
9. We would like the programme of works for gullies to be made available to Councillors.
10. We feel an opportunity is being missed with regards to self-help. We all need to take pride in where we live. We would like to see a scheme put in place to encourage this. Maybe there could be something in the new leaflet to encourage people to take responsibility for the area outside their own front door?
11. We feel that an update will be needed in six months' time to ensure that progress on the recommendations is being made; we will therefore be recommending to the Scrutiny Programme Committee that they consider adding this to their work programme for 2018/19.

## **Your Response**

We hope that 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 24 April 2018.

Yours sincerely

**COUNCILLOR PETER JONES**  
**CONVENER, LOCAL FLOOD RISK MANAGEMENT SCRUTINY WORKING GROUP**  
**[CLLR.PETER.JONES@SWANSEA.GOV.UK](mailto:CLLR.PETER.JONES@SWANSEA.GOV.UK)**



To Members:

Local Flood Risk Management 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/JW

Your Ref:

Date: 19 April 2018

Dear Councillor Peter Jones

**LOCAL FLOOD RISK MANAGEMENT SCRUTINY WORKING GROUP**  
**20 FEBRUARY 2018**

Thank you for your letter dated 3 April 2018 regarding the views and recommendations expressed in the Local Flood Risk Management Scrutiny Working Group meeting on the 20 February 2018.

Referring to the recommendations that you have made, I wish to respond by answering the points raised as they have been listed.

**We would like to see the Prioritised Programme of Works available to the public on request.**

*The Authority has outlined the Flood Risk Management Plan for the cycle 2015-2021 which outlines the Authority's actions and measures which are available to share with members of the public. As you can appreciate the actions proposed in the plan will be implemented should sufficient funding and resource become available. The prioritised programme was developed to demonstrate an internal programme of works devised by assessing the level of flood risk in a community. This information can be made available to the public but on the understanding that prioritisation may change and the delivery of the proposed actions depends on funding availability.*

**We were pleased to hear that communications are a priority for the Department, as this is essential. We would therefore like to receive a timeline detailing when the website will be updated, and when the Flood Risk leaflet with new content will be on line. We would also like to see paper copies of this leaflet made available in public places.**

*I am pleased to inform you that the Emergency Management website has been completed which will incorporate the Flood risk Leaflet and other useful information relating to flooding advice and links to key stakeholders e.g. Natural Resources Wales, National flood forum and Met office. The website will go-live as soon as the website translation has been completed, so I expect this to be done in the next few weeks. With regard to the paper copies, I agree that these need to be disseminated in public places and this will be arranged accordingly.*

**We feel that the Flood Risk Management Plan is based on historical data, is out of date and therefore needs to be reviewed. Also, we think it is important to raise awareness of the studies, with the public in the area to be made aware of the situation and given a timetable**

*The flood risk management plan has been produced consistently across Wales and uses the latest technology in the form of flood risk and hazard maps to inform the highest significant flood risk in our communities. It also takes into account both the projected future flooding risk and historical flooding incidents. This has been published on the Authority's website to outline the Authority's intention to manage flood risk, but the success of the plan will be delivered in accordance to available funds. In terms of the ongoing studies, once they have been completed then this information will be shared with the ward members and any residents who have been affected by flooding.*

**Notwithstanding the financial effects of austerity, we feel that flood risk, as a major issue, needs to be properly resourced. We note that, despite budget constraints, some work is going on to prevent flood risk. We would like to know if it is possible to put a number of schemes together, and submit one major application for grant funding.**

*I wish to confirm that the Authority has an opportunity to access grant support on schemes up to the value £100k. This can be used for one or multiple schemes up to this value with the condition that the schemes need to be completed by the end of the financial year. For information, last year the Authority had received £60k grant support for two schemes which supported culvert repair works situated on Enid Road, Clydach and support to complete the design of headwall and culvert improvements to the watercourse situated adjacent to 300 Birchgrove Road, Birchgrove. The Authority had also applied for, and received, revenue grant support to the value of £30k which has allowed for access improvements to undertaken to allow safe working accesses and platforms for operatives to maintain grids.*

*This year, as part of the Coastal Risk Management Programme, I am pleased to inform you that the Authority has received 85% grant support which is valued at £682k to complete the design to enhance the sea defences at Mumbles and this will include consideration to the provision of wider benefits in terms of potential opportunities for increasing visitors' numbers to Mumbles.*

**We welcome Sustainable Drainage Systems (SuDS) being introduced and would like to be informed if they apply to commercial properties. We feel that use has to be made of all methods for drainage and flood management, and SuDS will be good for the environment as well as doing the job.**

*The introduction of Schedule 3 of the Flood and Water Management Act covers all Construction work which has drainage implications and these works may not be commenced unless a drainage system for the work has been approved by the SAB approving body. This will apply to all new development both commercial and residential.*

**We would like to see awareness raising re SuDS, particularly for Planning Officers, and with training possibly for all Councillors.**

*The Welsh Government is currently finalising the guidance which will accompany the legislation in May and is working with all Authorities in Wales to develop a common process. In the meantime, The Welsh Government has commissioned a training package to relevant LA officers, to provide improved understanding of the new system. All guides, processes and standards will be made available on the Authority's website and will be closely linked with the Planning department for all interested parties.*

**With regards to Planning, we feel that there is a need to look at historical records when considering applications, and to be prepared to question the advice from Natural Resources Wales and Welsh Water.**

*The Planning Department consult the statutory flood risk management Authorities as a matter of course in order to gather a formal response on flood related matters which are used to inform the planning decision process. In addition to this, our Drainage Section are also consulted and where there has been an historical issue relating to flooding then in these cases betterment is sought from developers in order not to exacerbate flood risk in these areas. Any local concerns with regard to historical flooding can be brought to the Planning Department's attention as part of the planning application process who will manage the concerns accordingly. In terms of Planning and the potential impacts in terms of flood risk, I wish to confirm that there is good collaborative work being undertaken between relevant departments and external bodies so that flood risk from all sources is properly assessed.*

**We believe that quite often the solution to issues is a good maintenance programme and that local knowledge for maintenance is very important. We suggest that a trawl of councillors is undertaken for issues in their local areas that are not on the current maintenance list. We feel that the Department should be able to deviate from the current works schedule if an important risk arises.**

*I agree that local knowledge does provide good and useful information on where the flooding 'hotspots' are located. In effect, this information is already collected by the Authority's reporting system where frequent problems are brought to the attention of the Highways operations. These incidents are taken into account in terms of reactive attendance to problematic sites especially during the Autumnal months. However, I would like to confirm that the maintenance list, especially for watercourses, has been devised to take into account the level of flood risk which could occur as the result of screens 'blocking up' and have been prioritised to take into account the consequences of flooding with the likelihood of potential damages. To reply to your suggestion, I am happy to forward the Highways maintenance schedule of watercourses to local members, to comment on whether there are any additional concerns which may exist outside of the committed programme. The concerns and locations can be investigated for ownership, and if applicable, can be added to the Authority's list of assets to maintain. It is my understanding that maintenance of watercourses and ditches are carried out by other departments and not just highways, so this will be beneficial in identifying those locations which may not covered by Highways operations to ensure that the Authority provides a consistent approach to maintain drainage assets across the whole of Swansea.*

**We would like the programme of works for gullies to be made available to Councillors.**

*For your information I would like to confirm that the Swansea is split into 3 areas, one for each gully tanker. These areas are sub-divided into 12 monthly areas as shown on the attached plan which is in effect the schedule for visiting areas in Swansea. The current protocol is for a road gully to be cleaned at least once in three years. This is a minimum standard, but of course there are locations where cleaning is undertaken more often in flood affected areas, with the effect that maintenance schedule can change due to additional demands such as reactive emergency works.*

**We feel an opportunity is being missed with regards to self-help. We all need to take pride in where we live. We would like to see a scheme put in place to encourage this. Maybe there could be something in the new leaflet to encourage people to take responsibility for the area outside their own front door?**

*Whilst I agree with your comments regarding self-help, the Authority needs to consider health and safety concerns in encouraging people to take on responsibility for their own area. This will be given further consideration and will be reported back to you at the next scrutiny meeting.*

**We feel that an update will be needed in six months' time to ensure that progress on the recommendations is being made; we will therefore be recommending to the Scrutiny Programme Committee that they consider adding this to their work programme for 2018/19**

*I agree that an update will be beneficial in 6 months time due to the imminent changes in legislation and to report on further progress on the actions previously identified.*

To conclude, I wish to acknowledge and thank you for the recommendations of the Scrutiny Working Group and I hope that I have responded to the matters you have raised.

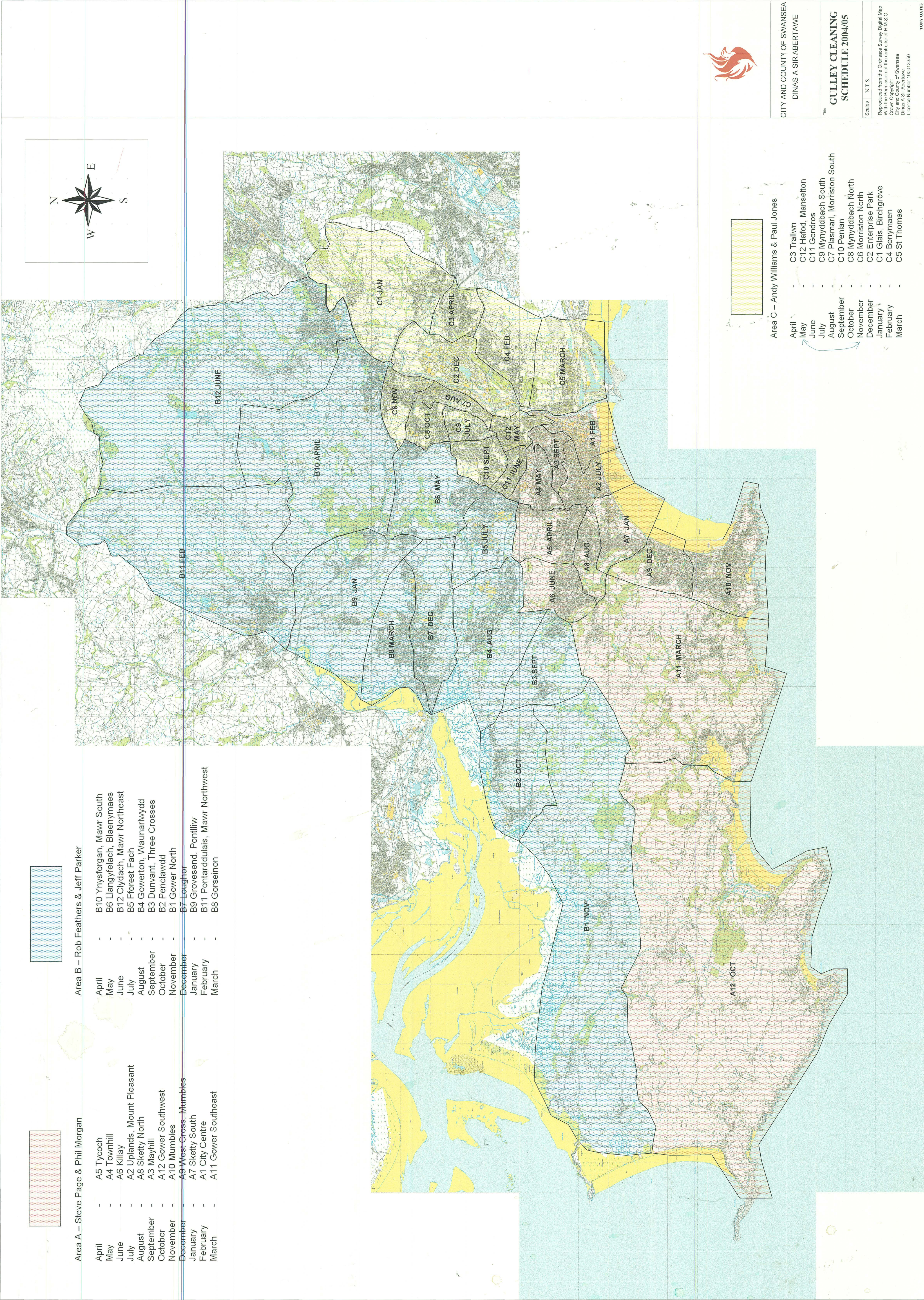
Yours sincerely



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

Enc.









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

**BY EMAIL**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrochol:*

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**Scrutiny**

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**SPC/2017-18/15**

**09 April 2018**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Culture, Tourism & Major Projects following the meeting of the Committee on 12 March 2018. It is about Dylan Thomas, Skyline Project & Penderyn Distillery, City of Culture, City Centre Management, Universities, Greener Cities, and Sports Facilities.

Dear Councillor Francis-Davies,

### **Cabinet Member Question Session – 12 March**

Thank you for attending the Scrutiny Programme Committee on 12 March 2018 and answering questions on your work as Cabinet Member for Culture, Tourism & Major Projects.

We appreciate you providing a written paper, giving headlines from your portfolio, in support of your appearance. The Q & A session gave us an opportunity to explore priorities and achievements in relation to your wide-ranging areas of responsibility. You talked about ambition and aspirations however made it very clear that current financial pressures were a significant impediment to Council spending on improvements in relation to portfolio responsibilities.

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

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR ABERTAWE**

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## **Dylan Thomas**

We discussed the importance of Dylan Thomas to Swansea's cultural and tourism offering, and development of a Dylan Thomas Trail. Committee Members were pleased to see recent visual enhancements around parts of the city, with the painting of murals on utility boxes and public benches.

We welcomed the news that the Dylan Thomas Exhibition at the Dylan Thomas Centre had recently been named as the Best Family Arts Venue in the UK. Given the excellence of the Exhibition and importance of Dylan Thomas we asked whether the exhibition could be expanded at the Centre or indeed elsewhere in the City, to build on the interest.

We also asked whether more could be made of the wider circle of cultural icons known as the Kardomah Gang, including Alfred Janes, Vernon Watkins, and John Prichard. We noted that blue plaques are being installed to honour Swansea's important and significant citizens. There was also mention within the Committee of the need to honour John Dillwyn Llewelyn, botanist and pioneer photographer.

## **Skyline Project & Penderyn Distillery**

We noted your report on heritage, including the river corridor development. We asked in particular about the work at the Hafod Copperworks to accommodate the Council's private sector investor Penderyn, and financial implications. We also asked about financial implications for the Council in relation to the Skyline project at Kilvey Hill. We understand this project will feature a luge down Kilvey Hill and will be accessed by way of a cable car from part of the Hafod site.

You have told us that the next steps will include agreeing Heads of Terms with Penderyn and to undertake a masterplan of the wider Hafod site in order to accommodate Skyline's requirements and to identify future development opportunities. You stated that the company behind the Skyline project would fully fund the development, with a circa £50m investment in the City beating off competition from a number of other cities which they looked at. You spoke about the potential for this to become the best tourist attraction in Wales. You also confirmed that the Council is not providing funding directly to Penderyn, however is able to access grants that will enable restoration of the heritage site and buildings, with visitor facilities.

## **City of Culture**

We asked about progress in delivering a cultural programme, and support from the Welsh Government, despite missing out on the award of the UK City of Culture for 2021. You talked about the benefits of the bid, not least in bringing people together and raising the profile of Swansea. You justified the



cost of the bid (noted as being less than the rival cities) against the huge financial benefits that would have resulted from success.

We heard from you about the importance of a good cultural programme to build upon the hard work, and its connection with regeneration of the City. You said that initial talks with Welsh Government official have been encouraging.

You were convinced that being chosen to host the Radio One Biggest Weekend Music Festival was down to the raised profile of Swansea from being a shortlisted City of Culture, and close working with the BBC. You were committed to bringing other big events to Swansea, and stressed the need to be ambitious and promote our city.

Committee Members mentioned the Welsh National Opera (WNO) and expressed concern about the lack of appearances in the Grand Theatre or other Swansea venues despite being in receipt of 40% funding from Wales Arts Council. You agreed that Swansea deserved to see the WNO in the City and we suggested you lobby the organisation and put pressure on WNO to include Swansea in future tours.

### **City Centre Management**

Concern was expressed about the state of cleanliness in the City Centre particularly around Castle Square and the impression / effect it gives investors and visitors to Swansea. We understood that the Square was subject of future re-development but felt it was in urgent need of attention. You explained that cleansing would be under the responsibility of the Cabinet Member for Environment Services, however agreed that attention was needed. You stressed the difficulties caused by budget cuts and inevitable consequence of poorer standards of cleanliness, something which you felt was affecting other cities too.

### **Universities**

We asked you to provide an update on proposals for an International Sports Village in partnership with Swansea University on the King George V Playing Fields.

You reported that a strategic working group has been established, including the Universities, to maintain communications around key projects in the City. You highlighted that work was going to discuss the alignment of priorities, which will determine which projects can move forward. You anticipated that future activity will include the Council, both Universities and its partners agreeing a vision and strategy for the future of an International Sports Village incorporating Wales National Pool Swansea.

## **Greener Cities**

We asked about what this responsibility meant in practice and how it fitted with other Cabinet Members who have green responsibilities. You gave some example of activities supporting this portfolio responsibility. You also referred to the importance of the Local Development Plan Open Space Assessment.

## **Sports Facilities**

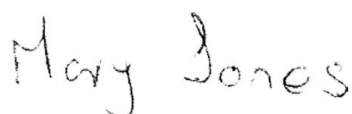
We asked about progress in the delivery of 3G Pitches to benefit the local sporting community and enhance the current facility infrastructure. We heard that the first phase had been completed at Penyrheol and Morriston. The second phase would focus on three sites namely Cefn Hengoed Comprehensive School / Community Leisure Centre, Pentrehafod Comprehensive School / Community Sports Centre and YGG Bryntawe / Penlan Community Leisure Centre. We noted that further 3G pitches would be dependent on the agreement with Swansea City AFC.

## **Your Response**

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

We will arrange to follow up on portfolio developments and invite you to a future committee meeting in due course.

Yours sincerely,



**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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



**To/  
Councillor Mark Child Cabinet Member  
for Health and Wellbeing  
Jen Raynor Cabinet Member for  
Children, Education and Lifelong  
Learning**

*Please ask for:  
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**Scrutiny**

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*Date  
Dyddiad:*

**13 April 2018**

## **BY EMAIL**

Summary: This is a letter from the Readiness for School Scrutiny Inquiry Panel to the Cabinet Member for Health and Wellbeing and for Children, Education and Lifelong Learning following the meeting of the Panel on 27 March 2018. The purpose of the meeting was to follow up on progress made against scrutiny recommendations.

Dear Cabinet Members,

### **Readiness for School Scrutiny Inquiry Impact and Follow up – 27 March 2018**

As you are aware the Inquiry Panel reconvened on the 27 March 2018 to look at the impact of and progress made with the recommendations arising from the Scrutiny Inquiry into Readiness for School.

We would like to thank Cllr Child, Sian Bingham and Sharon Jones for attending our meeting to discuss progress.

We were pleased to hear that our work and the resulting recommendations have made an impact in many areas and that substantial progress had been made. We were keen to hear about that changes that have occurred at operational and strategic levels. That the strategic changes will ensure a longer term commitment and strategy is in place, whilst at an operational level services are becoming more wide spread, aligned and linked across different organisations.

We were interested to hear about the work being done to utilise resource in those areas not covered by Flying Start by developing that ethos, where possible, within other early years setting within these areas. We are happy to hear about the success of the multi-agency Jigso Project and the extending of Childcare Offer Pilot.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR ABERTAWE**

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We are particularly pleased that the Public Service Board has agreed that early years should continue to be one of their key priorities moving forward.

We are therefore satisfied with progress made on recommendations 1, 2, 4 and 9 and will not follow up on those any further.

We also heard about those recommendations that are not yet complete but that there has been progress with a number of these recommendations including for example:

- Significant progress made with responding to specific requirements of the Additional Learning Needs and Education Tribunal (Wales) Act in relation to early years.
- That the Pupil Deprivation Grant is now mapped and data collected so that the type of spend is monitored and good practice can be highlighted. The panel are keen to see the good practice found shared across schools.
- That a working party comprising of all key stakeholders has been established to share recommendations and develop a united understand of the actions to be taken to develop a Foundation Phase Profile baseline. The Panel were keen for this to progress to help develop and ensure consistency and robustness.
- The new Foundation Phase Strategic Lead is starting to build working relationships with relevant people and will start to share good practice. The Panel are keen to see minimum standards in relation to transition to school from day care settings to be fully developed.

We recognise that some of the recommendation made will have a longer term development timescale. We will therefore refer those outstanding recommendations, namely 3, 5, 6, 7 and 8 to the Schools Scrutiny Performance Panel to follow up upon in 12 months' time.

We welcome your thoughts on any of the issues raised in our letter but do not require a formal written response at this time.

Yours sincerely,

**COUNCILLOR HAZEL MORRIS**

Convener, Schools Scrutiny Performance Panel

✉ [Cllr.hazel.morris@swansea.gov.uk](mailto:Cllr.hazel.morris@swansea.gov.uk)



**To/  
Councillors June Burtonshaw &  
Mary Sherwood  
Cabinet Members for Future  
Generations**

**BY EMAIL**

*Please ask for:  
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Llinell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**Scrutiny**

**01792 637257**

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**SPC/2017-18/17**

**02 May 2018**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Members for Future Generations following the meeting of the Committee on 9 April 2018. It is about the Well-being of Future Generations Act, Biodiversity, Community Hubs, and Members Community Budget Scheme.

Dear Councillor,

### **Cabinet Member Question Session – 9 April**

Thank you for attending the Scrutiny Programme Committee on 9 April 2018 and answering questions on your work as Cabinet Members for Future Generations.

We appreciate you providing a written paper, giving headlines from this new cabinet portfolio, in support of your appearance. The Q & A session gave us an opportunity to explore priorities and achievements in relation to your areas of responsibility.

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

**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)

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod  
To receive this information in alternative format, or in Welsh please contact the above

## Portfolio Responsibilities

We are aware that the portfolio is shared however you confirmed that most of the responsibilities have been divided so that there is a clear lead for specific work:

<u>Cllr Burtonshaw:</u>	<u>Cllr Sherwood:</u>	<u>Shared:</u>
<ul style="list-style-type: none"><li>• Community Building &amp; Asset Transfer opportunities</li><li>• Suburban Centres &amp; Community Regeneration Initiatives</li><li>• Members Community Budget Scheme</li><li>• Member Champions</li></ul>	<ul style="list-style-type: none"><li>• Future Generations Act Compliance</li><li>• Equalities (Access to Services)</li><li>• Digital Inclusion</li><li>• Sustainable Development</li><li>• Biodiversity</li></ul>	<ul style="list-style-type: none"><li>• Diversity</li><li>• Engagement</li><li>• Poverty Reduction</li><li>• Lead Elements of Sustainable Swansea</li></ul>

We noted that the Cabinet vote rotates every three months. During the months when one does not hold the vote, the other is regarded as a non-Executive Member in constituted meetings but maintains responsibility for work on their portfolio areas.

You clarified that there have been changes to the Future Generations portfolio responsibilities however we remarked that these have not been reported to Council.

The following changes were noted:

- Future Generations Bill Adoption – now described as Future Generations Act Compliance.
- Risk & Resilience – corporate risk and resilience is part of Service Transformation & Business Operations (Deputy Leader) cabinet portfolio, although you would report on risks arising relevant to the Future Generations Act, which impacts across the whole Council.
- Strategic Estates & Property incl. Asset Rationalisation – part of Service Transformation & Business Operations (Deputy Leader) cabinet portfolio
- Member Champions – addition to the portfolio. Councillor Champions, appointed by the Leader of the Council, provide a voice for traditionally underrepresented groups, or issues which should be kept at the forefront of Council business.

You confirmed that the Leader would be reporting these changes to Council in due course.

## **Future Generations Act Compliance**

You reported that the Council has made good progress implementing the Act. We noted that the Council published its Well-being Objectives for 2017/22 in August 2017 in the Corporate Plan. Overall you told us that the Council is showing progress on embedding the five ways of working.

You spoke in particular about the Prevention Strategy which has been adopted to continue the development of the Council's preventative approach. You also highlighted that the Public Services Board (PSB) has developed and recently published its Well-being Plan for Swansea, which will be delivered in collaboration with partners, including the Mid & West Wales Fire & Rescue Service, and the Local Health Board. We noted that the Well-being Plan was in the process of being approved by the individual statutory members of the PSB.

You shared with us your concern about environmental risks. You reported that 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 (e.g. ash dieback) and other biodiversity has been identified as a gap in the risk register which is being addressed. You added that work was ongoing to move towards a more sustainable approach of dealing with weeds such as the manual removal of weeds rather than the use of harmful pesticides / weed killers. You assured the Committee that current practice was being challenged and discussions would be held within cabinet about alternative approaches.

## **Biodiversity**

You talked about the importance of enhancing biodiversity, and the need to recognise this within the council's risk register. Tree loss was also of concern to the Committee, and need for a clear plan in place for their replacement. We also discussed the relationship between planning development and biodiversity and how conflicts are managed, and the importance of biodiversity impact assessments / ecology reports coming before decision-makers. We asked about the resources available to support this work.

You will be aware that we are commencing an in-depth scrutiny inquiry on Swansea's Natural Environment. Whilst Terms of Reference for this work are being drawn up I understand that it will focus on what can be done to maintain, enhance and promote the natural environment and biodiversity in Swansea. Councillor Peter Jones is the convener of the inquiry and following evidence gathering by the Panel we anticipate a final report, which will include recommendations to Cabinet, around October.

## **Suburban Centres & Community Regeneration Initiatives**

You reported that 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. We noted that you were looking at pilot areas including Blaenymaes, Clydach & Townhill. We asked about the budget and timetable for these plans and you stated that discussions were still taking place. We understand this approach is the focus of the 'Services in the Community' cross-cutting Council review, one of six themed project priorities that the Council is working on. We note that it is still currently exploring opportunities around community hubs, and a possible pilot option for 2018/19. We also note that there have already been workshops with staff, councillors, community groups, third sector and the public to inform this project. We were particularly interested in the input housing services have had given the potential of district housing offices to grow as community hubs.

## **Members Community Budget Scheme**

Committee members expressed some frustration at the time that can be taken in delivering agreed improvements, particularly around the design of new highway / traffic schemes. You agreed that the process needed to be reviewed to ensure community improvements can be delivered more quickly, although cited some problems that have hindered progress, including unexpected sickness in the Traffic Group and some funding issues. You acknowledged that a 'council question' has been raised on this matter and referred us to the full response that would be provided to the next Council meeting. You stressed to Councillors that requests must go directly to the nominated officer, Jayne Hunt, and not via individual departments / technical officers to avoid unnecessary delay.

## **Key Objectives**

As a new portfolio the Committee was interested in what key objectives have been identified. We wanted to know what you, as Cabinet Members, wanted to achieve during the term of your office. You highlighted the following goals:

- To create a truly collaborative approach with our partners to achieve the well-being goals as part of the Well-being Plan and delivering services with a citizen focus - according to what the people of Swansea want / need, and tackling the issues that matter. You stated that improving citizen engagement with service providers would be key to this. (Please note that our PSB Scrutiny Panel is keen to monitor the actions that will flow from the Well-being Plan)
- To put the natural environment at the forefront, something you felt is neglected. You aimed for a stronger appreciation of the natural environment and green spaces, which you argued had clear health benefits and could reduce health inequalities.



- To embed the Well-being of Future Generations Act in all departments and for it to be considered meaningfully in all reports to Cabinet / Council. You welcomed the Committee challenging Cabinet Members about what they are doing to achieve the well-being goals and ways of working.

We look forward to meeting you again to ask about your progress in achieving these objectives.

### **Suggestions for Scrutiny**

You identified two issues where you welcomed the involvement of scrutiny and felt should be considered in discussions about the future scrutiny work programme:

- Engagement – You told the Committee that there were aspects of both internal and external communication and engagement that could be improved e.g. better co-ordination of activity across the Council.
- Prevention – You highlighted that a new Prevention Strategy has recently been approved and welcomed future scrutiny to look at its impact and effectiveness.

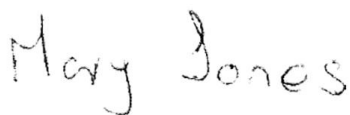
Our work planning conference will be held in June and we will give due regard to your suggestions.

### **Your Response**

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

We will arrange to follow up on portfolio developments and invite you to a future committee meeting in due course.

Yours sincerely,



**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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

# Agenda Item 10



## Report of the Chair

Scrutiny Programme Committee – 14 May 2018

### Annual Work Programme Review 2017/18

<b>Purpose:</b>	<p>This is the last scheduled meeting of the Committee of this council year. This report is to help councillors:</p> <ul style="list-style-type: none"><li>• look back at the work done this year</li><li>• reflect on the experience</li><li>• look forward to the new council year, and work programme.</li></ul>
<b>Content:</b>	<p>The work programme is described and reviewed. The work completed by the Committee is attached together with a summary of the established scrutiny panels and working groups.</p>
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• consider the effectiveness of the scrutiny work programme and practice</li><li>• consider how well the Committee has worked this year</li><li>• start thinking about the new work programme</li></ul>
<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 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 Being the final scheduled meeting of this council year it is good practice for the Committee to look back on the year's work and consider its effectiveness. This report is to help councillors take stock of the work done this year and reflect on the experience, and the Committee may also want to identify future scrutiny topics.

## **2. Scrutiny Arrangements**

2.1 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

2.2 The council's current scrutiny arrangements, agreed by Council in October 2012, aimed to achieve the following:

- All work to be managed by a single Scrutiny Programme Committee through a single work plan. This will ensure that work is cross cutting and not restricted to departmental silos.
- Specific work will be undertaken both through the Committee and by establishing informal panels (for in-depth activities) or working groups.
- The Chair of the Scrutiny Programme Committee shall maintain overall responsibility for the work and timetable for scrutiny, and ensuring that the work is carried out, in conjunction with the committee itself.
- All backbench councillors should have the opportunity to participate in scrutiny work regardless of committee membership.

2.3 The terms of reference of the Scrutiny Programme Committee are attached as **Appendix 1**.

## **3. Work Planning**

3.1 The Committee has needed to ensure that the work of scrutiny is:

- manageable, realistic and achievable given resources available
- relevant to council priorities
- adding value and having maximum impact
- coordinated and avoids duplication

3.2 A Scrutiny Work Planning Conference took place on 19 June 2017 and was attended by 19 scrutiny councillors, and the Chair of the Audit Committee.

3.3 Those in attendance were asked to think about what topics scrutiny should focus on in the year ahead, considering whether anything important was missing from current thinking, and achieving a balance of scrutiny across all Cabinet portfolios.

- 3.4 A range of perspectives were considered, including:
- Review of last year's work plan
  - The Council's corporate priorities (provided by Phil Roberts – Chief Executive)
  - Suggestions and ideas from councillors, staff/partners gathered from the annual scrutiny survey, and the public (Swansea Voices and other corporate consultations)
- 3.5 Those present shared views about the work programme and priorities for the year ahead. Taking into account feedback from the conference, the Committee considered what should be included in the work programme. This was 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.
- 3.7 The Committee recognised the importance of aligning scrutiny work more closely to the corporate priorities, but retaining a balance so there is room to look at issues of community concern. The Committee also wanted to ensure that there was a good coverage of scrutiny activity across all cabinet portfolios.
- 3.8 A proposed work programme was discussed by the Committee in July 2017 i.e. the topics that should be examined through various panels and working groups as well as a plan for future committee meetings. The agreed work programme is attached as **Appendix 2**.
- 3.9 Non-executive councillors who are not members of the committee were given the opportunity to participate in panels and other informal task and finish groups. New scrutiny topics, once agreed, were advertised to all non executive councillors and expressions of interest sought. The membership of panels and working groups were then determined by the Committee.

#### **4. Summary of Work Completed**

- 4.1 The work of scrutiny has been carried out primarily in three ways – through the Committee itself and by establishing informal panels (for in-depth activities) or one-off working groups.
- 4.1.1 **Formal Committee Meetings**
- 4.1.2 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. A report was provided to each meeting to enable the Committee to maintain an overview of agreed scrutiny activities (including the work undertaken by the informal Panels and Working Groups established), monitor progress, and coordinate work as necessary.

4.1.3 As well as developing and managing the overall work programme and keeping an oversight on all scrutiny activities, the Committee has focussed on holding Cabinet Members to account by holding formal questioning sessions and providing challenge on a broad range of policy and service issues over the course of the year. This has resulted in the Committee communicating findings, views and recommendations for improvement through chair's letters to Cabinet Members. A copy of this year's completed committee work plan is attached as **Appendix 3**.

4.1.4 The work can be summarised as follows:

- Cabinet Member Questioning Sessions

The Committee held all 10 Cabinet Members to account by holding a series of question sessions throughout the year. This has enabled the Committee to explore their work, looking at priorities, actions, achievements and impact.

- Crime & Disorder Scrutiny

The Scrutiny Programme Committee is designated as the Council's Crime & Disorder Committee under the Police & Justice Act 2006. The Committee met with Chief Superintendent Martin Jones (South Wales Police) and Chris Sivers (Director – People) about the Safer Swansea Partnership to discuss progress on Safer Swansea Partnership Performance with questioning on plans, performance, and challenges.

- Final Inquiry Reports

The Committee formally agrees any final inquiry reports, produced by Panels, for submission to Cabinet for decision. No inquiries were completed over the last year, although the inquiry on Regional Working is about to report.

A response to the following inquiries (completed during 2016-17) was received in the last year:

Inquiry	Report to Cabinet	Cabinet Decision	Recommendations		
			Agreed	Partly	Rejected
Tackling Poverty	16 Mar 2017	15 Jun 2017	12	1	2
School Readiness	20 Apr 2017	15 Jun 2017	9	0	0

- Chair's Letters - these are an established way for scrutiny to communicate findings, views and recommendations for improvement directly to Cabinet Members, reflecting discussion at meetings. Letters sent by the Committee and working groups, and those by panels where required action from the Committee, and Cabinet Member responses were published within the Scrutiny Programme Committee agenda for discussion. Response times are being monitored and currently (as at 4 May) show the average response time being 19 days (against target of 21 days). Of the 30 letters which required a response 75% have been responded to within time.
- Scrutiny Dispatches – the Committee produced a quarterly summary of the headlines from the work of scrutiny for council and the public, which focussed on impact and how scrutiny is making a difference. It was reported to Council in January and April. Scrutiny Dispatches is used as a mechanism for internal and external communication of activity, and valuable way to support and shape media coverage in the future.
- Pre-decision Scrutiny – Taking into account strategic impact, public interest, and financial implications, the Committee carries out pre-decision scrutiny unless delegated to relevant Panels. 12 cabinet reports were subject to pre-decision scrutiny:

<b>Report</b>	<b>Cabinet Member</b>	<b>Cabinet Meeting</b>	<b>Undertaken by</b>
Adult Services Commissioning Reviews Consultation Outcome	Health & Wellbeing	15 Jun 2017	Adult Services Panel
Catering Services Commissioning Review	Service Transformation & Business Operations	17 Aug 2017	Committee
Planning & City Regeneration Commissioning Review	Culture, Tourism & Major Projects	17 Aug 2017	Committee
Public Protection Commissioning Review	Environment Services	19 Oct 2017	Service Improvement & Finance Panel
Castle Square Regeneration	Culture, Tourism & Major Projects	19 Oct 2017	Committee
Family Support (Children with Additional Needs & Disability)	Health & Wellbeing	16 Nov 2017	Child & Family Services Panel

Commissioning Review			
More Homes Pilot Scheme	Housing, Energy & Building Services	16 Nov 2017	Committee
Liberty Stadium	Joint Leader and Service Transformation & Business Operations (Deputy Leader)	16 Nov 2017	Committee
Transfer of Management of Allotments	Future Generations	15 Feb 2018	Committee
Highways & Transportation Commissioning Review	Environment Services	15 Feb 2018	Service Improvement & Finance Panel
Budget	Economy & Strategy (Leader)	15 Feb 2018	Service Improvement & Finance Panel
Residential Care and Day Services for Older People Commissioning Review	Health & Wellbeing	19 Apr 2018	Adult Services Panel

- Referrals from Council (or other bodies) – None

#### Other Reports:

- Scrutiny Annual Report for 2016/17
- Annual Corporate Safeguarding Report
- Oceana Building Demolition
- Children & Young People's Rights Scheme – Compliance & Progress
- Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates
- Scrutiny Performance Panel conveners provided progress reports on the work and impact of their Panels.

#### 4.2.1 Informal Scrutiny Panels and Working Groups

4.2.2 A number of scrutiny panels were established, with conveners and members appointed by the Committee, to carry out in-depth inquiries or undertake in-depth monitoring of particular services. The use of panels ensured that scrutiny was both flexible and responsive to issues of concern:

- a) **Inquiry Panels:** to undertake discrete in-depth inquiries into specific and significant areas of concern on a task and finish basis. These would be significant topics where scrutiny can make a real difference. Inquiry panels are expected to take no longer than six months to complete and would 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.

The following Inquiry Panels met over the last year:

<b>Inquiry</b>	<b>Status</b>
Regional Working	Final Report Stage
Natural Environment	Planning Stage

**Follow up of Previous Scrutiny Inquiries** – Inquiry Panels reconvene to follow up on the implementation of agreed recommendations and cabinet action plans, and the impact of their work. A meeting will usually be held 6-12 months following cabinet decision, with a further follow up arranged if required. The following previous scrutiny inquiries were followed up during the year:

<b>Inquiry</b>	<b>Monitoring Status</b>
School Governance	Complete
Building Sustainable Communities	Complete
Child & Adolescent Mental Health Services	Follow up meeting held in Nov 2017 – agreed further follow up necessary around Sep-Nov 2018
School Readiness	Complete
Tackling Poverty	To be arranged (May-June)

- b) **Performance Panels:** to provide in-depth monitoring and challenge for clearly defined service areas. 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 services. Performance Panel conveners provide a regular update to the Committee to enable discussion on key activities and impact.

Six Performance Panels have been established and met over the last year (frequency of meetings in brackets):

- Service Improvement & Finance (monthly)
- Schools (monthly)
- Adult Services (monthly)
- Child & Family Services (every two months)
- Local Service Board (*multi-agency Panel*) (every two months)
- Development & Regeneration (quarterly)



- 4.2.3 Working Groups - Although the majority of scrutiny work would be carried out through the Committee and panels, the Committee can also establish informal working groups of councillors. This has supported flexible working where it had been agreed that a matter should be carried out outside of the Committee but did not necessitate the establishment of a Panel. This method of working was intended to be light-touch – effectively a one-off meeting to consider a specific report or information, resulting in a letter to the relevant Cabinet Member(s) with views and recommendations.

Working Group meetings took place during the last year to look at the following:

- Emergency Planning & Resilience
- Community Cohesion & Hate Crime
- Car Park Charges
- Tethered Horses
- Roads & Footway Maintenance
- Local Flood Risk Management (meets annually)
- Renewable Energy

4.2.4 Scrutiny of Regional Bodies:

Education through Regional Working (ERW):

Swansea scrutiny is also involved in a regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A scrutiny councillors group was set up in 2015/16 in order to coordinate scrutiny work across the region and ensure a consistent approach. 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. Meetings took place in September 2017 (hosted by Powys Council) and March 2018 (hosted by Carmarthenshire County Council).

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

- 4.2.5 **Appendix 4a** provides a timetable of all scrutiny activities. Lead councillors and officers are also noted within.
- 4.2.6 **Appendix 4b** provides a snapshot of progress with all of the informal Panels and Working Groups established by the Committee and their current position.

- 4.2.7 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>

## **5. Public Requests for Scrutiny / Public Engagement**

- 5.1 In accordance with the Local Government (Wales) Measure 2011 the Scrutiny Programme Committee has a protocol to deal with requests for scrutiny from individual councillors (who are not members of the committee) and/or members of the public.
- 5.2 Also, councillor calls for action (CCfA) specifically enable councillors to refer issues of local importance to an overview and scrutiny committee, however as a means of "last resort" in a broad sense, with issues being raised at a scrutiny committee after other avenues have been explored.
- 5.3 In accordance with these protocols, the chair of the Scrutiny Programme Committee is required to consider any requests received and bring about a proposal about how to deal with these to the committee for consideration.
- 5.4 Summary of activity over the year:
- no public requests for scrutiny were received
  - one request for scrutiny from councillors who do not sit on the Committee
  - on four out of 10 occasions questions were submitted to the Committee for raising during Cabinet Member Q & A Sessions.
  - 33% of Committee meetings had public observers (four out of 12 meetings)
  - 25% of Committee meeting agendas have had some form of public input (this includes questions being asked during Public Question Time at two out of 12 meetings)
  - one of 12 Committee meeting agendas generated media coverage (Castle Square Regeneration)

## **6. The Scrutiny Experience**

- 6.1 As the Committee reaches the conclusion of the year's work it is good practice to reflect on achievements and issues that have arisen. Committee members are encouraged to share their views on how their experience has been (positive and negative), and whether there are aspects of practice / process that could be improved.
- 6.2 The following questions may be worth considering:
- What has worked particularly well?
  - What has not worked so well?
  - Has scrutiny focused on the right things?

- What could be improved about the Committee?
  - What would help you develop as a scrutineer?
- 6.3 A range of relevant statistics about scrutiny activity covering the last year is attached as **Appendix 5** to help the Committee consider the performance of scrutiny. Member attendance at the Committee is noted as 67%, which means on average 11 out of 17 Councillors were present across the 12 meetings held, to date, this year.
- 6.4 The annual councillor scrutiny survey was also issued during February and March to all councillors and co-opted members. As well as gauging general perceptions and getting views to inform improvements to the way scrutiny works in the future, the survey was also designed to capture ideas about what the scrutiny work programme should look like – these will be fed into the scrutiny work planning conference that will take place in June.

The results of the survey are attached as **Appendix 6**. 49 survey responses were received (63% response rate). This includes 40 out of the 61 non-executive councillors (66% response rate); 4 Cabinet Members, and 5 Co-opted Members. It also includes 4 non-executive councillors who have not engaged in scrutiny meetings this year, who were asked tailored questions about their reasons for not being able to participate and any comments they had.

Some points to note from the councillor survey:

- 100% of those asked stated they had a good understanding of scrutiny (45 respondents)
- 85% of those asked stated that scrutiny arrangements are working well (45 respondents)
- 98% of those asked agreed that non-executive members have good opportunities to participate in scrutiny (41 respondents)
- 96% of those asked felt that scrutiny activities are well-planned (45 respondents)
- 89% of those asked felt that scrutiny provides regular challenge to decision-makers (45 respondents)

The results will be captured in the Scrutiny Annual Report which will be drafted in the next few months. This will also include results from the staff and public surveys which are also carried out every year.

- 6.5 An Improvement & Development Workshop was held on 3 May in order for committee members to review the results and consider what action should follow from the feedback about process and practice and how this should guide improvement actions for the scrutiny function here.

## 6.6 Training & Development Sessions:

Training received by scrutiny councillors during the year

- All scrutiny councillors were invited to a Scrutiny Induction session in June 2017. The session also included a focus on effective questioning.
- The Public Services Board Performance Panel was invited to a workshop in September 2017 to develop understanding about the Well-being of Future Generations Act.
- Councillor Mary Jones attended the Wales Audit Office event in January on the Role of Scrutiny in relation to the Well-being of Future Generations Act.

## 7. Developing the Work Programme for 2018/19

7.1 A Work Planning Conference will take place on 11 June (in place of the scheduled Committee meeting) that will help the Committee to consider and identify priorities for scrutiny for the coming year. All scrutiny councillors and co-opted members will be invited to participate in this. As well as new topics the work programme for 2018/9 will need to consider the continuation of current activities because of their importance or because work may be incomplete.

### 7.2 Carry Over:

The following work will need to be carried over from the current work plan, as it is outstanding:

- Inquiry Panels (still in progress)
  - Regional Working (final report anticipated Jun)
  - Natural Environment (anticipated completion Oct)
- Follow up of Previous Scrutiny Inquiries
  - Tackling Poverty (May / June)
  - Child & Adolescent Mental Health Services (Sep – Nov)
- Homelessness Working Group (two meetings planned for May and June)
- ERW Scrutiny Councillor Group (this is a regional scrutiny arrangement with meetings twice a year)

### 7.3 Recurring Activities:

Unless changes are made by the Committee after the Work Planning Conference the following work will continue:

- Performance Panels
  - Service Improvement & Finance
  - Schools
  - Adult Social Services
  - Child & Family Services
  - Public Services Board (*multi-agency Panel*)
  - Development & Regeneration
- Working Groups
  - Local Flood Risk Management (*the Committee has agreed that this Working Group should meet annually to review flood risk plans*)

7.4 Any suggestions arising from this year's scrutiny work will be fed into the next Work Planning Conference. The Committee will have to take account of new topic suggestions against those previously identified but not commenced e.g. Working Groups on Digital Inclusion, Bus Services, Public Conveniences, and the Archive Service, unless the Committee determines that one or more of these should be progressed and given priority over new topics.

7.5 Councillor Request for Scrutiny – A request for scrutiny has been received from Councillors Peter May and Irene Mann on Residents Parking. They have expressed concern about the new electronic residents parking issuing system in place which has replaced paper permits. They would like scrutiny to ask about the effectiveness of the handheld technology used by parking wardens, the issue of temporary permits and its effect on parking bays capacity, the effects of a lack of a visual indicator such as a paper permit, and how our practice compares with other authorities / good practice. Although they have used the opportunity to put questions to the Cabinet Member for Environment Services at a number of Council meetings this year the councillors feel that there are anomalies and inefficiencies in the system which is failing the residents. They would like scrutiny to examine the issues and advise the cabinet member on improvement, and therefore request this should be included work programme.

This topic would merit a one-off Working Group. The Committee may wish to consider this request immediately or await the work planning conference to consider competing demands for work.

7.6 Pre-decision scrutiny – the Committee is invited to consider the available information on future cabinet business (attached as **Appendix 7**) and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications. 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, raise thoughts, and ask questions on proposed cabinet reports to provide 'critical friend' challenge and influence decision-making. The

Committee has previously agreed that future cabinet reports on Castle Square Regeneration, and the second More Homes Pilot Scheme at Parc Yr Helyg should be subject to pre-decision scrutiny. Also it has been agreed by the Committee that final reports on all commissioning reviews should be subject to scrutiny. This will be carried out via the Committee or relevant Panels as appropriate. This work will need to be scheduled into respective work plans.

7.7 The Committee is invited to share ideas about any other topics that might need to be looked at by scrutiny in future.

7.8 Following the work planning conference the first scheduled meeting of the Scrutiny Programme Committee in the new council year is expected to be 9 July 2018.

## **9. Scrutiny Annual Report**

9.1 The key achievements from the scrutiny work carried out over the past year will be featured in the Scrutiny Annual Report which will be published in the next few months.

## **10. Financial Implications**

10.1 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.

## **11. Legal Implications**

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

**Background papers:** None

Appendices:

Appendix 1: Scrutiny Programme Committee Terms of Reference

Appendix 2: The Agreed Work Programme 2017/18

Appendix 3: Scrutiny Programme Committee - Completed Work Plan 2017/18

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

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

Appendix 5: Scrutiny Performance Data

Appendix 6: Annual Councillor Scrutiny Survey Results

Appendix 7: Cabinet Forward Plan

### Scrutiny Programme Committee - Terms of Reference

#### 1 General

- 1.1 The Scrutiny Programme Committee will have the following general responsibilities:
- a. Holding members of the Council's executive to account.
  - b. Monitoring the performance of public services, policies and partnerships.
  - c. Contributing to corporate and partnership policy and strategy development.
  - d. Conducting in depth inquiries into service and policy areas.
  - e. Involving the public in service improvement and policy development.
  - f. Considering the opinions of external inspectors.
  - g. Making reports and recommendations to Council or Cabinet on the discharge of any functions of the authority as appropriate.
  - h. To undertake reviews as directed by Council.
  - i. Preparing and publishing a regular work plan.
  - j. Contribute to an overall strategic work programme for scrutiny that will be reported regularly to Council.
  - k. Observing the principles of effective scrutiny as set out in the Protocol for Scrutiny.
- 1.2 The Committee will have responsibility for coordinating the scrutiny of the following:
- a. The community strategy / single integrated plan.
  - b. Swansea's Local Service Board.
  - c. The Council budget.
  - d. Central / corporate functions of the local authority.
  - e. Groups and organisations with which the Council has formed links through grant funding, compacts, subscription or service level agreements.
  - f. External bodies which are able to levy a statutory precept upon the Authority.
  - g. The Treasury Management Strategy Statement, Annual Report, Mid Term Report and Quarterly Progress Reports.

#### 2 Scrutiny Panels

- 2.1 The Committee may establish Panels / working groups for the purpose of undertaking in depth inquiries or for looking at the performance of particular areas of service delivery.
- 2.2 Each Panel / working groups will be led by a Scrutiny Convener who will be responsible for:

- a. Convening meetings of the relevant Panel
- b. Chairing meetings of the relevant Panel
- c. Ensuring that the Panel undertakes work to the specifications and timescales agreed by the parent board
- d. Reporting back to the parent Board with findings, conclusions and recommendations as appropriate

2.3 Councillors will be appointed to a Panel on the following basis:

- a. At least two political groups on the Council to be represented on the Panel.
- b. Membership of Panels will be open to any non executive members of the Council regardless of whether they are a member of the Scrutiny Committee.
- c. New panels will be advertised to all non executive members and expressions of interest sought. The membership of panels will be determined by the Committee.

### **3 Scrutiny Work Programme**

3.1 The Scrutiny Programme Committee will be responsible for coordinating the work of the Scrutiny panels. Other tasks linked to the delivery of the work programme include:

- a. Monitoring the delivery of the scrutiny strategic work programme;
- b. Preparing and agreeing the scrutiny annual report as required by Council;
- c. Dealing with business relating to regional / national scrutiny meetings (for example in relation to the Welsh Local Government Association or the Centre for Public Scrutiny);
- d. Considering reports relevant to the development and improvement of the Council's Scrutiny function;
- e. Dealing with consultation and implementation of national policy changes relevant to scrutiny;
- f. Preparing and publishing a regular work plan;
- g. Making reports and recommendations to Council, Cabinet or the Democratic Services Committee on the discharge of any functions of the authority as appropriate.

### **4 Service and Policy Areas**

4.1 Areas of responsibility cover all functions of the Council and specifically:

- a. All of the functions of the Council as a Social Services Authority under all relevant legislation;
- b. All functions of the Council under the Children Act (1989 and 2004);
- c. All of the functions of the Council as a Planning Authority under the Town and Country Planning Acts and all other relevant

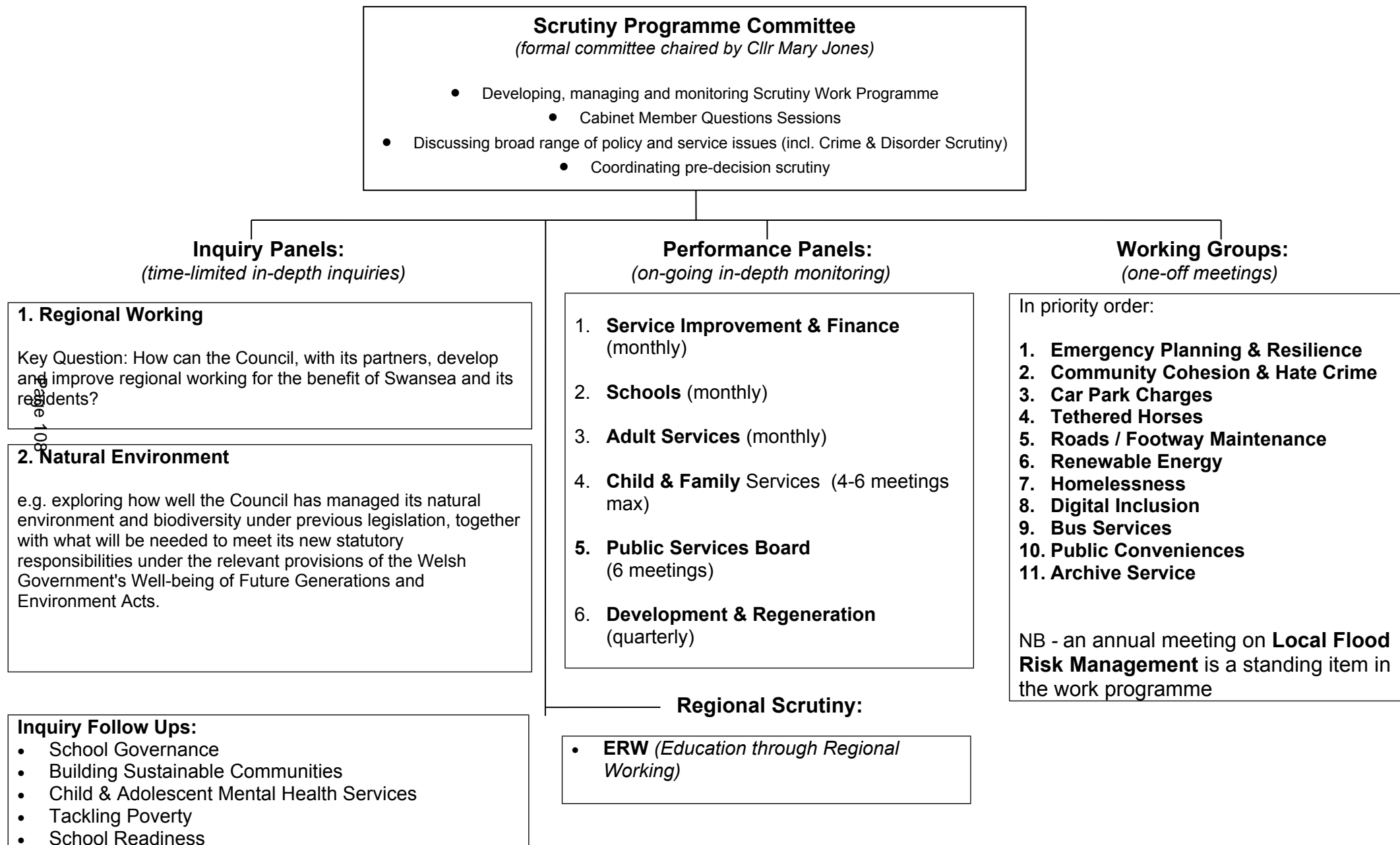


- legislation including countryside, nature conservation and rights of way matters, in force from time to time;
- d. Acting as the Council's designated Crime and Disorder Committee for the purposes of the Police & Justice Act 2006;
  - e. All of the functions of the Council as a Housing Authority under the Housing Acts and all other relevant legislation;
  - f. Outcomes of reviews undertaken by outside agencies or audit bodies;
  - g. Items where Welsh Government Guidance suggests that matters should be considered by scrutiny.

## **5. Cabinet Portfolios**

- 5.1 The work of the Board will not be limited to any particular Cabinet portfolio(s). Invitations to attend meetings, reports, letters and recommendations will be directed to the relevant Cabinet Member(s) as each issue requires.

# Appendix 2 – Agreed Scrutiny Work Programme 2017/2018



# **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. 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>

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

[illegible]

<b>Activity / Month</b>	<b>JUL 2017</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN 2018</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
<b>Building Sustainable Communities Follow Up</b> (Cabinet 19/1/17) Lead Scrutiny Councillor: Terry Hennegan Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member June Burtonshaw / Mary Sherwood Lead CMT: Martin Nicholls Lead Head of Service: Tracey McNulty				17								
<b>Child &amp; Adolescent Mental Health Services Follow Up</b> (Cabinet decision 16/2/17) Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Child Lead CMT: Dave Howes Lead Head of Service: Julie Thomas					15							
<b>School Readiness Follow Up</b> (Cabinet decision 15/6/17) Lead Scrutiny Councillor: Hazel Morris Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Mark Child/Jen Raynor Lead CMT: Chris Sivers Lead Head of Service: Rachel Moxey									27			
<b>Tackling Poverty Follow Up</b> (Cabinet decision 15/6/17) Lead Scrutiny Councillor: Sybil Crouch Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member Will Evans Lead CMT: Chris Sivers Lead Head of Service: Rachel Moxey												



Activity / Month	JUL 2017	AUG	SEP	OCT	NOV	DEC	JAN 2018	FEB	MAR	APR	MAY	JUN
<b>PERFORMANCE PANELS:</b>												
<b>Adult Services</b> (monthly) Lead Scrutiny Councillor: Peter Black Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member Mark Child Lead CMT: Dave Howes Lead Head of Service: Alex Williams		8	20	10	21	19	16	13	20	17	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			5
<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	6

Activity / Month	JUL 2017	AUG	SEP	OCT	NOV	DEC	JAN 2018	FEB	MAR	APR	MAY	JUN
<b>Development &amp; Regeneration</b> (quarterly) Lead Scrutiny Councillor: Jeff Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart / Robert Francis-Davies Lead CMT: Martin Nicholls Lead Head of Service: Phil Holmes			7			11						
<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					

[illegible]

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 04/05/18 16:04

## 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 last meeting of the Panel will held on 25 May when they will look at and agree the final report for submission to SPC.

Projected End Date: 25 May 2018

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

Key Question: What should Swansea Council be doing to maintain, enhance and promote its natural environment and biodiversity?

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The Panel had their second meeting on the 24 April. Cllr Mary Sherwood, Deb Hill (Nature Conservation Team Leader) and Paul Meller (Strategic Planning and Natural Environment Manager) attended with some of their team to give the Panel updates. The Panel heard about current work which is taking place and received a presentation on the current position relating to the Natural Environment and Biodiversity in Swansea. The session was very informative and the Panel decided that the natural environment and biodiversity will be the focal point of the inquiry. The will look to see how we meet the requirements under the relevant acts.

Projected End Date: October 2018

## 2. Follow Up on Completed Inquiries:

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

Inquiry	Cabinet Decision	Recommendations			Follow Up Panel Meeting
		Agreed	Partly	Rejected	
School Governance	16 Jun 2016	6	2	4	25 Sep 2017 (complete)
		Response to other 4 recommendations: Action already in place			
Building Sustainable Communities	19 Jan 2017	10	0	0	17 Oct 2017 (complete)
Child & Adolescent Mental Health Services	16 Feb 2017	13	1	1	15 Nov 2017 (further follow up tba in July/ August 2018)
School Readiness	15 Jun 2017	9	0	0	27 Mar 2018 (complete – any outstanding issues being picked up Schools Panel)
Tackling Poverty	15 Jun 2017	12	1	2	May / June 2018

## 3. Performance Panels:

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

The last meeting on 28 March looked at the Quarter 3 Performance and Monitoring Report. The Panel made a number of observations in relation to this and a letter to the Leader has been sent. The Panel was also concerned about the high levels of staff sickness and requested a breakdown of this information from the relevant department.

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

The Panel will next meet on the 17 May when they will speak to the Chief Education Officer about the issues facing education currently. They will then discuss their Work Programme for the coming year.

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

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

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

The Panel met on 30 April to monitor the performance of the Service. They also considered the Complaints Annual Report 2016/17 for Children's Services and undertook an end of year review of the Panel's work. The Panel will next meet on 25 June when they will discuss the impact of Prevention and Early Intervention on Child and Family Services. They will also agree their work programme for the coming year.

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

The Panel met last on 17 April to undertake pre-decision scrutiny of the Outcomes of Residential Care and Day Services Commissioning Reviews. The Convener of the Panel then attended Cabinet on 19 April to feedback the views and recommendations of the Panel. The next meeting is due to take place on 16 May when they will look at the performance monitoring reports and receive an explanation of budget outputs for Adult Services. They will also undertake an end of year review.

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

The Panel met on the 26 February and the update for that was included in last meetings Panel Update. The next meeting is due to take place on the 15 May. The Panel will be receiving an overview on current regeneration projects in Swansea from Huw Mowbray and Ben Smith. There will also be a discussion item on the Swansea City & Waterfront Digital District Business Case with Huw Mowbray and Clare James.

#### **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 in six months to focus on Community Cohesion, as there was concern about the lack of an overarching direction, or strategy, for this aspect.

A second meeting to look in more detail at the Community Cohesion aspect has been arranged for the 20 June 2018.

### **b) 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 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 9 (Scrutiny Letters).

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

The Working Group met on 26 March to discuss, receive information and put questions to the Cabinet Member for Housing and Energy on the Council's aims and objectives, development projects / initiatives, and progress in the promotion and use of renewable energy and the benefits. A letter with the views and recommendations of the Working Group will be sent to the Cabinet Member shortly.

### **d) 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. This Working Group will consist of two meetings with the first meeting taking place on 14 May to receive information and question external organisations on what they think is working well in Swansea; where the gaps in provision are; and, what is not working so well.



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.

## Appendix 5

### Data for 14 May 2018 Scrutiny Programme Committee (as at 2 May)

	No. of SPC Meetings	No. of Inquiries Completed	No. of Working Groups	No. of Panel / Working Group meetings	Number of backbench councillors actively involved in scrutiny	Average councillor attendance at scrutiny meetings	How many reports presented to Cabinet	Inquiry Recommendations accepted or partly accepted by Cabinet	No. of scrutiny letters sent to Cabinet Members	No. of blog posts / press releases
Page 124 2017/ 2018	<b>12</b> (67% attendance)	<b>2</b> in progress	<b>7</b>	<b>62</b> (42 Performance Panel 13 Inquiry Panel 7 working Group)	<b>80%</b> (49 out of 61)	<b>67%</b>	Inquiry – 0 Pre-Decision Scrutiny: 12	<b>92%</b>	<b>59</b> (15 did not require response. Of the 40 which have been responded to average response time is 19/21 days. 75% responded to within 21 days)	<b>30</b> blogs <b>9</b> Press releases / media stories
	Total No. of Observers at scrutiny meetings	% of meetings with public input	% of meetings attracting media coverage							
	<b>39</b> (present at 21% of meetings)	<b>12%</b>	<b>7%</b>							

## **Annual Scrutiny Councillor Satisfaction Survey 2018**

### **Introduction:**

All councillors and co-opted members were invited to take part in this survey. A total of **49 surveys** have been completed which results in an overall **62.8% response rate**. – Of which 81.6% (40) are Councillors non-executive members, 8.12% (4) are Cabinet members and 10.2% are Co-opted members (5)

### **Participation report:**

Councillors Non-Executive members:	<b>65.6% of all non-executive members</b> completed the survey
Cabinet Members:	<b>36.4% of all Cabinet members</b> completed the survey
Co-opted Members:	<b>83.3% of all Co-opted members</b> completed the survey

### **Categorisation of respondents:**

The survey was divided into sections to ensure that all respondents were asked relevant questions in relation to their role within the Council and their involvement with Scrutiny.

The categories are:

- **Cabinet Members**
- Non-Executive Members – Involved with Scrutiny – referred to in this report as **‘Scrutiny Councillors’** \*\*
- **Non-executive Members – Not involved with Scrutiny** \*\*
- **Co-opted Members**

**\*\* All Non-Executive Councillors were asked: Have you attended a Scrutiny meeting this municipal year?**

- **36** Non-Executive Members have attended a scrutiny meeting this municipal year (Scrutiny Councillors)
- **4** Non-Executive Members have not attended a scrutiny meeting this municipal year.

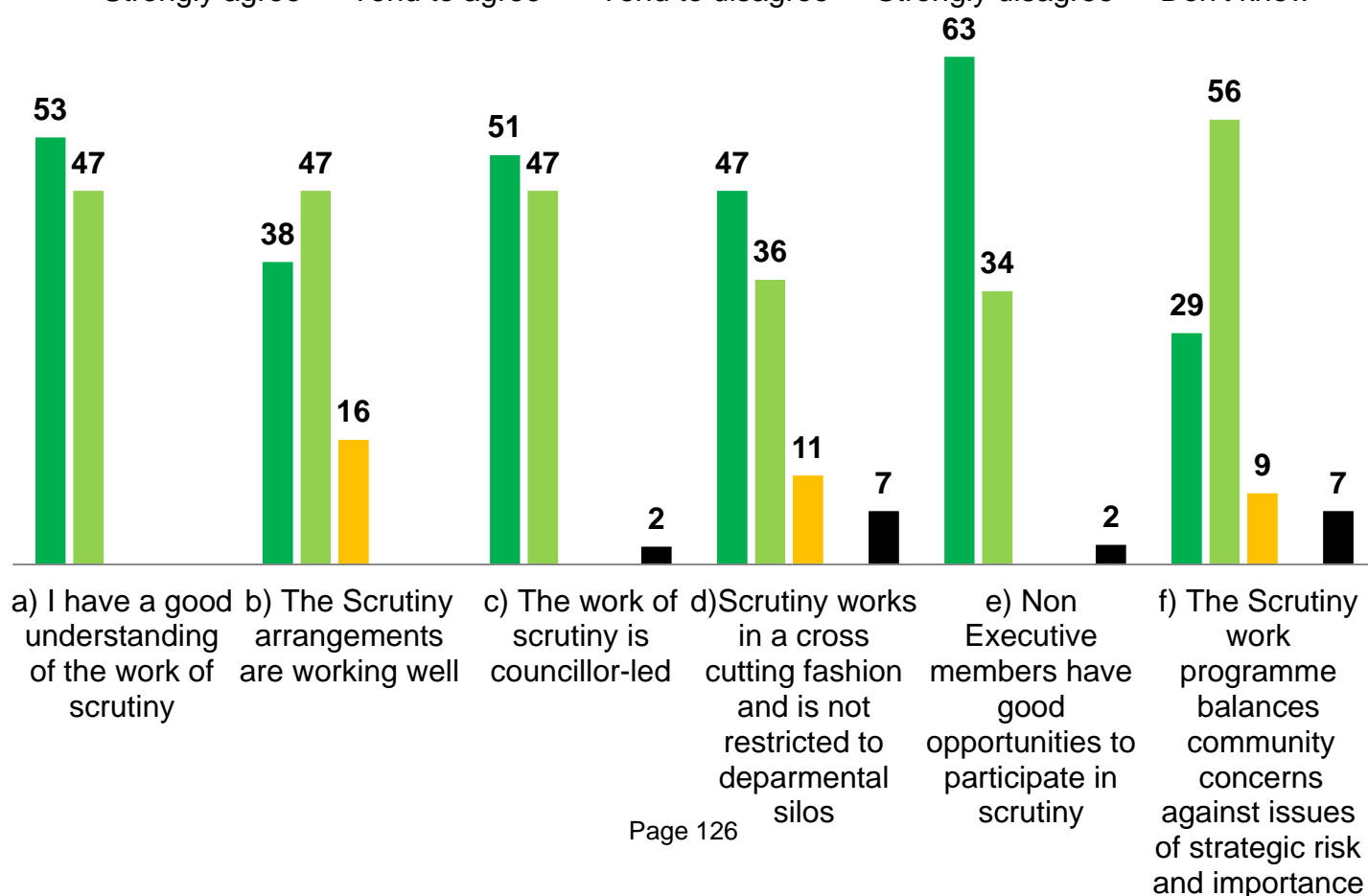
**Question 1:** To what extent do you agree or disagree with each of the following statements?

**Scrutiny Councillors, Cabinet Members & Co-opted Members numerical responses:**

	Strongly agree	Tend to agree	Tend to disagree	Strongly disagree	Don't know
a) I have a good understanding of the work of scrutiny	24	21	0	0	0
b) The scrutiny arrangements are working well	17	21	7	0	0
c) The work of scrutiny is councillor-led	23	21	0	0	1
d) Scrutiny works in a cross cutting fashion and is not restricted to departmental silos	21	16	5	0	3
e) Non-executive members have good opportunities to participate in scrutiny (Cabinet Members NOT asked this question)	26	14	0	0	1
f) The Scrutiny Work Programme balances community concerns against issues of strategic risk and importance	13	25	4	0	3

**Scrutiny Councillors, Cabinet Members & Co-opted members responses in percentage terms (%)**

Strongly agree Tend to agree Tend to disagree Strongly disagree Don't know

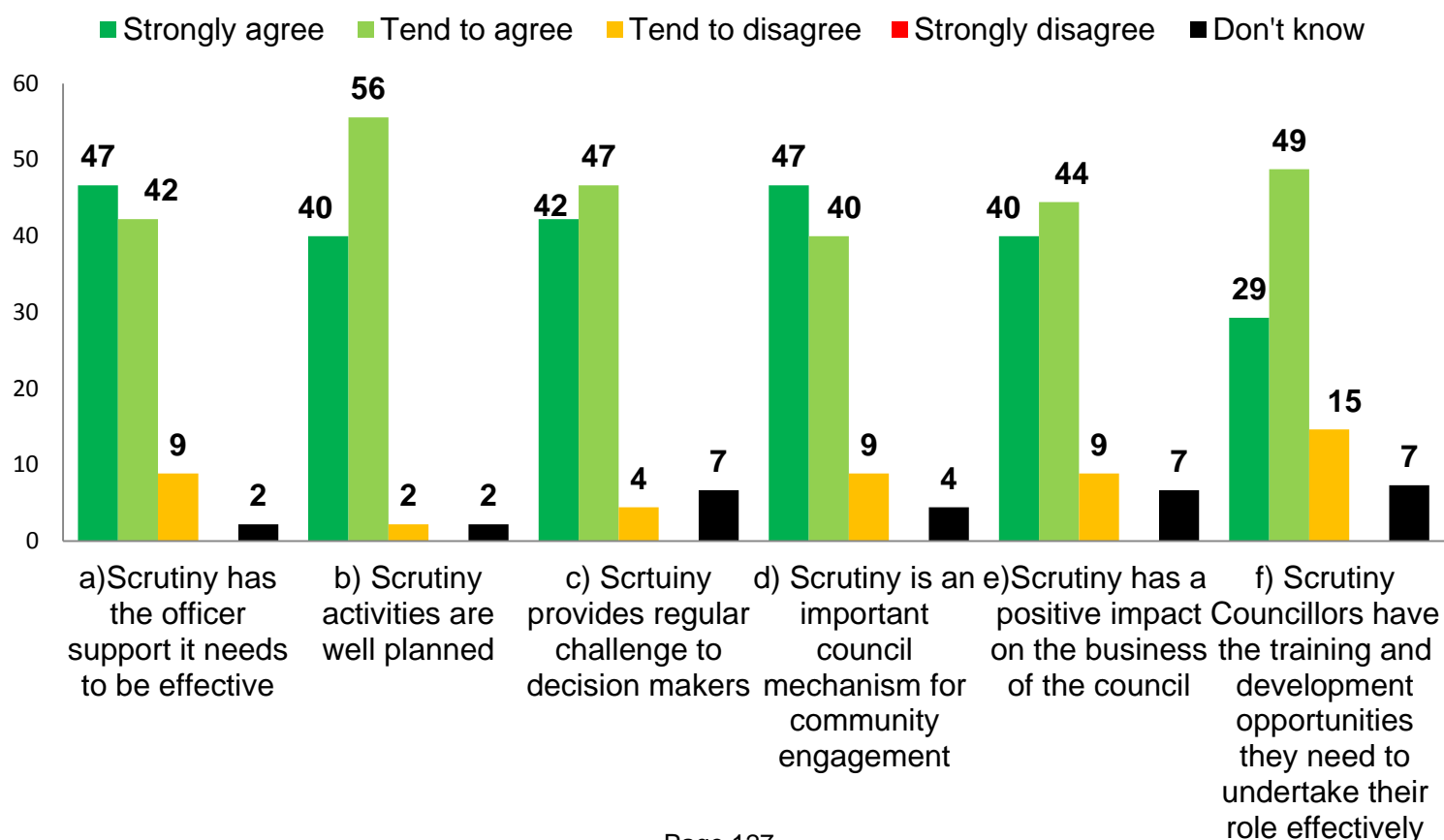


**Question 2:** To what extent do you agree or disagree with each of the following statements?

**Scrutiny Councillors, Cabinet Members & Co-opted Members numerical responses:**

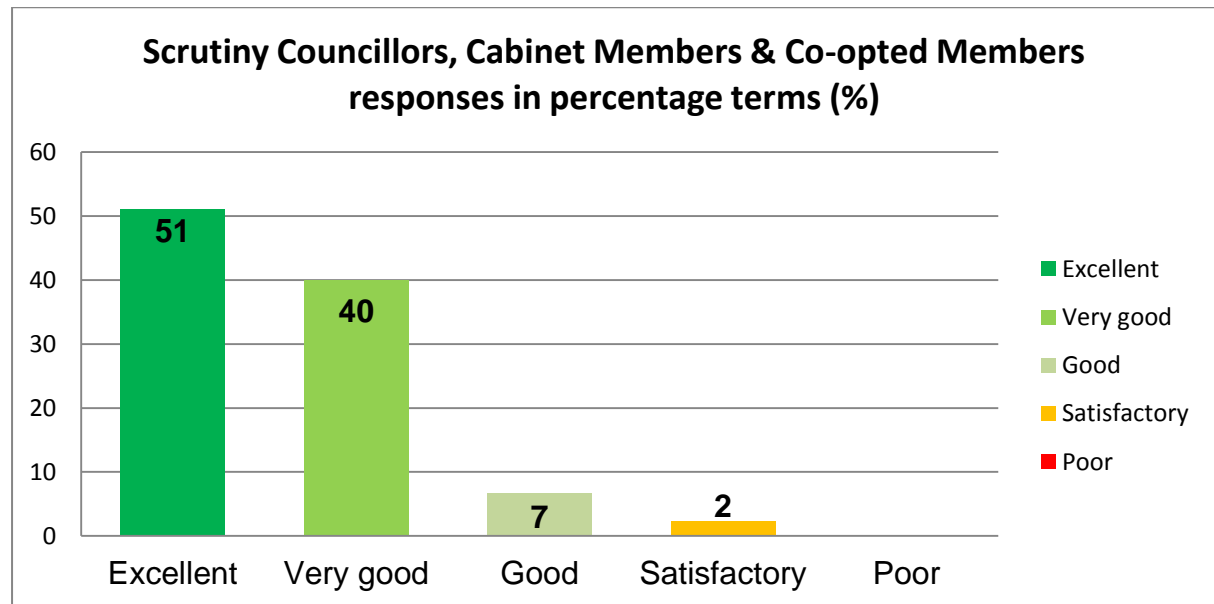
	Strongly agree	Tend to agree	Tend to disagree	Strongly disagree	Don't know
a) Scrutiny has the officer support it needs to be effective	21	19	4	0	1
b) Scrutiny activities are well planned	18	25	1	0	1
c) Scrutiny provides regular challenge to decision makers	19	21	2	0	3
d) Scrutiny is an important council mechanism for community engagement	21	18	4	0	2
e) Scrutiny has a positive impact on the business of the council	18	20	4	0	3
f) Scrutiny Councillors have the training and development opportunities they need to undertake their role effectively (Cabinet members were NOT asked this question)	12	20	6	0	3

**Scrutiny Councillors, Cabinet Members & Co-opted members responses in percentage terms (%)**



**Question 3:** How would you rate the level of support you receive from the scrutiny team?

Scrutiny Councillors, Cabinet Members & Co-opted Members numerical responses				
Excellent	Very good	Good	Satisfactory	Poor
23	18	3	1	0

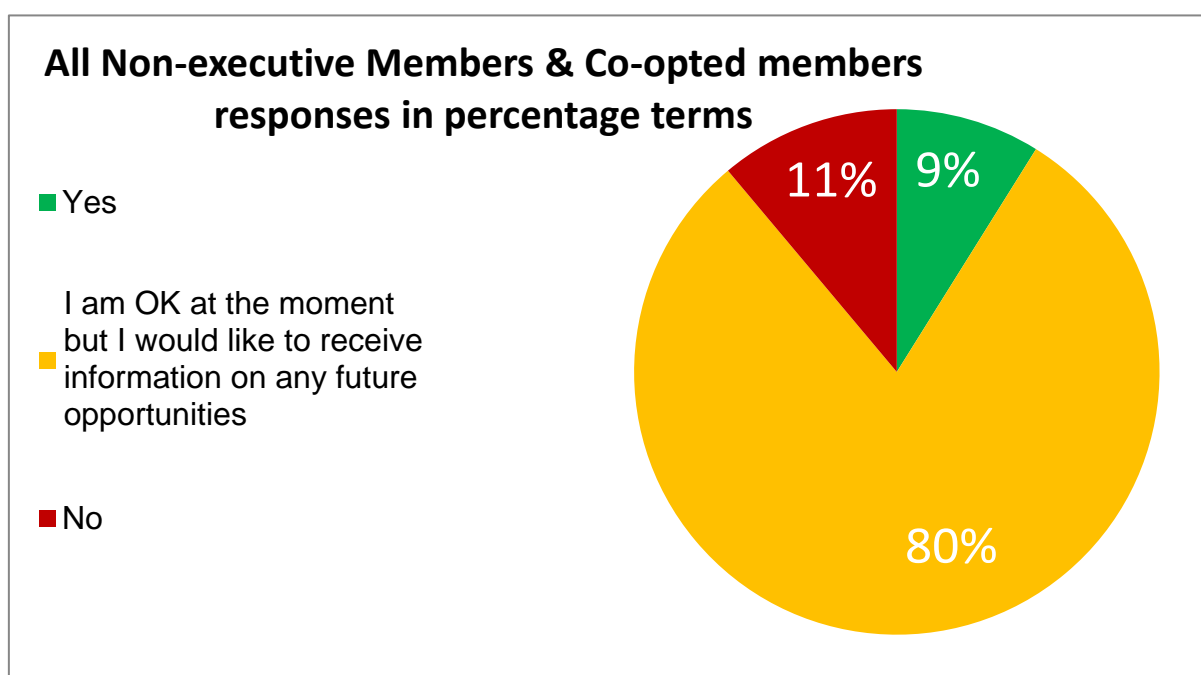


**Question 3b:** How could the scrutiny support be improved? (Only asked to those who rated scrutiny support as: good, satisfactory or poor)

NOTE - Comments received related to scrutiny practice / process rather than the support provided by the Scrutiny Team, and are included in comments reported later in this paper.

**Question 4:** Do you have any training and development needs that would assist you in your role within scrutiny / that would enable you to take part in Scrutiny?

All Non-Executive Members & Co-opted members numerical responses		
Yes	I am OK at the moment but I would like to receive information on any future opportunities	No
4	36	5



**Question 4b:** What training and development needs do you have?

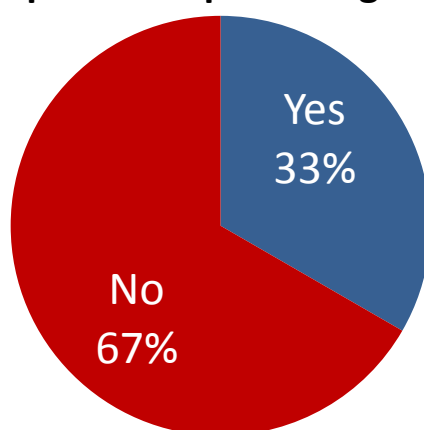
The comments received were analysed and the following themes emerged:

- Information / briefings about departmental / officer structure / functions
- Information on any future training opportunities
- Information on how other local authorities carry out the scrutiny function and secure community participation.
- Training / workshops on the scrutiny process including work planning.

**Question 5:** Do you have any suggestions of topics for in-depth inquiry?

All Non-Executive Members & Co-opted Members numerical responses	
Yes	No
15	30

**All Non-Executive Members & Co-opted Members  
responses in percentage terms**



The following suggestions can be identified:

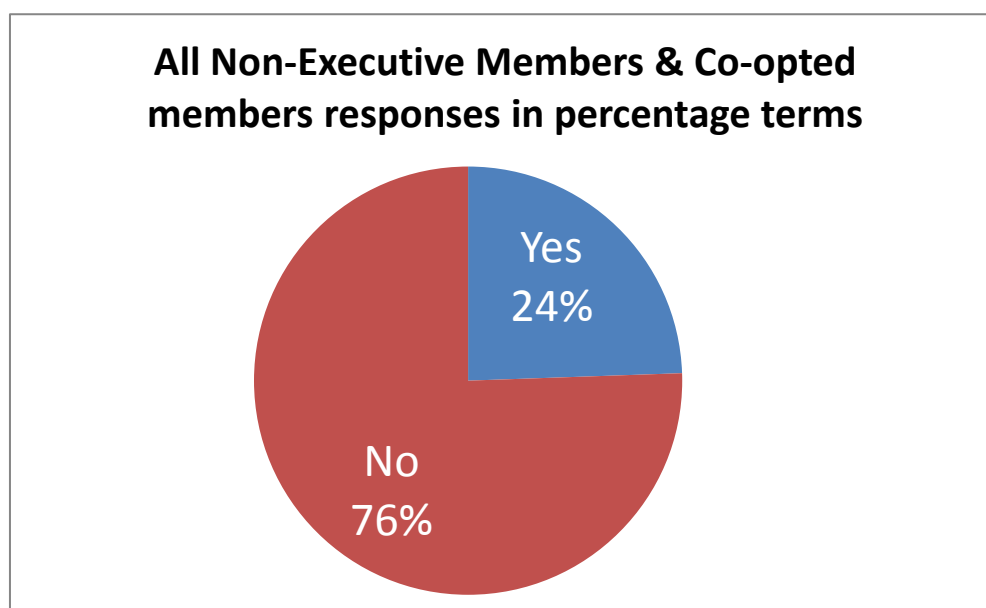
- Child Sexual Exploitation
- Budget Setting
- Home to School Transport
- Homelessness (2)
- Equalities
- Community Cohesion
- Employee Health and Well being
- Economic Development - how the priorities and strategies for economic development investment are informed? How and by whom is the impact of this investment measured?
- Food Waste
- Asset Management – Council / departmental ‘ownership’ of areas of land is not easily understood by the public
- Procurement
- Corporate Building Services
- Resilience Planning – level of priority for this cross-cutting work e.g. there has been criticism of impact recent snow / freezing weather had on Council business
- Educational Standards - impact of budget
- Degradation of Council Assets, including highways
- Careers Advice in Schools



- Community Regeneration Initiatives – e.g. impact and lessons learned (e.g in Pendery and Townhill), and current approaches to community development

**Question 6:** Do you have any suggestions of areas for in-depth performance / finance monitoring?

All Non-Executive Members & Co-opted Members numerical responses	
Yes	No
11	34

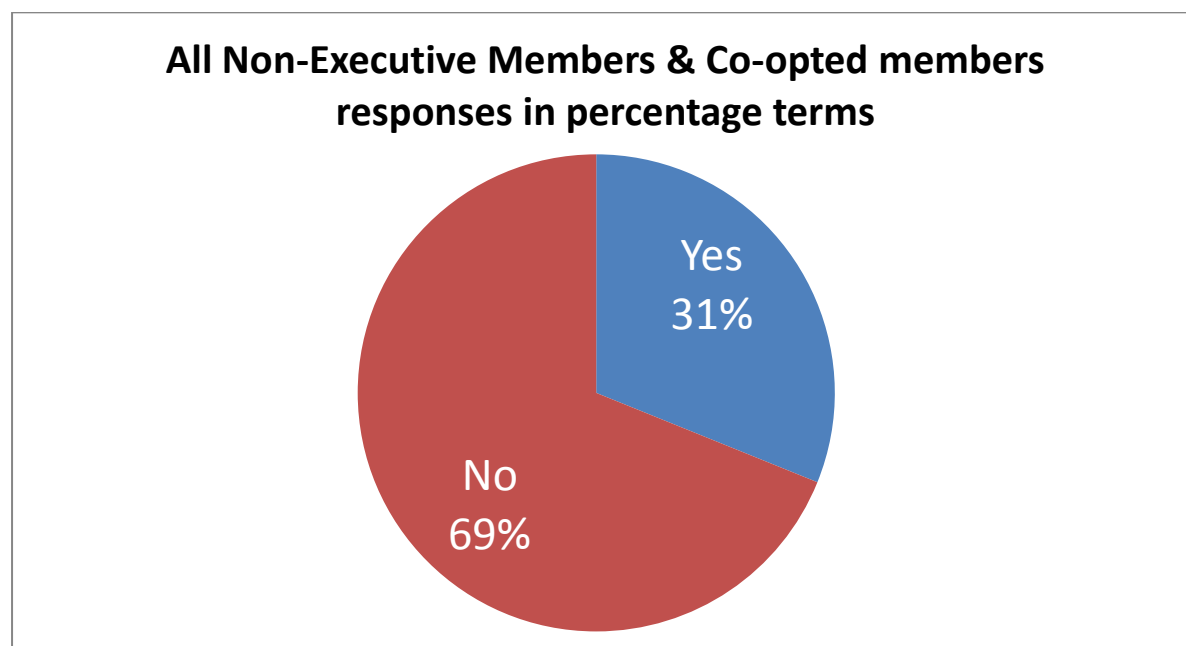


The following suggestions can be identified:

- Equalities
- Financial Monitoring
- Audit Trails
- Housing Stock Improvement
- Community budgeting - understanding how much money we could save if we managed to reduce demand on extremely overburdened services
- Adult Day Services
- Developing Tourism
- Council's Financial Investments
- Western Bay
- Impact of decision to instruct officers to only engage in cost recovery work
- Funding / Grants to Voluntary/Community Groups – effectiveness / value for money.
- Grand Theatre and similar venues

**Question 7:** Do you have any suggestions of topics for one-off scrutiny meetings / working groups?

All Non-Executive Members & Co-opted Members numerical responses	
Yes	No
14	31



The following suggestions can be identified:

- School Crossing Patrols
- Waste Incineration
- Weed Control - use of Glyphosphate for weed control.
- Archive Service
- Procurement
- By-laws on caravan parking
- Food Waste
- Housing
- Parking (holistic review)
- The Management of Cemeteries
- Enforcement
- Dog Fouling
- Community Policing
- Council Management to deal with Inclement Weather
- Housing Waiting List - process for allocating points
- Carers and Young Carers

## **Topic suggestions from Cabinet Members:**

- Effectiveness of pupil development grant & Underperformance of boys, especially free school meals (FSM) boys starting with early years and foundation phase

**Question 8:** What if anything, do you particularly like about Scrutiny in Swansea?

### **Scrutiny Councillors & Co-opted members**

The comments received were analysed and the following themes emerged (numbers in brackets denote multiple responses on the same issue):

The Role Itself:

- The opportunity to discuss and challenge e.g. making decision-makers accountable for their decisions, and looking deeper into matters that affect the public (4)
- Cross cutting, good opportunity for in depth work

Member-led Process:

- Councillor led, interesting and varied. Councillors are at liberty to explore matters with both Cabinet members and officers - and to require responses. Ability to include requests from councillors and public quicker (4)

Cross Party Working:

- The All-In-It together for the benefit of Swansea attitude. Good cross party involvement / collaboration. Inclusive. Gives every councillor a voice (6)

Opportunities to Learn & Develop Knowledge

- The Performance panels are effective because we can build up in-depth knowledge and focus on specific subject areas
- Helps me know more about a topic e.g. tethered horses
- Quality of information

Officer Support:

- Very good well-established officer support, well managed and supportive processes, excellent communication and very approachable (6)

Involving the public:

- Open and welcoming to all - an opportunity for the taxpayers of Swansea to get involved.
- Able to include requests from public quicker

**Question 9:** What if anything, do you think could be improved about Scrutiny in Swansea?

**Scrutiny Councillors & Co-opted members**

The comments received were analysed and the following themes emerged (numbers in brackets denote multiple responses on the same issue):

Scrutiny / Governance Arrangements:

- More in-depth subject based permanent scrutiny committees that can pick up the work of working groups and subject cabinet members and officers to effective and regular scrutiny
- Concerns about the lack of clarity in the role of scrutiny vis a vis Policy Development & Delivery Committees

Councillor Involvement:

- More councillor involvement / greater representation as some do not get involved (4)
- Still not sure that all those on a panel / working group are involved enough in the initial scoping

Resources:

- More scrutiny staff (2)
- More resource

Timing of Meetings

- Timings of some meetings could be better but this is more of a member issue (2)

Cabinet Member Q & A Sessions:

- More time allocated to Cabinet Q & As.

Response to scrutiny:

- Listen to the advice of the scrutiny & act on it
- More notice taken of what scrutiny recommends
- Act upon the reports instead of shelving them
- Perhaps more follow up on letters from Cabinet Members
- Push for better results

Visibility of impact:

- Results, chase up
- Revisit work after a year to review impact

- Clearer information as to how scrutiny recommendations have affected decisions, policy etc.

#### Public Engagement:

- Better engagement with wider community/ public involvement and attendance
- We have a lot of meetings with very poor community participation. If that is a key element of the scrutiny process then perhaps we need to rethink our approach
- We should have much greater public engagement. Communications Team could help?

**Question 10:** What if anything, have you found difficult in your experience of Scrutiny?

#### **Scrutiny Councillors & Co-opted members**

The comments received were analysed and the following themes emerged (numbers in brackets denote multiple responses on the same issue):

#### Cabinet Engagement / Response:

- Some hostility from Executive at perception of criticism.
- Unwillingness on occasions to accept constructive questioning by some
- Worry that the document is discarded and not acted upon at the end of the piece of work.
- The process for effecting change is very slow and often cabinet members can decide not to take action following recommendations; there is very little that can be done then and it feels like a waste of significant time and effort.

#### Officer Engagement:

- Resistance to change from officers.

#### Ability to Participate:

- Time needed to travel to and sit in meetings.
- 4pm meetings difficult to attend if you work outside of Swansea.
- Clash with other councillor or other commitments.
- Difficult to commit if you are a working councillor and work requirements crop up last minute (3)
- Lack of flexibility in meeting times.
- Sometimes getting my point across.
- Challenging fellow Councillors as a 'critical friend', particularly if same party.

#### Balance of Work with Available Resources:

- Trying to do too much with too few resources, not enough scrutiny support and research staff and without an effective committee structure.
- The pace of work for some topics seems slow because of the frequency of scrutiny meetings.

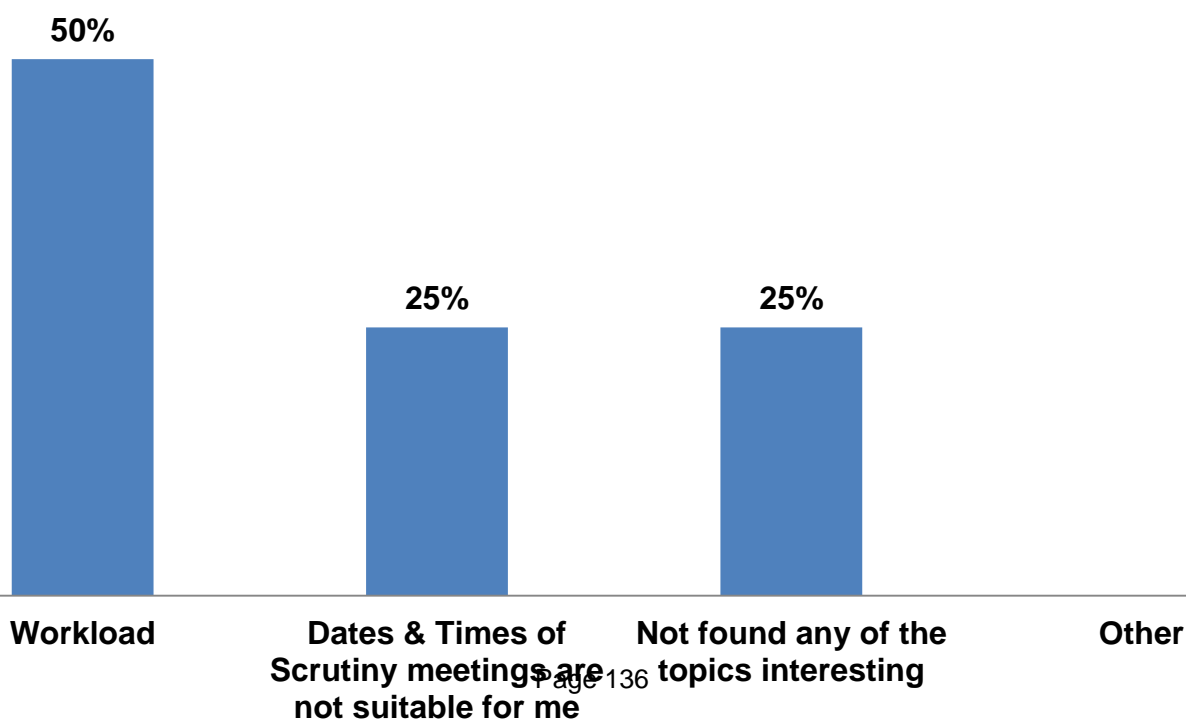
#### Reports to Scrutiny:

- Sometimes overloaded with reports up front, not only can be overwhelming but can also risk the scrutiny being led by it, rather than helping to inform it
- The constant use of acronyms. Trying to avoid asking daft questions, so staying silent, only to hear someone else ask the question

**Question 11:** Why have you not been involved with scrutiny? – **Only asked to non-executive councillors who have not been involved with Scrutiny in the last municipal year.**

Non – Executive Members – Not involved with Scrutiny numerical responses			
Workload	Dates & Times of Scrutiny meetings are not suitable for me	Not found any of the topics interesting	Other
2	1	1	0

#### Non-Executive Members - Not involved with Scrutiny responses in percentage terms



**Question 12:** Do you have any further comments you wish to make about Scrutiny in Swansea?

The comments received were analysed and the following themes emerged (some responses to this question here have been included in other parts of this paper where more relevant):

The work of the Committee / Panel / Working Groups:

- Purpose of the Scrutiny Programme Committee unclear.
- Child and Family Services scrutiny very valuable and worthwhile.
- The Schools scrutiny could be more innovative
- A clear focus / explanation of aims at the beginning would be good
- Start with a blank sheet, whole panel or working group then agrees a limited number of relevant questions, which may require accessing existing reports to help provide additional information

Scrutiny Team:

- Congratulations to the scrutiny officers on the work they do in the background - it is very thorough, professional and appreciated.
- The Scrutiny Team in Swansea do a first class job in providing evidence gathering, quality and standards of the agenda's / minutes and the whole scrutiny team are very helpful and professional in carrying out their duties / roles of work
- The reduction in the number of scrutiny officers seems to be having an impact on their capacity to take on additional workloads, so this always has to be a factor in the scrutiny process.

General:

- I have always supported scrutiny and will continue to do so
- Papers take valuable officer time and effort to prepare – frustrating if appear not to have been read.
- Fewer topics, better attendance and read / use the papers requested.

## Appendix 7 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Review of the Statement of Policy for Licensing.</b>	The report sets out the legislative requirements in respect of producing, publishing and reviewing the Council's Licensing Policy. Provides information on when the Licensing Policy was last reviewed, details of the basis for the current review of the policy and the proposed changes.	Lynda Anthony	Cabinet Member - Commercial Opportunities & Innovation	Cabinet	17 May 2018	Open
<b>Increased Planned Places at Penybryn Special School.</b>	The report seeks approval to consult on a proposal to increase the Planned Places at Penybryn Special School from April 2019.	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	17 May 2018	Open
<b>Review of the Policy on the Licensing of Sex Establishments.</b>	The report sets out the legislative background to the licensing of sex establishments, the aim of the policy on the Licensing of Sex Establishments, details the proposed changes to the policy and matters for consideration.	Lynda Anthony	Cabinet Member - Commercial Opportunities & Innovation	Cabinet	17 May 2018	Open



## Appendix 7 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Report of the Safeguarding PD&amp;DC - Joining Up Services Around Children.</b>	To report back to Cabinet on progress of the Committee in relation to the Council commitment to continue to develop services that join up around the child.	Chris Sivers	Ryland Doyle	Cabinet	17 May 2018	Open
<b>Welsh Government Targeted Regeneration Investment Programme 2018-2021.</b>	To provide approval for the South West Wales Regional Plan for Regeneration. The Plan outlines the target areas, governance arrangements, thematic grant schemes and scope of activities possible under the Welsh Government's Targeted Regeneration Investment Programme, commencing April 2018 for 3 years.	Paul Relf	Cabinet Member - Economy and Strategy (Leader)	Cabinet	17 May 2018	Open
<b>Small School Review.</b>	The report seeks approval to consult on a proposal to close Craigeffnparc Primary School on 31 August 2019.	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	21 Jun 2018	Open

## Appendix 7 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>School Organisation linked to the Welsh Education Strategic Plan.</b>	The report seeks approval to consult on proposals to: 1. Close YGG Felindre on 31 August 2019; and 2. Relocate and enlarge YGG Tan-y-lan 3. Relocate and enlarge YGG Tirdeunaw	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	21 Jun 2018	Open
<b>Council Tax Discretionary Relief – Care Leavers.</b>	This report provides members with information in order that they may consider the award of discretionary exemptions from Council Tax for young people aged between 18 and 25 leaving care, as part of discharging the authority's duty as a corporate parent.	Julian Morgans	Cabinet Member - Health & Wellbeing, Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	21 Jun 2018	Open
<b>Education &amp; Skills Policy Development &amp; Delivery Committee Report.</b>	To report back to Cabinet on progress of the developing policy on education and skills to meet the challenges of the City Deal.	Nick Williams	Cabinet Member - Children, Education & Life Long Learning	Cabinet	21 Jun 2018	Open

## Appendix 7 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Cultural Services Commissioning and Procurement Review.</b>	For Members to make an informed decision in relation to key facilities in the Leisure and Cultural facilities portfolio as a result of the commissioning review and subsequent procurement exercise, with comparative options to continue the services through a transformed in-house or New NPDO model.	Jamie Rewbridge, Tracy McNulty	Cabinet Member - Culture, Tourism & Major Projects	Cabinet	21 Jun 2018	Fully exempt
<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	21 Jun 2018	Fully exempt
<b>Financial Procedure Rule 7 Local Transport Capital Grants 2018/19.</b>	To confirm the bid for Local Transport Capital Grants and seek approval for expenditure on the proposed schemes and projects in 2018/19.	Ben George	Cabinet Member - Environment Services	Cabinet	21 Jun 2018	Fully exempt

## Appendix 7 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Annual Performance Monitoring Report 2017/18.</b>	To report the performance indicator results and summarise the Council's performance meetings its priorities for the financial year 2017/18.	Gareth Borsden	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	19 Jul 2018	Open
<b>FPR7 - Project Extension of ESF funded Cynnydd Project.</b>	Following the operational delivery of Cynnydd from September 2016 to date, WEFO have permitted the regional project to apply for additional funding to extend the projects delivery up to December 2022. With additional funding, the project can continue to deliver its added benefits, and support young people who are the greatest risk of becoming NEET.	Tracy Nichols	Cabinet Member - Children, Education & Life Long Learning	Cabinet	19 Jul 2018	Open

## Appendix 7 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Increased Planned Places at Penybryn Special School.</b>	The report will consider the consultation responses received and determine if the proposal moves to the next stage i.e. the publication of a statutory notice to increase the planned places at Penybryn Special School from April 2019.	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	20 Sep 2018	Open
<b>Quarter 1 2018/19 Performance Monitoring Report.</b>	To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period April 2018 – June 2018.	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	20 Sep 2018	Open
<b>FPR7 - Hafod Copperworks Powerhouse Redevelopment Project – Heritage Lottery Funded Stage 2 Grant Application.</b>	Following an award for Stage 1 to design the project up to and including RIBA Stage 3, approval from Cabinet is required via an FPR7 to accept a HLF grant award to complete design works and to undertake the refurbishment works to the Powerhouse site at Hafod Copperworks.	Tracy Nichols	Cabinet Member - Culture, Tourism & Major Projects	Cabinet	18 Oct 2018	Open

## Appendix 7 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Annual Review of Performance 2017/18</b>	To report the Council's compliance with its statutory obligations to make arrangements to secure continuous improvement as set out under Part 1 of the Local Government (Wales) Measure 2009 and the Well-being of Future Generations (Wales) Act 2015.	Richard Rowlands	Clive Lloyd	Cabinet	18 Oct 2018	Open
<b>Increased Planned Places at Penybryn Special School.</b>	The report will consider any objections received during the statutory notice period and will determine if the planned places at Penybryn Special School should increase from April 2019.	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	20 Dec 2018	Open
<b>Small School Review.</b>	The report will consider the consultation responses received and determine if the proposal moves to the next stage i.e. the publication of a statutory notice to close Craigcefnparc Primary School on 31 August 2019.	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	20 Dec 2018	Open

## Appendix 7 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>School Organisation linked to the Welsh Education Strategic Plan.</b>	The report will consider the consultation responses received and determine if the proposal moves to the next stage i.e. the publication of statutory notices to: 1. Close YGG Felindre on 31 August 2019; and 2. Relocate and enlarge YGG Tan-y-lan 3. Relocate and enlarge YGG Tirdeunaw	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	20 Dec 2018	Open
<b>Quarter 2 2018/19 Performance Monitoring Report.</b>	To help inform executive decisions on resource allocation and, where relevant, corrective actions to manage and improve performance and efficiency in delivering national and local priorities.	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	20 Dec 2018	Open
<b>Small School Review.</b>	The report will consider any objections received during the statutory notice period and will determine if Craigcefnparc Primary School should close on 31 August 2019.	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	21 Mar 2019	Open

## Appendix 7 – Cabinet Forward Plan 2017 – 2018

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>School Organisation linked to the Welsh Education Strategic Plan.</b>	1. The report will consider any objections received during the statutory notice period and will determine if: Close YGG Felindre on 31 August 2019; and Relocate and enlarge YGG Tan-y-lan Relocate and enlarge YGG Tirdeunaw	Kelly Small	Cabinet Member - Children, Education & Life Long Learning	Cabinet	21 Mar 2019	Open
<b>Quarter 3 2018/19 Performance Monitoring Report.</b>	To report the performance indicator results and summarise the Council's performance meetings its priorities for the third quarter period October 2018 – December 2018.ro	Richard Rowlands	Cabinet Member - Service Transformation & Business Operations (Deputy Leader)	Cabinet	21 Mar 2019	Open



# Agenda Item 11

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

- a) 14 May at 10.30am – Homelessness Scrutiny Working Group (Committee Room 3A, Guildhall)
- b) 16 May at 3.30pm – Adult Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- c) 17 May at 4.00pm – Schools Scrutiny Performance Panel (Committee Room 5, Guildhall)
- d) 25 May at 10.30am – Regional Working Scrutiny Inquiry Panel (Councillor Meeting Room 235)
- e) 5 June at 10.00am – Service Improvement & Finance Scrutiny Performance Panel (Committee Room 5, Guildhall)
- f) 6 June at 10.00am – Public Services Board Scrutiny Performance Panel (Committee Room 3B, Guildhall)
- g) 7 June at 4.00pm – Schools Scrutiny Performance Panel (Committee Room 6, Guildhall)
- h) 12 June at 10.30am – Homelessness Scrutiny Working Group (Committee Room 3A Guildhall)
- i) 19 June at 3.30pm - Adult Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- j) 20 June at 4.00pm – Community Cohesion Scrutiny Working Group (Committee Room 3A, Guildhall)
- k) 25 June at 4.00pm – Child & Family Services Scrutiny Performance Panel (Committee Room 5, Guildhall)

# Agenda Item 12



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

Scrutiny Programme Committee – 14 May 2018

### Exclusion of the Public

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

#### 1. Introduction

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

## **2. Exclusion of the Public / Public Interest Test**

- 2.1 In order to comply with the above mentioned legislation, the Committee will be requested to exclude the public from the meeting during consideration of the item of business identified in the recommendation to the report on the grounds that it involves the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.
- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

## **3. Financial Implications**

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

## **4. Legal Implications**

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

**Background Papers:** None.

**Appendices:** Appendix A – Public Interest Test.

## Public Interest Test

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

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

# Agenda Item 13

Yn rhinwedd paragraff(au) 14, 16 Atodlen 12A  
o Ddeddf Llywodraeth Leol 1972  
fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol (Mynediad at  
Wybodaeth) (Amrywiad) (Cymru) 2007.

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