



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Scrutiny Programme Committee

At: Council Chamber - Guildhall, Swansea

On: Monday, 9 July 2018

Time: 4.30 pm

Chair: Councillor Mary Jones

Membership:

Councillors: C Anderson, M Durke, E W Fitzgerald, L S Gibbard, D W Helliwell, T J Hennegan, B Hopkins, P K Jones, E T Kirchner, W G Lewis, G J Tanner and W G Thomas

Co-opted Members: D Anderson-Thomas, J Meredith and A Roberts

Agenda

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interest.**
www.swansea.gov.uk/disclosuresofinterests
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Minutes.** 1 - 2
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 **Public Question Time.**
Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt within a 10 minute period.
- 6 **Role of the Scrutiny Programme Committee.** 3 - 12
- 7 **Scrutiny Work Programme 2018/19.** 13 - 61
- 8 **Scrutiny Improvement & Development Objectives.** 62 - 65
- 9 **Membership of Scrutiny Panels and Working Groups.** 66 - 68
- 10 **Scrutiny Letters.** 69 - 102

- | | | |
|-----------|--|------------------|
| 11 | Audit Committee Work Plan (For Information). | 103 - 105 |
| 12 | Date and Time of Upcoming Panel / Working Group Meetings. | 106 |

Next Meeting: Monday, 13 August 2018 at 4.30 pm

Huw Evans

Huw Evans
Head of Democratic Services
Tuesday, 3 July 2018
Contact: Democratic Services - Tel (01792) 636923



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Council Chamber - Guildhall, Swansea

Monday, 11 June 2018 at 4.00 pm

Present: Councillor M H Jones (Chair) Presided

Councillor(s)

C Anderson
L S Gibbard
P K Jones
W G Thomas

Councillor(s)

M Durke
D W Helliwell
E T Kirchner

Councillor(s)

E W Fitzgerald
T J Hennegan
W G Lewis

Co-opted Member(s)

D Anderson-Thomas

Co-opted Member(s)

A Roberts

Co-opted Member(s)

Also Present:

P M Black
S M Jones

Officer(s)

Kate Jones
Michelle Roberts
Debbie Smith

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

Apologies for Absence

Councillor(s): B Hopkins and G J Tanner

5 Disclosures of Personal & Prejudicial Interest.

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

6 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.

7 Minutes.

Resolved that the Minutes of the Scrutiny Programme Committees held on 14 May 2018 and 24 May 2018 be approved and signed as correct records.

8 Public Question Time.

There were no public questions.

9 Final Scrutiny Inquiry Report: Regional Working. (Councillor Lyndon Jones, convener).

As Convener of the Panel, Councillor Lyndon Jones presented a report of the Regional Working Scrutiny Inquiry Panel.

He highlighted that the main focus of the Panel and the Report was to ensure good outcomes for the people in Swansea. He said that Swansea Council had been consistently open to considerations on merger and other regional working options. It was established that some regional activities were making a real difference to local people. The report looked at the positives and weaknesses of regional working as well as lessons learnt from past experiences.

One of the issues highlighted was the opportunity to review all regional groups, in order to identify which are essential and those which are no longer necessary.

Concerns were highlighted in respect of the lack of Scrutiny arrangements in some of the large regional partnerships. Clear accountability and scrutiny arrangements were required to be built in to all regional groups and in particular the big three partnerships of Western Bay, Education through Regional Working and Swansea Bay City Region.

The Convenor highlighted the recommendations made in the report.

Questions and discussions with the Convenor focussed on: -

- Links to reference documents and the full findings report;
- Consideration of power equalities / power dynamics;
- Follow up of recommendations in 9-12 months;
- Full review of regional bodies;
- Concern on lack of scrutiny arrangements;
- Possible effect of Council mergers on regional working; and
- Importance of effectively delivering services on the ground.

The Convener thanked Officers, those people who gave evidence and information to the Panel as well as the members of the Inquiry Panel who gave their time and Commitment.

Resolved that the contents of the report, which was to be presented to Cabinet on 21 June 2018, be noted.

The meeting ended at 4.30 pm

Chair



Report of the Chair

Scrutiny Programme Committee – 9 July 2018

Role of the Scrutiny Programme Committee

Purpose:	To ensure understanding about the role of the Scrutiny Programme Committee and discuss effective working.
Content:	This report provides a description of the Council's overview and scrutiny arrangements. The terms of reference of the Scrutiny Programme Committee are attached.
Councillors are being asked to:	<ul style="list-style-type: none">• Discuss the role of the Committee and effective working as required.• Agree the co-option of Performance Panel conveners to the Committee.
Lead Councillor:	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer:	Tracey Meredith, Head of Legal, Democratic Services and Business Intelligence
Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland

1. Introduction

- 1.1 The main aim of scrutiny is to act as a 'critical friend' to the Cabinet and other decision makers in order to promote better services, policies and decisions. Councillors involved in scrutiny will hold the Council's executive to account and examine the work of Council departments, as well as other public services.
- 1.2 The Scrutiny Programme Committee (first established in October 2012) is the Council's single Overview & Scrutiny Committee and is responsible for managing all scrutiny activity within the Authority through a single work plan.

- 1.3 Although certain work is undertaken by the Committee (e.g. holding Cabinet Members to account) detailed scrutiny of specific topics is carried out by establishing informal Inquiry and Performance Panels (for in-depth activities) or one-off Working Group meetings. This provides for greater flexibility within the scrutiny work programme and engagement of all non-executive councillors in the scrutiny process, regardless of committee membership, and participation in topics that match their areas of interest.
- 1.4 Any Panel / Working Group topics that are agreed by the Committee are advertised to all non executive councillors and expressions of interest sought. The membership of Panels / Working Groups, as well as a lead councillor for this work (known as 'convener'), will then be determined by the Committee, unless otherwise agreed.
- 1.5 In conjunction with the Committee the Chair of the Scrutiny Programme Committee maintains overall responsibility for agreed scrutiny activities, monitoring such activities and outcomes to ensure that the work programme is being delivered effectively, and in accordance with any timetable set out.

2. Role of the Scrutiny Programme Committee

- 2.1 The role of this Committee in general is to:
- Establish and manage the informal scrutiny panels and working groups to undertake the detailed work of scrutiny – these to be open to all back bench councillors
 - Appoint 'Scrutiny Conveners' to chair the various scrutiny panels / working groups
 - Manage the Scrutiny Work Programme and monitor outcomes
 - Hold Cabinet Members to account in a formal public setting
 - Meet the Council's statutory responsibilities for overview and scrutiny, including performing the Crime and Disorder scrutiny function, and scrutiny of the Public Services Board
 - Coordinate pre-decision scrutiny
 - Respond to urgent issues and referrals from Council
 - To undertake any scrutiny not delegated to a panel / working group
 - Agree any scrutiny reports that make recommendations to Cabinet, Council and other bodies
- 2.2 Terms of Reference are attached at **Appendix 1**.

3. Membership

- 3.1 In addition to the 13 councillors the Committee includes in its membership a place for up to four statutory education scrutiny representatives. 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. 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.
- 3.3 The statutory education scrutiny representatives (appointed on a 4 year term) currently are:
- Mr Dave Anderson-Thomas (Parent Governor – secondary)
 - Mr Alexander Roberts (Parent Governor – primary)
 - Mr John Meredith (Church in Wales)
 - Vacancy (Catholic Church)

4. Scrutiny Conveners

- 4.1 The Scrutiny Programme Committee has the power to appoint scrutiny conveners to lead specific activities (Panels and/or other informal Working Groups) who would be responsible for:
- convening (or chairing) meetings of the relevant Panel / Working Group
 - ensuring that the Panel / Working Group undertakes work to the specifications and timescales agreed by the Committee
 - reporting back to the Committee with findings, conclusions and recommendations as appropriate

A role description for conveners is attached at **Appendix 2** (*taken from 'New Scrutiny Arrangements' Council Report – 18 October 2012*)

- 4.2 The Committee may appoint conveners from outside of the membership of the Committee, who would be invited to provide updates and/or present final reports to the Committee on the work of the Panels / Working Groups.
- 4.3 For those Performance Panels which are meeting on an on-going basis the Committee has agreed that Panels should be asked to identify / confirm its convener at the start of each municipal year.
- 4.4 The Committee has also previously agreed to co-opt to the Committee (in a non-voting capacity) those councillors acting as Performance Panel conveners not already Committee members. This enables their attendance and participation at committee meetings. Performance Panels effectively operate on an ongoing basis to undertake in-depth performance and financial monitoring. The conveners of these Panels provide a regular update to the Committee on the Panel's activities and achievements. The involvement of Performance Panel conveners at

the Committee is important because they will have knowledge and expertise about specific services and can add value to the work of Committee particularly when those areas are being discussed, for example contributing questions during Cabinet Member Q & A sessions. Co-option will also enable better co-ordination between the work of the Committee and Performance Panels. Members are asked to agree this approach to enable continued co-option of Performance Panel conveners to the Committee. Currently this would mean co-opting the following councillors:

Schools Performance Panel – Councillor Mo Sykes

Service Improvement & Finance Performance Panel – Councillor Chris Holley

Adult Services Performance Panel – Councillor Peter Black

Child & Family Services – Councillor Paxton Hood-Williams

Development & Regeneration – Councillor Jeff Jones

- 4.5 Councillors who are appointed as conveners will be responsible for ensuring that Panels are operating effectively. If there are any issues with regard to membership (e.g. attendance / representation of different political groups) these should be raised with the chair of the Scrutiny Programme Committee. The Chair of the Scrutiny Programme Committee will consult informally with group leaders in the first instance and then, if necessary, raise the issue as an item for the Scrutiny Programme Committee to consider.

5. Effective Working

- 5.1 The Committee is encouraged to take the opportunity to discuss how it can work most effectively, for example in its preparation for meetings:
- Developing Questions and Questioning Strategy
 - Use of short Pre-meetings / Post meetings
 - Team / Inclusive Working and Communication
 - Decorum at meetings
 - Meeting times / length
 - Any other practical considerations

6. Financial Implications

- 6.1 There are no additional financial implications associated with this report.

7. Legal Implications

- 7.1 The Local Government Act 2000 requires that executive arrangements by a Local Authority must include provision for the appointment of one or more Overview and Scrutiny Committees. Guidance from the Welsh Government (on executive arrangements) states that the precise arrangements for overview and scrutiny (including the number, membership and remit of the committees) are a matter for local choice.

Background Papers: None

Appendices:

1. Scrutiny Programme Committee Terms of Reference
2. Scrutiny Convener Role Description

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 Public Services 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 Group will be led by a Scrutiny Convener who will be responsible for:

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

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

- a. At least two political groups on the Council to be represented on the Panel / Working Group.
- b. Membership of Panels /Working Groups will be open to any non executive members of the Council regardless of whether they are a member of the Scrutiny Programme Committee.
- c. New Panels / Working Groups will be advertised to all non executive members and expressions of interest sought. The membership of Panels / Working Groups 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 / Working Groups. 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.
- h. Acting as the Council's designated scrutiny committee for scrutinising Swansea Public Services Board for the purposes of the Well-being of Future Generations (Wales) Act 2015.

5. Cabinet Portfolios

- 5.1 The work of the committee 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.

Scrutiny Convener Role Description

1. General

1.1 The Scrutiny Convener will be responsible for a portfolio of scrutiny topics that they will manage and deliver. These topics, allocated by the Council's Scrutiny Programme Committee, will not be confined to a single subject or department. The scrutiny work led by these conveners will be done through informal task and finish groups / panels and the conveners will chair the meetings of these groups. Conveners will be accountable to the Scrutiny Programme Committee.

2. Providing leadership

2.1 To provide confident and effective management of the topics for which they are responsible.

2.2 To promote the role of scrutiny within and outside the council, liaising effectively both internally within the Council and externally with the Council's partners.

2.3 To contribute to the development of a balanced scrutiny work programme.

2.4 To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues.

2.5 To demonstrate an objective and evidence based approach to scrutiny and to facilitate the identification of conclusions and recommendations accordingly.

2.6 To evaluate the impact and added value of scrutiny activity and identify areas for improvement.

2.7 To promote cross party working.

2.8 To keep any relevant deputies fully involved and informed to ensure they are able to cover the conveners' role as required

3. Managing the work programme

3.1 To ensure that the work programme is delivered.

3.2 To report on progress against the work programme to Council, and others as appropriate.

3.3 To liaise with officers, other members and community representatives to resource and deliver the work programme.

4 Effective meeting management

- 4.1 To set agendas containing clear objectives and outcomes for meetings.
- 4.2 To manage the progress of business at meetings, ensuring that meeting objectives are met.
- 4.3 To ensure that the necessary preparation is done beforehand.
- 4.4 To ensure that all participants have an opportunity to make an appropriate contribution

5 Community leadership

- 5.1 Where necessary to act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function.
- 5.2 To build understanding and ownership of the scrutiny function within the community.
- 5.3 To involve fully external stakeholders for example, service users, expert witnesses and partners in scrutiny activity.
- 5.4 To support the involvement and development of scrutiny members
- 5.5 To encourage high performance from all scrutiny councillors in task and finish groups.
- 5.6 To assess individual and collective performance within task and finish groups and facilitate appropriate development.

6 Values

6.1 To be committed to the values of the Council and the following values in public office:

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability.



Report of the Chair

Scrutiny Programme Committee – 9 July 2018

Scrutiny Work Programme 2018/19

Purpose	This report explains the background and purpose of the scrutiny work programme. The report invites the Committee to consider the scrutiny work programme for the year ahead taking into account feedback from the recent Scrutiny Work Planning Conference.
Content	A proposed work programme is attached, which shows the topics that will be examined by scrutiny through various Panels and Working Groups. A plan for future committee meetings is also proposed.
Councillors are being asked to	<ul style="list-style-type: none">• agree the Scrutiny Work Programme for 2018/19 (<i>appendix 3</i>), including Inquiry topic, Performance Panel and Working Group topic priorities• agree the proposed committee work plan (<i>appendix 4</i>)• plan for the committee meetings ahead• consider the information on future cabinet business and any opportunities for pre-decision scrutiny (<i>appendix 5</i>)
Lead Councillor	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer	Tracey Meredith, Head of Legal, Democratic Services and Business Intelligence
Report Author	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland

1. Introduction

1.1 The Scrutiny Programme Committee is responsible for developing the Council's scrutiny work programme, and managing the overall work of scrutiny to ensure that it is as effective as possible.

1.2 The broad aim of the scrutiny function is to:

- help improve services
- provide an effective challenge to the executive

- engage members in the development of policies, strategies and plans
- engage the public

1.3 At the same time the Committee must ensure that the work of scrutiny is:

- manageable, realistic and achievable given resources available to support activities
- relevant to council priorities and focused on significant areas
- adding value and having maximum impact
- coordinated and avoids duplication

2. Methods of Working

2.1 The work of scrutiny is undertaken primarily in three ways – through the committee itself and by establishing informal panels (for in-depth activities) or one-off working groups:

- **Formal committee meetings** – as well as developing and managing the overall work programme and keeping an oversight on all scrutiny activities, the committee will focus on holding Cabinet Members to account by holding formal questioning sessions, and provide challenge on a broad range of policy and service issues over the course of the year. Matters considered at committee meetings will typically be ‘one-off’ opportunities for questions, which will result in the committee communicating findings, views and recommendations for improvement through chairs letters to Cabinet Members, and where appropriate by producing reports.
- **Informal panels** – Scrutiny panels are 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 helps to ensure that scrutiny can be 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 will produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered.

A pre-inquiry Working Group is arranged at the start of any proposed inquiry. The Working Group will receive a detailed presentation of the subject matter, with advice from relevant Cabinet Members / officers, and existing research and information available. This will enable the Working Group to determine whether an in-depth inquiry is necessary and

inform decisions about its focus. If so, the Working Group will develop and report appropriate terms of reference (including the key question / line of inquiry, and timescales) to the committee for agreement. Alternatively, the Working Group may agree that no further work is needed, but can submit opinion and proposals to Cabinet Member(s) as required.

Inquiry Panels will reconvene to follow up on implementation of agreed recommendations and cabinet action plans, and the impact of their work – usually 6-12 months following cabinet decision, with a further follow up arranged if required.

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 are required to provide the committee with regular progress reports on the work and impact of their Panels.

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

2.2 These arrangements help to achieve more focused scrutiny activity and provide flexibility to deal with things in different ways, depending on the issue, and improve impact.

2.3 Non executive councillors who are not members of the Committee have the opportunity to participate in Panels and other informal task and finish groups. New panel topics, once agreed, are advertised to all non executive councillors and expressions of interest sought. The membership of panels and working groups is then determined by the Committee. More than one political group should 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.

2.4 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, letters relating to all such scrutiny activities will be 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>

3. Work Planning Conference

- 3.1 A Scrutiny Work Planning Conference took place on 11 June and was attended by 20 scrutiny councillors, and 2 co-opted members. The conference papers are attached (**Appendix 1**).
- 3.2 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.
- 3.3 A range of perspectives were considered, including:
- Review of last year's work plan
 - The Council's corporate priorities & strategic challenges (provided by Phil Roberts – Chief Executive)
 - Suggestions from councillors, staff, and public gathered from annual scrutiny survey
- 3.4 Those present shared views about the work programme and their priorities for the year ahead. A summary of the topics suggested at the conference is attached as **Appendix 2**. Consideration has been given as to how these can be incorporated into the work programme.
- 3.5 The Committee now needs to discuss and agree the work programme for 2018/9. This should be 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.
- 3.6 The Committee should also recognise 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 should consider whether there will be good coverage of scrutiny activity across all cabinet portfolios.

4. Proposed Scrutiny Work Programme 2018/19

4.1 Overall Programme

- 4.1.1 Taking into account work already committed and feedback from the conference, overall scrutiny work programme proposals are set out in **Appendix 3** for consideration. This also shows topic suggestions which are more appropriate for referral to Performance Panels or could be picked up elsewhere.
- 4.1.2 Prioritisation of scrutiny activities is vital in view of limited scrutiny time and resources. Aligning the amount of scrutiny with available resources will help to sharpen the focus on the quality of scrutiny and impact. The Committee should recognise that a limited number of Panels and

Working Groups can be supported in any given year, keeping a degree of flexibility to adapt to issues that may emerge during the year.

4.1.3. The following paragraphs break down the proposed work programme by specific ways of working.

4.2 Scrutiny Programme Committee:

4.2.1 The proposed committee work plan for the year ahead is attached as **Appendix 4**.

4.2.2 As a main feature of committee business the plan includes a schedule of future Cabinet Member Question & Answer Sessions. These provide opportunity to ask cabinet members to give public account for their work and be held to account for their decision-making and issues under their responsibility. The questioning will be focused on their priorities, actions, achievements and impact. It also provides a place where the Committee can follow up on any recommendations which may have been made to cabinet members by recent Scrutiny Working Groups.

4.2.3 The committee work plan will remain under constant review to ensure it is robust and effective. An updated work plan timetable will assist forward planning and help the committee to manage workload and review progress made. Committee members should review and confirm items for the next and future meetings giving specific consideration to who should attend and confirm expectations so that meetings are always well planned and prepared for, e.g. information required and key questions that the committee wishes to ask. The Committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g. pre-decision scrutiny which may require extra meetings.

4.2.4 Pre-decision scrutiny – this is carried out by the Committee unless delegated elsewhere. The Committee is invited to consider the available information on future cabinet business and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications (see Cabinet Forward Plan attached as **Appendix 5**). Any requests will require discussion with relevant cabinet member(s) to confirm timescales and window of opportunity for scrutiny involvement. Pre-decision scrutiny enables scrutiny to develop understanding about and ask questions on proposed Cabinet reports to provide ‘critical friend’ challenge and influence decision-making.

4.2.5 Commissioning Reviews – it has already been acknowledged that reports about the various commissioning reviews / new cross-cutting reviews that are planned over the next year are key cabinet decisions and should be subject to scrutiny. There is a general agreement that all these Reviews will undergo pre-decision scrutiny. This will be carried out via the Committee or relevant Panels as appropriate.

Any outstanding reviews and the new cross-cutting reviews will need to be on the scrutiny radar during the year ahead and scheduled into work plans.

- 4.3 Proposed Panel and Working Groups - taking into account feedback from the Work Planning Conference and relevant considerations (e.g. what makes a good work programme and good topic for scrutiny, resources to support activities) the following Panels and Working Groups are proposed.

4.4 Inquiry Panels:

- 4.4.1 The Committee is asked to agree the establishment of the following in-depth task and finish Inquiry Panels:

1. Equalities

Exact terms of the reference (with key question) will need to be drawn up by Panel members, but this could explore:

- how well we are meeting duties under the relevant Equality Act(s)
- how effectively equalities are being embedded across the council; and how are we monitoring, ensuring/measuring this?
- examination of areas in the Equality Act e.g. wider issues including make-up/diversity of the Council workforce, gender pay, engagement with different groups during consultation processes, access to council services etc.

2. Community Regeneration

Exact terms of the reference (with key question) will need to be drawn up by Panel members, but this could explore:

- the impact / lessons learned from community regeneration initiatives (Townhill / other areas), and how this has informed current approaches and can inform future approaches
- whether the resources allocated provided value for money?
- whether it resulted in reducing demand for services, and enabled savings that can be reinvested?

- 4.4.2 The Committee will need to decide which of these inquiries should commence first. Once membership and a convener have been appointed the first task of an Inquiry Panel will be to have a briefing on the issue and then determine the key question and terms of reference for the inquiry.

- 4.4.3 The following previous inquiries will need to be followed up during the course of the year, to monitor implementation of agreed recommendations and assess the impact of this work. Each of these Panels will be reconvened to carry out the follow up:

- **Child & Adolescent Mental Health Services**
- **Tackling Poverty**
- **Regional Working**

4.5 Performance Panels:

4.5.1 It is proposed that existing Performance Panels continue but with a change in relation to frequency of meetings as shown below.

Performance Panels enable regular and structured monitoring of performance within these key areas:

<p>1. Service Improvement & Finance (monthly)</p> <p>2. Schools (monthly)</p> <p>3. Adult Services (monthly)</p>	<p>4. Child & Family Services (every two months)</p> <p>5. Development & Regeneration (change to every two months)</p> <p>6. Public Services Board (multi-agency) (change to quarterly)</p>
---	--

4.5.2 With the exception of the Public Services Board Performance Panel (whose membership is fixed), and subject to any changes to the work programme, existing Performance Panels have been asked to confirm their convener for the municipal year and will be reported to the Committee.

4.6 Working Groups:

4.6.1 The following one-off Working Groups are proposed for the year ahead in priority groups as shown:

First six months	Second six months
<p>1. Residents Parking</p> <p>2. Archive Service</p> <p>3. Tourism</p> <p>4. Digital Inclusion</p>	<p>5. Anti-Social Behaviour</p> <p>6. Air / Noise Pollution</p> <p>7. Environmental Enforcement</p> <p>8. Welfare Reform</p>

(NB: an annual meeting on **Local Flood Risk Management** is a standing item in the work programme and will take place in February, however an extra meeting around August/September can take place as requested by the Working Group)

4.6.2 Working Groups are limited to 1 or 2 meetings in order to have a ‘quick’ look at an issue. It will typically involve getting information from and having discussion with the relevant Cabinet Member and Director / Head of Service, and where necessary input from others. At the conclusion of the Working Group it will write to the cabinet member with its views and recommendations. Additionally any Working Group

could give rise to an inquiry need. If as a result of discussion and consideration of the issues the Working Group feel that an inquiry is necessary it can recommend this to the Committee for consideration. The Committee will need to respond accordingly as and when that happens.

4.6.3 Working Groups will be convened one at a time unless resources allow for more than one topic to be supported. The Committee may wish to indicate which of the topics identified should be dealt with first. Alternatively the level of interest received from scrutiny councillors, when advertising this work, could determine priority.

4.7 Regional Scrutiny:

4.7.1 Swansea scrutiny is also involved in a regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A scrutiny councillors group has been set up in order to coordinate scrutiny work across the region and ensure a consistent approach. It is initially meeting bi-annually. The Swansea Scrutiny Team is providing support for this group as the Council's contribution to ERW. Swansea is represented by the chair of the Scrutiny Programme Committee and convener of the Schools Performance Panel. The next meeting, taking place on 10 September 2018, will be hosted by Neath Port Talbot Council.

4.8 Other Approaches:

4.8.1 The Committee may also wish to consider whether there are topics, either current or in the future, that may work best as a one-off all-scrutiny councillor event - a 'scrutiny seminar' type approach – where there is a subject of wide interest with briefing from relevant cabinet member / officers, and opportunity to ask questions.

5. Public Requests for Scrutiny / Councillor Calls for Action

5.1 In accordance with the Local Government (Wales) Measure 2011 the Scrutiny Programme Committee has agreed arrangements to deal with requests for scrutiny from individual councillors (who are not members of the committee) and/or members of the public.

5.2 Councillors who are not on the Scrutiny Programme Committee who have suggestions for scrutiny during the course of the year should make these known to the chair and vice-chair of the Scrutiny Programme Committee (or Scrutiny Team) for consideration. However a more formal route exists for a Councillor Call for Action (CCfA). CCfAs 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 Members of the public are able to make requests for scrutiny by contacting the Chair or Scrutiny Team in writing detailing the issue of concern, its impact, and suggested action.

5.4 In accordance with the agreed protocol for both councillor calls for action and public requests for scrutiny the chair of the Scrutiny Programme Committee will consider any requests received and bring about proposals to deal with these to the committee for consideration.

6. Support

6.1 The work of the Committee, Panels and Working Groups will have the dedicated support of a member of the Council's Scrutiny Team. This lead scrutiny officer will assist with work planning and project-manage scrutiny activities and help to ensure that things runs smoothly, for example for in-depth inquiries they will:

- directly support meetings
- contact and arrange witness sessions
- carry out research and arrange evidence gathering
- liaise with departments, partners and the public
- carry out and assist with any consultation and public engagement exercises
- help to keep the work to time
- capture and reflect back the ideas, evidence gathered and any key issues that have been highlighted
- assist in the drafting of scrutiny letter and reports
- promote work using social media and other methods of communication

6.2 The Corporate Management Team and Service Departments are also an essential source of advice and support. Engagement with departments will be important in providing context for areas of work, knowledge about policies and service delivery, and technical expertise.

7. Monitoring the Work Programme

7.1 A report will be provided to each committee meeting so that the Committee can maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.

7.2 In particular the Committee will monitor progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility. Performance Panel conveners will be asked to provide on a regular basis updates to enable discussion on key activities and impact.

7.3 To ensure awareness and avoidance of duplication with the work of the Policy Development Committees it will be beneficial for the Committee to receive information about their work plans, and these will be reported once known.

8. Next Steps

8.1 Subject to the Committee's agreement of a work programme expressions of interest will be sought from scrutiny councillors to participate in these activities. The Committee will then need to agree membership and appointment of conveners. Based on the work programme proposals contained within this report, this will mean initially agreeing membership for:

- 1 Inquiry Panel
 - Equalities or Community Regeneration

- 4 Working Groups
 - Residents Parking
 - Archive Service
 - Tourism
 - Digital Inclusion

8.2 Expressions of interest in future Inquiries and Working Groups will be sought in due course.

8.3 The next scheduled committee meeting is on Monday 13 August. The Cabinet Member for Homes & Energy, has been scheduled to attend for a question and answer session. The Committee will need to think about developing questions for this session, and, as is usual, all scrutiny councillors and members of the public will be able to suggest questions.

9. Financial Implications

9.1 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.

10. Legal Implications

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

Background papers: None

Appendices:

Appendix 1: Scrutiny Work Planning Conference Papers

Appendix 2: Scrutiny Work Planning Conference Feedback

Appendix 3: Draft Scrutiny Work Programme 2018/19

Appendix 4: Scrutiny Programme Committee - Work Plan 2018/19

Appendix 5: Cabinet Forward Plan 2018-2019

Scrutiny Work Planning Conference

11 June 2018, Lord Mayor's Reception Room, Guildhall

Agenda

4.30	Welcome	Councillor Mary Jones, Chair of SPC
4.35	Introduction <ul style="list-style-type: none"> • Aims for the Conference • Overview of the Work Planning Process • What Makes a Good Topic? 	Brij Madahar, Scrutiny Team Leader
4.40	Current Work Programme <ul style="list-style-type: none"> • Reflection on Last Year's Work Programme and Priorities • 'Business as Usual' Items • Opportunities / Challenges Ahead 	Brij Madahar
4.50	Corporate Priorities – CMT Overview <ul style="list-style-type: none"> • Outline of the Council's Priorities and the Main Strategic Challenges facing the Council. 	Phil Roberts, Chief Executive
5.10	Work Programme 2018/19 <ul style="list-style-type: none"> • What would you Include or Change? • Suggestions From Annual Survey: <ul style="list-style-type: none"> ➤ Councillors ➤ Staff ➤ Public 	Brij Madahar
5.20	Small Group Discussions <ul style="list-style-type: none"> • What should be in Scrutiny Work Programme for 2018/9, and why? 	All
6.00	Feedback and Conclusions	Brij Madahar
6.15	Close	Councillor Mary Jones

Attachments:

1. Presentation Slides
2. Work Programme Headlines 2017-18
3. Work Programme for 2018-19
4. Work Programme Topic Suggestions and Guidance
5. Cabinet Portfolios

Slide 1

The Annual Scrutiny Work Planning Conference

11 June 2018

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Swansea
Swansea

Slide 2

Aims for Today

- Outline the scrutiny work planning process
- Understand what makes a good topic
- Review the 'current' work programme
- Consider different perspectives and suggestions, and...

Gather your views!

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Swansea
Swansea

Slide 3

Developing the New Workplan



Swansea Scrutiny
question...investigate...improve

City and County of Swansea
Swansea City Council

Slide 4

What Makes a Good Workplan?

Overview and scrutiny is councillor-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance.

Characteristics of Effective Scrutiny
(Wales Audit Office / Centre for Public Scrutiny in Wales)

Swansea Scrutiny
question...investigate...improve

City and County of Swansea
Swansea City Council

Slide 5

What Makes A Good Topic?

- Strategic and significant
- An issue of concern
- A good use of scrutiny time and resources



Slide 6

Current Work Programme



Slide 7

Last Year's Conference Suggestions

- Regeneration
- Resilience and Emergency Planning
- Community Cohesion / Hate Crime
- Care and Management of the Natural Environment
- Car Parking
- Homelessness
- Some work carried over due to time/resources



Slide 8

'Business As Usual' Items

- Performance Panels
 1. Schools
 2. Service Improvement and Finance
 3. Child and Family Services
 4. Adult Services
 5. Public Services Board *Statutory Item
 6. Development & Regeneration
- Inquiry Report Follow Ups
- Cabinet Member Q & As
- Crime and Disorder *Statutory Item
- Pre-decision (e.g. Commissioning Reviews)
- ERW Regional Scrutiny
- Local Flood Risk Management (Annual Working Group)



Slide 9

Some Opportunities / Challenges Ahead

- Wellbeing of Future Generations Act
- Collaborative / Regional Scrutiny
- City Deal
- Relationship with Audit and Inspection Bodies
- Public Engagement
- Resources

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Swansea: A City of Opportunity

Slide 10

Council Priorities and Strategic Challenges

Phil Roberts, Chief Executive

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Swansea: A City of Opportunity

Work Programme 2018/19 What would you include or change?



Survey Suggestions

Things that matter most to:

- Councillors
- Staff
- Public

➤ TOP 5 Public Issues:

Road & Footway Maintenance, Litter & Cleansing, Education, Equalities, Parking.

➤ Also concerns about:

Development & Regeneration, Poverty, Substance Misuse, Adult Services, Traffic/ Speeding, Public Transport, Sports & Recreation.



Slide 13

Group Discussion

- What should be the work plan priorities for 2018/19 and why?

What we are looking for:

- Inquiry Topics: issues which are going to need some time (up to 6 months) to examine, calling for wide ranging evidence gathering, leading to a significant report to Cabinet with conclusions and recommendations.
- Working Group Topics: issues for 'light-touch' / one-off scrutiny
- Performance Panels: What would you change, if anything, from the previous plan and why?
- Balance: Will there be a good balance of scrutiny across all Cabinet portfolios, and between strategic / community concerns?

Swansea Scrutiny

question...investigate...improve



Slide 14

Summary and Close

Swansea Scrutiny

question...investigate...improve



Annual Scrutiny Work Planning Conference

Chief Executive's briefing
11th June 2018

Purpose

- Outline the Council's Priorities
- Share the views of the Chief Executive and Corporate Management Team on the main strategic challenges facing the Council
- Identify important areas of focus and key strategic challenges
- Assist Scrutiny Members in setting a work programme for the municipal year.

Corporate priorities

- Tackling Poverty
- Safeguarding People from Harm
- Improving Education & Skills
- Transforming our Economy and Infrastructure
- Transformation and Future Council Development

Areas of focus

- Regulator reports
 - ESTYN
 - CSSIW
 - W.A.O.
- Commissioning reviews
- Policy commitments
- Budget and major strategic investment decisions
- Local government reform – next steps and impact on scrutiny

Key strategic challenges

- City deal and wider regeneration programme
- Delivery of WHQS
- More homes future strategy
- Future energy strategy
- FSM Educational Attainment
- Anti-Social Behaviour
- Coproduction
- Adult Learning
- Digital Inclusion (continuation and review of actions from the last inquiry)
- Pre-decision Scrutiny of the remaining commissioning reviews
- Pre-decision Scrutiny of cross-cutting reviews
- Scrutiny review of the Commissioning Review Programme and implementations

Scrutiny Work Programme Headlines: 2017-18

Over the course of 13 Scrutiny Programme Committee (SPC) meetings and 69 Scrutiny Panel / Working Group meetings the following scrutiny activities were carried out (lead councillors shown in brackets):

Inquiry Reports (in-depth scrutiny reviews):

- Current inquiries:

Inquiry	Status
Regional Working (Cllr Lyndon Jones)	Final Report Published
Natural Environment (Cllr Peter Jones)	Planning Stage

(NB - 2 inquiry reports were considered by Cabinet in the last year - Readiness for School; Tackling Poverty – 92% of recommendations accepted in full or part)

- Previous inquiries followed up – to monitor implementation of recommendations and assess impact:

Inquiry	Monitoring Status
School Governance (Cllr Fiona Gordon)	Complete
Building Sustainable Communities (Cllr Terry Hennegan)	Complete
School Readiness (Cllr Hazel Morris)	Complete
Child & Adolescent Mental Health Services (Cllr Mary Jones)	Follow up meeting held in Nov 2017 – agreed further follow up necessary around Sep-Nov 2018
Tackling Poverty (Cllr Sybil Crouch)	Meeting on 2 July

Performance Monitoring:

Six Performance Panels met over the last year to provide in-depth monitoring and challenge for these areas (frequency of meetings in brackets):

- **Service Improvement & Finance** (Cllr Chris Holley) - monthly
- **Schools** (Cllr Mo Sykes) - monthly
- **Adult Services** (Cllr Peter Black) - monthly
- **Child & Family Services** (Cllr Paxton Hood-Williams) – every two months
- **Public Services Board** (*multi-agency Panel*) (Cllr Mary Jones) – every two months
- **Development & Regeneration** (Cllr Jeff Jones) - quarterly

Working Groups:

One-off meetings were arranged to enable questions and discussion on the following topics:

- **Emergency Planning & Resilience** (Cllr Mary Jones)
- **Community Cohesion & Hate Crime** (Cllr Elliot King)
- **Car Park Charges** (Cllr Will Thomas)
- **Tethered Horses** (Cllr Jeff Jones)
- **Roads & Footway Maintenance** (Cllr Sam Pritchard)
- **Local Flood Risk Management** (Cllr Peter Jones) - meets annually
- **Renewable Energy** (Cllr Sam Pritchard)
- **Homelessness** (Cllr Peter Black) – incomplete, meeting on 12 June

Cabinet Member Questioning Sessions:

- All 10 Cabinet Members attended Committee Q & A Sessions throughout the year, enabling the SPC to explore their work, looking at priorities, actions, achievements and impact.

Pre-decision Scrutiny:

- Pre-decision Scrutiny - taking into account strategic impact, public interest, and financial implications, 12 cabinet reports were subject to pre-decision scrutiny (carried out by the Committee or relevant Performance Panels), with views reported to Cabinet before decisions were taken:
 - **Adult Services** Commissioning Reviews Consultation Outcome
 - **Catering Services** Commissioning Review
 - **Planning & City Regeneration** Commissioning Review
 - **Public Protection** Commissioning Review
 - **Castle Square Regeneration**
 - **Family Support (Children with Additional Needs & Disability)** Commissioning Review
 - **More Homes Pilot Scheme**
 - **Liberty Stadium**
 - **Transfer of Management of Allotments**
 - **Highways & Transportation** Commissioning Review
 - **Budget**
 - **Residential Care and Day Services for Older People** Commissioning Review

Crime & Disorder Scrutiny:

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

Regional Scrutiny:

- **Education through Regional Working** – 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.

Other reports considered by SPC:

- 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

Chairs’ Letters:

- 63 Letters to Cabinet Members – an established way for scrutiny to communicate findings, views and recommendations for improvement directly to Cabinet Members, reflecting discussion at Committee / Panel / Working Group meetings. Effectively ‘mini-reports’ with conclusions and proposals from scrutiny – and responses. Average response time 19 days (against target of 21 days). 74% of the 43 letters requiring response were responded to within time.

Scrutiny Dispatches:

- The SPC produces 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. Scrutiny Dispatches is used as a mechanism for internal and external communication of activity to help generate media coverage of scrutiny. Council was provided with a report in January and April 2018.

Scrutiny Annual Report:

- The Scrutiny Annual Report for 2016/17 was presented to Council in July 2017.

Councillor Engagement:

- Number of backbench councillors actively involved in scrutiny: 80%
- Average councillor attendance at scrutiny meetings: 68%

3 - Scrutiny Work Programme 2018/19

Scrutiny Programme Committee
(formal Committee chaired by Cllr Mary Jones)

- Developing, managing and monitoring Scrutiny Work Programme
 - Cabinet Member Questions Sessions
- Discussing broad range of policy and service issues (incl. Crime & Disorder Scrutiny)
 - Coordinating pre-decision scrutiny

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

1. Natural Environment

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

2. Inquiry 2?

3. Inquiry 3?

Inquiry Follow Ups:

- Child & Adolescent Mental Health Services
- Tackling Poverty
- Regional Working

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

CONTINUE OR CHANGE?

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

Working Groups:
(one-off meetings)

1. **Homelessness**
2. **Community Cohesion & Hate Crime**
3. **Local Flood Risk Management** (annual meeting)
4. ?
5. ?
6. ?
7. ?
8. ?

NB - Outstanding from previous year:

- Digital Inclusion
- Bus Services
- Public Conveniences
- Archive Service

Regional Scrutiny:

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

Scrutiny Work Planning Conference 2018:
Current Work Programme / New Topic Suggestions Received (FOR DISCUSSION)

Topic (by Cabinet Portfolio):	Suggested by:			
	Previous / Current Work Programme	Councillor	Staff	Public
ECONOMY & STRATEGY (LEADER)				
Budget Setting and Monitoring Spend / Savings	✓	✓	✓	✓
Development & Regeneration Performance Panel (incl. monitoring of City Deal) (public issue: city centre redevelopment)	✓		✓	✓
Service Improvement & Finance Performance Panel (covers all portfolios)	✓	✓		
Public Services Board Performance Panel	✓			
Regional Working (follow up of completed inquiry)	✓			
Community Budgeting		✓		
Council's Financial Investments		✓		
Growing the Night-Time City Centre Economy				✓
BUSINESS TRANSFORMATION & PERFORMANCE (DEPUTY LEADER)				
Service Improvement & Finance Performance Panel	✓	✓		
Employee Health and Well-being		✓		
Asset Management (understanding about Council / departmental 'ownership' of areas of land / property and condition)		✓		
Procurement		✓		
Corporate Building Services		✓		
Resilience Planning (priority for this cross-cutting work and recent experience incl. impact of weather on Council business)		✓		
Internal Services and Re-charging Mechanisms				✓
Welsh Language (internal / external promotion; supporting growth incl. increasing; no. of welsh speakers within the Council, bilingual activities)				✓

Topic (by Cabinet Portfolio):	Suggested by:			
	Previous / Current Work Programme	Councillor	Staff	Public
BETTER COMMUNITIES				
Crime & Disorder (Safer Swansea Partnership) / Community Policing (public issue: drugs and lack of policing to deter)	✓	✓		✓
Community Cohesion & Hate Crime Working Group	✓	✓		
Tackling Poverty (follow up of completed inquiry) (public issue: schemes to tackle deprivation particularly child poverty)	✓			✓
Digital Inclusion (follow up to Scrutiny Working Group)	✓			
Equalities (public issue: compliance with / delivery of legislation)		✓		✓
Community Regeneration Initiatives (impact and lessons learned, e.g. in Penderry and Townhill, and current approaches to community development)		✓		
Weed Control (use of glyphosphate)		✓		
Funding / Grants to Voluntary/Community Groups (effectiveness / value for money)		✓		
Litter & Cleansing				✓* TOP 2 ISSUE
Council Public Consultations (compliance with strategy / legislation)				✓
Substance Misuse (approaches to treatment)				✓
Community Buildings (compulsory purchase of empty buildings to provide potential homes and services for the community)				✓
Council's Approach to Co-Production (resources? joined up?)				✓
CARE, HEALTH & AGEING WELL				
Adult Services Performance Panel	✓			
Adult Day Services		✓		
Western Bay monitoring		✓		
Carers and Young Carers		✓		
How Well Social Services / Health Board Work Together		✓		
Support / Funding to Third Sector supporting Older Peoples Services				✓
Decision to Implement Charging for Day Care Services and Effects				✓

Topic (by Cabinet Portfolio):	Suggested by:			
	Previous / Current Work Programme	Councillor	Staff	Public
CHILDREN'S SERVICES				
Child & Family Services Performance Panel	✓			
Child & Adolescent Mental Health Services (follow up of completed inquiry)	✓			
Child Sexual Exploitation		✓		
How Well Social Services / Health Board Work Together		✓		
DELIVERY				
Planning Decisions				✓
Houses in Multiple Occupation (planning / licensing)				✓
EDUCATION IMPROVEMENT, LEARNING & SKILLS				
Schools Performance Panel	✓			✓
Education Through Regional Working (ERW – regional scrutiny)	✓			
Home to School Transport		✓		
Educational Standards (impact of budget)		✓		
Careers Advice in Schools		✓		
Effectiveness of Pupil Development Grant (underperformance of boys, especially free school meals (FSM) boys, starting with early years and foundation phase)		✓		
School Closures				✓
Ethnic Minority Achievement Unit / English as an Additional Language (funding)				✓
Decisions around Special Education Needs (concerning level of SEN Tribunal Appeals in Swansea)				✓

Topic (by Cabinet Portfolio):	Suggested by:			
	Previous / Current Work Programme	Councillor	Staff	Public
ENVIRONMENT & INFRASTRUCTURE MANAGEMENT				
Local Flood Risk Management Working Group (public issue: blocked storm drains)	✓			✓
Bus Services Working Group (public issue: quality / cost)	✓			✓
Natural Environment Inquiry Panel	✓			
Public Conveniences Working Group	✓			
Residents Parking (new electronic issuing system) (public issues: increasing provision / potential for charging)		✓		✓
Road & Footpath Maintenance		✓		✓*TOP 2 ISSUE
Dog Fouling		✓		✓
Food Waste		✓		
Waste Incineration		✓		
School Crossing Patrols		✓		
Caravan Parking By-laws		✓		
Parking (holistic review)		✓		
Management of Cemeteries		✓		
Traffic Management				✓
Enforcement on Pavement Parking				✓
Speeding / Enforcement of 20mph speed restrictions around schools and villages				✓
Air Pollution				✓
Blue Badge Scheme (access for children with multiple needs but not meeting criteria / poor advice about options)				✓

Topic (by Cabinet Portfolio):	Suggested by:			
	Previous / Current Work Programme	Councillor	Staff	Public
HOMES & ENERGY				
Homelessness Working Group	✓	✓		✓
Tenant Participation		✓		
Housing / Housing Stock Improvement		✓		
Housing Waiting List (process for allocating points)		✓		
Home Safety				✓
INVESTMENT, REGENERATION & TOURISM				
Development & Regeneration Performance Panel (incl. monitoring of City Deal)	✓		✓	✓
Archive Service Working Group	✓	✓		
Economic Development (how priorities and strategies for investment are informed? how impact of investment is measured?)		✓		
Developing Tourism		✓		
Grand Theatre		✓		
Skyline Development, Kilvey Hill (consultation with local community; concerns about protection of wildlife & natural habitat on the Hill)		✓		
Castle Square Development (improvement but opposition to major re-build)				✓
Developing Themed Events for Foreshore / Promenade				✓
Sports and Outdoor Recreation Facilities / Help for setting up of Inclusive Sports e.g. Goalball for athletes with visual impairment				✓
Protection of Green Space				✓

Work Planning Guidance

For proposed scrutiny topics

1	Is it an issue of concern?	<p>For example:</p> <ul style="list-style-type: none"> Is it an issue of public concern? e.g. complaints, members' knowledge/feedback from electoral wards, local media, surveys, other consultation Is it an issue performance concern? e.g. evidence from performance indicators, benchmarking or performance unknown/not currently measured Are there budget concerns? e.g. pattern of budget overspending or significant underspending Is it an issue of concern or interest to external groups? e.g. local businesses 	No ↓
	Yes ↓		
2	Is the issue strategic and significant?	<p>For examples:</p> <ul style="list-style-type: none"> Are there links to Council's Corporate Plan and Priorities? Does the issue impact on Council's or partners main priorities? e.g. Service Plans, Strategies, Outcome Objectives Is it a Welsh Government or Central Government priority? Has the issue been raised by Audit/Inspection reports or WAO Annual Improvement Report? Does it have a significant impact on the public? Or a specific group/community? 	No ↓
	Yes ↓		
3	Is it a good use of scrutiny time?	<p>For examples:</p> <ul style="list-style-type: none"> Is there a clear objective for examining this topic? Has similar scrutiny work already been undertaken? Is the issue being examined elsewhere internally or externally? Could a scrutiny inquiry make a difference to how services are delivered or how resources are used? Could a scrutiny inquiry consider quality, cost and sustainability of service provision? Is an inquiry likely to generate recommendations for improvement? Would this issue require in-depth examination? i.e. a wide-ranging programme of evidence gathering and research? Has the relevant service / policy area recently undergone substantial change? i.e. is it too early to review the effects of the change? 	No ↓
	Yes ↓		
*SUITABLE			*NOT SUITABLE

* Based on the criteria recommended for:

- | | | | | | |
|------------------|--------------------------|-------------------|--------------------------|--------------------|--------------------------|
| In-depth inquiry | <input type="checkbox"/> | Performance Panel | <input type="checkbox"/> | Other (state what) | <input type="checkbox"/> |
| Working Group | <input type="checkbox"/> | Committee Report | <input type="checkbox"/> | | |

Economy & Strategy (Leader) (Cllr Rob Stewart)	Business Transformation & Performance (Deputy Leader) (Cllr Clive Lloyd)	Better Communities (People - Cllr Mary Sherwood; Place - Cllr June Burtonshaw)	Care, Health & Ageing Well (Cllr Mark Child)	Children's Services (Early Years - Cllr Elliot King; Young People - Cllr Will Evans)
<ul style="list-style-type: none"> • City Deal implementation • City Region Joint Committee Chair • Strategic Partnerships • Regional working & collaborations • Finance Strategy & Budget Oversight • Public Service Board (PSB) • Constitutional changes • Planning Policy (regional) • Regeneration Strategy and Major Projects • City Centre redevelopment • Corporate ICT strategy • 5G project (City Deal) • Corporate Communications • Community Leadership • Poverty Reduction • Economic Twinning (Brexit) • Local and regional investment strategy (Regional bank) • Factory of the Future (City Deal) 	<ul style="list-style-type: none"> • Modernisation of Council services • Sustainable Swansea Fit For the Future programme lead • Information & Business Change (inc. ICT) • Performance management & Improvement • Agile Programme lead • Strategic Estates & Property management lead • Capital Programme lead • Commissioning Reviews lead • Pensions • Legal Services • Financial Services • Organisational Development • Human Resources • Health & Safety Policy • Procurement & Frameworks • Budget tracking & financial savings monitoring • Poverty Reduction • Risk & Resilience • Contact Centre • PSB lead 	<p>People (Councillor Mary Sherwood):</p> <ul style="list-style-type: none"> • Poverty Reduction lead • Future Generations lead • Access to Services • Equalities & Diversity • Community Engagement • Digital Inclusion • Welfare Rights • Community Cohesion • 3rd Sector engagement • Social Inclusion • Localised Services • Communities for work • Welfare Reform • Domestic Abuse • Drugs / Alcohol • Food Banks • Safer Swansea Partnership (non city centre) <p>Place (Councillor June Burtonshaw):</p> <ul style="list-style-type: none"> • Tend & Mend • Public Space Protection Orders • Community Building • rationalisation • Members Community Budget • Scheme • Community grass cutting • services • Weed Spraying programme • Litter & community cleansing • Libraries • Community Centres • Allotments • Community Development • Neighbourhood Working • Community Cohesion • Poverty Reduction 	<ul style="list-style-type: none"> • Wellbeing • Adult Social Services modernisation • Elderly Care • Activities to Promote Independence & Ageing Well • Mental Health • Supporting People • Learning Disability • Joint Equipment • Assessment / Care Management • Integration of Health & Social Care • Healthy City Partnership • Western Bay Lead member • Safeguarding • Local Area Coordination lead • Physical & Sensory impairments • Poverty Reduction 	<p>Early Years (Cllr Elliot King):</p> <ul style="list-style-type: none"> • Families First • Communities First (CF1 legacy) • Child & Family Services • Children & Young People (CYP) • Board Rep • Regional Adoption Service • Continuum of Care • Safe Looking After Children • (LAC) Reduction Strategy • Flying Start • Corporate parenting lead • Safeguarding • Best Start in Life • Play opportunities • Poverty Reduction <p>Young People (Cllr Will Evans):</p> <ul style="list-style-type: none"> • Youth Services • Promoting Youth Inclusion & Youth • Citzenships • Youth Offending Service (Y.O.S.) • Readiness for work (support) • Apprenticeships • Opportunities for Young People • UNCRC • Children & Young People (CYP) Board lead • Safe Looking After Children (LAC) Reduction Strategy • Corporate parenting lead • Safeguarding • NEETS reduction support • Apprenticeships support • Poverty Reduction

Delivery (Cllr David Hopkins)	Education Improvement, Learning & Skills (Cllr Jennifer Raynor)	Environment & Infrastructure Management (Cllr Mark Thomas)	Homes & Energy (Cllr Andrea Lewis)	Investment, Regeneration & Tourism (Cllr Robert Francis-Davies)
<ul style="list-style-type: none"> • Planning Policy & Local Development Plan delivery (LDP) • Licensing Policy • Houses in Multiple Occupation (HMO) • Corporate delivery • Democratic services • Scrutiny services • Member Development • Mayoral & Civic Functions • Trade Union Engagement • Outside bodies • Champions liaison & Coordination • Commercial Services • New business opportunities • Collaboration opportunities • Sustainable development lead • City Profile • Poverty Reduction 	<ul style="list-style-type: none"> • Education Services from 5 to 19 • 21st Century Schools Programme • Band B scoping and delivery • Inclusion & Learner Support • Schools Estate Planning & Resources Planning • Catchment review • School Improvement • City of Learning - Member of UNESCO COL steering group • Regional Workforce planning & Skills development • Further Education • Skills & Talent project (City Deal) • Education Regional Working (ERW) • Apprenticeships lead • Schools' Organisation & Performance • Quality in Education (QEd) Programme • Readiness for Work lead • Education Charter • NEETS Prevention (lead) 	<ul style="list-style-type: none"> • Regional Transport Policy • Parking • Highways & Engineering • Waste Management & Recycling • Regional collaborations for Transport, Highways & Waste • Streetscene • Infrastructure Repairs and Maintenance • Coastal defence, marina, foreshore and beach maintenance • Biodiversity • Pothole task force • Fly tipping task force • Environmental health • Public Protection • Estates maintenance management (non HRA) • Licensing & Trading Standards • Poverty Reduction 	<ul style="list-style-type: none"> • More Homes Delivery • Homes as power stations (City Deal) • CPBS • Council House Management • Council House Repairs • Housing Policy, Affordable Housing & Housing Options; • Housing Adaptions & Renewal Schemes • Welsh Housing Quality Standard (WHQS) • Energy • District Heating Schemes • Sheltered Housing • Green Transport & Green vehicle adoption (inc. infrastructure works) • Tenancy Enforcement • Homelessness & Supporting people • Cooperative Housing • Poverty Reduction 	<ul style="list-style-type: none"> • Suburban Centres & Community regeneration initiatives • Heritage inc. River Corridor development • Science City • Universities collaboration (development) • Creative City • Events, Tourism & Destination Marketing • Culture, the Arts & Galleries • Sports facilities • Parks, beaches and foreshore promotion • City Waterfront & Marina promotion • Healthy Night Life / Purple Flag • City Centre Management • City Projects & Developments • New Local & Regional business opportunities • Business & City promotion • Inward investment opportunities • Poverty Reduction

All Cabinet Members: Lead elements of Sustainable Swansea

Scrutiny Work Planning Conference Feedback

WHAT?	WHY?	HOW?	Work already completed in this area?
TOPIC FOR SCRUTINY	WHAT IS THE CONCERN / PROBLEM THAT NEEDS SOLVING?	SUGGESTED APPROACH Inquiry / Monitoring / Working Group / Q & A	Has work been done recently or scheduled?
Equalities	Cuts in service supporting equalities, are we still meeting our duties under the relevant Act/s, how are equalities being embedded across the council, how are ensuring/measuring this? Also wider issues like diversity of the workforce, gender pay etc.	Inquiry	N
Safeguarding (particular reference to human trafficking, child exploitation and modern slavery)	What are the policies and how are they implemented How effective are they How are partnerships working to address this issue What is the extent of the challenge for Swansea What are we doing about it How are we working with others including outside wider afield to address it	Inquiry	N
Planning and Developer Enforcement	Developers not meeting their commitments under original agreements 106 money and enforcement of terms	Inquiry or Service Improvement and Finance Panel	Some discussion in a previous Planning Working Group
Anti-Social Behaviour x2	Still using ASBOs, how effective are they? Street drinkers and drugs, how agencies working together to address anti-social behaviour issues, involvement of children and young people	Inquiry (if not then Working Group)	N
Tourism	Is the marketing strategy making the most of things like Gower Relationship with Gower Society over developments for accommodation Is Swansea Council working with community councils and making use of local resources? Is there a joined-up approach?	Inquiry or Working Group	Y

Affordable and Social Housing	Viability of social housing Affordability of housing Deliverability of amount of homes needed in future	Inquiry	Y
Community Regeneration	Inquiry to look at impact / lessons learned from community regeneration initiatives (e.g. Townhill) and how this has informed current approaches and can inform future approaches. Have the resources allocated provided value for money? Has it resulted in reducing demand for services, and enabled savings that can be reinvested?	Inquiry	N
Substance Misuse	Concern about rise in misuse, particular drugs, and negative impacts. What are we and others doing about it? What support is out there and how well are we tackling the problem – including root causes.	Inquiry	N
School Transport	Costs and use of school transport	Working Group or Schools Panel	N
Public Engagement and Consultation	A need to improve how we engage and consult, more 'real' engagement needed, must ensure we involve and engage wider community and those people who do not always come forward.	Working Group	Y
Bus Services	Community routes and subsidies, ensuring cross ticking for all operators	Working Group	N (was left over from last year) though has been discussed in PDDC
Archives x2	Present base is too small What are the plans for the future of archives Already identified last year so should be retained in new plan	Working Group	N
Employability Preparation in Schools (get students ready for relevant industries)	Development of skills for work readiness Pupil Development Grant – is it being used properly? Linking City Deal skills and schools/colleges	Working Group or Schools Panel	Ed. PDC - report going to Cab 21 June on this
City Centre	Future of retail Business rates and impact on shop units	Working Group or Dev and Regeneration Panel	Y
Swansea Bay Area	Not using seafront properly Not enough amenities along the beach to encourage visitors What is Swansea's 'thing'? (Seafood, food festivals, family events)	Working Group	Y

Fly Tipping/Dog Waste	Enforcement around these issues Is Swansea Council prosecuting (income stream)	Working Group	N
Second Homes	Many homes (esp. West) are second homes and rented as holiday lets or used sporadically Impact on local communities and economies Other councils impose double council tax for such issues (income stream)	Working Group	N
Highways Maintenance	Concerns about lack of maintenance	Working Group	Y (Recently Done)
Coastal Path	Is there any maintenance of the path currently? Are there plans for any development of the path?	Working Group	N
Parking on Streets and Highways	Impact on residents/pedestrians Future plans to solve problems New developments and the allocations of parking built in	Working Group	N
Local Flood Risk	To ensure recommendations/action plan is carried out – to follow up in 2018 and then revert to annual around Feb 2019.	Working Group	Y but recurring activity
Air and Noise Pollution	Issues with increasing traffic and fumes, how is it monitoring and how are we reducing it	Working Group	N
Heritage/Culture	Is this an area that needs covering	Working Group	N
Residents Parking	Councillor concern about the new electronic permit issuing process. Public issues about adequacy of parking provision , and even whether there is potential for charging given other council's do so and would help given financial pressures	Working Group	N
Enforcement on Pavement Parking	Public concern – need to do more to tackle problem. What is current legislation around this and what scope is there for enforcement action?	Working Group	N
Digital Inclusion	Held over from last year and needs to stay in plan given it is one council's strategic challenges. Making sure we are not leaving people behind in move to online contact.	Working Group	Already agreed to follow up on initial WG
Pupil Deprivation Grant	Use and effectiveness of this grant	Schools Panel	Y but merits ongoing monitoring
Special Educational Needs	Children with additional learning needs, no of cases going to tribunal has rocked	Schools Panel	N

Free School Meals / LAC Children	Attainment / Outcomes. Levels of support etc. should be monitored. Are these children being left behind?	Schools Panel	Y but merits ongoing monitoring
Proposed Skyline Development on Kilvey Hill	Public concerns about possible impact on wildlife and natural habitat on the Hill, and need to protect. What consultation will take place with local community and when?	Development & Regeneration Panel. NB – Panel may need to meet more frequently e.g. bi-monthly, and perhaps PSB Panel can reduce to quarterly.	N
Developing Local Manufacturing	Concern about jobs for the future – where are they coming from. What are we doing other than developing digital jobs – what about factories / workshops? What are we doing to attract jobs that are about physically creating things?	Development & Regeneration Panel	N
Waste	What are we doing with it e.g. waste to energy schemes?	Service Improvement & Finance	Y but issue could be raised when they receive annual waste performance report

Draft Scrutiny Work Programme 2018/19 – Appendix 3

INQUIRY PANEL (PROJECTS – UP TO SIX MONTHS)	PERFORMANCE PANEL (MONITORING)	WORKING GROUP (LIGHT TOUCH)
<p>1. Natural Environment (in progress)</p> <p>One to start immediately, the other following conclusion of Natural Environment Inquiry:</p> <ul style="list-style-type: none"> • Equalities (e.g. how well we are meeting duties under the relevant Equality Acts; how effectively equalities are being embedded across the council; and how are we monitoring, ensuring/measuring this? Examination of areas in the Equality Act e.g. wider issues incl. make-up/diversity of the Council workforce, gender pay, engagement with different groups during consultation processes, access to council services etc. • Community Regeneration (e.g. to look at impact / lessons learned from community regeneration initiatives (Townhill / other areas), and how this has informed current approaches and can inform future approaches. Have the resources allocated provided value for money? Has it resulted in reducing demand for services, and enabled savings that can be reinvested?) <p>Page 50</p> <p>FOLLOW UP:</p> <ul style="list-style-type: none"> • Child & Adolescent Mental Health Services • Tackling Poverty • Regional Working 	<p>1. Service Improvement & Finance (monthly)</p> <p>2. Schools (monthly)</p> <p>3. Adult Services (monthly)</p> <p>4. Child & Family Services (every two months)</p> <p>5. Development & Regeneration (change to every two months)</p> <p>6. Public Services Board (change to quarterly)</p> <p>Issues to pick up: Adult Services:</p> <ul style="list-style-type: none"> - Safeguarding - Modern Slavery / Human Trafficking - (is there a problem in Swansea? what is happening to prevent?) <p>Child & Family Services:</p> <ul style="list-style-type: none"> - Safeguarding - Child Sexual Exploitation (is there a problem in Swansea? what is happening to prevent?) <p>Development & Regeneration:</p> <ul style="list-style-type: none"> - City Centre Re-development - Skyline Development (ask about consultation with local community) - Local Manufacturing <p>Schools:</p> <ul style="list-style-type: none"> - Pupil Development Grant - Special Education Needs (concern about increase in no. of cases going to tribunal) - School Transport - Free School Meals / LAC attainment <p>Service Improvement & Finance:</p> <ul style="list-style-type: none"> - Planning Enforcement (discuss as part of annual performance report incl. around developer commitments) - Waste (ask about waste treatment as part of annual performance report) 	<p>Already committed:</p> <ul style="list-style-type: none"> • Homelessness • Community Cohesion & Hate Crime • Local Flood Risk Management <p>Initial priority list (to cover in 1st six-months):</p> <ul style="list-style-type: none"> • Residents Parking (concern about new electronic permit issuing process. Public issues about adequacy of parking provision, and potential for charging given financial pressures) • Archive Service (concern about accommodation issues and their effect on the service / future plans). • Tourism (current assessment of activities taking into account previous scrutiny inquiry, and include discussion on maintenance / development of coastal path) • Digital Inclusion (follow on from previous scrutiny about efforts to ensure people are not left behind) <p>Second priority list (to cover in 2nd six-months):</p> <ul style="list-style-type: none"> • Anti-Social Behaviour (to find out about current approaches to tackle and effectiveness) • Air / Noise Pollution (how is it monitored and how are we reducing it) • Environmental Enforcement (e.g. what are we doing in relation to fly tipping, dog fouling, litter, pavement parking etc.) • Welfare Reform (e.g. impact of Universal Credit) <p>Reserve list:</p> <ul style="list-style-type: none"> • Tenant Participation • Cultural Heritage • Co-production • Procurement
<p>REGIONAL SCRUTINY</p> <ul style="list-style-type: none"> • Education Through Regional Working Scrutiny Councillor Group (twice a year) 		

Scrutiny Programme Committee – Work Plan 2018/19

Standing / Recurring Agenda Items:

Role of the Committee	<ul style="list-style-type: none"> To ensure understanding about the role of the Scrutiny Programme Committee, and discuss effective working
Scrutiny Work Programme	<ul style="list-style-type: none"> To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To receive progress reports from Conveners of Performance Panels on headlines from the Panel's work and achievements To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required To review future cabinet business and consider opportunities for pre-decision scrutiny To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes
Scrutiny Letters	<ul style="list-style-type: none"> To review scrutiny letters and Cabinet Member responses arising from scrutiny activities
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact
Scrutiny Annual Report	<ul style="list-style-type: none"> To agree the annual report of the work of overview & scrutiny for the previous municipal year, as required by the Council Constitution
Final Scrutiny Inquiry Reports	<ul style="list-style-type: none"> To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision
Scrutiny Events	<ul style="list-style-type: none"> Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development & improvement Issues; WLGA / CfPS network meetings)
Annual Work Plan Review	<ul style="list-style-type: none"> To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny

Page 5 of 10

ACTIVITY	19 June 2018*	9 July 2018	13 August 2018	10 September 2018	8 October 2018	12 November 2018
Scrutiny Work Programme		<ul style="list-style-type: none"> • Role of the Committee • Draft Work Programme for Agreement • Scrutiny Improvement & Development Objectives 				
Cabinet Member Question & Answer Sessions			Homes & Energy	Business Transformation & Performance (Deputy Leader)	Education Improvement, Learning & Skills	Children's Services (Early Years and Young People)
Other Cabinet Member / Officer Reports				Sustainable Swansea – Commissioning Reviews: Service Areas – Post Implementation Updates (TBC)	Annual Corporate Safeguarding Report (TBC)	Children & Young People's Rights Scheme – Compliance and Progress (TBC)
Scrutiny Performance Panel Progress Reports			Service Improvement & Finance	Adult Services	Schools	Child & Family Services
Pre-decision Scrutiny	More Homes Parc Yr Helyg Site Options Appraisal					
Final Scrutiny Inquiry Reports					Natural Environment	
Scrutiny Reports to Council			Scrutiny Annual Report 2017/18			Scrutiny Dispatches Impact Report

ACTIVITY	10 December 2018	14 January 2019	11 February 2019	11 March 2019	8 April 2019	13 May 2019
Scrutiny Work Programme						Annual Work Plan Review
Cabinet Member Question & Answer Sessions	Care, Health & Ageing Well	Economy & Strategy (Leader)	Environment & Infrastructure Management	Investment, Regeneration & Tourism	Better Communities (People and Place)	Delivery
Other Cabinet Member / Officer Reports						
Scrutiny Performance Panel Progress Reports	Development & Regeneration	Service Improvement & Finance	Schools	Adult Services	Public Services Board	
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports						
Scrutiny Reports to Council			Scrutiny Dispatches Impact Report			Scrutiny Dispatches Impact Report

* denotes extra meeting

To Be Arranged:

Scrutiny / Audit Committee Coordination	<ul style="list-style-type: none"> • Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report. Discussion to ensure: <ul style="list-style-type: none"> - mutual awareness and understanding of respective work plans and co-ordination - issues relating to work programmes can be discussed
Crime & Disorder Scrutiny	<ul style="list-style-type: none"> • Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc (extra meeting around March 2019).

Items for Specific Meetings:

Annual Corporate Safeguarding Report	<ul style="list-style-type: none"> • To consider report of the Council's Corporate Safeguarding Group. The report is cross cutting (i.e. covers safeguarding of adults and children) and is not a report on social services performance but on how the Council as whole is meeting its safeguarding responsibilities.
Children & Young People's Rights Scheme – Compliance and Progress	<ul style="list-style-type: none"> • To discuss annual progress report on implementation of Children & Young People's Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014).
Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates	<ul style="list-style-type: none"> • Regular update on progress in implementation of service changes following Commissioning Reviews / outcomes.

Appendix 5 – Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
End of Year 2017/18 Performance Monitoring Report.	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 - Business Transformation & Performance (Deputy Leader)	Cabinet	19 Jul 2018	Open
Capital Outturn and Financing 2017/18.	To report on capital outturn and financing for 2017/18.	Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	19 Jul 2018	Open
Revenue Outturn 2017/18 – Housing Revenue Account (HRA).	To report on revenue outturn for 2017/18, compared to budget for the HRA.	Aimee Dyer	Cabinet Member - Economy and Strategy (Leader)	Cabinet	19 Jul 2018	Open
Revenue Outturn and Savings Tracker 2017/18.	To report on revenue outturn for 2017/18, including the delivery of budget savings.	Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	19 Jul 2018	Open
The Future Structure and Delivery of the Ethnic Minority Achievement Unit (EMAU).	To provide feedback to Cabinet following the consultation on the future structure and delivery of the Ethnic Minority Achievement Unit (EMAU) and to recommend a way forward.	Mark Sheridan	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	19 Jul 2018	Open

Appendix 5 – Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Proposed Purchase of Two City Centre Investment Opportunities	In accordance with the recently formed Property Investment Fund a further opportunity has arisen which will generate a net financial benefit for the Council.	Tom Rees	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	19 Jul 2018	Fully exempt
Revenue and Capital Budget Monitoring 1st Quarter 2018/19.	To note any significant variations from the agreed budget 2018/19 and savings plan and the actions planned to achieve a balanced budget.	Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	16 Aug 2018	Open
Equality Review Report 2017-18	Annual review report on Public Sector Equality Duty (Wales).	Richard Rowlands, Joanne Portwood	Cabinet Members - Better Communities	Cabinet	20 Sep 2018	Open
Increased Planned Places at Penybryn Special School.	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 - Education Improvement, Learning & Skills	Cabinet	20 Sep 2018	Open

Appendix 5 – Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Outcome of Day Services for Older People Consultation.	The report provides an outline of outcome of the Day Services for Older People Commissioning Review, sets out the results of the consultation and puts forward a recommendation to Cabinet for the way forward.	Alex Williams	Cabinet Member - Care, Health & Ageing Well	Cabinet	20 Sep 2018	Open
Outcome of Residential Care for Older People Consultation.	The report provides an outline of outcome of the Residential Care for Older People Commissioning Review, sets out the results of the consultation and puts forward a recommendation to Cabinet for the way forward.	Alex Williams	Cabinet Member - Care, Health & Ageing Well	Cabinet	20 Sep 2018	Open
Quarter 1 2018/19 Performance Monitoring Report.	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 - Business Transformation & Performance (Deputy Leader)	Cabinet	20 Sep 2018	Open

Page 57

Appendix 5 – Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
FPR7 - Project Extension of ESF funded Cynnydd Project.	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 - Education Improvement, Learning & Skills	Cabinet	20 Sep 2018	Open
Annual Review of Performance 2017/18	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

Page 58

Appendix 5 – Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
FPR7 - Hafod Copperworks Powerhouse Redevelopment Project – Heritage Lottery Funded Stage 2 Grant Application.	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 - Investment, Regeneration & Tourism	Cabinet	18 Oct 2018	Open
Increased Planned Places at Penybryn Special School.	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 - Education Improvement, Learning & Skills	Cabinet	20 Dec 2018	Open
Quarter 2 2018/19 Performance Monitoring Report.	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 - Business Transformation & Performance (Deputy Leader)	Cabinet	20 Dec 2018	Open

Appendix 5 – Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
School Organisation linked to the Welsh Education Strategic Plan.	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 - Education Improvement, Learning & Skills	Cabinet	20 Dec 2018	Open
Small School Review.	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 - Education Improvement, Learning & Skills	Cabinet	20 Dec 2018	Open

Page 60

Appendix 5 – Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Quarter 3 2018/19 Performance Monitoring Report.	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 - Business Transformation & Performance (Deputy Leader)	Cabinet	21 Mar 2019	Open
School Organisation linked to the Welsh Education Strategic Plan.	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 - Education Improvement, Learning & Skills	Cabinet	21 Mar 2019	Open
Small School Review.	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 - Education Improvement, Learning & Skills	Cabinet	21 Mar 2019	Open



Report of the Chair

Scrutiny Programme Committee – 9 July 2018

Scrutiny Improvement & Development Objectives

Purpose:	To consider objectives for the year ahead on the improvement and development of scrutiny process and practice.
Content:	A number of improvement objectives have been identified following reflection and self-evaluation activities for agreement.
Councillors are being asked to:	<ul style="list-style-type: none">• agree Scrutiny Improvement Objectives• discuss possible actions that will support delivery of objectives• confirm what needs to be done to support scrutiny councillor training & development
Lead Councillor:	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland

1. Introduction

- 1.1 It is good practice for those involved in the scrutiny function to undertake regular self-evaluation of this work. Taking into account characteristics of effective scrutiny and experiences it is important for the continuous improvement of the function that any issues identified about current scrutiny practice are discussed and addressed.
- 1.2 Opportunities for those involved or interested in scrutiny to feedback views are provided each year through surveys, as well as through annual review discussions within the Scrutiny Programme Committee and Scrutiny Performance Panels.

- 1.3 Having completed a year of the new Council term it is a good time for the Committee to reflect on practice and identify improvement objectives for scrutiny.

2. Developing Scrutiny Improvement Objectives

- 2.1 On 3 May a workshop for Committee Members was held to review the results of the annual councillor scrutiny survey, consider findings, and think about actions that should follow to improve scrutiny. At the Committee meeting on 14 May councillors also reflected generally on their experiences.
- 2.2 Taking account of issues emerging from the survey and other views expressed, consideration has been given to what should be done about improving scrutiny, identifying what appear to be the most important and pressing issues relating to scrutiny practice / process.
- 2.3 The Committee should note that previous improvement objectives (identified in 2015) have focussed on:
- improving communication with cabinet members
 - better alignment of scrutiny work with corporate priorities
 - the need for more briefings and development sessions to improve knowledge and skills
 - getting more coverage in the media to raise awareness of scrutiny
 - getting more public engagement in scrutiny meetings
 - developing closer links with regulators and inspectors

3. Draft Improvement Objectives

- 3.1 This process of reflection and self-evaluation has helped to guide improvement actions for scrutiny in Swansea for the coming year. The following draft improvement objectives have emerged from this process:
- 1) We need more of our work to be reported to Cabinet so that there is more formal consideration of scrutiny conclusions and recommendations.
 - 2) We need to be involved at an earlier stage in proposed Cabinet decisions so that our input can be more meaningful.
 - 3) We need to increase opportunities for participation so that more councillors can get involved in the work of scrutiny.
 - 4) We need to strengthen follow up of all scrutiny recommendations so that the response and difference made can be assessed.
 - 5) We need more coverage in the media so that people are more aware of our work.

- 3.2 Whilst there will be other areas for improvement these objectives should to reflect the issues that matter most to scrutiny councillors and are therefore priorities.
- 3.3 Subject to the Committee's agreement of these objectives each will need to be supported by specific actions to deliver the improvement sought. Whilst the objectives themselves will act as drivers for improvement a further report will be made to the Committee to identify meaningful (but by no means exhaustive) actions that will have the most impact. Some may be 'easy wins' and some may need more thought and/or will have dependency on others and require any practical implications or issues to be worked through.
- 3.4 Committee members are invited to share any ideas they may have about possible actions.
- 3.5 The Committee should note that any agreed objectives will need to be reviewed, and if necessary revised, when the findings of the Wales Audit Office Review of Scrutiny, which took place earlier this year, are received.

4. Councillor Training & Development Needs

- 4.1 The annual councillor scrutiny survey invited members to identify any training & development needs. The results of the survey indicate that the vast majority are 'ok at the moment' but would like to receive information on any future opportunities. Only four out of 45 scrutiny councillors expressed a need, which suggests the following:
- Conveners, who may not have chaired meetings before, getting 1-2-1 training / coaching.
 - Ad hoc information briefings being offered to members about relevant department / service / structures / statutory requirements in order to provide background / foundation for their scrutiny.
 - Regular activities around the scrutiny process including learning more about ways to increase public participation.
- 4.2 The Welsh Local Government Association (in conjunction with the Centre for Public Scrutiny in Wales) will in the near future be announcing their training and development offer on the scrutiny function / members to Councils. This may provide a solution for an already identified need for some form of 'chairing scrutiny' training. Questioning skills is another area which has been of interest – addressed in part at the Scrutiny Induction Sessions in June 2017. The WLGA 'offer' will help inform / support our plans, though there will be a cost to anything they provide that will need to be considered when known.
- 4.3 Scrutiny specific plans / proposed activities may need to be integrated within the overall Council Training & Development Programme, which is agreed annually by Council.

4.4 The Committee is asked to confirm any specific expectations / requirements in relation to scrutiny specific training and development activities.

5. Legal Implications

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

6. Financial Implications

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

Background Papers: None

Appendices: None



Report of the Scrutiny Team Leader

Scrutiny Programme Committee – 9 July 2018

Membership of Scrutiny Panels and Working Groups

Purpose:	The Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established. This report advises of relevant matters that need to be considered.
Content:	This report is provided to facilitate any changes that need to be made.
Councillors are being asked to:	<ul style="list-style-type: none">• agree the membership of Panels and Working Groups, and any other changes necessary
Lead Councillor:	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer & Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland

1. Introduction

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

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

- 2.1 Adult Services Performance Panel:

Add Councillors Joe Hale, Erika Kirchner, Yvonne Jardine & Peter Jones

Remove Councillor Alyson Pugh.

Following this change, the revised membership of the Inquiry Panel will be 13:

Labour Councillors: 6

Mandy Evans	Yvonne Jardine
Joe Hale	Peter Jones
Erika Kirchner	Gloria Tanner

Liberal Democrat/Independent Councillors: 4

Peter Black (CONVENER)	Jeff Jones
Chris Holley	Susan Jones

Conservative Councillors: 1

Paxton Hood-Williams	
----------------------	--

Cooptees: 2

Tony Beddow	Katrina Guntrip
-------------	-----------------

2.2 Child & Family Services Performance Panel:

Remove Councillor Alyson Pugh.

Following this change, the revised membership of the Inquiry Panel will be 9:

Labour Councillors: 5

Cyril Anderson	Peter Jones
Mike Durke	Des Thomas
Yvonne Jardine	

Liberal Democrat/Independent Councillors: 2

Kevin Griffiths	Susan Jones
-----------------	-------------

Conservative Councillors: 1

Paxton Hood-Williams (CONVENER)	
--	--

Uplands Councillor: 1

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

2.3 Key considerations for the Committee:

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

2.4 The Committee should note that following his appointment as Cabinet Member Councillor Elliot King is to be removed from the following Scrutiny Panels / Working Groups:

- Child & Adolescent Mental Health Services Inquiry Panel
- Community Cohesion & Hate Crime Working Group
- Homelessness Working Group

2.4.1 Cllr King was convener of the Community Cohesion & Hate Crime Working Group and as a consequence of his withdrawal from scrutiny Councillor Louise Gibbard chaired the meeting that took place on 20 June.

3. Legal Implications

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

4. Financial Implications

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

Background Papers: None

Appendices: None



Report of the Chair

Scrutiny Programme Committee – 9 July 2018

Scrutiny Letters

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

1. Introduction

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

2. Reporting of Letters

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

3. Letters Log

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

	Activity	Meeting Date	Correspondence
a	Car Park Charges Working Group	28 Nov	Further Letter to / from Cabinet Member for Environment Services
b	Renewable Energy Working Group	26 Mar	Letter to / from Cabinet Member for Housing, Energy & Building Services

c	Public Services Board Performance Panel	29 Mar	Letter to / from Chair of Public Services Board
d	Committee (Cabinet Member Q & A)	14 May	Letter to / from Cabinet Member for Delivery
e	Committee (pre-decision scrutiny More Homes Parc Yr Helyg)	19 Jun	Letter to Cabinet Member for Homes & Energy

3.3 Points to highlight:

3.3.1 Car Park Charges Working Group – The Cabinet Member has provided a further response as the Committee wanted more information how the recommendations had progressed. The Working Group were pleased to hear that:

- There is an intention to reduce car parking tariffs in foreshore car parks including the Bracelet Bay, Caswell and Langland.
- In and out markings and lineage improved and gate costed at Bracelet Bay to help improve safety and reduce anti-social behaviour.
- A new supplier of pay and display machines will be trialled shortly with additional functionality, improved communications which will ensure greater machine reliability, with consistent income streams.

3.3.2 Renewable Energy Working Group – the convener of the Working Group, Councillor Sam Pritchard, will be invited to address the Committee on the views of the Working Group on the Council's aims and objectives, development projects/initiatives and progress in promotion and use of renewable energy and benefits. As a result of concerns/issues raised with the Cabinet Member for Housing and Energy, action will include the following:

- The Council will look to further extend any opportunities for its residents and tenants in terms of providing information on energy efficiency.
- The Council will continue to explore any opportunities within its own asset base for options for using hydro power more.
- The Council will continue to monitor potential future opportunities for its own assets to take advantage of installing solar panels on building roofs.
- The Working Group's comments in relation to funding for renewable energy will be borne in mind when any further decisions are made about funding the various council priorities when future council budgets are set.

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 2018 - 23 May 2019)

Ave. Response Time (days): 19 (target within 21 days)

% responses within target: 67

No.	Committee / Panel / Working Group	Meeting Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken	Reported to SPC (if applicable)
1	Development & Regeneration Performance Panel	15-May	End of year round up - Engagement with Scrutiny and Costs	Economy & Strategy (Leader)	29-May			
2	Service Improvement & Finance Performance Panel	07-Feb	Libraries	Investment, Regeneration & Tourism	30-May	26-Jun	27	n/a
3	Committee	14-May	Cabinet Member Q & A	Delivery	04-Jun	25-Jun	21	09-Jul
4	Adult Services Performance Panel	16-May	Performance monitoring and budget outputs	Care, Health & Ageing Well	07-Jun	15-Jun	8	n/a
5	Committee	19-Jun	Pre-decision scrutiny - More Homes Parc Yr Helyg Site Options Appraisal	Homes & Energy	20-Jun	n/a	n/a	09-Jul
6	Schools Performance Panel	07-Jun	Science in Schools	Education Improvement, Learning & Skills	21-Jun			
7	Working Group	12-Jun	Homelessness	Homes & Energy	26-Jun			
8	Service Improvement & Finance Performance Panel	19-Jun	Pre-decision scrutiny - Cultural Services Commissioning Review	Investment, Regeneration & Tourism	27-Jun	n/a	n/a	n/a
9	Working Group	20-Jun	Community Cohesion	Better Communities - People	02-Jul			



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

*Please ask for:
Gofynnwch am:*

Scrutiny

*Direct Line:
Llinell Uniongyrochol:*

01792 637256

*e-Mail
e-Bost:*

scrutiny@swansea.gov.uk

*Date
Dyddiad:*

22 May 2018

BY EMAIL

Summary: This is a letter from the Car Park Charges Scrutiny Working Group to the Cabinet Member for Environment Services to follow up upon actions identified at a working Group held on the 28 November 2017. It is about Car Park Charges.

Dear Councillor Thomas,

Car Park Charges Scrutiny Working Group on 28 November 2017

Thank you for your response to our letter on the 9 January.

It has now been five months since your response so we are interested in finding out how the issues raised have been progressed. We are particularly keen to hear about developments in relation to the following aspects (*please find attached original letters for reference*):

1. Carrying out a pilot study at Bracelet Bay, Caswell and Langland foreshore car parks that will look at reducing car park charges in winter.
2. Review car parking capacity in Mumbles and ensure that the state of the foreshore car parks as exemplified at Bracelet Bay are addressed including particularly the entrance in and out markings, the lineage, the fencing.
3. Looking into the possibility of asset transfer for foreshore toilets.
4. Installation of an entrance gate at Bracelet Bay car park that can be used to close the car park at night when issues arise.
5. Look into the possibility of having lights above ticket machines in foreshore car parks.
6. Follow up on progress with finding a solution to the issues being experienced with ticket machines across Swansea.
7. Look at the viability and legality of leasing out some car parks as part of the Councils asset disposal programme and consider as part of the commissioning review.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

SWANSEA COUNCIL / CYNGOR ABERTAWE

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

www.swansea.gov.uk / www.abertawe.gov.uk

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

We would ask that you respond to our letter by the 12 June 2018.

Yours sincerely,

COUNCILLOR WILL THOMAS

Convener, Car Park Charges Scrutiny Working Group

✉ Cllr.will.thomas@swansea.gov.uk

Councillor Will Thomas
Convener
Car Parking Charges Scrutiny Working
Group

Please ask for: Councillor Mark Thomas
Direct Line: 01792 63 6926
E-Mail: cllr.mark.thomas@swansea.gov.uk
Our Ref:
Your Ref: MT/CM
Date: 12th June 2018

Dear Councillor Thomas

Car Parking Charges Scrutiny Working Group on 28 November 2017

Thank you for your letter dated the 22nd May 2018 relating to potential improvements to car parks, in particular foreshore car parks.

1. I can confirm that there is an intention to reduce car parking tariffs in foreshore car parks including the ones of particular interest to you, namely, Bracelet Bay, Caswell and Langland. Appendix A provides an extract from the proposed paper which intends to review car park tariffs.
2. Bracelet Bay – I understand that the entrance 'in and out' markings and linage have been improved. Missing fencing is being replaced.
3. Asset transfer of foreshore toilets will be considered as part of a separate review.
4. Entrance gate to Bracelet Bay – this has been costed at £5,000 and will incur additional costs to close and open each day, resulting in additional revenue pressures on the service. In advance of such expenditure, the council has enlisted the assistance of South Wales Police to tackle anti-social behaviour within foreshore car parks.
5. Installing lights above ticket machines in foreshore car parks – this has been investigated and is considered to be prohibitively expensive. However, due to the inability of the current manufacturer to increase illuminance levels of the machine displays, it is intended to procure new machines from a different manufacturer, which will have the added benefit of increased reliability. These new machines will have brighter displays, which will negate the need for additional lighting. An additional benefit is that the new machines will be able to accommodate cashless payment, providing an additional method of payment, reducing the amount of cash held in the machines, which in turn, will hopefully reduce the spate of vandalism / attempted theft from machines.

6. A new supplier of pay and display machines will be trialled shortly, with additional functionality, improved communications which will ensure greater machine reliability, with consistent income streams.
7. Leasing out some of the car parks – this has not been progressed at this time, as the issue will have to be considered on a strategic basis. However, a review of the car parking management strategy is to be commissioned shortly, and the issue of how the car parks should be managed could be considered.
8. As part of the wider city centre regeneration plans – future and emerging technological advances are being considered under the Smart Cities initiative, and the future demands are being considered as part of the Swansea Central project.

I trust the above will be of assistance to you.

Yours sincerely



**COUNCILLOR MARK THOMAS
CABINET MEMBER FOR ENVIRONMENT AND INFRASTRUCTURE MANAGEMENT**

ENC.

Appendix A – extract from proposed report ‘Review of Car Park Tariffs’

2. Foreshore Car Parks Winter Charges

- 2.1 In 2017 the Council introduced winter charges in all of its Beach and Foreshore Car Parks, including those that were free. In addition to this the Council agreed to extend the Summer Charging period to 1st March to 31st October. Previously the summer period had been 1st April to 30th September.
- 2.2 Concerns have been raised by local members that the winter charges are affecting businesses around the Foreshore areas at a time when visitor numbers are already lower. Local Members therefore requested that Parking Services reduce the winter charges, and this has been raised through the Scrutiny process.
- 2.3 Any reduction in Winter charges will result in a loss of income at a time where the Council is looking at maximising income generation opportunities. In order to mitigate against the anticipated reduction in car park income over the winter period, it was suggested that the summer charges are increased accordingly.
- 2.4 The current and proposed winter charges are as follows

Current Winter Charge	Proposed Winter Charge
Up to 1hr £0.50	Up to 1hr £0.50
Up to 2 hr £1.20	Up to 2 hr £1.00
Up to 3 hr – no 3 hr tariff currently	Up to 3 hr £1.50
All day - £4.50	All day £3.00

- 2.5 In order to offset the loss from reducing the winter charges it is proposed that the summer charges are changed as follows

Current Summer Charge	Proposed Summer Charge
Up to 1hr £1.50	Up to 1hr £1.50
Up to 2 hr £3.00	Up to 2 hr £3.00
Up to 3 hr – no 3 hr tariff currently	Up to 3 hr £4.00
All day - £5.00	All day £6.00



To:
Councillor Andrea Lewis
Cabinet Member for Housing and Energy

Please ask for: Scrutiny
Gofynnwch am:
Scrutiny Office 01792 637314
Line:
Linell
Uniongyrchol:
e-Mail scrutiny@swansea.gov.uk
e-Bost:
Date 14 May 2018
Dyddiad:

Summary: This is a letter from the Renewable Energy Working Group to the Cabinet Member for Housing and Energy following the meeting of the Working Group on 26 March 2018.

Dear Cllr Lewis

The Renewable Energy Scrutiny Working Group met on 26 March to look at the Council's aims and objectives, development projects/initiatives and progress in promotion and use of renewable energy and benefits. This letter provides you with feedback from that meeting.

We would like to thank you, Nigel Williams and Terri Shaw for attending to present the report and answer questions. We appreciate your engagement and input.

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

- A member of the public attended the meeting and asked a question about private housing developments. They queried whether planning rules could be changed so that a standard efficiency rating had to be achieved which encompassed solar energy. We heard that building regulations are devolved to Welsh Government and they are looking to increase standards in the future. It was noted that a number of developers have already introduced a higher energy efficiency rating than they are required too.
- Private house builders – issue around viability and deliverability as private developers are in business to make a profit. It is positive that standards could

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

SWANSEA COUNCIL / CYNGOR ABERTAWE

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

www.swansea.gov.uk / www.abertawe.gov.uk

be increased but this has to be looked at alongside the deliverability for developers.

- It was mentioned that the Authority wants to lower its carbon impact. We were informed that the Authority has had a carbon strategy for a number of years. We wanted to know how we currently measure this and were told that there are guidelines in legislation which every Authority has to follow and figures are worked out based on this. Since 2010 Swansea has reduced its carbon footprint by 42% based on the requirements given.
- We informed you that there is no direct reference to global warming in the report provided. The Working Group was surprised at this as it is mentioned in the Corporate Plan and Wellbeing Plan and the Wellbeing of Future Generations Act. You acknowledged that this was an oversight.
- We heard that other strategies also impact on this, for example, the Authority's agile working strategy. You encouraged the Working Group to read Natural Resources Wales' report on carbon reduction.
- We felt there is a danger of just waiting for the outcome of the Tidal Lagoon proposal and that the Authority should look at other ways to produce hydro power. You confirmed that it is in the Corporate Energy Plan to investigate this, however, it is not straightforward and little progress has been made. One example is a possible hydro turbine at the Marina and the Authority is currently looking at options through a feasibility study and costing up to identify if this is possible. We gave an example of a small private one which is currently operating at Penllergaer Woods.
- We expressed our concerns about wind energy and the long term damage to the environment. Examples include large amounts of concrete put into the ground, removal of areas of pristine peat which stops water running and pollution from lorry's back and fore to the sites. There is a need to explore other options to wind farms on top of hills. We mentioned the possibility of a huge one on the sea front and we heard that this is being explored. The Working Group feels solar energy is the way forward for lots of reasons.
- We stated how we would like to see the Authority benefit from wind and solar energy farms and that community benefit is currently the only benefit. We heard that there is a possibility of the Authority having solar panels on its buildings in the future and owning its own wind farms and solar energy farms. You told us that you would like to bring a report back on this to scrutiny in the future.
- The Authority's Corporate Energy Plan states it will look into having its own local energy company. We feel this would be an asset for the people of Swansea but are aware this is a huge piece of work and has not started yet.

- The Working Group would be interested to learn more about the Authority's Energy Venture and if this applies only to Council homes or all properties.
- We requested a timeline for providing us with information on asset valuation. You agreed to provide this following the meeting.
- We queried why so few schools currently have solar panels on their roofs and you informed us that it was funded by the Council Community Energy Scheme and depended on the shape, position and condition of roofs and this limited the number.
- We discussed the Authority's overall energy strategy – the aim is to become fossil free. We heard that there is a detailed action plan but it is a work in progress and that there is a lot the Authority could do if we had the resource. There is a long way to go but the path is to help people to reduce their usage.
- We noted that the Authority has a small allocated budget for renewable energy. - £200 thousand in total was allocated to the corporate development team in 2017/18, some of which was for renewable energy, and therefore each proposed project has to be evaluated as the business case has to stack up before going ahead.

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

1. We feel there should be more focus on global warming. This is why we are doing all this work with renewable energy.
2. We would like to see the people of Swansea benefit from any new renewable energy schemes including planning and housing development schemes.
3. We were encouraged that the Authority is looking at a number of renewable energy schemes currently. We feel that 'Homes as Power Stations' is good way to lift people out of poverty.
4. We are aware that it is not in your remit but we feel the Welsh Government should provide incentives for organisations to produce their own energy as micro generation is a good way to move forward.
5. We think the Authority should consider putting out information on energy efficiency to the public, for example, on line. We also suggest information is provided to new Council tenants.
6. In relation to solar energy, we feel it is important that the Authority considers productivity and impact on the natural environment of wind farms and solar panels if it decides to go ahead with purchasing its own. The Working Group has concerns about wind energy. Solar energy is our preferred option (subject to planning permission).

7. We feel the Authority should explore other options for using hydro power more not just wait for the outcome of the Tidal Lagoon proposal. For example, there could be incentive schemes introduced.
8. We understand that some schools have benefited from installing solar panels on their roofs. We feel the Council should encourage other schools and community buildings to take advantage of this.
9. We are aware that it is not in your remit but the Working Group feels national government should be setting requirements on all new build – private and Council owned – to encourage energy generation and conservation.
10. Biggest investment in Swansea currently is City Deal. Consideration needs to be given as to how renewable energy is going to be incorporated into this and also how Swansea is going to deal with the greater demand for energy for the City Deal.
11. In 2017/18 budget a corporate development team was funded which included renewable energy but the Authority needs to think about resource going forward. There is a need for more resource as this department grows in responsibility in order for it to be sustainable.
12. We understand that there are a lot of new projects in the pipeline. We feel that once these new projects are underway a follow up working group should be held as there will be a lot more to scrutinise.

Your Response

We hope you find this letter useful and informative. We are interested in hearing your thoughts about the issues raised and would ask that you respond by 4 June 2018.

Yours sincerely

COUNCILLOR SAM PRITCHARD
CONVENER, RENEWABLE ENERGY SCRUTINY WORKING GROUP
CLLR.SAM.PRITCHARD@SWANSEA.GOV.UK

Councillor Sam Pritchard
Convener, Renewable Energy Scrutiny
Working Group

Please ask for: Councillor Andrea Lewis
Direct Line: 01792 63 7442
E-Mail: cllr.andrea.lewis@swansea.gov.uk
Our Ref: AL/JW
Your Ref:
Date: 24 May 2018

Dear Councillor Pritchard

**CABINET MEMBER RESPONSE TO RENEWABLE ENERGY WORKING GROUP -
26th MARCH 2018**

Firstly, may I thank you for the positive response that officers and I received at the meeting of the Renewable Energy Working Group held on 26th March 2018, specifically in relation to the work that is being carried out by the Energy team within Corporate Building & Property Services.

In your letter dated 14th May 2018, several questions were raised for which you have asked for a response. I have answered each question below, however, should you require any further clarification please let me know.

1. We feel there should be more focus on global warming. This is why we are doing all this work with renewable energy.

As you know, I did acknowledge at the meeting that there should be a reference to global warming within the report presented which was an oversight. Although, I feel I should highlight that it is an important aspect of the Councils' overall Energy Strategy and is referenced in terms of mitigating the effects of climate change by reducing our carbon emissions.

2. We would like to see the people of Swansea benefit from any new renewable energy schemes including planning and housing development schemes.

The Energy Strategy for the Authority is focused on the benefits that may be achieved for the authority, council tenants and the people of Swansea through reduced energy costs, improved thermally efficient properties, Homes as Power Stations and innovation in relation to renewable energy products. These are continually being reviewed and considered for our new build and retrofit projects.

In addition to this, the Council will continue to review the potential for solar on more of our public buildings and the feasibility of solar farms utilising our Council land and assets. To date, we have installed solar panels on a number of our public buildings, which have an indirect benefit.

In Planning terms, as a Council we strive to achieve the most sustainable forms of development including layouts which maximise the benefits from solar gain. There are also policies within the UDP and emerging LDP which support the implementation of renewable energy schemes. However, even though we acknowledge there is a benefit for the people of Swansea, we are unable to force developers to include renewable energy within their schemes, as we do not have the powers via the Planning process to do so.

The Sustainable Homes Policy was a mechanism to drive higher standards however, this was removed from the Planning system in June 2016.

3. We were encouraged that the Authority is looking at a number of renewable energy schemes currently. We feel that 'Homes as Power Stations' is good way to lift people out of poverty.

I appreciate the recognition, from the Working Group, regarding the work ongoing and the exciting Homes as Power Stations strand of the City Deal. I agree wholeheartedly that this initiative can assist in lifting people out of fuel poverty. We are currently looking at retrofitting this specification on some of our off-gas Council properties, if this approach was rolled out to more Council homes it could have a hugely positive impact for some of our Council tenants.

In addition, elements of this design concept will also be considered for the Council's second pilot at Parc Yr Helyg in Birchgrove, which could help inform the More Homes Strategy.

4. We are aware that it is not in your remit but we feel the Welsh Government should provide incentives for organisations to produce their own energy, as micro generation is a good way to move forward.

As indicated, this is a matter for Welsh Government and not within my remit as a Council Cabinet member. In addition, I feel that UK Government incentive schemes would and should play an integral part in encouraging energy generation for organisations e.g. FiT.

5. We think the Authority should consider putting out information on energy efficiency to the public, for example, on line. We also suggest information is provided to new Council tenants.

The council already promotes its energy initiative but we will look to further extend any opportunities for its residents and tenants.

6. In relation to solar energy, we feel it is important that the Authority considers productivity and impact on the natural environment of wind farms and solar panels if it decides to go ahead with purchasing its own. The Working Group has concerns about wind energy. Solar energy is our preferred option (subject to planning permission).

We are grateful to the working group for expressing a preference, which is also aligned with the initial findings of the Council's review, with solar energy the preferred option for the Authority due to the low wind speeds within the Swansea area and the planning restrictions that are associated with wind farms. We acknowledge that solar energy developments have a minimal environmental impact compared with those associated with Wind Farms. Any decision to proceed would be subject to a full business case including an assessment of environmental implications.

7. We feel the Authority should explore other options for using hydro power more not just wait for the outcome of the Tidal Lagoon proposal. For example, there could be incentive schemes introduced.

As discussed at the Working Group, the Council will continue to explore any opportunities within its own asset base. Any incentives to support private schemes would have to come from National Government policy.

8. We understand that some schools have benefited from installing solar panels on their roofs. We feel the Council should encourage other schools and community buildings to take advantage of this.

Funding, for the current school solar installations, was provided via nationally set feed in tariffs and delivered by the Swansea Community Energy and Enterprise Scheme (SCEES). Unfortunately such funding is no longer available meaning the business case is severely limited. In any event, the installation to buildings is dependent on the shape, orientation and condition of the existing roof covering; the numbers that are suitable within Swansea are limited. That said, we will continue to monitor potential future opportunities for Council owned assets.

9. We are aware that it is not in your remit but the Working Group feels national government should be setting requirements on all new build – private and Council owned – to encourage energy generation and conservation.

As indicated, this is a matter for Welsh and UK government.

10. Biggest investment in Swansea currently is City Deal. Consideration needs to be given as to how renewable energy is going to be incorporated into this and also how Swansea is going to deal with the greater demand for energy for the City Deal.

I am pleased to confirm that the promotion of renewables and the wider energy efficiency agenda is an integral part of the City Deal. This is via the specific strand of "Homes as Power Stations" but also embedded in the wider range of projects and skills strands.

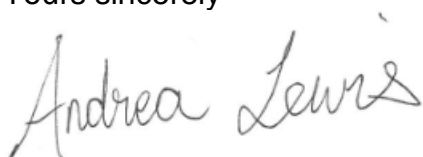
11. In 2017/18 budget a corporate development team was funded which included renewable energy but the Authority needs to think about resource going forward. There is a need for more resource as this department grows in responsibility in order for it to be sustainable.

Your comments are noted and will be borne in mind when any further decisions are made about funding the various council priorities when future council budgets are set although I am sure you will appreciate during such austere times the opportunity for additional funding is limited.

12. We understand that there are a lot of new projects in the pipeline. We feel that once these new projects are underway a follow up working group should be held as there will be a lot more to scrutinise.

I would welcome the opportunity to discuss this with the Renewable Energy Working Group at some point in the future.

Yours sincerely



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



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

*Please ask for:
Gofynnwch am:*

*Direct Line:
Llinell Uniongyrochol:*

*e-Mail
e-Bost:*

*Date
Dyddiad:*

Overview & Scrutiny

01792 636292

scrutiny@swansea.gov.uk

20th April 2018

BY EMAIL

Summary: This letter is from the Public Services Board Performance Panel meeting which took place on 29th March 2018. This letter relates to the Scrutiny of the Early Years Work Stream.

Dear Councillor Stewart,

We are grateful to Sian Bingham and Gary Mahoney for coming to deliver information on the Early Years Work Stream.

We heard that an audit of need informed the Early Years Strategy and this identified that there was a lack of services for those who were pregnant, and for families with children up to the age of 3.

We heard about the work being undertaken in relation to Early Years. We were impressed by the two projects which have been set up;

1. Jig-so
2. Penderi Primary Care Early Years Pilot Project

We were particularly impressed by the health outcomes in the Jig-so project – the cessation of smoking and the uptake in breastfeeding.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

SWANSEA COUNCIL / CYNGOR ABERTAWE

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

www.swansea.gov.uk / 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 Panel were encouraged to hear that the Penderi Primary Early Years Pilot Project has received funding for another year.

We welcomed the news that many of the service users accessing this service were both highly likely to re-engage with the project and less likely to see the GP. This implies that people are comfortable with the staff and getting valuable and worthwhile support from the project which is alleviating their need to see their GP.

This benefits both the health service and the service user and is a good example of joined up working in line with the aims of the Public Services Board.

We were very pleased to hear that these projects aim to get to the root of problems and this includes a look at mental health issues. We feel that this is vital to making lasting differences and that appropriate resources should be allocated to mental health support for all ages.

Following on from this, the Panel does have concerns that the Public Services Board is not putting the resources which are required into mental health services in general. This relates both to the identification of issues and treatments thereof. We feel there is substantial under resourcing in this area.

Can you give your views on this?

It was good to hear that the Team Around the Family in Schools project won a Guardian Public Service award. Again it highlights how early intervention is crucial for a child's wellbeing and that the joined up and multi-agency approach is a successful one.

It is encouraging that the service is aiming to enhance the core pathway from midwives, to health visitors to schools so issues can be identified early and accurately by the right teams of people. We hope that if there are enough targeted resources in this pathway then the people who need extra support won't fall through the gaps in existing services and get the help they need. Again this is in line with the ethos of the Wellbeing and Future Generations Act and should be built upon.

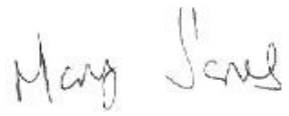
We would like to see more multiagency projects around Swansea with the same approaches of prevention and early intervention. The successful engagement of parents shows it is needed and wanted. Being able to access a variety of resources such as mental health support, midwives, speech therapy etc is a much more efficient and responsive way of supporting people, especially parents with multiple or complex needs.

The Panel recognises that although the work being undertaken is very positive, there is still a substantial amount of work which needs to be done to make a dent in the demand. There needs to be continued resources and targeted effort into prevention and early intervention.

We are pleased that there are successes to build on, but we should not become complacent, the issues are vast and there is still much to do.

I would be grateful if you could reply to this letter by 11th May 2018

Yours sincerely,

A handwritten signature in black ink that reads "Mary Jones". The signature is written in a cursive style.

Councillor Mary Jones

Convener, Public Services Board Scrutiny Performance Panel

✉ cllr.mary.jones@swansea.gov.uk

Councillor Mary Jones
Convener – Public Services Board
Scrutiny Performance Panel

BY EMAIL

Please ask for: Councillor Rob Stewart
Direct Line: 01792 63 6141
E-Mail: cllr.rob.stewart@swansea.gov.uk
Our Ref: RS/KH
Your Ref:
Date: 25th May 2018

Dear Councillor Jones

Thank you for your letter dated 20th April relating to the Scrutiny of the Early Years Workstream of the Public Service Board's Programme.

I am pleased that the Panel has acknowledged the progress made to date in relation to early years and early intervention. The comments made about the continued importance of developing these areas are also very welcome as they support the priorities in the Draft Local Well-Being Plan. In terms of further reassurance, it's important to recognise that the Plan evidences a multi-agency commitment to further progression and development of the Early Years priority over the short, medium and longer term.

Whilst mental health and well-being may not be an explicit priority within the Draft Local Well-Being Plan, it is clear that it is an important cross cutting theme across all the priorities in particular the Early Years and Live Well Age Well. Since the Scrutiny Board's Inquiry into Child and Adolescent Mental Health Services I am aware that a great deal of progress has already been made in relation to the recommendations. I do however acknowledge that there is still more to be done.

As a positive example of action, I can confirm that over the coming months the Council will be demonstrating its commitment through the re-commissioning of a Counselling Service for school aged children and young people. Whilst the statutory requirement is in relation to children and young people between 10 and 18 years old, the Service will be funded to ensure that all primary school aged children can also benefit.

In addition, regional working with our partners continues to progress in relation to Child and Adolescent Mental Health Services and approaches. The PSB as part of its 12 month work plan will seek re-assurance either directly or via the Children and Young People Board that improvements are on track and at an acceptable pace.

Whilst I cite progress and a positive future vision, on behalf of the PSB I can wholeheartedly confirm that Members are realistic about the challenges ahead, keen to find collaborative solutions and therefore certainly not complacent.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Rob Stewart', written in a cursive style.

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



**To/
Councillor David Hopkins
Cabinet Member for Delivery**

BY EMAIL

*Please ask for:
Gofynnwch am:*

*Direct Line:
Llinell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Scrutiny

01792 637257

scrutiny@swansea.gov.uk

SPC/2017-18/18

04 June 2018

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 14 May 2018. It is about the City Deal, Commercial Activities, Economic Twinning / Partnerships, Local Business Engagement, Innovation / Collaboration, Planning, European Funding, and Local & Regional Investment Strategy.

Dear Councillor Hopkins,

Cabinet Member Question Session – 14 May

Thank you for attending the Scrutiny Programme Committee on 14 May 2018 and answering questions on your work as then Cabinet Member for Commercial Opportunities & Innovation.

Firstly, we acknowledged what has been a challenging year for you personally because of ill health. You told us that some aspects of the portfolio were picked up by the Leader or other Cabinet Members, while you were unwell. It was good to see you in better health at the meeting.

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

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU
SWANSEA COUNCIL / CYNGOR ABERTAWE
GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE
www.swansea.gov.uk / 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

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:

City Deal

We talked about 'The Factory of the Future', one of the 11 projects which forms part of the Swansea Bay City Deal. You reported that this is part of the smart and advanced manufacturing strand within the City Deal, which together with the Steel Science project, 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 opportunities associated with digital manufacturing.

We noted that Swansea University is the delivery lead for this project and implementation of the project is at an early stage. You reported that the project will attract £10 million of funding under the umbrella of the City Deal, and added that discussions with first potential industrial partner are progressing. The Committee was particularly interested in knowing more about what this project will do with this funding and potential site location(s), particularly how it will affect Swansea. You agreed to provide a written response.

The Committee also asked about funding strategies and anticipated capital investment to support the City Deal. Can you quantify what your report referred to as 'substantial' investment?

Some members of the Committee referred to the recent bad news for the City including significant job losses following the announcement by Virgin Media, and impact that Swansea City Football Club's relegation from the Premier League may have. The projection of 35,000 new regional jobs as a result of the City Deal is of course welcome but poses a question about how realistic achieving this is. Would there be an actual net gain in jobs or replacement for job losses? You acknowledged we live in difficult times but remained optimistic about the City and City Region and stressed the need for confidence and belief from within the City which will help make a difference.

Commercial Activities

We understood that a significant part of the portfolio was concerned with embedding commercialism throughout the Council. This included supporting all parts of the Council to generate income and procure products and services at the best possible price, given financial pressures.

You told us that 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 included 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.

Your report mentioned work to develop commercial partnerships and cited the Mansion House as an example. We were interested in the possible commercial use of the Mansion House, and asked about the benefits and costs. We noted that the future of the Mansion House is currently subject to review, as part of a wider consideration of Cultural Services, and a private sector partner is being sought to develop its new commercial model. You indicated that there has been interest and the next step would be a formal tender for a partner with an associated commercial agreement.

You clarified that there is an issue with the condition of parts of the building and likely refurbishment costs. It was clear that major investment was necessary, whether from the Council or private sector, for commercial activities to progress. We asked whether any business plan has been developed on the feasibility of the Council to make the investment and recoup through future commercial agreement and activities, for example as a venue for business breakfast clubs and weddings.

Economic Twinning / Partnerships

We noted that the Council has been working to develop new economic twinning arrangements and economic partnerships overseas, especially in China, with notable developments with Wuhan, one of China's commercial centres.

In a previous scrutiny inquiry on Inward Investment we noted the lack of resources that were available which hampered our ability to proactively attract business. Therefore, we read with interest in your report that the Council is preparing a proposal for dedicated resources and a work programme to support economic twinning, particularly to build upon the special links with China and other economic partnerships, and enquiries.

Local Business Engagement

The Committee asked you about the extent of engagement with local businesses. We were aware of the Council's involvement in the Swansea BID (Business Improvement District) but asked about wider engagement with organisations / networks such as the Federation of Small Businesses and Swansea Bay Business Club.

We heard that engagement is an integral part of the Council's approach to business promotion, ranging from supporting economic activity within local communities to the regeneration of the city centre, and to the implementation of the City Deal. You provided assurance that businesses, including small and medium-sized enterprises, were engaged in a variety of ways and there is constant dialogue to ensure that local businesses can help us take the City forward.

Innovation / Collaboration

As part of your report on funding strategies you told us that the Council is 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. We are aware that a cross cutting review is looking at the delivery of 'Services in the Community' and identifying links to public assets. You stated that there has been significant engagement from services users and partners, and work on a pilot hub is currently underway, with the aim to open in September 2018.

Planning

As the Cabinet Member with responsibility for Planning we asked you about the implication of the Environment (Wales) Act 2016 on Planning process and decision-making. Section 6 of the Act places new duty on public authorities to maintain and enhance biodiversity which will clearly impact on Planning. You acknowledged the need to think long-term about any decisions and their impact on future generations, which includes protecting the natural environment. You gave assurance that due regard would be given to relevant legislation to inform and improve decision-making on Planning matters.

On the topic of the natural environment this is the subject of a current in-depth scrutiny inquiry. The Inquiry Panel, convened by Councillor Peter Jones, will anticipate a session with you as part of its evidence gathering. You will be contacted in due course about arrangements.

European Funding

We asked about the likely effect and scale of loss of European funding post Brexit. You promised a written answer on this, however took the opportunity to emphasise the need for the Council to treat Brexit as an opportunity, seek out investment and explore innovative funding and investment strategies.

Local & Regional Investment Strategy

We asked you to tell us about activities and progress in relation to the Local & Regional Investment Strategy. You said you would provide a written response.

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:

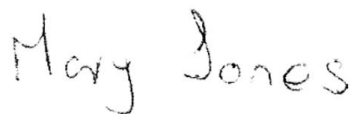
- provide more information about the 'Factory of the Future' City Deal project;
- quantify what you referred to as 'substantial' capital investment to support the City Deal;
- develop a business plan in relation to the Mansion House and future commercial use;
- tell us about the likely effect and scale of loss of European funding post Brexit;
- tell us about activities and progress in relation to the Local & Regional Investment Strategy.

We appreciate that since our meeting the Leader has announced changes to Cabinet positions and portfolios which means some of the responsibilities covered in our letter are now with other Cabinet Members. You may therefore need to refer and seek input from other Councillors however would be grateful for a single co-ordinated response letter.

Please provide the response by 25 June. 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, as Cabinet Member for Delivery, in due course.

Yours sincerely,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Councillor Mary Jones
Chair
Scrutiny Programme Committee

Please ask for: Councillor David Hopkins
Direct Line: 01792 63 7439
E-Mail: cllr.david.hopkins@swansea.gov.uk
Our Ref: DH/CM
Your Ref:
Date: 25th June 2018

Dear Councillor Jones

CABINET MEMBER QUESTION SESSION – 14TH MAY 2018

Thank you for your letter dated 4th June 2018.

I would reply as follows to the issued you raised.

Provide more information about the ‘Factory of the Future’ City Deal Project

At this stage the only information I can add about this project is that the detailed 5 Case Business Model is still under development by the project team, with conversations alongside both governments ongoing. Engagement continues with a number of private sector organisations and discussions with the Welsh Government about a site to locate the development are also making good progress. I will hopefully be able to offer a further update on progress in due course.

Quantify what your referred to as ‘substantial’ capital investment to support the City Deal

The City Deal funding will be paid to the Council through the City Deal regional programme office over a 15 year period once the 5 case business model and inter-government agreement between Welsh Government and Westminster has been signed. On this basis each Local authority is expected to initially borrow and fund their schemes up front and then receive the City Deal funding to contribute towards repayment of any loans. As well as that core cash funding from the City Deal it also provides for some flexibilities over capital spending and it’s financing and a retention of business rates.

Subject to the basis of the Government requirements set out above the Swansea Waterfront Digital District has been allocated £50m of City Deal money. The final costs of the projects will be identified through the Building Contractor Tendering Exercise. The all in budget including fees, contingency and build cost is currently indicated at a provisional £124m for Digital Square and £30m for Digital village. Individual reports on each scheme will come before Cabinet and/or Council as appropriate in due course

Develop a business plan in relation to the Mansion House and future commercial use

As noted in your letter major works are foreseen at Mansion House in order to turn it into a venue appropriate for commercial use. Our review of this matter has led us to agree that the private sector is best placed to make the investment necessary for commercial gain and specifically to target that investment appropriately, to meet the needs of paying users. The tender process will allow the Council to formally verify what working with a partner can achieve and then make a final decision based upon the submissions received, so a business plan and its costs and benefits will be developed through this process.

Tell us about the likely effect and scale of loss of European funding post Brexit

The Council is currently in receipt of approximately £18m in EU grant funding supporting employability projects, support for young people, capital infrastructure, rural development and fisheries. Current programmes are expected to be funded through the Treasury guarantee until 2022 – 2023. Funding is also being secured via other sources such as Welsh Government Targeted Regeneration and Investment programme (upwards of £6m), Town Centre Loan Fund £2m, Heritage Lottery Fund (Stage 2 application submitted for £3.5m for Hafod Copperworks). The team is also bidding with other LAs in the South West region to undertake employability activity through Welsh Government's new Employment Strategy, which could amount to £5m. The latter examples show that there are alternatives to EU funding, but the scale of funding available is generally less than can be secured through EU sources, and usually over considerably shorter timescales than the 7 year funding windows operated by EU programmes. Whilst the Welsh Government has reiterated its position that EU structural funding should be replaced pound for pound by Westminster, there is currently no information at all on the proposed UK Shared Prosperity Fund. Despite this the Council is seeking to maximise income from as many other relevant sources as possible.

Tell us about activities and progress in relation to the Local & Regional Investment Strategy

In light of the recent formation of the Development Bank of Wales, the requirement for flexible funding for business has already been met at a National level and to recreate this at local level would be unnecessary duplication. The support available via the Development Bank of Wales will help unlock economic potential in Wales and enhance the local economy by providing sustainable, effective finance. In addition to this, the Council has secured a £2m loan fund via Welsh Government. The Repayable Funding is offered for the purpose of reducing the number of vacant, underutilised and redundant sites and premises in town centres and to support the diversification of the town centres by encouraging more sustainable uses for empty sites and premises, such as residential, leisure and for key services.

The Repayable Funding can be used:

1. To acquire and unlock sites and premises with the intention of packaging and selling a proposal on the open market within an agreed timeframe.
2. To redevelop or refurbish sites and premises within an agreed timeframe; and
3. To provide loans to third parties for repayment within an agreed timeframe.

Yours sincerely



**COUNCILLOR DAVID HOPKINS
CABINET MEMBER FOR DELIVERY**

**To/
Councillor Andrea Lewis
Cabinet Member for Homes &
Energy**

BY EMAIL

cc: Cabinet Members

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Scrutiny

01792 637257

scrutiny@swansea.gov.uk

SPC/2018-19/1

20 June 2018

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Homes & Energy following the meeting of the Committee on 19 June 2018. It is about a proposed cabinet decision on the More Homes Parc Yr Helyg Site.

Dear Councillor Lewis,

**Pre-decision Scrutiny of Cabinet Report:
More Homes Parc Yr Helyg Site Options Appraisal**

The Scrutiny Programme Committee met on 19 June to consider the report that you are presenting to Cabinet on 21 June, and give a view on the proposed decision.

We thank you and relevant officers for attending our meeting to present the report and answer our questions.

Following on from our pre-decision scrutiny of your report on the More Homes Pilot Scheme in November 2017 we discussed proposals for the second development at Parc Yr Helyg of 16 one/two bedroom homes, including the appraisal of options and recommended approach in relation to design standards. The Committee noted the intention to proceed with what is referred to as a 'Swansea Standard' which will have costs savings (£264k) and provide better value than the 'Passivhaus' standard in providing energy efficient housing over and above current Building Regulations.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU
SWANSEA COUNCIL / CYNGOR ABERTAWE
GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE
www.swansea.gov.uk / www.abertawe.gov.uk

In terms of the overall decision that the Cabinet is being asked to take, the Committee has no objections to the recommendations. However there was concern amongst some members at the significant cost of external works at Parc Yr Helyg (in excess of £1m). The report states that this is due to the nature of the site, the need to divert / move overhead cables, major works to deal with surface water drainage, and need for retaining walls. We debated the cost / benefit of such work and how it impacted on unit costs and viability of build. From the figures provided in Appendix B of your report we can see that the total budget cost when factoring in costs other than dwelling construction costs (£1,518,852) would be £2,875,634 – the equivalent of nearly £180,000 per unit, which would exceed market value. We noted that some redesign options are being looked at that may bring down the overall costs.

We understood the reasons for the Swansea Standard being the preferred specification, and need to push forward with the house building programme in order to provide more affordable housing, and support the Council's efforts towards poverty reduction. However, given the financial implications Cabinet will need to think carefully about building homes at any cost, and whether it would be better to focus on the Colliers Way site instead given the particular challenges described at Parc Yr Helyg.

We noted in the lessons learnt from the first pilot project at Colliers Way difficulties experienced with the Passivhaus approach such as the limited supply chain for specialist products that met Passivhaus certification standards. We also noted that the Swansea Standard would be seen as innovative and more likely to attract funding from the Welsh Government Innovative Housing Programme and Affordable Housing Grant. Though it was not known at this stage how much of the costs a successful bid would cover, and the outcome may impact on final design specifications and extent of innovative features.

Furthermore, we agreed that a completed build based on both Passivhaus at Colliers Way and Swansea Standard at Parc Yr Helyg would enable a more accurate comparison of the performance and cost of both specifications to inform future decisions about further house building. We noted the intention to progress a third scheme at Colliers Way.

We were pleased to hear that issues highlighted by the Committee in November have been considered:

- Proposals for Parc Yr Helyg will enable a greater use of local suppliers, and therefore mean benefits to the local economy and workforce. You told us that 74% of the local supply chain would be within a 10 mile radius of the site, 84% within a 20 miles radius, and 92% within a 50 miles radius.
- The likely cost of external works at Parc Yr Helyg are being considered up front. It is important that the report clearly highlights to Cabinet that there will be significant costs, far greater than the costs at Colliers Way site.

- The report provides some information about the financial savings to tenants in terms of energy bills, though we acknowledged that monitoring will need to take place over a period of time to be able to accurately report on the performance of homes and energy savings. Anecdotal evidence at the Committee suggested that tenants at Colliers Way are reporting a reduced need for heating.


Committee Members remarked on the impressive delivery of new homes at Colliers Way, and once again congratulations to all involved. We were particularly pleased to hear about the contribution that was made by our apprentices and positive experiences they gained from being involved in the project.

Finally, I am unable to attend the Cabinet meeting on Thursday to feedback the Committee's views as contained in this letter. However, the vice-chair, Councillor Terry Hennegan will attend in my absence.

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, unless there is any variation from the recommendations in your report in the decision taken by Cabinet on Thursday.

Yours sincerely,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Audit Committee Workplan 2018/19

Terms of Reference	12 June 2018	26 June 2018 (Special)	17 July 2018	14 August 2018	11 September 2018	9 October 2018	11 December 2018	12 February 2019	9 April 2019
Training	Audit Committee Initial Training Risk Management		Financial Management & Accounting Governance	Internal Audit	External Audit	Counter Fraud			
Governance	Election of Chair & Vice Chair Audit Committee Training Programme 2018/19		Draft Annual Governance Statement 2017/18	Draft Audit Committee Annual Report 2017/18	Final Audit Committee Annual Report 2017/18	Chair of Scrutiny Programme Committee			
Internal Audit	Internal Audit Monitoring Report Q4 2017/18 Performance Review 16/17 Action Plan Update Report			Internal Audit Annual Report 2017/18 Audit Committee Review of Performance 2017/18 Action Plan	Internal Audit Monitoring Report Q1 2018/19	Annual Report of School Audits 2017/18 Chief Education Officer response to Schools Audit Report	Internal Audit Monitoring Report Q2 2018/19 Recommendation Tracker Report 2017/18	Internal Audit Monitoring Report Q3 2018/19 Internal Audit Annual Plan Methodology Report 2019/20	Internal Audit Charter 2019/20 Internal Audit Annual Plan 2019/20
Risk Management & Performance	WAO Proposals for Improvement Report – Six Month Update Overview of the Overall Status of Risk Report Q4 2017/18			Overview of the Overall Status of Risk Report Q1 2018/19		Overview of the Overall Status of Risk Report Q2 2018/19		WAO Proposals for Improvement Report – Six Month Update Overview of the Overall Status of Risk Report Q3 2018/19	Overview of the Overall Status of Risk Report Q4 2018/19
Counter Fraud					Corporate Fraud Annual Report 2017/18				Corporate Fraud Annual Plan 2019/20
External Audit		Audit Committee Review of Performance 2017/18			WAO ISA 260 Report 2017/18 – CCS WAO ISA 260 Report 2017/18 – Pension Fund		WAO Annual Audit Letter 2017/18	WAO Grants Report 2017/18 WAO Annual Audit Plan 2018/19 CCS & Pension Fund	Audit Committee Review of Performance 2018/19
Financial Reporting			Draft Statement of Accounts 2017/18 Letters of Representation CCS & Pension Fund				Review of Reserves Report Treasury Management & Budgetary Control Update		

Note: Audit Committee Action Tracker Report and Audit Committee Workplan will be included as agenda items at each meeting. An update from WAO will also be on the agenda for each meeting.

Audit Committee Statement of Purpose

1. Our audit committee is a key component of the City and County of Swansea's corporate governance. It provides an independent and high level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of our audit committee is to provide independent assurance to the members of the adequacy of the risk management framework and the internal control environment. It provides independent review of the City and County of Swansea's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Governance, Risk and Control

3. To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
4. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances.
5. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
6. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
7. To monitor the effective development and operation of risk management in the Council.
8. To monitor progress in addressing risk related issues reported to the committee.
9. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
10. To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
11. To monitor the counter fraud strategy, actions and resources.

Internal Audit and External Audit

12. To approve the internal audit charter and resources.
13. To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
14. To consider summaries of specific internal audit reports as requested.
15. To consider reports dealing with the management and performance of the providers of internal audit services.
16. To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
17. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
18. To consider specific reports as agreed with the external auditor.
19. To comment on the scope and depth of external audit work and to ensure it gives value for money.

Audit Committee Workplan 2018/19

20. To commission work from internal and external audit.

Financial Reporting

21. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

22. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Accountability Arrangements

23. To report to full Council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.

Note: Audit Committee Statement of Purpose extracted from the Council Constitution (31.01.18).

Date and Time of Upcoming Panel / Working Group Meetings

- a) 10 July at 11.00am – Service Improvement & Finance Scrutiny Performance Panel (Committee Room 3, Civic Centre)
- b) 17 July at 4.00pm – Adult Services Scrutiny Performance Panel (Committee Room 3A, Guildhall)
- c) 18 July at 11.00am – Public Services Board Scrutiny Performance Panel (Committee Room 3B, Guildhall)
- d) 18 July at 2.00pm – Schools Scrutiny Performance Panel – pre-decision scrutiny (Committee Room 3A, Guildhall)