



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, 13 August 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

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

Councillor Co-opted Members: P M Black, C A Holley, P R Hood-Williams, J W Jones and M Sykes

Agenda

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- 2 **Disclosures of Personal & Prejudicial Interest.**
www.swansea.gov.uk/disclosuresofinterests
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Minutes.** 1 - 11
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 **Public Question Time.**
Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt with in a 10 minute period.
- 6 **Cabinet Member Question Session: Cabinet Member for Homes & Energy (Councillor Andrea Lewis).** 12 - 35
- 7 **Scrutiny Performance Panel Progress Report.** 36 - 40
Service Improvement & Finance (Councillor Chris Holley, Convener)

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Next Meeting: Monday, 10 September 2018 at 4.30 pm

Huw Evans

Huw Evans
Head of Democratic Services
Monday, 6 August 2018

Contact: Democratic Services - Tel (01792) 636923

Agenda Item 4



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Committee Room 3A - Guildhall, Swansea

Tuesday, 19 June 2018 at 1.30 pm

Present: Councillor M H Jones (Chair) Presided

Councillor(s)

C Anderson
D W Helliwell

Councillor(s)

E W Fitzgerald
T J Hennegan

Councillor(s)

L S Gibbard
E T Kirchner

Also Present:

Councillor Andrea Lewis Cabinet Member for Homes & Energy
Councillor M Sykes

Officer(s)

Caritas Adere
Kate Jones
Brij Madahar
Martin Nicholls
Nigel Williams

Senior Lawyer
Democratic Services Officer
Scrutiny Team Leader
Director of Place
Interim Head of Corporate Building Services

Apologies for Absence

Councillor(s): M Durke, B Hopkins, P K Jones, W G Lewis and G J Tanner
Co-opted Member(s): J Meredith and A Roberts

10 Disclosures of Personal & Prejudicial Interest.

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

11 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.

12 Public Question Time.

There were no public questions.

13 Pre-decision Scrutiny: More Homes Parc Yr Helyg Site Options Appraisal Report.

The Cabinet Member for Homes and Energy, the Director of Place and the Interim Head of Corporate Building Services, were present for the Committee's

consideration of the Cabinet Report on 'More Homes Parc yr Helyg Site Options Appraisal'.

The Cabinet Member highlighted the following:-

- The Pilot Scheme and first construction site at Colliers Way had been very successful;
- Lessons learnt from the Pilot Scheme, particularly in respect of local procurement;
- It was hoped that approximately 74% of procurement would be within a 10 Mile Radius, 84% would be within a 20 Mile radius and 92% within a 50 Mile radius, should 'Swansea Standard' be used; and
- There was opportunity for Innovative Housing Programme Grant with 'Swansea Standard'.

The Committee asked questions of the Cabinet Member who, assisted by the Director of Place and the Interim Head of Corporate Building Services, responded accordingly. Questions and discussions focused on the following:-

- Positive feedback from the Colliers Way site particularly from residents;
- Passivhaus remained an option for future developments;
- Costs per Unit as laid out in the report, did not include costs for external works. Such costs were in the full breakdown of costs at Appendix A and B;
- Costs per Metre Square were felt to be comparable with the Private Sector;
- Houses were not being built for profit, the market would have to be tested to assess competitiveness on the private market;
- Viability of the Parc yr Helyg site in consideration of increased external costs as a result of the need to divert overhead cables, carry out major attenuation works for surface water drainage as well as the need for retaining walls;
- Possibility and scope of Innovative Housing Programme Grant;
- Difficulty of training, procurement and costs of materials for Passivhaus Standard;
- Requirement and use of radiators in Passivhaus homes; and
- Procurement process and ongoing work surrounding breaking down barriers for local suppliers.

The Committee considered the proposed recommendations in the report and raised any issues and concerns that should be brought to the attention of Cabinet ahead of its decision on 21 June 2018.

Whilst the Committee largely agreed that Swansea Standard was the preferred specification for the development at Parc yr Helyg, the Committee highlighted a number of issues which Cabinet should consider: -

- The significant cost of external works at Parc yr Helyg; and
- The viability of the Parc yr Helyg site and whether other sites such as a Phase 2 at Colliers Way would be more cost effective

Resolved that the Chair of the Scrutiny Programme Committee writes to the Cabinet Member outlining the views of the Committee, for Cabinet's consideration.

The meeting ended at 2.20 pm

Chair



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Council Chamber - Guildhall, Swansea

Monday, 9 July 2018 at 4.30 pm

Present: Councillor M H Jones (Chair) Presided

Councillor(s)

M Durke
D W Helliwell
W G Lewis

Councillor(s)

E W Fitzgerald
T J Hennegan
G J Tanner

Councillor(s)

L S Gibbard
P K Jones

Co-opted Member(s)

A Roberts

Officer(s)

Allison Lowe
Brij Madahar
Lyndsay Thomas

Democratic Services Officer
Scrutiny Team Leader
Senior Lawyer

Also Present:

C H Holley
J W Jones

Apologies for Absence

Councillor(s): C Anderson, E T Kirchner and W G Thomas
Co-Opted Member(s): D Anderson-Thomas

14 Disclosures of Personal & Prejudicial Interest.

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

15 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.

16 Minutes.

Resolved that the Minutes of the Scrutiny Programme Committee held on 11 June 2018 be approved and signed as a correct record.

17 Public Question Time.

There were no public questions.

18 Role of the Scrutiny Programme Committee.

The Chair and Scrutiny Team Leader presented a report on the Role of the Scrutiny Programme Committee. Councillors newly elected to the Committee were welcomed.

The following areas were highlighted: -

- Role of the Scrutiny Programme Committee in developing, managing and monitoring the work programme;
- Membership of the Scrutiny Programme Committee;
- Scrutiny Conveners and their Role Description;
- Effective Working – to consider the effective working of the Committee;
- Terms of Reference.

Permission was sought from the Committee to continue the practice of co-opting Performance Panel Conveners on to the Scrutiny Programme Committee (if they were not already members). They would be co-opted on to the Committee in a non-voting capacity.

The Committee also shared views about how it could work most effectively, so that it could be well prepared for meetings and inclusive, for example in developing questions in advance, participating in pre-meetings, length of committee meetings, regularly reflecting on how well the Committee is working.

The Committee discussed the way in which Conveners were selected for the individual Inquiry Panels / Performance Panels and Working Groups.

The Chair stated that with the exception of the Public Services Board Performance Panel, the existing Performance Panels had been asked to confirm their convener for the 2018/19 municipal year. All those that had met so far had agreed to maintain the same Convener for the forthcoming year.

In view of the debate regarding the process for appointing Conveners, it was agreed that a process for selecting Conveners be reported towards the end of the current municipal year (eg February 2019) in order that the approach for the 2019/20 Municipal Year is clear and agreed.

Agreed that:

- 1) The contents of the report be noted;
- 2) The continued co-option of Performance Panel Members as set out in at paragraph 4.4 of the report be endorsed;
- 3) The Scrutiny Team Leader circulate the membership list for all Scrutiny Panels & Working Groups to the Committee;
- 4) The Scrutiny Team Leader circulate any relevant guidance from the Welsh Government in relation to selecting Conveners/Chairs.

- 5) A report on the process for selecting Conveners be brought to Committee ahead of the next Municipal Year, around February 2019.

19 Scrutiny Work Programme 2018/19.

The Chair presented a report on the Scrutiny Work Programme 2018/19 for consideration.

The Scrutiny Team Leader provided the background to the Scrutiny Work Programme and provided an overview of the Work Planning Conference. He highlighted the need for the Work Programme to be aligned with the Corporate Priorities but balanced to address issues of community concern. He referred to the guiding principles - the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

He referred to the draft Work Programme for 2018/19 (Appendix 3 of the report) which took into account last's years plan, work already committed, and feedback from the Work Planning Conference, which included input from the Chief Executive on priorities and strategic challenges. The Programme shows the proposed topics that will be looked at either through in-depth work, ongoing monitoring activities, or with a light-touch.

The Committee held a discussion on the draft Work Programme that centred around the following: -

Inquiry Panels

Equalities Inquiry – this would be the first new Inquiry of this municipal year.

Community Regeneration – the need to clearly define what aspect this would look at. It was confirmed that this will be established once the exact terms of reference and key questions are finalised, following initial briefing session of the Inquiry Panel. The Committee was alerted to the fact that there is already an independent review going on about the Communities First Programme and its impact in Swansea since 2013. It was noted that if this topic was the second scrutiny inquiry it would not commence until later in the year (once the Natural Environment Inquiry concludes) so even if agreed to put into the programme the Committee could still seek advice about whether a scrutiny inquiry would be duplication or how any scrutiny can best compliment this work. If necessary the Committee could look at another topic for inquiry in due course, for example work on Anti-Social Behaviour potentially could be looked at by this method.

Performance Panels

Committee acknowledged proposed change in frequency – Development & Regeneration Panel increasing to every two months and Public Services Board Panel becoming a quarterly activity.

The Committee noted the various issues which could be picked up by relevant Performance Panels as part of their ongoing monitoring activities. In addition to the

issues contained in the appendix it was agreed that the Service Improvement & Finance Panel could include the Welsh Housing Quality Standard in its work plan given it has been identified as a key strategic challenge for the authority.

Working Groups

There was a debate about the list of suggested topics and priority order.

It was noted that the Homelessness Working Group and Community Cohesion Working Group have now been completed, and that the Local Flood Risk Management Working Group will have an additional meeting around September / October before reverting back to an annual meeting in first half of 2019.

It was noted that if required anti-social behaviour issues could be raised during the annual crime and disorder scrutiny session around March 2019.

It was also highlighted that a Question Session with the Cabinet Member for Homes & Energy was planned for the next Committee meeting on 13 August and members were invited to think about developing questions for that session.

Agreed that:

1. The draft Work Programme for 2018/19 be approved with the following amendments:
 - Welsh Housing Quality Standard be added to list of issues suitable for referral to Performance Panels.
 - Priority order of first four Working Groups agreed:
 1. Residents Parking
 2. Air / Noise Pollution
 3. Welfare Reform
 4. Environmental Enforcement
 - Second Working Group Priority list (to cover in 2nd six months) to include:
 - Digital Inclusion
 - Tourism
 - Anti-Social Behaviour
 - Archive Service
 - Reserve Working Group list:
 - Change 'Cultural Heritage' to 'Culture & Heritage'.
2. The plan for future Committee meetings, including schedule of Cabinet Member Question Sessions, be approved.

20 Scrutiny Improvement & Development Objectives.

The Chair presented a report to consider objectives for the year ahead on the improvement and development of scrutiny process and practice.

The draft improvement objectives, taking into account annual councillor scrutiny survey responses and feedback from self-evaluation / reflection by committee members, were outlined by the Scrutiny Team Leader as follows:

- 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.

It was agreed that these were the priorities and members acknowledged that each of the above would need to be supported by specific actions to deliver the improvement sought. Ideas about possible actions were exchanged, for example findings from Working Groups being presented via short reports to Cabinet instead of via letter to relevant Cabinet Member, working more closely with Communications Officers to increase media coverage, holding some meetings in the community.

It was noted 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.

In addition, Councillor Training and development needs were discussed. Whilst the Annual Councillor Survey suggested that the majority of Councillors did not indicate any specific needs, it was suggested that any future opportunities be advertised to determine interest.

Agreed that the five Scrutiny Improvement Objectives be confirmed and the Scrutiny Team Leader report an action plan to a future meeting,

21 Membership of Scrutiny Panels and Working Groups.

The Chair presented a report on Scrutiny Panel / Working Group Membership.

Agreed:

- 1) Councillors J Hale, E Kirchner, Y Jardine, P K Jones and Hazel Morris be added to Adult Services Performance Panel;
- 2) Councillor A Pugh be removed from Adult Services Performance Panel;
- 3) Councillor A Pugh be removed from Child & Family Services Performance Panel
- 4) Councillor E J King 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.

22 Scrutiny Letters.

The Committee was provided with an updated log of all letters to / from Cabinet Members so far this year, and a copy of recent correspondence for discussion.

A response from Councillor Andrea Lewis, Cabinet Member for Homes & Energy in relation to the Pre-Decision of Cabinet Report: More Homes Parc Yr Helyg Site Options Appraisal had been received after the agenda pack had been circulated. The letter had been circulated to the Committee via email for their information.

The Scrutiny Letters and Cabinet Member responses were **noted**.

23 Audit Committee Work Plan (For Information).

The Audit Committee Work Plan for 2018-2019 was noted.

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

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

The meeting ended at 5.32 pm

Chair



City and County of Swansea

Minutes of the Scrutiny Programme Committee

Council Chamber - Guildhall, Swansea

Friday, 20 July 2018 at 9.30 am

Present: Councillor M H Jones (Chair) Presided

Councillor(s)

M Durke
D W Helliwell
W G Lewis

Councillor(s)

E W Fitzgerald
T J Hennegan

Councillor(s)

L S Gibbard
P K Jones

Co-opted Member(s)

D Anderson-Thomas

Co-opted Member(s)

P M Black

Co-opted Member(s)

C A Holley

Apologies for Absence

Councillor(s): C Anderson, B Hopkins, J W Jones, G J Tanner and W G Thomas
Independent Member(s): A Roberts

25 Disclosures of Personal & Prejudicial Interest.

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

26 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.

27 Public Question Time.

There were no public questions.

28 Swansea Bay City Deal Joint Scrutiny Committee.

The Monitoring Officer, Tracey Meredith presented a report which outlined the background details to the proposals for the establishment of a Joint Scrutiny Committee with Carmarthenshire, Neath Port Talbot and Pembrokeshire as part of the City Deal agreement.

The main purpose and function of the committee, the committees terms of reference and the administrative arrangements were all outlined and detailed.

Resolved that the establishment of the Swansea Bay City Deal Joint Scrutiny Committee be noted.

The meeting ended at 9.41 am

Chair

Agenda Item 6



Report of the Chair

Scrutiny Programme Committee – 13 August 2018

Cabinet Member Question Session

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

1. Introduction

1.1 One of the most important roles that scrutiny carries out is holding the Council's Cabinet to account. The Cabinet (also known as the Executive) is made up of the Leader and other councillors, appointed by the Leader, who are allocated specific portfolio responsibilities:

Cllr Rob Stewart	- Economy & Strategy (Leader)
Cllr Clive Lloyd	- Business Transformation & Performance (Deputy Leader)
Cllr Mary Sherwood & Cllr June Burtonshaw	- Better Communities - People
Cllr Mark Child	- Better Communities - Place
	- Care, Health & Ageing Well

Cllr Elliot King &	- Children Services - Early Years
Cllr Will Evans	- Children Services - Young People
Cllr David Hopkins	- Delivery
Cllr Jennifer Raynor	- Education Improvement, Learning & Skills
Cllr Mark Thomas	- Environment & Infrastructure Management
Cllr Andrea Lewis	- Homes & Energy
Cllr Robert Francis-Davies	- Investment, Regeneration & Tourism

- 1.2 By acting as a 'critical friend' scrutiny has the opportunity to challenge the Cabinet and individual cabinet members on their actions and performance in relation to their areas of responsibilities.
- 1.3 Cabinet Member Question Sessions have become a main feature of Committee meetings. At least one cabinet member is scheduled to appear at each monthly Committee meeting, ensuring all Cabinet Members appear before the Committee over the course of a year, in order to ask questions on their work. Questions will focus on their priorities, actions, achievements and impact.

2. Cabinet Member Question Session

- 2.1 The following Cabinet Member will appear before the Committee:

a) Councillor Andrea Lewis, Cabinet Member for Homes & Energy

Within this cabinet portfolio, she is responsible for:

- Cooperative Housing
- Corporate Building & Property Services
- Council House Management
- Council House Repairs
- District Heating Schemes
- Energy
- Green Transport & Green vehicle adoption (incl. infrastructure works)
- Homelessness & Supporting People
- Homes as Power Stations (City Deal)
- Housing Adaptions & Renewal Schemes
- Housing Policy, Affordable Housing & Housing Options;
- More Homes Delivery
- Poverty Reduction
- Sheltered Housing
- Tenancy Enforcement
- Welsh Housing Quality Standard (WHQS)
- Lead Elements of Sustainable Swansea

3. Approach to Questions

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

- relevant priorities / objectives, notable activities and achievements, improvement / impact made, and service user / public engagement.
- what they hope to achieve over the coming months and challenges, including any key decisions they plan take to Cabinet over the next year.
- reflections on their engagement with scrutiny and whether there is any issue relevant to their portfolio that they would suggest for scrutiny, not otherwise covered in the work programme – to ensure scrutiny activity is aligned to priorities and focussed on the right things.

3.2 In terms of themes that cut across all cabinet portfolios, the Committee is interested in asking Cabinet Members about:

- Well-being of Future Generations Act – impact on their work / decisions e.g. what they are doing to achieve the well-being goals and ways of working, whether there is a greater focus on long-term thinking, collaboration / involvement etc.
- Public Services Board (PSB) – their relationship with the work of the PSB; how the PSB impacts on their portfolio and how it is making a difference etc.

3.3 Cabinet Members will be invited to make introductory remarks before taking questions from the Committee. The Cabinet Member has provided a report on 'headlines' in relation to the portfolio to help the Committee focus on priorities, actions, achievements and impact – see **Appendix 1**.

3.4 Amongst questions from the Committee is the intention to ask the Cabinet Member about: what impact the introduction of universal credit has had on the willingness of registered social landlords to accept referrals from housing options for rehousing.

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

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

4. Previous Correspondence

4.1 Changes were announced by the Leader to cabinet portfolios, at the Council Annual General Meeting in May. Councillor Lewis was previously portfolio holder for Housing, Energy & Building Services, The following issues relevant to the Homes & Energy portfolio were discussed by the Committee during last year:

- Homelessness – development of a Homelessness Strategy
- Council Housing / Building Fire Safety – implications / actions taken regarding safety of council housing and buildings following Grenfell Tower fire in London. Installation of sprinkler systems.
- More Homes Council Housing Building Project – progress at Milford (now Colliers) Way and costs
- Electric Vehicles – increase in Council’s electric vehicle fleet and efforts to promote public usage of electric vehicles, and develop vehicle charging infrastructure; and
- Green Energy Schemes – current / future plans.

The correspondence between the Committee and the Cabinet Member relating to previous Q & A session is **attached**.

4.2 Scrutiny involving the Cabinet Member over the past year:

- Committee Pre-decision scrutiny – More Homes Pilot Scheme:
The Committee has been keeping a watching brief on the Council’s house building pilot project and carried out pre-decision scrutiny of cabinet reports in November 2017 on the scheme at Milford (now Colliers) Way, and June 2018 on the site options appraisal regarding the second scheme at Parc Yr Helyg.
- Renewable Energy Working Group:
The Cabinet Member attended a meeting in March 2018 which enabled questions and discussion 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 Homes & 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.

- Homelessness Working Group (May / June 2018)
Two meetings were held to explore activities to manage homelessness, look at the current position, performance of relevant services, and challenges. The Working Group's work would also enable opportunity to influence the draft Homelessness Strategy which is currently in development. The Working Group, wrote to the Cabinet Member with its views and recommendations, raising a number of concerns about current provision. The correspondence with the Cabinet Member, including her response, is included in this agenda pack within item 11 (scrutiny letters).

The Committee may wish to follow up on these issues, as necessary.

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

- Service Improvement & Finance Performance Panel – the Cabinet Member will be invited to attend to discuss progress in the delivery of the Welsh Housing Quality Standard.

5. Other Questions

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

- 5.2 On this occasion no questions have been received.

6. Next Session

- 6.1 The next Cabinet Member Question Session on 10 September will be with Councillor Clive Lloyd (Deputy Leader) to focus on the Business Transformation & Performance cabinet portfolio.

7. Legal Implications

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

8. Financial Implications

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

Background Papers: None

Appendices:

Appendix 1: Key Headlines for the Homes & Energy Portfolio



Report of the Cabinet Member for Homes & Energy

Scrutiny Programme Committee –13th August 2018

Key Headlines: Cabinet Member for Homes & Energy

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

Report Author: Joanne Portwood

Finance Officer: Paul Roach

Legal Officer: Debbie Smith

For Information

1.0 The Portfolio for Homes and Energy

1.1 The key responsibilities within the portfolio for Homes and Energy include;

- More Homes Delivery,
- Homes as Power Stations (City Deal),
- Welsh Housing Quality Standard (WHQS),
- Council House Management,
- Council House repairs,
- Housing Adaptions & Renewal Schemes,
- Housing Policy, Affordable Housing & Housing Options
- Sheltered Housing,
- Tenancy Enforcement,
- Homelessness and Supporting People
- Cooperative Housing,

- Corporate Building & Property Services (CBPS),
- Green Transport & Green vehicle adoption (inc. infrastructure works),
- Energy,
- District Heating Schemes,
- Poverty Reduction,
- Lead elements of Sustainable Swansea,

1.2 This report highlights the progress made in relation to key priorities within this portfolio including; the More Homes project, Homes as Power Stations, meeting the Welsh Housing Quality Standard, Green Transport and Green Vehicle adoption (including infrastructure) and Energy. This report also outlines other notable achievements within this portfolio.

2.0 More Homes Delivery

2.1 The delivery of the More Homes project has resulted in the first Council houses being built in Swansea in 40 years. The pilot project aimed to increase the supply of affordable housing by constructing new, energy efficient homes (to the PassivHaus standard). The model aimed to not only increase the supply of affordable homes but also to reduce energy bills and tackle fuel poverty. Changes to the way in which Council can use the revenue from Council housing rent has enabled the development of these new homes.

2.2 The first homes (which included 10 houses and 8 flats) were opened at Colliers way and Cwrt Trefor. The scheme was highly commended at the Municipal Journal awards and was finalist at the Constructing Excellence Wales awards. Cabinet have approved a “Swansea Standard” building specification¹ for the next round of developments and two further sites have been identified for construction in 2018, which include Parc Yr Helyg (4 two bedroom homes and 12 one bedroom homes) and Phase 2 of Colliers way. The project also aims to maximise community benefits and it is proposed to target local suppliers in relation to the development of Parc Yr Helyg.

2.3 In addition to the construction of new homes, Swansea’s More Homes strategy also includes the acquisition of existing properties in order to increase the supply of affordable homes. A further two properties in Clase (a bungalow and leasehold flat) were acquired in 2017/18. Welsh Government have also announced the introduction of an Affordable Housing Grant programme for Local Authorities for the next two years. A draft programme has been developed and agreed by the External Funding Panel.

¹ Following a review of the pilot project, PassivHaus standards were changed to meet requirements for new Swansea Council Homes – the “Swansea Standard”.

- 2.4 Swansea's More Homes strategy also aims to increase the supply of affordable homes by working with partners and the private sector. A Land Valuation and Viability study has been undertaken by independent consultants which has identified a number of sites for partnership development. These sites are too large for direct HRA funding and the build model but are suitable for mixed tenure development, including market sale. A consultation event has been held with design consultants in relation to Tudno Place and Heol Emrys following a pre-procurement exercise and a consultation process with local residents is underway.
- 2.5 The next steps in the delivery of Swansea's More Homes project is to seek planning approval for Parc Yr Helyg and Phase 2 of Colliers way. We will also be seeking the approval of the draft programme for the Affordable Housing grant, ensuring we are utilising the full grant allocation. In addition, we will be seeking approval of the partnership opportunities we have identified and to start the procurement of a commercial partner(s). Over the next six months we also hope to procure consultants to work on masterplan for Tudno Place and Heol Emrys and continue resident engagement by establishing a residents panel.

3.0 Homes as Power Stations

- 3.1 The Homes as Power Stations project is one of 11 projects which form part of the Swansea Bay City Deal. The project is part of the energy strand and aims to provide affordable, sustainable and energy efficient homes. The project includes building new homes and retrofitting existing home with new technologies, which will enable buildings to generate, store and release energy. The project will also focus on smart technologies in relation to energy demand management (i.e. grid import and export in relation to energy demand, integrated renewable energy and energy storage) for both new and retrofitted housing. The project will provide homes, which will result in lower energy costs to householders, reduce energy demands from the grid and help tackle fuel poverty. It is also anticipated that the project will improve health and wellbeing by providing affordable warmth and creating a better quality living environment.
- 3.2 The lead organisation is Neath Port Talbot Council on behalf of the Swansea Bay City Region. The project partners include Swansea Council, Carmarthenshire Council, Pembrokeshire Council and Swansea University. Registered Social Landlords are also involved in the delivery of the programme. The project aims to create a new industry in the region, which will develop and build innovative energy technologies. The proposed Centre for Excellence for the Next Generation Services project will provide a data analytics capability to support the projects smart, healthy elements.
- 3.3 It is also anticipated that the Homes as Power Stations project will also make a difference to local businesses by kick starting a construction

programme worth £517,050,000 for a City Deal investment of £15 million (3% of the total programme value). The project will enable the development of a technologically advanced and highly skilled large scale supply chain. The Homes as Power Stations project will also develop a skilled and informed construction industry and is already working with the Skills and Talent City Deal project to identify future skills needs.

- 3.4 A number of pilot projects are currently being scoped, including one in Swansea at Craig Cefn Parc, with plans to retrofit up to 30 off gas properties. Neath & Port Talbot are also developing a new build pilot development in Neath (at the Hafod site). An initial business case was submitted to the Regional Office for the Swansea Bay City Deal in May 2018.
- 3.5 The next steps include testing the proof of concept and reviewing the lessons learned from the pathfinder projects, before rolling out the long term programme. Further engagement with key stakeholders is planned, including Registered Social Landlords, Western Power Distribution, mortgage providers and the private sector.

4.0 Welsh Quality Housing Standards

- 4.1 The Welsh Housing Quality Standards (WHQS) is the Welsh Government's target standard for all social housing in Wales. It states that by 2020, all Council homes should be in a good state of repair, safe and secure, adequately heated, fuel efficient and well insulated, have up to date kitchens and bathrooms, located in attractive and safe environments and suit the specific requirements of the household.
- 4.2 We have been continuing to improve our homes and estates working to bring them all up to the WHQS by 2020. The Capital programme delivered £47m of investment in 2017/18. A three year capital budget (£157m) with schemes to meet the WHQS was agreed at full Council in March 2018. In terms of improvements, 2,652 properties have already benefitted from insulated external walls and roofs. A further 1,952 properties will benefit from weatherproofing improvements over the next four years. A total of 3,720 houses have received new roofs since the inception of the scheme and a further 307 properties will benefit in the future. A total of 9,724 properties have benefitted from new boilers as a result of the scheme and tenants are being offered to switch fuel boilers if they currently have coal, or electric. During the last 5 years, 742 properties have benefitted from new kitchens and 1,066 have received new bathrooms. New hard wired alarms have been fitted in 8,935 properties and are tested annually.
- 4.3 Improvements to Council homes are also undertaken to benefit the wider community. The Council's Beyond Bricks and Mortar Scheme works with many of the WHQS initiatives and training and employment

opportunities (including apprenticeships) have been created for more than 100 people.

- 4.4 A review of Swansea's delivery of the Welsh Housing Quality Standard (WHQS) has been undertaken by the Wales Audit Office and is due to be published in Autumn this year. The review looked at the Council's arrangements to meet the WHQS and how it engages with tenants.
- 4.5 The next steps in delivering Swansea's Welsh Housing Quality Standard programme includes taking a revised Repairs Policy to Cabinet and Council later in 2018/19. The delivery of the 2018/19 (£57m) capital programme is underway and a new kitchen and bathroom framework is currently being procured with local contractors being selected to deliver the renewal programme.

5.0 Other notable activities in relation to Housing

- 5.1 In terms of other notable activities in relation to Housing, a Commissioning Review of all Housing services is currently underway, the scoping document of the review will be shared with Scrutiny as well as any outcomes of the review. Comprehensive tenant and leaseholder surveys have been undertaken to seek residents' views about how we can improve services. The redrafting of the Housing Estate Management Strategy is ongoing.
- 5.2 In terms of affordable housing, the full spend was achieved of the available Social Housing grant (SHG £8.4m) and Housing Finance grant (HFG £4.3m). We were also given the opportunity by Welsh Government to apply for additional funds on top of these allocated sums which led to an additional investment of SHG of £1.5m within 2017/2018.
- 5.3 Improvements to housing conditions in the private sector, including the delivery of the Sandfields Renewal Area programme have been continuing. The scheme has resulted in 280 properties having external wall insulation and 80 properties have been externally repaired. A number of community projects have also been supported through community benefit clauses in the scheme. Projects included repairs to St Phillips Community centre, Spring Terrace Church Hall and the Vetch Veg community building, planting in the area and funding support for the Sandfields Community.
- 5.4 Swansea has continued to act as the lead authority in the Western Bay region for the Welsh Government Houses into Homes (HIH) and National Home Improvement Loans (NHIL) schemes. The scheme has brought 49 empty properties back into use (creating an additional 85 units of accommodation), with a number of these premises located in the city centre including the Kingsway.
- 5.5 A Draft Homelessness Strategy is scheduled for public consultation in September 2018. The review of the strategy has included public

engagement with service users, homelessness & supported housing forums and the Scrutiny Working Group. Performance targets have been met, in relation to the prevention of homelessness and time spent for families in Bed & Breakfast has reduced. The Tenancy Support Unit have continued to provide rapid response and support on demand services.

6.0 Green Transport and Green Vehicle Adoption

- 6.1 Swansea Council is committed to increasing the number of zero carbon emission vehicles in Swansea. We are seeking investment to create a network of charging stations across Swansea, in order to promote the use of electric and hydrogen vehicles for public use. We will also be introducing a Green Fleet Policy, with the intention of increasing use of zero carbon emission vehicles wherever feasible in our Corporate Fleet. We currently have over 40 charging points in various Council owned locations. In addition, we have also purchased 40 Peugeot EV small panel van's in 2017/18, which have a minimum range of approximately 100 miles, based on full charge and normal urban use.
- 6.2 We are currently exploring the implementation of EV charging points, in collaboration with Swansea University, the Health Board and other partners in Swansea, Carmarthenshire, Neath Port Talbot and Pembrokeshire. We also held the first clean air road show in Wales in April 2017, with the second Clean Air Road Show held at the end of July 2018, in order to promote electric and hydrogen vehicle technology to the public. We have developed a Quality Partnership Agreement with First Cymru, working with them to submit bids for grant funding to create a network of charging stations and hydrogen filling stations to promote the use of electric vehicles and hydrogen vehicles for public transport when they arise.
- 6.3 Future plans include the continued roll out of further fleet supply points within the available budget and where grid connection allows. We have also recently employed a Transport Strategy Officer to explore all Green Transport options as part of an overall Transport Strategy. We have received a grant from the Local Transport Fund for the South West Wales Metro work. Part of the funding will be used for studies to inform the Green Fleet Policy, including preferred business models and a proposed corporate fleet replacement strategy.

7.0 Energy

- 7.1 The Corporate Energy strategy was adopted by Cabinet in July 2016. The strategy built upon the Council's Carbon Reduction strategy produced in 2011. The Energy strategy aims to reduce the Council's energy consumption and improve the energy efficiency of the Council's buildings and housing stock, invest in renewable technologies, secure or facilitate community access to affordable low carbon/renewable energy,

explore and maximise commercial opportunities to benefit community wellbeing and help tackle fuel poverty. The strategy includes an action plan to deliver a series of actions to meet objectives within the strategy.

- 7.2 There has been a great deal of progress to date particularly around energy savings and carbon reduction measures including but not limited to:
- On-going HRA investment in our housing stock (new boilers, insulation to walls and loft areas, cladding, replacement windows and doors etc.) making our tenants homes warm and energy efficient,
 - Public Lighting Replacement Programme with lower energy use LED,
 - Solar Panels (PV) on schools,
 - A small number of biomass and CHP projects (Schools and Leisure centre),
 - Mechanical and electrical works across buildings delivering greater energy efficiency,
 - The establishment of a community group, Swansea Community Energy & Enterprise Scheme (SCEES), to own and run renewable installations in Swansea,
 - A feasibility study for a district heat network in the city centre,
 - A 45KW Solar PV array has also been installed on the recently refurbished Guildhall,
 - ARBED schemes in Pontarddulais and Clydach providing photovoltaic Systems to Council housing,
 - A number of the above micro-generation projects have already been progressed via the Councils 21st Century / QED programme which include: Solar Photovoltaic Systems at YGG Llwynderw, St Thomas, Burlais and Gowerton Primary Schools and Penyrheol, Cefn Hengoed and Morryston Comprehensive Schools, with Solar Thermal Systems at Penyrheol Comprehensive School, Sketty & St Thomas Primary schools.
- 7.3 In addition to these activities, considerable efforts have been made to minimise the single use and disposal of finite resources and maximise the use of sustainable raw materials and energy. Swansea works closely with the four neighbouring Local Authorities via the South West Wales Waste Partnership to find the most sustainable, cost effective and practical solutions to treat waste and to turn waste in to a renewable energy source. In addition, we are continuing to work with Welsh Government through Refit Cymru – a procurement initiative for public bodies to implement energy efficiency measures in their buildings to improve energy performance with guaranteed reduction in carbon emissions and annual savings
- 7.3 In terms of the next steps, we are continuing to implement the activities outlined in the Energy strategy action. In addition, we are exploring a Swansea Marina Scheme, aiming to determine the technical and economic feasibility of returning the Swansea Barrage hydro-generator

back into operation. We are also planning to continue our land asset appraisal and explore the suitability for renewable energy generation with Local Partnerships.

8.0 Other notable activities in relation to Energy

- In terms of others notable activities in relation to Energy, we are currently exploring the feasibility of setting up a wholly owned, fully licensed, Energy Services Company (ESCO). We have commissioned APSE to carry out the feasibility exercise over a two year period. The outcome of the feasibility study and the public consultation will determine whether the venture goes ahead.
- Further to the feasibility study, work has been conducted in relation to a District Heating scheme. We have now produced a business case which demonstrates that there is potential for connecting a number of existing city centre buildings and new development sites via a series of underground pipes to central energy sources. A decision is now being sought as to whether to proceed with the project. This will take into consideration the capital required to deliver the scheme and the most suitable business model for delivery taking into account Welsh legislation surrounding formation of business entities, the balance between risk and control and meeting the project's objectives.

9.0 The impact of the Well Being of Future Generations Act

- 9.1 In terms of considering the impact of the Well-being of Future Generations Act and the five ways of working, Swansea's More Homes Strategy sets out a blueprint for the future development of affordable homes and building sustainable communities. This long term approach prioritises investment in higher energy efficient building today, in order to provide future long term benefits. The preventative approach is clear in terms of fuel poverty - by minimising the need for fuel in the first place rather than finding ways to fund it. This project has been recognised nationally as good practice, resulting in numerous awards and recognition from Wales Audit Office and the Future Generations Commissioner.
- 9.2 The Homes as Power Station project is also preventative in terms of directly aiming to address fuel poverty. The provision of low carbon, energy efficient homes will have a positive effect on health and well-being in the long term and mitigate against health inequalities caused by energy inefficiency and poor quality housing. Collaborative working via the City Deal, will enable tomorrow's technology to be developed and then rolled out in Swansea demonstrating a commitment to the long term and understanding of how to exploit future trends today.
- 9.3 Swansea's implementation of the Welsh Housing Quality Standard also directly supports the wellbeing agenda by tackling fuel poverty,

improving the quality of housing and providing warm, safe, secure homes. In addition, the 3 year (£157m) capital programme will also play a significant role in driving economic growth and supporting the growth of skills, training and employment opportunities amongst those out of work and/ or hard to reach people via the Council's Beyond Bricks and Mortar programme.

- 9.4 In terms of our work in relation to Green Transport and Green Vehicle adoption, we are working collaboratively with partners via Low Carbon Swansea to understand the benefits, options for fleet conversion and developing a future proof strategy. Our work on Green Transport Infrastructure and Green Vehicle adoption aims to reduce carbon emissions and prevent levels of pollution, which prevent a risk to health and well-being.
- 9.5 We are also working collaboratively in relation to our work on Energy. The Council is represented on the Board of Swansea Community Energy and Enterprise Scheme (SCEES), which embodies how the Council supports and works with the community and voluntary sector in a co-productive way. In addition, the Corporate Energy Strategy is designed as a long-term strategy to reduce energy demand and use renewable energy where possible across a range of Council buildings, transport and facilities.

10. Links with the Public Service Board and Swansea's Wellbeing Plan

- 10.1 The More Homes project, the Homes as Power Stations project and the implementation of the Welsh Quality Housing Standard with Public Services Board (PSB), aim to provide good quality, modern, adaptable, low carbon, energy efficient, affordable housing in areas of housing need, working with communities to ensure that developments support community cohesion and are safe places to live. The projects also support economic well-being, providing local employment and, working with local providers, will boost the supply chain for renewable technologies. There are direct links to steps in Swansea's Wellbeing plan on innovative housing and technology, carbon reduction and offsetting, physical estates, people feeling safe and confident in their communities and working towards a thriving economy through the implementation of these projects.
- 10.2 Our current work and future plans, in relation to Green Transport, Green Vehicle adoption, aim to provide a green, integrated and sustainable transport system fit for the future. Collaborative working and co-production is at the heart of bringing about this step change. There are again direct links to steps in Swansea's well-being plan in relation to carbon reduction and offsetting, physical estates and technology and our work on Green Transport, Green Vehicle adoption and Energy.

11.0 Legal Implications

11.1 There are no specific legal implications contained in this report.

12.0 Financial Implications

12.1 There are no financial implications contained within this report.

**To/
Councillor Andrea Lewis
Cabinet Member for Housing,
Energy & Building Services**

BY EMAIL

*Please ask for:
Gofynnwch am:*

*Direct Line:
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*e-Mail
e-Bost:*

*Our Ref
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Scrutiny

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SPC/2017-18/3

13 September 2017

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Housing, Energy & Building Services following the meeting of the Committee on 14 August 2017. It is about Houses in Multiple Occupation, Homelessness, Anti-Social Behaviour, Council Housing / Building Fire Safety, More Homes Council Housing Building Project, Electric Vehicles, and Green Energy Schemes.

Dear Councillor Lewis,

Cabinet Member Question Session – 14 August

Thank you for attending the Scrutiny Programme Committee on 14 August 2017 and answering questions on your work as Cabinet Member for Housing, Energy & Building Services.

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

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

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

Management of Houses in Multiple Occupation (HMOs)

We discussed your responsibilities in relation to managing HMOs and recent actions to deal with landlords who fail to comply with regulations.

Thank you for providing a written update on progress and actions on the control of HMOs following the Scrutiny Working Group earlier this year.

We were pleased to see a member of the public attending the committee meeting and taking the opportunity to ask questions. A number of questions were put to you by Mr John Williams, on behalf of residents of Uplands and Brynmill relating to HMO licensing enforcement. He expressed concern about Council inactivity in dealing with breaches of licensing conditions and impact of poor management of HMOs on local residents. You undertook to provide a full written response to Mr Williams, and I am pleased that you have now done so.

We noted that the approach is always to deal with any issues, and engage with landlords and tenants, on an informal basis first, with prosecution being a matter of last resort. We talked about the benefits of obtaining a 'Declaration of Understanding' from licence holders / occupiers in relation to compliance with fire precautions, waste management, anti-social behaviour and management regulations. The recent successful prosecution of a HMO landlord, following serious breaches of regulations and licensing conditions in relation to fire safety, was discussed.

You accepted that there was room for improvement and we heard that you intend to work closely with local members, particularly in the HMO management area, to deal with issues. We noted that since taking on responsibility for HMOs in May your focus has been on the development of Supplementary Planning Guidance (SPG) in order to help manage / control HMOs numbers. We were aware that the draft SPG presented to the Planning Committee in July was not approved, as members asked for further work to be undertaken, and we asked you to clarify the timetable for a revised SPG to be reported back to the Planning Committee.

We also asked about the Rent Smart Wales service (hosted by Cardiff Council but run in partnership by the 22 Local Authorities in Wales) and queried the impact that this service and approach has had on the department, what additional staff were taken on to deal with it, and when staffing was last reviewed.

Homelessness Strategy

We were interested in progress with the development of a Homelessness Strategy. You explained the process and current position. We understood that public consultation responses had now been received and would be reported to the Poverty Reduction Policy Development & Delivery Committee for

discussion prior to further consultation with other relevant stakeholders. It was noted that Council approval was expected in autumn 2018. The committee requested pre-decision scrutiny on the strategy or earlier engagement to ensure opportunity to influence the draft strategy in good time.

Incidentally, you should be aware that we have agreed to establish a one-off Working Group on Homelessness (likely meeting late 2017) as councillors want to ask questions about the current position, services, and challenges. You will be invited to this meeting in due course.

Neighbourhood Support Units / Anti-Social Behaviour

The committee asked about effectiveness in dealing with anti-social behaviour and challenges. You stated that dealing with anti-social behaviour was one of the policy commitments and that you were reviewing current approaches and practice, particularly in dealing more effectively with issues before they reach an eviction stage. We agreed that prevention is key to avoiding homelessness, but acknowledged the ongoing challenge.

Council Housing / Building Fire Safety

The committee asked about implications / actions taken regarding safety of council housing and buildings following Grenfell Tower fire in London.

We were pleased to hear about the results of recent fire safety testing on cladding used in our high-rise buildings, passing UK Government tests. You told us that the whole fire safety system in place was deemed safe, and exceeded minimum standards. The committee was particularly impressed with the local response in the wake of the fire to provide assurance to residents, and credit to you for the handling of this matter and the officers involved in this effort.

We noted that sprinkler installation would also begin at the Council's high-rise blocks of flats in November, with priority given to blocks of flats which have had exterior cladding fitted, and work then continuing on a phased basis over the following months to install in all high-rise blocks. You confirmed that sprinklers are now also required to be included in any new builds.

Committee members were concerned about ensuring tenant awareness of the operation of a sprinkler system so that they are prepared for it. We also suggested the need for clarity about the position with insurance and liabilities, should there be any damage caused by malfunction. We asked you to look into engaging all councillors about the system for their awareness and welcomed any possibility of a demonstration of the system to councillors.

We asked for clarification about the possible issue / use of fire blankets in the Council's high-rise buildings for use by residents in small fire emergencies in their flats. You confirmed that these would not be issued to tenants due to advice from the Fire Service, and other issues around access, usage and maintenance. The advice to residents was to turn off the relevant source, e.g. hob and evacuate the property, and not to tackle the fire themselves which could put people at more risk.

More Homes Council House Building Project

Further to previous discussions about the development at Milford Way you told us that things were progressing well. It was clear that you were extremely proud of the project and you praised the work carried out by Corporate Building Services in delivering this.

We heard that properties would be allocated at the end of October in accordance with the housing waiting list. We again asked about costs, information which we keenly await, and were told that a report to Cabinet / Council was imminent.

Electric Vehicles

You mentioned plans to increase the council's electric vehicle fleet, taking it up to 40 vehicles (making it the largest such fleet in Wales), and efforts to promote public usage of electric vehicles.

Committee members felt this probably required an 'all Wales' approach to improve consumer confidence in making the switch to electric vehicles. Much of this will depend on extent and quality of the electric vehicle charging infrastructure. It would be useful to see a list of public charging points in the area, as clearly not everyone has the option to charge from home.

We also talked about the possibility of opening up charging points within the workplace to staff and others, and other solutions such as adapting street lighting columns to provide charging points, as is happening in London.

Green Energy Schemes

We asked for an update on plans for green energy schemes for the Council's housing stock. You told us that all options including biomass technology, in possible collaboration with other nearby Authorities such as Neath Port Talbot / Bridgend Councils, were being considered.

The committee asked about progress on developing a District Heating Scheme. We were told that options were still being considered about the best way to introduce this, taking into account opportunities from city centre redevelopment plans. You added that one of the City Deal projects concerns 'homes as power stations' to enable buildings to generate, store and release energy. You expected that there will be a pilot area within Swansea to develop this.

We noted that the Swansea Bay Tidal Lagoon was listed within your portfolio responsibilities. We asked whether you had any information about the decision-making on this project. You confirmed that a decision on the project was still with the UK Government. We talked about the benefits and the need for a positive outcome.

Your Response

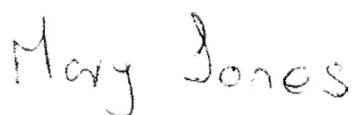
In your response we would welcome your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for you to:

- confirm the timetable for a revised SPG in relation to HMOs to be reported back to the Planning Committee;
- tell us about the impact of the Rent Smart Wales service locally, including staffing;
- include a scrutiny stage within the process of developing a new Homelessness Strategy;
- consider our views about the installation of sprinkler systems (tenant / councillor engagement, and insurance / liability issues); and
- provide a list of public charging points for electric vehicles across Swansea.

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

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

Yours sincerely,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Councillor Mary Jones
Chair, Scrutiny Programme Committee
City and County of Swansea

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: 22 September 2017

Dear Councillor Jones

CABINET MEMBER QUESTION SESSION – 14 AUGUST

Thank you for your letter dated 13 September 2017 in which you raised a number of questions and queries on behalf of members of the Scrutiny Programme Committee. I have addressed the issues you raised in this letter.

Houses in Multiple Occupation

Following the resolution of the Planning Committee in July this year to not approve the previously produced version of HMO planning guidance, the Planning Authority has re-commissioned consultants Litchfields to work in partnership with the Council to produce a revised document. The production of a revised document will necessitate a new period of engagement and public consultation. The new commission is programmed to deliver key milestones according to the following timetable, which proposes that Members of the Planning Committee will be presented with revised proposals in Nov/Dec 2017:

Workstage	Dates
Evidence base review, Impact Analysis and Strategy Formation	Sept-Nov
Engagement with stakeholders – includes Members, landlords, Universities	Oct-Nov
Presentation to Members to seek agreement to publically consult on revised SPG document	Nov/Dec
6 Week Public Consultation	Jan-Feb 2018
Review consultation responses, prepare consultation report and revised SPG. Report back to members to seek adoption of SPG	March-April 2018

Rent Smart Wales

The Housing Act (Wales) 2014 requires landlords to register and self-managing landlords who let and manage properties and agents to also undertake training and apply for a licence. Rent Smart Wales aims to drive up standards in the private rented sector.

Welsh Government has provided grant to each local authority in proportion to the size of the private rented sector in each area, to assist with implementation and enforcement of the legislation. This funding has been used to provide information to landlords and agents known to the authority and the general public by direct mailings, via landlords' forum meetings, radio advertising, information in Council buildings including the Civic Centre, libraries and housing offices and reviewing and updating of data held by the authority.

It has also been used to appoint one additional Environmental Health Officer on a temporary basis since December 2016. Initially this was a full time post but following a reduction in WG funding the post now operates on a part time basis.

Dealing with enquiries about the application of the legislation, initial stages of enforcement and liaison with colleagues at Rent Smart Wales is also being dealt with using existing staff resources. Specific elements of enforcement work can be reclaimed from Rent Smart Wales from licensing fees, however this process is being newly implemented in 2017 – 2018 and must be reclaimed in arrears so no figures are available as yet. It is not known whether Welsh Government will continue to provide grant funding beyond 2017 – 2018.

Prosecution of a landlord for failing to register a rental property is listed for hearing at Swansea Magistrates within the next month.

Homelessness Strategy

A Scrutiny stage has been included in the timetable for the development of the Homelessness Strategy. The intention is to carry out an internal consultation process during February/March 2018 prior to the draft Strategy being disseminated more widely. This would be an appropriate time to provide Scrutiny with the opportunity to comment on the strategy. The committee can then decide whether it also wishes to undertake pre-decision scrutiny of the final Strategy and action plan. The intention is that the strategy will be reported to Council in October 2018

Fire Safety in High Rise Blocks.

It is anticipated that the work on installing the sprinkler systems will start in Jeffreys Court, Penlan in November with work starting on the blocks in Clyne Court, Sketty in early 2018.

There are plans to install a sprinkler system in an empty high rise flat so it can be viewed by both Tenants and Members before the installation work in tenanted flats commences.

As well as receiving a letter informing them about the works before they commence, all tenants and leaseholders in the high rise blocks will receive a leaflet providing answers to some frequently asked questions, one of the issues covered is that of insurance cover.

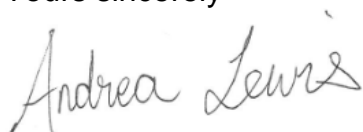
Data collected nationally has indicated that there is a 1 in 15,000,000 chance that a sprinkler system which is regularly serviced will activate due to a fault. In addition, any water released from a sprinkler which then damages property and possessions is classed as 'firefighting water' for insurance purposes, which means that the policy holder can claim for any damaged caused as a result of activation be that in the case of an actual fire or a fault with the system.

Public Charging Points for Electrical Vehicles

Corporate Building and Property Services have a list of public charging points for electric vehicles. However it must be noted that this list is not updated on a regular basis so it may not cover all points available to the public in Swansea. The list is attached at Appendix 1.

If you have any further questions or queries, please do not hesitate to contact me.

Yours sincerely



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

Appendix 1 - Electric Vehicle Charging Points

[Swansea Marriott Hotel](#) Maritime Quarter, Swansea, West Glamorgan, SA1 3SS
1 x 22kW 32A Tesla Type 2 Tesla Destination
Usage - Private – Staff, Visitors or Customers

[The Dragon Hotel](#) 39 The Kingsway, Swansea, SA1 5LS
2 x 22kW 32A Tesla Type 2 Tesla Destination
Usage - Private - Staff, Visitors or Customers

[National Waterfront Museum](#) Oystermouth Road, Swansea, West Glamorgan, SA1 3RD
1 x 3kW 13A 3-Square pin
1 x 7kW 32A Commando ZeroNet
Usage - Public

[Morfa Shopping Park](#) Brunel Way, Swansea, SA1 7DS
2 x 7kW 32A Type 2 Mennekes POD Point Open Charge
Usage - Public – Membership Required

[Gravells Kia Swansea](#) Unit 2, Kingsway, Swansea, West Glamorgan, SA5 4DN
2 x 7kW 32A Type 2 Mennekes Other
Usage - Unknown

[Nissan Bassetts](#) Neath Road, Swansea, West Glamorgan, SA6 8JE
2 x 7kW 32A Type 2 Mennekes Nissan Dealerships
Usage - Private - Staff, Visitors or Customers

[Toyota Swansea](#) Neath Road, Swansea, West Glamorgan, SA6 8HF
1 x 3kW 13A 3-Square pin
1 x 7kW 32A Type 2 Mennekes POLAR

[Renault Retail Group \(RRG\)](#) Fendrod Way, Swansea Enterprise Park, Swansea, West Glamorgan, SA7 9DG
2 x 3kW 16A Type 2 Mennekes
1 x 22kW 32A Type 2 Mennekes Renault dealerships

[Tesco-Extra - Llansamlet](#) Nantyffin Road, Swansea, West Glamorgan, SA7 9RD
4 x 7kW 32A Type 2 Mennekes POD Point Open Charge
Usage - Public – Membership Required

[DVLA](#) Longview Road, Morriston, West Glamorgan, SA6 7LJ
1 x 7kW 32A Type 2 Mennekes Charge Your Car
Usage - Private - Staff, Visitors or Customers

[Down to Earth](#) 72a Mansfield Road, Murton, Swansea, West Glamorgan, SA3 3AP
1 x 7kW 32A Type 2 Mennekes ZeroNet
Usage - Public

[Moto Services Swansea](#) M4 Junction 47, Swansea, West Glamorgan, SA4 1GT
2 x 43kW 63A Type 2 Mennekes
3 x 50kW 125A JEVs (CHAdeMO)
1 x 50kW 125A CCS (Combo) Ecotricity
Usage - Public – Membership Required

[Parc Le Breos House](#) Parc-Le-Breos Guest House, Parkmill, Swansea, W Glam, SA3 2HA
3 x 7kW 32A Tesla Type 2 Tesla Destination

[Fairyhill Hotel](#) Reynoldston, Swansea, West Glamorgan, SA3 1BS
1 x 3kW 13A 3-Square pin
1 x 7kW 32A Commando ZeroNet
Usage - Public

[Asda Ystalyfera](#) Glanyrafon, Swansea, West Glamorgan, SA9 2DE
1 x 3kW 13A 3-Square pin
1 x 7kW 32A Type 2 Mennekes POLAR
Usage - Public – Membership Required

[Hydrogen Centre Baglan](#) Mardon Park, Port Talbot, West Glamorgan, SA12 7AX
1 x N/A H35 or equiv Other

[Best Western Aberavon Beach Hotel](#) Princess Margaret Way, Port Talbot, West Glamorgan, SA12 6QP
1 x 3kW 13A 3-Square pin
1 x 7kW 32A Commando ZeroNet
Usage - Public

[Parc-Y-Scarlets](#) Pemberton Retail Park, Llanelli, Carmarthenshire, SA14 9UZ
2 x 11kW 16A Tesla Type 2 Tesla Destination
Usage - Public – Membership Required

[Murray Street Car Park](#) Murray Street, Llanelli, Carmarthenshire, SA15 1DJ
2 x 7kW 32A Type 2 Mennekes Other
Usage - unknown

[Roadchef Pont Abraham](#) M4 Junction 49, Llanedi, Swansea, West Glamorgan, SA4 0FU
1 x 43kW 63A Type 2 Mennekes
1 x 50kW 125A JEVs (CHAdeMO) Ecotricity
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Agenda Item 7



Report of the Chair

Scrutiny Programme Committee – 13 August 2018

Scrutiny Performance Panel Progress Report

Purpose	The Committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will regularly provide a progress report, updating the Committee on headlines from their Panel's work and impact.
Content	This report focuses on the following Performance Panel: a) Service Improvement & Finance
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness and understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Chris Holley (convener)
Lead Officer & Report Author	Bethan Hopkins Tel: 01792 636292 E-mail: scrutiny@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Amanda Thomas

1. Introduction

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

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

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

1.4 This report is about the following Performance Panel:

a) Service Improvement & Finance

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

1.5 The membership of the Services Improvement & Finance Performance Panel (10) is as follows:

Labour Councillors: 3

Phillip Downing	Des Thomas
Peter Jones	

Liberal Democrat/Independent Councillors: 4

Chris Holley (CONVENER)	Mary Jones
Lynda James	Jeff Jones

Conservative Councillor: 2

Paxton Hood-Williams	Brigitte Rowlands
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Uplands Councillor: 1

Irene Mann	
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2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

Appendices:

Appendix 1 – Scrutiny Performance Panel Update

Service Improvement & Finance Scrutiny Performance Panel Update – July 2018

1. Remit of the Panel

The overarching purpose of the Panel is to ensure that the Council's budget, corporate and service improvement arrangements are effective and efficient.

2. Introduction

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

3. Key Activities

The Panel held 9 meetings between November 2017 and July 2018. These meetings included a Commissioning Review on Highways and Transportation and a Commissioning Review on Cultural Services Final Bidder Options as well as the Budget Meeting. There were various reports and presentations from a range of officers about performance, improvement and budget monitoring. This has resulted in 6 convener's letters being sent to Cabinet Members. Three Cabinet Members attended Panel meetings for specific items.

The issues covered were as follows:

December 2017	<ul style="list-style-type: none"> • Annual Review of Performance 2016/17 • Quarter 2 Budget Monitoring
January 2018	<ul style="list-style-type: none"> • Quarter 2 2017/18 Performance Monitoring Report • Corporate Complaints Annual Report • Budget Proposals
February 2018	<ul style="list-style-type: none"> • Quarter 3 Budget Monitoring • Welsh Public Library Standards - Annual Performance Report
<u>Additional Meeting</u> Commissioning Review February 2018	<ul style="list-style-type: none"> • Highways and Transportation Commissioning Review
<u>Additional Meeting</u> Budget Scrutiny February 2018	<ul style="list-style-type: none"> • Budget Scrutiny
March 2018	<ul style="list-style-type: none"> • Quarter 3 2017/18 Performance Monitoring Report • Annual Work Plan Review
<u>Additional Meeting</u> Commissioning Review June 2018	<ul style="list-style-type: none"> • Cultural Programme – Final Bidder Options
July 2018	<ul style="list-style-type: none"> • Welsh Language Standards Annual Report 2017/18 • Charges Item

4. Achievements / Impact

Pre-decision scrutiny of Commissioning Reviews

The Panel undertook pre-decision scrutiny on the Highways and Transportation Commissioning Review in February 2018, below is an overview of some of the recommendations:

- 1. The commissioning review was too big. It may have been better to split the services out to create a more manageable document.*
- 2. Regarding Central Transport Unit – combining the services is the best way going forward and provides for more effective management of the services.*
- 3. Servicing vehicles and undertaking MOTs under a depot reorganisation would create a revenue stream which would be beneficial to the Council.*
- 4. It is important to remember that bus services are vital to many people. Any changes will be a huge pressure for the public and for us as a Council. There should be clear view of the subsidies and the reasons for them.*
- 5. In previous years there was an excellent relationship as part of the SWITCH group. It appears we are moving back (albeit informally) to this arrangement and this is a positive approach.*
- 6. The Panel were pleased to see that the bus station management is both effective and cost neutral. It is a much improved bus station and this is a good outcome.*
- 7. Not enough money is being spent on roadway and network maintenance.*

The Panel undertook pre-decision scrutiny on the Cultural Services Final Bidder Options Commissioning Review in June 2018, below is an overview of some of the recommendations:

- 1. Surprise by how long this process has taken considering the initial Commissioning Review concluded in November 2015.*
- 2. The process was as fair as it could have been and the assessment criteria was robust and well thought out.*
- 3. The prices, opening hours and access of the leisure facilities should remain unchanged for users.*
- 4. The Panel would also like to support the proposal that the staff terms and conditions of employment are protected going forward.*
- 5. Reiterate the commitment that all of the assets concerned remain in Council ownership.*
- 6. It is also very important that the borrowings for this endeavour are contained within the 'leisure' budget.*
- 7. An independent organisation should undertake the condition surveys of all of the buildings. The Panel do not feel that it would be appropriate for these surveys to be undertaken internally therefore an external provider should be considered.*

8. *The Council have addressed difficulties around condition surveys in the past and it needs to be ensured that lessons are learned from any previous experiences and therefore improve going forward.*

Budget and performance monitoring

The Panel regularly receives quarterly and annual performance and budget reports. This enables it to maintain a good level of understanding of performance and budgetary issues. It is closely monitoring a number of key issues and has suggested areas for improvement in monitoring and reporting of information including:

Reserves: The Panel are still closely monitoring the Council's reserves and what they are allocated against.

Budget: The Panel understand that difficult decisions need to be made in respect to the budget again this year but the Panel will be looking intently at the changes and impact of these decisions.

Performance Monitoring Scoring System: The Panel are closely monitoring all areas but have made recommendations specifically around the way in which some issues are measured. The Panel have made comments about whether a scoring system is appropriate for issues such as Tackling Poverty and Building Sustainable Communities

Sickness: the Panel were concerned to read about high levels of staff sickness. The Panel received a breakdown from the departments but this item will be checked going forward.

5. Future Work Programme - New Items

The Panel discussed its work plan for 2018/19 in June. The Panel also have some new items coming to the Panel for monitoring this year, including but not limited to;

- The Planning Annual Report
- Equality Review Report
- Welsh Housing Quality Standards

6. Action required by the Scrutiny Programme Committee

None.

Agenda Item 8



Report of the Chair

Scrutiny Programme Committee – 13 August 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:	Amanda Thomas

1. Introduction

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

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

- 2.1 None – however the Committee should note that the Public Services Board Performance Panel at its meeting on 18 July agreed to co-opt Councillor Peter Jones to the Panel for the duration of the Natural Environment Inquiry Panel.

3. New Panels and Working Groups

3.1 Following agreement of a new work programme expressions of interest were sought from all non-executive councillors to lead and/or participate in the following panels and working groups:

- Inquiry Panel
 - Equalities
- Working Groups
 - Residents Parking
 - Air & Noise Pollution
 - Welfare Reform
 - Environmental Enforcement

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

3.3 Key considerations for the Committee:

- It is necessary for more than one political group to be represented on each panel / working group.
- These bodies also need to be of a manageable size in terms of team working and effective questioning.
- Good scrutiny practice places emphasis on respect for minority party wishes around both chairing of such bodies and the work programme.
- A minimum of 3 members should be present at all meetings.

3.4 Given that each Panel / Working Group has generated interest from more than one councillor to act as convener, proposals are based on sharing conveners across all political groups, and giving opportunity to those who have not acted as convener before, in order to be fair and balanced.

4. Membership List of Existing Scrutiny Panels / Working Groups

4.1 A complete membership list of existing Scrutiny Panels and Working Groups is attached for the Committee's information - see **Appendix 2**.

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:

Appendix 1 – Proposed Membership of New Panel / Working Groups

Appendix 2 – Membership List – Existing Panels / Working Groups

APPENDIX 1

PROPOSED MEMBERSHIP LIST (as at 3 Aug 2018)

1. Inquiries:

Equalities Scrutiny Inquiry Panel (10)

Labour Councillors: 9

Mandy Evans	Erika Kirchner
Louise Gibbard (CONVENER)	Sam Pritchard
Terry Hennegan	Mo Sykes
Yvonne Jardine	Lesley Walton
Hazel Morris	

Liberal Democrat/Independent Councillors: 1

Wendy Fitzgerald	
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(Note – Councillor Hazel Morris also expressed interest in acting as convener)

2. Working Groups:

Residents Parking Scrutiny Working Group (11)

Labour Councillors: 7

Mandy Evans	Mike White
Philip Downing	Hazel Morris
Nick Davies	Robert Smith
Joe Hale	

Liberal Democrat/Independent Councillors: 3

Peter Black	Chris Holley
Mike Day	

Uplands Councillors: 1

Peter May (CONVENER)	
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(Note – Councillors Joe Hale, Hazel Morris and Peter Black also expressed interest in acting as convener)

Air & Noise Pollution Scrutiny Working Group (7)

Labour Councillors: 6

Mandy Evans	Hazel Morris
Joe Hale (CONVENER)	Sam Pritchard
Peter Jones	Robert Smith

Liberal Democrat/Independent Councillors: 1

Wendy Fitzgerald	
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(Note – Councillors Hazel Morris and Peter Jones also expressed interest in acting as convener)

Welfare Reform Scrutiny Working Group (11)

Labour Councillors: 8

Louise Gibbard	Sam Pritchard
Hazel Morris	Mo Sykes
Yvonne Jardine	Gloria Tanner
Erika Kirchner	Lesley Walton

Liberal Democrat/Independent Councillors: 2

Chris Holley	Susan Jones
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Conservative Councillors: 1

Lyndon Jones	
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(Note – Councillors Louise Gibbard and Hazel Morris have expressed interest in acting as convener)

Environmental Enforcement Scrutiny Working Group (16)

Labour Councillors: 7

Cyril Anderson	Hazel Morris
Philip Downing	Sam Pritchard
Mandy Evans	Mike White
Peter Jones	

Liberal Democrat/Independent Councillors: 7

Mike Day	Lynda James
Wendy Fitzgerald	Jeff Jones (CONVENER)
Chris Holley	Mary Jones
Susan Jones	

Conservative Councillors: 2

David Helliwell	Will Thomas
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(Note – Councillors Hazel Morris and Mike White also expressed interest in acting as convener)

MEMBERSHIP LIST (as at 3 August 2018)

1. Current Inquiries:

Natural Environment Scrutiny Inquiry Panel (10)

Labour Councillors: 5

Louise Gibbard	Hazel Morris
Yvonne Jardine	Sam Pritchard
Peter Jones (Convener)	

Liberal Democrat/Independent Councillors: 2

Wendy Fitzgerald	Jeff Jones
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Conservative Councillor: 2

Paxton Hood-Williams	Will Thomas
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Uplands Councillor: 1

Irene Mann	
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2. Follow Up of Completed Inquiries:

Child & Adolescent Mental Health Services Scrutiny Inquiry Panel (9)

Councillors:

Labour Councillors: 5

Ceri Evans	Erika Kirchner
Terry Hennegan	Hazel Morris
Yvonne Jardine	

Liberal Democrat/Independent Councillors: 3

Mary Jones (Convener)	Cheryl Philpott
Susan Jones	

Coopted Members: 1

Dave Anderson-Thomas	
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Tackling Poverty Scrutiny Inquiry Panel (12)

Councillors:

Labour Councillors: 7

June Burtonshaw	David Phillips
Sybil Crouch (Convener)	Yvonne Jardine
Joe Hale	Mike White
Hazel Morris	

Liberal Democrat/Independent Councillors: 5

Mike Day	Jeff Jones
Chris Holley	Susan Jones
Lynda James	

Regional Working Scrutiny Inquiry Panel (8)

Labour Councillors: 4

Joe Hale	Mo Sykes
Mandy Evans	Mike White

Liberal Democrat/Independent Councillors: 2

Chris Holley	Mary Jones
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Conservative Councillor: 2

Lyndon Jones (Convener)	Brigitte Rowlands
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3. Performance Panels:

Service Improvement & Finance Scrutiny Performance Panel (10)

Councillors:

Labour Councillors: 3

Phillip Downing	Des Thomas
Peter Jones	

Liberal Democrat/Independent Councillors: 4

Chris Holley (Convener)	Mary Jones
Lynda James	Jeff Jones

Conservative Councillor: 2

Paxton Hood-Williams	Brigitte Rowlands
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Uplands Councillor: 1

Irene Mann	
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Schools Scrutiny Performance Panel (18)

Councillors:

Labour Councillors: 7

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

Liberal Democrat/Independent Councillor: 3

Mike Day	Susan Jones
Lynda James	

Conservative Councillor: 5

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

Other:

Statutory Coopted Members: 3

David Anderson-Thomas	Parent Governor Representative
John Meredith	Church Representative
Alexander Roberts	Parent Governor Representative

Adult Services Scrutiny Performance Panel (14)

Councillors:

Labour Councillors: 7

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

Liberal Democrat/Independent Councillors: 4

Peter Black (Convener)	Jeff Jones
Chris Holley	Susan Jones

Conservative Councillor: 1

Paxton Hood-Williams	
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Cooptees: 2

Tony Beddow	Katrina Guntrip
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Child & Family Services Scrutiny Performance Panel (9)

Councillors:

Labour Councillors: 5

Cyril Anderson	Peter Jones
Mike Durke	Des Thomas
Yvonne Jardine	

Liberal Democrat/Independent Councillors: 2

Kevin Griffiths	Susan Jones
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Conservative Councillor: 1

Paxton Hood-Williams (Convener)	
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Uplands Councillor: 1

Irene Mann	
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Development & Regeneration Scrutiny Performance Panel (11)

Councillors:

Labour Councillors: 4

Terry Hennegan	Gloria Tanner
Peter Jones	Mike White

Liberal Democrat/Independent Councillors: 4

Wendy Fitzgerald	Jeff Jones (Convener)
Chris Holley	Mary Jones

Conservative Councillor: 3

Steve Gallagher	Paxton Hood-Williams
David Helliwell	

Public Services Board Scrutiny Performance Panel (fixed Panel of 13 seats)

Councillors:

Labour Councillors: 2

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

Liberal Democrat/Independent Councillors: 4

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

Conservative Councillor: 1

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

Partner Representatives: 3

Martin Waygood	ABMU Health Board
Cllr John Warman	Mid & West Wales Fire & Rescue
Unfilled (unable to provide rep)	Natural Resources Wales
name to follow	Police & Crime Panel
Unfilled (no non-executive member)	Probation Service
Cherrie Bija	SCVS

4. Other Panels / Working Groups:

Local Flood Risk Management Scrutiny Working Group (10)

Councillors:

Labour Councillors: 4

Peter Jones (Convener)	Sam Pritchard
Paul Lloyd	Des Thomas

Liberal Democrat/Independent Councillors: 3

Susan Jones	Gordon Walker
Cheryl Philpott	

Conservative Councillor: 2

Steve Gallagher	Brigitte Rowlands
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Uplands Councillor: 1

Irene Mann	
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Digital Inclusion Scrutiny Working Group (5)

Labour Councillors: 1

Louise Gibbard	Lesley Walton (Convener)
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Liberal Democrat Councillors: 3

Peter Black	Jeff Jones
Chris Holley	

NB – further interest to be invited

Community Cohesion & Hate Crime Scrutiny Working Group* (9)

Labour Councillors: 7

Louise Gibbard	Mo Sykes
Yvonne Jardine	Gloria Tanner
Wendy Lewis	Lesley Walton
Sam Pritchard	

Liberal Democrat/Independent Councillors: 1

Graham Thomas	
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Uplands Councillor: 1

Irene Mann	
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Homelessness Working Group* (15)

Labour Councillors: 12

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

Liberal Democrat/Independent Councillors: 1

Peter Black (Convener)	
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Conservative Councillor: 2

Lyndon Jones	Linda Tyler-Lloyd
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* completed

Agenda Item 9



Report of the Chair

Scrutiny Programme Committee – 13 August 2018

Scrutiny Work Programme 2018/19

Purpose	This report presents the agreed Scrutiny Work Programme for 2018/19 which the Committee is responsible for monitoring.
Content	The agreed work programme is attached, which includes the topics that will be examined by scrutiny through various Panels and Working Groups. The plan for future committee meetings is also attached.
Councillors are being asked to	<ul style="list-style-type: none">• plan for the committee meetings ahead• consider opportunities for pre-decision scrutiny• review the scrutiny work programme (including progress of current Panels and Working Groups)
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:	Amanda Thomas

1. Introduction

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

1.2 A report is provided to each meeting to enable the committee to maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.

1.3 The broad aim of the scrutiny function is to:

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

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

It also needs to be:

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

2. Scrutiny Work Programme 2018/19

- 2.1.1 Following discussion at the committee meeting on 9 July the agreed scrutiny work programme for 2018/19 is set out in **Appendix 1**.
- 2.1.2. The following paragraphs break down the work programme by specific ways of working to provide a brief overview.

2.2 Scrutiny Programme Committee:

- 2.2.1 The Committee work plan for the year ahead is attached as **Appendix 2**. This should be kept under review to ensure it represents a robust and effective plan. The plan includes a schedule of future Cabinet Member Question & Answer Sessions.
- 2.2.2 Committee members should review and confirm items for the next and future meetings giving specific consideration to who should attend so that meetings are always well planned and prepared for, e.g. information required and key questions that the Committee wishes to ask.
- 2.2.3 The main item(s) scheduled for the next Committee meeting on 10 September are:
- Cabinet Member Question Session: Cabinet Member for Business Transformation & Performance (Deputy Leader) - Councillor Clive Lloyd.
- 2.2.4 The Committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g. pre-decision scrutiny which may require extra meetings.
- 2.2.5 Pre-decision scrutiny – this is carried out by the Committee unless delegated elsewhere. The Committee is invited to consider the available information on future cabinet business and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications (see Cabinet Forward Plan attached as **Appendix 3**). Any requests will require discussion with relevant cabinet member(s) to confirm timescales and window of opportunity for scrutiny involvement. Pre-decision scrutiny enables scrutiny to develop understanding about and ask questions on proposed Cabinet reports to provide ‘critical friend’ challenge and influence decision-making.
- 2.2.6 Commissioning Reviews – it has already been acknowledged that reports 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 be on the scrutiny radar during the year ahead and scheduled into work plans.

2.2.7 Call-In Procedure – Council on 26 July agreed a new call-in arrangements which places scrutiny at the centre of the process. With immediate effect any valid call-in of cabinet decisions will lead to the calling of a special meeting of the Scrutiny Programme Committee. A call-in can be made by the Chair or Vice-Chair of the Scrutiny Programme or by any four councillors by giving notice in writing to the Head of Democratic Services within a specific call-in period. **Appendix 4** details the call-in procedure that has been adopted by the Council.

2.3 Inquiry Panels:

2.3.1 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.

In Progress / Planned (yet to report):	Completed (follow up stage)
1. Natural Environment (expected end: November 2018) 2. Equalities (pre-inquiry Panel meeting to be arranged) 3. Community Regeneration.	1. Tackling Poverty (Sep 2018) 2. Child & Adolescent Mental Health Services (21 Nov 2018) 3. Regional Working (Feb 2019)

2.4 Performance Panels:

2.4.1 The following Performance Panels, which will enable regular and structured monitoring of performance within these key areas, have been agreed and will meet on an ongoing basis until otherwise agreed by the Committee (frequency of meetings in brackets):

Performance Panel	Convener
1. Service Improvement & Finance (monthly)	Cllr. Chris Holley
2. Schools (monthly)	Cllr. Mo Sykes (NB Cllr Lyndon Jones acting as informal vice-convener)
3. Adult Services (monthly)	Cllr. Peter Black
4. Child & Family Services (every two months)	Cllr. Paxton Hood-Williams
5. Development & Regeneration (every two months)	Cllr. Jeff Jones
6. Public Services Board (multi-agency) (quarterly)	Cllr. Mary Jones

2.4.2 Performance Panel conveners are scheduled to provide a regular update to the Committee to enable discussion on key activities and impact.

2.5 Working Groups:

2.5.1 The following Working Groups will be convened during the year ahead, in priority groups as shown:

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

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

2.6 Regional Scrutiny:

2.6.1 **Education Through Regional Working** - Swansea scrutiny is involved in a regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A Scrutiny Councillor 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.

2.6.2 **Swansea Bay City Deal** – A Joint Scrutiny Committee has recently been established which will involve three councillor representatives from each of the four Councils involved in the City Deal meeting to scrutinise the work of the Joint Committee responsible for delivering the City Deal Programme. The Joint Scrutiny Committee will be serviced by Neath Port Talbot Council, which they will arrange in due course.

3. **Monitoring the Work Programme**

3.1 The Committee is responsible for monitoring progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility.

3.2 **Appendix 5a** provides a timetable of all scrutiny activities (projected or actual where dates are known). Lead councillors and officers are also noted within.

3.3 **Appendix 5b** provides a snapshot of progress with all of the Panels and Working Groups established by the Committee and their current position. The Terms of Reference of the Natural Environment Inquiry Panel are included within this for the Committee's awareness.

3.4 Policy Development Committee Work Plans - To ensure awareness and check for any issues regarding duplication with the work of the Council's Policy Development Committees, it will be beneficial for the Committee to receive information about their work plans. In a letter to the Chair of the Scrutiny Programme Committee the Service Improvement & Finance Performance helpfully reminds us about the wide-ranging role of scrutiny and need for distinction between the work of scrutiny and the Policy Development Committees. It reinforces the need for awareness about Policy Development Committee work plans. As far as known the topics that these Committee are planning to discuss are shown in **Appendix 6**, for any comment or observations.

4. Public Requests for Scrutiny / Councillor Calls for Action

4.1 None.

5. Financial Implications

5.1 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.

6. Legal Implications

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

Background papers: None

Appendices:

Appendix 1: Agreed Scrutiny Work Programme 2018-19

Appendix 2: Scrutiny Programme Committee - Work Plan 2018-19

Appendix 3: Cabinet Forward Plan

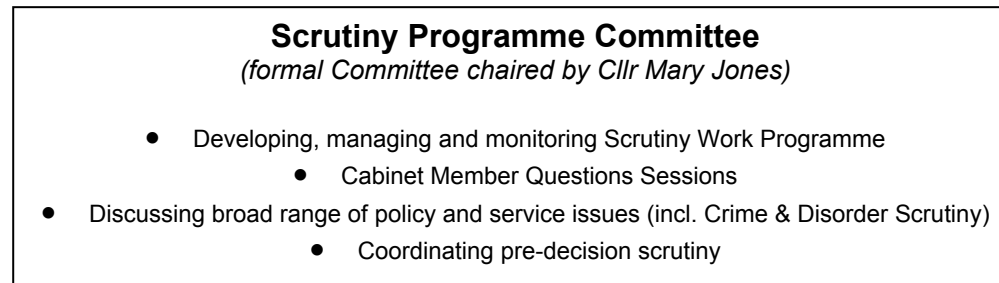
Appendix 4: Call-In Procedure

Appendix 5a: Scrutiny Work Programme – Projected Timetable of Activity

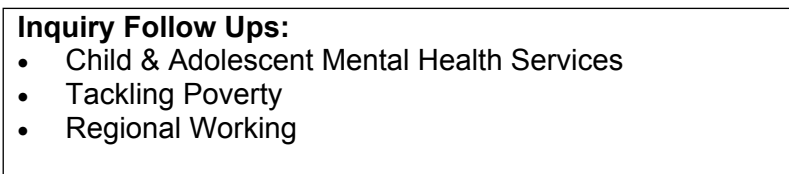
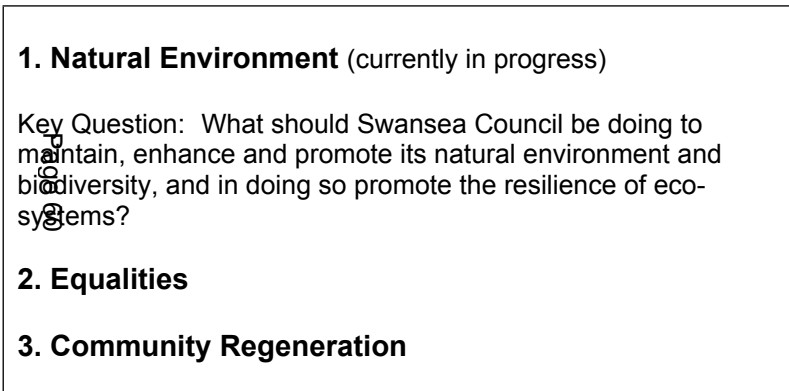
Appendix 5b: Progress Report – Current Scrutiny Panels and Working Groups (including Terms of Reference of Natural Environment inquiry)

Appendix 6: Policy Development Committee Work Plans

Appendix 1: Agreed Scrutiny Work Programme 2018/19



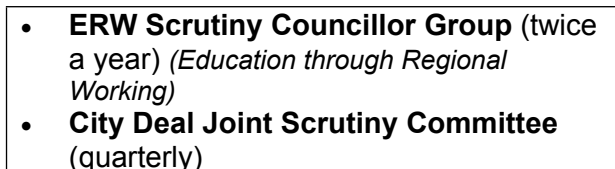
Inquiry Panels:
(time-limited in-depth inquiries)



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



Regional Scrutiny:



Working Groups:
(light touch / one-off meetings)



Issues referred to Performance Panels as part of their monitoring activities:

Adult Services:

- **Safeguarding - Modern Slavery / Human Trafficking** - (is there a problem in Swansea? what is happening to prevent?)

Child & Family Services:

- **Safeguarding - Child Sexual Exploitation** (is there a problem in Swansea? what is happening to prevent?)

Development & Regeneration:

- **City Centre** Re-development
- **Skyline** Development (ask about consultation with local community)
- **Local Manufacturing**

Schools:

- **Pupil Development Grant**
- **Special Education Needs** (concern about increase in no. of cases going to tribunal)
- **School Transport**
- **Free School Meals / LAC** attainment

Service Improvement & Finance:

- **Planning Enforcement** (discuss as part of annual performance report incl. around developer commitments)
- **Waste** (ask about waste treatment as part of annual performance report)
- **Welsh Housing Quality Standard** (annual position statement about progress in delivering WHQS by 2020/21 target)

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

ACTIVITY	19 June 2018*	9 July 2018	20 July 2018*	13 August 2018	10 September 2018	8 October 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
Other Cabinet Member / Officer Reports			Swansea Bay City Deal Joint Scrutiny Committee			<ul style="list-style-type: none"> • Annual Corporate Safeguarding Report • Children & Young People's Rights Scheme – Compliance and Progress
Scrutiny Performance Panel Progress Reports				Service Improvement & Finance	Adult Services	Schools
Pre-decision Scrutiny	More Homes Parc Yr Helyg Site Options Appraisal					
Final Scrutiny Inquiry Reports						
Scrutiny Reports to Council					Scrutiny Annual Report 2017/18	

ACTIVITY	12 November 2018	10 December 2018	14 January 2019	11 February 2019	11 March 2019	8 April 2019
Scrutiny Work Programme						
Cabinet Member Question & Answer Sessions	Children Services (Early Years and Young People)	Care, Health & Ageing Well	Economy & Strategy (Leader)	Environment & Infrastructure Management	Investment, Regeneration & Tourism	Better Communities (People and Place)
Other Cabinet Member / Officer Reports	Sustainable Swansea – Commissioning Reviews: Service Areas – Post Implementation Updates					
Scrutiny Performance Panel Progress Reports	Child & Family Services	Development & Regeneration	Service Improvement & Finance	Adult Services	Schools	Public Services Board
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports	Natural Environment					
Scrutiny Reports to Council	Scrutiny Dispatches Impact Report			Scrutiny Dispatches Impact Report		

* denotes extra meeting

ACTIVITY	13 May 2018					
Scrutiny Work Programme	Annual Work Plan Review					
Cabinet Member Question & Answer Sessions	Delivery					
Other Cabinet Member / Officer Reports						
Scrutiny Performance Panel Progress Reports						
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports						
Scrutiny Reports to Council	Scrutiny Dispatches Impact Report					

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).

Specific Reports to Committee:

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.
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).

Appendix 3 – Cabinet Forward Plan 2018-19

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
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
All weather Surface proposal – Sketty Lane/Ashleigh Road.	Resurfacing of the Hockey Pitches at Sketty Lane/Ashleigh Road to performance standard.	David Jones	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	16 Aug 2018	Open
Hafod Copperworks - Penderyn Heads of Terms.	To obtain approval to enter into an agreement to lease with Penderyn on the basis of the agreed and negotiated Heads of Terms	Adrian Denning	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	16 Aug 2018	Fully exempt
Disposal of Highway land at Mumbles, Swansea.	The report deals with an application to acquire from the Council an area of temporarily closed highway at a value that reflects a restricted use.	David Turner	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	20 Sep 2018	Fully exempt
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

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Appendix 3 – Cabinet Forward Plan 2018-19

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
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
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

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Appendix 3 – Cabinet Forward Plan 2018-19

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
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
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 Dec 2018	Open

Appendix 3 – Cabinet Forward Plan 2018-19

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Review of the Gambling Policy.	The report sets out the legislative requirements in respect of producing, publishing and reviewing the Council's Gambling Policy. Provides information on when the Gambling Policy was last reviewed, details of the basis for the current review of the policy, the results of the consultation undertaken and the proposed changes to the policy.	Lynda Anthony	Cabinet Member - Delivery	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

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Appendix 3 – Cabinet Forward Plan 2018-19

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 3 – Cabinet Forward Plan 2018-19

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
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

Appendix 3 – Cabinet Forward Plan 2018-19

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 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

Call In Procedure (agreed by Council 26 July 2018)

1. Executive Decisions

- 1.1 Where a decision is made by Cabinet, the minutes of the decision shall be published electronically and made available at the Guildhall within 2 clear working days of the decision being made by the Head of Democratic Services.
- 1.2 The Chair and Vice Chair of the Scrutiny Programme Committee shall also be sent electronic copies of the minutes of all such decisions.
- 1.3 The minutes shall:
 - i) Bear the date on which they are published; and
 - ii) Specify that the decision will come into force and may then be implemented on the expiry of 3 clear working days (the Call In period) after the publication of the decision, unless called in pursuant to these Procedure Rules.

2. How to Call In an Executive Decision?

- 2.1 The Chair and / or Vice Chair of the Scrutiny Programme Committee or any 4 Councillors may Call In a decision by giving notice and stating the reason(s) for a Call In, in writing (preferably via e-mail) to the Head of Democratic Services within the Call In period. The Head of Democratic Services will then notify the decision taker of the Call In via e-mail.

3. Validity of Call In

- 3.1 The Head of Democratic Services upon consultation with the Monitoring Officer and Presiding Member may rule that a Call In is not valid if:
 - a) It is not made by midnight on the 3rd clear working day of the publication of the decision;
 - b) The decision is exempt from Call In on account of urgency provisions as set out below and also where:
 - i) The decision being called in is the same, or broadly the same, as a previous Call In within the last six months;

- ii) The decision has been subject to pre-decision scrutiny and there is no material change in relevant information/evidence;
- iii) The Call In does not specify precisely which aspects of the decision is to be challenged or provides too little information.

4. Role of the Scrutiny Programme Committee

4.1 The Head of Democratic Services shall call a meeting of the Scrutiny Programme Committee on such date as s/he may determine, where possible after consultation with the Chair of the Scrutiny Programme Committee, and in any case within 7 clear working days of the decision to Call In.

Note: For the purpose of this paragraph, the last working day before Christmas and the working days between Christmas and the New Year shall not be counted as working days.

4.2 At its meeting, the Scrutiny Programme Committee will consider the called in decision.

4.3 The Scrutiny Programme Committee shall consider the reasons for the Call In and the decision and:

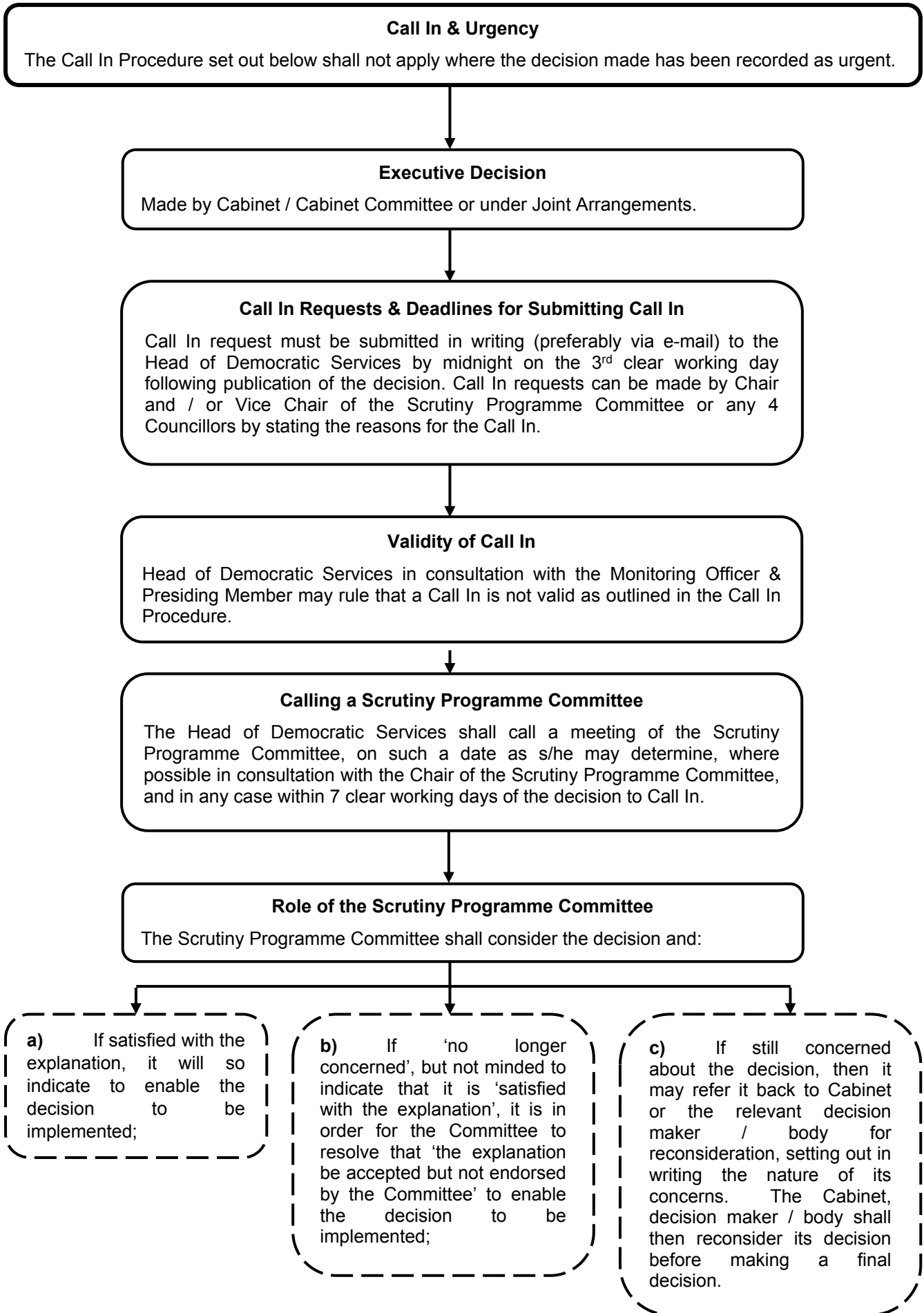
- i) If satisfied with the explanation it will so indicate to enable the decision to be implemented;
- ii) If 'no longer concerned', but not minded to indicate that it is 'satisfied with the explanation', it is in order for the Committee to resolve that 'the explanation be accepted but not endorsed by the Committee';
- iii) If still concerned about the decision, then it may refer it back to Cabinet or the relevant decision maker / body for reconsideration, setting out in writing the nature of its concerns. The Cabinet, decision maker / body shall then reconsider its decision before making a final decision.

5. Call In and Urgency

5.1 The Call In procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if either the Head of Paid Service, the Section 151 Officer or the Monitoring Officer certifies that any delay likely to be caused by the Call In procedure could seriously prejudice the Council or the public interest including failure to comply with statutory requirements;

- 5.2 The record of the decision, and notice by which it is made public, shall state whether the decision is an urgent one, and therefore not subject to Call In.
- 5.3 The operation of the provisions relating to Call In and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

Call In Procedure Flowchart



Activity / Month	JUN 2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2019	FEB	MAR	APR	MAY
Tackling Poverty Follow Up (Cabinet decision 15/6/17) Lead Scrutiny Councillor: Sybil Crouch Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member Mary Sherwood Lead CMT: Lead Head of Service: Rachel Moxey												
Child & Adolescent Mental Health Services Follow Up (Cabinet decision 16/2/17) Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Child Lead CMT: Dave Howes Lead Head of Service: Julie Thomas						21						
PERFORMANCE PANELS:												
Adult Services (monthly) Lead Scrutiny Councillor: Peter Black Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member Mark Child Lead CMT: Dave Howes Lead Head of Service: Alex Williams	19	17	21	17 25	23	20	11	15	19	19	16	
Service Improvement & Finance (monthly) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart / Clive Lloyd Lead CMT: Sarah Caulkin Lead Head of Service: Ben Smith	5 19*	10	14	11	9	13	11	15	12	12	9	

Activity / Month	JUN 2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2019	FEB	MAR	APR	MAY
Environmental Enforcement Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Mark Thomas Lead Director: Martin Nicholls Lead Head of Service: Stuart Davies?												
Digital Inclusion Lead Scrutiny Councillor: Lesley Walton Lead Scrutiny Officer: tbc Lead Cabinet Member: Clive Lloyd Lead Director: Sarah Caulkin Lead Head of Service: Jo Harley												
Tourism Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Robert Francis-Davies Lead Director: Martin Nicholls Lead Head of Service: Tracey McNulty												
Anti-Social Behaviour Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Mary Sherwood Lead Director: Lead Head of Service: Rachel Moxey												
Archive Service Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: tbc Lead Cabinet Member: Robert Francis-Davies Lead Director: Martin Nicholls Lead Head of Service: Tracey McNulty												

REGIONAL SCRUTINY:											
ERW (Education through Regional Working) Lead Scrutiny Councillor: Mary Jones / Mo Sykes Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead Director: Nick Williams Lead Head of Service: Helen Morgan-Rees Regional Lead: Betsan O'Connor				10						25	

* denotes extra meeting

Information correct as of 06/08/18 09:01

Progress Report – Current Scrutiny Panels and Working Groups

1. Inquiry Panels:

These will undertake in-depth inquiries into specific and significant areas of concern on a task and finish basis, and will be expected to take around six months to complete to enable wide-ranging evidence gathering, and production of a final report with conclusions and recommendations for Cabinet (and other decision-makers).

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

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

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The Panel’s final report was approved for submission to Cabinet for decision on 11 June. The report was presented to Cabinet on 21 June and a response to the recommendations will usually follow within two months of reporting.

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

Key Question: What should Swansea Council be doing to maintain, enhance and promote its natural environment and biodiversity, and in doing so promote the resilience of eco-systems?

Terms of Reference of this inquiry are attached to this report.

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The Panel had their third meeting on the 18 June and fourth meeting on 26 July. The June meeting was a gathering of organisations including NRW, Plant Life and RSPB (amongst others). These organisations outlined to their work to the Panel and made suggestions about how the Council could work better both in partnership and as a standalone organisation. The fourth meeting was a meeting with voluntary ‘Friends of’ groups who are managing Council green spaces. They spoke to the Panel on the work they do in relation to the natural environment and biodiversity and talked about what support they may need going forward to continue to manage the land.

Projected End Date: November 2018

c) **Equalities** (convener: tbc)

Key Question: tbc

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

Expressions of interest to participate in this potential new inquiry have been invited and are reported under agenda item no. 8 for the Committee's agreement.

Once agreed the first stage will be for a 'pre-inquiry' meeting to be arranged which will involve an overview / briefing on the subject matter, with advice from relevant cabinet members / officers and existing research & information. This will help inform decisions about how scrutiny can contribute to improvement and the focus, scale and direction of any inquiry. If the Panel agrees an inquiry should be undertaken then it will then need to put together appropriate Terms of Reference for this work, for example:

- how well the Council is meeting requirements under the Equality Act 2010 / Public Sector Equality Duty for Wales and equality objectives
- how effectively equalities are being embedded across the Council, and how this is being monitored & measured
- examination of specific equality issues / areas / groups e.g. make-up/diversity of the Council workforce, gender pay, engagement with different groups during consultation processes, access to council services etc.

2. Follow Up on Completed Inquiries:

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

Inquiry	Cabinet Decision	Recommendations			Follow Up Panel Meeting
		Agreed	Partly	Rejected	
Child & Adolescent Mental Health Services	16 Feb 2017	13	1	1	(i) 15 Nov 2017 (ii) 21 Nov 2018
Tackling Poverty	15 Jun 2017	12	1	2	Sep 2018 tbc

3. Performance Panels:

Performance Panels enable regular and structured in-depth monitoring of performance and challenge within these key areas:

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

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

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

The Panel met twice in July, firstly, to visit Gowerton Primary School Foundation Phase and, secondly, to carry out pre-decision scrutiny on the future structure and delivery of the Ethnic Minority Achievement Service. They will next meet in September when they will speak to the Head of Achievement and Partnership Service about the School Improvement Service, the Education through Regional Working Business Plan priorities and receive a briefing on the new standards for teachers and school leaders.

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

The Panel had a session on the 18 July looking at Governance of the Public Services Board as a whole. The Panel received a report by Suzy Richards which answered many questions around governance. The report included the Terms of Reference and the Partnership Manual. Councillor Clive Lloyd came to answer questions and update the Panel on the work of the Board. The next meeting will be in October, which will feature the Future Generations Commissioner coming to speak to the Panel about the Well-being and Future Generations (Wales) Act 2015 and Public Services Boards in general. The remainder of the work plan is still being developed.

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

The Panel met on 25 June and discussed the impact of Prevention and Early Intervention on Child and Family Services. They also agreed the work programme for the coming year. The Panel will next meet on 28 August when they will monitor the performance of the Service, discuss the Adoption Service including the recent inspection and receive an update on Advocacy.

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

The Panel met last on 17 July to receive a presentation and video and discuss Local Area Coordination. The next meeting is due to take place on 21 August when they will look at the performance monitoring reports for the Service. Following this meeting the Panel will decide if they need to invite ABMU Health Board to a future meeting to discuss issues around Continuing Health Care.

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

The Panel met on 19 July to discuss the report on Swansea Regeneration Projects Update which went to Cabinet on 21 June. The financial implications of this were reviewed with Section 151 Officer. In terms of developing the work of the Panel and structured monitoring the Convener of the Panel recently met with Martin Nicholls, Director-Place to discuss this and was informed that a new monitoring report is being developed. This will come to Panel at every meeting to provide a consistent and regular update. Along with this, there will be individual items which will be looked at as one off topics by the Panel. These items are flexible throughout the year.

4. Regional Scrutiny:

This is collaborative scrutiny with other Local Authorities for topics / issues of shared interest or concern, and models of regional working.

a) **Education Through Regional Working**

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

The Group will next meet on the 10 September 2018 and will be hosted by Neath Port Talbot Council. The Group will discuss the national model for education consortia, the ERW review and reform programme, the Measuring Impact Report and Pupil Performance at Key Stage 4 across the region. The meeting following this will take place on the 25 March 2019 and will be hosted by Swansea Council.

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

b) **Swansea Bay City Deal**

A Joint Scrutiny Committee has recently been established which will involve three councillor representatives from each of the four Councils involved in the City Deal meeting to scrutinise the work of the Joint Committee responsible for delivering the City Deal Programme. The Joint Scrutiny Committee will be serviced by Neath Port Talbot Council, which they will arrange in due course.

5. Working Groups:

A number of topics have been identified which will be dealt with through one-off Working Groups. These enable a 'light-touch' approach to specific topics of concern and will be planned as a one-off meeting primarily involving discussion with relevant cabinet member(s) / officer(s) (and any other persons called) to gather information, ask questions, and raise any concerns.

a) **Community Cohesion & Hate Crime** (convener: Meeting 1 Cllr Elliot King and Meeting 2 Cllr Louise Gibbard)

This Working Group met on 14 November which enabled information and discussion / questions about the council's work and effectiveness to support and promote community cohesion and tackle hate crime, and consider the current situation.

A second meeting to look in more detail at the Community Cohesion aspect took place on the 20 June 2018 which looked at concerns concern raised about the lack of an overarching direction, or strategy, for this aspect. The Working Group has written to the Cabinet Member for Better Communities (People) and a response is awaited. Both letters will then be reported to the Committee.

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

This is an annual recurring item in the work programme. The Working Group met on 20 February to receive an annual update to monitor progress on the delivery of the Flood Risk Management Plan. The Scrutiny Programme Committee has agreed an additional meeting to monitor progress on the recommendations made by the Group. This will take place on 8 October.

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

The second meeting of this Working Group took place on 12 June and used the information gathered from the first meeting and from councillor visits to put questions to the Cabinet Member, officers of the Council and representatives of ABMU Health Board. A letter was then sent to the Cabinet Member with the views and recommendations of the group. A response was received from the Cabinet Member on 26 July. This correspondence is included in agenda item 10 (Scrutiny Letters).

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

1. Residents Parking

This will enable information, questions and discussion about concerns that have been raised about the new electronic permit issuing process, as well as other relevant issues e.g. members of the public have raised issues about the adequacy of parking provision, and whether there is potential for charging given financial pressures has / is being explored.

2. Air / Noise Pollution

This will enable information, questions and discussion on the situation in Swansea and effects, how pollution is measured / monitored, and efforts to tackle problems and reduce.

3. Welfare Reform

This will enable information, questions and discussion on the impact of welfare reform in Swansea, e.g. Universal Credit, and work / measures in place to support citizens and mitigate problems.

4. Environmental Enforcement

This will enable information, questions and discussion about what is being done in relation to the enforcement / prevention of environmental issues such as fly tipping, dog fouling, litter, pavement parking etc., concerns about which seem to be regularly raised by the public.

Further Working Groups to be convened in the second half of 2018/19 (membership / conveners to be appointed in due course):

- **Digital Inclusion**

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

- **Tourism**

This will enable assessment of current activities taking into account previous scrutiny inquiry, and include discussion on issue raised about the maintenance / development of coastal path.

- **Anti-Social Behaviour**

This will enable information, questions and discussion on current approaches to tackle anti-social behaviour in our communities and their effectiveness.

- **Archive Service**

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

Natural Environment Scrutiny Inquiry Panel

Terms of Reference

Key Question

The panel has agreed that the primary focus for the inquiry is to be the natural environment and biodiversity in Swansea. The key question, therefore, is:

‘What should Swansea Council be doing to maintain and enhance its natural environment and biodiversity, and in so doing promote the resilience of ecosystems?’

The two main legislative guides will be the Environment (Wales) Act 2016 and the Well-being of Future Generations (Wales) Act 2015.

The inquiry will look in particular at how council planning processes and development will need to take into account duties and requirements in Part I the Environment Act, and the importance of the natural environment and biodiversity in strategic decision making.

Reasons to carry out this piece of work

There is considerable international evidence from a wide spectrum of leading academics and practitioners that the natural environment and its biodiversity are essential for future resilience and environmental sustainability. These natural assets also have substantial benefits to health and are linked to the prosperity and well-being of communities. It is essential that these issues are at the forefront of decision making processes throughout the whole Council.

“Nature is not a drag on growth. Its protection is an unavoidable prerequisite for sustaining economic development” - Tony Juniper, sustainability and environment adviser (2013)

Lines of Inquiry

The inquiry will look in particular at how the natural environment and biodiversity are considered at planning stages and during development projects and how attitudes and culture impact on success. It will also consider what the Council does well and what can be improved. This will include the following key lines of inquiry:

- **What is meant by maintaining, enhancing and promoting?** What is involved in the day to day activities of Swansea Council and its partners to achieve this? What is being done well that can be expanded and what needs to change to achieve the goal?
- **Cause and effect:** What are the causes of natural environment and biodiversity depletion in Swansea? What are the effects of natural environment and biodiversity depletion in Swansea? How do we tackle these issues? What are the consequences (environmental/legal/financial/economic/social/political) if we do not meet the requirements under the relevant Acts?

- **Partners/professional relationships:** Who is involved in maintaining, enhancing and promoting the natural environment and biodiversity in Swansea, and how do we work together effectively to achieve this aim, particularly in relation to meeting the requirements under the relevant Acts?
- **Working with other service areas:** How are services working together to ensure that all parts of Swansea Council are aiming for the same level of success in relation to the natural environment and biodiversity?
- **Impact:** What have been the impacts of those initiatives that help maintain, enhance and promote the natural environment and biodiversity?
- **Good Practice (Internal and External):** What guidance and examples of good practice in improving the maintenance, enhancement and promotion of the natural environment and biodiversity are there, and can these be adopted by Swansea Council?

Intended Impact and Contribution

This inquiry intends to support the work of the Council by:

- Providing a councillor perspective on how the current approach to the maintenance and enhancement of biodiversity is working
- Drawing together operating principles and practices for the maintenance and enhancement of biodiversity in Swansea, together with the promotion of ecosystem resilience
- From the above, making recommendations for improvement to current operating principles and practices in the long, medium and short term
- Pointing to good practice examples
- Summarising and considering the ideas and suggestions both of Council officers and of external organisations

APPENDIX 6: Policy Development Committee Work Plan Topics 2018/19

Remit:

Development of the Council's Corporate Policies for consideration and adoption by Cabinet and/or Council as appropriate.

Education & Skills Chair: Cllr Robert Smith Vice-Chair: Cllr Kelly Roberts	Economy & Infrastructure Chair: Cllr Mandy Evans Vice-Chair: Cllr Phil Downing	People Chair: Cllr Ceri Evans Vice-Chair: Cllr Sam Pritchard	Poverty Reduction Chair: Cllr Alyson Pugh Vice-Chair: Cllr Ryland Doyle	Transformation & Future Council Chair: Cllr Paulette Smith Vice-Chair: Cllr Andrew Stevens
<ul style="list-style-type: none"> • Data Trends in relation to Free School Meals. • Background Information on Estyn Inspections, Welsh Government Guidance, and difference between Pupil Development Grant and Pupil Premium. • ERW & Local Authority Overview. • Education Endowment Trust. 	<ul style="list-style-type: none"> • River Corridor • Pedestrianisation of Wind Street • Homes as Powers Stations • Green Fleet • Transportation Strategy • Co-operative Housing 	<ul style="list-style-type: none"> • Adverse Childhood Experiences • Transition across the Health, Social Care and Education system • Supported Living 	<ul style="list-style-type: none"> • Poverty Truth Commission • Homelessness Strategy • High Interest Lending • Human Rights City • Employability – helping most vulnerable in Swansea to gain employment. 	<ul style="list-style-type: none"> • Organisational Development Strategy and Plan • Flexible Working • Co-production Strategy • Procurement • Council Communication • Development of a Citizen App

Agenda Item 10



Report of the Chair

Scrutiny Programme Committee – 13 August 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:	Amanda Thomas

1. Introduction

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

2. Reporting of Letters

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

3. Letters Log

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

	Activity	Meeting Date	Correspondence
a	Homelessness Working Group	12 Jun	Letter to / from Cabinet Member for Homes & Energy

3.3 Points to highlight:

3.3.1 Homelessness Working Group – the convener of the Working Group, Councillor Peter Black, will be invited to address the Committee on the views of the Working Group on what the Council can do to help homelessness in Swansea and in particular the Council's activities to manage homelessness, the current position, performance of relevant services, and challenges. As a result of concerns/issues raised with the Cabinet Member for Homes & Energy, action will include the following:

- Council recognises that in terms of specialist accommodation, a more innovative approach is needed for entrenched rough sleepers and is developing a Housing First project which should be implemented towards the end of 2018/19.
- Council has recognised that couples can be limited in accessing certain types of accommodation and the Housing First project will address this. The Council is also working with the voluntary sector to extend the number of emergency bed places for couples who are sleeping rough
- The chair of the Move-On Panel has spoken directly with Caerlas to listen to their concerns about the long waiting lists for access to Move-On panel and an action in the Homelessness Strategy will be to review the Move-On Strategy.
- Council is looking at providing information to businesses so they know how to direct people to help. A Homelessness Charter will be produced as part of the Homelessness Strategy which will focus on trying to ensure engagement from service users, the general public, businesses and the community as a whole.
- An action in the Homelessness Strategy will be to improve engagement between agencies working with homeless people and Mental Health Services in primary care and secondary mental health services. This is as a result of the review of homelessness which identified mental health as a significant care and support needs amongst homeless people.
- Another action in the Homelessness Strategy will be to engage with the Substance Misuse Area Planning Board to focus on individuals with alcohol or drug dependency who challenge the existing model of provision.
- Council confirmed it is in the early stages of developing proposals for a multi-agency solutions centre and this will be an action within the Homelessness Strategy. All relevant agencies will be involved in the development of this to ensure a collaborative approach is taken.
- Council recognises there is a problem with the Gateway Referral System and that the appointment of a Gateway Officer needs to be prioritised and it is hoped they will be in post by October 2018.
- Council has confirmed that as part of the Homelessness Strategy, evictions from supported accommodation due to rent arrears will be reviewed.

- In response to concerns about out of hours support for rough sleepers, the Council is updating rough sleepers resource cards and is looking at how the Council communicates to the third sector about out of hours provision. The Council's Operations Manager will also discuss issues further with a representative of Matthew House.

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): 17 (target within 21 days)

% responses within target: 86

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	09-Jul	27	n/a
2	Service Improvement & Finance Performance Panel	07-Feb	Libraries	Investment, Regeneration & Tourism	30-May	26-Jun	21	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	03-Jul	12	n/a
7	Working Group	12-Jun	Homelessness	Homes & Energy	05-Jul	26-Jul	21	13-Aug
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			

10	Child & Family Services Performance Panel	25-Jun	Impact of Prevention and Early Intervention on CFS	Children's Services - Early Years	12-Jul	n/a	n/a	n/a
11	Schools Performance Panel	18-Jul	Pre-decision scrutiny - changes to EMAU Service	Education Improvement, Learning & Skills	19-Jul	n/a	n/a	n/a
12	Schools Performance Panel	12-Jul	Visit and meeting at Gowerton Primary School re: Foundation Phase	Education Improvement, Learning & Skills	20-Jul	26-Jul	6	n/a
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To:
Councillor Andrea Lewis
Cabinet Member for Homes and Energy

Please ask for: Scrutiny
Gofynnwch am:
Scrutiny Office 01792 637314
Line:
Linell
Uniongyrochol:
e-Mail scrutiny@swansea.gov.uk
e-Bost:
Date 05 July 2018
Dyddiad:

Summary: This is a letter from the Homelessness Working Group to the Cabinet Member for Homes and Energy following the meeting of the Working Group on 12 June 2018.

Dear Cllr Lewis

The Homelessness Scrutiny Working Group met on 14 May when two sessions were held to take evidence from representatives of relevant organisations on what the Council can do to help homelessness in Swansea and in particular the Council's activities to manage homelessness, the current position, performance of relevant services, and challenges. The evidence gathered from this meeting was used to prepare questions to put to you and relevant officers at the second meeting of the Working Group on 12 June.

We would like to thank representatives from Swansea Homeless Sanctuary, Shelter Cymru, Crisis, Wallich Dinas Fechan, Caer Las, Zac's Place, Matthew's House, and the homelessness nurse for participating in the first meeting and you, Alex Williams, Jane Harries, Steve Porter, Anita Evans, Peter Fields from the Council and Gareth Bartley and Malcolm Jones of ABMU for attending the second meeting and answering questions. We appreciate everyone's engagement and input.

This letter provides you with feedback from these meetings.

At the meeting on 12 June you gave a short introduction on the Council's work on homelessness, stating that the Council will be working closely with a range of partners to develop the Homelessness Strategy. You informed Members that not all of the issues fall within your portfolio but that you will ensure that any conclusions and recommendations are passed on to the relevant Cabinet Member.

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

Whilst the Working Group found the meetings informative and interesting, a number of important issues were raised and discussed. The bullet points are evidence we heard in the first session.

Accommodation

- It is felt that there is a lack of specialist accommodation for people with complex needs (people with multiple conditions such as substance misuse and LD, or substance misuse and mental ill health, Alcohol related brain injury, etc.).
- The Wallich argue that a specialist residential project is needed as a priority for those clients who have become homeless due to the issues surrounding their mental health and/or substance misuse. These individuals are often very chaotic, and their needs deemed too high for a standard hostel.
- There is an increasing number of homeless people with complex/multiple needs including mental health. Many of these individuals don't have basic life skills and need continuous support over a long period of time. Often this support is not available. No one takes responsibility in the council or health board to assess and meet their needs.

We heard the Council has identified there is a need for greater specialist support; however, it is difficult to provide for all circumstances. The Strategy will look at this to try and deal with the most entrenched rough sleepers, and you hope that the development of housing first will start to address this issue. The working group believe that it is important that this lack of specialist accommodation is addressed as part of the work on the strategy and would like more information on what is planned.

- Concern that wet houses are no longer meeting the needs of alcoholics with many becoming incontinent and ending up blocking beds in hospitals. Is this model fit for purpose? Should we be looking at specialist 'wet residential care homes', employing care staff at our current wet projects or opening a Managed Alcohol programme?

We were told that Social Services do not think that this issue causes bed blocking in hospitals and that there are only a small number of people involved but that it can have a large impact on provision. Alcoholics in this group need to have a bespoke package. They are offered provision but do not always accept it. We heard the council is looking at reducing the number of evictions and better recording them so they can look at the causes. We would be grateful for more detail as to what this involves and the timescale for such measures to be put in place.

- Further gaps include hostels that take women, under 18s and under 21s and provision for EU citizens or people with no recourse to public funds. Shelter dealt with 100 of the latter category last year.
- Very little emergency accommodation for homeless couples. Private renting is the only route other than living on the street. Hostels and supported accommodation providers are very reluctant to accommodate couples in the same project.

The Working Group heard that the Homelessness Strategy will try to deal with all gaps in provision with this approach. We would like more information on specific proposals for these groups.

On the issue of 'no recourse to public funds' we were told that this is a real challenge for housing as these people fall outside the criteria for eligibility to council housing. The voluntary sector will be involved to assist with housing people from outside the UK who don't meet the criteria for council housing. This could be a bigger problem when we leave the EU. We would like some reassurance that the housing strategy will seek to address this problem.

- It is important that Swansea learns from any good practice being used by Councils elsewhere in relation to the Housing First approach. Are the witnesses aware of any?

The Working Group heard that Wales is not the first country to use this approach. It is being used in Scandinavia and there are mixed reviews of its success. It has also been introduced in Dublin. Officers have learnt is that it cannot be introduced on a piecemeal basis.

- There is concern that homeless people are not fully benefitting from housing association accommodation.

The Working Group heard that housing associations are part of the 'move on strategy'. They also house people themselves directly. As part of the strategy the Council is looking at strengthening the agreement with them. Housing First will also include private housing. We were reassured on this point.

- Caer Las argue that there are long waiting lists for access to move-on panel. There needs to be options from providers for bespoke packages for individuals.

The witnesses at the meeting did not believe that this was a problem. Nevertheless, as the perception exists we would like a more detailed assurance that Caer Las' concerns have been heard and that a dialogue has been opened up with them to deal with any issues they have identified.

- Concern about potential changes to legislation with the abolition of priority need and intentionality. This will have a major impact on temporary accommodation and provision of supported housing. How will the Council cope with this?

The Working Group heard that it will be very difficult and will come at a cost to Swansea. However, in Swansea we have quite good provision. It was stated that Shelter Cymru is keen to be involved with the abolition of priority need and intentionality.

- The Working Group felt Swansea needs a seamless way for people to access provision following concerns raised with us by some groups that they were unable to direct clients to suitable provision at certain times during the week.

The Working Group was informed that Housing Options is our 'Front Door'. A gap in provision has been identified on weekends and working with Wallich has helped to

close this gap. We heard the Council is looking at providing information to businesses so they know how to direct people to help. The challenging part is getting people to engage. We would like more information on what is planned and how this is being addressed in the draft housing strategy.

- There is concern about support for people with learning difficulties who have moved into housing.

We were informed that if people are assessed to have a social care need then social services could potentially support them. It is looked at on an individual basis. We would like more information as to how this group fit into the housing first project and what further support will be available for them once this is underway.

- Concern that some people who have moved into housing have issues with budgeting.

We heard that there is a tenancy support unit for council house tenants who can help them to manage their finances. We also heard that as part of the homelessness strategy, the Council is looking at providing transitional support and homes being ready for tenants to move in. There is a possibility that this could begin before the strategy is in place. We would like to take you up on your offer to provide more information on what is provided to social housing tenants and would be grateful if this could also encompass tenants of RSLs as well.

- Concern about how we identify the needs of people who do not have mental health issues but have never owned or rented a house before and do not know what to do.

We were informed that there is a procedure in place and that there are a number of ways that issues are picked up. People's needs are assessed and if needed they are referred to tenancy support services. We would like more information on what work is carried out to identify these vulnerable tenants, how that work is recorded and what actions are taken to put support in place. How are those actions monitored and what evaluation takes place of outcomes?

Social Service and safeguarding issues

- The thresholds for homeless and vulnerable adults being accepted for social services involvement are too high. Agencies work with some of the most complex and challenging individuals and yet it is almost impossible to get additional specialist support for them especially if they have not been in the system before.

Social Services stated that the mental health team is a secondary care service so there will be a gap in provision and confirmed that there is difficulty in accessing support for lower level need. We would like details on actions being put in place through the draft housing strategy and housing first, by social services and ABMU to ensure that this group do not miss out on much needed support.

- Dual diagnosis remains an issue. People with mental health needs are unable to access the Community Mental Health Team support because of drug dependency issues.

We heard that Social Services do provide provision but they agree that it may not be enough support. However ABMU confirmed there is going to be a Dual Diagnosis Strategy developed to map need across dual diagnosis as dealing with dual diagnosis is something that has not been done well in the past. We would like more detail on the implementation of this strategy including resources, timescale and proposed support.

ABMU were also asked if they have provision to add value to the Housing First Strategy. They confirmed that housing is key to their approach and strategy. If people have a dual diagnosis there can be a dual approach. They feel the important thing is how services are wrapped around people in Housing First.

- The homelessness nurse has identified that there is an issue with data sharing between health and social care.

We were told by Social Services that there is no issue with the sharing of data as far as they are concerned. Nevertheless, we felt that as the homelessness nurse works in a primary care environment that there may be difficulties in them accessing data on clients. We would like some reassurance that data sharing protocols enable primary care providers to work seamlessly with other agencies including the council and secondary care providers.

Health Service issues

- Hospital social work for people who are homeless or vulnerably housed is extremely limited. Homeless people in hospital should be assessed as quickly as possible to prevent delayed discharges.
- Within Swansea any client who wishes to be scripted must first self-refer to AADAS on either a Monday or Tuesday morning. To a chaotic drug user this is a time where they may be potentially begging etc to fund their first hit of the day. These referral hours need to be made more flexible and dramatically extended as clients who neither make it on a Monday or Tuesday must wait an entire week before the opportunity again arises. Once referred to AADAS there is approximately a six-month waiting list to be scripted. Many clients therefore do not even start the process. There is a 12 month wait to go into rehab.

Witnesses recognised that there is a problem and having more flexibility in the system to deal with people who are chaotic is something that will be explored in the future. We would like more detail as to what actions are being put in place to deal with this issue.

- Caer Las argue that services for people who are unable to access services due to dual diagnosis could be improved by Swansea having a network that brings together stakeholders from health (incl. mental health), D&A services and housing.

Witnesses confirmed that they hope there will be a joint approach taken with the Housing First project. We would like more information as to what that joint approach will entail.

- Concern that ABMU cuts will see the homeless nurse being axed.

ABMU confirmed that the homeless nurse post is secure and that they hope to extend the service. We are happy with that assurance.

Learning Disabilities

- There is an increasing number of homeless people with Borderline Learning Disabilities who have no access to Learning Disability services but are unable to read (or have limited reading and language skills), write, manage money or maintain a tenancy and are either homeless or at risk of becoming homeless.

We would like information as to how this group will be supported as part of the draft housing strategy.

Housing First

- The Wallich argue that without the recruitment of additional experienced staff to provide intensive support then this pilot is doomed to fail. They say that there are still gaps in service provision which requires the full engagement of the health board specifically around mental health. Crisis argued that Housing First cannot be implemented in isolation but that it was not on the health board's agenda.

We were reassured by the health board representatives at the meeting that they are fully engaged with the housing first process but would like more detail on the work that is on-going to deliver a cross-agency service once housing first gets underway.

Ex-Offenders

- People are coming out of prison and have nowhere to go. What advice and support are being given to them before they are discharged? Is probation liaising with housing at appropriate staging points? What work is being carried out to maintain continuity of housing provision for Swansea residents from the start of their prison term to release?

The Working Group was informed that due to legislative changes ex-offenders are no longer priority need. However there is currently a prisoner pathway and there are resettlement teams in prisons in Wales. The challenge is to get ex-offenders into housing on the day of release from prison.

We also heard that Social Services have greater involvement with prisoners now as there is a statutory requirement. If prisoners are found to need social services support they will receive it when they leave prison.

We would like to see detailed statistics on the number of ex-prisoners who are released and return to Swansea. What percentage are referred to housing and social services and how quickly are they resettled and found accommodation?

Day Centre

- The loss of the St Matthew's day centre is felt particularly hard by agencies. Many argue for a one-stop seven-day service shop, opening long hours and which

accommodates all staff including outreach, Big Issue, physical and mental health professionals, Housing Options caseworkers, probation etc and which would benefit from regular drop-in sessions from Citizen's Advice, DWP and job centre coaches. They believe this building would include subsidised food, computers, lounge area, laundry facilities, showers, lockers etc. and could be used to develop suitable social enterprises to assist clients back into work.

We heard that good work is being done by Access Point but that they need better accommodation to provide better services. You implied that as part of the Homelessness Strategy you are looking to bring providers together under one roof and provide some of the day services previously available at St, Matthew's centre. You said that you recognise that there is a gap and the Council, with partners, is looking at what can be done. We would like more detail on these proposals together with some idea of timescale.

Gateway

- All the agencies argued that the Gateway system, which is the single central referral system that operates all the supported (hostel) accommodation in Swansea needs reform. They argue that the system is not being managed or utilised to its full potential. They would like to see an allocated 'Gateway Officer' appointed to oversee all hostel vacancies in Swansea.

Because some hostels allegedly 'cherry pick' clients leaving the most difficult clients to sit on the waiting or declined lists indefinitely, and because many hostels also require their own specialist referral forms to be completed as well as the gateway referral form, this creates a duplication of work and places an extra burden on the limited outreach services.

There was also an assertion that there is a lack of confidence/knowledge from frontline staff in using/managing Gateway effectively. This could be due to the turnover of staff in residential projects and needs to be addressed by training new recruits correctly.

We heard the Council recognises there is a problem and hope to put such an officer in place in the next few months. We would like some indication as to when that officer is likely to take up post.

Evictions from supported accommodation due to rent arrears

- Wallich argue that many of their clients have previously relied on Simple Payment or Post Office accounts for their benefit payments. However due to the closure of these types of accounts all supported accommodation providers are being urged to ensure that residents are being assisted to open bank accounts. Clients are frequently being evicted from supported accommodation due to service charge arrears.

Can the council work with these providers to assist them in setting up Direct Debit payments for these charges? This would assist the most vulnerable, those lacking

budgeting skills, and financially exploited members of our society to avoid losing their accommodation due to these arrears.

The Council is aware that it is an issue but that people have to take responsibility. However, they are looking at the number of evictions and the reasons for them. We would like more detail on the conclusions of this study.

Out-of-hours support

- Matthew's House argue that there does not appear to be any support at weekend and out-of-hours. They say that being open on Sunday evenings they are often caught in a volatile situation with people struggling with nothing. On many occasions they say they have been unable to access anything after 2pm on weekdays. Can the council provide clearer signposting for volunteers and charities to access support out-of-hours?

We were given confirmation that the rough sleeper's team provision has been extended and there is therefore support at the weekend. An offer was made by the operations manager of community housing to meet with Matthew's House to discuss the matter further if they still think that there is a gap. We would appreciate more detail as to the hours this provision now works and how it is being advertised to various third sector agencies working with rough sleepers.

Co-ordination

- There are many small groups that have established themselves on Facebook etc. and want to help homeless people. However, these are not co-ordinated or monitored. Do we have the capacity to try and tackle this?

The Council says that for assistance people should contact Housing Options in the first instance, then Access Point and then the rough sleeper's team. Could the council better publicise these arrangements for these groups?

City Centre

- A number of agencies told us that the City Rangers and Police have acted in an aggressive way towards homeless people and even outreach workers seeking to help them. As well as homeless people, Big Issue sellers have also been moved on by Rangers. Can the council provide training for the Rangers to act in a more sympathetic way? Can they liaise with the police on this issue?

It was confirmed that a City Centre Street Vulnerability Group has been set up by the police. It has only just started but it will look at the issues. We would like some details as to the instructions and training issued to City Rangers as to how to deal with rough sleepers and beggars in the City Centre. We would also like details of any discussions that the council has had with the police on this issue.

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

1. The Working Group appreciates what is being done by everyone involved but feels that the threads need to come together – a clear pathway is needed.
2. The Working Group feels that it is important for the Council to take a strategic viewpoint and that is why Housing First is so important.
3. Scrutiny will need to do pre-decision on the Homelessness Strategy before it goes to Cabinet. The issues highlighted by this Working Group will need to be taken into account when developing the Strategy.

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 Thursday 26 July 2018.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Black', written in a cursive style.

**COUNCILLOR PETER BLACK
CONVENER, HOMELESSNESS SCRUTINY WORKING GROUP
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Councillor Peter Black
Convener
Homelessness Scrutiny Working Group

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Our Ref: AL/CM
Your Ref:
Date: 26 July 2018

BY E MAIL

Dear Councillor Black

HOMELESSNESS SCRUTINY WORKING GROUP

Thank you for your letter dated the 5th July 2018, following the meeting with the Homelessness Scrutiny Working Group held on 12th June 2018. The following response seeks to address the issues raised in your letter, provide the working group with assurances that Swansea is leading the way in preventing homelessness and sets out how the Council and its partners intend on tackling homelessness over the next few years.

The Working Group I know are fully aware that homelessness can be a challenging environment and that external factors, such as welfare reform, can have a direct impact on the levels of homelessness. In addition, it is important to note that those faced with homelessness can often suffer with mental health or substance misuse issues and therefore we need to take a multi-agency approach if we are going to ensure that the needs of the most vulnerable in the City are met.

For ease of reference I have addressed each of the comments in the order they have been raised in your letter.

Accommodation

The working group believe that it is important that the lack of specialist accommodation [for people with complex needs] is addressed as part of the work on the strategy and would like more information on what is planned.

Swansea already provides a wide variety of supported accommodation through its Supported Housing Programme. However it is recognised that for the more entrenched rough sleepers a more innovative approach needs to be taken. The review of homelessness supports the need for a *Housing First Project* to be introduced in Swansea and officers from Housing and Supporting People are currently working to develop this project. *Housing First* in Swansea should be implemented towards the end of 2018/19.

We heard the council is looking at reducing the number of evictions and better recording them so they can look at the causes. We would be grateful for more detail as to what this involves and the timescale for such measures to be put in place.

As you are aware officers are currently developing the Homelessness Strategy and within the review of homelessness it has been identified that we need to work with all our partners in reducing the number of evictions from all types of tenures. The draft Strategy has included this in its action plan and through the recruitment of a Gateway Officer in 18/19 we aim to improve the way we collate and monitor this information.

In your letter you have identified that there are gaps in the provision of supported accommodation, particularly for women, under 21's and for those with no recourse to public funds. The Working Group heard that the Homelessness Strategy will try to deal with all gaps in provision with this approach. We would like more information on specific proposals for these groups.

As stated there is a wide variety of supported housing projects that meet the needs of the most vulnerable households. These include a number of Direct Access Hostels, a Cross Borders Women's Project, as well as a number of homeless projects for young persons under the age of 21 and therefore there is no clear evidence that there is a gap in this type of hostel accommodation.

We do recognise that couples can sometimes be limited in accessing certain types of accommodation. The *Housing First Project* will be able to address this issue and, in addition, the Council is currently working with the Voluntary Sector to extend the number of emergency bed spaces which will be suitable for couples who are sleeping rough.

On the issue of 'no recourse to public funds' we were told that this is a real challenge for housing as these people fall outside the criteria for eligibility to council housing. The voluntary sector will be involved to assist with housing people from outside the UK who don't meet the criteria for council housing. This could be a bigger problem when we leave the EU. We would like some reassurance that the housing strategy will seek to address this problem.

Despite the restrictions that the Council faces to assist households with no recourse to public funds, the Homelessness Strategy will seek to ensure that there is a clear understanding within the sector of the resources available to assist non-eligible households, which will be predominately from the third sector or Social Services for households with children. For example, it is intended to develop a training plan for housing and support providers and "no recourse to public funds" has been identified as one of the topics that should be covered. The Council will seek to work in partnership with key third sector organisations on this matters such as the Welsh Refugee Council.

In addition, the draft Strategy has also identified a need to prepare for the implications of the Immigration Act 2014 and Britain's exit from the EU, in order to ensure that appropriate advice is in place for housing and support providers.

In your letter you state that Caerlas have concerns about the long waiting lists for access to move-on panel. The witnesses at the meeting did not believe that this was a problem. Nevertheless, as the perception exists we would like a more

detailed assurance that Caerlas' concerns have been heard and that a dialogue has been opened up with them to deal with any issues they have identified.

I am pleased to be able to confirm that the Chair of the Move-On panel has spoken directly with Caerlas on this matter and no major issues have been identified. However, an action within the Homelessness Strategy will be to review the Move-On process as a whole so we can ensure that waiting lists are kept to a minimum.

The Working Group was informed that Housing Options is our 'Front Door'. A gap in provision has been identified on weekends and working with Wallich has helped to close this gap. We heard the Council is looking at providing information to businesses so they know how to direct people to help. The challenging part is getting people to engage. We would like more information on what is planned and how this is being addressed in the draft housing strategy.

The Council has been working closely with the Rough Sleeper Intervention Team to ensure that the needs of rough sleepers and those vulnerably housed are met. Recently we have extended this service to include a weekend provision. In addition to this the Homelessness Strategy will have a clear objective of ensuring service users are at the centre of service delivery. As part of this objective a Homelessness Charter will be co-produced, and this will focus on trying to ensure that we have engagement from service users, the general public, businesses and the community as a whole.

In your letter you state that there is concern about support for people with learning difficulties who have moved into housing. We were informed that if people are assessed to have a social care need then social services could potentially support them. It is looked at on an individual basis. We would like more information as to how this group fit into the housing first project and what further support will be available for them once this is underway.

Housing First is designed to assist those service users who are long term entrenched rough sleepers and/or find it difficult to reside in a hostel type environment. This may include some service users who have a social care need and in these circumstances bespoke, intensive support will be available for as long as is required. However, it is important to remember that for many with a social care need they may only require generic tenancy support and be able to live independently, without the need to be referred through the *Housing First Project*.

In your letter you state that you would like to have more information on the tenancy support service and how support needs are identified and monitored in terms of outcomes.

The Council's Tenancy Support Unit (TSU) offers housing related support to all residents of Swansea. The TSU supports households in all forms of accommodation, including council tenants, housing association tenants, private rented tenants as well as owner occupiers. There is no upper or lower age limit on the housing support. The majority of referrals are made by the individual, however professionals from many different sectors and organisations will also seek help on behalf of the household.

The TSU in-house team provides support to approximately 150 households at any one time and a further 600 are supported through more specialist commissioned services with partner agencies. The initial assessment of support needs for every case is completed at the TSU offices.

The referrals, assessments and outcomes are collated by the TSU for the cases supported in-house team as well as by the partner TSU agencies. The outcomes and data are returned to the Supporting People Team to be included in the annual Homelessness Review which feeds into the annual spending priorities for the Supporting People Plan.

Social Service and safeguarding issues

In your letter you comment that the thresholds for homeless and vulnerable adults being accepted for social services involvement are too high. Agencies work with some of the most complex and challenging individuals and yet it is almost impossible to get additional specialist support for them especially if they have not been in the system before. Social Services stated that the mental health team is a secondary care service so there will be a gap in provision and confirmed that there is difficulty in accessing support for lower level need. We would like details on actions being put in place through the draft housing strategy and housing first, by social services and ABMU to ensure that this group do not miss out on much needed support.

Officers from our Adult Social Services team have confirmed that if someone feels they may have care and support need or know someone they feel may have care and support needs they can refer to the Common Access Point for Health and Social Care.

<https://www.swansea.gov.uk/commonaccesspoint>

When a person is assessed as having care and support needs it will be identified whether each need can be met through signposting to preventative services, or met in another way, OR whether a Care and Support Plan is required. If the identified need can be met through signposting the need will NOT be eligible. If the identified need can only be met through a Care and Support Plan the identified need will be eligible.

Where this relates to needs around Mental Health, the General Practitioner (GP) within primary health care services is the initial assessment and access point to specialist mental health services. Where the GP considers the needs are such that an assessment by the Community Mental Health Team (CMHT) is required, within secondary mental health services, a referral will be made. The CMHT is an integrated health and Social care assessment and support service. Further information can be found here

<https://www.swansea.gov.uk/article/3941/Mental-Health>

Adult Social Services does not currently provide any services to those who are not care managed by the CMHT. These are provided or commissioned by ABMU Primary Health Services. However the Council does commission some specialist mental health services within Tier 1 of the Adult Services Model from the third sector e.g. specialist mental health housing related support services within the Tenancy Support Unit, Connect Day service and carers respite service, and counselling service for young people. Individuals can self-refer to these services and do not require a care manager.

These services along with Tier 2 and 3 commissioned services are part of the Adult Service Commissioning review.

The ABMU fund SCVS to support and promote the range of Mental Health Services in Swansea. Information on this can be found here; <https://www.scvs.org.uk/mhsupport>

The review of homelessness undertaken in drafting the new Homelessness Strategy has identified Mental Health as a significant care & support need amongst homeless people both as a cause and as a result of.

An action will be to improve the engagement between agencies working with homeless people and the Mental Health Services provided and commissioned in primary care and secondary mental health services.

In your letter you comment that dual diagnosis remains an issue and that people with mental health needs are unable to access the Community Mental Health Team support because of drug dependency issues. We heard that Social Services do provide provision but they agree that it may not be enough support. However ABMU confirmed there is going to be a Dual Diagnosis Strategy developed to map need across dual diagnosis as dealing with dual diagnosis is something that has not been done well in the past. We would like more detail on the implementation of this strategy including resources, timescale and proposed support.

The Council does not provide or commission specialist services to individuals around their Alcohol or Drug dependency as these are commissioned by the Area Planning Board for substance misuse. However, we are required to provide care and support to individuals whom may have these dependencies which can be very complex and challenging. This is particularly so where individuals do not engage in abstinence or harm reduction. An action for the Strategy will be to engage with the Substance Misuse Area Planning Board to focus on this group who are low in number but challenge health, homeless and social care service existing models of provision.

The action to develop a *Housing First* service in Swansea will need specialist input from both primary and secondary health and social services as well as substance misuse services.

In your letter you state that the homelessness nurse has identified that there is an issue with data sharing between health and social care. We were told by Social Services that there is no issue with the sharing of data as far as they are concerned. Nevertheless, we felt that as the homelessness nurse works in a primary care environment that there may be difficulties in them accessing data on clients. We would like some reassurance that data sharing protocols enable primary care providers to work seamlessly with other agencies including the council and secondary care providers.

The Homeless & Mental Health Outreach Nurses are based within Primary health services and currently are outside the Council's information sharing agreements with secondary health services that exist. Therefore, at present the identified ABMU staff are unable to have lawful access to the Social Services Paris IT system where we hold personal and sensitive information.

The Council has sought advice and clarity on the specific requirement and need for this access from the NHS Information Governance Unit to progress this issue without compromising privacy laws.

However, Social Services officers have confirmed that they do not feel this lack of access to the Paris IT system itself impedes seamless work between the Council Homelessness and Social Services and Health and commissioned providers.

Information is already shared as required between professionals when it is necessary to support an individual to achieve their outcomes.

Health Service issues

In your letter you stated that the Working Group would like to see increased flexibility to services provided to those who suffer with substance misuse issues. Witnesses recognised that there is a problem and having more flexibility in the system to deal with people who are chaotic is something that will be explored in the future. We would like more detail as to what actions are being put in place to deal with this issue.

I have requested that the appropriate officers take these issues forward and raise your concerns with the ABMU.

Witnesses confirmed that they hope there will be a joint approach taken with the Housing First project. We would like more information as to what that joint approach will entail.

Housing First will provide a bespoke package of support for each client. To be successful this will require a flexible and responsive approach from all relevant agencies, which will include Housing, Social Services, Health, Police and Probation.

Learning Disabilities

In your letter you state that there is an increasing number of homeless people with borderline Learning Disabilities who have no access to Learning Disability services but are unable to read (or have limited reading and language skills), write, manage money or maintain a tenancy and are either homeless or at risk of becoming homeless. We would like information as to how this group will be supported as part of the draft housing strategy.

The Council commissions a range of generic/multidisciplinary floating support services all of which would be able to offer housing related support to those with border line learning disabilities, having difficulties with literacy and numeracy. In addition it commissions a self-referral day service. Additionally there are specialist learning disability supported accommodation and floating support service for those supported in secondary care.

Homeless and Supporting People commissioners are continuously working to raise awareness of these services, to facilitate early referral and intervention and prevention. An action of the draft Homelessness Strategy is the development of a pre eviction and abandonment protocol with general needs and supported housing providers. Additionally it will look at pre-tenancy preparation, and different ways of engagement with individuals to further reduce evictions.

Housing First

We were reassured by the health board representatives at the meeting that they are fully engaged with the housing first process but would like more detail on the work that is on-going to deliver a cross-agency service once housing first gets underway.

As stated earlier, officers from a range of services are in the process of developing the *Housing First Project* and it will be essential that when the project is up and running that all agencies work together to ensure that every service user has a bespoke and intensive range of support.

Ex-Offenders

We would like to see detailed statistics on the number of ex-prisoners who are released and return to Swansea. What percentage are referred to housing and social services and how quickly are they resettled and found accommodation?

I have been advised that the Council would not be informed of the total number of ex-offenders who are returned to Swansea. We do work however work closely with the relevant resettlement teams from various prisons, in line with the Prisoner Pathway. In 17/18, 196 ex-offenders were either referred from prison or presented themselves to Housing Options. We were able to directly accommodate 50 of these cases into supported accommodation, social housing accommodation and private rented accommodation.

A number of the ex-offenders referred to the Council did not contact us for assistance on their release from custody, or subsequently lost contact with us during the application process, or were able to find accommodation themselves. We are aware that 12 out of the 196 referrals returned to custody.

Day Centre

We heard that good work is being done by Access Point but that they need better accommodation to provide better services. You implied that as part of the Homelessness Strategy you are looking to bring providers together under one roof and provide some of the day services previously available at St, Matthew's centre. You said that you recognise that there is a gap and the Council, with partners, is looking at what can be done. We would like more detail on these proposals together with some idea of timescale.

We are currently in the early stages of developing proposals for a multi-agency solutions centre and this will be an action within the Homelessness Strategy. As part of the development of this we will involve all relevant agencies to ensure that a collaborative approach is taken.

Gateway

In your letter you comment that the homelessness service would benefit from an improved and effective Gateway referral system. We heard the Council recognises there is a problem and hope to put such an officer in place in the next few months. We would like some indication as to when that officer is likely to take up post.

As previously stated, the Housing Service recognises that this needs to be prioritised and we are hopeful that the Gateway Officer will be in post by October 2018.

Evictions from supported accommodation due to rent arrears

In your letter you comment that there are a number of evictions from supported accommodation due to rent arrears, particularly as a result of budgeting difficulties.

The Council is aware that it is an issue but that people have to take responsibility. However, they are looking at the number of evictions and the reasons for them. We would like more detail on the conclusions of this study.

The Homelessness Strategy will ensure that evictions from supported accommodation due to rent arrears will be reviewed. The appointment of a Gateway Officer will also assist in ensuring that evictions are kept to a minimum.

Out-of-hours support

We were given confirmation that the rough sleeper's team provision has been extended and there is therefore support at the weekend. An offer was made by the Operations Manager of Community Housing to meet with Matthew's House to discuss the matter further if they still think that there is a gap. We would appreciate more detail as to the hours this provision now works and how it is being advertised to various third sector agencies working with rough sleepers.

The Rough Sleeper Intervention Team are available between 7 a.m. – 3 p.m. from Monday to Friday and 8 a.m. – 12 on weekends. We are currently in the process of updating our Rough Sleeper resource cards and we are also looking at improving how we communicate to third sector organisations and it is hoped that the co-production of the Homelessness Charter, which will include all the relevant agencies, will improve channels of communication. In the meantime, as stated the Operations Manager for Community Housing will discuss these issues further with a representative from Matthew House.

Co-ordination

In your letter you comment that there are many small groups that have established themselves on Facebook etc. and want to help homeless people. The Council says that for assistance people should contact Housing Options in the first instance, then Access Point and then the rough sleeper's team. Could the council better publicise these arrangements for these groups?

As previously stated we are always looking at ways to improve our communication with members of the public. Recently, I met with some volunteers who wanted to find out more about ways they could help with those who are faced with homelessness and we found this particularly useful in terms of sharing information about what outreach services are already available.

Despite our best efforts however, it is sometimes difficult for the Council to influence volunteers who are looking to assist homeless households; we will of course continue to ensure that the Housing Service is there to provide whatever advice and assistance we can to any volunteer(s) to ensure a coordinated and joined approach to tackle homelessness.

City Centre

It was confirmed that a City Centre Street Vulnerability Group has been set up by the police. It has only just started but it will look at the issues. We would like some details as to the instructions and training issued to City Rangers as to how to deal with rough sleepers and beggars in the City Centre. We would also like details of any discussions that the council has had with the police on this issue.

I have liaised with the Cabinet Member for Investment, Regeneration & Tourism in relation to this issue and offices have confirmed that key Performance Indicators show that the team of three Rangers deal on average with over 2,000 separate incidents each month in the City Centre with homelessness being one of a broad range of activities that they are involved with. This research shows that customer service is at the heart of the Rangers job role which is ambassadorial led. Nevertheless, the Ranger team, who each have more than a decade experience in the job, have over this time developed an understanding of the personal and complex issues associated with those who make up the homeless community in the City Centre. This has been achieved through a combination of formal training and working closely with the local Rough Sleepers Co-ordinator and the various outreach services that offer support to the homeless. For example, the Rangers have had specialist drugs training to understand the issues around drugs and substance misuse together with training on Equalities and Human Rights, Customer Service Skills and Emotional Intelligence.

As a result of working closely with the Rough Sleeper Intervention Team and colleagues in Housing, the Rangers are also very knowledgeable of the support services that are available to homeless households and will often advise and direct vulnerable individuals to access suitable support as well as highlight those at risk of harm to members of the Rough Sleepers Intervention Team so that the appropriate intervention can be arranged.

There are also occasions where the Rangers take a more direct role. For example, one of the Rangers recently assisted a long term homeless couple to obtain a birth certificate to enable them to open a bank account and access benefits. The Rangers have also accompanied the NHS Outreach Nurse on several occasions to engage with those on the street who may be suffering health issues. The Rangers were also integral to the establishment of the *Have a Heart- Give Smart* initiative in the City Centre. This diverted giving scheme, which forms part of a national initiative lead by the Association of Town Centre Management (ATCM) has been running locally for approximately 6 months and nearly 50 businesses in the City Centre, across both day and evening economies, have signed up. The main objective of the scheme is to encourage the public to donate within the designated premises rather than give directly to those begging on the street. The funds raised are then matched by Santander and awarded to a designated homeless charity to fund support services.

Historically the Rangers have enjoyed a productive working relationship with Big Issue Cymru and have engaged with them over many years to help manage the designated Big Issue pitches across the City Centre. There is no longer a Big Issue office located in Swansea which impedes the proactive on-site management of local vendors by Big Issue and communication with the Rangers although regular contact with the Head

Office is undertaken and the Rangers are often called upon, for example by businesses, to arbitrate conflict regarding the use of sites popular among vendors and other users e.g. charitable collectors, buskers, canvassers etc. The Rangers also continue to help enforce the terms of the Big Issue badge. For example, if a vendor is deemed to be under the influence of alcohol, to ensure the reputation of Big Issue and to minimise complaints, the Rangers have the authority of Big Issue to instruct them to leave the pitch and return when sober.

Whilst these examples show the Rangers to be empathetic to those who are homeless and supportive of those in genuine need, many of the individuals that the Rangers deal with on the streets are in fact housed and choose to frequent the City Centre to either socialise and source drink/ drugs with like-minded people and/ or beg for funds from the public.

The subsequent anti-social behaviour of some of these individuals, including those that are homeless, can unfortunately at times escalate. On such occasions, the Rangers will take proactive action to manage this behaviour and mitigate any potential alarm, distress or intimidation caused to the parties involved as well as to users of the City Centre. City Centre Management, which is the Service that is responsible for the City Centre Rangers team, has within the previous 12 months received only one complaint from a member of the public regarding the alleged treatment of a persistent and prolific beggar in the City Centre by the Rangers— an individual who is not known to be homeless. De-escalation techniques, engaging with the Police and sign posting individuals to outreach services are among the measures that are taken by the Rangers. The team have also referred over 30 individuals to the new Street Vulnerability MARAC (Multi-Agency Risk Assessment Conference) since March 2018.

I trust that my response addresses all the comments and issues raised in your letter on behalf of the Homelessness Scrutiny Working Group. Can I thank you for the opportunity to talk to the group, and for the positive comments and acknowledgment of the efforts being made by all partners to tackle homelessness and the causes of homelessness in the City. I will ensure that the issues raised by the Working Group are taken into account when finalising the Homelessness Strategy and action plan for 2018-2022.

Yours sincerely



COUNCILLOR ANDREA LEWIS
CABINET MEMBER FOR HOMES & ENERGY

Appendix 1

Agenda Item 11

Audit Committee Workplan 2018/19

	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
Terms of Reference									
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 Social Care Contracts Update
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.

Agenda Item 12

Date and Time of Upcoming Panel / Working Group Meetings

- a) 14 August at 10.00am – Service Improvement & Finance Scrutiny Performance Panel (Committee Room 5, Guildhall)
- b) 21 August at 1.00pm – Adult Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- c) 28 August at 4.00pm – Child & Family Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- d) 10 September at 10.30am – Education Through Regional Working Scrutiny Councillor Group (Committee Rooms 1 & 2, Port Talbot Civic Centre)