



**Dinas a Sir Abertawe**

**Hysbysiad o Gyfarfod**

Fe'ch gwahoddir i gyfarfod

## **Pwyllgor Rhaglen Chraffu**

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

**Dyddiad:** Dydd Llun, 8 Hydref 2018

**Amser:** 4.30 pm

**Cadeirydd:** Y Cyngorydd Mary Jones

**Aelodaeth:**

Cynghorwyr: C Anderson, M Durke, E W Fitzgerald, L S Gibbard, D W Helliwell, T J Hennegan, P K Jones, E T Kirchner, W G Lewis, S Pritchard, G J Tanner a/ac W G Thomas

Aelodau Cyfetholedig Statudol: D Anderson-Thomas, J Meredith a/ac A Roberts

Cynghorwyr sy'n Aelodau Cyfetholedig: P M Black, C A Holley, P R Hood-Williams, J W Jones a/ac M Sykes

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### **Agenda**

**Rhif y Dudalen.**

- 1 Ymddiheuriadau am Absenoldeb.**
- 2 Datgeliadau o Fuddiannau Personol a Rhagfarnol.**  
[www.abertawe.gov.uk/DatgeliadauBuddiannau](http://www.abertawe.gov.uk/DatgeliadauBuddiannau)
- 3 Gwahardd Pleidleisiau Chwip a Datgan Chwipiau'r Pleidiau.**
- 4 Cofnodion.** **1 - 5**  
Cymeradwyo a llofnodi, fel cofnod cywir, gofnodion y cyfarfod blaenorol.
- 5 Cwestiynau Gan y Cyhoedd.**  
Rhaid i'r cwestiynau ymwneud â materion ar ran agored agenda'r cyfarfod, ac ymdrinnir â hwy o fewn 10 munud
- 6 Sesiwn Holi Aelod y Cabinet:- Aelod y Cabinet dros Wella Addysg, Dysgu a Sgiliau (y Cyngorydd Jennifer Raynor).** **6 - 35**
- 7 Adroddiadau Cynnydd y Panel Craffu Perfformiad:** **36 - 40**  
Ysgolion (Y Cyngorydd Mo Sykes, Cynullydd)

<b>8</b>	<b>Adroddiad Blynyddol 2017/18 - Diogelu Corfforaethol.</b>	<b>41 - 60</b>
<b>9</b>	<b>Adroddiad Blynyddol Craffu 2017/18.</b>	<b>61 - 101</b>
<b>10</b>	<b>Aelodaeth Paneli a Gweithgorau Craffu.</b>	<b>102 - 104</b>
<b>11</b>	<b>Rhaglen Waith Craffu 2017/18.</b>	<b>105 - 138</b>
	Trafodaeth am:	
	a) Gynllun Gwaith y Pwyllgor.	
	b) Cyfleoedd Craffu Cyn Penderfynu.	
	c) Cynnydd gyda Phaneli a Gweithgorau Craffu	
<b>12</b>	<b>Llythyrau Craffu.</b>	<b>139 - 153</b>
<b>13</b>	<b>Cynllun Gwaith y Pwyllgor Archwilio (Er Gwybodaeth).</b>	<b>154</b>
<b>14</b>	<b>Dyddiad ac Amser Cyfarfodydd Paneli/Gweithgorau Sydd ar Ddod.</b>	<b>155</b>

**Cyfarfod nesaf:** Dydd Llun, 12 Tachwedd 2018 ar 4.30 pm

*Huw Evans*

**Huw Evans**

**Pennaeth Gwasanaethau Democrataidd**

**Dydd Mawrth, 2 Hydref 2018**

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

# Agenda Item 4



City and County of Swansea

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

Council Chamber - Guildhall, Swansea

Monday, 10 September 2018 at 4.30 pm

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

**Councillor(s)**

C Anderson  
D W Helliwell  
W G Thomas

**Councillor(s)**

M Durke  
T J Hennegan

**Councillor(s)**

L S Gibbard  
P K Jones

**Statutory Co-opted Member(s)**

D Anderson-Thomas      A Roberts

**Councillor Co-opted Member(s)**

P M Black      P R Hood-Williams  
C A Holley      J W Jones

**Also Present**

Councillor Clive Lloyd      Cabinet Member for Business Transformation & Performance

**Officer(s)**

Kate Jones      Democratic Services Officer  
Brij Madahar      Scrutiny Team Leader  
Debbie Smith      Deputy Chief Legal Officer

**Apologies for Absence**

Councillor(s): E W Fitzgerald, B Hopkins, E T Kirchner, W G Lewis and G J Tanner  
Councillor Co-opted Members: M Sykes

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

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

**41 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.

**42 Minutes.**

**Resolved** that the Minutes of the Scrutiny Programme Committee held on the 13 August 2018 be approved and signed as a correct record.

**43 Public Question Time.**

There were no public questions.

**44 Cabinet Member Question Session: Cabinet Member for Business Transformation & Performance (Councillor Clive Lloyd).**

The Cabinet Member for Business Transformation & Performance presented a report on the key headlines for the Business Transformation & Performance Portfolio. He provided a verbal address further to the written report circulated which highlighted activities around the following: -

- Digital Agenda
- Commissioning Reviews – New models of delivery
- Local Area Co-Ordinators
- Sustainable Swansea – Fit For the Future
- Financial Savings
- Services in the Community pilot

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

- Pension Fund – investment in fossil fuels, current policy and its appropriateness.
- Commissioning Reviews - reporting to Scrutiny on post-implementation outcomes and effectiveness
- Agile Working – impact on lone working policy in light of increased agile working and safeguards
- Risk & Resilience - incorporation of the risks relating to Brexit and the City Deal on the risk register
- Budget – Concern about morale with continued austerity and impact on Organisational Development.
- Civic Centre - length of leases given to public sector partners, and development plans for Civic Centre
- Services in the Community pilot project – engagement of Public Service Board partners in development of a Community Hub
- Liberty Stadium Lease Agreement - progress on delivery of 3G pitches
- Co-Production – Council's approach to consultation and engagement
- Council Modernisation - savings realised from ICT projects
- Strategic Estates & Property Management - revenue received from sale of surplus land following the review of all Council land.
- Capital Programme – Swansea Bay City Deal; development of capital strategy in conjunction with technical developments proposed by CIPFA
- Commercialism – progress on the idea to establish an energy company

**Resolved** that: -

- 1) The Chair of the Scrutiny Programme Committee write to the Cabinet Member, reflecting the discussion and sharing the views of the Committee;

- 2) A written response be supplied by the Cabinet Member on the following:-
- Agile Working - length of leases given to public sector partners for office space at the Civic Centre
  - Information & Business Change - savings realised from ICT modernisation / investment in digital
  - Capital Programme – clarification about the current position / progress of the Swansea Bay City Deal (approval of business cases / receipts of grant funding) and further information about the development of capital strategy and what technical developments have been proposed by CIPFA
  - Risk & Resilience – sharing the Corporate Risk Register with all Councillors

#### **45 Scrutiny Performance Panel Progress Report.**

Peter Black, Convener of the Adult Services Performance Panel, provided an update on the work of the Panel to date. He stated that one of the key issues, in respect of the Learning Disability Service, was ongoing.

The following upcoming meetings were specifically highlighted: -

- 17 September 2018 – Pre-decision Scrutiny on Outcomes of Residential Care and Day Services for Older People Consultation (Councillor Chris Holley will be chairing in Councillors Black's absence)
- 15 January 2019 – Chief Executive and Chairman of ABMU attending to inform the Panel of their vision for Swansea once the number of authorities in ABMU is reduced to two
- 19 March 2019 – Briefing on Safeguarding – Modern Slavery / Human Trafficking (this item had been referred to the Panel by the Committee)

**Resolved** that the update be noted.

#### **46 Overview and Scrutiny: Fit for the future? - City and County of Swansea Council (Wales Audit Office Report).**

The Chair presented the Wales Audit Office report on "Overview and Scrutiny: Fit for the Future? – City and County of Swansea Council".

The Chair highlighted that overall it was a positive report which recognised good scrutiny practice. The report concluded that scrutiny in Swansea: -

- Is well-placed to respond to future challenges;
- regularly challenges decision-makers; and
- has arrangements to review its own effectiveness.

The report also contained three proposals for improvement: -

- develop a training & development programme for scrutiny members;
- strengthen the evaluation of impact and outcomes of scrutiny activities; and
- further clarify the distinction between scrutiny and policy development committee activity in relation to policy development.

The Chair noted the authority was required to prepare an action plan in response to the report. Committee views were sought to help inform development of an appropriate action plan.

The Committee discussed the report and in particular looked at the proposals for improvement. It was remarked that the report required a corporate response as there may be actions that others can contribute that will help to achieve improvement in these areas. For example, training and development needs / programmes is something that the Democratic Services Committee would also discuss, and a view from the Executive would be necessary on ensuring clear distinction between Scrutiny and Policy Development Committees. The Chair remarked on the need to re-establish a mechanism for the Chair of Scrutiny and Chairs of the Policy Development Committees to meet informally to discuss work plans. The need to gather feedback from Cabinet Members from their engagement with Scrutiny, such as Question & Answer Sessions, was also considered important to strengthening the evaluation of effectiveness, impact and outcomes of scrutiny activities. There was also a remark about the challenge of identifying measurable outcomes at the outset of inquiries that can help demonstrate impact.

**Resolved** that the response / draft action plan to the Wales Audit Office report be brought back to the Scrutiny Programme Committee following necessary input from other relevant members/ officers.

#### **47 Membership of Scrutiny Panels and Working Groups.**

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

The Scrutiny Team Leader provided a verbal update to the report: -

**Resolved** that the following be agreed: -

- 1) Child & Family Services Performance Panel – Remove Councillor Irene Mann
- 2) Residents Parking Working Group – Remove Councillor Mike Day, Councillor Chris Holley and Councillor Robert Smith

#### **48 Scrutiny Work Programme 2018/19.**

The Chair presented the agreed Scrutiny Work Programme for 2018/19.

She highlighted that the next meeting scheduled for 8 October 2018 would include the Annual Corporate Safeguarding Report as well as the Cabinet Member Question Session with the Cabinet Member for Education Improvement, Learning & Skills.

The Scrutiny Team Leader highlighted the following: -

- The first meeting of the Equalities Inquiry Panel was scheduled for 11 October 2018
- The first meeting of the Residents Parking Working Group was scheduled for 3 October 2018

Arrangements for scrutiny of the Homelessness Strategy, which was currently out for consultation, were discussed. The Committee agreed that a meeting be arranged for the Committee to discuss the Homelessness Strategy whilst it was out for consultation, ahead of any scrutiny of the final Strategy which is scheduled for Cabinet on 15 November 2018.

**Resolved** that

- 1) Progress in relation to the Scrutiny Work Programme 2018/19 be noted; and
- 2) A special meeting be arranged for the Scrutiny Programme Committee to consider the Homelessness Strategy

**49 Scrutiny Letters.**

The Chair presented a report on "Scrutiny Letters" for information.

**Resolved** that the scrutiny letters log be noted.

**50 Audit Committee Work Plan.**

The Audit Committee Work Plan was **noted**. The Chair mentioned that she will be attending Audit Committee on the 9 October 2018 and would extend an invitation to the Chair of the Audit Committee to attend a future meeting of the Scrutiny Programme Committee.

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

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

The meeting ended at 5.51 pm

**Chair**

# Agenda Item 6



## Report of the Chair

Scrutiny Programme Committee – 8 October 2018

### Cabinet Member Question Session

<b>Purpose:</b>	To enable the Committee to question Cabinet Members on their work. The Committee's questions will broadly explore Cabinet Members' priorities, actions, achievements and impact in relation to areas of responsibility.
<b>Content:</b>	The following Cabinet Member will appear before the Committee to participate in a question and answer session: <ul style="list-style-type: none"><li>• Councillor Jennifer Raynor, Cabinet Member for Education Improvement, Learning &amp; Skills</li></ul>
<b>Councillors are being asked to:</b>	<ul style="list-style-type: none"><li>• Question the Cabinet Member on relevant matters</li><li>• Make comments and recommendations as necessary</li></ul>
<b>Lead Councillor:</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer:</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author:</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 1. Introduction

1.1 One of the most important roles that scrutiny carries out is holding the Council's Cabinet to account. The Cabinet (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
Cllr Elliot King	- Care, Health & Ageing Well
	- 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 Jennifer Raynor, Cabinet Member for Education Improvement, Learning & Skills

Within this cabinet portfolio, she is responsible for:

- 21st Century Schools Programme
- Apprenticeships lead
- Band B Scoping and Delivery
- Catchment Review
- City of Learning - Member of UNESCO COL (Commonwealth of Learning) steering group
- Education Charter
- Education Regional Working (ERW)
- Education Services from 5 to 19
- Further Education
- Inclusion & Learner Support
- NEETS Prevention (lead)
- Quality in Education (QEd) Programme
- Readiness for Work lead
- Regional Workforce Planning & Skills Development
- Schools Estate Planning & Resources Planning
- School Improvement
- Schools' Organisation & Performance
- Skills & Talent Project (City Deal)
- 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, e.g. 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 some written information in support of her appearance to assist the Committee - see **Appendix 1**.

3.4 Amongst questions from the Committee is the intention to ask the Cabinet Member about how the schools are chosen for the 21st Century schools funding programme.

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 Raynor was previously portfolio holder for Children, Education & Lifelong Learning. The following issues relevant to her current Education Improvement, Learning & Skills portfolio were discussed by the Committee during last year:

- 21st Century School Programme,
- Sale of Surplus Education Land
- Welsh Education Strategic Plan
- Education Inclusion,
- School Catchment Areas
- School Curriculum
- Challenge Advisors
- Education Psychologists
- School Governing Bodies
- Delegated School Budgets
- Pupil Health

The correspondence between the Committee and the Cabinet Member relating to previous Q & A session (October 2017) is **attached**.

4.2 Members may also wish to follow up, as necessary, on the Cabinet Member's engagement both with the Committee and relevant Scrutiny Panels / Working Groups over the past year.

Scrutiny involving the Cabinet Member over the past year:

- Schools Performance Panel:  
There is regular correspondence with the Cabinet Member, who was written to over the past year about the following issues:
  - Education Other Than At School (October 2017)
  - 21<sup>st</sup> Century Schools (November 2017)
  - School Improvement Service (November 2017)
  - Olchfa and Parklands Collaboration on New Curriculum (November 2017)
  - Annual Review of Education Performance (February 2018)
  - Estyn Report Progress Update (February 2018)
  - Morryston Primary School (February 2018)
  - Bishop Vaughan Catholic School (April 2018)
  - Science in Schools (June 2018)
  - Changes to the Ethnic Minority Achievement Unit (July 2018)
  - The Foundation Phase following visit / meeting at Gowerton Primary School (July 2018).

- **School Governance Inquiry:**  
In September 2017 the Inquiry Panel followed up with the Cabinet Member on the implementation of agreed scrutiny recommendations and impact of the scrutiny inquiry. The Panel agreed to conclude monitoring of the inquiry. The inquiry was credited with prompting reflection on the support and training provided to school governors, and highlighting the need for closer working between governing bodies and school challenge advisors. The Panel felt that good progress had been made with many of the recommendations but highlighted the need for better signposting of information to governors. The Panel were also pleased to hear that Challenge Advisors were now attending governing bodies in the Autumn Term for schools that are identified as Red or Amber. The Panel wrote to the Cabinet Member for Children, Education & Lifelong Learning with its view on how things have changed and outstanding issues that need attention. Any further issues relating to School Governance would be followed up via the Schools Scrutiny Performance Panel.
- **School Readiness Scrutiny Inquiry**  
The Panel wrote to the Cllr Raynor and the then lead Cabinet Member (Health and Wellbeing) following an update on the impact and progress made with recommendations agreed by Cabinet in relation to this piece of work. The Inquiry Panel were pleased to hear that its work and the resulting recommendations have made an impact in many areas and that substantial progress had been made. They were keen to hear about changes that have occurred at operational and strategic levels - that the strategic changes will ensure a longer term commitment and strategy is in place, whilst at an operational level services are becoming more wide spread, aligned and linked across different organisations. They recognised that some of the recommendations made will have a longer term development timescale. The Panel therefore agreed to refer those outstanding recommendations to the Schools Scrutiny Performance Panel to follow up upon in 12 months' time.

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

- **Schools Performance Panel** – the Cabinet Member will continue to be involved as the Panel monitors and challenges school improvement. She will also be attending the Panel to discuss
  - Education Other Than At School and progress with the New Wellbeing and Behaviour Plan in November 2018
  - The Annual Education Performance published data in January 2019
  - The Annual Budget as it relates to Education matters in February 2019.

- The Cabinet Member is also copied in to correspondence that the Education Through Regional Working (ERW) Scrutiny Councillor Group have with the ERW Joint Committee.

## **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 12 November will be with Councillors Will Evans and Elliot King to focus on the Children Services (Early Years & Young People) 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 Cabinet Portfolio

**Appendix 2:** Previous Correspondence

Appendix 1

<p>Cabinet Member for Education Improvement, Learning &amp; Skills (Councillor Jennifer Raynor) Portfolio Responsibilities</p>	<p>Lead Officer</p>	<p>Notable activities and achievements, and improvement / impact made.</p>	<p>Hope to achieve over the coming months and challenges including key decisions expected to take to cabinet over the next year.</p>	<p>Views about whether there is any issues relevant to the portfolio where Cabinet Members would welcome scrutiny, not otherwise covered in the work programme.</p>	<p>Impact of Well-being of Future Generations Act – impact on your work / decisions e.g. focus on long-term thinking, collaboration / involvement.</p>	<p>Public Services Board (PSB) – relationship with the work of the PSB; how the PSB impacts on the portfolio and how it is making a difference.</p>
<p>21st Century Schools Programme Page 12</p>	<p>BR/LHE</p>	<p><b><u>YGG Tan-y-lan</u></b> Relocated site identified and supported by Cabinet. Working with Housing to align proposed regeneration of the area. Consultants appointed, design ongoing, site surveys ongoing. Statutory consultation process underway.</p>	<p><b><u>YGG Tan-y-lan</u></b> Working towards planning application December 2018. SOC/OBC business case to be submitted to WG Autumn 2018. Agreements in relation to potential POE and appropriation of land from HRA. All subject to outcome of site surveys and statutory consultation process.</p>	<p>Will be scrutinised as a matter of course as firm proposals are developed.</p>	<p><b><u>YGG Tan-y-lan</u></b> Collaborative work with Housing. Supporting regeneration of the preferred site (Beaconsview Road and hill View Crescent in Clase).  Very long term coherent and consistent strategy beyond the Band B focus of 2026.</p>	<p>No direct relationship.</p>

		<p><b><u>Pentrehafod Comprehensive</u></b> Handover of phase four (the final phase of the refurbishment programme) due 16/11/18. STEM engagement – numerous sessions have taken place including interactive sessions on design and building of new schools. Morgan Sindall have undertaken work to upgrade the kitchen in the Hafod Community Centre.</p>	<p><b><u>Pentrehafod Comprehensive</u></b> 3G planning application due to be submitted w/c 17/09/18. 3G proposed start on site November 2018. 3G proposed end date February 2019.</p> <p><b><u>Bishopston Comprehensive</u></b> FPR7 Report and Tender evaluation report for submission to Cabinet December 2018. Statutory Consultation process to commence February 2019. Planning Application due to be submitted September 2019. FPR7 Stage 2 Report to be submitted to Cabinet December 2019. Anticipated start on site March 2019.</p> <p><b><u>YG Gwyr</u></b> Consideration of OBC by WG BCSG and Capital Panel from February 2019-March 2019.</p>			
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		<p><b><u>EOTAS</u></b> RIBA Stage 3 design completed. Tenders received and tender evaluation process underway.</p>	<p>Pre-App Planning Consultation period (28 day consultation period). November 2018-December 2018. Planning Application process January 2019-March 2019. FPR7 and Tender Evaluation Report to Cabinet. July 2019-August 2019. WG contract received and signed September 2019. 2<sup>nd</sup> Stage appointment September 2019. Construction- main build December 2019-May 2021.</p> <p><b><u>EOTAS</u></b> October 2018 – Swansea PRU engagement process – project update / leaflet distribution to be undertaken ahead of construction start. October 2018- Swansea PRU FPR7 Cabinet report and contractor appointment. October 2018 – submission and consideration of</p>			
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		<p><b><u>YGG Tirdeunaw</u></b> Statutory consultation process underway.</p> <p>In principle WG approval to Band B submission which also includes indicative figures for later funding bands.</p>	<p>EOTAS FBC by WG Capital Panel 24/10/2018. <b><u>YGG Tirdeunaw</u></b> March 2019- Tirdeunaw Statutory Consultation outcome.</p> <p>Further development of priority investment needs beyond Band B.</p>			
<p>Apprenticeships lead</p> <p>Page 15</p>	MN	<p>CBS completed its annual apprentice recruitment drive, facilitated via engagement with agencies such as social media outlets, Colleges, Careers Wales Evening post and Job centre plus etc., culminating in the following outcomes:</p> <ul style="list-style-type: none"> <li>• 14<sup>th</sup> year on year recruitment</li> <li>• 15 apprentices placed</li> <li>• 4% overall female representation</li> <li>• 3 LAC secured Apprenticeships</li> <li>• Total of apprentice training within the year 17/18 = 55</li> </ul>	<p>Future aspirations of CBS apprenticeship programme see the focus on professional apprentices and innovation as 2 key areas of development. Recruitment options are currently being explored to place 2 professional apprentices within Technical disciplines and will be expanded upon over the coming year once pathways have been established. Areas of concern for future capacities are already highlighting the need for Quantity Surveyors,</p>		<p>CBS apprentice recruitment is driven by 2 key elements age profiling and forecasted business continuity. Both elements are fed into succession planning for outcome. CBS continue to collaborate with CYFLE shared apprenticeship scheme, which will assist with peak demands and Technical apprenticeship routes.</p> <p>All Service Areas are included in the Apprenticeship and</p>	No direct relationship.

		<ul style="list-style-type: none"> <li>Total % of tradespersons replaced by qualified apprentices approx. 35%</li> </ul> <p><b>Corporate Apprenticeship and Training Programme</b> The scheme is in its second year, having been formally adopted in March 2017. The aim is to create apprenticeships and work experience opportunities throughout the Council, coordinating centrally. Links with employability organisations and creating opportunities for unemployed, NEETS etc. The following outcomes have been achieved since its inception:</p> <ul style="list-style-type: none"> <li>New apprenticeships (excluding CBS): 15</li> <li>Work Experience Opportunities: 17</li> </ul>	<p>Estimators and Designers.</p> <p>Two guidance documents for managers - apprenticeships and work experience, will be issued following final agreement with Trade Unions. These will contain the remuneration policy.</p> <p>Apprenticeship courses at entry level are mainstream, provided by Colleges and other training providers through Welsh Government funding at no cost to the Council.</p> <p>Concerns with the availability of higher level apprenticeships, which have only been established in three sectors.</p> <p>The Council desire to grow our own in occupations which are specific, eg estates surveyor, building regulations, landscape</p>		<p>Work Experience Policy. Co-ordinating centrally by the Beyond Bricks and Mortar team means there is a direct link to the network of employability partners in the County, all moving their clients closer to the workplace, through training and support.</p>	
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			<p>architect mean there are few courses to choose from and as yet no means of recouping any funding from the Apprenticeship Levy, which the Council is paying into. Pursuing with Regional Learning Partnership.</p>			
<p>Band B scoping and delivery</p>	<p>BR/LH-E</p>	<p><b><u>YGG Tan-y-lan / YGG Tirdeunaw / Bishopston Comp / YG Gwyr</u></b> As contained above.</p> <p><b><u>Special Schools</u></b> Options paper reviewed and redrafted following MIM announcement.</p> <p>Overall Band B funding envelope of almost £150m approved in principle by WG. Considerable work to develop detailed business cases and progress early investment priorities.</p>	<p><b><u>YGG Tan-y-lan / YGG Tirdeunaw / Bishopston Comp / YG Gwyr</u></b> As contained above.</p> <p><b><u>Special Schools</u></b> Options paper to be reviewed and added to for proposed informal workshop to identify preferred way forward.</p> <p><b><u>YG Bryntawe</u></b> October/November 2018 – YG Bryntawe pre-construction fees and scope of works to be agreed. Extensive external maintenance issues are landlord responsibility presenting business continuity risk. Decision required</p>	<p>Initial submission scrutinised and specific schemes will be scrutinised as a matter of course.</p>	<p><b><u>YGG Tan-y-lan</u></b> As contained above</p> <p><b><u>Special Schools</u></b> Work will be collaborative with Social Services and Health to support improved facilities for existing and future pupils and families.</p> <p>Long term in its nature with Band B focus to 2026 as part of a continuing countywide strategy.</p>	<p>No direct relationship.</p>

			whether to (at risk) draw don against the Authority's allocated 50% funding ahead of WG SOC/OBC approval. Continuing to develop detailed scheme specific business cases for access to WG funding.			
Catchment review	BR/KS	Current statutory consultation on changes affecting Welsh medium sector.	Completion of consultation on Welsh-medium proposals and continuing review of English medium catchments and demand for places.	Existing proposals scrutinised as will be any further proposals as they are developed.	Very long term in focus with an extended implementation timescale for any changes, protecting existing pupils.	No direct relationship.
City of Learning - Member of UNESCO COL steering group	AF/RM	A Learning Event is planned in 2019 based on a similar event in Cork, Eire.	Continue to work to ensure regional working benefits Swansea.	Proposals will be scrutinised as will be any further proposals as they are developed.	Work will be collaborative with local education providers to support pupils and families.	No direct relationship.
Education Charter	CS	This did not progress due to a further review of education priorities.	No plans to develop this.			No direct relationship.
Education Regional Working (ERW)	NW	Discussions continue to enhance the model and governance arrangements.	Continue to work to ensure regional working benefits Swansea.	Proposals will be scrutinised as will be any further proposals as they are developed.	Work will be collaborative with local education providers to support pupils and families.	No direct relationship.

Education Services from 5 to 19	NW	A review of the senior management structure resulted in the appointment of a Director of Education with three Head of Service.	A further review of the senior management structure will take place during the financial year 2019-2020.	Any changes will be scrutinised as proposals are developed.	Work will be collaborative with local education providers to support pupils and families.	No direct relationship.
Further Education	NW	Link have been strengthened with the setting up Partneriaeth Sgilau Abertawe /Swansea Skills Partnership	The partnership will meet regularly	Any changes will be scrutinised as proposals are developed.	To identify and further develop cohesive opportunities for Swansea learner in the short and medium term.	No direct relationship.
Inclusion & Learner Support	MS	<p><b><u>Special Schools</u></b> As contained above. Working with existing special schools to support improving facilities for pupils.</p> <p>Re-structuring of the Ethnic Minority Achievement Unit (EMAU) which required significant engagement with staff, schools, minority ethnic communities and other LAs.</p> <p>Re-structuring of ALNU in line with ALNET Act 2018.</p> <p>Significant progress on the development of</p>	<p><b><u>Special Schools</u></b> As contained above. Design progress for improved facilities in Ysgol Crug Glas.</p> <p><b>New builds and refurb &amp; remodelling projects</b> Proposals for YGG Tan-y-lan / YGG Tirdeunaw to be fully accessible. Improved accessibility for Bishopston Comp and YG Gwyr.</p> <p>ALN Strategy</p> <p>ALN Implementation Plan</p> <p>Well-being Strategy</p>	<p>Tribunals and statutory PIs.</p> <p>Special school and STF provision.</p> <p>Education in independent sector for learners with ALN.</p> <p>Transport</p>	<p>Possible links with other LA's and Social Services.</p> <p>Wellbeing of Future Generations Act is integral to the development of both the Well-being Strategy and ALN Strategy as both are about implementing sustainable ways of working to meet the needs of vulnerable learners in the future through increased joint working with social services and health.</p> <p>They are grounded in co-productive ways of</p>	<p>The Well-being Strategy links to the PSB's Swansea's local well-being strategy. It is also related to the ALN Strategy particularly in relation to early years.</p>

		<p>the new site for Swansea PRU.</p> <p>Progress on development of Well-being Strategy and Behaviour Policy/Strategy.</p> <p>Engagement events delivered around the ALNET Act 2018.</p>	<p>Swansea PRU build to start.</p> <p>Implementation of EMAU re-structure.</p>		<p>working at both the strategic/ systemic levels as well as informing individual practice with users. They require the LA to set up statutory processes for providing information and advice as well as increasing access to participation and engagement.</p>	
<p>Sustainable Swansea</p> <p>Page 20</p>	NJW/BR	<p>LDP work and Statutory Consultations for sustainable schools (right size in the right location).</p> <p>One Education Budget strategy continues to be delivered, working constructively through the School Budget Forum.</p>	<p>Continuing scrutiny of services to support current budget process – significant savings only possible with impact on school delegated budgets through further real terms cuts.</p>	<p>As part of corporate budget process.</p>	<p>Cross department working towards sustainable places to live, to work and for education.</p> <p>Increasingly challenging to maintain a sustainable education service and risk of short term cuts with longer term consequences and costs.</p>	<p>No direct relationship.</p>
<p>NEETS Prevention (lead)</p>	RM/NW	<p>The NEET Board oversees co-ordination and sustains a whole 'Swansea' approach.</p>	<p>Review membership and terms of reference of the NEET Board. We will develop an enhanced action focussed and prevention focussed partnership.</p>	<p>Any changes will be scrutinised as proposals are developed.</p>	<p>Cross department working towards clear goals and targets.</p>	<p>Clear links to the PSB's Swansea's local well-being strategy.</p>

Quality in Education (QEd) Programme	BR	<p>Band B submission and approval. RICS submission and approval. Flying Start capital grants approved. WM capital grant submitted pending approvals. Free Childcare Grant-EOI submitted and approved for next stage-business case submission- Education supporting Early Years with submission.</p> <p>As above for 21<sup>st</sup> Century Schools Programme but fundamentally about maintaining a sustainable educational service, particularly in terms of the organisation of school places and facilities. Current statutory consultations on latest proposals.</p>	<p>Progression of early Band B projects as per programme. EFP/Corporate Briefing/Cabinet Reports and submission of business cases. Projects tendered and work progressed. Approval of grant applications and business case submissions by WG.</p> <p>Further focus on pressure points within the education system and the available funding to address the actions required.</p>	As a matter of course as firm proposals are developed and consulted upon.	<p>Working with schools to improve learning environments. Cross department collaboration, working towards improving outcomes for children and families in deprived areas. Cross department collaboration, working towards improving outcomes for children and families. Working with schools and CB&amp;PS towards improving learning environments, increasing WM places and childcare opportunities to encourage WM uptake.</p> <p>Seeking to maintain a sustainable education service model against increasingly challenging financial context.</p>	No direct relationship.
Readiness for work lead	RM/NW			Any changes will be scrutinised as proposals are developed.	Work will be collaborative with local education providers to support pupils and families.	Clear links to the PSB's Swansea's local well-being strategy.

Regional Workforce Planning & Skills development	CS/NW	Link have been strengthened with the setting up Partneriaeth Sgilau Abertawe /Swansea Skills Partnership. An Education Skills Co-ordinator has been appointed.			Collaboration, working towards improving outcomes for children and families in deprived areas. Cross department working towards clear goals and targets.	Clear links to the PSB's Swansea's local well-being strategy. Stakeholders work to ensure that relevant objectives of the PSB, such as children are safe and develop to their full potential, are fulfilled.
Schools Estate Planning & Resources Planning	BR/KS/LH-E	Planning of school estate considered above as part of QEd programme with consistent prioritisation of available annual structural maintenance for schools to manage day to day premises matters with Facilities Management. Resources planning as for sustainable Swansea area above.	Further development of clear guidance to schools on maintenance priority needs informed by updated condition surveys and wider technical advice.	Scrutiny as part of wider corporate property and annual structural maintenance programme.	Longer term focus with increasingly planned annual maintenance programme with less reactive works. Risk of short termism of some schools with longer term consequences for Council in terms of capital costs and liabilities.	No direct relationship.



School Improvement	HMR (RD/SE)	<p>Lonlas Estyn inspection commences 24/09/2018 – any particular outcomes and linkages with new school accommodation to be further reported.</p> <p>Successful challenge adviser recruitment has strengthened the primary and secondary phase teams.</p> <p>Improved categorisation profile – higher proportion of green/yellow schools, reduced number of amber schools. Strong external outcomes relative to Wales and other similar LAs at key stage 4.</p> <p>Estyn inspections are strong in primary, secondary and special sectors. Most core inspections have been good or excellent. Schools that have been in follow-up have</p>	<p>Support new challenge advisers into their roles.</p> <p>Deliver ERW’s menu of support to meet the needs of Swansea.</p> <p>Target the main areas for development Swansea.</p> <p>Improve efsm outcomes Improve boys’ outcomes.</p> <p>Raise profile of STEM subjects.</p> <p>Support schools with changes to self-evaluation &amp; improvement (Estyn/OECD framework) Support schools with curriculum reform Support schools to develop as SLOs (Schools as Learning Organisations).</p>	<p>Efficacy of ERW needs to be considered.</p> <p>The Council needs to ensure ERW delivers value for money for Swansea and does not impede or hinder progress.</p>	<p>WG and ERW strategies promote WoFG principles, such as wellbeing, collaboration and integration. These are promoted through the work of school improvement officers.</p> <p>Too early to suggest impact.</p>	<p>School improvement officers are aware of the PSB and its aims.</p> <p>Schools and school improvement officers work to ensure that relevant objectives of the PSB, such as children are safe and develop to their full potential, are fulfilled.</p>
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		been removed (e.g. Morryston, Crug Glas). “Effective practice” case studies have been identified and are shared on Estyn’s website (e.g. Craigfelen, Olchfa).				
Schools' Organisation & Performance	BS/NW	From school standards perspective – planning of places already covered.				Schools and school improvement officers work to ensure that relevant objectives of the PSB, such as children are safe and develop to their full potential, are fulfilled.
Skills & Talent project (City Deal)	MN/NW	Not City Deal, but s106 for education learning opportunities from Abergelli Power Station.	Support from Education – effectiveness to work with agent to maximise learning opportunities.		Working with agent for power station to provide learning opportunities for all schools and possible community project.	Stakeholders work to ensure that relevant objectives of the PSB, such as children are safe and develop to their full potential, are fulfilled.

**To/  
Councillor Jennifer Raynor  
Cabinet Member for Children,  
Education & Lifelong Learning**

**BY EMAIL**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Linell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**Scrutiny**

**01792 637257**

**scrutiny@swansea.gov.uk**

**SPC/2017-18/7**

**09 November 2017**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Children, Education & Lifelong Learning following the meeting of the Committee on 9 October 2017. It is about 21st Century School Programme, Sale of Surplus Education Land, Welsh Education Strategic Plan, Education Inclusion, School Catchment Areas, School Curriculum, Challenge Advisors, Education Psychologists, School Governing Bodies, Delegated School Budgets, Pupil Health and Free Childcare Pilot.

Dear Councillor Raynor,

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

Thank you for attending the Scrutiny Programme Committee on 9 October 2017 and answering questions on your work as Cabinet Member for Children, Education & Lifelong Learning. We wanted to explore priorities, actions, achievements and impact, in relation to your areas of responsibility.

Thank you for providing a written paper, giving headlines from the cabinet portfolio, in support of your appearance. We also thank the assistance of Nick Williams, Chief Education Officer, and Kathryn Thomas, Head of School Support Unit, in our discussion. You took the opportunity to highlight the following:

- Improved performance in pupil attainment in the Foundation Phase and Key Stages 2 and 3
- Submission in respect of the Welsh Government 21<sup>st</sup> Century Schools Programme

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR ABERTAWE**

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

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

- Cynnydd Project - European Social Fund project to support young people (11-24) at risk of becoming NEET (Not in Education, Employment or Training) which is making a difference

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:

### **21<sup>st</sup> Century School Programme**

We asked about the Council's priorities for the Welsh Government's 21st Century Schools and Education Programme. Committee Members wanted to understand the prioritisation process that determines which schools across Swansea will benefit, subject to funding approval.

We were told that all schools have condition surveys which have informed suitability for inclusion in the programme, taking into account guidance that has been provided by the Welsh Government about local assessments. You stated that primarily allocations focus on improving school buildings, though we noted that the projected demand for places was also a relevant factor.

You reported that the Band B submission was for £149.7m, which was reflection of a consistent objective assessment and prioritisation of condition, suitability and sustainability issues as well as areas of basic need for additional provision. You were expecting to hear the outcome from the Welsh Government in November.

### **Sale of Surplus Education Land**

We queried that total sale value of surplus school field sites disposed of since 2012, how capital proceeds have been used, and what percentage such proceeds represent in relation to overall school capital spend over the period.

You clarified that no school land or facility, that was required for education purposes, had been disposed of. However, some parcels of land with school estates had been sold which were either vacated or surplus and not being used for education (e.g. at Cefn Hengoed, and the former Pupil Referral Unit building). Although we did note that Olchfa Comprehensive School have come up with a proposal in relation to their playing fields.

You confirmed that in relation to surplus education land / assets £3.6m has been receipted since 2012, but this represented a very small percentage of overall capital requirements, for example the scale of investment for the 21st Century School Programme Programme's first phase (known as Band A) was £51.3m, with a local contribution of 50%.

## **Welsh Education Strategic Plan**

You reported that the new Welsh in Education Strategic Plan (WESP) 2017-2020, which has been out for consultation, has been revised in accordance with amendments required from Welsh Government, following their review of all WESPs in Wales. We noted that this is due for publication in November 2017.

Committee members recognised improvements to the Plan and asked specific questions about proposals and outcomes. There was concern amongst members about targets for Welsh medium provision e.g. Outcome 1 (More 7-year-old children being taught through the medium of Welsh) - 18% of 7 year olds by 2024 We wanted to know the evidence base for developing this as a challenging target. You undertook to provide more information on this.

We also asked about the LDP (Local Development Plan) Strategic Sites which will see additional housing developments and increase demand for school places. We asked about the criteria that will determine whether additional provision, which would likely include S106 developer contributions, would be for Welsh or English medium. You explained that decisions would be informed by data about language, type of housing development, and pressures on existing Welsh medium education, and provision would be allocated accordingly.

With regard to Outcome 2 (More learners continuing to improve their language skills on transfer from primary to secondary school) we noted just under a 79% progression rate from Welsh medium childcare settings to Welsh medium nursery and primary. This is in contrast to a high progression rate from primary to secondary. You provided assurance to the committee that there were plans to improve upon this transfer rate.

## **Education Inclusion**

We invite all scrutiny councillors to suggest questions that we should raise with cabinet members. We were asked on this occasion to find out about steps you have taken to ensure that education is valued by all and even the most challenging students are enabled to thrive.

You told us about the additional support provided to Looked After Children (LAC) in the school system, helped by the Pupil Development Grant. You reinforced the message that all schools should have a LAC Governor.

You also referred to the training that is available to schools (run by the regional education school improvement consortia, ERW) to improve awareness, and help schools and teachers understand and deal with children and young people affected by bereavement, attachment issues, family break-ups or other adverse experiences, that may be affecting their learning.

You also spoke about the improved collaborative working between education and social services resulting in a whole family approach, with initiatives such as 'Team Around the Family' and 'Team Around the School' where additional support is required.

We stressed the need for every school and every teacher to champion inclusion, and have the resilience to support challenging pupils.

We asked you about progress with plans for the development of a new facility to house Education Other Than At School provision on the Cockett House Site. You told us that site investigations have commenced, but plans are subject to the outcome of the authority's Band B submission to the Welsh Government. However this was noted as being the Council's number one priority within the 21<sup>st</sup> Century Schools and Education Programme.

### **School Catchment Areas**

You were asked to explain the criteria used to determine catchment areas for schools, and whether revisions have been made over time.

The committee noted the history in terms of developing catchment areas and purpose. We recognised the change over time in relation to growth in parental choice and the inability of the LEA to guarantee school places based on residence within catchments.

We were advised that a review of catchment areas was unnecessary and unlikely to have significant benefits within the current system. However, any review would be aligned with the future capital programme (and Local Development Plan) as it could affect the education footprint within Swansea.

### **School Curriculum**

Further to a recent Council question about declining take up of modern foreign languages in school we asked you about your influence, and that of the LEA, generally on the school curriculum and teaching in schools.

You stressed that the national curriculum is set and schools have delegated budgets and make the decisions about teaching and subjects. It was down to schools and school governing bodies to plan long-term, and this would be influenced by financial pressures. We acknowledged that whilst the council can try to influence it cannot direct the curriculum, which dictate that certain things have to be taught, or the choices made by schools and available to pupils.

We were concerned whether important issues such as global citizenship and sustainability (including environmental issues) were given due regard within the curriculum. We were told that this is part of the new curriculum and teaching of these issues would be commented upon by inspectors.

We also asked whether there was any impact on Wales following the changes to the GCSE grading system in England. You stated that it was too early to assess impact, and no issues were apparent, but would be closely followed.

### **Challenge Advisors**

We have previously discussed with you the work of Challenge Advisors, issues relating to staff recruitment and retention, and continuity / connection with schools.

In your update we noted that there is a consistent challenge to schools which has shown strong progress since the local authority inspection in 2013. You reported that there are now effective standardised processes in place to ensure rigorous challenge (i.e. deep data analysis, tighter reporting mechanisms and quality assurance procedures).

We asked about the relationship they have with schools, and whether there have been issues, e.g. where there may have been conflicting views about performance of a school and categorisation. We understood that there was a process of mediation if necessary however you were not aware of any instances of break-down in communication. The relationship with Estyn inspectors was also raised.

We also asked you about the training provided to Challenge Advisors and respective role of the ERW regional consortia and local efforts in developing the team of officers. We heard that as well as regional events there are group meetings held locally to ensure strategic direction, consistency, quality assurance, and sharing of practice.

### **Education Psychologists**

We asked about the provision of Educational Psychologists allocated to schools. We understood that there was a figure of 20 hours per year offered but asked how much flexibility there was e.g. whether some schools could access more should some schools require less. We heard that there were limited resources, and a formula was used to determine the level of service, but the general position was that most schools would like more. We recognised there was pressure on this service.

It was unclear to us whether all schools were allocated a fixed set of hours and were told further information on this would be provided. We wanted clarity about whether there was scope for a particular school to be able to access more than the quoted 20 hours.

## **School Governing Bodies**

We asked about confidence in relation to the effectiveness of school governing bodies, which we understand is something which Estyn inspectors are looking more closely at.

The committee acknowledged that whilst there was some excellent practice, practice varied across Swansea. However it was highlighted to the committee that there is now a greater link between governing bodies and work of Challenge Advisors. There was also support from the Pupil and Governor Unit to help governing bodies to provide more effective challenge, including an initiative to attend governing body meetings to provide direct support to governors.

## **Delegated School Budgets**

We were interested in the level of devolved budgets and delegation of funding. We understood there was a Welsh Government target of 85%. You told the committee that last year the figure was 83.7%, which was felt to be lower than expected.

## **Pupil Health**

Members were concerned about the risk to pupils' respiratory health from contracted school buses / coaches transporting them to/from school e.g. engines left running around the school gates. We asked you about steps taken, or planned, to minimise this risk to health.

You recognised that there was work to be done on this. However, you stated that the Council already had requirements in place in relation to the age of vehicles that can be used and roadworthiness, and compliance with statutory emission limits. You explained that diesel vehicles required a certain temperature for fuel efficiency which may explain why engines are left running. You stated that some car users dropping / picking pupils were also contributing to the problem.

You agreed that an information campaign was necessary to highlight the harmfulness of vehicle exhaust emissions around schools, given the particular vulnerability of the developing lungs of young people of school age, as well toddlers, who are closer to ground level. You stated that you could contact transport contractors / taxi firms to get them to stop, as well as discourage parents / carers. The committee agreed that a campaign was necessary, given the serious health implications.



## Free Childcare Pilot

We discussed the recently announced 30 hour free childcare pilot, which we understand will be available to a number of areas in Swansea, for working parents (minimum 16 hours per week). You flagged up one issue concerning requirements that all childcare schemes must be registered with the Care and Social Services Inspectorate Wales (CSSIW). You pointed out that this disadvantaged extensive schemes that schools may be offering but not necessarily recognised as qualified under CSSIW rules.

We noted that Swansea is one of a few places to be chosen in Wales and as a pilot it will tease out any issues that will inform improvements to the scheme and any further roll-out across Wales.

## Your Response

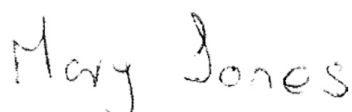
In your response we would welcome your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for:

- Further information about the evidence base used to develop the target within the Welsh in Education Strategic Plan (Outcome 1 - More 7-year-old children being taught through the medium of Welsh; 18% of 7 year olds by 2024.
- Clarity about the level of Education Psychology service that is available to schools and scope for a particular school to be able to access more than their allocation.
- An information campaign to reduce the health risk caused by vehicle exhaust emissions around schools, including advice to transport contractors / taxi firms used to drop off / pick up pupils.

Please provide your response by 30 November. 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](mailto:cllr.mary.jones@swansea.gov.uk)

Councillor Mary Jones  
Chair  
Scrutiny Programme Committee

*Please ask for:* Councillor Jennifer Raynor  
*Direct Line:* 01792 63 7429  
*E-Mail:* Cllr.jennifer.raynor@swansea.gov.uk  
*Our Ref:* JR/JW  
*Your Ref:*  
*Date:* 29 November 2017

**BY EMAIL**

Dear Councillor Jones

**CABINET MEMBER QUESTION SESSION – 9 OCTOBER 2017**

Thank you for your letter dated 9 November 2017 following my attendance at the Scrutiny Programme Committee on the 9 October 2017. I respond as follows to the issues and questions raised in your letter.

- Further information about the evidence base used to develop the target within the Welsh in Education Strategic Plan (Outcome 1 - More 7-year-old children being taught through the medium of Welsh; 18% of 7 year olds by 2024.

The Welsh in Education Strategic Plan (WESP) states that “Subject to Welsh Government approval, our 21<sup>st</sup> Century Schools Programme Band B submission would support a challenging target of approaching 18% across the whole Welsh-medium sector by 2024.”

This target is based on an assumed continuing trend of growth in demand for Welsh-medium places and as such, is higher than current projections that are based on current known pupils and a three-year rolling average coming into the system. The projections used for this are:

**Welsh Medium - National Targets**

**(NB: WESP annual targets consider pupils at Year 2)**

Jan 17 base data

Current WM pupil numbers (FT) – Primary	2,741
Current WM pupil numbers (FT) – Secondary	1,642
<i>Overall WM pupil numbers currently (FT)</i>	<u>4,383</u>
Current total pupil numbers (FT) - Primary	18,743
Current total pupil numbers (FT) - Secondary	13,235
<i>Overall total currently (FT)</i>	<u>31,978</u>

Current % WM pupil numbers (FT) - Primary	14.6
Current % WM pupil numbers (FT) - Secondary	12.4
<i>Overall % WM pupil numbers currently (FT)</i>	<u>13.7</u>

<b>Projected 2023 WM pupil numbers (FT) - Primary</b>	<b>3,288</b>
<b>Projected 2023 WM pupil numbers (FT) - Secondary</b>	<b>2,600</b>
<b><i>Overall Projected 2023 WM pupil numbers (FT)</i></b>	<b><u>5,888</u></b>

Projected 2023 total pupil numbers (FT) - Primary	18,414
Projected 2023 total pupil numbers (FT) - Secondary	14,560
<i>Overall total projected 2023 (FT)</i>	<u>32,974</u>

Projected 2023 % WM pupil numbers (FT) - Primary	17.9
Projected 2023 % WM pupil numbers (FT) - Secondary	17.9
<i>Overall % WM pupil numbers projected 2023 (FT)</i>	<u>17.9</u>

- Clarity about the level of Education Psychology service that is available to schools and scope for a particular school to be able to access more than their allocation.

The Educational Psychology Service uses a time allocation model of service delivery based on a formula which is calculated each year as well as when there are significant changes in staffing. Therefore, there is no fixed number of hours a school receives except that all schools receive a minimum entitlement of 9 hours per year, the equivalent of 1 visit per term.

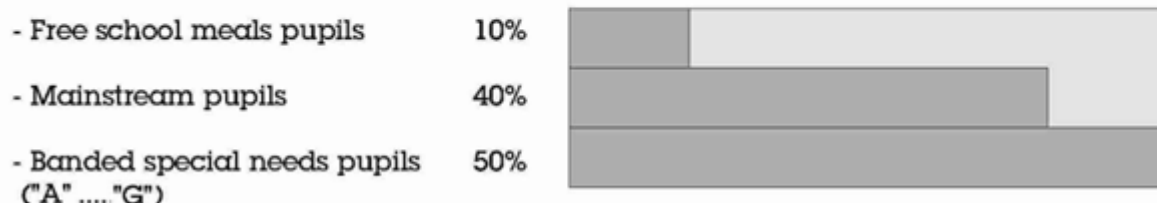
The formula dedicates 85% of available educational psychology time to school based work and then divides this up on the basis of a formula which takes account of school numbers, free school meals and the number of pupils in the school with special educational needs as identified through the SEN Survey.

A) Schools have been allocated time according to the numbers of pupils in each school who fall in the following categories, with a weighting given for each category, as follows:

CATEGORY:	RELATIVE WEIGHTING PER PUPIL
1) Mainstream pupils	.10
2) Free school meals pupils	.10
3) "A" band pupils	.20
4) "B" band pupils	.85
5) "C" band pupils	1.60
6) "E" band statemented pupils	3.00
7) "F" band statemented pupils	4.00
8) "G" band statemented pupils	5.00

B) The number of visits allocated to schools in advance are "rounded up" so that all schools receive at least one visit per term.

C) The amount of time allocated to schools resulting from each of the categories is as follows:



The other 15% is used for a range of activities including team meetings, essential training (CPD) activity to maintain practising psychology status as well as strategic work for the authority, supporting tribunal work etc. However, now that the Sen Survey is no longer running the service is looking at new models of time allocation to fit with its broad vision which has been developed as part of the ALN Commissioning Review. This is an opportunity to look at the work of the Education Psychology Service in a transformational way so that it provides services in a timely and flexible way to intervene early and preventatively to avoid the escalation of needs and reduce demand for statutory services. This may mean shifting the weighting given towards early and preventative work from statutory work related to pupils with statements.

- An information campaign to reduce the health risk caused by vehicle exhaust emissions around schools, including advice to transport contractors / taxi firms used to drop off / pick up pupils.

The local authority (LA) ensures that all taxis used on school transport have to be licensed and have valid MOT certificates which include vehicle emissions testing. All large school transport buses must be under 15 years old and minibuses under 12 years old.

The Terms and Conditions for our home to school transport services also state that where layover time exceeds 10 minutes at any collection point, that the engine should be switched off.

**Page 4**

A reminder will be sent to all contractors to remind them of the risk caused by vehicle exhaust emissions around schools and the need to switch off engines when parked for drop off and collection of pupils.

Yours sincerely

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

**COUNCILLOR JENNIFER RAYNOR  
CABINET MEMBER FOR CHILDREN, EDUCATION & LIFE LONG LEARNING**

# Agenda Item 7



## Report of the Chair

Scrutiny Programme Committee – 8 October 2018

### Scrutiny Performance Panel Progress Report

<b>Purpose</b>	The Committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will regularly provide a progress report, updating the Committee on headlines from their Panel's work and impact.
<b>Content</b>	This report focuses on the following Performance Panel: a) Schools
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Ensure awareness and understanding of the work of the Panel</li><li>• Consider its effectiveness and impact</li><li>• Consider any issues arising and action required</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mo Sykes (convener)
<b>Lead Officer &amp; Report Author</b>	Michelle Roberts Tel: 01792 637256 E-mail: <a href="mailto:scrutiny@swansea.gov.uk">scrutiny@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 1. Introduction

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

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

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

1.4 This report is about the following Performance Panel:

a) Schools

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

1.5 The membership of the Schools Performance Panel (18) is as follows:

**Labour Councillors: 7**

Cyril Anderson	Beverley Hopkins
Mike Durke	Hazel Morris
Fiona Gordon	<b>Mo Sykes (CONVENER)</b>
Louise Gibbard	

**Liberal Democrat/Independent Councillors: 3**

Mike Day	Susan Jones
Lynda James	

**Conservative Councillor: 5**

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

**Statutory Cooptees: 3**

David Anderson-Thomas	Alexander Roberts
John Meredith	

**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**

## Schools Scrutiny Performance Panel – SPC Update

### 1. Remit of the Panel

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

### 2. Key Activities

The Panel is currently meeting on a monthly basis and the work completed since June 2017 includes:

- a) In May we received an overview of the key issues facing education this year, after reflecting on this we then discussed our work programme (see more detail below).
- b) In June we held a session looking at Science in Schools inviting two Secondary Head Teachers, Leaders of Learning from ERW and Council Officers.
- c) Two meetings were held in July the first was a visit to Gowerton Primary School Foundation Phase (more detail below) and in our second we completed pre-decision scrutiny on the future structure and delivery of the Ethnic Minority Achievement Unit.
- d) In September we reviewed performance of the Education Improvement Service and the ERW Business Plan priorities with particular reference to Swansea.
- e) Over this period the Panel has also kept up to date with individual school Estyn Inspections publications and any advisory/practice documents.

### 3. Achievements / Impact

We have sent four letters to the Cabinet Member since the beginning of this municipal year. A couple of issues covered include, for example

#### **Science in Schools Session**

The Panel spoke to the Headteachers of two schools who are performing particularly well in their outcomes in Science subject areas, Bishopston Comprehensive School and Pontarddulais Comprehensive School. Also invited to participate were the Leaders of Learning for Science at ERW and the Head of Education Achievement and Partnership in Swansea. A number of issues were looked at including:

- Data on performance of schools across Swansea in Science, comparative data across ERW region and also the ERW region with other regions across Wales
- How pupils are encouraged and inspired to take up science subjects (particularly encouraging female take up)
- How we ensure that all pupils have high aspirations in science
- How we are learning, sharing and celebrating good practice in science subjects
- How do excellent schools engage and retain the interest of pupils in science
- How we advise young people about next steps in science after school
- How do schools link with 6<sup>th</sup> forms and colleges to ensure progression in science subjects

Following this session we wrote to the Cabinet Member for Education Improvement, Learning and skills and received a response on the following issues:

1. Schools completing a sampling of exit interviews each year to understand why certain subjects are chosen when continuing in education post 16.
2. Needs to be more cluster working around Science.
3. More Schools using projects that cross the transition between primary and secondary schools at KS3.
4. More secondary schools making their laboratories available to their cluster primaries when they not in use.



5. That activities to inspire pupils into science careers be considered for example by the use of Careers Fayres, an inspiration event and a short 10 minute video for schools to use to inspire their pupils (in collaboration with local industries).
6. We would like to see the profile of science raised in primary schools with science used to develop literacy and numeracy more.

### **Visit to Gowerton Primary School Foundation Phase**

Councillors visited the school and after a tour of the Foundation Phase facility we met with the Headteacher, the Challenge Advisor and the Foundation Phase Advisor to discuss, what is a challenging area for Swansea. Gowerton Primary School has been identified as having an excellent Foundation Phase and the Panel wanted to learn why and to share our findings.

We found that the following key factors heavily contributed to a successful Foundation Phase:

- The importance of school leaders being committed to and having a thorough understanding of child development and the principles that underpin the foundation phase philosophy. An understanding of how children learn and what learning through play means.
- A commitment to funding, as the foundation phase is resource intensive.
- Learning environments that are vibrant and inspire and facilitate learning that promote pupil independence and learning.
- Excellent staff training and development that is shared and personalised for that schools practice.
- Teamwork and a whole school approach involving teaching assistants in planning meetings and when discussing pupil progress, sharing good practice, resources and ideas.
- Good systems and consistency in using them including class toolkits, learning environments, reading, writing and marking consistency across whole school
- Creative and engaging developmentally appropriate curriculum that is well balanced with basic skills.
- Planning for pupil involvement and participation.

We wrote to the Cabinet member asking about what we are currently doing and/or can we do, to address these issues which had been highlighted by through this visit.

1. Promoting the importance of the Foundation Phase Philosophy and ensuring it is a priority for Swansea (and in whole of Wales in light of the many curriculum changes)
2. Training – identifying good practice that exists across the authority and sharing it effectively. Effective communication systems to address the work/life balance agenda and to develop shared resources. Identify and develop Hwbs (groups of expertise to support and work with other schools in a supportive capacity).
3. Funding – well trained staff and adult/pupil ratios need to be funded appropriately. Current Education Improvement Grant does not meet statutory guidance for staff training or resources. If this funding goes the foundation philosophy will go with it.

We were inspired and impressed by the school not only the wonderful new build facility which is truly pupil friendly but the commitment, knowledge and dedication of the senior leadership and staff at the school who clearly go above and beyond for their pupils.

### **4. Education through Regional Working (ERW) Scrutiny Councillor Group**

The bi-annual scrutiny meeting of this group took place on the 10 September 2018. They looked at

- The National Model for Education Consortia in Wales and the ERW reform programme
- The key issues affecting education currently (ERW specific)
- Pupil performance at Key Stage 4 across the ERW region

A letter has been written to the Chair of the ERW Joint Committee outlining the Councillor group's views on these matters and inviting her to an extra meeting of the group later in the year.

### **Schools Scrutiny Performance Panel - Work Programme 2018/2019**

<b>Date</b>	<b>Items to be discussed</b>
<b>Meeting 1</b> 17 May 18	<ol style="list-style-type: none"> <li>1. Key issues for Education/Schools over coming year (Helen Morgan Rees)</li> <li>2. Panel discuss and agree work programme for coming year</li> </ol>
<b>Meeting 2</b> 7 Jun 18	Session around Science in Schools <ul style="list-style-type: none"> <li>• Performance of schools in Science and comparisons with others</li> <li>• Speak to 2 Headteachers of schools who excel in Science</li> <li>• Leaders of Learning for Science (ERW)</li> </ul>
<b>Meeting 3</b> 12 July 18	Visit - Gowerton Primary School Green School – Foundation Phase (panel agreed to visit a school that is doing particularly well in this area)
<b>Meeting 4</b> 18 Jul 18	Pre-decision Scrutiny on the Future Structure and Delivery of the Ethnic Minority Achievement Unit (EMAU) report to Cabinet on 18 July 2018
<b>Meeting 5</b> 27 Sep 18	Briefing on Education in Wales: Our National Mission and an update on progress with introduction of the professional standards for teachers and leaders.
<b>Meeting 6</b> 17 Oct 18	<b>School 1 – Ysgol Crug Glas Special School</b> Amber: visit school and meet with Headteacher and Chair of Governors School include the Challenge Advisor
<b>Meeting 7</b> 15 Nov 18	<ol style="list-style-type: none"> <li>1. Public Questions</li> <li>2. Education Other Than at School (EOTAS) - Update on progress with changes to service and accommodation</li> <li>3. New Wellbeing and Behaviour Strategy</li> </ol>
<b>Meeting 8</b> 11 Dec 18	<ol style="list-style-type: none"> <li>1. Briefing on Looked After Children Educational Outcomes</li> <li>2. Briefing on the Pupil Deprivation Grant spend and the availability and quality of after school/homework clubs</li> <li>3. School Improvement Service Performance update (Annual) and ERW Progress against Business Plan priorities locally and regionally</li> <li>4. Annual Audit report (for information)</li> </ol>
<b>Meeting 9</b> 18 Jan 19	<ol style="list-style-type: none"> <li>1. Public Questions</li> <li>2. Annual Education Performance and School Categorisation</li> </ol>
<b>Meeting 10</b> 11 Feb 19	Scrutiny of Annual Budget as it relates to education matters
<b>Meeting 10</b> 20 Feb 19	<b>School 2 – Visit to Morryston Primary School</b> Revisit Morryston Primary School progress and following up on the embedding of improvements ( <i>as you agreed on 15 Feb</i> )
<b>Meeting 11</b> 21 Mar 19	<b>School 3 – to be agreed</b> Amber: Speak to Head and Chair of Governors of a School including preparation session with the challenge advisor
<b>Meeting 12</b> 2 May 19	Readiness for School, follow up on outstanding issues resulting from a scrutiny inquiry ( <i>referred to the panel on 27 Mar 18</i> )

**In addition dates to be arranged for:**

Date TBA	Items referred from Scrutiny Work Planning Conference on 11 June <ul style="list-style-type: none"> <li>– SEN (concern about increase in no. of cases going to tribunal)</li> <li>– School Transport</li> <li>✓ Free School Meals / LAC attainment (already scheduled Dec/Jan)</li> <li>✓ Pupil Development Grant (already scheduled - Dec)</li> </ul>
Date TBA	Items to added at Schools Work Programme discussion from Panel on 17 May: <ul style="list-style-type: none"> <li>✓ ERW (Item added to work programme for Sep 18)</li> <li>✓ After schools and homework clubs (Added to work programme for Dec 18)</li> </ul>
Date TBA	Pre-decision Scrutiny Alternative Learning Needs Reform Commissioning Review and/or ALN report legislation and implications/preparations
Date TBA	Post 16 – Pupil performance at sixth form and colleges

# Agenda Item 8



## Report of the Director of Social Services

Scrutiny Programme Committee – 8 October 2018

### Annual Report 2017/18 - Corporate Safeguarding

<b>Purpose:</b>	This report is the Director of Social Services' Annual Report 2017/18 on the Council's corporate safeguarding arrangements, and a review of the work programme of the Corporate Safeguarding group.
<b>Policy Framework:</b>	Corporate Safeguarding Policy
<b>Consultation:</b>	Corporate Safeguarding group, Legal, Finance, Access to Services
<b>Recommendation(s):</b>	It is recommended that:  1. The Annual Report Corporate Safeguarding by the Director of Social Services 2017/2018 is received, reviewed and endorsed.
<b>Lead Councillor(s)</b>	Cabinet Member for Care, Health & Ageing Well, Councillor Mark Child
<b>Report Author:</b>	Simon Jones
<b>Finance Officer:</b>	Chris Davies
<b>Legal Officer:</b>	Lucy Moore
<b>Access to Services Officer:</b>	Rhian Millar

## **1. Introduction and background**

- 1.1 Every person has the right to be safe from harm, the opportunity to fulfil their full potential and to have their human rights and choices protected. The Council also recognises the high profile nature of safeguarding issues, and the important role of robust, effective corporate safeguarding arrangements.
- 1.2 Swansea Council's Corporate Plan 2017-22 has a Well-being Objective 1: Safeguarding people from harm – so that our citizens are free from harm and exploitation. Through this Well-being Objective, "Safeguarding" is seen as a wider objective than the vital work of protection of the most vulnerable children and adults. This corporate priority also deals with public protection and citizen rights within the following:
- Protection from harm and neglect;
  - Safety
  - Physical health, emotional well-being, and mental health;
  - Human rights
  - Contribution to society
  - Social and economic well-being.
- 1.3 This wider strategic approach has recently been reported on within the Annual Review of Performance 2017/18 of each of the Council' Well-being Objectives, as a statutory requirement under the Local Government (Wales) Measure 2009, and also within changes set out in Swansea Council's refreshed Corporate Plan (2018-22).
- 1.4 Swansea Council has recently revised the Corporate Safeguarding Policy to meet the many challenges we are facing and to address the newer collaborative ways of working, which involves close working with volunteers and providers. By working closely with the Policy Development & Delivery Committee, an updated policy was developed and then approved in May 2018.
- 1.5 Swansea Council's Corporate Safeguarding Group (CSG) was first set up in 2014 to lead on the Council response to the WAO report into safeguarding and on the subsequent development, implementation and monitoring of corporate safeguarding policy. This group has continued to meet every 2-3 months-chaired by Director of Social Services, and attended by the responsible Cabinet Member, with lead representatives from all services areas across the Council.
- 1.6 The remit of the CSG now covers both safeguarding children and vulnerable adults from harm.

- 1.7 Regional briefings on progress are also provided to, and received by, Western Bay Regional Safeguarding Adults, and Children Boards, established under Part 7, of the Social Services and Well-being (Wales) Act 2014.
- 1.8 Regular progress reports are provided to Corporate Management Team on safeguarding performance. The Cabinet Member for Adult Health & Ageing Well, the Programme Scrutiny Committee and relevant Performance Scrutiny panels also receives regular information regarding safeguarding and the work of the Corporate Safeguarding Group.
- 1.9 This Annual Corporate Safeguarding Report 2017/18 (attached. Appendix 1) is an important part of this reporting cycle. It highlights the main achievements during 2017/18 and also sets out a work programme for 2018/19. A copy of the Work Programme is also attached

## **2. Annual Report**

**See Appendix 1: Annual Report – Corporate Safeguarding 2017/18**

## **3. Other Issues**

None

## **4. Equality and Engagement Implications**

This report has no direct equality and engagement implications.

## **5. Financial Implications**

There are no financial implications associated with this report.

## **6. Legal Implications**

There are no legal implications associated with this report.

**Background Papers: None**

**Appendix 1. Annual Report – Corporate Safeguarding 2017/18**



## **Annual Report – Corporate Safeguarding 2017/18**

### **Report of the Director of Social Services & Cabinet Member – Care, Health & Wellbeing**

#### **Corporate Safeguarding Group**

##### **1. Introduction**

- 1.1 Swansea Council expects that vulnerable people in Swansea are kept safe and protected from abuse and neglect. To achieve this, safeguarding vulnerable adults and children is a corporate priority, and well-being strategic outcome within the Corporate Plan (2017-22) and this is understood across the whole Council, as “everyone’s business”.
- 1.2 In meeting the latest challenges, elected members and council officers have worked together to review and fully update Swansea Council’s Corporate Safeguarding Policy to cover a wider range of potential concerns, such as child sexual exploitation, radicalisation ( Prevent Strategy to safeguard the vulnerable from radicalisation) and female genital mutilation (FGM).
- 1.3 Reflected in the new corporate safeguarding policy are the key elements, Swansea Council must have in place to make sure effective safeguarding remains everybody’s business.
- 1.4 Implementing this framework, the Council must have effective day-to-day arrangements, overseen by a strong Corporate Safeguarding governance structure supported by lead safeguarding officers. Working together, we can help ensure that all staff and providers are fully aware of their roles and responsibilities in safeguarding our most vulnerable citizens.
- 1.5 Within the revised policy, there is a new Swansea model for effective safeguarding arrangements, which breaks down the arrangements into 7 broad areas of activity (Fig. 1). This framework informs the structure used for a new style of annual report – corporate safeguarding.

**Swansea's new Corporate Safeguarding Policy framework**  
**"Safeguarding is everyone's business"**



**"Doing nothing is not an option – Spot it, Report it!"**

*Figure 1 Swansea Model*

## **2. Progress made during 2017/18**

### **2.1 Safe Governance**

2.1.1 There is a strong governance structure in place to ensure all legal duties are carried out within the Council, and Swansea's approach to corporate safeguarding is delivered effectively.

#### **See Appendix A - Safe Governance Structure**

#### **What we have done:**

- Safeguarding has strong leadership and support from the whole Council, in particular from Cabinet Members, our Scrutiny boards and the Corporate Management Team led by the Chief Executive. There are Safeguarding leads in all service areas who work together through a Corporate

Safeguarding group that meets quarterly, chaired by the Director of Social Services.

## **2.2 Safe Employment**

2.2.1 In working safely with citizens, Swansea Council has to ensure that are robust policies and procedures in place to prevent, wherever possible, unsuitable people from working in/volunteering for certain roles, particularly roles that involve children and adults who may be at risk.

2.2.2 Also, on commencement of employment: all employees, volunteers and suppliers are expected make a commitment to safeguarding when they join the Authority or work on its behalf

2.2.3 All staff have an awareness and understanding of their own safeguarding role, as a Council employee.

2.2.4 Staff are made aware of, and are supported to identify and raise any concerns – all staff are aware that any behaviour causing concern whether by another employee, volunteer contractor or citizen towards a child or adult at risk are reported sensitively and effectively, in accordance with this policy.

### **What we have done:**

- Carrying out DBS checks, and ensuring these are rechecked every 3 years,
- New job descriptions are expected to include a committed to safeguarding statement, and where there are any specific safeguarding requirements and responsibilities these are also included in the job description.
- Council employees have access to Safeguarding information and resources via StaffNet: <http://www.swansea.gov.uk/staffnet/safeguarding>
- Safeguarding is included as part of Authority's induction process, and as mandatory training so that all contribute to safeguarding being 'everyone's business'.

2.2.5 There are still a high number of safeguarding concerns that are reported, all of which have to be dealt with. Adult Services received 1321 (1271, last year) safeguarding enquiries, of which we accepted 540 (522) as referrals / possible concerns where the threshold was met. 1,307 (1,128) deprivation of liberty safeguard requests were also made to Adult Services, on behalf of people during 2017/18. In Child and Family Services, there were 9529 contacts about vulnerable children, of which 1722 became referrals / possible concerns during 2017/18.



### Work identified for year ahead:

- Updating corporate safeguarding elements within Council recruitment policy and staff handbook
- Ensure all CRB/ DBS checks / rechecks are undertaken
- Safeguarding roles and responsibilities are reflected with all Job Descriptions
- Building safeguarding awareness across contractors and providers
- Staff supported to raise safeguarding concerns via duty to report, and where Involves Council staff through whistle-blowing policy

## 2.3 Safe Workforce

2.3.1 Across the Council, our entire workforce, all elected members and providers are expected to complete mandatory training, which promotes not only the awareness of safeguarding, but also the duty to report.

### What we have done:

- Despite some gaps the extent to which the whole Council workforce understands and is demonstrably able is improving. For example, **523** colleagues in Swansea's Corporate Building Services have completed either the e-Learning or face to face safeguarding awareness training. Swansea Council is also aiming to provide the free-of-charge 90-minute sessions to all 1,100 taxi drivers operating in the city over the coming months. These citizens are the new 'eyes' and 'ears' to potential concerns around vulnerable people within the City.
- Workforce capacity to continue the ongoing delivery of safeguarding training is under stress as the consequences from austerity continue to impact on the staffing establishment. Workforce development are planning to identify training needs and inform other opportunities or models of delivery that will be important to maintain safeguarding standards.

### How do we know?

No.	Staff Survey Question	2017	2016	2015
30	Do you know who the lead Councillor is for safeguarding?	46.3%	45%	28%
31	Do you know who your departments designated lead for safeguarding is?	63.4%	62%	47%

32	Have you had your responsibility for safeguarding and child protection explained to you?	84.7%	86%	64%
33	Have you completed the Council's Safeguarding training either online or face-to-face?	86.4%	New	New

Results taken from the fourth annual staff survey, which was undertaken between 4 September until 13 October 2017. Full results are available at:

<http://www.swansea.gov.uk/staffnet/surveyresults2017>

**Example: Safeguarding is everybody's business**

The majority of the Council's own employees - from plumbers and carpenters to accountants and call-centre operators have undergone mandatory safeguarding training.

Swansea Council has extended the offer of free-of-charge 90-minute training to key groups of workers. For example, all 1,100 taxi drivers operating in the city have been targeted for training. Many of those who have been trained-up now know what to do if they are worried about the safety of a child or a vulnerable adult and say the course was invaluable.

Taxi driver Amy Ward said: "It really opened my eyes and I thought it was very important. It's a shame that these things are happening but it shows you what to look out for. Some drivers I have spoken to said they do not have time to attend the course but I've said to them it could be your daughter, son or sister that needs help."

Fellow driver Nigel Lucas added: "I think every driver should do it to get the message out there. I'm glad I went."

**Work identified for year ahead:**

- Safeguarding lead roles/posts within each service are updated
- Implementing whole Council training programme, with updated materials
- Designated Safeguarding Reporting Officer training is delivered
- Raising staff awareness through Council induction
- Carry out training needs analysis within service to ensure all service area managers and employees receive mandatory safeguarding training
- All Council elected members undertake safeguarding training / e-learning
- Monitoring compliance within mandatory safeguarding training requirements

## **2.4 Safe Practice**

2.4.1 Swansea Council expects that vulnerable people in Swansea are kept safe, and protected from abuse and neglect.

2.4.2 To achieve this, safeguarding vulnerable adults and children is seen as “everybody’s business”, though safeguarding practice has to be delivered effectively, with expected standards and consistently. As an organisation, the Council can be assured that effective safeguarding arrangements are in place, and that all safeguarding practice within the wider workforce (including partners, providers and volunteers) is continuously improving and working towards enhancing the lives and well-being of Swansea citizens.

2.4.3 By working collaboratively to identify and prevent abuse and neglect, where possible. To ensure all agencies, services and individuals can give timely and proportionate responses, in circumstances when possible occurrences of abuse or neglect of children and adults at risk has noticed.

2.4.4 In Swansea, safeguarding practice aims to be focused on the person at the centre of the concern, and working towards a set of agreed safe outcomes.

### **What we have done:**

- Swansea has carried out a successful Spot It! Report It! Campaign.
- Elected members and council officers have worked together to review and fully update Swansea Council’s Corporate Safeguarding Policy.
- This revised Corporate Safeguarding Policy now covers a wider range of potential concerns, which are contextual such as human trafficking, modern slavery, female genital mutilation, bullying, hate crime, Prevent strategy (terrorism).
- There is an on-going review of current arrangements towards getting the front door arrangements, in responding to safeguarding adults and children enquiries/ concerns, and through Information, Advice and Assistance in promoting citizens well-being.
- Reclaiming social care practice is important to maintaining effective safeguarding arrangements. The improvement programmes continue to do so, and changes are monitored to ensure safeguarding is embedded in any service redesigns, and any unforeseen issues are addressed.
- Updated corporate safeguarding flow charts for reporting concerns about children and adults at risk.

### **Work identified for year ahead:**

- Steps are identified to support prevention and early intervention
- Review and monitoring of reporting concerns, and how leads link into Council's statutory Information, Advice and Assistance services (see Appendices 3a&b).
- Evaluate Council wider arrangements- by looking at referrals responses and outcomes.
- Support to Council wide campaigns and communications to promote safeguarding awareness.

## **2.5 Safe Partnerships**

2.5.1 Working in partnership with children, their parents, carers and adults and other agencies is essential in promoting children and adults safety and well-being.

Good interagency, partnership, and multi-disciplinary working, is actively promoted and maintained both within Swansea Council, and with other organisations as part of our robust, effective corporate safeguarding arrangements.

2.5.2 Swansea is an active participant, providing leadership within both Regional, Western Bay Safeguarding Adults and Children boards, which have statutory responsibilities, defined within regulations, statutory guidance and codes of practice by the Social Services and Well-being (Wales) Act 2014. Both Boards are expected to lead and coordinate safeguarding arrangements across the region, and to oversee and coordinate the effectiveness of the safeguarding work of its member and partner agencies.

2.5.3 Western Bay Safeguarding Boards held a programme of activities to mark National Safeguarding Week last year, with an awareness raising campaign in partnership with 'The Wave' radio station, who broadcast a series of infomercials throughout the week. During National Safeguarding Week, each day had a campaign focus on one of the wider issues such as Child Sexual Exploitation, Modern Slavery, Mental health & Resilience and Violence against Women, Domestic Abuse and Sexual Violence. Practice reviews and lessons learned events are carried out by the regional boards to ensure all steps are taken to reduce the risks of harm or abuse.

2.5.4 The Safeguarding Boards also have robust governance structures, which help ensure that safeguarding arrangements are effectively implemented in each statutory partner.

2.5.5 Commissioned organisations, including the voluntary and private sectors, providing services to children, young people, vulnerable adults, their families or carers and to schools have to demonstrate standards of safeguarding

compliance with the terms of their contracts with Swansea Council, and there are reporting monitoring and escalating concerns arrangements to ensure this takes place.

2.5.6 Within Education, there is a rolling programme of child protection and safeguarding training delivered to all staff and school governors. There is a dedicated Education Child Protection and Safeguarding Officer. Safeguarding Audit visits are carried out with schools being re-visited on a three year rolling programme basis. Each school has a completed analysis of the visit with an action plan of issues that are identified in the visit. Through effective monitoring, education can provide a termly analysis of Education Safeguarding issues.

2.5.7 Partnership and collaboration are vital in Swansea Council's role in addressing the wider safeguarding issues summarised in section 2.4.

**Example: Bullying in Schools**

Swansea is committed to working under the United Nations Convention on the Rights of the Child (UNCRC) to ensure children's human rights. They are to be safe, to survive and thrive, to receive an education, be listened to, and to fulfil their potential. Swansea Council, education services and schools take bullying extremely seriously. We understand the impact it can have on the child and in achieving their full potential.

Whilst all schools are expected to have anti bullying strategies and policies to tackle bullying, they are also expected to have in place preventative, whole school approaches that teaches children the skills to promote good communication and relationships, to recognise and tackling bullying when it occurs. The local authority are currently exploring how it can make use of My Concern for wider monitoring of bullying to ensure relevant targeted support for schools.

**Example: Addressing Hate Crime**

Working with key partners, Swansea has developed a Hate Crime Stakeholder Action Plan, with three strategic objectives: prevent hate crime; increase reporting and access to supporting victims, and; improve the multi-agency response to hate crime. This plan is overseen by a multi-agency partnership, Hate Crime Awareness raising e-learning training is available and mandatory for all council staff. To mark Hate Crime Awareness Week, the Council arranged an awareness raising seminar entitled 'What if...it was you?' where Council staff heard from a range of speakers including Disability Wales, Stonewall Cymru, EYST, South Wales Police and Victim Support.

**Work identified for year ahead:**

- Building links, as set out in within corporate safeguarding governance structure e.g. CMT, Swansea Public Services Board, Public Protection Board, Community Safety Partnership
- Links to and within schools
- Representation to Regional Boards and within strategic partnerships
- Reporting on regional developments / campaigns
- Checking out how Swansea is 'Making safeguarding personal' by carrying out audits or temperature checks

**2.6 Safe Voice**

2.6.1 In all aspects of safeguarding work with Swansea citizens, we actively seek feedback from children, adults, families and carers who use our services to achieve their own well-being outcomes and their views help to inform our improvement journey.

2.6.2 Everyone, adult or child, has a voice – an opportunity – a right – to be heard as an individual, as a citizen, to shape the decisions that affect them, and to have control over their day-to-day lives. A 'What matters to you' conversation is now central to how we work, across the whole service. We have continued to implement innovative ways of working with children, young people, adults and families through our Signs of Safety practice framework. This innovative strengths-based, safety-organised approach to child protection casework is grounded in partnership and collaboration. Through the front door in all aspects of social work, we can expect a worker to explore the strengths and risks in families in order to stabilise and strengthen a child's and family's situation. This approach is now being rolled out to Adult Services through the newly development 'Doing What Matters' Practice Framework.

2.6.3 Looked after children now have an even stronger voice in what matters to them, and better life opportunities achieved through a range of high quality services, which is supported by Swansea's Corporate Parenting Board. A new Participation and Coproduction strategy in Child and Family Services seeks to promote a wider range of participation and involvement opportunities for looked after children. Bright Spots, provides 360-degree feedback for children in framework placements, life story work, presentation at reviews. Infonation is an Information, Advice and Assistance service available and accessible to young people who are 16 and 17 years based in the City centre, with a wide range of support available.

**Work identified for year ahead:**

- Checking out how Swansea is 'Making safeguarding personal' by carrying out audits or temperature checks
- Development of advocacy and independent support to promote citizen rights
- Working within families, communities and schools to promote safeguarding awareness

**2.7 Delivering Safe Performance**

2.7i Corporate Performance measures

PI	Measure	This Year	Last year	Comment
Safe8b	Percentage of elected members who have completed safeguarding training	81.9%	77.8	Since the local elections in May 2017, a programme of training alongside e-learning has been delivered to Elected Members. The programme will continue into 2018/19 to ensure all Councillors are trained.
Safe27	Total number of staff who have completed the corporate mandatory safeguarding awareness training	737	New PI	The project trained 737 staff against a target of 1,000 for 2017/18. The project continues to drive take-up by identifying champions and trainers to roll out face-to-face sessions and support in 2018/19.

2.7ii Other Key Performance Measures

PI	Measure	This Year	Last year	Comment
AS8	Percentage of adult protection referrals to Adult Services where decision is taken within 24 hours	63.7%	65.27%	The number of enquiries increased in 2017/18 compared to 2016/17, with enquiries to teams over 26% higher than average in January 2018.
Measure18	The percentage of adult protection enquiries completed within 7 days	91.91%	89.66%	
AS9	The percentage of Deprivation of Liberty Safeguarding (DoLS) assessments completed in 21 days or less	59.6%	63.1%	

CFS14	The percentage of decisions about a referral for care and support received by Child and Family Services which are taken within 24 hrs from receipt of referral	99.94%	100%	One decision was not made on time. The service understands the reasons behind this, and have put in measures to stop it reoccurring.
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Results taken from Corporate Performance Summary Q4 & Annual

**Work identified for year ahead:**

- Annual review on corporate priority/ Annual Safeguarding Report/ report lifecycle
- Corporate Safeguarding Policy ownership/ policy development/ version control
- Improvement actions – working with task group leads to scope out actions required
- Within a new performance framework, working with leads to identify key performance measures and reporting cycle to Corporate Safeguarding group
- Support to data development for reporting and systems to monitor progress
- Regulatory readiness, in the first instance for WAO follow up review of corporate safeguarding arrangements

**3. Work programme during 2018/19**

A draft version of the work programme is set out in Appendix B. This programme of actions will be fully developed within the Corporate Safeguarding group, and through task groups.

**4. WAO work programme 2018/19**

There is likely to be a follow up review of Swansea' Council's corporate safeguarding arrangements in the new year – see Appendix C for WAO checklist.

**Appendices:**

**Appendix A.** – Safe Governance –current structure diagram

**Appendix B.** – Work Programme to implement the key activities of effective corporate safeguarding arrangements in 2018/19.

**Appendix C.** WAO Checklist – key features of effective corporate arrangements for safeguarding



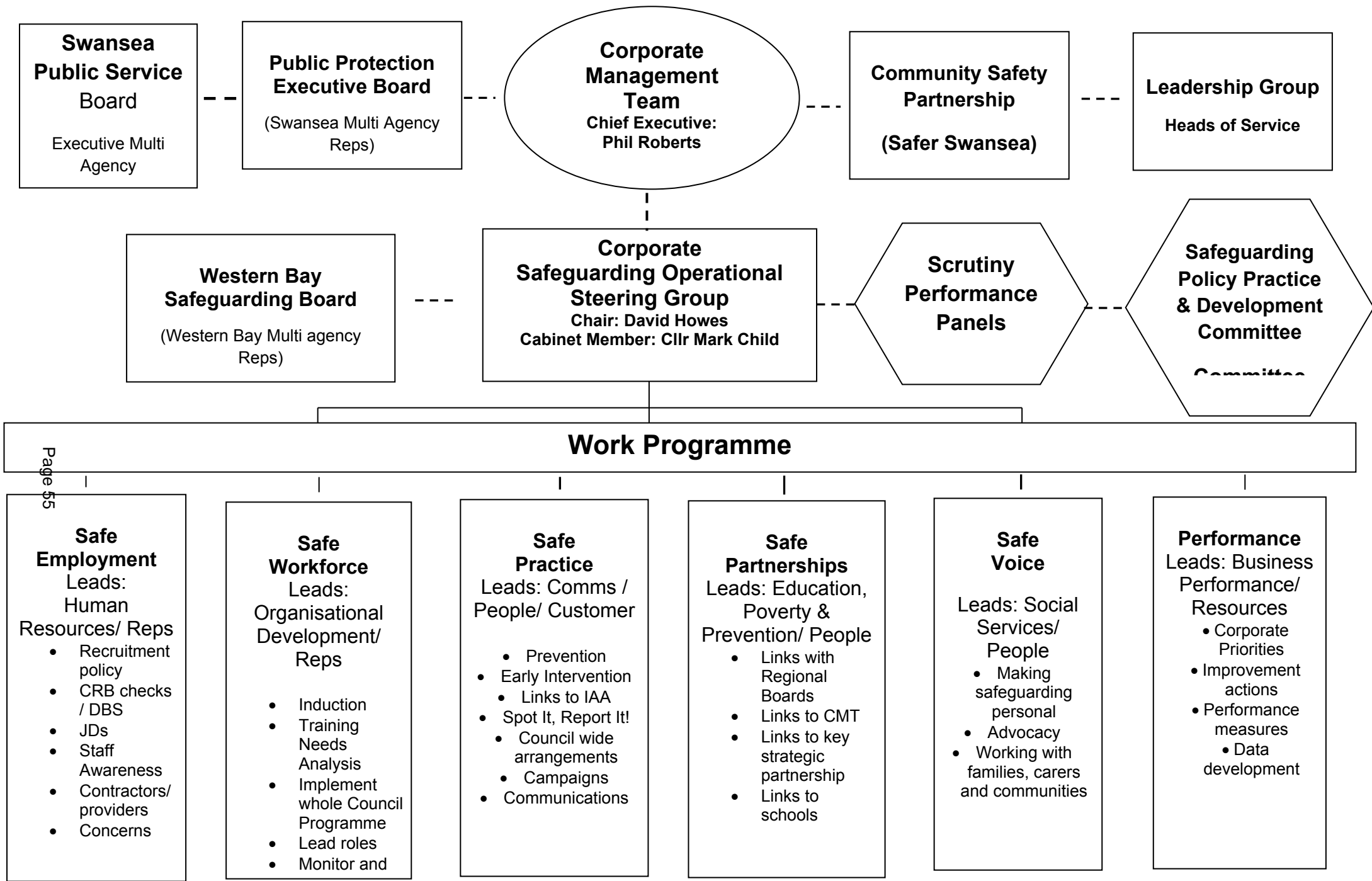


Figure 2. Safe Governance: Current structure (August 2018)

Swansea Corporate Safeguarding (Appendix A.)

**Corporate Safeguarding Group- Chairs :**            **David Howes/ Cllr. Mark Child, Cabinet Member for Care, Health & Ageing Well**

The Corporate Safeguarding Group is responsible for achieving Safe Governance within the Swansea’s revised Corporate Safeguarding Policy v5. There are **6 new Task groups** set up to deliver the Corporate Safeguarding Policy improvements and reporting framework.

**Leads for each Task group are expected to report on progress to Corporate Safeguarding groups (Q)**

Ref	Task Group/ Improvement Actions	Target Date	Lead/ Responsible Officer
1.	<b>Safe Employment</b>		Teresa Mylan-Rees
	Updating safeguarding elements within Council recruitment policy and staff handbook		
	Ensure CRB/ DBS checks are undertaken		
	Safeguarding roles and responsibilities are reflected with all Job Descriptions		
	Building safeguarding awareness across contractors and providers		
	Staff supported to raise concerns, and through whistle-blowing policy		
2.	<b>Safe Workforce</b>		TBA
	Safeguarding lead roles/posts within each service are updated		
	Implementing whole Council training programme, with updated materials		
	Designated Safeguarding Reporting Officer training is delivered		

	Raising staff awareness through Council induction		
	Carry out training needs analysis within service to ensure all service area managers and employees receive mandatory safeguarding training		
	All Council elected members undertake safeguarding training / e-learning		
	Monitoring compliance within mandatory safeguarding training requirements		
<b>3.</b>	<b>Safe Practice</b>		<b>Lisa Hedley.</b>
	Steps are identified to support prevention and early intervention		
	Review and monitoring of reporting concerns, and how leads link into Council's statutory Information, Advice and Assistance services (see Appendices 3a&b).		
	Evaluate Council wider arrangements- by looking at referrals responses and outcomes.		
	Support to Council wide campaigns and communications to promote safeguarding awareness		
<b>4.</b>	<b>Safe Partnerships</b>		<b>Damian Rees</b>
	Building links, as set out in within corporate safeguarding governance structure e.g. CMT, Swansea Public Services Board, Public Protection Board, Community Safety Partnership		
	Links to and within schools		
	Representation to Regional Boards and within strategic partnerships		

	Reporting on regional developments / campaigns		
-	Checking out how Swansea is 'Making safeguarding personal' by carrying out audits or temperature checks		-
<b>5.</b>	<b>Safe Voice</b>		<b>Ffion Larsen</b>
	Checking out how Swansea is 'Making safeguarding personal' by carrying out audits or temperature checks		
	Development of advocacy and independent support to promote citizen rights		
	Working within families, communities and schools to promote safeguarding awareness		
<b>6.</b>	<b>Safe Performance</b>		<b>Simon Jones</b>
	Annual review on corporate priority/ Annual Safeguarding Report/ report lifecycle	<b>Nov- 2018</b>	<b>SJ</b>
	Corporate Safeguarding Policy ownership/ policy development/ version control	<b>Quarterly</b>	<b>SJ</b>
	Improvement actions – working with task group leads to scope out actions required	<b>Aug-2018</b>	
	Within a new performance framework, working with leads to identify key performance measures and reporting cycle to Corporate Safeguarding group	<b>Nov-2018</b>	
	Support to data development for reporting and systems to monitor progress	<b>Nov-2018</b>	
	Regulatory readiness, in the first instance for WAO follow up review of corporate safeguarding arrangements	<b>End of Year</b>	

Prepared by Simon Jones, Social Services Strategy Performance & Improvement Officer

## Appendix C – WAO Checklist – key features of effective corporate arrangements for safeguarding

### 1. Corporate leadership

- The council has identified a named person at senior management level to promote the importance of safeguarding and to promote the welfare of children throughout the organisation.
- The council has appointed a Lead Member for safeguarding
- The council regularly disseminates and updates information on these appointments to all staff and stakeholders
- The council regularly tests awareness and understanding of these corporate leadership roles

### 2. Corporate policy

- There is a council wide policy on safeguarding covering all council services
- The policy is publicised, promoted and distributed widely.
- The policy is reviewed every three years or whenever there is a significant change in the organisation or in relevant legislation
- The policy is approved and signed by the relevant management body (e.g. Council or the Executive)
- The policy is approved and signed by the Local Safeguarding Children's Board
- The policy covers safeguarding work in all relevant council services
- All staff, members, volunteers, partners and contractors are required to comply with the policy – there are no exceptions
- The council regularly tests awareness and understanding of the policy

### 3. Safe recruitment of staff

- Written guidance on safer recruitment practice is in place and is used to recruit and select staff
- All those who have significant contact with children complete a self-declaration about previous convictions
- The council ensures that Disclosure and Barring Service checks and compliance with safe recruitment policies cover all services that come into contact with children
- Staff who require a Disclosure and Barring Service check do not start work until this has been completed and approved

### 4. Training and development

- Training on safer recruitment practice is in place and is used to recruit and select staff
- Safeguarding is included as standard on induction programmes
- Safeguarding training is mandated and coverage extended to all relevant council service areas
- The consequences of not complying with the councils safeguarding policy are made clear to staff and members and linked to the council's disciplinary processes

## **5. Partners, volunteers and commissioned services**

- There is a process of engagement with partners on safeguarding issues to ensure common agreements, mutual learning and development of good practice
- The council has written minimum standards for safeguarding for working with partners, volunteers and contractors
- The council requires safe recruitment practices by partners, volunteers and contractors who provide services commissioned and/or used by the council
- The council requires relevant staff in partner organisations who are commissioned to work for the council in delivering services to children and young people to undertake safeguarding training

## **6. Systems**

- There is an integrated council wide system to record and monitor compliance levels on Disclosure and Barring Service checks
- The council can identify, track and monitor compliance with attendance safeguarding training in all council departments, elected members, schools, governors and volunteers

## **7. Scrutiny and assurance**

- The council regularly reports safeguarding issues and assurances to Scrutiny Committee(s) against a balanced and council wide set of performance information.

This covers:

- benchmarking and comparisons with others
- conclusions of internal and external audit/inspection reviews
- relevant service based performance data
- key personnel data such as safeguarding training, and DBS
- recruitment checks
- the performance of contractors, partners, volunteers and commissioned services on compliance with council safeguarding responsibilities
- Risks associated with safeguarding are considered at both a corporate and service level in developing and agreeing risk management plans across the council
- A rolling programme of internal audit systems testing and compliance reviews are undertaken on the councils safeguarding practices

Taken from WAO Report 92015) Review of Corporate Safeguarding Arrangements in Welsh Councils- Appendix 2:

<http://www.audit.wales/publication/review-corporate-safeguarding-arrangements-welsh-councils>

# Agenda Item 9



## Report of the Chair

Scrutiny Programme Committee – 8 October 2018

### Scrutiny Annual Report 2017-18

<b>Purpose</b>	To provide a report on the work of scrutiny for the municipal year 2017-18.
<b>Content</b>	This report provides background to the annual report and attaches the annual report 2017-18.
<b>Councillors are being asked to</b>	Consider and agree the content of the annual report
<b>Lead Councillor(s)</b>	Councillor Mary Jones, Chair Councillor Terry Hennegan, Vice Chair
<b>Lead Officer:</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author(s)</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:scrutiny@swansea.gov.uk">scrutiny@swansea.gov.uk</a>
<b>Legal Officer:</b> <b>Finance Officer:</b>	Tracey Meredith Paul Cridland

#### 1. Introduction

- 1.1 Every year Council requires that an annual report is produced for the work of scrutiny for the previous municipal year.
- 1.2 The Scrutiny Annual Report is used to:
  - Highlight the work carried out by scrutiny
  - Show how scrutiny has made a difference
  - Support continuous improvement for the scrutiny function
- 1.3 For the seventh year the report is being produced as a simple scorecard. This approach is intended to highlight a small number of key indicators that illustrate four performance questions. These questions, which are intended to reflect a 'results based' approach, are:

- How much scrutiny did we do?
  - How well did we do?
  - How much did scrutiny affect the business of the Council?
  - What were the outcomes of scrutiny?
- 1.4 Charts have been added that show comparative data with previous years where available. Arrows on the main scorecard have also been added to indicate the direction of change for each measure.
- 1.5 Councillors should also consider whether the indicators will be suitable for future reports or whether different indicators should be used or developed.
- 1.6 Subject to agreement, the annual report could be presented to Council on 25 October 2018.

## **2. Financial Implications**

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

## **3. Legal Implications**

- 3.1. The Council Constitution requires that a scrutiny annual report is produced each year although the style and content of the annual report is not prescribed.

**Background Papers:** None

### **Appendices:**

1. Scrutiny Annual Report 2017-18



# Scrutiny Annual Report 2017/18



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## 1. Chair's Foreword

*Councillor Mary Jones, Chair of the Scrutiny Programme Committee*



I am proud to present our first annual report of this new Council term. I was pleased to be again elected as Chair of the Scrutiny Programme Committee.

We started off scrutiny this year with an induction into the subject mindful that 19 new Councillors were elected. I believe this induction is important equally for new and returning councillors. We also used that session to focus on effective questioning techniques.

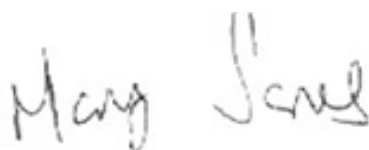
We are at the start of our five year scrutiny journey. Though I feel it is important to build upon the good work that has already been carried out and continue to develop scrutiny moving forward. We talked at the start of the year about the powerful opportunities that scrutiny provides for questioning, inquiry, monitoring, and providing challenge to decision-makers. We hope that this report provides you with assurance and confidence that councillors involved in scrutiny are contributing to better services, policies and decisions, and making a difference by:

- Ensuring that Cabinet Members (and other decision-makers) are held to account through public question and answer sessions
- Making evidence based proposals on topics of concern through task and finish Scrutiny Inquiry Panels that report to Cabinet
- Monitoring and challenging service performance and improvement through standing Scrutiny Performance Panels
- Addressing issues of concern through one off working groups
- Acting as a 'check' on the key decisions through pre-decision scrutiny

We cannot look at everything so we have focussed on and aligned our work to the Council priorities, but balanced that with issues of community concern.

It was a significant and challenging year which included a review of our scrutiny arrangements by the Wales Audit Office. I am pleased to say that they found many positives in our practice and we welcome their suggestions for improvement.

Finally, a word of thanks to all of the councillors who have contributed to scrutiny over the past year. We look forward to another busy and productive year!

A handwritten signature in black ink that reads "Mary Jones".

## 2. Swansea Scrutiny Results Scorecard 2017-18

Scrutiny Practice	<b>A. How much scrutiny did we do?</b>	<b>B. How well did we do?</b>
	<ol style="list-style-type: none"> <li>1. Number of committee meetings = 13 ↔ (13)</li> <li>2. Number of panel &amp; working group meetings = 69 ↓ (91)</li> <li>3. Number of in-depth inquiries completed = 1 ↓ (4)</li> <li>4. Number of working group topics completed = 7 ↑ (4)</li> </ol>	<ol style="list-style-type: none"> <li>5. Councillors who say they have a good understanding of the work of scrutiny = 100% ↑ (97%)</li> <li>6. Staff who say they have a good understanding of the work of scrutiny = 100% ↑ (45%)</li> <li>7. Average councillor attendance at scrutiny meetings = 68% ↑ (67%)</li> <li>8. Backbench councillors actively involved in scrutiny = 80% ↑ (76%)</li> <li>9. Councillors who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 91% ↑ (88%)</li> <li>10. Staff who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 79% ↑ (63%)</li> <li>11. Councillors who agree that the scrutiny arrangements are working well = 85% ↓ (89%)</li> <li>12. Staff who agree that the scrutiny arrangements are working well = 92% ↑ (39%)</li> </ol>
Scrutiny Outcomes	<b>C. How much did scrutiny affect the business of the Council?</b>	<b>D. What were the outcomes of scrutiny?</b>
	<ol style="list-style-type: none"> <li>13. Number of chairs letters written to cabinet members = 63 ↓ (77)</li> <li>14. In depth inquiries reported to Cabinet = 1 ↓ (4)</li> <li>15. Action plans agreed = 2 ↓ (4)</li> <li>16. Follow ups undertaken = 4 ↑ (3)</li> <li>17. Number of Cabinet reports subject to pre decision scrutiny = 12 ↑ (9)</li> <li>18. Cabinet members who attended at least one question and answer session at the Scrutiny Programme Committee = 100% ↔ (100%)</li> </ol>	<ol style="list-style-type: none"> <li>19. Scrutiny recommendations accepted or partly accepted by Cabinet = 92% ↑ (81%)</li> <li>20. Recommendations signed off by scrutiny as completed = 74% ↓ (93%)</li> <li>21. Councillors who agree that scrutiny has a positive impact on the business of the Council = 84% ↑ (69%)</li> <li>22. Staff who agree that scrutiny has a positive impact on the business of the Council = 92% ↑ (41%)</li> <li>23. Councillors who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 85% ↑ (77%)</li> <li>24. Staff who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 75% ↑ (34%)</li> </ol>

Last year in brackets ↑↑ = notable change, ↓↑ = small change, ↔ no change

### 3. About the Indicators

#### A. How much scrutiny did we do?

##### 3.1 Number of committee meetings = 13

The Council has a single overarching Scrutiny Committee, called the Scrutiny Programme Committee, which met 13 times during the 2017-18 municipal year.

The Committee is responsible for developing and managing the overall Scrutiny Work Programme. This was informed by the annual Scrutiny Work Planning Conference which took place in June 2017, open to all non-executive councillors. Specific scrutiny activities included in the work programme are carried out either by the Committee or by establishing informal Panels and Working Groups.

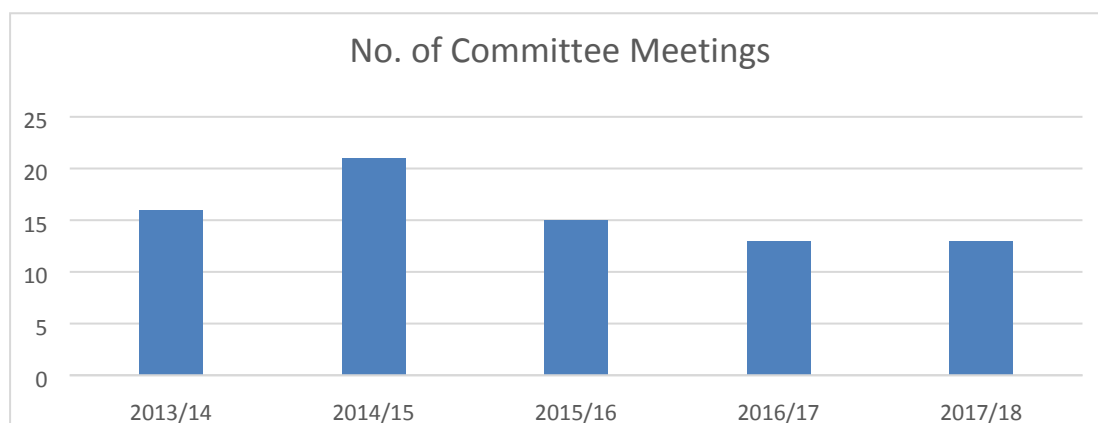
Formal committee meetings for scrutiny are held in public and give councillors the opportunity to hold cabinet members to account and provide challenge on a range of policy and service issues.

This included holding structured Question & Answer sessions with cabinet members to explore their work, looking at priorities, actions, achievements and impact. The following topics were also examined:

- Annual Corporate Safeguarding Report
- Oceana Building Demolition
- Children & Young People’s Rights Scheme – Compliance & Progress
- Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates

The Committee is also the Council’s designated committee for Crime & Disorder Scrutiny and a meeting to discuss the performance of the local Community Safety Partnership, the Safer Swansea Partnership, took place in March 2018.

Comparison with previous years:



### 3.2 Number of panel & working group meetings = 69

Most of the work of scrutiny is delegated to informal topic based Panels and Working Groups. Scrutiny Panels and Working Groups are established by the Scrutiny Programme Committee, with an appointed convener (chair), to carry out specific scrutiny activities. There are two types of panels:

**Inquiry panels** - these undertake in-depth inquiries into specific and significant areas of concern on a task and finish basis.

Topics examined during 2017-18:	Convener
<ul style="list-style-type: none"> <li>Regional Working (complete)</li> <li>Natural Environment (continued during 2018-19)</li> </ul>	Cllr. Lyndon Jones Cllr. Peter Jones

**Performance panels** - these provide in-depth performance / financial monitoring and challenge for clearly defined service areas.

Performance Panels 2017-18:	Convener
<ul style="list-style-type: none"> <li>Service Improvement &amp; Finance (monthly)</li> <li>Adult Services (monthly)</li> <li>Schools (monthly)</li> <li>Child &amp; Family Services (every two months)</li> <li>Public Services Board (every two months)</li> <li>Development &amp; Regeneration (quarterly)</li> </ul>	Cllr. Chris Holley Cllr. Peter Black Cllr. Mo Sykes Cllr. Paxton Hood-Williams Cllr. Mary Jones Cllr. Jeff Jones

**Working groups** are one-off meetings established when a matter should be carried out outside of the committee but does not need a panel to be set up, enabling a 'light-touch' approach to specific topics of concern.

Working Groups 2017-18:	Convener
<ul style="list-style-type: none"> <li>Emergency Planning &amp; Resilience</li> <li>Community Cohesion &amp; Hate Crime</li> <li>Car Park Charges</li> <li>Tethered Horses</li> <li>Roads &amp; Footway Maintenance</li> <li>Local Flood Risk Management (meets annually)</li> <li>Renewable Energy</li> <li>Homelessness (completed in June 2018)</li> </ul>	Cllr. Mary Jones Cllr. Elliot King Cllr. Will Thomas Cllr. Jeff Jones Cllr. Sam Pritchard Cllr. Peter Jones  Cllr. Sam Pritchard Cllr. Peter Black

In our annual councillor survey 96% of those asked felt that scrutiny activities are well-planned (45 respondents).

### **3.3 Number of in-depth inquiries completed = 1**

Work on the following in-depth inquiry was completed during 2017-18:

- Regional Working: *How can the Council, along with its partners, develop and improve regional working for the benefit of Swansea and its residents?*

### **3.4 Number of working group topics completed = 7**

Work on the following topics was completed during 2017-18 through meetings of Working Groups:

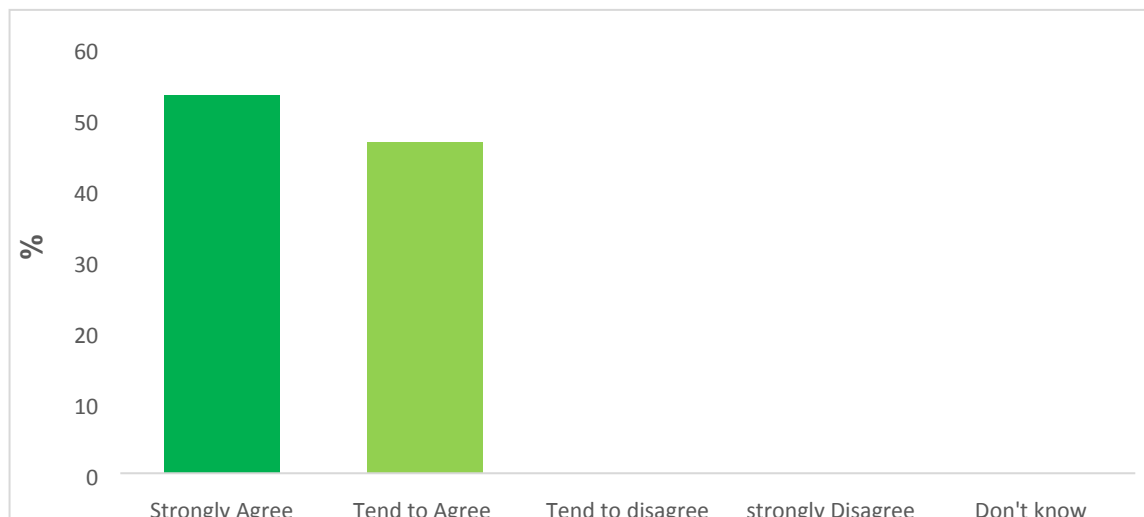
- Emergency Planning & Resilience
- Community Cohesion & Hate Crime
- Car Park Charges
- Tethered Horses
- Roads & Footway Maintenance
- Local Flood Risk Management (meets annually)
- Renewable Energy

Work on Homelessness was completed during the current municipal year 2018/19.

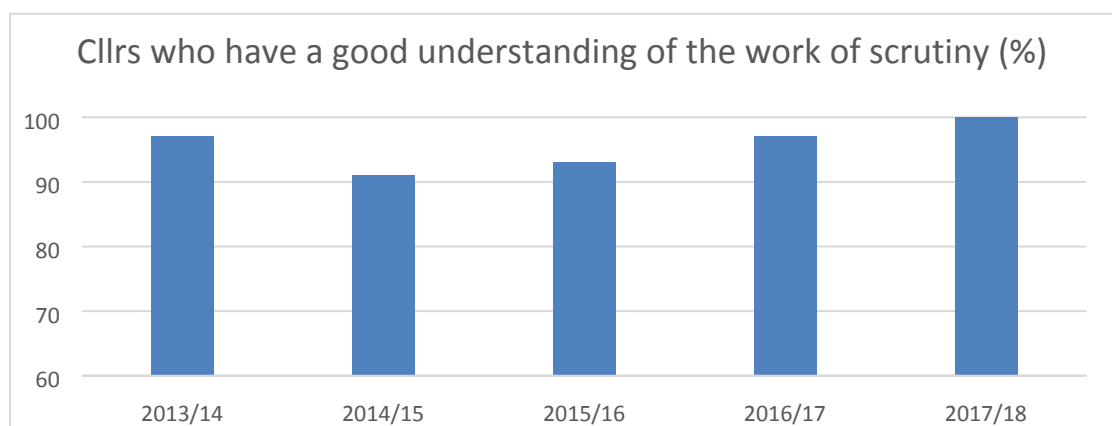
## B. How well did we do?

### 3.5 Councillors who say they have a good understanding of the work of scrutiny = 100%

Awareness and understanding of scrutiny is an important aspect of effectiveness. This data is collected via an annual survey of Councillors (and co-opted members). Many of the questions asked are based on characteristics of effective scrutiny identified by Centre for Public Scrutiny / Wales Audit Office. The numbers of councillors who responded to the survey was 44 (61% of all councillors). This included 40 out of 61 non-executive Councillors (66%). The data also includes the response of 5 co-opted members who were also surveyed. 45 responders were asked this question, representing those who had attended a scrutiny meeting in the last year. 4 non-executive councillors who responded to the survey had not attended a scrutiny meeting during 2017-18.



Comparison with previous years:



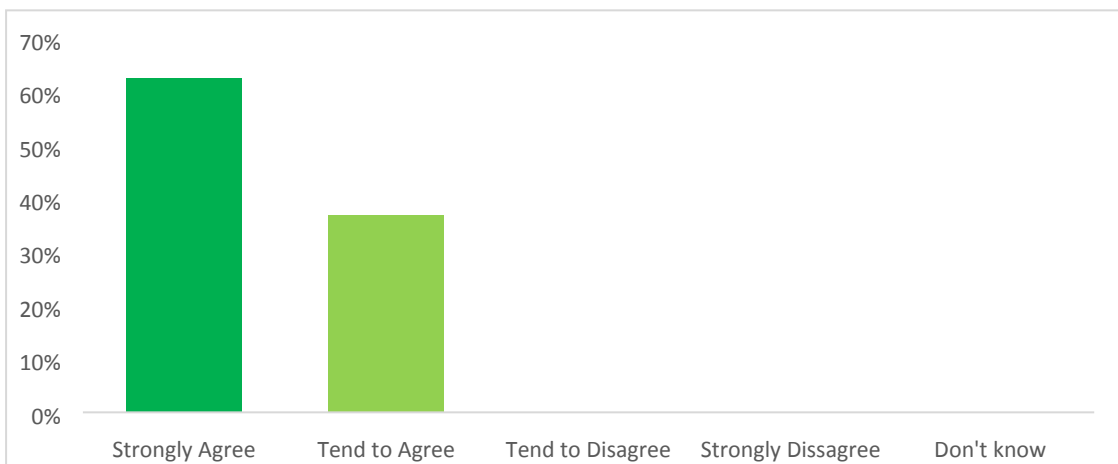


### 3.6 Staff who say they have a good understanding of the work of scrutiny = 100%

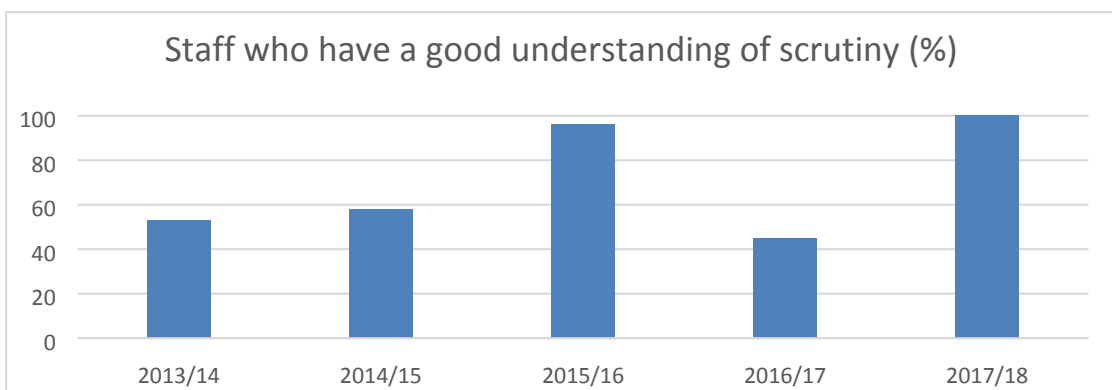
Awareness and understanding of scrutiny is an important aspect of effectiveness. This data is collected via an annual survey of senior members of staff (Corporate Directors, Heads of Services and Senior Managers).

In previous years this question was asked of all staff however the low number of responses meant it was difficult to draw meaningful conclusions. The staff survey is now aimed at senior members of staff, providing a more meaningful indication of understanding amongst those staff in the organisation who will most likely need to be engaged in scrutiny. Overall response rate: 39 staff members - estimated 31% of those surveyed - with an almost even split of staff across the 3 Council Directorates – People, Place & Resources. This question was asked of those who told us that they had some involvement with scrutiny over the last year (24 out of the 39 respondents, or 61.5%)

At the same time we have tried raise awareness of scrutiny and basic understanding amongst all staff generally, through improved online content and staff news stories.



Comparison with previous years:



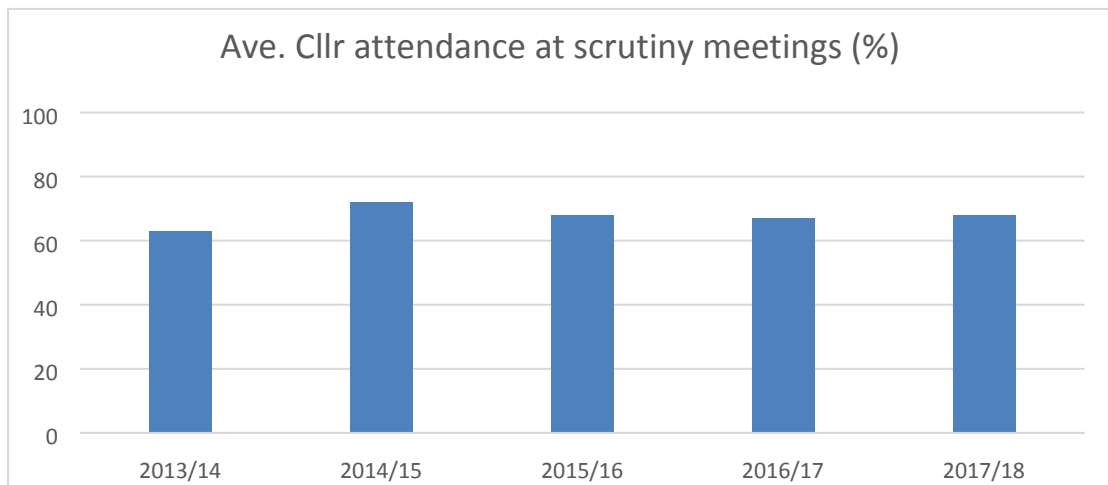
### 3.7 Average councillor attendance at scrutiny meetings = 68%

The rate of councillor attendance measures an important aspect of effectiveness as it reflects the engagement of councillors in the scrutiny process.

The membership of the Scrutiny Programme Committee is determined by Council. However, membership of the various informal Panels and Working Groups is based on interest shown by councillors in the topics under scrutiny. Based on expressions of interest the membership of panels and working groups is determined by the Committee.

Attendance figures for councillors are collected by the Council's Democratic Services Team and published on the Council's website. 2017/18's figure is an overall attendance figure that includes the Scrutiny Programme Committee, panel meetings and the working groups.

Comparison with previous years:



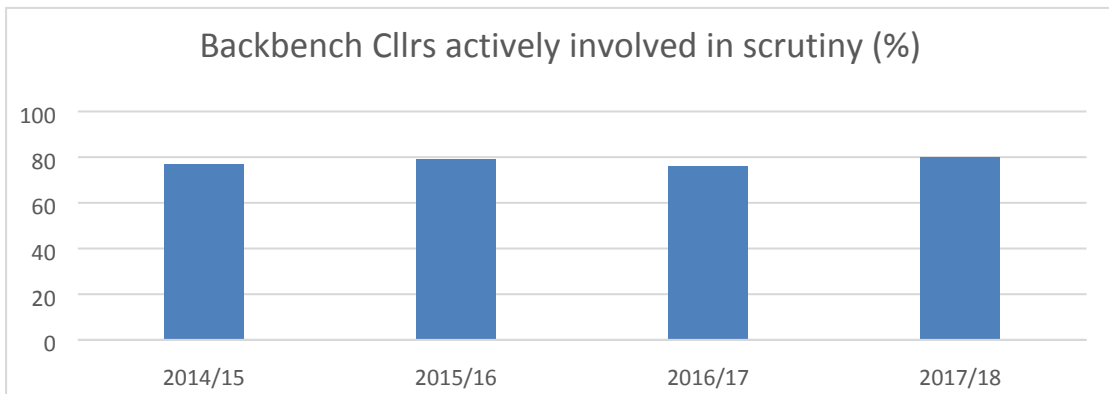
### 3.8 Backbench councillors actively involved in scrutiny = 80%

All backbench councillors have the opportunity to participate in scrutiny work regardless of committee membership. New scrutiny topics, once agreed, were advertised to all non-executive councillors and expressions of interest sought to lead and/or participate in these activities. It enables councillors to participate based on interest, and enables them to build up specialist expertise.

The large majority of backbench councillors were involved in scrutiny either through the Scrutiny Programme Committee, panels or working groups.

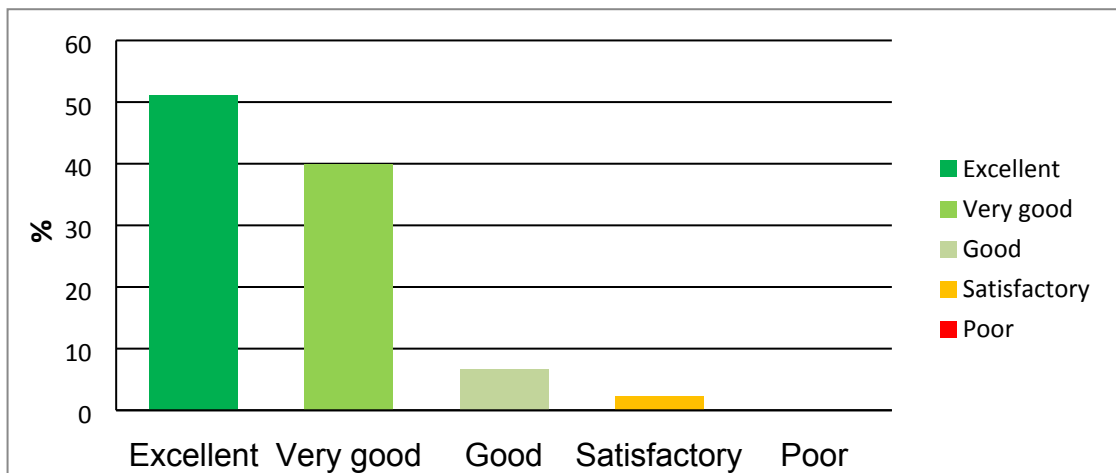
In our annual councillor survey 98% of those asked agreed that non-executive members have good opportunities to participate in scrutiny (41 respondents).

Comparison with previous years:

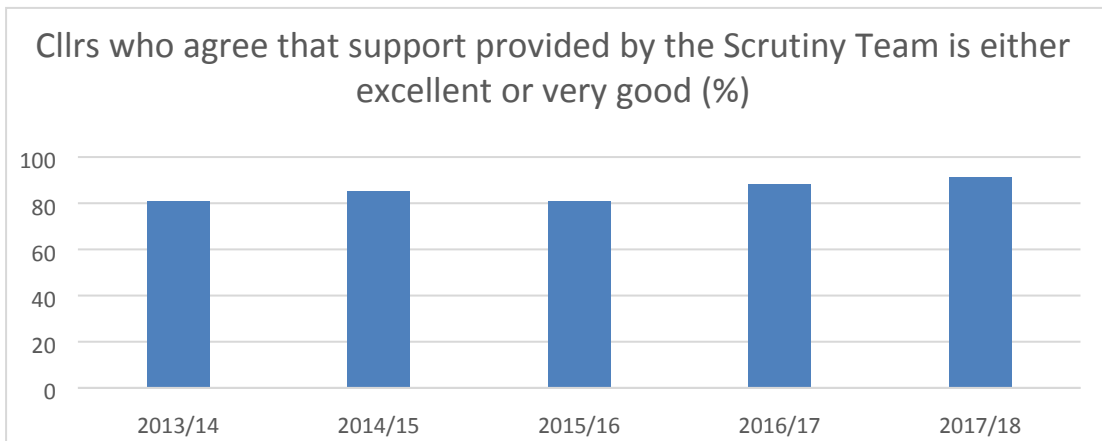


**3.9 Councillors who have used the service who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 91%**

The Scrutiny Team provides capacity for the committee and the panel meetings/working groups to undertake their work by undertaking, for example, project management, research, report writing and liaison with cabinet and witnesses. This data is collected via our annual survey of councillors. The number of councillors answering this question was 45 (those who had attended a scrutiny meeting during the last year).



Comparison with previous years:

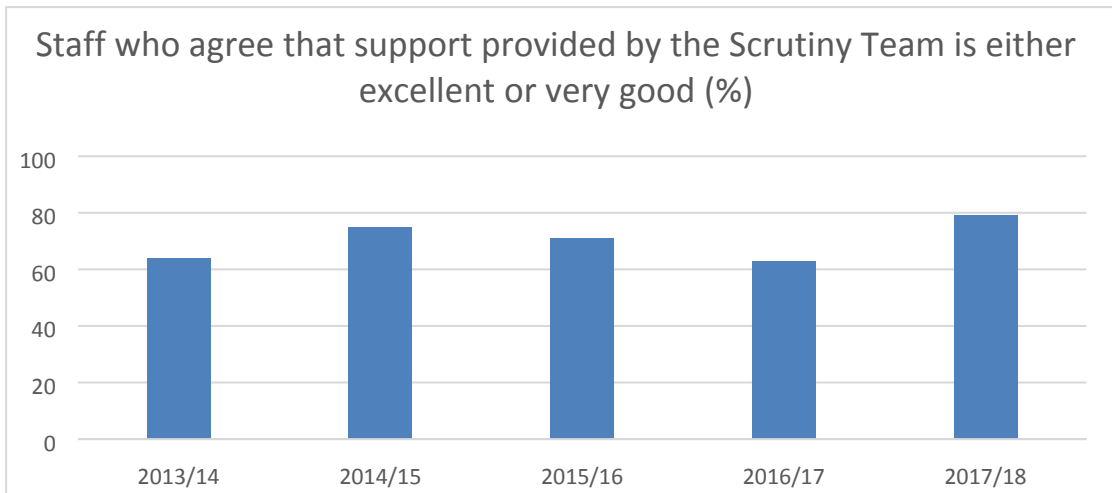


**3.10 Staff who agree that the level of support provided by the Scrutiny Team is either excellent or very good = 79%**

The Scrutiny Team provides capacity for the committee and the panel meetings/working groups to undertake their work by undertaking, for example, project management, research, report writing and liaison with cabinet and witnesses. This data was collected via our annual survey of senior members of staff. Only those who told us that they have had some involvement in scrutiny over the past year were asked this question. The number of people answering this question was 24.

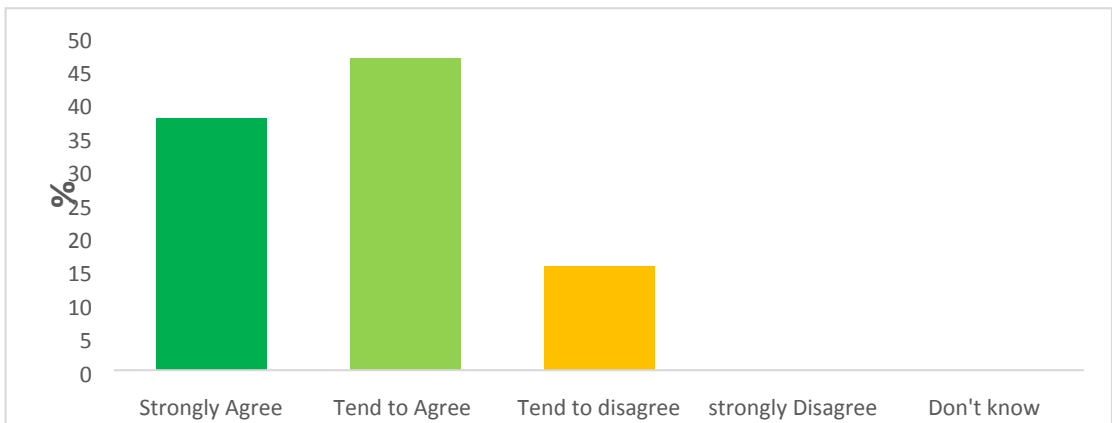
Comparison with previous years:



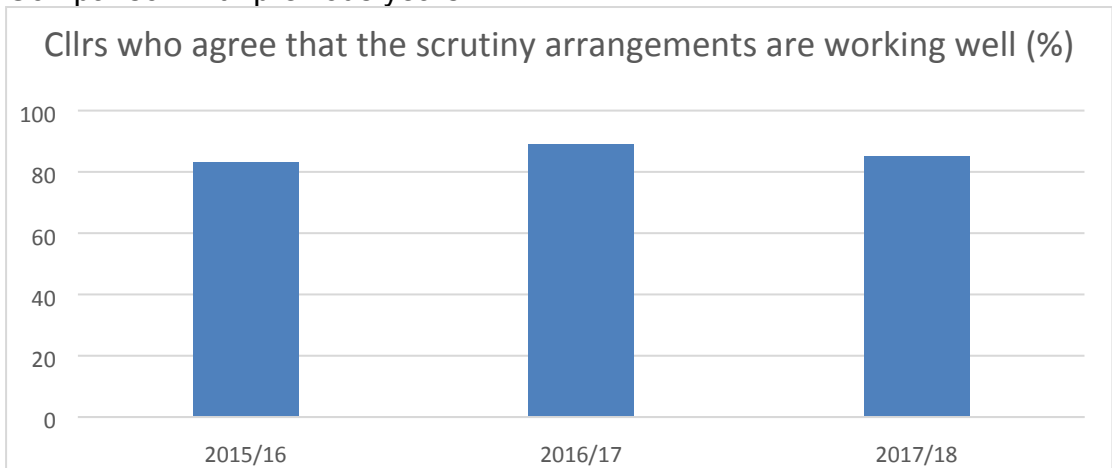


**3.11 Councillors who agree that the scrutiny arrangements are working well = 85%**

As part of an annual survey, councillors are asked whether they feel the scrutiny arrangements are working well. The number of councillors answering this question was 45 (those who had attended a scrutiny meeting in the last year). This was a new indicator added in 2015/16.

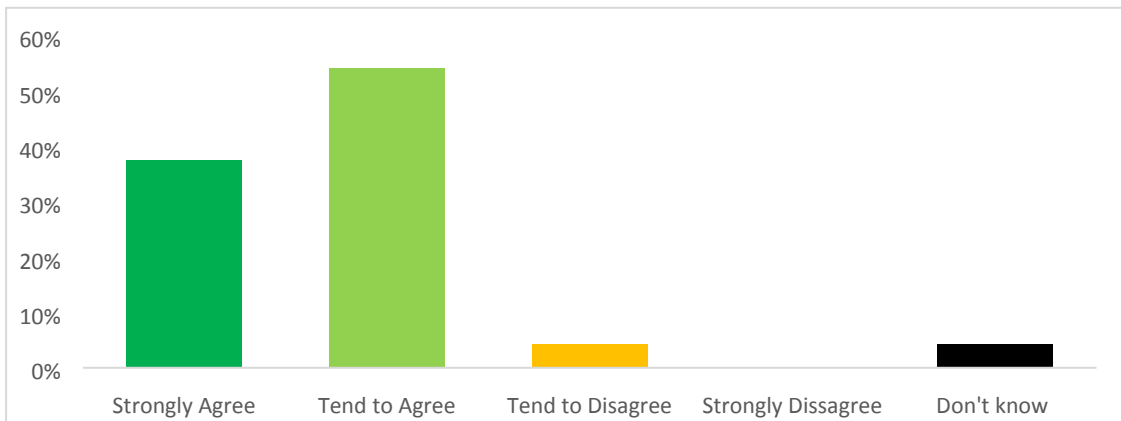


Comparison with previous years:

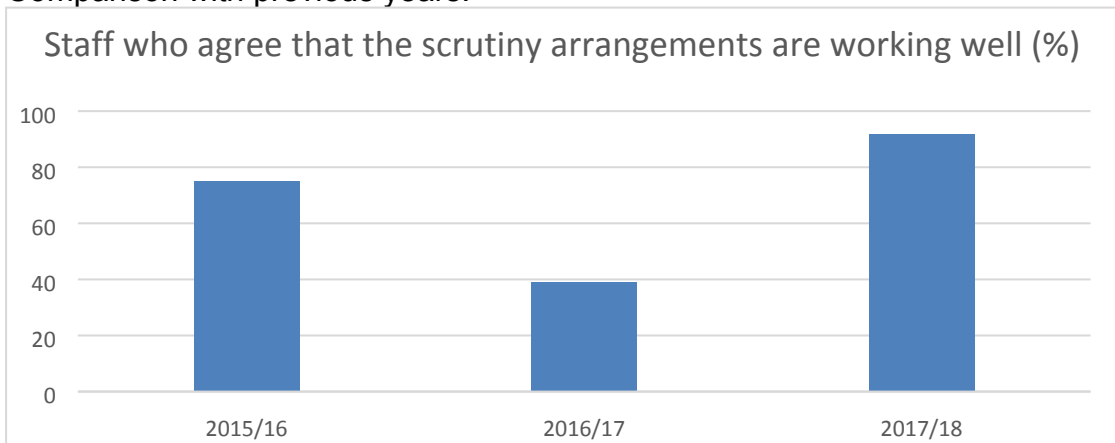


### 3.12 Staff who agree that the scrutiny arrangements are working well = 92%

As part of an annual survey, senior members of staff were asked whether they feel the scrutiny arrangements are working well. Only those who told us that they have had some involvement in scrutiny over the past year were asked this question. The number of people answering this question was 24. This was a new indicator added in 2015/16.



Comparison with previous years:

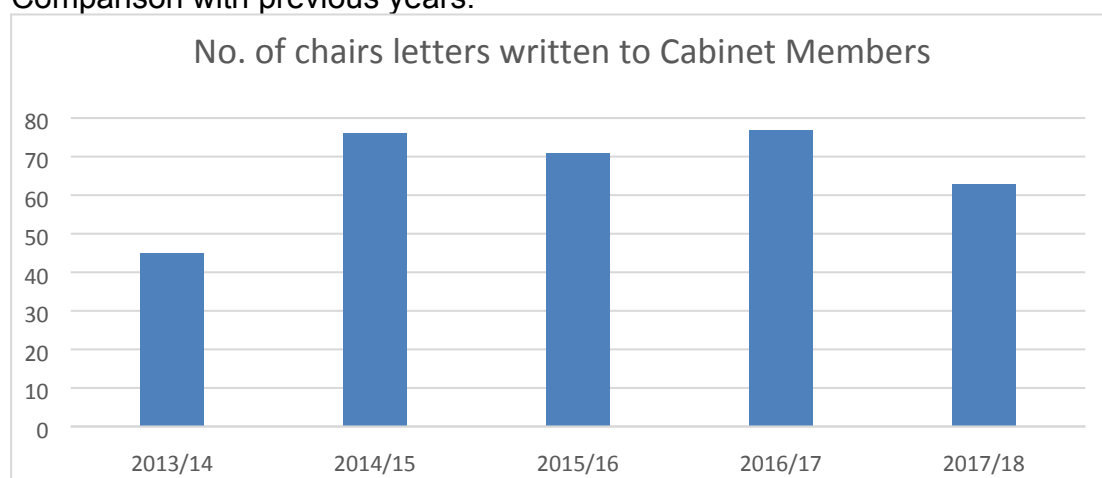


## C. How much did scrutiny affect the business of the Council?

### 3.13 Number of chairs letters written to cabinet members = 63

Chairs letters are an established part of the scrutiny process in Swansea. They allow the committee and panel meetings/working groups to communicate quickly and efficiently directly with relevant cabinet members. They will send letters to raise concerns, recognise good practice, ask for further information and make recommendations for improvement, reflecting discussion at committee / panel / working group meetings. Letters are effectively 'mini-reports' with conclusions and proposals from scrutiny – and where necessary require a response. Average response time for letter sent during 2017-18: 19 days (against target of 21 days). 71% of the 48 letters requiring response were responded to within time.

Comparison with previous years:

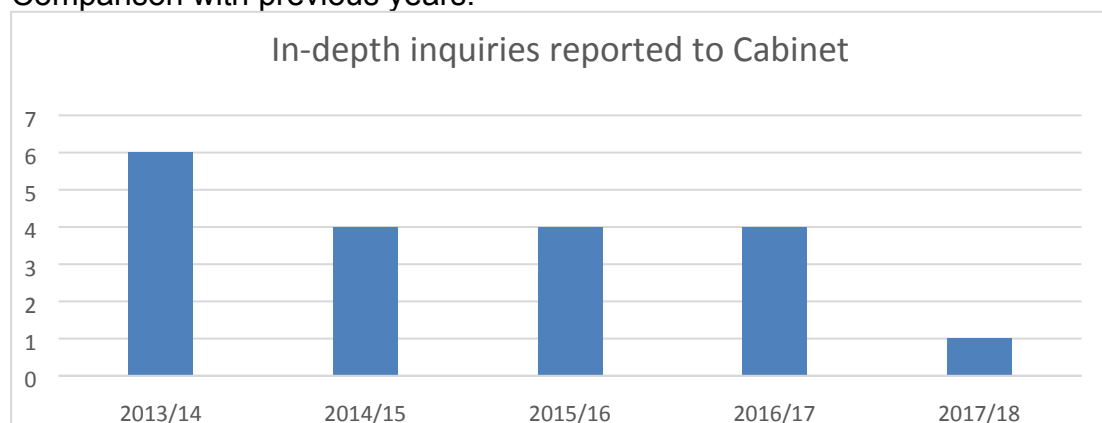


### 3.14 In-depth inquiries reported to Cabinet = 1

In depth inquiries are reported to Cabinet for a response to the recommendations agreed by scrutiny and action plan on how the recommendations will be implemented. The following in-depth reviews were reported to Cabinet from scrutiny with the number of recommendations from each shown in brackets:

Regional Working (11)

Comparison with previous years:

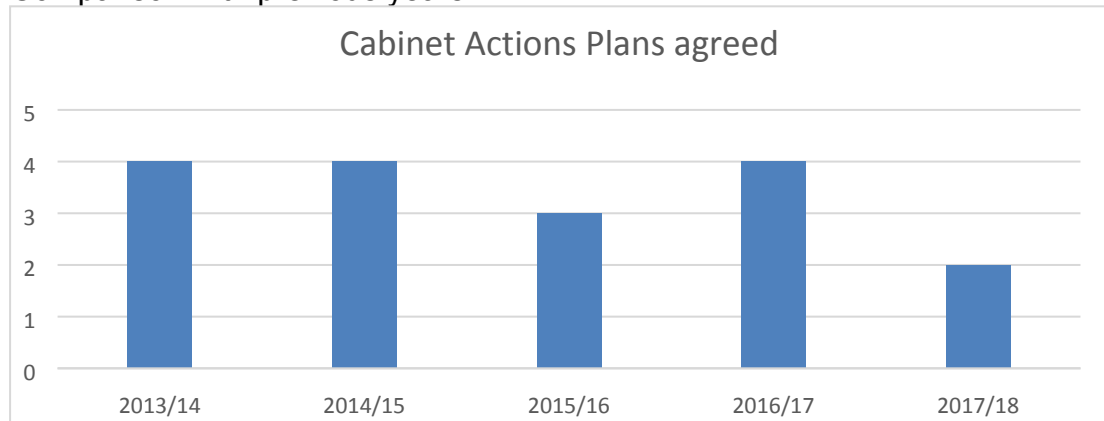


### 3.15 Action plans agreed = 2

Once recommendations and an action plan have been agreed by cabinet, scrutiny will follow up on progress with implementation and impact. The following action plans were agreed following in-depth inquiries that were originally carried out during 2016-17:

- School Readiness
- Tackling Poverty

Comparison with previous years:



### 3.16 Follow ups undertaken = 4

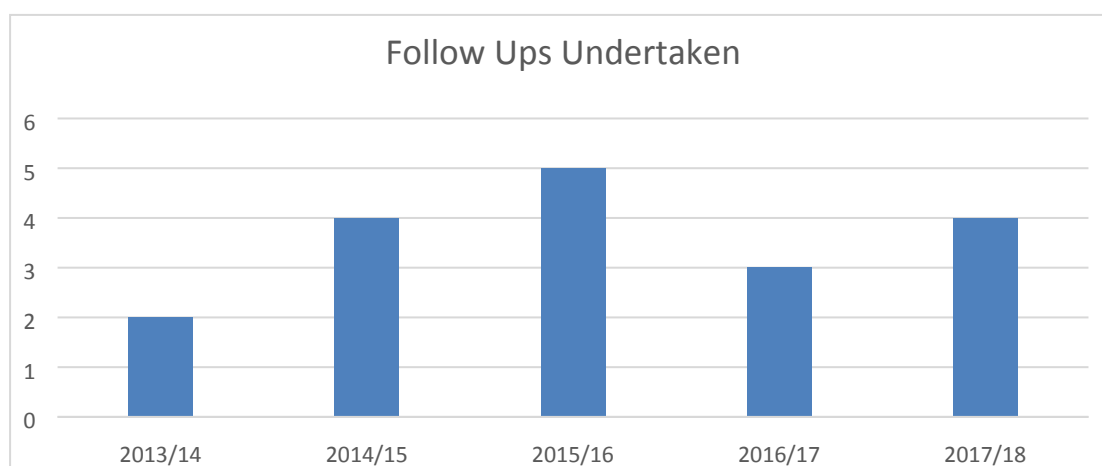
Inquiry Panels reconvene to follow up on the implementation of agreed recommendations and cabinet action plans, and assess the impact of their work. A meeting will usually be held 6-12 months following cabinet decision, with a further follow up arranged if required.

In order to check whether the agreed action plans have been carried out, scrutiny will ask for follow up reports from cabinet members. If councillors are satisfied they can then conclude the work for that inquiry. The following previous scrutiny inquiries were followed up during the year:

- School Governance (monitoring complete)
- Building Sustainable Communities (monitoring complete)
- School Readiness (monitoring complete)
- Child & Adolescent Mental Health Services (further follow up in November 2018)



Comparison with previous years:

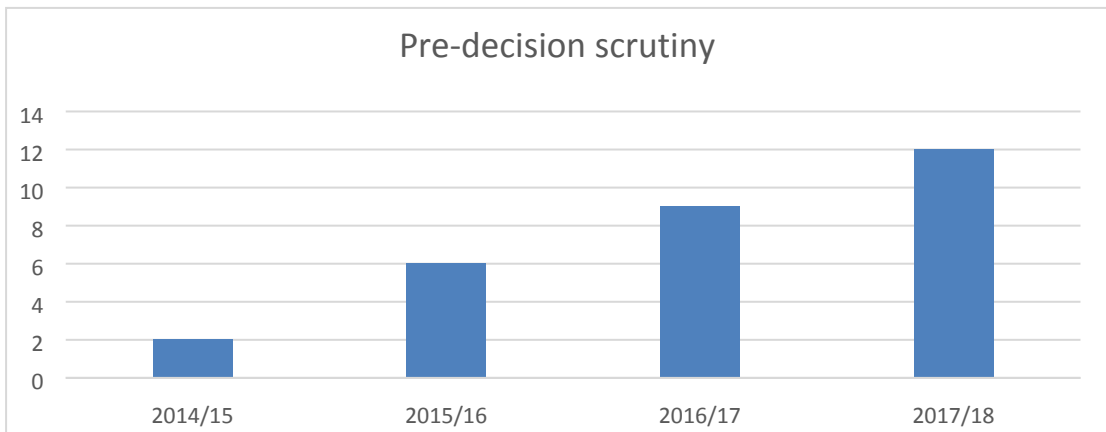


### 3.17 Number of Cabinet reports subject to pre decision scrutiny = 12

Pre decision scrutiny involves scrutiny councillors considering cabinet reports before cabinet makes a final decision. Taking into account strategic impact, public interest, and financial implications, the following 12 cabinet reports were subject to pre-decision scrutiny (carried out by the Committee or relevant Performance Panels), with views reported to Cabinet before decisions were taken:

- Adult Services Commissioning Reviews Consultation Outcome
- Catering Services Commissioning Review
- Planning & City Regeneration Commissioning Review
- Public Protection Commissioning Review
- Castle Square Regeneration
- Family Support (Children with Additional Needs & Disability) Commissioning Review
- More Homes Pilot Scheme
- Liberty Stadium
- Transfer of Management of Allotments
- Highways & Transportation Commissioning Review
- Budget
- Residential Care and Day Services for Older People Commissioning Review

Comparison with previous years:

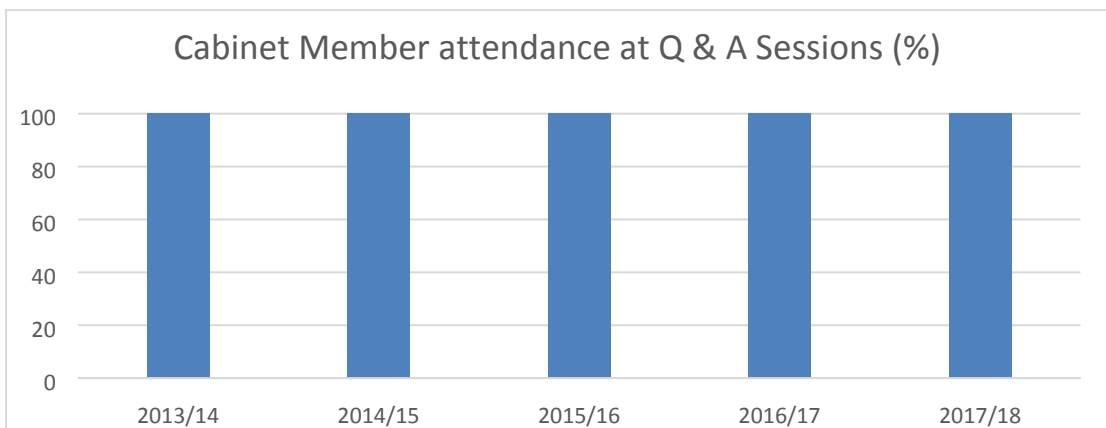


**3.18 Cabinet members who attended at least one question and answer session at the Scrutiny Programme Committee – 100%**

Cabinet members attend scrutiny meetings to answer questions and provide information. Cabinet attendance at scrutiny meetings is a good indicator that the 'holding to account' role of scrutiny is functioning well. In 2017/18 every Cabinet Member attended at least one question and answer session at the Scrutiny Programme Committee, enabling the committee to explore their work, looking at priorities, actions, achievements and impact. This indicator was added in 2013/14.

In our annual councillor survey 89% of those asked felt that scrutiny provides regular challenge to decision-makers (45 respondents).

Comparison with previous years:

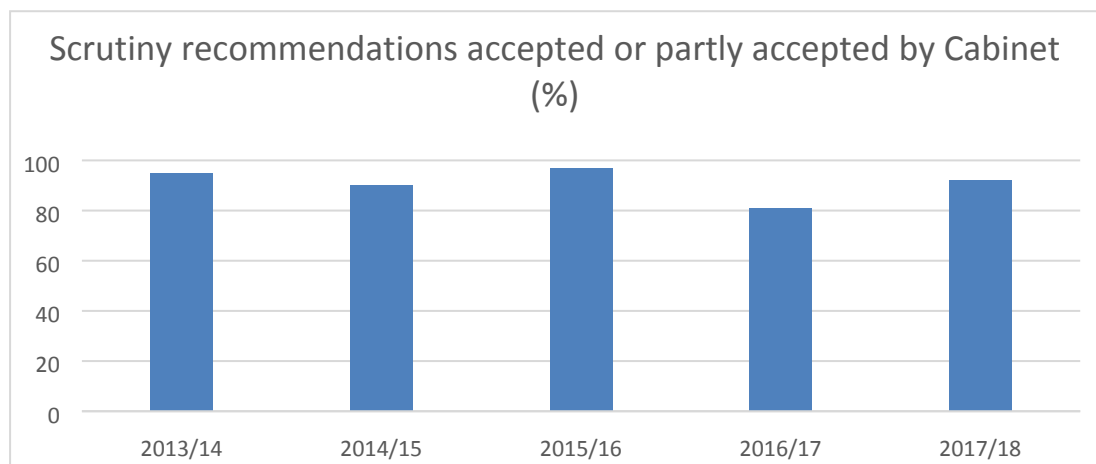


## D. What were the outcomes of scrutiny?

### 3.19 Scrutiny recommendations accepted or partly accepted by Cabinet = 92%

The rate that cabinet accept scrutiny recommendations is a good indicator of whether scrutiny is making strong recommendations based on robust evidence. Cabinet responded to 24 scrutiny inquiry recommendations in 2017-18 of which 21 were accepted and 1 were partly accepted. 2 were rejected.

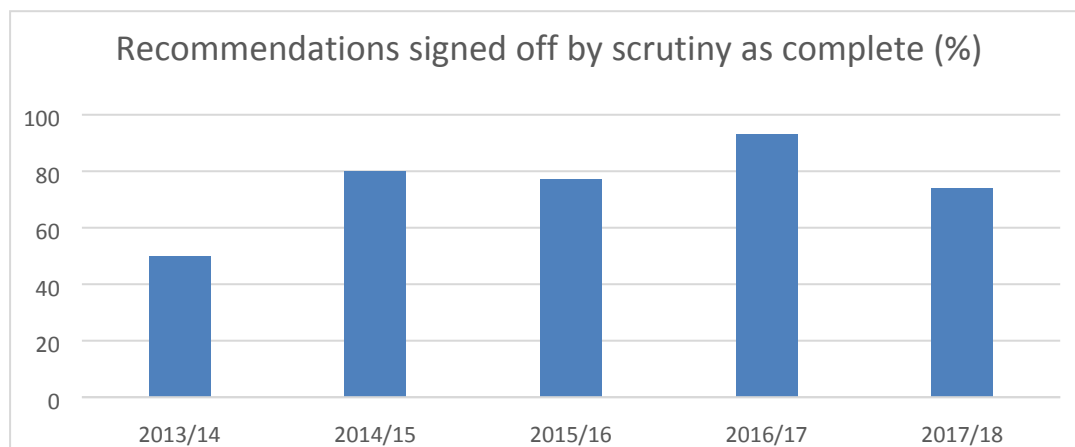
Comparison with previous years:



### 3.20 Recommendations signed off by scrutiny as completed = 74%

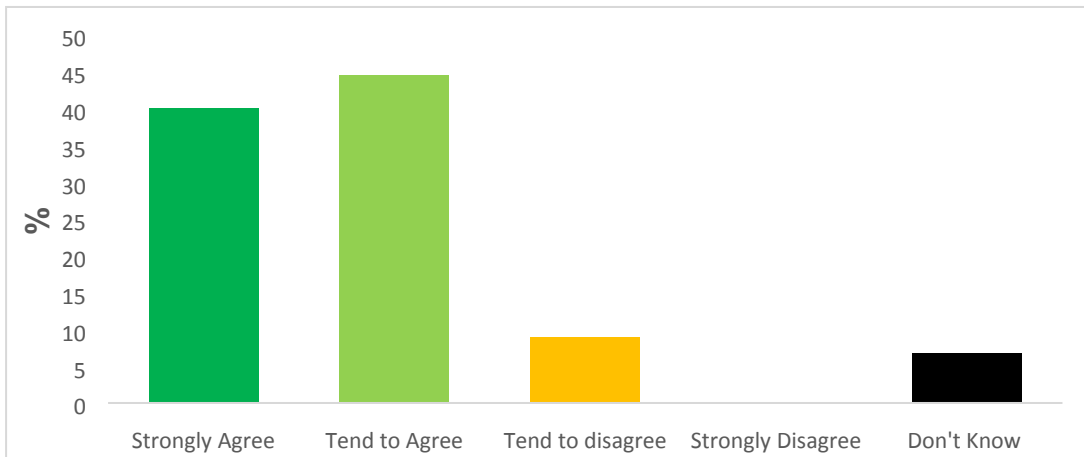
When follow up reports are presented to scrutiny (usually within 12 months following original cabinet decision) they detail which of the recommendations from the in depth inquiry have been completed in line with the cabinet member's action plan and which have not. Scrutiny councillors then consider whether they agree with the assessment taking into account the evidence they are presented with. This indicator represents the percentage of recommendations accepted by scrutiny as being completed for the year (35 recommendations were considered of which 26 were considered as complete).

Comparison with previous years:

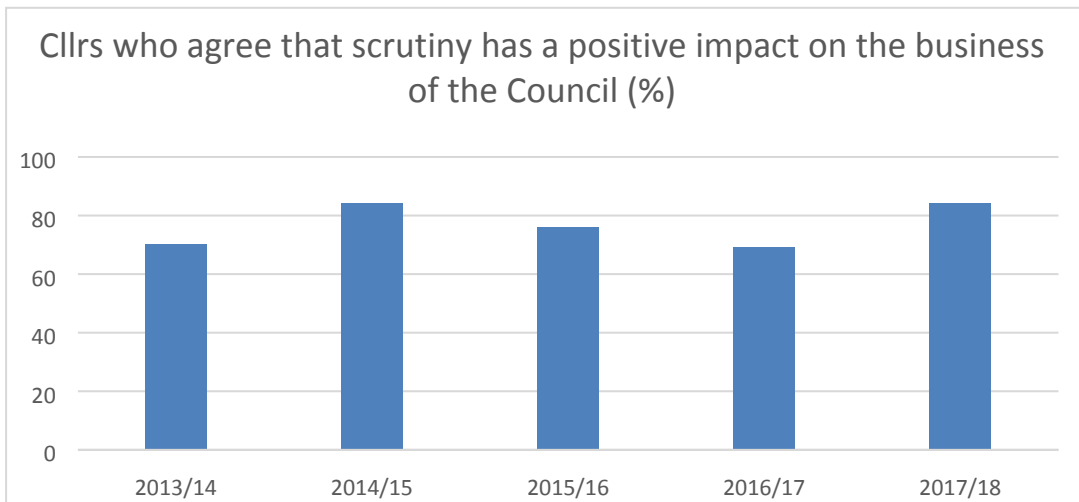


### 3.21 Councillors who agree that scrutiny has a positive impact on the business of the Council = 84%

As part of our annual survey, councillors are asked whether they believe that scrutiny has made a difference. The numbers of councillors who responded to the survey was 45 (those who had attended a scrutiny meeting in the last year).

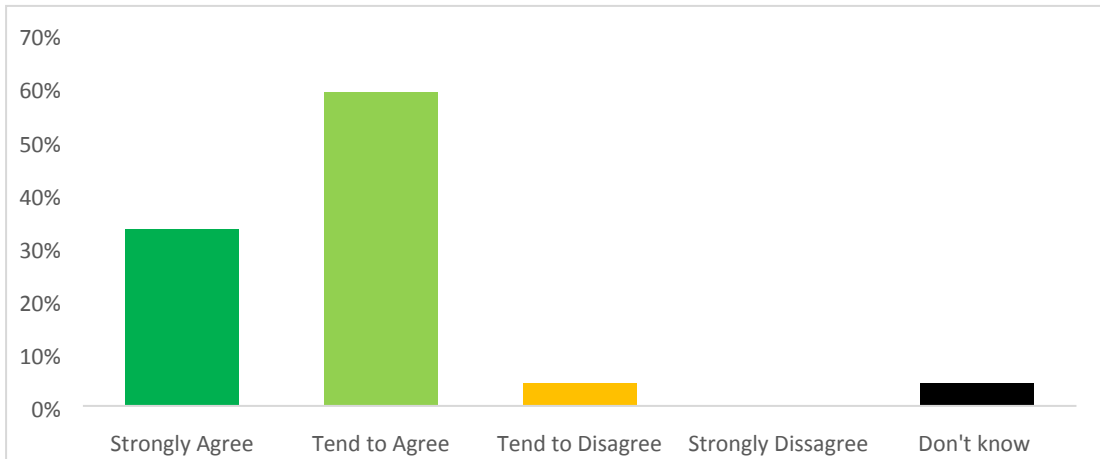


Comparison with previous years:

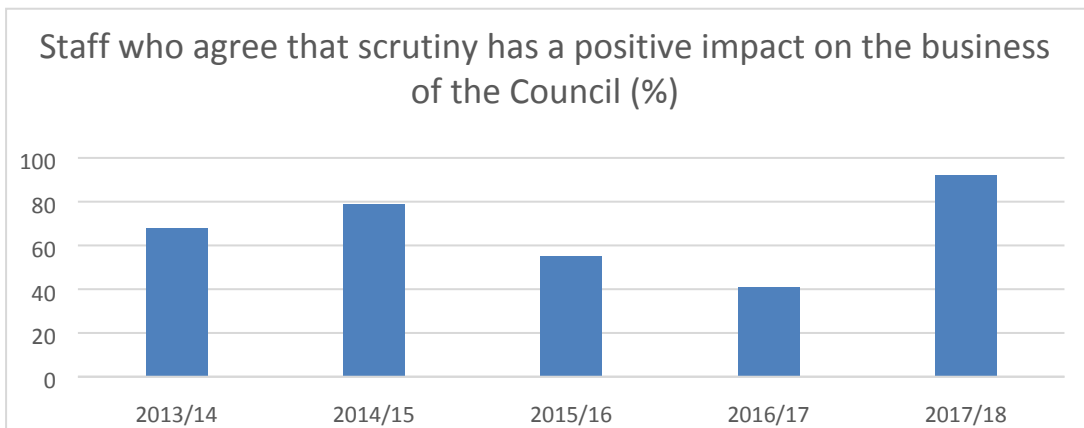


### 3.22 Staff who agree that scrutiny has a positive impact on the business of the Council = 92%

As part of an annual survey, senior members of staff were asked whether they believe that scrutiny has made a difference. The number of people answering this question was 24.



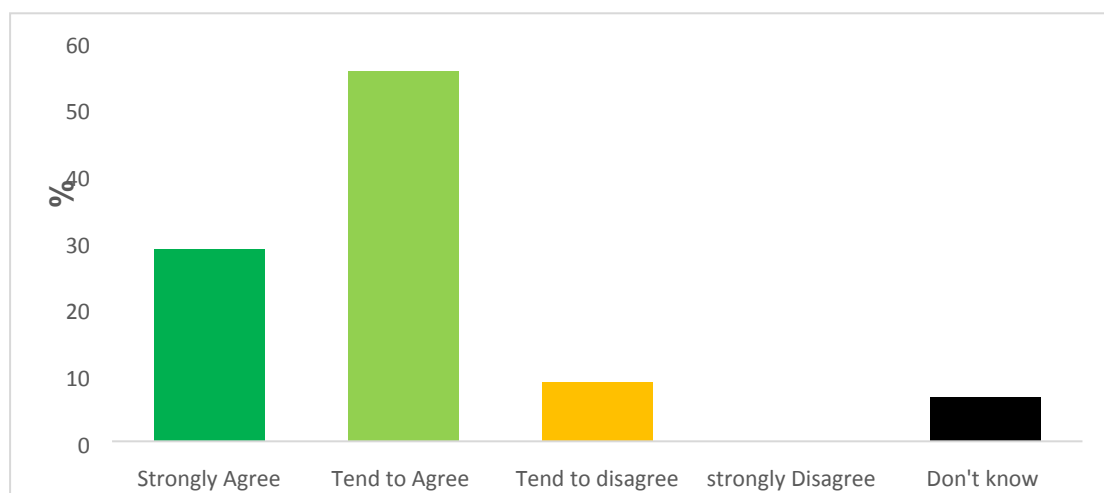
Comparison with previous years:



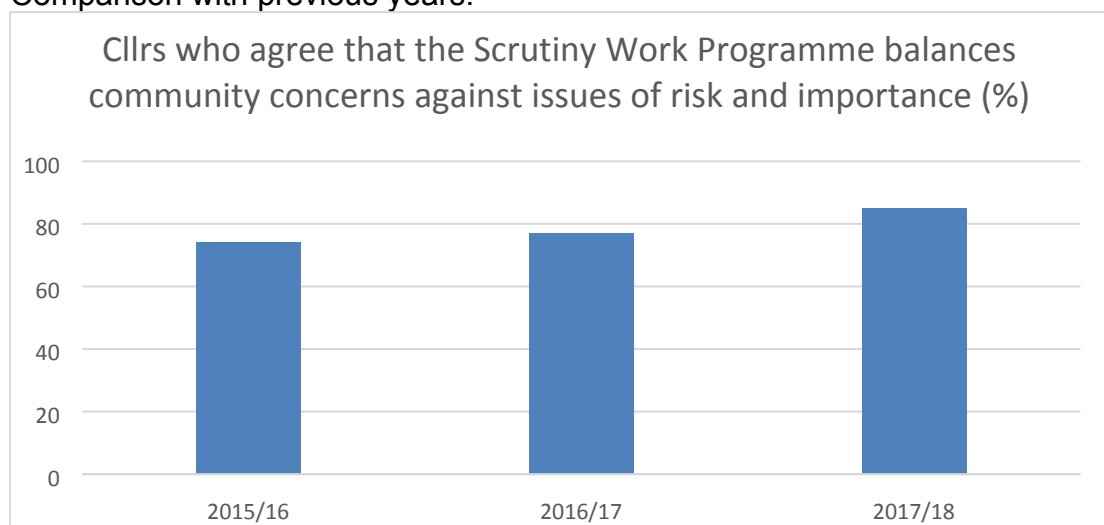
**3.23 Councillors who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 85%**

Overarching priorities are shaped by an annual work planning conference (open to all non-executive councillors) that hears a range of perspectives on what should be included. All councillors can suggest particular topics of concern for possible scrutiny. 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 is important that the Scrutiny Work Programme strikes a balance between community concerns and strategic issues. As part of the annual survey, councillors are asked whether they believe that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance. This was a new indicator added in 2015/16.

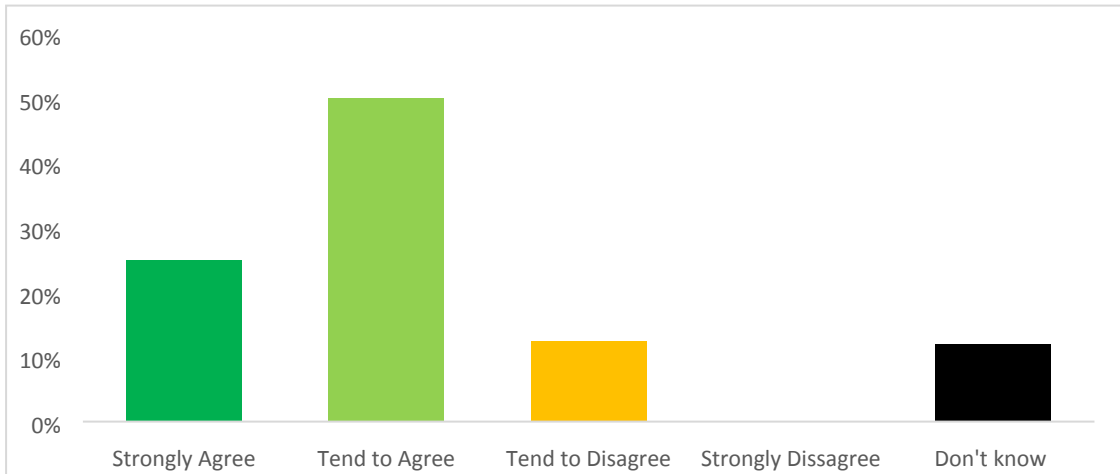


**Comparison with previous years:**

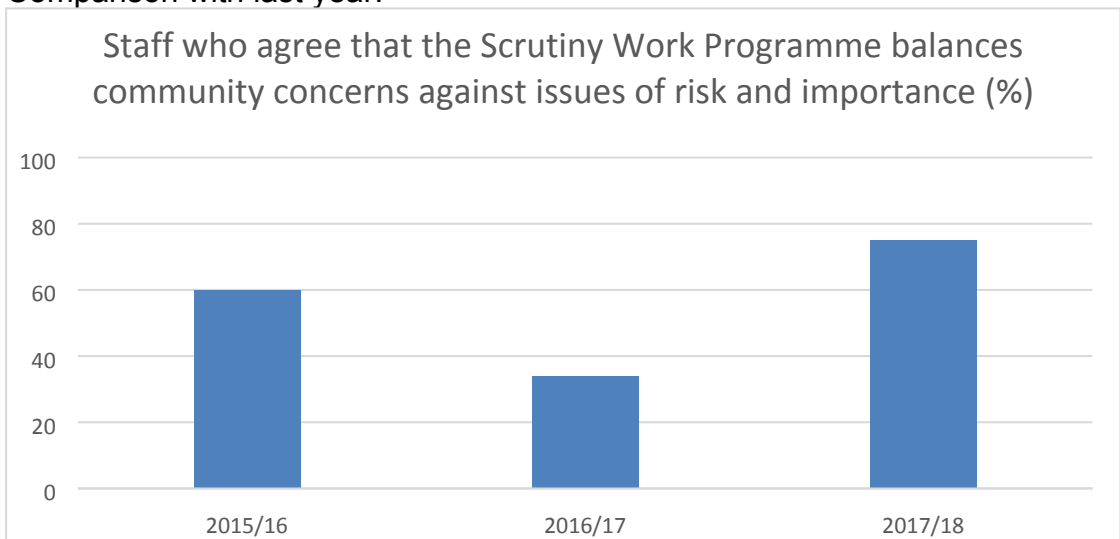


**3.24 Staff who agree that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance = 75%**

It is important that the Scrutiny Work Programme strikes a balance between community concerns and strategic issues. As part of the annual survey, senior members of staff were asked whether they believe that the Scrutiny Work Programme balances community concerns against issues of strategic risk and importance. This was a new indicator added in 2015/16.



Comparison with last year:



## 4. Impact

### 4.1 How Scrutiny Councillors have made a difference

4.1.1 The Scrutiny Programme Committee produced a quarterly summary of the headlines from the work of scrutiny for council and the public, which focussed on impact and how scrutiny is making a difference. It was reported to Council in January and April 2018.

4.1.2 It is important to know that the work and the efforts of scrutiny councillors are having a positive impact and are delivering effective scrutiny. We make sure that the recommendations we make, in whatever scrutiny forum, are followed up to check on implementation and assess the impact of this work.

4.1.3 The difference made and impact of the overall work of scrutiny is also communicated via:

- press releases to the local media;
- regular posts to our Swansea Scrutiny blog;
- an email monthly subscription newsletter; and
- use of social media, including Twitter.

4.1.4 A selection of stories from the past year of scrutiny from Scrutiny Dispatches, which demonstrate the impact made, are **appended**. This includes reference to:

- Identifying ways in which school readiness can be improved (School Readiness Inquiry)
- How communities can be better supported to take control of local services (Building Sustainable Communities Inquiry)
- Strengthening emergency planning and resilience (Working Group)
- Improving school governance e.g. recommended closer working between governing bodies and school challenge advisors (School Governance Inquiry)
- Scrutiny of Commissioning Reviews - questioning Cabinet Members on proposals, e.g. rationale, potential impact / implications, options considered, consultation undertaken, and presenting views to Cabinet ahead of decisions.
- Developing regional scrutiny of school improvement services (Education Thorough Regional Working)
- Improving the welfare of tethered horses through partnership working (Working Group)
- Challenging our schools in order to ensure that pupils in Swansea are receiving a high quality education and that they are meeting objectives to improve schools standards and pupil attainment. (Schools Performance Panel)
- Raising debate about the management of the Council's car parks and charges, including the effect of the introduction of winter charges on tourism and footfall, and the quality of provision (Working Group)



## 5. Feedback and Improvement

### 5.1 Improving Scrutiny

- 5.1.1 It is good practice for those involved in the scrutiny function to undertake regular self-evaluation of this work. Taking into account characteristics of effective scrutiny and experiences it is important for the continuous improvement of the function that any issues identified about current scrutiny practice are discussed and addressed.
- 5.1.2 In previous years efforts have included a focus on improving communication with cabinet members, the alignment of scrutiny work with corporate priorities and things that matter most, getting more coverage in the media to raise awareness of scrutiny, and getting more public engagement in scrutiny meeting.
- 5.1.3 This annual report marks the start of a new five year Council. The end of the first year was marked by scrutiny councillors with a look back at work carried out, achievements and the effectiveness of scrutiny.
- 5.1.4 Opportunities for those involved or interested in scrutiny to feedback views are provided each year though well-established surveys, as well as through annual review discussions within the Scrutiny Programme Committee and Scrutiny Performance Panels.

### 5.2 How people see Scrutiny

Some further findings from Annual Survey about how scrutiny is viewed:

Statement	Agreed	
	Councillor Survey	Staff Survey
The Work of Scrutiny is Councillor-Led	98%	92%
Scrutiny works in a cross-cutting fashion and is not restricted to departmental silos	83%	83%
Scrutiny has the officer support it needs to be effective	89%	92%
Scrutiny provides regular challenge to decision-makers	89%	92%
Scrutiny is important as a mechanism for community Engagement	87%	84%
Scrutiny councillors have the training and development opportunities they need to undertake the role effectively	78%	46%

### **5.3 What people like about scrutiny**

These are the sort of things that people have told us they like about scrutiny:

#### **1. *The scrutiny role itself***

The scrutiny role itself and various opportunities it provides to discuss issues (often cross-cutting) in some depth and challenge and hold to account decision-makers, and reflect on service performance. It operates in a constructive environment. There is praise for the open, transparent, democratic, informed debate that takes place.

#### **2. *Member-led***

The Member-led process provides freedom for Councillors to explore what matters to them, and require responses to issues raised, and act quickly upon requests from councillors and the public to look at specific matters. People have also praised scrutiny councillors for listening to issues, in order to make informed assessments about service delivery and performance.

#### **3. *The Work Programme***

People feel that the work programme is balanced and focussed on the key issues, including a continued focus on the two most significant areas of council spending - social services and education. Balancing strategic and local issues and timely involvement is nevertheless an ongoing challenge.

#### **3. *Cross-party Working***

There is good cross-party working, and 'all in it together' attitude - working together to improve Swansea. Inclusive and giving every councillor a voice.

#### **4. *Pre-decision Scrutiny***

The number of times that pre-decision scrutiny was used continues to increase and is valued as an opportunity to feed directly into decision-making.

#### **5. *Learning & Development***

There are opportunities to learn and develop, e.g. involvement in Performance Panels enables councillors to build up in-depth knowledge and expertise in specific service areas, and Working Groups enable councillors to learn more about a topic.

#### **6. *Officer Support***

We have very good and well-established Officer support for scrutiny which means activities are well-managed and supported effectively, and there is good communication all round, fostering good working relationships between members and officers.

#### **7. *Involving the Public***

Scrutiny provides the ability to involve the public, and is open and welcoming to input e.g. requests for scrutiny. People like the regular updates published about the work of scrutiny. To support public engagement there has been a good level of media coverage for scrutiny work over the last 12 months.

## **5.4 Things that could be improved**

While overall feedback was positive there were nevertheless a number of general improvement issues raised.

Some of the issues that stood out included:

### **1. Councillor Involvement**

A number of survey respondents felt that there should be a wider range of councillors actively involved in the work of scrutiny. We will need to understand the barriers to participation and see what can be done to facilitate the engagement of those not actively involved, e.g. timing of meetings.

### **2. Cabinet Responses**

Councillors would like better information in order to be able to track Cabinet Member responses to scrutiny views and recommendations, and therefore more easily see what impact / difference is being made.

### **3. Public Engagement**

Despite efforts to raise awareness and promote opportunities to engage in scrutiny low levels of public engagement have been highlighted and requires attention. In our Public Survey we received response from 85 people. Almost half of these had not heard of the Council's Scrutiny function and the work of Scrutiny.

### **4. Resources**

Although our agile scrutiny arrangements have received praise, a number of councillors have observed the ongoing challenge of balancing scrutiny activity with available resources. There are limitations on the amount of scrutiny work that can be carried out, but at the same time ever-growing demands for scrutiny, and pressure to deliver effective scrutiny.

### **5. Impact**

Councillors recognise the difficulty in demonstrating the impact of scrutiny. Feedback from decision-makers will help to show the contribution that scrutiny makes to improvement. We will need to consider how the visibility of impact both internally across the Council and externally can be increased.

### **6. Duplication**

It is important that Councillors and officers have understanding of the role that different bodies play in the overall decision-making and governance of the Council, and their connectivity. There have been issues raised about the respective role of scrutiny and role of the Council's Policy Development Committees, which need to be considered.

## 5.5 Five Improvement Objectives

5.5.1 The Scrutiny Programme Committee attended an 'Improvement & Development' workshop in May 2018 as part of the process to identify improvement objectives for scrutiny for the year ahead. They reviewed findings from the Scrutiny Annual Survey and in particular feedback on where things could be better, as well as reflecting on their own experience, and other feedback received throughout the year. From this emerged a clear sense about what priorities for improving scrutiny should be. Amongst the issues the Committee felt merited attention were: Councillor involvement in scrutiny; reports to scrutiny and reporting arrangements, Cabinet engagement in scrutiny / tracking their response to scrutiny, visibility of impact, and public engagement.

5.5.2 This process of reflection and self-evaluation has helped to guide improvement actions for scrutiny in Swansea for the coming year. The following improvement objectives emerged from this process, reflecting the issues that matter most to scrutiny councillors, and were agreed by the Scrutiny Programme Committee:

- 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.

5.5.3 At the time of writing we are giving thought to specific actions that will help us to achieve these improvement objectives, 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. We look forward to writing about these objectives / actions, and progress, in next year's annual report.

## 5.6 Wales Audit Office Review of Scrutiny

5.6.1 The past year was also significant because the Wales Audit Office carried out a review of scrutiny arrangements in all Welsh local authorities. As well as carrying out a desktop review the Wales Audit Office held focus groups with councillors and interviewed relevant officers. Their findings from their review, dubbed 'Overview & Scrutiny: Fit for the Future?', were published in July 2018.

5.6.2 Overall it is a positive report which recognises good scrutiny practice. The report concludes that scrutiny in Swansea:

- is well-placed to respond to future challenges;
- regularly challenges decision-makers; and
- has arrangements to review its own effectiveness.

5.6.3 The report does however contains some proposals for improvement which will need to be addressed, suggesting that we should:

- develop a training & development programme for scrutiny members  
*(this recognises financial pressures to support / deliver training but suggests we develop and deliver an appropriate training & development programme that could include further training on the Wellbeing of Future Generations Act, as well as other topics that may help members in their role, e.g. scrutiny chairing training)*
- strengthen the evaluation of impact and outcomes of scrutiny activity  
*(this relates mainly to measuring the impact and outcomes of activity on citizens and other stakeholders but suggests: a need to identify measurable outcomes, such as an indicator we want to change, that can be looked at pre and post a scrutiny inquiry to see difference made by scrutiny; tracking of scrutiny recommendations to evaluate impact / effectiveness; and improving the Scrutiny Annual Report to reflect more about activity and impact)*
- further clarify the distinction between scrutiny and policy development committee activity in relation to policy development  
*(this recognises there are processes in place to avoid potential for confusion / duplication between the roles, but suggests the need to further clarify the distinction vis-à-vis the policy development role because some members remain unclear about the difference and therefore potential for overlap remains)*

5.6.4 The Audit report also comments on current arrangements for pre-decision scrutiny and suggests that more time to consider proposed cabinet reports would enable sufficient time for effective planning and broader range of evidence gathering, and more meaningful involvement of scrutiny members in the decision-making process. This links to one of the improvement objectives identified by the Committee.

5.6.5 We will be preparing an appropriate action plan that will address the proposals for improvement, and taken together with the already identified improvement objectives we will arrive at a co-ordinated and comprehensive single improvement plan for scrutiny.

5.6.6 Positive feedback from auditors:

- a) Scrutiny is well-placed to respond to future challenges. The Council has an active scrutiny function that benefits from a flexible approach:
- The work of the Scrutiny Programme Committee and Performance Panels includes consideration of the Council's performance management, self-evaluation and improvement arrangements.
  - The Scrutiny Team is well regarded and as well as supporting the delivery of the work programme play a significant role in promoting scrutiny activity through the Council's website, scrutiny blog and social media.
- b) The scrutiny function regularly challenges decision-makers:
- The Council holds an Annual Scrutiny Work Planning Conference.
  - There are arrangements for engaging in evidence based challenge of decision makers.
  - Meetings are well run with challenging and focused questioning from scrutiny members.
  - Cabinet Members are regularly held to account by scrutiny members.
  - The relationship between Cabinet and the scrutiny function is generally constructive, with Cabinet Member regularly considering and responding to scrutiny questions and recommendations.
  - Meeting settings / room layouts promote understanding of the distinctive roles of Cabinet and scrutiny members.
  - Q & A sessions with Cabinet members are well-structured– scrutiny members are well informed from the papers which support each session and build on previous questioning to develop lines of enquiry. Supports constructive dialogue between the scrutiny function and Cabinet.
  - The Council has sought to improve the way in which overview and scrutiny activity informs, and engages with, stakeholders – scrutiny members frequently invite stakeholders to provide evidence as part of scrutiny activity.
  - The Council has an established approach to promoting the work of its scrutiny function, particularly through social media and its website – Scrutiny Officers work with the Council's Communications Team to generate scrutiny content for Council news pages and press releases. The Scrutiny Team manage dedicated scrutiny web pages, blogs and twitter feeds. The Team also work with scrutiny members to produce Scrutiny Dispatches, a quarterly impact report to Council, and also produce monthly newsletters available to the public to subscribe to.
  - The Council tries to help the public and other stakeholders to understand the proceeding of scrutiny meetings, should they attend.

- c) The scrutiny function has arrangements to review its own effectiveness:
- Inquiry Panels reconvene to follow up on implementation of recommendations and difference made.
  - The Scrutiny Team monitors Cabinet responses to scrutiny letters.
  - The Council produces an annual scrutiny report to assess the scrutiny function's effectiveness as a whole.
  - Scrutiny Dispatches – focuses on achievements and difference made by the work of scrutiny.

**For further information:**

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

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

### **Connect with Scrutiny:**

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

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

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

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

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

‘How scrutiny councillors are making a difference’

## Is your child school ready?

(Lead: Councillor Hazel Morris)

Scrutiny councillors have identified ways in which children’s readiness for school can be improved, following an in-depth inquiry.

The cross-party Panel published its report earlier this year. Amongst its key findings the scrutiny inquiry found that:

- There is a wealth of evidence that suggests investment in early year’s services including children’s school readiness is hugely beneficial not only to children and their families, but society as a whole. There is evidence that this investment can help to break the cycle of disadvantage in our communities by changing children’s life chances.
- There are gaps in service provision for families in Swansea – for example multi-agency support via [Flying Start](#) is only available to around one quarter of children and families in Swansea. Whilst this is focused on areas of greatest need, there are children across Swansea who could benefit from this programme.

During evidence gathering the Panel saw many examples of good practice that helps make children and parents school ready. This included a visit to St Helen’s Primary School and Flying Start where they are aspiring to be a school that is at the heart of the community, and has been praised by parents. They also visited [Stepping Stones](#) and the [Swansea Children Centre](#) where they are working to develop children’s physical and emotional school readiness and preparing children and their parents for the transition to school.

All [nine recommendations](#) made by the Panel were agreed by [Cabinet in June](#).

The Panel Convener, Councillor Hazel Morris, said:

‘An interesting finding from our inquiry was that it is not only children and parents that need to become more school ready but schools themselves need to be more ‘child ready’. We felt that there could be more robust challenge for schools on this aspect. We have asked for guidance to be drafted on what constitutes a ‘child ready’ school and for schools and governing bodies to develop a community engagement strategy which clearly identifies how they will work with parents pre-school and in the early years. The inquiry looked at the cause and effect of school readiness and tried to identify practical steps that could be taken, informed by good practice, to help our children to be prepared. We need to keep early years high on the agenda and we hope that our recommendations go some way in helping to improve school readiness in Swansea. We recognise that successful outcomes depend on effective working between the Council, Health Board and Third Sector’.

Scrutiny has contributed to this vital debate by providing:

- Evidenced proposals that will lead to improved school readiness
- The views of key stakeholders
- Good practice / research elsewhere
- Raised awareness and increased councillor understanding about issues affecting school readiness

The Panel will meet in March 2018 to follow up on the actions taken to implement the scrutiny recommendations and assess the impact made by the inquiry.



## Helping to support community groups

*(Lead: Councillor Terry Hennegan)*

The work of scrutiny has helped to improve the support provided to community groups and volunteers to run services in their own communities.

A [scrutiny inquiry](#) was carried out last year focussing on the Council priority to build sustainable communities, and was recently [followed up](#) to look at how its recommendations have been implemented and effect this has had.

Councillor Terry Hennegan, convener of the Scrutiny Inquiry, said: 'Our work looked at how the Council is developing and promoting community action that could sustain local services, and build capacity. We were pleased to find that there is now a stronger focus on supporting volunteer participation in relation to community buildings and open spaces, with a range of guidance material available. Overall we are happy with the delivery of actions against our recommendations, including action on improving communication with community groups and establishing an annual celebration of community work.'

The monitoring of this inquiry is now complete.

## Emergency planning and resilience

*(Lead: Councillor Mary Jones)*

Scrutiny councillors have shone a spotlight on the Council's Emergency Management service, a topic of heightened interest across the UK.

A [Scrutiny Working Group](#) asked about the arrangements and resources that are in place, the level of preparedness for emergencies, and challenges to the service.

Amongst recommendations made, the Working Group asked for consideration to be given to establishing a formal Council Committee to monitor and support emergency planning. Scrutiny Councillors were also concerned whether there was enough communication and information with local councillors to support emergency planning and response, and asked for this to be addressed.

The convener of the Working Group, Councillor Mary Jones, said: 'Following our scrutiny meeting in October we wrote a letter to the Cabinet Member for Service Transformation & Business Operations and we are pleased that his response confirms action will be taken against each of the scrutiny recommendations, including the establishment of a Members Emergency Planning Forum.'

## Improving School Governance

*(Lead: Councillor Fiona Gordon)*

Scrutiny recommendations to improve school governance were also [followed up](#) recently.

The Inquiry Panel reconvened in September and heard about progress with the implementation of recommendations and impact of the scrutiny inquiry.

The inquiry was credited with prompting reflection on the support and training provided to school governors, and highlighting the need for closer working between governing bodies and school challenge advisors.

The monitoring on the inquiry is now complete but the Panel has written to the Cabinet Member for Children, Education & Lifelong Learning with its view on how things have changed since the scrutiny inquiry and outstanding issues that need attention.

# The scrutiny annual report for 2016/17

(Lead: Councillor Mary Jones)

Our [annual report](#) of the work of scrutiny was published and presented to Council in July. It aims to highlight the work carried out by scrutiny and show how scrutiny has made a difference.

Set out as a simple scorecard, the report highlights a small number of indicators to illustrate four performance questions, informed by the results of our annual scrutiny survey and feedback from those involved:

- How much scrutiny did we do?
- How well did we do it?
- How much did scrutiny affect the business of the Council?
- What was the impact of scrutiny?

In order to support continuous improvement for the scrutiny function the report provides a reflection on what has worked well and what has not worked so well, to prompt improvement action. For example, this means doing even more to:

- Promote and raise awareness of scrutiny across the organisation and to the public
- Engage with cabinet members to ensure maximum consideration and recognition of our work
- Increase the number of non-executive councillors involved in scrutiny

## Chair's Roundup::

This is my first quarterly roundup of the work of [scrutiny](#) for 2017/18, as Chair of the Scrutiny Programme Committee.

### Preparing for new year of scrutiny

We welcomed new and returning [councillors](#) following May's Council elections before preparing for a new year of scrutiny. Scrutiny Induction sessions were held in early June which provided an opportunity for better understanding of the role of scrutiny and how it can make a difference. We plugged the powerful opportunities that it provides for questioning, inquiry, monitoring, and providing challenge to decision-makers. We debated approaches to questioning and discussed key components of effective scrutiny.

### Choosing priorities for 2017/18

A [new work programme](#) was agreed by the committee in July with a varied selection of topics, representing both continuity and renewal to ensure that scrutiny is always looking at the right things. This was informed by our annual work planning conference, open to all non-executive councillors to make suggestions and debate priorities. This involved looking back at the previous plan, considering the Council's Corporate Priorities, and thinking about views from the public gathered from various consultations.

With guiding principles in mind (strategic and significant, focussed on issues of concern, and representing a good use of time and resources) the committee agreed to continue with previous Performance Panels to monitor key services and retain focus on social services and education, but added a sixth to focus on regular monitoring of Development & Regeneration activities, given significant plans for city centre re-development and the Swansea Bay City Region Deal.

The programme also includes two inquiry topics, Regional Working (currently in progress), and Swansea's Natural Environment. In terms of one-off Working Groups a list of issues were identified and prioritised. Upcoming topics include Roads & Footway Maintenance, Homelessness, Community Cohesion, and Renewable Energy.

## **Questioning Cabinet Members**

[The committee](#) has continued to focus on holding cabinet members to account and each month's meeting features a Q & A session with a Cabinet Member to discuss their work. As I write we are due to meet with the Cabinet Member for Environment Services in February. Acting as a 'critical friend' we question and challenge them on their priorities, actions, achievement and impact. We invite members of the public and all scrutiny councillors to contribute ideas to ensure the committee asks the right questions. A summary of each session and views of the committee are published in the form of a letter to relevant Cabinet Members. We have recently put questions to the Leader / Cabinet Member for Economy & Strategy, and Cabinet Members for Stronger Communities, Health & Wellbeing, Children, Education & Lifelong Learning.

## **Challenging proposed decisions**

One of the ways in which scrutiny hold the cabinet to account is to carry out pre-decision scrutiny. This means questioning Cabinet Members on proposals, taking into account strategic impact, public interest and financial implications, and presenting views and any concerns to [Cabinet](#) ahead of decisions. Amongst these are Commissioning Reviews where Cabinet is taking significant decisions about the future of our services, under the backdrop of financial pressures and sustainability. Scrutiny has already looked at the Catering, Planning & City Regeneration, and Public Protection Commissioning Reviews. Other Cabinet reports looked at have included: Castle Square Regeneration, More Homes Pilot Scheme, and Liberty Stadium Lease Arrangements.

## **Monitoring the Public Services Board**

We have a multi-agency Scrutiny Panel which aims to find out what difference the Swansea Public Services Board (PSB) is making for citizens. The Panel recently scrutinised the Draft Wellbeing Plan which has been developed by the PSB. The Plan is subject to [public consultation](#) until 13 February and Panel Members took the opportunity to make [comments](#). The draft final Plan will be reported back to the Panel before agreement by the PSB.

## **Preparing for an audit of scrutiny**

We have been informed that Swansea's scrutiny arrangements are going to be the subject of a [Wales Audit Office](#) (WAO) inspection. They intend to review how 'fit for the future' the Council's scrutiny function is. As well as looking at the environment scrutiny is operating in, our practice, and its effectiveness, they are particularly interested in how some of the challenges facing the Council are being considered within scrutiny activity, such as the Wellbeing of Future Generations Act (and scrutiny of the Public Services Board), financial pressures, and regionalisation. WAO intend to observe a committee meeting in the New Year and a number of Performance Panels, and will be reviewing associated documentation and information about scrutiny in Swansea. Their fieldwork will take place during February when they will hold a small number of interviews with key officers and focus groups with key councillors. They will produce a report at the end of the review (around March), and also plan to arrange a shared learning seminar around April / May informed by findings not just here but across Wales.

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

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

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**Twitter:** @swanseascrutiny

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

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

‘How scrutiny councillors are making a difference’

## Developing regional scrutiny

*(Lead: Councillor Mary Jones)*

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

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

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

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

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

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

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

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

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

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

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

*(Lead: Councillor Jeff Jones)*

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

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

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

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

## **Challenging our schools**

*(Lead: Councillor Mo Sykes)*

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

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

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

## Reviewing car park charges

(Lead: Councillor Will Thomas)

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

The Working Group discussed a range of issues relating to car parks and charging, including: the effect of winter charges; effect of charges on tourism and city centre footfall; and, quality of provision. As well as speaking to the relevant Cabinet Member and officers, the Panel was able to hear views from a number of members of the public about matters relating to foreshore car parks. The convener of the Working Group, Councillor Will Thomas, said: 'Following our scrutiny meeting in November we wrote a letter to the Cabinet Member for Environment Services and we are pleased that his response confirms action will be taken against each of the scrutiny recommendations, including looking at options as to how winter charges in foreshore car parks could be reviewed. One of the options is to look at increasing summer charges to compensate for a reduction in winter charges'

The Working Group had also raised concerns about the problems associated with car parking ticket machines across our managed car parks. The Cabinet Member has confirmed that officers have been working with neighbouring authorities, through the British Parking Association, to develop a joint procurement opportunity, which will provide a number of benefits including greater purchasing power, better technical support from the chosen manufacturer, and greater emphasis for any contractor to perform as failure will affect future contracts from this region. It is expected that combined procurement and bargaining power will bring about an improvement in the service.

### Chair's Roundup:

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

### Progressing our priorities for 2017/18

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

### Questioning Cabinet Members

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

### **Challenging proposed decisions**

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

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

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

### **Raising Awareness of Scrutiny**

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

### **Getting feedback**

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

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

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

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

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

*Councillor Mary Jones*

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# Agenda Item 10



## Report of the Chair

Scrutiny Programme Committee – 8 October 2018

### Membership of Scrutiny Panels and Working Groups

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

#### 1. Introduction

- 1.1 In accordance with Council report 18 October 2012 when current scrutiny arrangements were agreed, 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 Residents Parking Working Group:

ADD Councillor Irene Mann.

Following this change, the revised membership of the Working Group will be 9:



**Labour Councillors: 6**

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

**Liberal Democrat/Independent Councillors: 1**

Peter Black	
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**Uplands Councillors: 2**

Irene Mann	<b>Peter May (CONVENER)</b>
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## 2.2 Development &amp; Regeneration Performance Panel

ADD Councillor Susan Jones

Following this change, the revised membership of the Performance Panel will be 12:

**Labour Councillors: 4**

Terry Hennegan	Gloria Tanner
Peter Jones	Mike White

**Liberal Democrat/Independent Councillors: 5**

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

**Conservative Councillors: 3**

Steve Gallagher	Paxton Hood-Williams
David Helliwell	

## 2.3 When determining membership / conveners or agreeing any changes there are some 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.
- Being fair and balanced in the appointment of conveners, when there is interest from more than one councillor, e.g. giving opportunity to those who have not acted as convener previously
- A minimum of 3 members should be present at all meetings.

**3. Legal Implications**

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

**4. Financial Implications**

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

**Background Papers:** None

**Appendices:** None

# Agenda Item 11



## Report of the Chair

Scrutiny Programme Committee – 8 October 2018

### Scrutiny Work Programme 2018/19

<b>Purpose</b>	This report presents the agreed Scrutiny Work Programme for 2018/19 and information about current scrutiny activities which the Committee is responsible for monitoring.
<b>Content</b>	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.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• plan for the committee meetings ahead</li><li>• consider opportunities for pre-decision scrutiny</li><li>• review the scrutiny work programme (including progress of current Panels and Working Groups)</li></ul>
<b>Lead Councillor</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 1. Introduction

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

- 1.3 The broad aim of the scrutiny function is to:
- help improve services
  - provide an effective challenge to the executive
  - engage members in the development of policies, strategies and plans
  - engage the public
- 1.4 The Scrutiny Work Programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.
- It also needs to be:
- manageable, realistic and achievable given resources available
  - relevant to council priorities
  - adding value and having maximum impact
  - coordinated and avoid duplication
- 1.5 The work of scrutiny is undertaken primarily in three ways – through the Committee itself, by establishing informal panels or via one-off working groups. Panels and Working Groups would be open to all non-executive councillors - the Committee will agree membership and conveners following expressions of interest.
- 1.6 Scrutiny will regularly send letters to Cabinet Members communicating findings, views and recommendations for improvement and, where appropriate, by producing reports. Inquiry panels will 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 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 12 November are:

- Cabinet Member Question Session: Cabinet Members for Children Services - Councillor Elliot King (Early Years) and Councillor Will Evans (Young People).
- Sustainable Swansea – Commissioning Reviews: Service Areas – Post Implementation Updates (regular update on progress in implementation of service changes following Commissioning Reviews / outcomes).
- Children & Young People’s Rights Scheme – Compliance and Progress (to discuss annual progress report on implementation of Children & Young People’s Rights Scheme, and consider impact of scheme that was agreed by Cabinet in October 2014).

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.

### 2.3 Inquiry Panels:

2.3.1 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. Once the planning stage is complete, the inquiry will be evidence gathering, with the last stage being to develop the final report.

<b>In Progress (yet to report):</b>	<b>Completed (follow up stage)</b>
1. <b>Natural Environment</b> (evidence gathering stage; inquiry expected end: November 2018)	1. <b>Tackling Poverty</b> (Oct 2018)
2. <b>Equalities</b> (pre-inquiry stage - Panel meeting 11 Oct)	2. <b>Child &amp; Adolescent Mental Health Services</b> (21 Nov 2018)
	3. <b>Regional Working</b> (May 2019)

### 2.4 Performance Panels:

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

Performance Panel	Convener
1. <b>Service Improvement &amp; Finance</b> (monthly)	Cllr. Chris Holley
2. <b>Schools</b> (monthly)	Cllr. Mo Sykes (NB Cllr Lyndon Jones acting as informal vice-convener)
3. <b>Adult Services</b> (monthly)	Cllr. Peter Black
4. <b>Child &amp; Family Services</b> (every two months)	Cllr. Paxton Hood-Williams
5. <b>Development &amp; Regeneration</b> (every two months)	Cllr. Jeff Jones
6. <b>Public Services Board</b> (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 and projected timetable:

First six months	Second six months
1. <b>Residents Parking</b> (Nov)	5. <b>Tourism</b> (Feb)
2. <b>Air &amp; Noise Pollution</b> (Nov)	6. <b>Anti-Social Behaviour</b> (Mar)
3. <b>Welfare Reform</b> (Dec)	7. <b>Digital Inclusion</b> (Apr)
4. <b>Environmental Enforcement</b> (Jan)	8. <b>Archive Service</b> (May)

(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, on 8 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 Group have agreed to an extra meeting in January 2019 where they have invited the Chair of the ERW Joint Committee and the Lead Director to discuss the ERW review and reform programme. This meeting will be hosted in Swansea. The next scheduled meeting is 25 March 2019.

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. Swansea Councillors representatives are: Jan Curtice, Phil Downing & Mary Jones. The first meeting of the Joint Scrutiny Committee will take place on 20 November in Carmarthen. The Joint Scrutiny Committee is being serviced by Neath Port Talbot Council.

## 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 4a** 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 4b** provides a snapshot of progress with all of the Panels and Working Groups established by the Committee and their current position.

## 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 4a:** Scrutiny Work Programme – Projected Timetable of Activity

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



# Appendix 1: Agreed Scrutiny Work Programme 2018/19



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

**1. Natural Environment** (currently in progress)

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 ecosystems?

**2. Equalities**

**3. Community Regeneration**

**Inquiry Follow Ups:**

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

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

**1. Service Improvement & Finance**  
(monthly)

**2. Schools** (monthly)

**3. Adult Services** (monthly)

**4. Child & Family Services** (6 meetings)

**5. Development & Regeneration** (6 meetings)

**6. Public Services Board**  
(quarterly)

**Regional Scrutiny:**

- **ERW Scrutiny Councillor Group** (twice a year) *(Education through Regional Working)*
- **City Deal Joint Scrutiny Committee** (quarterly)

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

**1. Homelessness** (completed)

**2. Community Cohesion & Hate Crime**  
(completed)

**3. Local Flood Risk Management** (annual meeting)

**4. Residents Parking**

**5. Air / Noise Pollution**

**6. Welfare Reform**

**7. Environmental Enforcement**

**8. Digital Inclusion**

**9. Tourism**

**10. Anti-Social Behaviour**

**11. Archive Service**

Reserve list

- Culture & Heritage
- Tenant Participation
- Co-production
- Procurement

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

<b>ACTIVITY</b>	<b>19 June 2018*</b>	<b>9 July 2018</b>	<b>20 July 2018*</b>	<b>13 August 2018</b>	<b>10 September 2018</b>	<b>1 October 2018*</b>
<b>Scrutiny Work Programme</b>		<ul style="list-style-type: none"> <li>• Role of the Committee</li> <li>• Draft Work Programme for Agreement</li> <li>• Scrutiny Improvement &amp; Development Objectives</li> </ul>			Wales Audit Office Report – Overview & Scrutiny: Fit for the Future?	
<b>Cabinet Member Question &amp; Answer Sessions</b>				Homes & Energy	Business Transformation & Performance (Deputy Leader)	
<b>Other Cabinet Member / Officer Reports</b>			Swansea Bay City Deal Joint Scrutiny Committee			Consultation on Draft Homelessness Strategy and Action Plan 2018-2022
<b>Scrutiny Performance Panel Progress Reports</b>				Service Improvement & Finance	Adult Services	
<b>Pre-decision Scrutiny</b>	More Homes Parc Yr Helyg Site Options Appraisal					
<b>Final Scrutiny Inquiry Reports</b>						
<b>Scrutiny Reports to Council</b>						

<b>ACTIVITY</b>	<b>8 October 2018</b>	<b>12 November 2018</b>	<b>10 December 2018</b>	<b>14 January 2019</b>	<b>11 February 2019</b>	<b>11 March 2019</b>
<b>Scrutiny Work Programme</b>		Wales Audit Office Report – Overview & Scrutiny: Fit for the Future? Action Plan				
<b>Cabinet Member Question &amp; Answer Sessions</b>	Education Improvement, Learning & Skills	Children Services (Early Years and Young People)	Care, Health & Ageing Well	Economy & Strategy (Leader)	Environment & Infrastructure Management	Investment, Regeneration & Tourism
<b>Other Cabinet Member / Officer Reports</b>  Page 115	Annual Corporate Safeguarding Report	<ul style="list-style-type: none"> <li>Sustainable Swansea – Commissioning Reviews: Service Areas – Post Implementation Updates</li> <li>Children &amp; Young People’s Rights Scheme – Compliance and Progress</li> </ul>				
<b>Scrutiny Performance Panel Progress Reports</b>	Schools	Child & Family Services	Development & Regeneration	Service Improvement & Finance	Adult Services	Schools
<b>Pre-decision Scrutiny</b>						
<b>Final Scrutiny Inquiry Reports</b>			Natural Environment			
<b>Scrutiny Reports to Council</b>	Scrutiny Annual Report 2017/18	Scrutiny Dispatches Impact Report			Scrutiny Dispatches Impact Report	

<b>ACTIVITY</b>	<b>8 April 2019</b>	<b>13 May 2018</b>				
<b>Scrutiny Work Programme</b>		Annual Work Plan Review				
<b>Cabinet Member Question &amp; Answer Sessions</b>	Better Communities (People and Place)	Delivery				
<b>Other Cabinet Member / Officer Reports</b>						
<b>Scrutiny Performance Panel Progress Reports</b>	Public Services Board					
<b>Pre-decision Scrutiny</b>						
<b>Final Scrutiny Inquiry Reports</b>						
<b>Scrutiny Reports to Council</b>		Scrutiny Dispatches Impact Report				

\* denotes extra meeting

To Be Arranged:

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

Specific Recurring Reports to Committee:

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

### Appendix 3 - Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Annual Review of Performance 2017/18.</b>	To report the Council's compliance with its statutory obligations to make arrangements to secure continuous improvement as set out under Part 1 of the Local Government (Wales) Measure 2009 and the Well-being of Future Generations (Wales) Act 2015.	Richard Rowlands	Clive Lloyd	Cabinet	18 Oct 2018	Open
<b>FPR7 - Hafod Copperworks Powerhouse Redevelopment Project – Heritage Lottery Funded Stage 2 Grant Application.</b>	Following an award for Stage 1 to design the project up to and including RIBA Stage 3, approval from Cabinet is required via an FPR7 to accept a HLF grant award to complete design works and to undertake the refurbishment works to the Powerhouse site at Hafod Copperworks.	Tracy Nichols	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	18 Oct 2018	Open



### Appendix 3 - Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Swansea Vale Development Strategy Review FPR7.</b>	To agree a programme of works in relation to the Swansea Vale Development Strategy Review in line with the Council's Financial Procedure Rule 7 (Capital Programming and Appraisals).	Gareth Borsden	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	18 Oct 2018	Open

## Appendix 3 - Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>Reducing Infant Class Sizes – Capital Programme to Fund the Development of Four Internal Re-Modelling / Extension Schemes to Reduce Infant Class Sizes.</b></p>	<p>The Welsh Government invited authorities to apply for a Reducing Infant Class Sizes grant in May 2017.</p> <p>The Council submitted a grant application on 31 July 2017 for revenue and capital funding. Revenue funding to support additional teaching staff and capital funding to undertake internal remodelling / new build construction at the four schools prioritised on the basis of the grant criteria, being where there are classes of 29 or over and, where schools demonstrate at least one or a combination of the following:</p> <ul style="list-style-type: none"> <li>• Significant levels of free school meals;</li> <li>• Below average outcomes and where a school is judged to be red or amber;</li> <li>• Significant levels of special educational and additional learning needs;</li> <li>• Significant levels of where Welsh/English is not the first language.</li> </ul> <p>The purpose of the grant is to reduce infant class sizes to under 29 and raise standards, particularly those from poorer and/or minority language backgrounds, and is at a 100% intervention rate.</p> <p>On the 26 March 2018 the Welsh Government approved the revenue element of the grant £1,202,917 to be allocated over four years between 2017/21 for additional teaching / support staff.</p> <p>The capital element of the grant was approved in principal on the 25 July 2018 subject to contract.</p> <p>Following approval of the revenue grant, work has been undertaken at risk to develop the required schemes of work in preparation for the anticipated capital approval, so the schemes could progress as soon as possible and support the revenue grant and maximise benefits.</p> <p>The projects timetabled for delivery within the programme are;</p> <ul style="list-style-type: none"> <li>• YGG Bryniago – Target date to commence on site April 2019 with completion target October 2019.</li> <li>• Hendrefoilan Primary – Target date to commence on site January 2019 with completion target September 2019.</li> <li>• Seaview Primary – Target date to commence on site January 2019 with completion target September 2019.</li> <li>• Penyrheol Primary – Target date to commence on site February 2019 with completion target September 2019.</li> </ul> <p>The report is seeking agreement to commit £1,530,110 to the capital programme to fund the development and delivery of the projects including design and Education fees to be funded 100% by Welsh</p>		<p>Cabinet Member - Education Improvement, Learning &amp; Skills</p> <p>Report Author: Louise Herbert-Evans</p>	<p>Cabinet</p>	<p>15 Nov 2018</p>	<p>Open</p>

## Appendix 3 - Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p><b>21st Century Schools Programme – Contract Award and Capital Programme authorisation for new build for Education Other Than At School (EOTAS) at Cockett.</b></p>	<p>Cabinet on 15 December 2016 gave their approval for the City and County of Swansea to extensively overhaul its entire EOTAS service to provide a sector leading practice. The objective is to reconfigure the service to build on existing good practice, transforming the provision to support vulnerable children and their families and to meet the requirement to provide suitable full time education, in a timely manner, to those children and young people who need to be educated other than at school. This must also be seen in the context of emerging national policy, including the recent report from Estyn (June 2016) as well as the continuing national and local budget pressures.</p> <p>Recommendations presented in December 2016 included the proposed restructure of Swansea PRU into three strands (ABC), educated in a fit-for-purpose learning environment.</p> <p>Cabinet in July 2017, approved the progression of the design of a new PRU on land at Cockett Road and the submission of a detailed planning application.</p> <p>Planning Consent for the demolition of 3 buildings on the site and the construction of a 3500m2 purpose built facility was approved in March 2018.</p> <p>The proposed new facility would be accommodated within one building which has distinct provision for each PRU with appropriate separation from each other with suitable access to inner courtyards. Externally each will have access to its dedicated recreational space, with sufficient vehicular pick up and drop off points. Within the building there will also be suitable agile working office accommodation for the Behaviour Support and Home Tuition teams thus providing more effective on</p>		<p>Cabinet Member - Education Improvement, Learning &amp; Skills</p> <p>Report Author: Louise Herbert-Evans</p>	<p>Cabinet</p>	<p>18 Oct 2018</p>	<p>Open</p>

### Appendix 3 - Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Disposal of Land at Parc Felindre, Llangyfelach, Swansea.</b>	To obtain approval for the disposal of land for development at Parc Felindre.	Adrian Denning	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	18 Oct 2018	Fully exempt
<b>Swansea Central Phase 1 Update and FPR7.</b>	The report provides an update on Phase 1 of Swansea Central scheme and seeks authority to bring funding originally forecast for Stage 5 forward into Stage 4 to enable essential works to maintain programme. The report also seeks approval of a budget cost for Phase 1 development to be included within the Capital programme.	Huw Mowbray	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	18 Oct 2018	Fully exempt
<b>Revenue and Capital Budget Monitoring 2nd Quarter 2018/19.</b>	To note any significant variations from the agreed budget 2018/19 and savings plan and the actions planned to achieve a balanced budget.	Paul Cridland, Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	15 Nov 2018	Open

### Appendix 3 - Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Homelessness Strategy and Action Plan 2018-2022.</b>	The production of a Homelessness Strategy fulfils the Authority's statutory obligation under the Housing (Wales) Act 2014 to produce a strategy by the end of 2018, setting out how the Authority plans to develop and deliver homelessness services in Swansea over the next 4 years.	Rosie Jackson	Cabinet Member - Homes & Energy	Cabinet	15 Nov 2018	Open
<b>FPR7 - Capital Investment to City Leisure Centres in Partnership with Freedom Leisure.</b>	To outline the requirements and seek approval from Cabinet to create a capital fund to enable the investment programme for the leisure centres in partnership with Freedom leisure.	Jamie Rewbridge	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	15 Nov 2018	Fully exempt
<b>Disposal of Highway Land at Mumbles, Swansea.</b>	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	15 Nov 2018	Fully exempt

### Appendix 3 - Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Coroner Pay Arrangements.</b>	The Coroner's salary is paid by the Authority with a contribution from NPT. In January 2018 the Joint Negotiating Committee for Coroners issued guidance on Coroners' Pay. The purpose of the report is to agree a new Coroner's salary and that of the Assistant Coroners' daily rate.	Tracey Meredith	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	15 Nov 2018	Open
<b>FPR7 - Project Extension of ESF Funded Cynnydd Project.</b>	Following the operational delivery of Cynnydd from September 2016 to date, WEFO have permitted the regional project to apply for additional funding to extend the projects delivery up to December 2022. With additional funding, the project can continue to deliver its added benefits, and support young people who are the greatest risk of becoming NEET.	Tracy Nichols	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	20 Dec 2018	Open

## Appendix 3 - Cabinet Forward Plan 2018 – 2019

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

### Appendix 3 - Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Small School Review.</b>	The report will consider the consultation responses received and determine if the proposal moves to the next stage i.e. the publication of a statutory notice to close Craigcefnparc Primary School on 31 August 2019.	Kelly Small	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	20 Dec 2018	Open
<b>Quarter 3 2018/19 Performance Monitoring Report.</b>	To report the performance indicator results and summarise the Council's performance meetings its priorities for the third quarter period October 2018 – December 2018.ro	Richard Rowlands	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	21 Mar 2019	Open

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### Appendix 3 - Cabinet Forward Plan 2018 – 2019

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>School Organisation Linked to the Welsh Education Strategic Plan.</b>	1. The report will consider any objections received during the statutory notice period and will determine if: Close YGG Felindre on 31 August 2019; and Relocate and enlarge YGG Tan-y-lan Relocate and enlarge YGG Tirdeunaw	Kelly Small	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	21 Mar 2019	Open
<b>Small School Review.</b>	The report will consider any objections received during the statutory notice period and will determine if Craigcefnparc Primary School should close on 31 August 2019.	Kelly Small	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	21 Mar 2019	Open



Activity / Month	JUN 2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2019	FEB	MAR	APR	MAY
<b>Child &amp; Adolescent Mental Health Services Follow Up</b> (Cabinet decision 16/2/17) Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Child Lead CMT: Dave Howes Lead Head of Service: Julie Thomas						21						
<b>Regional Working Follow Up</b> (Cabinet decision 16/8/18) Lead Scrutiny Councillor: Lyndon Jones Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Rob Stewart Lead CMT: Sarah Caulkin Lead Head of Service: cross-cutting												
<b>PERFORMANCE PANELS:</b>												
<b>Adult Services</b> (monthly) Lead Scrutiny Councillor: Peter Black Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member Mark Child Lead CMT: Dave Howes Lead Head of Service: Alex Williams	19	17	21	17* 25	23	20	11	15	11* 19	19	16	
<b>Service Improvement &amp; Finance</b> (monthly) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart / Clive Lloyd Lead CMT: Sarah Caulkin / Ben Smith	5 19*	10	14	11 27	29	13	11	15	12	6	9	





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

Activity / Month	JUN 2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2019	FEB	MAR	APR	MAY
<b>REGIONAL SCRUTINY:</b>												
<b>ERW - Education through Regional Working (bi-annual)</b> Lead Scrutiny Councillor: Mary Jones / Mo Sykes Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead CMT: Nick Williams Lead Head of Service: Helen Morgan-Rees Regional Lead: Betsan O'Connor				10				10*		25		
<b>Swansea Bay City Deal Joint Scrutiny Committee (quarterly)</b> Swansea Scrutiny Councillors: Jan Curtice / Phil Downing / Mary Jones Lead Scrutiny Officer: Jason Davies, Neath Port Talbot Council Lead Cabinet Member: Rob Stewart Lead CMT: Phil Roberts / Martin Nicholls Lead Head of Service: Phil Holmes						20						

\* denotes extra meeting

Information correct as of 02/10/18 11:41

**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) **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?

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The last evidence gathering meeting on the 29 August was with Corporate Building Services and Corporate Property Services ahead of the final evidence meeting on 21 September. This meeting will focus on the legislative requirements and will hear from Welsh Local Government Association, Natural Resources Wales, the Future Generations Commissioners Office and Welsh Government. There will be a findings report meeting and then a review with the Chief Executive and Leader on 31 October ending the inquiry. The draft report will then be written.

Projected End Date: November 2018

b) **Equalities** (convener: Cllr Louise Gibbard)

Key Question: tbc

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The first stage will be for a ‘pre-inquiry’ meeting which has been scheduled for the 11 October 2018. This 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.



## 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	Oct 2018 tbc
Regional Working	16 Aug 2018	11	0	0	May 2019

## 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)

The Panel recently considered the Recycling and Landfill Annual Performance Report on 11 September. The next meeting on 27 September will be looking at the Quarter 1 Performance Monitoring Report 18/19 and the Equality Performance Report 17/18.

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

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

### 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 which provided details around governance arrangements, including the Terms of Reference and the Partnership Manual. Councillor Clive Lloyd attended to answer questions and update the Panel on the work of the Board. The next meeting in October 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.

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

The Panel met on 28 August and discussed the performance of the regional Adoption Service including the recent inspection. They also discussed the Bright Spots Survey results and received an update on Advocacy. The next meeting on 29 October will monitor the performance of the Service and discuss 16 Plus and the Youth Offending Service.

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

The Panel met on 17 September to undertake pre-decision scrutiny on the Outcomes of the Residential Care and Day Services Commissioning Reviews. Councillor Chris Holley attended Cabinet on 20 September to feed back the Panel's views and a letter was sent to the Cabinet Member. The next meeting on 25 September will receive a briefing on Western Bay and discuss the Supporting People Programme Grant.

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

The Panel met on 12 September to discuss the dashboard report which had been shared with the Panel. The meeting was informative and the dashboard report will now be a standing item in every meeting. Future Panel meetings will include regular monitoring around development and regeneration activity and progress, as well as a one-off focus on specific items, as identified and agreed by the Panel.

#### 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 have agreed to an extra meeting in January 2019 where they have invited the Chair of the ERW Joint Committee and the Lead Director to discuss the ERW review and reform programme. This meeting will be hosted in Swansea. The next scheduled meeting is 25 March 2019.

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

## b) **Swansea Bay City Deal**

The first meeting of the Joint Scrutiny Committee, made up of Councillors for the four authorities involved, is taking place on 20 November in Carmarthen. The Committee, which will scrutinise the work of the Joint Committee responsible for delivering the City Deal Programme, will be serviced by Neath Port Talbot Council. Swansea Councillor representatives are: Jan Curtice, Phil Downing & Mary Jones.

## 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) **Residents Parking** (convener: Cllr Peter May)

This meeting, scheduled for 8 November, will focus on concerns that have been raised about the new electronic permit issuing process and enable relevant information to be discussed and questions. Issues about residents parking were also raised by members of the public in our annual scrutiny survey - about the adequacy of parking provision,

and whether the potential for charging given financial pressures has / is being explored.

d) **Air & Noise Pollution** (convener: Cllr Joe Hale)

A meeting of the Working Group has been arranged for the 6 November 2018 which 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.

Further Working Groups to be convened, in the order of priority:

1. **Welfare Reform** (convener: Cllr Louise Gibbard)  
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.
2. **Environmental Enforcement** (convener: Cllr Jeff Jones)  
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):

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

# Agenda Item 12



## Report of the Chair

Scrutiny Programme Committee – 8 October 2018

### Scrutiny Letters

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

#### 1. Introduction

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

## 2. Reporting of Letters

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

## 3. Letters Log

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

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a	Committee (Cabinet Member Q & A Session)	13 Aug	Letter to / from Cabinet Member for Homes & Energy

## 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): 15 (target within 21 days)      % responses within target: 90

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	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
8	Working Group	20-Jun	Community Cohesion	Better Communities - People	02-Jul			
9	Working Group	12-Jun	Homelessness	Homes & Energy	05-Jul	26-Jul	21	13-Aug



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
13	Development & Regeneration Performance Panel	19-Jul	City Deal financial implications	Economy & Strategy (Leader)	14-Aug	21-Aug	n/a	n/a
14	Public Services Board Performance Panel	18-Jul	Governance of PSB	Economy & Strategy (Leader)	15-Aug	28-Aug	13	
15	Service Improvement & Finance Performance Panel	14-Aug	End of Year Performance Monitoring Report	Economy & Strategy (Leader)	23-Aug	n/a	n/a	n/a
16	Committee	13-Aug	Cabinet Member Q & A	Homes & Energy	11-Sep	01-Oct	20	08-Oct
17	Adult Services Performance Panel	21-Aug	Performance monitoring	Care, Health & Ageing Well	11-Sep			
18	Service Improvement & Finance Performance Panel	11-Sep	Recycling and Landfill Annual Report	Environment & Infrastructure Management	19-Sep	n/a	n/a	n/a
19	Adult Services Performance Panel	17-Sep	Pre-decision on outcomes of residential care and day services commissioning reviews	Care, Health & Ageing Well	19-Sep	21-Sep	2	n/a
20	Child & Family Services Performance Panel	28-Aug	Update on adoption service and advocacy and Bright Spots Survey	Children's Services - Early Years	20-Sep	n/a	n/a	n/a
21								

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

**BY EMAIL**

cc Cabinet Members

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Linell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

Scrutiny

01792 637257

scrutiny@swansea.gov.uk

SPC/2018-19/2

11 September 2018

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 13 August 2018. It is about Housing, More Homes Delivery / Affordable Housing, Welsh Housing Quality Standard, Homelessness, Green Transport & Green Vehicle Adoption, and Energy.

Dear Councillor Lewis,

### **Cabinet Member Question Session – 13 August**

Thank you for attending the Scrutiny Programme Committee on 13 August 2018 and answering questions on your work as Cabinet Member for Homes & Energy.

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

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

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**  
**SWANSEA COUNCIL / CYNGOR ABERTAWE**  
GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE  
[www.swansea.gov.uk](http://www.swansea.gov.uk) / [www.abertawe.gov.uk](http://www.abertawe.gov.uk)

## **Housing**

### Housing Options

The Committee asked whether the introduction of universal credit had affected those renting via registered social landlords or the private rented sector. We were interested in finding out, whether there has been any evidence of reluctance from landlords to accept referrals from Housing Options for rehousing. Regarding registered social landlords you confirmed that in the last year no-one had been refused housing due to Universal Credit / Welfare Reform. We heard that there is a good working relationship with partners, with clear processes and protocols in place working together to help tackle homelessness. Since the meeting we have received your written response concerning the experience with the private rented sector.

### Fire Safety

Following up on our discussion last year and the aftermath of the Grenfell Tower, the Committee asked about progress with the installation of sprinkler systems in our existing tower blocks. You confirmed that the sprinkler system retrofit had been finalised in Penlan, with work at Clyne Court in Sketty imminent. We were pleased to hear that 'in-house' staff had been trained resulting in the Authority being able to offer this service to private / external developers. Thank you for providing us with the up-to-date timetable for this programme of works, as requested.

With regard to external cladding, you assured us that rigorous external cladding safety testing had been carried out together with communal door and flat entrance door fire safety testing – all had passed with flying colours.

### Housing Commissioning Review

Thank you for sharing a copy of the scoping document for the planned Housing Commissioning Review. We heard that the Commissioning Review would encompass all housing services (including District Housing Offices) to determine the future shape and delivery of a modern and sustainable housing service. You invited comments about the scoping document following the meeting. I am sure individual committee members will provide any thoughts to you. Thank you for providing us with an outline timeline for the Commissioning Review. Councillors will be keen to know about opportunities for engagement in this Review.

## **More Homes Delivery / Affordable Housing**

You highlighted progress made with the delivery of the More Homes project, with the first homes opened at Colliers Way and preparations underway at Parc Yr Helyg.

We noted that in addition to the construction of new homes, the strategy also included the acquisition of existing properties in order to increase the supply of affordable homes. There was a discussion around the meaning of the term 'affordable housing' and achievability. We acknowledged there are many forms of affordable housing e.g. council houses, purchase via shared ownership, low rent or purchase price under market value, etc.

You told us that the Council is also working with partners and the private sector in order to increase the supply of affordable homes, and that following a Land Valuation and Viability Study, a number of sites for partnership development have been identified. You acknowledged comments that were made to you about the need for more affordable homes in other areas of Swansea, such as the North and West of Swansea, including Gower, not just the Eastside. You responded that all Housing Revenue Account land was on the table for development, taking into account Housing Needs Assessments, and subject to the Local Development Plan.

We asked about plans for Tudno Place & Heol Emrys, Penlan. You reported that consultants will be procured in the next six months to develop a masterplan for the area and that a consultation process with local residents was underway about the future of this estate. You indicated that all options for improvement were on the table, including the possibility of demolition and new build instead of refurbishment, however it was still very early in the process. You confirmed that tenants and ward members would be engaged in the consultation.

We noted that under the Welsh Government Houses into Homes and National Home Improvement Loans schemes, 49 empty properties had been brought back into use, creating an additional 85 units of accommodation. Furthermore, you stated that many empty Council owned homes had been brought up to Welsh Housing Quality Standard. We wanted to know the extent to which there were such empty properties in the private sector and how many empty properties remained – we can confirm receipt of your response following the meeting which was emailed to us.

### **Welsh Housing Quality Standard**

We were interested in the authority's progress in achieving the Welsh Government's target standard for social housing by 2020. You highlighted that there has been considerable work to improve our Council homes and that the Capital Programme delivered £47m of investment in 2017/18. We are aware that a review of Swansea's delivery of the Welsh Housing Quality Standard has been undertaken by the Wales Audit Office and we look forward to its findings.

## **Homelessness**

You informed the Committee of the decision-making timetable for the Homelessness Strategy. We noted that it would be going to Cabinet for decision on 15 November (and to Council for information in December) and would be available for pre-decision scrutiny. We are pleased to hear that the review of the Strategy has taken into consideration feedback from the recent Scrutiny Working Group meetings in May / June.

We noted that public consultation on the Strategy will take place during September. The Committee is keen to discuss the Homelessness Strategy at the earliest opportunity and would appreciate your assistance to ensure our input in the process can be more meaningful. We will be in touch with you to discuss arrangements for further scrutiny.

## **Green Transport and Green Vehicle Adoption**

You highlighted that the development of a Green Fleet Policy was on your agenda for the next 12 months. It was important to you to improve air quality in Swansea through efforts such as increasing the number of zero carbon emission vehicles, and improving the infrastructure across the region (e.g. network of charging stations) in order to promote and encourage public use of electric and hydrogen vehicles and increase consumer confidence.

You stated there were now dedicated resources in place to take forward this work at a faster pace, and explore all green transport options, and were working in collaboration with Swansea University and other partners. We heard that the possibility of retro-fitting hydrogen cells in some of our fleet vehicles, such as our refuse vehicles, was being explored to further improve the corporate fleet and improve air quality.

## **Energy**

### Energy Services Company (ESCO)

You highlighted the proposed creation by the Council of a local energy services company to address the challenge of high gas and electric charges faced by Swansea residents and businesses, and tackle fuel poverty. You reported that the outcome of a feasibility study and public consultation will determine whether the venture goes ahead. You stated that early indications from consultation were positive. We asked about energy sources, and whether they would be fully renewable energy. We heard that the company might have to commence with fossil fuels with a view to moving to renewable, e.g. solar / wind or a mixture of fossil and renewable energy. You stressed that any decision to move forward would have to be based on a robust business case.

### Homes as Power Stations (City Deal project)

We discussed the Homes as Power Stations project, which aims to provide affordable, sustainable and energy efficient homes, through both building new homes and retrofitting existing homes with new technologies. We noted this would enable buildings to generate, store and release energy, and that this project will result in lower energy costs to householders, reduce energy demands from the grid and help tackle fuel poverty. We noted that private homes would be eligible to benefit.

We were particularly interested in the statement in your written report which told us that the project will make a difference to local businesses by kick starting a construction programme worth over £½ billion for an overall City Deal investment of £15 million (3% of the total programme value). It was not clear to us exactly how that figure has been arrived at and would appreciate some clarification.

There was discussion about energy sourcing and you stated that partnership discussions were ongoing with Swansea University in relation to photovoltaic systems and other systems / innovations, including ground source heating.

### Swansea Community Energy & Enterprise Scheme (SCEES)

We asked you about the Swansea Community Energy & Enterprise Scheme (SCEES). We understand this is a community-owned renewable energy company, initially established by the Council but now run independently by a group of local directors including yourself, to deliver community projects such as installing solar PV panels on schools. The Committee has observed that the Council's accounts show a purchase of 100,000 shares of SCEES and we asked about the purpose of this share purchase. You confirmed this was an investment in the Scheme, to help develop the Scheme, and would be repaid with interest.

### **Your Response**

In your response we would welcome your comments on any of the issues raised in this letter. Thank you for providing a swift response to outstanding issues identified at the meeting, ahead of our letter to you. There is just one outstanding matter which we would like you to write to us about: Clarification about the figures quoted regarding the impact of the Homes as Power Stations City Deal Project.

Please provide the response to this and any other comments about our letter by 2 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 invite you to a future Committee meeting in due course.

Yours sincerely,

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

**COUNCILLOR TERRY HENNEGAN**  
Vice-Chair, Scrutiny Programme Committee  
✉ [cllr.terry.hennegan@swansea.gov.uk](mailto:cllr.terry.hennegan@swansea.gov.uk)

**Councillor Terry Hennegan**  
**Vice-Chair – Scrutiny Programme**  
**Committee**

**BY EMAIL**

*Please ask for:* Councillor Andrea Lewis  
*Direct Line:* 01792 63 7442  
*E-Mail:* [cllr.andrea.lewis@swansea.gov.uk](mailto:cllr.andrea.lewis@swansea.gov.uk)  
*Our Ref:* AL/KH  
*Your Ref:*  
*Date:* 27<sup>th</sup> September 2018

Dear Terry

Thank you for your letter dated 11<sup>th</sup> September 2018. I am glad you found my written submission of use.

In relation to the Homes as Power Stations issue you raised, I can confirm that £15 M has been allocated from City Deal funding, subject to an acceptable business case being made. The headline figures for the Homes as Power Stations project are summarised below

	2018/19	2019/20	2020/21	2021/22	2022/23	Total
<b>City Deal</b>	£2,000,000	£4,000,000	£5,000,000	£3,750,000	£250,000	£15,000,000
<b>Private</b>	£23,075,000	£47,675,000	£73,050,000	£102,600,000	£129,500,000	£375,900,000
<b>Other programmes</b>	£6,425,000	£14,075,000	£22,200,000	£31,400,000	£45,500,000	£114,600,000
<b>Total</b>	<b>£31,500,000</b>	<b>£65,750,000</b>	<b>£100,250,000</b>	<b>£137,750,000</b>	<b>£170,250,000</b>	<b>£505,500,000</b>

Since I provided you with my written information, there has been an update to report regarding affordable housing provision at a national level. The Welsh Government have launched a review of the affordable housing supply in Wales. The Council has submitted evidence and views from a Swansea perspective to feed into the review.

Enclosed are the previous responses to questions asked at the meeting for the benefit of Committee Members.

### **Empty Properties**

The baseline empty dwellings in the private sector for 1st April 2018 was 1,859 ( this does not include categories such as second homes, where the property is owned by a social landlord, or the police, armed forces, university, local authority, church or NHS, commercial properties or properties which have been taken out of banding.)



## Timetable for Sprinkler Installation

Jeffrey's court completed May 2018.

Mathew Street 2 blocks will be completed by the middle of October 2018.

Clyne Court 3 blocks will be starting in October 2018 completion by March 2019.

Rheidol Court starting March 2019 completion May 2019.

Griffith John Street 2 blocks starting June 2019 completion November 2019.

Croft Street 2 blocks included within major refurbishment start date tbc but envisaged to be around October 2019.

## Housing Commissioning Review

### August 2018 – March 2019

Scoping document was considered by Financial services transformation group and Scrutiny in August

Stakeholder engagement - Communication with all staff, Members and trade union commenced in August

Staff focus groups set up and work underway to review service data, identify outcomes for customers etc August - October

Customer engagement taking place during Sept/October (to include specific tenant consultation panels and surveys at District Housing Offices)

Ongoing communication with local ward members via the Area Housing Managers

Aim to report findings to Cabinet before the end of the financial year (which would include pre scrutiny consideration/process)

Aim to implement findings in 2019/20 (however for some services this may vary dependant on the diversity/scale of the implementation etc)

## Green Transport and Green Vehicle Adoption

The adoption and implementation of Electric Vehicles (EV) and the associated supporting infrastructure, provides an excellent opportunity for Swansea Council to improve air quality, resulting in improvement to health and allows the authority to support a sustainable transport provision for the City & County of Swansea.

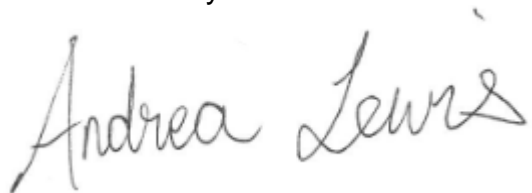
Transportation Officers are engaged in activities to provide Electric Vehicle Charging Infrastructure (EVCI). The preliminary work is focussed on the establishment of a strategy which will form the foundations to direct the Council's preferred strategy for the delivery of this infrastructure in the coming years. Officers are working with their counterparts in the other Local Authorities in South West Wales (Carmarthenshire County Council, Neath Port Talbot County Borough Council and Pembrokeshire County Council) to deliver a strategy which benefits the City Region as a whole and offers continuity in provision across Local Government borders.

It is expected that once the strategy has established the parameters of locations, charging standards and business models, that Officers will begin grant funding applications and tender procedures to deliver the infrastructure in the coming months.

There have been no further developments of note regarding the other subject areas listed in your letter.

If you have any further questions or queries, please let me know.

Yours sincerely

A handwritten signature in black ink that reads "Andrea Lewis". The signature is written in a cursive style with a large initial 'A'.

**COUNCILLOR ANDREA LEWIS**  
**CABINET MEMBER FOR HOMES & ENERGY**

**Written response from Cabinet Member for Homes & Energy to question about the private rented sector in conjunction with the rollout of Universal Credit.**

We work with a large number of private rented sector (PRS) landlords who are willing to accept households claiming benefit but it's fair to say many were concerned about the introduction of the Universal Credit benefit system. Given that it's paid 4 weeks in arrears and the administrative issues there were at the start of the rollout, landlords were clearly anxious about non-payment of rent and increasing rent arrears. We have a dedicated Support Worker allocated to supporting households in PRS accommodation and since December 2017, she reports that the majority of her work centres around addressing issues arising from Universal Credit claims. The system of processing a claim appears to be difficult for vulnerable households to find their way through and therefore it's essential there is assistance to do so.

Unfortunately there are landlords, who we have worked with, who will now accept claimants of Housing Benefit but not Universal Credit. They report a steep rise in rent arrears caused by the payment being made in arrears and direct to the tenant. However given that the intention is that Universal Credit will be rolled out to all households by March 2022, it's a matter that the PRS will have to tackle.

We have specific actions in our Homelessness Strategy to monitor the reasons for loss of rented accommodation, to better understand the drivers behind this cause of homelessness and also to work with DWP, Housing Benefit and Poverty and Prevention Services to identify households at risk of homelessness because of welfare reform.

**Appendix 1**

**Agenda Item 13**

**Audit Committee Workplan 2018/19**

Terms of Reference	12 June 2018	26 June 2018 (Special)	17 July 2018	14 August 2018	11 September 2018	9 October 2018	11 December 2018	12 February 2019	9 April 2019
<b>Training</b>	Audit Committee Initial Training Risk Management		Financial Management & Accounting Governance	Internal Audit	External Audit	Counter Fraud			
<b>Governance</b>	Election of Chair & Vice Chair Audit Committee Training Programme 2018/19		*Draft Annual Governance Statement 2017/18	Draft Audit Committee Annual Report 2017/18	AC Performance Review 17/18 Action Plan Update	Chair of Scrutiny Programme Committee Update on work of PDC's	AC Performance Review 17/18 Action Plan Update	AC Performance Review 17/18 Action Plan Update	
<b>Internal Audit</b>	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 - Draft	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 Social Care Contracts Update	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
<b>Risk Management &amp; Performance</b>	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
<b>Counter Fraud</b>					Corporate Fraud Annual Report 2017/18				Corporate Fraud Annual Plan 2019/20
<b>External Audit</b>		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
<b>Financial Reporting</b>			Draft Statement of Accounts 2017/18 - CCS Letters of Representation CCS & Pension Fund	Draft Statement of Accounts 2017/18 - Pension Fund		Trusts & Charities Update Report	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  
\*Special Meeting held 23/08/18 to discuss and approve the amended Annual Governance Statement 2017/18*

# Agenda Item 14

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

- a) 11 October at 4.00pm – Equalities Scrutiny Inquiry Panel (Committee Room 5, Guildhall)
- b) 17 October at 2.00pm – Schools Scrutiny Performance Panel (Visit and meeting at Ysgol Crug Glas Special School)
- c) 23 October at 3.30pm – Adult Services Scrutiny Performance Panel (Committee Room 3A, Guildhall)
- d) 29 October at 10am – Service Improvement & Finance Scrutiny Performance Panel (Committee Room 5, Guildhall)
- e) 29 October at 4pm – Child & Family Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- f) 31 October at 2.30pm – Natural Environment Scrutiny Inquiry Panel (Committee Room 6, Guildhall)
- g) 6 November at 10.30am – Air & Noise Pollution Scrutiny Working Group (Committee Room 5, Guildhall)
- h) 7 November at 10.00am – Development & Regeneration Scrutiny Performance Panel (Committee Room 5, Guildhall)
- i) 8 November at 4.00pm – Residents Parking Scrutiny Working Group (Committee Room 5, Guildhall)