



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Scrutiny Programme Committee

**At:** Council Chamber - Guildhall, Swansea

**On:** Monday, 8 April 2019

**Time:** 4.30 pm

**Chair:** Councillor Mary Jones

#### **Membership:**

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

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

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

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### Agenda

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal & Prejudicial Interest.**  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
- 3 **Prohibition of Whipped Votes and Declaration of Party Whips.**
- 4 **Minutes.** 1 - 3  
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 5 **Public Question Time.**  
Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt with in a 10 minute period.
- 6 **Cabinet Member Question Session: Cabinet Members for Better Communities (Councillors June Burtonshaw & Mary Sherwood).** 4 - 30
- 7 **Crime & Disorder Scrutiny - Safer Swansea Partnership.** 31 - 37

<b>8</b>	<b>Scrutiny Performance Panel Progress Report.</b> Public Services Board (Councillor Mary Jones, Convener)	<b>38 - 59</b>
<b>9</b>	<b>Membership of Scrutiny Panels and Working Groups.</b>	<b>60 - 61</b>
<b>10</b>	<b>Scrutiny Work Programme 2018/19.</b> Discussion on: a) Committee Work Plan. b) Opportunities for Pre-Decision Scrutiny. c) Progress with Scrutiny Panels and Working Groups.	<b>62 - 89</b>
<b>11</b>	<b>Scrutiny Letters.</b>	<b>90 - 119</b>
<b>12</b>	<b>Audit Committee Work Plan (For Information).</b>	<b>120 - 121</b>
<b>13</b>	<b>Date and Time of Upcoming Panel / Working Group Meetings.</b>	<b>122</b>

**Next Meeting:** Monday, 13 May 2019 at 4.30 pm

*Huw Evans*

**Huw Evans**  
**Head of Democratic Services**  
**Monday, 1 April 2019**

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**Contact: Democratic Services - Tel (01792) 636923**

# Agenda Item 4



City and County of Swansea

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

Council Chamber - Guildhall, Swansea

Monday, 11 March 2019 at 4.30 pm

**Present:** Councillor T J Hennegan (Vice Chair) Presided

### **Councillors**

C Anderson  
L S Gibbard  
E T Kirchner  
W G Thomas

### **Councillors**

M Durke  
D W Helliwell  
S Pritchard

### **Councillors**

E W Fitzgerald  
P K Jones  
G J Tanner

### **Statutory Co-opted Member**

A Roberts

### **Councillor Co-opted Members**

P M Black  
C A Holley

P R Hood-Williams  
J W Jones

### **Also Present**

Jennifer Raynor

Cabinet Member for Education Improvement, Learning and Skills

### **Officer(s)**

Nigel Hawkins  
Louise Herbert-Evans  
Kate Jones  
Michelle Roberts  
Debbie Smith

Projects and Procurement Manager  
Head of Capital Planning and Delivery Unit  
Democratic Services Officer  
Scrutiny Officer  
Deputy Chief Legal Officer

### **Apologies for Absence**

Councillor(s): M H Jones and W G Lewis

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

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interests were declared:

Councillor P M Black – personal – Minute Nos. 125 – Governor of Burlais Primary School.

Councillor C A Holley - personal - Minute Nos. 125 – Chair of Governors at Burlais Primary School.

## **122 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.

**123 Minutes.**

**Resolved** that the Minutes of the Scrutiny Programme Committee held on 11 February 2019 be approved and signed as a correct record.

**124 Public Question Time.**

A number of questions were asked relating to Minute 125 "Call-In of Cabinet Decision on 21 February 2019 – Item 9 - 21<sup>st</sup> Century Schools Programme - New Build for Gorseinon Primary School".

The Cabinet Member for Education Improvement, Learning Skills responded.

**125 Call-In of Cabinet Decision on 21 February 2019 - Item 9 - 21st Century Schools Programme - New Build for Gorseinon Primary School (Report of the Cabinet Member for Education Improvement, Learning and Skills).**

The Cabinet Member for Education Improvement, Learning and Skills, the Head of Capital Planning and Delivery Unit and the Projects and Procurement Manager were present for the Committee's Consideration of the Call-In of Cabinet Decision on 21 February 2019 – item 9 – 21<sup>st</sup> Century Schools Programme – New Build for Gorseinon Primary School.

The Scrutiny Officer provided an overview to the Committee of the Call-In process.

The Committee asked questions of the Cabinet Member who, together with Officers, responded accordingly. Questions and discussions focussed on the following: -

- The biodiversity on that part of Parc y Werin required for the school was negligible
- The omission of the Corporate Priority 'Maintaining and enhancing Swansea's natural resources and biodiversity' from the Cabinet Report of 21 February 2019
- The aim of the Corporate Priority of 'Maintaining and enhancing Swansea's natural resources and biodiversity'
- The importance of the consideration of all Corporate Priorities
- Concern over the loss of any green space and felling of any trees
- The planning application for the site had been approved
- Opportunities from the development, for example, enhancement and increased use of the facilities as seen in similar developments at Gowerton, Bishopston and Burlais
- Distinction between Building Cost Index and Tender Price Index

**Resolved** that: -

- 1) That Committee agreed Paragraph 4.2 i) as set out in the report, which stated "If satisfied with the explanation it will so indicate to enable the decision to be implemented".
- 2) The Vice Chair of the Scrutiny Programme Committee write a letter to the Cabinet Member for Education Improvement, Learning and Skills outlining the views of the Committee.

**126 Scrutiny Performance Panel Progress Report.**

In the absence of the Convenor, Councillor Mo Sykes, the Schools Performance Panel Progress Report was noted.

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

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

**Resolved** that: -

- 1) Councillors Joe Hale and Lynda James be added to the Development & Regeneration Scrutiny Performance Panel; and
- 2) Councillor Peter Black be removed from the Digital Inclusion Working Group.

**128 Scrutiny Work Programme 2018/19.**

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

Councillor Peter Jones referred to a paper which he has prepared detailing thoughts about the scrutiny work programme, its focus and future practice / process. He sought approval from the Chair to share this at the Annual Work Planning Conference for wider discussion.

It was requested that a copy of the paper be provided to Committee Members in advance for comment.

**Resolved** that the Annual Work Planning Conference include discussion on the future practice / process as outlined in the above-mentioned paper.

**129 Scrutiny Letters.**

The Scrutiny Letters Report was noted.

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

The Work Plan for the Audit Committee was provided for information.

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

The dates and times of upcoming Panel / Working Group meetings were provided for information.

The meeting ended at 5.40 pm

**Chair**

# Agenda Item 6



## Report of the Chair

Scrutiny Programme Committee – 8 April 2019

### Cabinet Member Question Session

<b>Purpose:</b>	To enable the Committee to question Cabinet Members on their work. The Committee's questions will broadly explore Cabinet Members' priorities, actions, achievements and impact in relation to areas of responsibility.
<b>Content:</b>	The following Cabinet Members will appear before the Committee to participate in a question and answer session: <ul style="list-style-type: none"><li>• Councillor June Burtonshaw, Cabinet Member for Better Communities (Place)</li><li>• Councillor Mary Sherwood, Cabinet Member for Better Communities (People)</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
	- Better Communities - Place

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

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

## 2. Cabinet Member Question Session

- 2.1 The following Cabinet Member will appear before the Committee:
- a) Councillor June Burtonshaw, Cabinet Member for Better Communities (Place)
  - b) Councillor Mary Sherwood, Cabinet Member for Better Communities (People)

This Cabinet Portfolio is split between the two Cabinet Members as follows:

<b>People (Cllr Mary Sherwood)</b>	<b>Place (Cllr June Burtonshaw)</b>
<ul style="list-style-type: none"> <li>• 3rd Sector Engagement</li> <li>• Access to Services</li> <li>• Community Cohesion</li> <li>• Community Engagement</li> <li>• Communities First</li> <li>• Communities for Work</li> <li>• Digital Inclusion</li> <li>• Domestic Abuse</li> <li>• Drugs / Alcohol</li> <li>• Equalities &amp; Diversity</li> <li>• Food Banks</li> <li>• Future Generations lead</li> <li>• Localised Services</li> </ul>	<ul style="list-style-type: none"> <li>• Allotments</li> <li>• Community Building Rationalisation</li> <li>• Community Centres</li> <li>• Community Cohesion</li> <li>• Community Development</li> <li>• Community Grass Cutting Services</li> <li>• Libraries</li> <li>• Litter &amp; Community Cleansing</li> <li>• Members Community Budget Scheme</li> <li>• Neighbourhood Working</li> </ul>

<ul style="list-style-type: none"> <li>• Poverty Reduction lead</li> <li>• Safer Swansea Partnership (non city centre)</li> <li>• Social Inclusion</li> <li>• Welfare Reform</li> <li>• Welfare Rights</li> <li>• Lead elements of Sustainable Swansea</li> </ul>	<ul style="list-style-type: none"> <li>• Poverty Reduction</li> <li>• Public Space Protection Orders</li> <li>• Tend &amp; Mend</li> <li>• Weed Spraying Programme</li> <li>• Lead elements of Sustainable Swansea</li> </ul>
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### 3. Approach to Questions

3.1 At each Cabinet Member Question Session 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. (NB: Cllr Sherwood is the lead Cabinet Member for Future Generations)
- Public Services Board (PSB) – their relationship with the work of the PSB; how the PSB impacts on their portfolio and how it is making a difference etc.

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

3.4 Amongst questions from the Committee is the intention to ask about:

- the transition from Communities First (for Cllr Sherwood)
- steps being taken by the Council to minimise its use of potentially carcinogenic glyphosate/Roundup in weed-spraying, whether on roadside grass verges or in Council-managed parks and gardens,



given health risks to humans and to other species. (for Cllr Burtonshaw)

With reference to agreed Scrutiny Improvement Objectives the Committee should ensure the Q & A Session also enables it to:

- Follow up, where necessary, on progress with relevant Scrutiny Working Group recommendations to assess impact / outcomes
- Raise any outstanding actions in respect of any other scrutiny activities / recommendations.
- Ask about future key decisions so the Committee can identify any issues which they may want to discuss at an earlier stage than cabinet reporting.
- Encourage Cabinet Members to consider reporting to scrutiny / consulting on significant issues and planned decisions at an early stage to enable views of scrutiny to be taken.

3.5 Following each session the chair will write to 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 Scrutiny**

4.1 The correspondence with Cllrs. June Burtonshaw & Mary Sherwood following last year's Q & A session (April 2018) is attached. Taking account there have been portfolio changes since last year, the following issues still relevant to the current portfolio were discussed, and Committee Members may wish to follow up:

- Well-being of Future Generations Act
- Community Hubs
- Members Community Budget Scheme

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

Scrutiny involving the Cabinet Members over the past year:

The Cabinet Members were written to over the past year about the following issues:

- Performance Panels:
  - Equality Review Report (Service Improvement & Finance - Jul 2018)

- Community Groups and Friends of Parks (Service Improvement & Finance – Mar 2019)
- Library Annual Report 2017/18 (Service Improvement & Finance – Mar 2019)
- Working Groups:
  - Community Cohesion & Hate Crime Working Group (Jul 2018)
  - Welfare Reform Working Group. (Feb 2019)
- Inquiry Panels:
  - Tackling Poverty Inquiry Follow Up (Oct 2018)

In addition the Committee will be aware that a Scrutiny Inquiry is currently looking at Equalities. Cllr Mary Sherwood has provided input into this work.

## **5. Future Scrutiny**

- 5.1 The Committee should note that the Cabinet Members will be engaged in the following planned / future activity:
- Anti-Social Behaviour Working Group (15 April 2019)
  - Equalities Inquiry Panel – response to inquiry recommendations following presentation of Panel’s report to Cabinet. Recommendations which are agreed by Cabinet will be subject to a follow up process around 9-12 months after cabinet decision.

## **6. Other Questions**

- 6.1 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. It is up to the Committee how to deal with any suggested questions within the Session.
- 6.2 On this occasion no questions have been received.

## **7. Next Session**

- 7.1 The next scheduled Cabinet Member Question Session, on 13 May, is with the Cabinet Member for Delivery, Councillor David Hopkins.
- 7.2 The question session with the Cabinet Member for Investment, Regeneration & Tourism, Councillor Robert Francis-Davies, that was planned for 11 March was cancelled as the Cabinet Member was unable to attend. This has also been re-arranged for 13 May Committee meeting.

## **8. Legal Implications**

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

## **9. Financial Implications**

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

**Background Papers:** None

### **Appendices:**

**Appendix 1:** Key Headlines: Cabinet Members for Better Communities

**Appendix 2:** Previous Correspondence



**Report of the Cabinet Members for Better Communities, Cllr Mary Sherwood (People) and Cllr June Burtonshaw (Place)  
Scrutiny Programme Committee – 8 April 2019**

**Key Headlines: Cabinet Members for Better Communities  
(People and Place)**

**Purpose:** This report outlines notable activities and achievements in terms of ensuring the delivery of key priorities within the Better Communities portfolio. It describes key activities within the portfolio and how they are implemented in line with the Well-being of Future Generations Act (WFG Act). The report also identifies objectives, key challenges and decisions which are anticipated for Cabinet over the next 12 months. It also sets out how activity is aligned with the Public Services Board.

**Report Author:** Suzy Richards

**Finance Officer:** Paul Roach

**Legal Officer:** Debbie Smith

**Equality Officer:** Rhian Millar

## **1.0 The Portfolio for Better Communities (People and Place)**

1.1 Key responsibilities within the portfolio include;

### **People (Cllr Sherwood)**

- 3rd Sector Engagement
- Access to Services
- Community Cohesion
- Community Engagement
- Communities for Work
- Digital Inclusion
- Domestic Abuse
- Drugs / Alcohol
- Equalities & Diversity
- Food Banks

- Future Generations (Lead)
- Localised Services
- Poverty Reduction (Lead)
- Safer Swansea Partnership (Non City Centre)
- Social Inclusion
- Welfare Reform
- Welfare Rights

### **Place (Cllr Burtonshaw)**

- Allotments
- Communities First
- Community Building Rationalisation
- Community Centres
- Community Cohesion
- Community Development
- Community Grass Cutting Services
- Lead Elements of Sustainable Swansea
- Libraries
- Litter & Community Cleansing
- Members Community Budget Scheme
- Neighbourhood Working
- Poverty Reduction
- Public Space Protection Orders
- Tend & Mend
- Weed Spraying Programme

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

1.3 This report highlights the progress made and future areas of focus in relation to key priorities within the portfolio. The report also highlights other notable areas of achievement and focus for the longer term. In particular, the report highlights how the Well-being of Future Generations Act's (WFG Act) sustainable development principle is applied in terms of the five ways of working and maximising contribution to the seven national well-being goals.

## **2.0 Leading on the Well-being of Future Generations Act**

2.1 Corporate activity to date has focused on implementing the high level requirements of the WFG Act focusing on key areas for change. In October 2018, Council reviewed the Corporate Plan and Well-being Objectives for 2018/22 taking into account scrutiny work on 'Swansea's Natural Environment'. This resulted in the adoption of a new Well-being

Objective. 'Maintaining and enhancing Swansea's Natural Resources and Biodiversity'.

2.2 The objective will help the Council demonstrate its contribution to the goal of a 'resilient Wales', encouraging all services to maximise environmental well-being. The addition also improves alignment with the Public Services Board's 'Working with Nature' local well-being objective resulting in greater integration and facilitating better collaborative working with partners.

2.3 The development of a City Centre Green Infrastructure Strategy exemplifies the type of project driven forward as part of the new well-being objective. It also demonstrates how the sustainable development principle's five ways of working underpin how the Council operates.

- The project has been delivered in **collaboration** with Natural Resources Wales (NRW).
- Its aims align with similar regional work undertaken by Public Services Boards ensuring **integration**.
- The **involvement** of the public is taking place at an early stage so feedback on the green future people want to see can be built into plans for the City Centre.
- This aims to result in **long term** outcomes improving biodiversity and the prosperity of the City Centre
- and the **prevention** of problems like air pollution, surface water and decline of visitors to the city centre.

Other examples include the adoption of a corporate tree strategy, a corporate risk of "Tree Loss" and future development of a Green Infrastructure Planning tool.

2.4 The Council has produced its first Annual Report (for 2017/18) using a new structure in line with the requirements and expectations of the WFG Act. Service Planning is a key mechanism where the WFG Act's principles are embedded into the way services are delivered. This process also helps services make sure that they maximise their contribution to each of the each of the national well-being goals. This process has been updated for 2019/20 to incorporate changes made to the Corporate Plan and Well-being Objectives.

2.5 The Council continues to pilot work that allows citizens to influence policy and service delivery through the development of a coproduction approach. Public engagement remains patchy however, resulting in low levels of involvement in statutory consultation and other interfaces; this is a cause for concern.

2.6 The Future Generations Commissioner has developed a suite of tools for supporting service design, projects and most recently scrutiny. These tools have been trialled by PDC's, the Swansea's Natural Environment Scrutiny Inquiry and adapted by services to challenge areas such as financial decision-making.

- 2.7 Moving forward, the Council will continue to implement the steps to deliver the Council's Well-being Objectives as described in the Corporate Plan - 2019/22 with progress reported in the Council's Annual Report. Service Plans for 2019/20 will be developed so that sustainable development principles are embedded and services demonstrate their contribution to the Council's Well-being and Equality Objectives.
- 2.8 This year will see the development of a programme and project plan to further to embed the sustainability principles of the Act into the business of the Council. In addition to corporate oversight and monitoring of the Council's Prevention Strategy.

### **3.0 Links to the Public Services Board and Local Well-being Plan**

- 3.1 The Cabinet Members sit on the Partnership Board of Swansea Public Services Board (PSB) and contribute to the work of the PSB. In addition, Cllr Sherwood participates in the work of the Research Group and was involved in the establishment of the Strong Communities Objective Delivery Group.
- 3.2 Many areas within the portfolio link directly to the Local Well-being Plan and in particular the Strong Communities and Working with Nature well-being objectives. Significant third sector involvement in the PSB is supported by the portfolio's third sector engagement responsibility.
- 3.3 Groups with whom the Portfolio works such as the Third sector Liaison Group, Poverty Partnership Forum and Stronger and Cohesive Communities Core group can assist in acting as engagement and delivery mechanisms. The PSB and services working within the portfolio also mutually benefit from sharing research and information.

### **4.0 Equalities and Diversity**

- 4.1 Swansea Council has undertaken a range of activities to support Equality and Diversity over the last year.
- Continued engagement with Swansea Bay LGBT forum and Disability Liaison Group (DLG)
  - The LGBT forum supported the first Pride event which was held in the National Waterfront Museum on 5<sup>th</sup> May. The first ever Pride parade took place which saw over 1,000 people march through Swansea City Centre. Figures for the National Waterfront showed over 3,000 people came and took part in the celebrations, which included entertainment and information stalls.
  - The Swansea Council Staff LGBT+ Group are a constituted group that meet regularly to provide a peer support network for LGBT+ staff, raise awareness of LGBT+ issues in the workplace and fundraise for LGBT+ charities, including World AIDS Day. They've held information stands at staff Health and Wellbeing

events, while some members of the committee are part of the council's bully buddy scheme providing dedicated LGBT+ support to those who require it. A number of members have publicised personal profiles on the staff Intranet that tell their experiences of coming out, and being an out LGBT+ person in the workplace.

- A scrutiny inquiry into equalities is taking place in which staff have taken part in a survey regarding the importance of equalities in the Council. The inquiry panel have also spoken to community groups, including the LGBT forum, the DLG, the South West Wales BME network, Older People's Network etc.
- Improvement to taxi licensing application process to ensure that greater consideration is given to equalities.
- EIA guidance has been further updated to encourage easier understanding and overall improvement to the process.

4.2 In order to ensure greater integration, departments now play a much larger role in ensuring the Council meets its duties under the Equality Act. In order to support and build capacity a network of Equality representatives has been established. These officers have to date received generic equality and diversity training and also specific disability awareness training. A session regarding GDPR and equality monitoring has also been given. Providing adequate resource to maintain the required levels of analysis and reporting while the workforce is being upskilled remains a challenge.

4.3 As part of the public sector's equality duty, the Council is required to publish annual equality and diversity review reports. These reports demonstrate progress against the equality objectives and include details of additional work that we have undertaken throughout the year. This responsibility is now discharged by the Strategic Delivery Unit. The report for 2017/18 was approved by Cabinet on 20th September 2018. The Annual Equality & Diversity Review Report for 2018/19 will be published in September 2019. Work will begin during 2019 on the development of the Strategic Equality Plan 2020/24 to be published in April 2020.

4.4 The Welsh Language Standards report help monitor and demonstrate progress. Responsibility for this work now rests with the Welsh Translation Unit.

4.5 The Council seeks to ensure that all its plans, strategies and policies do not discriminate against any group or person and that they promote Equality and Diversity in the local area. The Council has continued to equality impact assess all of its decisions, including the recent Budget proposals, as required by law.

4.6 Work with partners to explore Swansea becoming a Human Rights City has continued. This aim is also a step contributing to the Stronger Communities Well-being Objective within PSB's Local Well-being Plan. Work has progressed via a Steering Group led by Swansea University



and has benefited from the attention of the Poverty Reduction PDC. A 'Statement of Intent' is under development and potential pilot projects are being developed.

### **5.0 Community Cohesion**

- 5.1 Community Cohesion work over the past year has successfully engaged councillors, multi-agency staff, volunteers and individuals in countering negative messaging concerning sections of our community. Myth-busting information has been developed and shared to help counter misconceptions. More work is needed to ensure councillors are fully confident with these messages and aware of how they can help.
- 5.2 The service supports interactions that bring groups together such as the Inter-faith Group which brings religions together, Swansea University's The Bigger Picture Festival, and the annual Eid in the Park event. A new group was established in January 2019, the Stronger and Cohesive Communities Network. This solutions focused group is preparing a priority/issues plan with six key areas each taken forward by an accountable organisation.
- 5.3 Hate crime reporting and intelligence at the community level is supported with a partnership approach in place with South Wales Police. A train the trainer Hate Crime session took place in February to raise awareness across participating organisations.

### **6.0 Poverty Reduction**

- 6.1 The Swansea Poverty Partnership Forum has met quarterly throughout 2018/19 providing a floor for partnership discussion, sharing of knowledge, best practice and development of partnership working. The Forum has considered many topics including Universal Credit and the predictions made by the Policy In Practice data analysis, Swansea Working, Regional Learning and Skills Partnership and Holiday Hunger. Membership has grown over the previous year with many organisations represented at the forum.
- 6.2 The Financial Inclusion Steering Group has also met quarterly through 2018/19 providing the opportunity for organisations involved in the provision of financial support. This has been particularly useful during the roll out Universal Credit in Swansea which has dominated the agenda throughout the year. Several pieces of work have been delivered through the group including the production and distribution of the 'Quids In!' guides and the delivery of the Loan Shark Awareness Training to front line staff in Swansea.

- 6.3 The Poverty Reduction Policy Development Committee has looked at a number of issues over the year. Most recently it has considered the impacts of High Cost Lending and has developed an Action Plan.

A series of successful meetings were recently held to explore the interest in developing a Poverty Truth Commission for Swansea. Facilitated by Andrew Grinnell (Leeds Poverty Truth Commission), the three meetings engaged with Civic Leaders, key organisations and people with lived experience of poverty. Preparations are being made for the next step of setting up a 'Start-Up Group' and identifying potential Commissioners.

- 6.4 Poverty Forum: This internal piece of governance for the Tackling Poverty Strategy pre-dated the strategy and since its adoption has waned in focus and effectiveness. The Interim Chief Executive intends to use the Poverty Truth Commission as a mechanism to bring new focus and energy to the forum and hopefully improve its ongoing effectiveness.

### **7.0 Welfare Reform**

- 7.1 The final 'Policy In Practice' analysis of Swansea's Single Household Benefit Extract took place in September 2018. A Data Sharing Agreement has been written and approved that allows the household level data to be utilised in order to provide offers of support to targeted and selected cohorts.

- 7.2 Swansea are not committed to any further Policy In Practice analysis. However, Welsh Government have commissioned Policy In Practice to carry out a Wales wide analysis, local authorities across Wales will be required to submit their Single Household Benefit Extract Data for the analysis. At this time it is uncertain what level of data will be made available to local authorities to utilise in the mitigation of the impacts of multiple welfare reforms.

### **8.0 Welfare Rights**

- 8.1 The welfare rights advisers remit is to increase welfare rights awareness and knowledge of the workforce in Swansea in order to increase capacity to try and meet demand. They do this by providing training on a range of welfare benefit issues; an advice line; appointments for appeal representation and complex casework; publications and self-help guides and policy work.

- 8.2 The work of the welfare rights team has resulted in changes at both a national and local level; for example the results of a mini take up of former Incapacity Benefit claimants migrated to Employment and Support Allowance was fed into a national campaign which resulted in the Government agreeing to revise all claimants awards of Contributory Employment and Support Allowance. The result of this take up campaign increased average weekly income by £62.53 and a backdated lump sum payment of £6,089.20 for each of the 17 claimants involved.

- 8.3 In the financial year 2017/18 the team raised £1,154,597.16 by securing rights and entitlements to welfare benefits. This is worth £5,772,985.80 to the local economy. From April 2018 to December 2018, the team have raised £707,606.57 by securing rights and entitlements to welfare benefits. This is worth £3,538,032.85 to the local economy.
- 8.4 The work of the team has in many of the cases prevented eviction proceedings being enforced and has reduced both rent and council tax arrears, this has impacted on all services, including child and family because the children are no longer at risk. In some cases an award of a disability benefit not only increases income but will prevent claimants moving over to Universal Credit in the short term and when they do, they will receive significantly more income going forward.
- 8.5 The team are currently working closely with Child and Family Services to identify potential savings and encouraging staff to contact the team when there are benefit issues instead of signposting out to other organisations. A quick phone call to the advice line could save time, money and resources.
- 8.6 It is recommended that the effective use of Welfare Rights by Social Services (Adult and Child & Family), Housing and other teams which come into contact with families under stress be promoted and scrutinized. Benefit under-claiming remains a huge issue and households affected by welfare reform are at risk of becoming high-demand users of our costly services, where effective income maximisation could de-escalate their issues.

### **9.0 Communities for Work**

- 9.1 Communities for Work is co-delivered across Wales with the Department for Work and Pensions. In addition, Communities for Work Plus commenced in January 2018 providing employability support for those clients in and around delivery areas who may not be eligible for Communities for Work or other ESF funded provision. Both programmes provide a comprehensive offer.
- 9.2 There is close working with a number of employability programmes, (that fall under the Swansea Working umbrella). Delivery also takes place with the two other Swansea Council delivered programmes Cam Nesa and Workways Plus. These programmes have achieved a combined conversion rate of 37% helping a total of 438 people into work.

### **10.0 Swansea Working**

- 10.1 Swansea Working is a collaboration between Workways, Communities for Work and Cam Nesa is and has been very productive and successful to meet the needs of the citizens of Swansea in relation to pathways to employment. Swansea Working has delivered 39 training courses/upskilling opportunities, programmes within Swansea Working have provided close to 400 vacancies in the hidden job market for participants to access.
- 10.2 Sector specific, participant engagement, information events and discovery events have taken place producing over 150 referrals into employability programmes. Over 20 new partnerships have been developed in addition to many existing partnerships to support citizens in numerous aspects of employability support.
- 10.3 1325 referrals were received through the Swansea Working referral system from May 2018 to March 2019. This resulted in over 450 job outcomes, over 370 achieving accredited training and over 220 participants from 14 partners accessing sector specific training through Swansea Working until the end of March 2019. The extent of collaborative working is evidenced by the fact 38 partners receive referrals or refer into the system.

### **11.0 Communities First**

- 11.1 The Legacy Fund has enabled progress to be achieved within the areas of tackling child poverty and mitigating adverse childhood experiences, and enhancing employment support provision through the development of a single employability offer. Developments include the continual engagement and participation of individuals in activity delivered through third party deliverers based in communities. Much of this work is targeted at families and children but project monitoring reports a consistently high engagement and participation rate in the project work funded through the programme.
- 11.2 Progress has also been made with the enhancement of employment support and development of single employability offer. Highlights include the development and implementation of the Swansea Working referral system, the Swansea Working Offer, sector specific training opportunities and establishing and maintaining relationships with key organisations who deliver employability support in the area.
- 11.3 The Legacy Fund has also supported the financial inclusion and welfare rights agenda through funding two specialist posts. These posts are aligned with our employability delivery and existing project work in the communities, and meet a clear community need, (with the ongoing implementation of universal credit and financial inclusion issues experienced at a community level).

## **12.0 Community Engagement**

- 12.1 Over the last year, the Council has undertaken a number of formal statutory consultations and more informal surveys to seek the views of staff and members of the public. For example, we undertook extensive consultation around the changes to residential care and day care provision in Swansea. Our yearly budget consultation in December helped shape how the Council will save money over the next 12 months.
- 12.2 The need for surveys and engagement tools to be as accessible and “plain English” as possible - within the legal constraints that shape statutory consultation - is under discussion.
- 12.3 Various teams have provided advice and support to inform engagement activities within Departments across the Council such as Pupil Voice, the Big Conversation, Housing Tenant participation and engagements around regeneration projects. Councillor Champions have also been developing relationships with relevant groups of service users and residents to improve and support engagement.

## **13.0 Third Sector Engagement**

- 13.1 The Council’s Compact with the third sector has been successfully launched. Work is beginning forming the Third Sector Liaison Group which will take forward discussions relating to initial topics for focus, funding, and contracts, etc.

## **14.0 Digital Inclusion**

- 14.1 Swansea Council continues to roll out its successful Get Swansea Online programme. The KPI target for digital inclusion measures the number of attendees of the ‘Get Swansea Online’ courses. The 2018/19 target is 440, and the Council had 453 attendees. In line with the involvement principle, the courses have taken place in 17 locations across Swansea, which includes three quarters of the libraries.
- 14.2 Moving forward, work on a Digital Inclusion Strategy and Implementation Plan is in progress. This aims to integrate with the Welsh Government Digital Inclusion Strategy. A draft framework will be ready by April 2019.

## **15.0 Safer Swansea Partnership**

- 15.1 The Street Vulnerability Multi Agency Risk Assessment Conference (MARAC) is now working to support 29 individuals.
- 15.2 Swansea’s Pupil Voice Forum worked with the Partnership to provide a workshop and Q & A session exploring what young people saw as risks to them from a community safety standpoint. It was interesting to see that the themes identified did not reflect our current expectations or planning assumptions.

The crime prevention themes highlighted were bullying, safety online, respect/homophobia, healthy relationships, substance misuse and personal safety. Far different from the traditional community safety areas of anti-social behaviour and arson. They have also facilitated performances in schools exploring bullying, burglary, hate crime and scams.

- 15.3 The Partnership plans to actively participate and support the principles of contextual safeguarding in our approach to safeguarding and community safety. The outcomes from the successful Pupil Voice project will help inform our work, and there are good opportunities to take forward work regarding awareness campaigns and future engagement.
- 15.4 The rising challenge of Substance Misuse is being addressed via joint working facilitated by Swansea and NPT PSBs and Western Bay. This has led to the formation of a Critical Incident Group which has increased understanding of County Lines and associated impacts. More importantly, collaborative action has been taken (for example a awareness raising communications campaign) and an action plan has been agreed moving forward to be monitored by the PSBs.

### **16.0 Domestic Abuse**

- 16.1 The Violence against Women, Domestic Abuse & Sexual Violence Strategic Partnership Group have reviewed the objectives in the strategy and established actions for 2019/20. These include projects working with young people to ensure they have healthy, safe and equal relationships.
- 16.2 Swansea One Stop Shop Partnership - Multi-agency dialogue is continuing to ensure we continue to work in partnership to meet the needs of citizens.
- 16.3 A Swansea and Neath Port Talbot commissioning review of domestic abuse provision aiming to ensure that service delivery models are of good quality, financially sustainable, and meet strategic and legislative requirements. The focus of the review will take into consideration the five ways of working and ensure we develop robust data collection across services to evidence impact and ensure there is a continual understanding of client groups and client need. A working group will establish a training package and timetable for delivery.
- 16.4 In 2019/20 a new partnership agreement will be developed with service users to ensure there is an agreed way of working so people can get the right support at the right time, to enable them and their family to feel safe and not afraid, now and in the future.

## **17.0 Community Centres / Community Development**

- 17.1 The role of the Community, Partnerships, Destination & Development Section, given its limited staff resource, is to act as community enablers to support groups and empower the volunteers.

The last 18 months has seen a strengthening of Friends of Parks groups, 11 of which have been established, with 28 in total. There are 38 Community Centres with voluntary management committees, 19 self-managed football pitches and 16 bowling greens.

- 17.2 Financial investment in community centres and parks has been significant over the last two years, due to external funding from Beyond Bricks & Mortar, third party investment and by voluntary groups.
- 17.3 The Service Improvement and Finance Scrutiny Panel has received a report on Community Groups and Community Centres which outlines the general activity and position of Groups and Centres for the last 12 to 18 months.
- 17.4 Challenges going forward are staff resources versus expectations and quality support and guidance for the newly established community groups.
- 17.5 Future activity includes an on-going discussion with Friends Groups on a "Memorandum of Understanding". The asset transfer of Coedgwyllim Park to a partnership model of Community Council/Friends group. and two new community centre models going forward, Parc Y Werin & Discovery Centre, Brynmill Park.
- 17.6 Community development is about working together with people and communities to establish strong, mutually supportive ways of meeting the challenges. Our approach is to ensure successful community engagement to create safe, strong and cohesive communities by building community spirit and pride and encourage people to take an active role in their communities. Our aim is to build community capacity for self-help, use community assets to support local action and increase and support voluntary sect.

## **18.0 Localised services / Community Hubs**

- 18.1 Services in the Community is an important project within the Council's cross-cutting transformation programme. It looks to establish new ways of working in communities across the city by exploring how services can be co-located and integrated in a type of "community hub"

These projects are a well-established way of providing services differently and innovatively, by locating partner organisations alongside council services. Hubs also involve the community in aspects of design and development to ensure that better joined up services support residents in what matters to them.

18.2 Looking at how services can be provided differently in our communities aligns to many of the national and local priorities around the Wellbeing of Future Generations Act, Wellbeing objectives as part of the Swansea Public Service Board as well as the Council's own well-being objectives.

18.3 A pilot project My Clydach was launched in Clydach in October. This has successfully involved local people, councillors, partner organisations and the community and voluntarily sector groups. In addition to library services, the site offers agile working space, access to a wide range of Council Services, training courses, job centre services and the area's PCSO.

This approach contributes to a resilient and globally responsible Wales by minimising travel outside of the locality, supports the prosperity of the local economy, a vibrant culture and Welsh language through the provision of cultural services, enables a cohesive community by bringing people together, combats loneliness improving mental health leading to a healthy Wales and offers opportunities creating an equal Wales.

### **19.0 Allotments**

19.1 In order to ensure the long term sustainability of Swansea's allotment sites. Cabinet approved a plan to transfer responsibility to allotment societies. Advice to support allotment societies and Council in the process is being provided by the National Allotment Association. A lease is in the process of agreement, working with the allotment societies.

### **20.0 Libraries**

20.1 Swansea Library Services' performance is measured in relation to the national Welsh Public Library Standards (WLPS). The 2017/18 Annual Assessment Summary Report noted

- All service points provide a full range of support for individual development, and for health and well-being.
- Improved monitoring and reporting
- Usage generally remains above the median for Wales, although there are reductions in the number of physical visits, active borrowers and overall book issues.
- Targets for overall acquisitions and for materials in the Welsh language are still not met, although the service is increasing its



investment in Welsh language resources, with a greater emphasis on encouraging their use.

- Overall staff numbers, and the level of professional staffing have both fallen, and neither target is met. Numbers of professional staff are now close to the lowest in Wales, and the service is increasingly reliant on agency staff to maintain service delivery. The planned review of work plans / staffing needs will be key to ensuring service sustainability in this area.
- Total revenue expenditure has increased on 2016-17, with the average per capita investment in library services at the median level.

20.2 The Report concluded 11 of the 12 core entitlements were met and of the 10 quality indicators which have targets, Swansea Library Service achieved 7 in full and 1 in part. It is also worth noting that the previous Service Manager was absent on long term sick leave for over a year, prior to retiring, but this 'gap' has been addressed with the appointment of a qualified, new Manager last summer.

20.3 The service can now move on with focus and clarity on its wider objectives, which are closely linked with delivering the Council's Corporate Priorities. Service planning is currently underway and a new strategy for transformation, partnership working and cross Service integration in Culture, Place and the Council is under review. The key objective is for a sustainable, resilient service that continues to provide a comprehensive and efficient service for Swansea.

20.4 In addition a review of community services and community libraries was completed and has contributed to savings as part of budget proposals for 2019/20. Next year will see the implementation of changes to community library and Central Library opening hours in order to make savings in line with the 2019/20 budget.

### **21.0 Member Community Budget Scheme**

21.1 This scheme supports delivery of small local measures that are a priority for individual Members and their local community but are not funded by other Council budgets.

21.2 Members can allocate funding to any scheme (providing it is legal, complies with the Council's constitution and the Council's policies and procedures) and can be used to: initiate or support community projects to improve health and wellbeing, improve Council owned land and/or public rights of way, improve community services or facilities, address safety issues, contribute towards the Council's costs in facilitating local events or markets, produce leaflets and information promoting the local area (but not promoting individual businesses and/or organisations), provide grants totalling up to £3,000 per year, per Councillor (maximum £15,000 over the five-year term) to community groups, contribute

towards the Minor Works Budget, create or enhance an asset or provide match funding to support or extend projects.

- 21.3 This scheme has proved popular with the public over the past year, with wildflower seedings and WW1 centenary celebration poppies attracting praise.

### **22.0 Community Improvement Activities**

- 22.1 Litter picking and Community Cleansing activities are carried out by a wide range of voluntary groups and individuals. In order to encourage and support safe activity, guidelines are in the process of being produced. One set of guidelines provide information for councillors so they are well informed and able to support residents. Guidelines are also being produced to directly support citizens. This action prevents adverse outcomes and improves involvement enabling citizens to engage with the Council proactively.

- 22.2 The Tend and Mend scheme was set up to help the increasing number of elderly and disabled council tenants who need help with keeping their garden in a reasonable condition. This basic garden work includes grass cutting, hedge cutting and cutting removal. Demand for this services is very high.

- 22.3 Weed Spraying Programme - Over the last year, three sprays of the network have taken place to address weeds in order to ensure the long term sustainability of infrastructure and improve accessibility of footpaths etc. for the public. Where possible we have reduced our spraying on verges around posts, safety barriers etc. letting it grow and replacing spraying with several of rounds of strimming. This reduces the environmental and bio-diversity impact of maintenance programmes.

While a number of different glyphosate products are currently used to treat weeds in the city. Swansea Council operates in full compliance with WLGA review on the subject. Risk assessments and safe working practices are in place for the benefit of staff.

This topic was investigated by Scrutiny as part of the 2018, 'Swansea's Natural Environment'. However due to the complexity and wide ranging nature of the issues and potential health risks for people and animals, it is likely this topic will be specifically addressed by a working group or Inquiry in the next twelve months. However there is ongoing compliance with industry recommendations and the activity will be reviewed in the future if new, alternative methods become practicable.

22.4 Area working is undertaken by Highways Maintenance to co-ordinate a localised response to issues such as potholes and footpath problems in areas across Swansea. This service was nominated as best improver in the APSE performance network reflecting the effectiveness of an integrated approach.

22.5 Moving forward, the challenge will be maintaining the standards set this year in meeting the Pot Hole Pledge. The sustainable development long term and prevention principles are reflected in the whole life approach applied to making highway maintenance decisions.

### **23.0 Financial, Legal and Equalities Implications**

23.1 There are no equality, legal or financial implications associated with this report.



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

**BY EMAIL**

*Please ask for:  
Gofynnwch am:*

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Linell Uniongyrochol:*

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**SPC/2017-18/17**

**02 May 2018**

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

Dear Councillor,

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

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

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

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

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

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

## Portfolio Responsibilities

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

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

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

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

The following changes were noted:

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

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

## **Future Generations Act Compliance**

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

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

You shared with us your concern about environmental risks. You reported that the Council's risk management policy and framework have been revised to incorporate the Sustainable Development Principle and to help identify and respond to longer-term strategic risks. Loss of trees (e.g. ash dieback) and other biodiversity has been identified as a gap in the risk register which is being addressed. You added that work was ongoing to move towards a more sustainable approach of dealing with weeds such as the manual removal of weeds rather than the use of harmful pesticides / weed killers. You assured the Committee that current practice was being challenged and discussions would be held within cabinet about alternative approaches.

## **Biodiversity**

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

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

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

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

## **Members Community Budget Scheme**

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

## **Key Objectives**

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

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

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

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

### **Suggestions for Scrutiny**

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

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

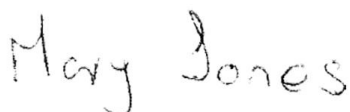
Our work planning conference will be held in June and we will give due regard to your suggestions.

### **Your Response**

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

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

Yours sincerely,



### **COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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



# Agenda Item 7



## Report of the Chair

Scrutiny Programme Committee – 8 April 2019

### Crime & Disorder Scrutiny – Safer Swansea Partnership

<b>Purpose</b>	This is the Committee's annual session focusing on the performance of the Safer Swansea Partnership, looking at partnership priorities, activities, and impact. Information will be provided in order for the Committee to carry out its role as the authority's designated Crime & Disorder Scrutiny Committee.
<b>Content</b>	Lead representatives from both South Wales Police and the Council, who are involved in the joint-chairing arrangement for the Safer Swansea Partnership Steering Group, will attend to present information and take questions on the work of the Safer Swansea Partnership.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Question the Safer Swansea Partnership representatives on relevant matters</li><li>• Make comments, observations and recommendations as necessary</li></ul>
<b>Lead Councillor(s)</b>	Cllr Mary Sherwood, Cabinet Member for Better Communities (People)
<b>Lead Officer(s)</b>	Adam Hill – Deputy Chief Executive
<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 designated as the Council's Crime & Disorder Committee under the Police & Justice Act 2006. The scrutiny of the local Community Safety Partnership forms a significant part of this role.

- 1.2 The Community Safety Partnership for Swansea is the Safer Swansea Partnership. It works to reduce crime and disorder, fear of crime and anti-social behaviour in Swansea. With reference to the Safer Swansea Community Safety Strategy 2018-2021, the Partnership is focussed on working together to make Swansea a safer, more cohesive and confident place to live, work and to visit.
- 1.3 The Safer Swansea Steering Group is the management and leadership group for the Safer Swansea Partnership where all key decisions are made on behalf of the Partnership. It provides leadership on the Safer Swansea strategy and liaison with the Police and Crime Commissioner on funding and strategy, and monitors overall progress against Partnership objectives. There is a joint chairing arrangement for the Steering Group, between South Wales Police and Swansea Council.
- 1.4 The Police, Council, Fire, Health and Probation Services, along with many other organisations and charities, work together to address community safety issues, and make the City a safer place with less crime. It is recognised that making communities safer and stronger cannot be achieved by one agency alone and success at partnership working will lie in significant reductions in crime.
- 1.5 The membership of the Steering Group consists of key representatives from statutory partners and other organisations with an interest and influence in community safety issues.

Statutory Members include:	Other Members include:
<ul style="list-style-type: none"> <li>• South Wales Police</li> <li>• City &amp; County of Swansea</li> <li>• ABMU Health Board</li> <li>• National Probation Service</li> <li>• Wales Community Rehabilitation Company</li> <li>• Mid &amp; West Wales Fire and Rescue Service</li> <li>• Western Bay Youth Justice and Early Intervention Service</li> </ul>	<ul style="list-style-type: none"> <li>• Police and Crime Commissioners Office</li> <li>• Elected Member responsible for Community Safety</li> <li>• Western Bay Safeguarding Boards</li> <li>• Welsh Ambulance Service</li> <li>• HE/FE Representation</li> <li>• Public Health Wales</li> <li>• Third Sector representation</li> <li>• Others to advise as needed</li> </ul>

## 1.6 Strategic Priorities

### 1.6.1 The agreed strategic priorities for the Safer Swansea Partnership are:

- Violence against women, domestic abuse and sexual violence (VAWDASV)
- Substance Misuse
- Safe, Confident and Resilient Communities
- Evening and Night Time Economy
- Hate Crime and Community Tension Monitoring

These priorities are complemented by two over-arching themes:

- Reassurance Communication - effective reassurance provided at every available opportunity to help change perceptions of crime, reduce fear of crime, and promote positive outcomes of Safer Swansea.
- Community Engagement - improving the way partners engage with members of the public to build relationships based on trust and respect.

Further information can be found at [www.swansea.gov.uk/saferswansea](http://www.swansea.gov.uk/saferswansea)

## 2. Questions on Safer Swansea Partnership Performance

2.1 The focus of crime and disorder scrutiny is on the examining the work and performance of the Safer Swansea Partnership, and not any single organisation.

2.2. Following the presentation of information by Safer Swansea Partnership representatives about the work of the Partnership, the Committee will have the opportunity to ask questions. Broadly speaking the Committee will want to explore what has been done, how well it has been done and what impact that has made, e.g.

- what are the headlines
- key activities and achievements / progress against strategic priorities
- effectiveness of the partnership working
- relevant performance and crime statistics (including trends / comparisons elsewhere)
- evidence of improvement and impact made
- key challenges ahead and plans to tackle these

2.3 The following representatives will attend in support of Partnership activities:

- Chief Superintendent Martin Jones, South Wales Police
- Superintendent Jo Maal, South Wales Police
- Superintendent Simon Belcher, South Wales Police
- Adam Hill, Deputy Chief Executive, Swansea Council
- Paul Thomas, Community Integration Partnership Manager, Swansea Council
- Jane Whitmore, Partnership & Commissioning Manager, Swansea Council

2.4 The Safer Swansea Partnership is relevant to the Better Communities (People) cabinet portfolio. Councillor Mary Sherwood will also be present at the meeting and may be invited to talk about her involvement in the Partnership.

2.5 This session follows from the Committee's previous meeting on crime and disorder in March 2018 (see extract of minutes at **Appendix 1**).

2.6 It is up to the Committee to determine future engagement in crime and disorder scrutiny and how best to incorporate the scrutiny of the Safer Swansea Partnership into the overall work programme.

### **3. Legal Implications**

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

### **4. Financial Implications**

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

**Background papers:** None

**Appendices:**

Appendix 1 – Extract from Minutes of Scrutiny Programme Committee 5 March 2018



City and County of Swansea

**Minutes of the Special Scrutiny Programme Committee**

**Council Chamber - Guildhall, Swansea**

**Monday, 5 March 2018 at 4.30 pm**

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

**Councillor(s)**

M Durke  
D W Helliwell  
E J King

**Councillor(s)**

E W Fitzgerald  
T J Hennegan  
W G Lewis

**Councillor(s)**

L S Gibbard  
C A Holley  
I E Mann

**Co-opted Member(s)**

D Anderson-Thomas

**Co-opted Member(s)**

P M Black

**Co-opted Member(s)**

J W Jones

**Also Present:**

Councillor Will Evans, Cabinet Member for Stronger Communities  
Chief Superintendent Martin Jones, South Wales Police  
Chris Sivers, Director of People

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

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

A joint presentation was provided which provided information on:

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

- Challenges

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

The Strategic Priorities were:

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

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

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

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

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

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

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

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

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

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

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

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

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

# Agenda Item 8



## Report of the Chair

Scrutiny Programme Committee – 8 April 2019

### Scrutiny Performance Panel Progress Report

<b>Purpose</b>	The Committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will regularly provide a progress report, updating the Committee on headlines from their Panel's work and impact.
<b>Content</b>	This report focuses on the following Performance Panel: a) Public Services Board
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• Ensure awareness and understanding of the work of the Panel</li><li>• Consider its effectiveness and impact</li><li>• Consider any issues arising and action required</li></ul>
<b>Lead Councillor(s)</b>	Councillor Mary Jones (convener)
<b>Lead Officer &amp; Report Author</b>	Bethan Hopkins Tel: 01792 636292 E-mail: <a href="mailto:scrutiny@swansea.gov.uk">scrutiny@swansea.gov.uk</a>
<b>Legal Officer:</b>	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, and challenge, to particular services / service areas.
- 1.2 Performance Panels are expected to have on-going correspondence with relevant cabinet / lead members in order to share views and recommendations, arising from monitoring activities, about the performance of services and service delivery.



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

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

1.4 This report is about the following Performance Panel:

a) Public Services Board

To focus the discussion a short written report has been provided by the convener of the Panel, and is **attached**. This updates on work over the past year. This includes a summary of Panel activities, correspondence between the Panel and relevant Cabinet Members, proposals made and impact. NB - The Scrutiny Programme Committee is the designated committee for scrutinising Swansea Public Services Board (for the purposes of the Well-being of Future Generations (Wales) Act 2015), but has established this Panel to help discharge its responsibility.

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

**Councillors:**

**Labour Councillors:**

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

**Liberal Democrat Councillors:**

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

**Conservative Councillor:**

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

**Partner Representatives:**

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

**Co-optees:**

Councillor Peter Jones
------------------------

**2. Legal Implications**

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

**3. Financial Implications**

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

**Background Papers:** None

**Appendices:**

**Appendix 1 – Scrutiny Performance Panel Update**

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

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

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

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

### **2. Introduction**

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

### **3. Key Activities**

The Panel held five meetings between July 2018 and April 2019.

Each meeting (with the exception of the October session with the Future Generations Commissioner) followed the same format. A question and answer session with a statutory member of the PSB, an update from the objective leads on delivery and progress and a governance update. This format allowed for regular monitoring combined with progress reports.

This work has resulted in four convener's letters being sent to the Chair of the PSB and one being sent to the Future Generations Commissioner. The main issues covered during the meetings are below:

July 2018	<ul style="list-style-type: none"> <li>• Role of Panel and Work Plan</li> <li>• Governance Overview</li> </ul>
October 2018	<ul style="list-style-type: none"> <li>• Future Generations Commissioner Sophie Howe – Question and Answer Session</li> </ul>
December 2018	<ul style="list-style-type: none"> <li>• Statutory Member Q&amp;A</li> <li>• Working with Nature Objective Update</li> <li>• Governance Update</li> </ul>

February 2019	<ul style="list-style-type: none"> <li>• Statutory Member Q&amp;A</li> <li>• Live Well, Age Well Objective Update</li> <li>• Governance Update</li> </ul>
April 2019	<ul style="list-style-type: none"> <li>• Statutory Member Q&amp;A</li> <li>• Early Years Objective Update</li> <li>• Governance Update</li> </ul>

Correspondence with the Chair of the PSB following the meetings in July, October, December & February, and the correspondence with the Future Generations Commissioner is appended.

#### 4. Achievements / Impact

##### a) Meeting with the Future Generations Commissioner

In October 2018 Commissioner Howe attended a meeting to give her perspective of PSBs to date and the success and challenges so far.

We heard how the work to date has been ground breaking but there were challenges involved in fundamentally changing how organisations work together and how behaviour and work cultures move forward

We heard about the missed opportunity to regionalise PSBs and that the Commissioner was keen to hear from scrutiny how they are assessing impact.

The Panel suggested that pooled funding was essential going forward and that more robust monitoring and less bureaucracy was needed.

The Panel and Commissioner both agreed that the power of the FGC needs to be reviewed in relation to holding PSBs who are not performing to account.

##### b) New PSB Chair

During this year the Chair of the PSB has changed to Professor Andrew Davies. The Panel have written to Professor Davies after every meeting to keep him updated about the scrutiny being undertaken.

Professor Davies is also invited to attend the PSB meeting on 3 April in his capacity as the Statutory Member for ABMU to update the Panel on how he feels progress is being made.

##### c) Objectives and Governance

Each meeting of the year invited the objective leads to update the Panel on progress and plans under their specific objective. This allows the Panel to keep up to date with the 'on the ground' activities.

Each meeting also scheduled a governance update. A governance review has been ongoing throughout the course of the year and this item allows the Panel to hear the latest progress and contribute ideas to its development.

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

Next year's work programme will depend on the outcome of the scrutiny work planning conference regarding this Panel and frequency of meetings.

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

None.



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

*Please ask for:  
Gofynnwch am:  
Direct Line:  
Llinell Uniongyrochol:  
e-Mail  
e-Bost:  
Date  
Dyddiad:*

**Overview & Scrutiny**  
**01792 636292**  
**scrutiny@swansea.gov.uk**  
**15<sup>th</sup> August 2018**

**BY EMAIL**

Summary: This letter is from the Public Services Board Performance Panel. It follows on from the Governance session which took place on the 18<sup>th</sup> July 2018.

Dear Councillor Stewart,

On 18<sup>th</sup> July 2018, the Public Services Board (PSB) Scrutiny Performance Panel held a session on governance of the PSB. This letter is response to that session and also serves as an overview of the work of the Panel over the last year.

As a special note, the Panel would like to thank Chris Sivers the former Director of People who has now left the Council. She contributed much during the Panels meetings and was heavily involved in development and delivery of the work of the PSB.

We would also like to thank Councillor Clive Lloyd for attending the meeting in your absence to answer questions.

**Governance**

During our meeting on the 18<sup>th</sup> July, we read a report developed by Suzy Richards. The report answered a list of questions which the Panel submitted in advance relating to Governance of the PSB.

The Panel were interested to read how the Public Services Board managed relationships on such a large scale when making decisions which impact so many citizens.

We were interested to hear how risk is managed. It was suggested that the PSB does not actually take the risk, but the organisation delivering under the objective does. The Panel noted that a risk tracker has been developed as a standing item to monitor risk. The Panel would be interested to see this.

Can you comment on the level/type of risk you believe the PSB itself has as opposed to the delivery organisation?

We heard that Swansea has been regarded as an example of a well-run PSB which is encouraging. We also heard that as yet, no formal disagreements have taken place and that decisions are made through debate.

There were some concerns raised by the Panel about the bureaucracy of the PSB. The fact that some Panel members have to attend numerous meetings is seen as unsustainable and creates potential difficulties as delivery methods and plans between different PSB boards could differ substantially.

The Panel were encouraged that a greener environment is seen as a key part of the work being undertaken. It was also noted that the work taking place around biodiversity impacts upon wellbeing of Swansea.

The sharing of responsibility is welcome. We heard how Mid and West Wales Fire Services is funding a Local Area Co-ordinator and South Wales Police are looking to share in the delivery.

We heard that it is important for the PSB and the work being delivered under it, that it does not stray into any other work being done by other regional consortia.

### **Last Year 2017/2018**

Last year – we had the opportunity to scrutinise the original work streams. Ageing Well, Early Years and Domestic Abuse.

We had some very thorough presentations from officers and heard how the work they had been doing to date was going to feed into the objectives of the well-being plan going forward.

There was a focus on collaborative working and sharing knowledge and resources with relevant organisations.

### **This Year 2018/2019**

The Panel will now monitor how the 5 ways of working and the 7 well-being goals are integrated and delivered within all of the which is presented to scrutiny.

The Panel also has a strong focus on how the sustainable development principle is built into the work which is being delivered.

Our intention this year is to monitor how each of the statutory partners is contributing to the work which is being developed under the action plans.


We will be looking at each of the action plans and how these are delivered. We have also invited the Future Generations Commissioner to come to the Panel to speak about PSBs, her views on progress so far and what kind of things to be looking at in the future.

We would be grateful for your response to the following question;

*Can you comment on the level/type of risk you believe the PSB itself has as opposed to the delivery organisation?*

Your reply would be welcome by 5<sup>th</sup> September 2018.

Yours sincerely,

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

**Councillor Mary Jones**

Convener, Public Services Board Scrutiny Performance Panel

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



Councillor Mary Jones  
Convener  
Public Services Board Scrutiny Performance  
Panel

*Please ask for:* Councillor Rob Stewart  
*Direct Line:* 01792 63 6141  
*E-Mail:* [cllr.rob.stewart@swansea.gov.uk](mailto:cllr.rob.stewart@swansea.gov.uk)  
*Our Ref:* RS/CM  
*Your Ref:*  
*Date:* 28 August 2018

## BY EMAIL

Dear Councillor Jones

### **PUBLIC SERVICES BOARD (PSB) SCRUTINY PANEL – GOVERNANCE OF THE PSB**

Thank you for your letter dated 15<sup>th</sup> August 2018.

The overview of the Panel's work over the last year is welcomed as a useful summary of activity as is the clear statement of the Panel's focus and intentions for this year.

### **GOVERNANCE**

The Governance Session attended by Councillor Clive Lloyd on 18<sup>th</sup> July 2018, provided a helpful opportunity for reflection on existing arrangements. It should be however noted that:

In order to improve the effectiveness of the Board's operation a commitment has been made within the Local Well-being Plan 'Working Together for a Better Future' to review the Governance of the Public Service Board. This good practice although already planned is also a response to issues raised in correspondence from the Future Generations Commissioner.

As a result, current arrangements may be changed in order to streamline decision-making and deliver the priorities within the local well-being plan more effectively.

### **RISK**

I am also pleased to provide additional information in relation to the question;  
*Can you comment on the level/type of risk you believe the PSB itself has as opposed to the delivery organisation?*

Risk is defined and understood as 'the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies'.

This can result in reputational, financial and other damage to the 'PSB itself' as a collective entity or the individual organisations of which it consists. Critically as the PSB's objectives are to improve the social, economic, environmental and cultural well-being of Swansea, this means failure also has an impact on the well-being of Swansea's community.

The nature of risk to the 'PSB itself' as a collective entity, to individual organisations and to Delivery Groups varies in line with the activity. However the picture is complex as the PSB operates at a number of levels

The Public Services Board as set out in statute consists of four statutory members whose key decisions are made jointly and unanimously. These decision makers are formally responsible for the functioning and activity of the Board. They are each subject to Scrutiny as statutory PSB members. In addition they are each individually as public bodies subject to examination assessing the extent to which they act in accordance with the sustainable development principle by the Auditor General for Wales. The Future Generations Commissioner can also undertake a review and issue recommendations in relation to the extent they discharge the well-being duty. Responsibility and therefore ultimately risk is borne by these organisations both collectively and individually. However, the statutory partners do not operate in isolation, the decision making process is shared by four invited participants. As the PSB Core they voluntarily share responsibility and therefore risk. This group is informed and advised by the PSB Partnership Group who as other participants again have voluntarily adopted the PSB's Commitments and have agreed to work in line with principles set out in the Partnership Manual.

Delivery Groups (often autonomous bodies also concerned with achieving other objectives in addition to PSB priorities) are linked to one or more of the PSB's Groups and agree voluntarily to deliver on specific steps or actions which will help achieve the Local Well-being Objectives. As a result, they take on a responsibility to play their part in delivering the Local Well-being Plan.

Delivery Groups are the only means by which practical actions can be implemented directly by the PSB. Projects are funded, resourced and delivered via these groups. As a result, delivery groups incur risk at an operational level which is not incurred by 'PSB itself' as a collective. (It also should be noted that Delivery Group membership includes relevant 'statutory members' who take on appropriate operational risk as individual public bodies playing a role within a collaborative team)

I understand that a copy of the current Risk Tracker and recent progress report which takes a risk based approach to the development of the action plan has already been forwarded to the Panel as requested. Delivery Groups are responsible for their own risk identification and management but are encouraged to escalate any issues or risks to the Partnership or Core Groups for attention.

I hope this information meets the Panel's requirements.

Yours sincerely

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above the printed name.

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



**To/**

**Professor Andrew Davies  
Chair of Swansea Public Services  
Board**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Date  
Dyddiad:*

**Overview & Scrutiny**

**01792 636292**

**scrutiny@swansea.gov.uk**

**29th November 2018**

**BY EMAIL**

Summary: This letter is from the Public Services Board Performance Panel. It follows on from the meeting with the Future Generations Commissioner on 3<sup>rd</sup> October 2018.

Dear Professor Davies,

On 3<sup>rd</sup> October 2018 the Panel met with the Sophie Howe the Future Generations Commissioner to discuss her thoughts on Public Services Boards and the progress so far. The Panel is grateful to the Commissioner for taking time to attend this meeting considering her busy schedule and for giving us the opportunity to ask questions and provide feedback on the Panels thoughts.

We heard that we are two and a half years into the Well-being and Future Generations Act implementation and that so far the work in Wales has been ground-breaking, exciting and challenging. The duties under the act are about changing behaviour and fundamentally changing how we, along with other public bodies, do things.

We heard that not all Public Services Boards (PSBs) are working as well as they could be but there are pockets of good practice. We heard that the best PSBs are those with inclusive members and members are more engaged when they are involved in setting the agenda.

Both the Panel and the Commissioner agree that an opportunity was missed to regionalise the work and there needs to be consideration over whether there is an appetite to do this.

We heard how some issues are too wide ranging to be dealt with by a single public body such as health, poverty and the environment and we all need to work together to achieve progress. The Panel was interested to hear that the Future Generations Commissioner is developing a number of future generations' frameworks which will act as prompts for what should be considered when developing projects. This should

act as a way of creating consistency and adherence to the Act ensuring important aspects are not missed and consideration is given to the Act requirements at the earliest opportunity.

We heard that housing and education are not core considerations of the Act but the Commissioner is working with schools and housing associations to ensure that they get the attention and profile which is needed. For example, housing should be using new technology which is energy generating, using local businesses within green infrastructure and looking at zero fuel poverty initiatives.

The Panel made the observation that the legislation is about process and raises expectation without supplying necessary resources and questioned how we fund the demand and who has the power to influence action plans if they go awry. The Commissioner made the point that judicial review will be the action to take if the requirements under the act are not met. The Panel suggested that most people cannot afford judicial review and once the issues have been reviewed, Local Authorities should be issued with guidance of the outcome to review and implement.

The issue of planning was raised. The Panel felt that the resilience goal was being misinterpreted by the Planning Inspectorate and other associated bodies. This misinterpretation relates to the word 'resilience' being used to mean social or community resilience rather than ecological resilience which is what was intended. The Commissioner agreed this was an issue and is making this a top priority trying to get policy and guidance in line with the Future Generations Act.

The Panel asked whether a lack of funding for the work of Public Services Boards is having a negative impact on their performance. The Commissioner agreed that the initial cost estimation was very mechanical, it focussed on processes not outcomes and there was no resourcing for cultural change. Social care, decarbonisation, skills and mental health were all areas which the Commissioner highlighted as areas of poor funding. The Panel heard how the Commissioner was providing budget feedback but the Panel feel a lack of funding will be an ongoing issue in the efforts of PSBs to deliver under the legislation.

The Panel will continue to meet quarterly to speak with those involved in delivery and planning of the PSB action plans in Swansea and feedback any relevant information to you.

There is no requirement for you to respond to this letter but your thoughts and comments are welcome.

Yours sincerely,



**Councillor Mary Jones**

Convener, Public Services Board Scrutiny Performance Panel

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



**To/**

**Professor Andrew Davies  
Chair of Swansea Public Services  
Board**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Date  
Dyddiad:*

**Overview & Scrutiny**

**01792 636292**

**scrutiny@swansea.gov.uk**

**11th January 2019**

**BY EMAIL**

Summary: This letter is from the Public Services Board Performance Panel. It follows on from the meeting on 5<sup>th</sup> December 2018 looking at the Working with Nature objective and Public Services Board Governance.

Dear Professor Davies,

On 5<sup>th</sup> December 2018 the Panel met with Martyn Evans (Head of Operations South West Wales), Max Stokes (Senior Natural Resources Planning Officer) and Suzy Richards (Sustainable Policy Officer) to discuss their thoughts on Public Services Boards and the progress under the Working with Nature objective.

We are grateful to all officers for taking time to attend this meeting considering their busy schedule and for giving us the opportunity to ask questions and provide feedback on the Panels thoughts.

#### Statutory Member Question and Answer Session

We heard that the Public Services Board (PSB) work aligns the work of all public bodies and that the Natural Resources Wales (NRW) strategy regarding resilience beckons other public bodies to work together to produce added value. We also heard that social and economic outcomes can only be achieved if ecosystems are resilient as they underpin everything. We agree with this and are encouraged to see that it is a top priority.

We heard that there is currently a focus on gaining momentum around the Working with Nature objective and an intention to listen to what other public bodies are doing to maximise achievements.

We heard that public bodies are contributing to all objectives, with NRW feeding into Early Years work with education aimed at prevention and whilst immediate outcomes

are not necessarily achievable, the long term outcomes will be enormous, recognising sustainability needs continuity.

We were concerned about some recent environmental infringements, it was discussed that the sanctions for these need to be severe and that the legislation is strong in this area with people needing to be held to account. The Panel agree with this and feel that the enforcement powers of the Council and NRW need to be combined.

It was suggested that the PSB should be looking at circular economies where waste does not produce an end product, an example of good practice given was the sustainable development of Scandinavian countries. Wales is a waste crime hotspot despite having a strong waste team.

We heard that there are no areas where collective action is not beneficial and objectives can only be achieved in partnership, however there can be a risk of lack of accountability which the Panel have raised as an issue on previous occasions. We also heard that the profile of PSB is not high enough and as a result does not create meaningful involvement from the public and is not as inclusive as it should be. We would like to see this tackled as projects develop.

#### Working with Nature - Objective Lead Update on Action Plan

During a presentation about progress, we heard how NRW and the Swansea Environmental Forum (SEF) have been consulting and holding workshops to gather data to feed into the action plan. We heard how they want to get the profile of the environment high on everyone's agenda and that green infrastructure is crucial in Swansea in both rural and urban areas. The Panel agree with this and are glad to see green infrastructure as a key part in development and regeneration plans with NRW having major input. The benefits to physical and mental health as a result of green spaces was highlighted and has long been something the Panel has supported.

We were told that if a person does not live within 5 minutes of a green space, the chances of them accessing one dramatically drops. This is just one of the reasons why we believe quality green space is essential.

We heard that the current PSB green infrastructure projects want to improve knowledge and understanding around the benefits of working with nature but this will require a real collaborative effort. We were told there is currently a tool being developed to help people understand what a 'good' green space is this comes along with climate change awareness resources.

We were told that 6 area statements including a marine area statements would be published between December 2019 and April 2020 and these will improve opportunities and actions for people in those areas linking to ecosystem services. NRW and SEF are currently trying to engage people to get these area statements correct with meaningful input.

It was encouraging to hear that trees are being planted as a result of PSB work and that grants have been approved as a result of the collaborative work under PSB.

It was highlighted that in order to succeed in these projects it is important to achieve a streamline approach and synergy. We heard that success needs good relationships and scrutiny will continue to monitor progress and collaboration.

### Governance Update

As part of an ongoing monitoring item, the Panel have a Governance update at each meeting.

We heard that the role of the PSB is about ways of working and prioritising work with the purpose to improve well-being in Swansea and doing this by contributing to the national goals. That it is important to pay attention to the steps under each objective which we are legally bound to deliver.

We heard how some restrictive ways of working such as agenda formats can restrain the meeting format but the relationships between organisations have improved. It was encouraging that the Working with Nature objective and the Human Rights Cities came directly from consultation.

We also heard public relations needs to be addressed via the governance review as it was assessed as 'poor' but there is no budget for communications which will make it a challenge.

Finally, we heard how there needs to be mechanisms in place to capture the added value which is assessed under collaboration activity rather than outcome. The Panel will continue to monitor the progress and development of the governance of the PSB.

There is no requirement for you to respond to this letter but your thoughts and comments are welcome.

Yours sincerely,



**Councillor Mary Jones**

Convener, Public Services Board Scrutiny Performance Panel

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





**To/**

**Professor Andrew Davies  
Chair of Swansea Public Services  
Board**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Date  
Dyddiad:*

**Overview & Scrutiny**

**01792 636292**

**scrutiny@swansea.gov.uk**

**1<sup>st</sup> March 2019**

**BY EMAIL**

Summary: This letter is from the Public Services Board Performance Panel. It follows on from the meeting on 6<sup>th</sup> February 2019 looking at the Live Well, Age Well objective and Public Services Board Governance, we also had the Statutory Member Q&A.

Dear Professor Davies,

On 6<sup>th</sup> February 2019 the Panel met with Councillor Clive Lloyd (PSB Lead), Councillor Mark Child (Cabinet Member for Care, Health and Aging Well), Jane Whitmore (Partnership and Commissioning Manager) and officers, and Suzy Richards (Sustainable Policy Officer) to discuss their thoughts on Public Services Boards and the progress under the Live Well, Age Well Objective.

We are grateful to all officers for taking time to attend this meeting considering their busy schedules and for giving us the opportunity to ask questions and provide feedback on the Panels thoughts.

#### Statutory Member Question and Answer Session

Councillor Clive Lloyd attended to represent as Swansea Council's Statutory Member. He explained that governance and joint partnership working will be important going forward.

We heard how the joint project to tackle the County Lines substance misuse issues is an excellent example of on the ground collaborative working. He explained that the project has tangible outcomes and actions by all partners involved with joint location of services. The PSB network allowed for effective organisation of the project as all relevant partners were already working closely together.

We heard how the Well-being Plan demonstrates where the PSB wants to be but it needs to remain flexible and responsive. It was explained that the current objectives

are based in legislation but also what people said they wanted. The objectives capture areas of focus that the partners can buy in to as a result of broad consultation.

We also heard that the governance review will lead to the right governance structure being in place which will reduce bureaucracy and help with clarity. There is also a need to produce an annual report on progress.

We heard about successes such as the funding of a Natural Resources Wales Green Infrastructure project which came about as a result of PSB work, but that the real success will be when collaborative working becomes business as usual. We also heard how the role of ABMU is much more positive with a Local Area Co-ordinator being funded based in Llansamlet, Swansea.

Councillor Lloyd explained that pooled budgets are not in the foreseeable future but the Panel still have an ongoing issue that there are no financial resources in place to help deliver against actions. We heard how Commissioners have influence over PSBs if they are not performing as well as they should be, and scrutiny are monitoring progress, however, we will be writing to the Future Generations Commissioner to express our concerns over the lack of financial support for PSBs which we feel is hindering progress. We will send you a copy of the letter.

#### Live Well, Age Well - Objective Lead Update on Action Plan

We heard how there are 6 key areas for the Live Well, Age Well action plan. People of all ages were listened to and contributed to the plan. The 'Big Conversation' is a community philosophy model and offers a more inclusive mechanism for children and young people aged 11-18 years to have their voices heard and be listened to. These consultation events have fed into a range of work which is undertaken and promotes supporting people to have their opinions valued. We heard how the 50+ network is also expanding via the Local Area Co-ordinators.

Involving the correct people when taking feedback from consultation sessions is very important and it seems as though the officers involved in this work are very keen on 'closing the feedback loop' properly. This creates an effective co-productive approach and acts as a quality feedback mechanism. We heard how successful collaboration with the development and regeneration teams meant responses and ideas were given on the City Centre development projects. Links with Planning Officers have been made to ensure public views are regularly heard and acted upon. This is very encouraging.

We heard how there are common themes affecting people which keep reoccurring – these are safety, loneliness, mental health, access to services and transport. Interestingly, a piece of scrutiny work was undertaken a few years ago in relation to transport and the same issues were highlighted then. This shows they are deep rooted and that there is still much work to be done.

We feel that mental health in particular needs a strong focus. The issue of young people and mental health could be an objective of its own it is such a large and serious issue. We heard about the challenges of young people with dementia and feel that this issue is not publicised enough. Some awareness raising would be beneficial especially

considering Swansea is recognised as a successful dementia friendly City by the Older Peoples Commissioner.

It is interesting to note that during the course of the meeting, dementia projects were being discussed and a panel member and staff member recognised the benefit of linking dementia projects they are involved in together. It was PSB collaboration in action!

The Panel also had a copy of the 'Making Every Contact Count' key chain which has been developed and gives people a list of relevant contacts such as the Police and the Fire Service all in one convenient place.

### Governance Update

We heard how there have been significant outputs as a result of PSB work and this will be reported in the Annual Report. It was explained that the Governance Review will address some of the challenges around accountability, risk, finance and responsibility. The Panel are glad to hear this and look forward to seeing progress on success in monitoring and reporting.

It was explained that a steering group has been set up to explore best practice and that legal and governance expertise is being drawn from existing PSB resources. This kind of collaborative work is a good example of the collective skills of the PSB.

There is no requirement for you to respond to this letter but your thoughts and comments are welcome.

Yours sincerely,



**Councillor Mary Jones**

Convener, Public Services Board Scrutiny Performance Panel

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



**To/ Sophie Howe  
Future Generations Commissioner  
for Wales**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrchol:*

*e-Mail  
e-Bost:*

*Date  
Dyddiad:*

Overview & Scrutiny

01792 636292

scrutiny@swansea.gov.uk

28<sup>th</sup> March 2019

**BY EMAIL**

Summary: This letter is from the Public Services Board Performance Panel. It follows on from the meeting on 6<sup>th</sup> February 2019.

Dear Commissioner Howe,

We are writing to you because we wanted to highlight the issue of pooled budgets and resources for Public Services Board support.

The Panel have observed over the course of their scrutiny that there is no process or intent for creating a collaborative fund which would support project monitoring, governance and report development.

It is difficult to see how the success of Public Services Boards can be accurately and consistently measured and monitored without this ongoing resource in place.

If the intention of Public Services Boards is to add value and save money by merging resources for combined outcomes would not the development of Public Services Board Support Officers help facilitate this?

These Officers could feed back to the Chair of each Public Services Board and hold tangible data on project progress and outcomes. They can also ensure governance issues are dealt with.

Pooled budgets could also be used to deliver beneficial projects such as health prevention, CCTV safety projects and other locally advantageous schemes.

We feel that the continuing austerity on Local Councils is preventing statutory front line services from being adequately delivered. If you also include the collaborative aspect of the work expected from Public Services Boards the resource just is not there.

Services are vulnerable as a result of cuts which could lead to failure to meet targets. If we are struggling to deliver day to day services, this puts pressure on existing staff and projects, which in turn limits the amount of work they can contribute to in relation to joint working including PSBs – this includes the capacity to attend meeting and develop or read pertinent reports. This is a vicious cycle which needs to be broken.

We appreciate that work would need to be done to formalise this but feel it is an essential step for true collaboration.

Your comments and thoughts are most welcome.

Yours sincerely,

A handwritten signature in cursive script that reads "Mary Jones".

**Councillor Mary Jones**

Convener, Public Services Board Scrutiny Performance Panel

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

# Agenda Item 9



## Report of the Chair

Scrutiny Programme Committee – 8 April 2019

### 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 Anti-Social Behaviour Working Group.

ADD Councillors Susan Jones and Irene Mann

REMOVE Councillor Mary Jones

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

**Labour Councillors: 7**

Cyril Anderson	Hazel Morris
Louise Gibbard	Sam Pritchard
<b>Terry Hennegan (CONVENER)</b>	Mo Sykes
Peter Jones	

**Liberal Democrat/Independent Councillors: 1**

Susan Jones	
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**Uplands Councillor: 1**

Irene Mann	
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**3. Guiding Principles**

3.1 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 three members should be present at all meetings.

**4. Legal Implications**

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

**5. Financial Implications**

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

**Background Papers:** None

**Appendices:** None

# Agenda Item 10



## Report of the Chair

### Scrutiny Programme Committee – 8 April 2019

### Scrutiny Work Programme 2018/19

<b>Purpose:</b>	This reports on progress with 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, and final scheduled Committee meeting of this municipal year on 13 May are:

- Cabinet Member Question Session: Cabinet Member for Delivery – Councillor David Hopkins
- Cabinet Member Question Session: Cabinet Member for Investment, Regeneration & Tourism – Councillor Robert Francis-Davies (re-arranged from 11 March)

Being the last meeting of this municipal year there will also be opportunity for members to reflect on the year's work programme and scrutiny experience.

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 will be 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 and scheduled into work plans.

## 2.3 Inquiry Panels:

2.3.1 The first task of an Inquiry Panel is 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>Equalities</b> (evidence gathering stage; expected end: May 2019)	1. <b>Regional Working</b> (May 2019) 2. <b>Natural Environment</b> (reported to Cabinet 21 March – decision awaited)

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>Air &amp; Noise Pollution</b> (6 Nov) COMPLETED	5. <b>Local Flood Risk Management</b> (4 Apr)
2. <b>Welfare Reform</b> (14 Jan) COMPLETED	6. <b>Anti-Social Behaviour</b> (15 Apr)
3. <b>Residents Parking</b> (tbc)	7. <b>Tourism</b> (1 May)
4. <b>Environmental Enforcement</b> (5 Feb)	8. <b>Digital Inclusion</b> (May)
	9. <b>Archive Service</b> (tbc)

NOTE:

- The Homelessness Working Group and Community Cohesion & Hate Crime Working Group met in June 2018 to complete their work – both activities carried over from the previous municipal year.
- An annual meeting on Local Flood Risk Management is a standing item in the work programme and will meet on 4 April 2019. At the request of the Working Group, an extra meeting, agreed by the Committee, already took place on 8 October 2018.

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 meeting bi-annually since 2016 in order to coordinate scrutiny work across the region and ensure a consistent approach. 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.

2.6.2 **Swansea Bay City Region** – A Joint Scrutiny Committee was established earlier this year, which involves 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's Councillor Representatives are: Jan Curtice, Phil Downing & Jeff Jones. The venue of meetings is rotated around the four Councils.

**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.

3.4. As the end of this municipal year is approaching the Committee should note the intention to hold the Annual Scrutiny Working Planning Conference on Monday 10 June at 4.30pm. The first Committee meeting of the 2019/20 municipal year will then take place on 8 July and will focus on discussion and agreement of the Scrutiny Work Programme, taking account of feedback from the Conference and other relevant considerations.

**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

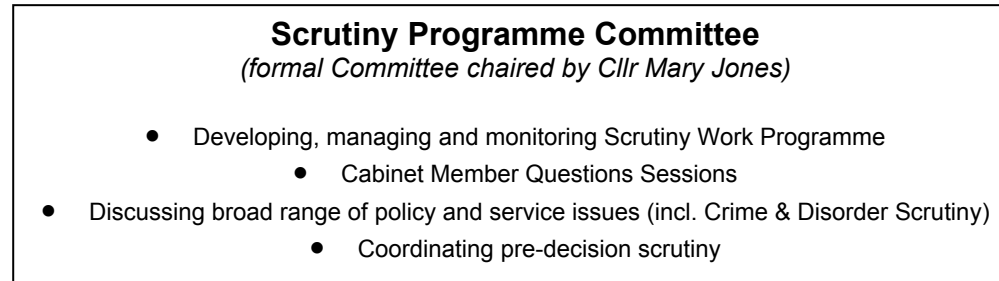
**Appendix 2:** Scrutiny Programme Committee - Work Plan 2018-19

**Appendix 3:** Cabinet Forward Plan

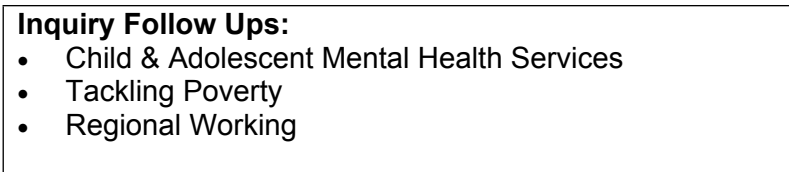
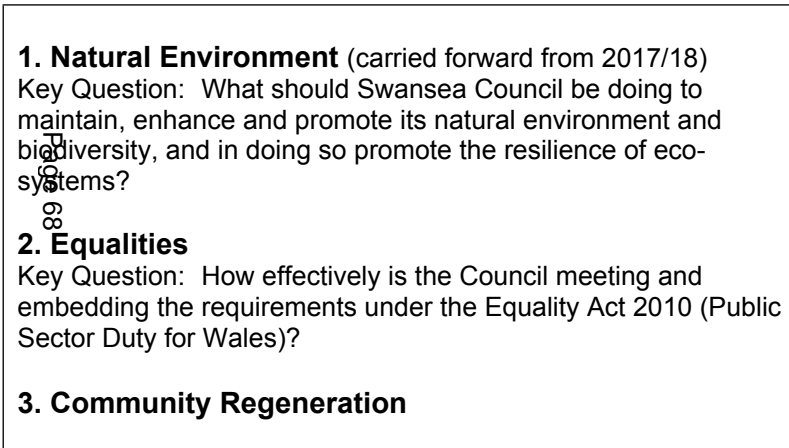
**Appendix 4a:** Scrutiny Work Programme – Projected Timetable of Activity

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

# Appendix 1: Agreed Scrutiny Work Programme 2018/19



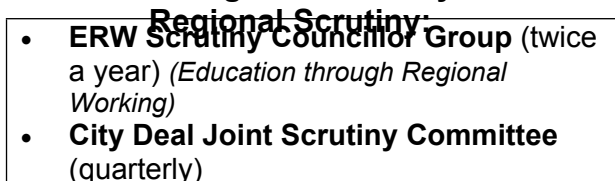
**Inquiry Panels:**  
*(time-limited in-depth inquiries)*



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



**Regional Scrutiny:**



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



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

Adult Services:

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

Child & Family Services:

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

Development & Regeneration:

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

Schools:

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

Service Improvement & Finance:

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

**Scrutiny Programme Committee – Work Plan 2018/19**

Standing / Recurring Agenda Items:

Role of the Committee	<ul style="list-style-type: none"> <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>11 June 2018</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>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		
<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>	Regional Working					
<b>Scrutiny Reports to Council</b>						

<b>ACTIVITY</b>	<b>1 October 2018*</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>Scrutiny Work Programme</b>			Wales Audit Office Reports to Scrutiny		Scrutiny Improvement Action Plan (Wales Audit Office Report – Overview & Scrutiny: Fit for the Future? & Improvement Objectives)	
<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
<b>Other Cabinet Member / Officer Reports</b>	Consultation on Draft Homelessness Strategy and Action Plan 2018-2022	Annual Corporate Safeguarding Report	Children & Young People's Rights Scheme – Compliance and Progress	Sustainable Swansea: Commissioning Reviews - Annual Update 2018		
<b>Scrutiny Performance Panel Progress Reports</b>		Schools	Child & Family Services	Development & Regeneration	Service Improvement & Finance	Adult Services
<b>Pre-decision Scrutiny</b>			Homelessness Strategy & Action Plan 2018-2022			
<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>11 March 2019</b>	<b>8 April 2019</b>	<b>13 May 2018</b>			
<b>Scrutiny Work Programme</b>			Annual Work Programme Review			
<b>Cabinet Member Question &amp; Answer Sessions</b>		Better Communities (People and Place)	<ul style="list-style-type: none"> <li>• Delivery</li> <li>• Investment, Regeneration &amp; Tourism</li> </ul>			
<b>Other Cabinet Member / Officer Reports</b>	Call-In of Cabinet Decision on 21 February 2019 – Item 9 – 21 <sup>st</sup> Century Schools Programme – New Build for Gorseinon Primary School (Report of the Cabinet Member for Education Improvement, Learning and Skills).	Crime & Disorder Scrutiny – Safer Swansea Partnership				
<b>Scrutiny Performance Panel Progress Reports</b>	Schools	Public Services Board				
<b>Pre-decision Scrutiny</b>						
<b>Final Scrutiny Inquiry Reports</b>			Equalities			
<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>
Wales Audit Office Reports	<ul style="list-style-type: none"> <li>• Corporate Safeguarding Arrangements</li> </ul>

Specific Recurring Reports to Committee:

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>
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>
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</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>Adult Mental Health Strategic Framework.</b>	This report outlines the work undertaken on behalf of ABMU Health Board, Bridgend CBC, Neath Port Talbot CBC and Swansea Council to develop an Adult Mental Health Strategic Framework.	Deborah Reed	Cabinet Member - Care, Health & Ageing Well	Cabinet	18 Apr 2019	Open
<b>Council Property Development: Phase 2 General Fund.</b>	Update outlining progress with Council Pilot Direct Development Project.	Geoff Bacon	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	18 Apr 2019	Fully exempt
<b>Notice of Disposal of Open Space - Land at Parklands View, Sketty, Swansea.</b>	Open Space Notice Disposal of land at Parklands View Sketty, consideration of objections	Richard John	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	18 Apr 2019	Open
<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	18 Apr 2019	Fully exempt

Page 73

### 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>Establishment of a Stand-Alone Youth Justice Service for Swansea.</b>	To inform Cabinet of the outcome of the recent Youth Offending Service (YOS) inspection and to gain approval to disaggregate the YOS for Swansea from the regional Western Bay Youth Justice and Early Intervention Service (WBYJEIS) collaboration.	Julie Thomas	Cabinet Members - Children Services	Cabinet	18 Apr 2019	Fully exempt
<b>Contract Award Report for Local Bus Services (PT 19-24).</b>	The report details the outcome of tenders for Local Bus Services and seeks approval to award contracts.	Cath Swain	Cabinet Member - Environment & Infrastructure Management	Cabinet	16 May 2019	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</p>	<p>Louise Herbert-Evans</p>	<p>Cabinet Member - Education Improvement, Learning &amp; Skills</p>	<p>Cabinet</p>	<p>16 May 2019</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>Feasibility Study Re-imagining Wind Street FPR7 Report.</b>	<p>This report will summarise the findings of the recent Feasibility Study, jointly commissioned by the Council and Business Improvement District (BID), outlining the preferred option for the physical regeneration of Wind Street according to a bronze, silver and gold model.</p> <p>The report will reflect the current and proposed future role of Wind Street as a key component of the City Centre leisure offer and how the scheme forms part of the wider portfolio of development taking place across the City Centre.</p> <p>The report will also provide details as to the key considerations in delivering the Feasibility Study including the opportunities to draw down capital funds, secure external funding and options regarding a phased approach.</p>	Lisa Wells	Cabinet Member - Investment, Regeneration & Tourism, Mandy Evans	Cabinet	16 May 2019	Open



## Appendix 4a - Scrutiny Work Programme 2018-19 – Projected Timetable of Activity (actual dates shown)

Activity / Month	JUN 2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2019	FEB	MAR	APR	MAY
<b>SCRUTINY PROGRAMME COMMITTEE</b> Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Brij Madahar Lead Cabinet Member: cross-cutting Lead CMT: cross-cutting Lead Head of Service: cross-cutting	11 19*	9 20*	13	10	1* 8	12	10	14	11	11	8	13
<b>INQUIRY PANELS:</b>	Evidence Gathering				Findings			Final Report				
<b>Natural Environment</b> Lead Scrutiny Councillor: Peter Jones Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Mark Thomas Lead CMT: Martin Nicholls Lead Head of Service: Phil Holmes	18	26	29	21	4			23				
					Planning	Evidence Gathering					Findings/Final Report	
<b>Equalities</b> Lead Scrutiny Councillor: Louise Gibbard Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Mary Sherwood Lead CMT: Sarah Caulkin Lead Head of Service: Tracey Meredith					11 24	8		15 18 21 23 31	13 20	11 13 22 27	11	Date TBA
<b>Tackling Poverty Follow Up (COMPLETE)</b> (Cabinet decision 15/6/17) Lead Scrutiny Councillor: Sybil Crouch Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member Mary Sherwood Lead CMT: Dave Howes Lead Head of Service:					15							

<b>Activity / Month</b>	<b>JUN 2018</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN 2019</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>
<b>Child &amp; Adolescent Mental Health Services Follow Up (COMPLETE)</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: Phil Roberts 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: Deb Reed (interim)	19	17	21	17* 25	23	20	11	15	11* 19	19 26*	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: Adam Hill / Ben Smith Lead Head of Service: cross-cutting	5 19*	10	14	11 27	29	13	11	15	12*	6 20	9	13



<b>Activity / Month</b>	<b>JUN 2018</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN 2019</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>
<b>Community Cohesion &amp; Hate Crime (COMPLETE)</b> Lead Scrutiny Councillor: Louise Gibbard Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mary Sherwood Lead CMT: Dave Howes Lead Head of Service:	20											
<b>Local Flood Risk Management</b> Lead Scrutiny Councillor: Peter Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Thomas Lead CMT: Martin Nicholls Lead Head of Service: Stuart Davies					8*						4	
<b>Air &amp; Noise Pollution (COMPLETE)</b> Lead Scrutiny Councillor: Joe Hale Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Mark Thomas Lead CMT: Martin Nicholls Lead Head of Service: Mark Wade						6						
<b>Welfare Reform</b> Lead Scrutiny Councillor: Louise Gibbard Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mary Sherwood Lead CMT: Phil Roberts Lead Head of Service:								14				
<b>Environmental Enforcement</b> Lead Scrutiny Councillor: Jeff Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Thomas Lead CMT: Martin Nicholls Lead Head of Service: cross-cutting									5			



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</b> (bi-annual) Lead Scrutiny Councillor: Mary Jones / Mo Sykes Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead CMT: Nick Williams / Mark Sheridan Lead Head of Service: Helen Morgan-Rees Regional Lead: Geraint Rees				10				10*		25		
<b>Swansea Bay City Region Joint Scrutiny Committee</b> (quarterly) Lead Scrutiny Councillor: Arwyn Woolcock (Neath Port Talbot) Swansea Scrutiny Councillors: Jan Curtice / Phil Downing / Jeff 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		31*		1	30*	16

\* denotes extra meeting

Information correct as of 01/04/19 10:22

**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 final report was presented to the cabinet meeting on 21 March. A decision on the inquiry recommendations is expected within two months.

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

Key Question: How effectively is the Council meeting and embedding the requirements under the Equality Act 2010 (Public Sector Duty for Wales)?

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The Panel will meet in March with the Equality and Human Rights Commission to discuss their role, with Joining the Dots Team of parent carers, Veterans and with the BME Forum. A staff survey was also completed in March. Councillors will meet in April to look at their findings and to begin to draw conclusions and recommendations resulting from this inquiry.

Projected End Date: May 2019

**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	
Tackling Poverty	15 Jun 2017	12	1	2	15 Oct 2018 COMPLETE
Child & Adolescent Mental Health Services	16 Feb 2017	13	1	1	(i) 15 Nov 2017 (ii) 21 Nov 2018 COMPLETE
Regional Working	16 Aug 2018	11	0	0	June 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's most recent meetings look at the Complaints Annual Report 2017/18, Community Centres and Friends of Parks Groups, the Welsh Housing Quality Standards audit report and the Library Annual Report 2017/18. The next meeting in April will focus on the Q3 Performance Monitoring Report and an item looking at successes and challenges of relevant commissioning reviews.

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

The Panel met on 21 March with the Headteacher, Chair of Governors and Challenge Advisor for Burlais Primary School to discuss their current performance and prospects for improvement. A letter will be written to the Cabinet Member outlining their thoughts. The Panel will next meet jointly with the Child and Family Services Scrutiny Panel to look at the education performance and support for Looked After Children.

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

A progress report appears separately in the agenda as Item No. 8.

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

The Panel met on 25 February and received a presentation to update on the impact of Prevention and Early Intervention on Child and Family Service; discuss Safeguarding in relation to Child Sexual Exploitation and receive an update on Child Disability. The next meeting on 29 April will discuss Performance Monitoring and receive a report on the Looked After Children Audit.



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

The Panel met on 19 March and discussed Safeguarding arrangements including a briefing on Modern Slavery/Human Trafficking and received an update on the Commissioning Review – Domiciliary Care and Procurement and a briefing on the CIW inspection report on domiciliary support services. An additional meeting is being held on 26 March when the Chairman and Chief Executive of ABMU Health Board will attend for a question and answer session.

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

The meeting on 19 March had the usual dashboard report and an in depth look at Swansea Central Phase 1 (The Arena). It also had an update on procurement processes. The final meeting of this municipal year in April will have the dashboard update and will focus on the outcome of the business case meeting with Welsh Government on 21 March and financial impacts and updates.

#### **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 Scrutiny Councillor Group met on the 25 March 2019 to look at:

- Progress with reform programme
- ERW budget and budget allocations
- School categorisation and supporting data
- On the Money, targeted funding to improve education outcomes

The Group will next meet in September, date to be agreed.

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

b) **Swansea Bay City Region**

The Committee, which will scrutinise the work of the Joint Committee responsible for delivering the City Deal Programme, is serviced by Neath Port Talbot Council. Swansea Councillor representatives are: Jan Curtice, Phil Downing & Jeff Jones.

The last meeting of the Joint Scrutiny Committee was held on 1 March 2019 in Swansea and enabled the Committee to learn more about the City Deal Programme and regional projects.

The Committee will hold an extra meeting in Carmarthen on 30 April to discuss the conclusions of the various reviews that have been carried out on the City Deal.

The next meeting is scheduled for 16 May.

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

This is an annual recurring item in the work programme. The next meeting will be held on 4 April to monitor progress on the delivery of the Flood Risk Management Plan.

### **b) Welfare Reform** (convener: Cllr Louise Gibbard)

A meeting of the Working Group was held on 14 January 2019 which enabled 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. The Citizens Advice Bureau participated in this Working Group. The correspondence following the meeting between the Working Group and Cabinet Member for Better Communities (People), with the views and recommendations of the Working Group, is included within the Committee agenda – see item 11 – Scrutiny Letters.

### **c) Environmental Enforcement** (convener: Cllr Jeff Jones)

A meeting of the Working Group was held on 5 February and enabled 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 and branches and undergrowth overhanging public footpaths and highways etc., concerns about which seem to be regularly raised by the public. The correspondence following the meeting between the Working Group and Cabinet Member for Environment and Infrastructure Management with the views and recommendations of the Working Group, is included within the Committee agenda – see item 11 – Scrutiny Letters.

d) **Anti-Social Behaviour** (convener: Cllr Terry Hennegan)

A meeting of the Working Group will be held on 15 April. This will enable information, questions and discussion on current approaches to tackle anti-social behaviour in our communities and their effectiveness.

e) **Tourism** (convener: Cllr Peter Jones)

A meeting of the Working Group will be held on 1 May. An informal meeting of Working Group members only was held on 26 February to discuss what issues should be considered in this piece of scrutiny.

f) **Digital Inclusion** (convener: Cllr Lesley Walton)

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.

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

This meeting was scheduled for 8 November but has been delayed due to resource issues within the department, to allow time for information required to be provided. The focus is on concerns that have been raised about the new electronic permit issuing process and will enable relevant information to be discussed and questions to be asked.

Further Working Groups to be convened (membership / convener to be appointed in due course):

- **Archive Service**

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

# Agenda Item 11



## Report of the Chair

### Scrutiny Programme Committee – 8 April 2019

## 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 **attached** for discussion:

	<b>Activity</b>	<b>Meeting Date</b>	<b>Correspondence</b>
a	Welfare Reform Working Group	14 Jan	Letter to / from Cabinet Member for Better Communities (People)
b	Environmental Enforcement Working Group	5 Feb	Letter to / from Cabinet Member for Environment & Infrastructure Management
c	Committee – Call In	11 Mar	Letter to / from Cabinet Member for Education Improvement, Learning & Skills

### 3.3 Key Points:

3.3.1 Welfare Reform Working Group - The Working Group, convened by Cllr. Louise Gibbard, met on 14 January to look at the impacts of Welfare Reform in Swansea and works / measures in place to support citizens and mitigate problems. It also received evidence from Citizen's Advice Swansea Neath Port Talbot in respect of Universal Credit (UC) queries handled by them during the 12 months since the roll out of UC in Swansea.

As a result of this scrutiny the Cabinet Member (CM) confirms the action(s) that will be taken including the following:

- conversation with local DWP partners about the process they follow in discussing advances. It is important that people requesting advance payments fully understand the implications and are fully supported to make an informed decision
- Although a landlord would be in breach of the Rent Smart regulations by failing to register, there is no legislation that would prevent them from creating a liability for rent. The CM will discuss this with the relevant Welsh Government Minister and inform Scrutiny of their response
- CM suggests Scrutiny should look at the commitment of Social Workers to exploring the financial well-being of the people they work with and seeking early help from Welfare Rights where necessary. The CM has discussed this with relevant Cabinet colleagues who are welcoming of it. The CM would therefore like Scrutiny to progress this suggestion
- Welfare Rights Team have met with Child and Family Services to look at setting up a procedure when applications for emergency payments have been made where there are benefit issues, which should identify benefit problems at the earliest opportunity. For Housing, Cllr Andrea Lewis is currently exploring having a Welfare Rights resource within the Rents Team. Cllr Lewis welcomes the idea of Scrutiny examining how well Housing officers are working with Welfare Rights and others in Poverty and Prevention. There are not enough Welfare Rights Officers to station them throughout the organisation. CM suggests Scrutiny could take an interest in how well all service delivery departments are owning the commitment to "tackling poverty being everybody's business".
- Welfare Rights Team has ideas about quick reference resources which councillors could use when supporting someone with money worries. These will be rolled out as soon as resources allow.
- Welfare Rights Team are developing an online Benefits Awareness course and will recommend it becomes mandatory for all staff in the Authority.

3.3.2 Environmental Enforcement Working Group - The Working Group, convened by Councillor Jeff Jones, met on 5 February to look at what is being done in relation to the enforcement / prevention of environmental issues such as fly tipping, dog fouling, litter, pavement parking and branches and undergrowth overhanging public footpaths and highways etc.

As a result of this scrutiny the Cabinet Member (CM) confirms the action(s) that will be taken, including the following:

- The Authority will seek to promote the estimated cost of fly tipping to the public
- The fact that dog fouling can be disposed of in own black bags at home will be added to the website and include in future street cleansing campaigns
- They will continue to publicise fly tipping prosecutions and highlight successes
- Tender documentation for the current enforcement contract will be provided to the Working Group as this would provide the starting point for any replacement contract.
- CM will send a letter to the Post Office about dropping elastic bands on pavements
- CM is happy to consider any change of emphasis put forward by the Working Group i.e. to strengthen the enforcement of dog fouling, but would also ask for help in determining lower priority areas.
- Informed by CM that work is currently underway, with the assistance of legal colleagues, to develop a policy for the enforcement of verge and pavement parking. However it is a challenging objective and could take a number of months to refine before seeking member approval.

#### **4. Legal Implications**

4.1 There are no legal implications.

#### **5. Financial Implications**

5.1 There are no financial implications.

**Background Papers:** None

**Appendices:**

**Appendix 1:** Scrutiny Letters Log

**Appendix 2:** Correspondence between scrutiny and cabinet members

## Scrutiny Letters Log (25 May 2018 - 23 May 2019)

Ave. Response Time (days): 19 (target within 21 days)      % responses within target: 70

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	05-Jul	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	12-Oct	n/a	12-Nov
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 Ethnic Minority Achievement Unit 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 Public Services Board	Chair of Public Services Board	15-Aug	28-Aug	13	08-Apr
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	Adult Services Performance Panel	21-Aug	Performance monitoring	Care, Health & Ageing Well	11-Sep	n/a	n/a	n/a
17	Committee	13-Aug	Cabinet Member Q & A	Homes & Energy	11-Sep	01-Oct	20	08-Oct

18	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
19	Service Improvement & Finance Performance Panel	11-Sep	Recycling and Landfill Annual Report	Environment & Infrastructure Management	19-Sep	09-Oct	20	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	Adult Services Performance Panel	25-Sep	Update on Western Bay programme and the Supporting People Programme grant	Care, Health & Ageing Well	09-Oct	26-Oct	17	n/a
22	Adult Services Performance Panel	25-Sep	Letter to Western Bay re update on Western Bay Programme	Care, Health & Ageing Well	10-Oct	22-Nov	n/a	n/a
23	Committee	10-Sep	Cabinet Member Q & A	Business Transformation & Performance (Deputy Leader)	16-Oct	07-Nov	22	10-Dec
24	Service Improvement & Finance Performance Panel	27-Sep	Equalities Review Report	Better Communities - People	16-Oct	26-Oct	10	n/a
25	Tackling Poverty Inquiry Panel	15-Oct	Tackling Poverty follow up	Better Communities - People	24-Oct	n/a	n/a	12-Nov
26	Working Group	08-Oct	Local Flood Risk Management - update on progress since last meeting	Environment & Infrastructure Management	30-Oct	16-Nov	17	10-Dec

27	Schools Performance Panel	17-Oct	Ysgol Crug Glas School	Education Improvement, Learning & Skills	31-Oct	27-Nov	27	n/a
28	Committee	08-Oct	Cabinet Member Q & A	Education Improvement, Learning & Skills	09-Nov	27-Nov	18	10-Dec
29	Development & Regeneration Performance Panel	07-Nov	Regeneration Updates	Economy & Strategy (Leader)	13-Nov	03-Dec	20	n/a
30	Service Improvement & Finance Performance Panel	29-Oct	Finance Reports	Economy & Strategy (Leader)	13-Nov	21-Dec	38	n/a
31	Committee	12-Nov	Pre-decision Scrutiny - Homelessness Strategy & Action Plan 2018-2022	Homes & Energy	14-Nov	n/a	n/a	10-Dec
32	Child & Family Services Performance Panel	29-Oct	Youth Offending Service; Performance Monitoring and Feedback on Inspection reports	Children's Services - Early Years	19-Nov	n/a	n/a	n/a
33	Working Group	06-Nov	Air & Noise Pollution	Environment & Infrastructure Management	19-Nov	28-Nov	9	10-Dec
34	Development & Regeneration Performance Panel	28-Nov	Pre-Decision Swansea Central Update and FPR7	Economy & Strategy (Leader)	29-Nov	04-Jan	36	n/a
35	Public Services Board Performance Panel	03-Oct	Meeting with Future Generations Commissioner	Chair of Public Services Board	29-Nov	n/a	n/a	08-Apr

36	Adult Services Performance Panel	20-Nov	Performance Monitoring, review of charges, Wales Audit Office report on accommodation for additional needs / learning disabilities	Care, Health & Ageing Well	04-Dec	25-Jan	n/a	n/a
37	CAMHS Inquiry Panel	21-Nov	2nd follow up on the Child & Adolescent Mental Health Services Inquiry	Children's Services - Early Years	05-Dec	02-Jan	n/a	14-Jan
38	Committee	12-Nov	Cabinet Member Q & A	Children Services	06-Dec	14-Jan	n/a	11-Feb
39	Schools Performance Panel	19-Nov	Education Other Than At School and the Behaviour Plan	Education Improvement, Learning & Skills	10-Dec	n/a	n/a	n/a
40	Service Improvement & Finance Performance Panel	13-Nov	Reserves/Mid Year Budget/Annual Review of Performance	Economy & Strategy (Leader)	14-Dec	07-Jan	n/a	n/a
41	Schools Performance Panel	17-Dec	Pre-decision scrutiny on school closures	Education Improvement, Learning & Skills	19-Dec	n/a	n/a	n/a
42	Schools Performance Panel	11-Dec	Education Improvement Service and Pupil Development Grant	Education Improvement, Learning & Skills	03-Jan	11-Jan	8	n/a
43	Adult Services Performance Panel	11-Dec	Social care practice framework	Care, Health & Ageing Well	08-Jan	n/a	n/a	n/a
44	Public Services Board Performance Panel	05-Dec	Working with Nature and Governance	Chair of Public Services Board	11-Jan	n/a	n/a	08-Apr
45	Service Improvement & Finance Performance Panel	11-Dec	Q2 Budget Monitoring, Well-being Objective Annual Report and Planning Annual Report	Economy & Strategy (Leader)	14-Jan	12-Feb	29	n/a
46	Committee	10-Dec	Cabinet Member Q & A	Care, Health & Ageing Well	17-Jan	06-Feb	20	11-Mar

47	Child & Family Services Performance Panel	18-Dec	Corporate Parenting Board and Performance Monitoring	Children Services	21-Jan	n/a	n/a	n/a
48	Schools Performance Panel	17-Jan	Annual Education Performance Data	Education Improvement, Learning & Skills	28-Jan	n/a	n/a	n/a
49	Service Improvement & Finance Performance Panel	15-Jan	Q2 Performance Monitoring Report and Draft Budget Proposals	Economy & Strategy (Leader)	31-Jan			
50	Working Group	14-Jan	Welfare Reform	Better Communities - People	05-Feb	18-Feb	13	08-Apr
51	Development & Regeneration Performance Panel	09-Jan	Dashboard and Planning and Student Accommodation	Economy & Strategy (Leader)	06-Feb	11-Mar	33	n/a
52	Committee	14-Jan	Cabinet Member Q & A	Economy & Strategy (Leader)	08-Feb	n/a	n/a	11-Feb
53	Service Improvement & Finance Performance Panel	12-Feb	Annual Budget	Economy & Strategy (Leader)	12-Feb	21-Mar	37	n/a
54	Working Group	05-Feb	Environmental Enforcement	Environment & Infrastructure Management	21-Feb	21-Mar	28	08-Apr
55	Public Services Board Performance Panel	06-Feb	Live Well, Age Well	Chair of Public Services Board	01-Mar	n/a	n/a	08-Apr
56	Schools Performance Panel	20-Feb	Morrison Primary School	Environment & Infrastructure Management	01-Mar	15-Mar	14	n/a
57	Adult Services Performance Panel	19-Feb	Complaints Annual Report, update on policy commitments for Adult Services; performance monitoring	Care, Health & Ageing Well	05-Mar			





**To:**  
**Councillor Mary Sherwood**  
**Cabinet Member for Better Communities**  
**(People)**

*Please ask for:* Scrutiny  
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*Date* 05 February 2019  
*Dyddiad:*

**Summary:** This is a letter from the Welfare Reform Working Group to the Cabinet Member for Better Communities (People) following the meeting of the Working Group on 14 January 2019. It is about the impacts of welfare reform in Swansea.

Dear Cllr Sherwood

The Welfare Reform Scrutiny Working Group met on 14 January to look at the impacts of Welfare Reform in Swansea and works / measures in place to support citizens and mitigate problems. It also received evidence from Citizen's Advice Swansea Neath Port Talbot in respect of Universal Credit (UC) queries handled by them during the 12 months since the roll out of UC in Swansea. This letter provides you with feedback from that meeting.

We would like to thank you and Rachel Moxey for attending to present the report and answer questions and Jackie Preston for providing the evidence from Citizens Advice. We appreciate your engagement and input.

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

The Working Group discussed the evidence from Citizens Advice:

- We heard that they are funded by the Authority to provide services and are concentrating on welfare reform.
- We heard that we are starting to see household debt increase as predicted and that half of the increase in demand for food vouchers is due to UC. We were not surprised to hear this but it is a concern.
- We also heard that Citizens Advice is still dealing with queries around personal independent payments.

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- We were informed that Citizens Advice has come across some unlicensed landlords and that under UC the Department for Work and Pensions (DWP) do not have to check for Rent Smart Wales accreditation. People can still receive payments for housing through UC even if the landlord is not registered with Rent Smart Wales. We expressed our concern that tenants are at the mercy of landlords and the worry that people could be living in substandard housing.
- We heard that the DWP's IT system is not adequate and is making wrong calculations, for example for bedroom tax. We were pleased to hear that Citizens Advice has informed DWP and it is being rectified.
- It was positive to hear that the Authority's Housing Benefit system has changed for the better and that Citizens Advice has a good relationship with the Council Tax department.
- We were informed that deductions for overpayments of legacy benefits are being taken from UC. We were very concerned to hear this.
- We were pleased to hear that there is an agreement with DWP for Citizens Advice nationally to deliver a new UC Support Service offer from April 2019.

We then moved on to discuss the report from the Cabinet Member for Better Communities (People):

- We were informed that the Local Authority (LA) has little statutory duty in this area. It pays benefits on behalf of DWP.
- We agreed with your comment that from a preventative point of view it is in the Authority's interests to make people aware of what they are entitled to
- We were very pleased to hear that the Welfare Rights Team has a 95% success rate for appeals.
- We heard that most people who are on benefits do not have any involvement with the LA. Only people who are in major difficulty and trigger some sort of intervention from the Authority do.
- We were pleased to hear that Revenue and Benefits are working on a policy to enable some data sharing. They will target people who are known through Housing Benefit and Council Tax to inform them of the advice and support available from the Authority. A letter would be sent from Revenue and Benefits initially and if they respond they would be put in touch with the Poverty and Prevention team. The first people to be targeted would be families with children about to turn 5.
- You informed us that you think it is vital that when Social Services first go into people's homes they are asked about their financial situation.
- We feel it would be useful for Welfare Rights to have contact with Social Services and other front line staff and for them to be aware of the advice line for Welfare Rights. It would also be useful for councillors to be reminded about this.
- We were pleased to hear that the Authority is increasingly working in a cross cutting way and trying to take a preventative approach, and is able to advice people on budgeting, learning new skills etc.
- We feel it would be useful for everyone working in the community to have training from Welfare Rights or to have flashcards or some sort of checklist to take out with them.
- The Working Group is concerned that as the job of social worker is stressful and sickness levels are high there are a large number of agency workers. This makes it difficult to ensure they are aware of recent legislation and advice. We were



informed that Social Services are gradually reducing the number of agency workers.

- We heard that the Authority has little involvement and influence over DWP nationally but that there are some things we could do locally and take advantage of the good relationship we have with DWP locally.
- We also heard that DWP do not do any affordability assessments. The Working Group feels these need to be undertaken especially on people's ability to pay back UC advances.
- We expressed our concern that many people are unaware that they do not need to go onto UC until the full migration takes place and that they could be worse off on UC. We feel the Authority needs to use ways to reinforce this message. Welfare Rights could use Councillors more to get the message out.
- We heard that there is a newsletter called 'Quids In' which has been circulated to libraries and all councillors. We feel this should be redistributed to councillors for their onward circulation.
- We heard that there could be a Welfare Rights Officer situated within teams in the Authority such as Housing, Rents etc which could make a difference. And that a Welfare Rights are currently providing training to departments which is the second best option. We also heard that the Department is looking at how training is provided to try and increase the reach.
- We were informed that Welfare Rights produce a training bulletin. We feel it would be useful for all Councillors to receive this.
- You suggested that it would be useful for the Working Group to see all the Policy in Practice reports so we can see the full context and history.

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

1. We recommend that as a matter of urgency we work with the DWP locally to ensure people are A) given the correct advice as to whether or not they need to go onto UC and B) given sufficient help such that if they will not be able to manage without an advance payment then an affordability assessment is always carried out to make sure the repayments are reasonable.
2. We would like to commend the team on the work that they are doing – for the proactive approach and the preventative approach that they are taking.
3. We would like to express our concern about the Rent Smart Wales Register of landlords. This system needs to change, as, in some instances, landlords can still get rent paid under UC even if they are not registered.
4. We are pleased that the team has a good working relationship with Housing but we feel more could be done with Social Services – more training etc.
5. We feel it is much better to have permanent staff with good local knowledge and are concerned about the use of agency workers, particularly in Social Services.
6. We would like to see the Authority explore having a Welfare Rights officer in different teams such as Housing.

7. We feel it is a positive step that there will soon be a policy in place to allow some data sharing. This should enable the targeting of people to inform them of the advice and support available from the Authority.
8. We feel that Welfare Rights could use Councillors more to get the message out about the support and advice available. Information should go out regularly to councillors so that it is more of a two-way street. For example, it would be useful for Councillors to have the 'Quids In' newsletter to pass on.
9. We would like to see all staff, especially councillors and front line staff receiving welfare rights training. We feel it is worth exploring if this training could be undertaken on line.

### **Your Response**

We hope you find this letter useful and informative. We are interested in hearing your thoughts about the issues raised and would ask that you respond to the 9 points in our conclusions by Monday 25 February 2019.

Yours sincerely

**COUNCILLOR LOUISE GIBBARD**  
**CONVENER, WELFARE REFORM SCRUTINY WORKING GROUP**  
**[CLLR.LOUISE.GIBBARD@SWANSEA.GOV.UK](mailto:CLLR.LOUISE.GIBBARD@SWANSEA.GOV.UK)**

**Councillor Louise Gibbard**  
**Convener – Welfare Reform Scrutiny**  
**Working Group**

*Please ask for:* Councillor Mary Sherwood  
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*Our Ref:* MS/KH  
*Your Ref:*  
*Date:* 18 February 2019

**Summary:** This is a letter from the Cabinet Member for Better Communities (People) in response to the letter from the Convener, Welfare Reform Scrutiny Working Group dated 5 February 2019 regarding the impacts of welfare reform in Swansea.

Dear Councillor Gibbard

Thank you for your letter following the Welfare Reform Scrutiny Working Group held on 14 January 2019 and your ongoing interest and commitment to mitigating the impacts of welfare reform on the people and families of Swansea. The work of the Welfare Reform Scrutiny Working Group and its contributors supports the ongoing challenge for Swansea Council and its partners in providing timely and effective services that meet the needs of people in Swansea. It is through these interventions that the cost of poverty on the public purse can be minimised and the long lasting impact on families be mitigated. As requested, I have provided a response to each of the recommendations made by the group as set out below.

- 1. We recommend that as a matter of urgency we work with the DWP locally to ensure people are A) given the correct advice as to whether or not they need to go onto UC and B) given sufficient help such that if they will not be able to manage without an advance payment then an affordability assessment is always carried out to make sure the repayments are reasonable.*

The local authority and Swansea DWP have developed good working relations with ongoing open dialogue and partnership working on the ground as well as through wider forum membership such as the Swansea Poverty Partnership Forum and Financial Inclusion Steering Group. Through the positive work of their Partnership Manager, the DWP in Swansea are encouraging an internal culture of 'doing the right thing at the right time, every time, for the client.' DWP where they can, will support clients to make informed decisions but this is limited as DWP are not advice providers, they are administrators of benefits. As such, their staff are not trained in providing holistic advice covering the range of benefits and options. DWP will not advise a client as to whether they should or should not claim Universal Credit. That decision sits with the client. Letters from regional centres

notifying claimants when they have had a change of circumstances suggest that they may be entitled to claim Universal Credit. A query has recently been raised with the DWP locally as to whether these letters could suggest that the claimant seek independent advice about their benefit entitlement.

If a client requests an advance payment then DWP will suggest that the amount of the advance be limited to only what the individual needs. Affordability assessments are not built into the process; this is an issue of national policy rather than of local practice, connected with the fact that the DWP does not regard itself as a “lender” and therefore does not follow processes expected of “responsible lenders” in checking that debt is going to be affordable. As you know, this matter is being raised with UK government in line with the motion passed by Council last month. Unless there is central policy change on this matter, I would not expect local practice to be able to change, but we will have a conversation with our local DWP partners about the process they follow in discussing advances. It is important that people requesting advance payments fully understand the implications and are fully supported to make an informed decision.

2. *We would like to commend the team on the work that they are doing – for the proactive approach and the preventative approach that they are taking.*

Many thanks - your comments will be passed onto the relevant teams.

3. *We would like to express our concern about the Rent Smart Wales Register of landlords. This system needs to change, as, in some instances, landlords can still get rent paid under UC even if they are not registered.*

This is true. Although a landlord would be in breach of the Rent Smart regulations by failing to register, there is no legislation that would prevent them from creating a liability for rent. I will discuss this with the relevant Welsh Government Minister and let you know of their response.

4. *We are pleased that the team has a good working relationship with Housing but we feel more could be done with Social Services – more training etc.*

We continue to encourage Social Workers to use the Welfare Rights Advice Line to access benefit advice to identify benefit entitlement and rectify benefit issues at the earliest opportunity. Working with the Social Worker / Support Worker in this way does increase their knowledge and builds capacity. The Welfare Rights Team provides a training programme which covers a range of welfare benefits. The first problem we would raise is that demand is greater than capacity. The second is that issue of whether or not Social Workers avail themselves of these training and development opportunities is not one we are able to tackle from within this team. We would suggest that the commitment of Social Workers to exploring the financial well-being of the people they work with and seeking early help from Welfare Rights where necessary, should be looked at via Scrutiny. I have discussed this suggestion with my relevant Cabinet colleagues who are very welcoming of this, and I would be grateful if you could progress that suggestion.

5. *We feel it is much better to have permanent staff with good local knowledge and are concerned about the use of agency workers, particularly in Social Services.*

Where possible, we want to develop and retain the skills of knowledgeable staff that are well resourced and connected. In some rare instances agency staff are deployed in Social Worker posts, this is a rare occurrence when, for example, the role is only funded for a few months because funding has been received at the end of the financial year. Social Services are not an exception to the current recruitment restrictions. All vacancies are being offered on a temporary basis and this in itself causes issues for effective recruitment. It is also worth noting that the Welfare Benefits system is national, not local: an agency worker may in fact have more confidence in broaching family finances and dealing with benefit issues than a long-term council employee. Permanency of tenure within this organisation does not necessarily confer benefits expertise or commitment to deploying it.

6. *We would like to see the Authority explore having a Welfare Rights officer in different teams such as Housing.*

Access to front facing first tier welfare rights advice for services delivered by the Local Authority is key to preventing situations from escalating. The Welfare Rights Team have met with Child and Family Services to look at setting up a procedure when applications for emergency payments have been made where there are benefit issues, which will hopefully identify benefit problems at the earliest opportunity and reduce pressure on the emergency payments budget.

From the perspective of the Housing Service, my Cabinet colleague Cllr Andrea Lewis is currently exploring the option of having a Welfare Rights resource within the Rents Team. This is being considered as part of the wider Housing Commissioning Review. Meanwhile, Cllr Lewis welcomes the idea of Scrutiny processes examining how well Housing officers are working with Welfare Rights and others in Poverty & Prevention. In a context where specialist Welfare Rights Advisers are not plentiful enough to be stationed throughout the organization, Scrutiny could take an interest in how well all service delivery departments are owning the commitment to “tackling poverty being everybody’s business” and supporting the drive to ensure all citizens claim their entitlements. Educational Welfare Officers, for example, could also be very well placed to detect early financial crisis and support a family with a Benefits problem. Gas fitters who service boilers, gardeners who deliver “Tend and Mend” services and others could likewise be well placed to notice a problem and encourage a householder to take up support.

7. *We feel it is a positive step that there will soon be a policy in place to allow some data sharing. This should enable the targeting of people to inform them of the advice and support available from the Authority.*

A Data Sharing Policy has been developed that supports Poverty and Prevention to plan and carry out the targeted work enabled by the *Policy in Practice* report and data set relating to the Single Housing Benefit Extract for Swansea at September 2018. The practical arrangements for the effective management of this are currently underway.

8. *We feel that Welfare Rights could use Councillors more to get the message out about the support and advice available. Information should go out regularly to councillors so that it is more of a two-way street. For example, it would be useful*

*for Councillor's to have the 'Quids In!' newsletter to pass on.*

A copy of the *Quids In! Universal Credit Guide* and the 10<sup>th</sup> Anniversary Edition that focusses on loan sharks has been circulated to all Councillors. A limited supply of the *Quids In! Universal Credit* guide were produced and circulated widely in 2017, including to all councillors. The information contained within the publication will become dated as changes to government policy are implemented. The publication therefore has a shelf life. I believe that information goes fairly regularly to councillors but few are motivated to act upon it. I asked for the *Quids In! Universal Credit* guide to be distributed to all councillors when it was first produced, along with a request councillors to contact us for further copies to pass on if needed. There was a very low response rate. However, the team has some ideas about quick-reference resources which councillors could use when supporting someone with money worries, which we will roll out as resources allow. I am particularly keen to promote the advice line but I am wary of our restricted Welfare Rights resource and mindful that councillors must be prepared to take the advice and progress the case themselves.

9. *We would like to see all staff, especially councillors and front line staff receiving welfare rights training. We feel it is worth exploring if this training could be undertaken online.*

The Welfare Rights Team are in the process of developing an online Benefits Awareness course and would recommend that it becomes mandatory for all staff in the Local Authority. Due to the technical and complex nature of benefits advice however, learning support is essential. If staff are to be expected to apply their knowledge and understanding with people they are supporting, then this is more in depth and requires more interaction during training than online only can provide. If there is an ambition for more officers to deliver hands-on benefits support, a commitment to grow the Welfare Rights team to support this would probably be needed.

Yours sincerely



**COUNCILLOR MARY SHERWOOD**  
**CABINET MEMBER FOR BETTER COMMUNITIES - PEOPLE**



**To:**  
**Councillor Mark Thomas**  
**Cabinet Member for Environment and**  
**Infrastructure Management**

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*Date* 21 February 2019  
*Dyddiad:*

**Summary:** This is a letter from the Environmental Enforcement Working Group to the Cabinet Member for Environment and Infrastructure Management following the meeting of the Working Group on 5 February 2019. It is about the enforcement / prevention of environmental issues.

Dear Cllr Thomas

The Environmental Enforcement Scrutiny Working Group met on 5 February to look at 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.

This letter provides you with feedback from that meeting.

We would like to thank you, Chris Howell and Frances Williams for attending to present the report and answer questions. We appreciate your engagement and input.

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

- You informed us that this is a challenging area for the Authority; that prevention is very important as we want to see instances reduce and that enforcement is the final step.
- We heard that fly tipping costs the Authority money which could be used for other things. We feel there is a need to get this message out. You informed us that press releases are put out periodically.
- We were pleased to hear that the number of fly tipping incidents on council land reduced by 39% over last 2 years. We think this is very impressive and the Authority should be publicising this.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR ABERTAWE**

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- We heard that 3GS were given a contract in 2013 to reduce littering in the city centre and that they are responsible for enforcement for littering and dog fouling. We also heard that this service was not previously provided and that it is cost neutral to the Authority as 3GS receives a percentage of receipts from issue of FPN's.
- We were informed that landowners are responsible for removal of fly tipping from private land and that the Authority supports this but does not remove it.
- We expressed our frustration that when Members report an issue they want to be informed about what has happened as a result and they are not being informed in many cases. It should be part of the process to notify Members/public of what is being done.
- We were informed the Authority is allowed to carry out 2 types of surveillance – CCTV and covert surveillance - and that they are subject to different legislation and rely on community buy in to identify people. We heard that Dashcam footage can be used as evidence for littering prosecutions but that the person providing evidence may have to go to court and therefore often does not want to be involved. We also heard that photographic evidence on social media can be useful but we have to be very careful as it is subject to a lot of legislation.
- We were informed that the threat of FPNs is the most effective way to deal with the most persistent offenders of littering.
- We raised the issue that when collecting black bags that have been dumped, the cleansing team should pick up litter that has come out of bags at the same time so they do not have to come back again, as it is a waste of resource. It was agreed that this message would be reinforced with teams.
- The issue was raised that elastic bands are dropped on roads and pavements by post men/women. You offered to send a letter to the Post Office requesting post men/women do not drop them.
- We felt that there needs to be careful monitoring of chewing gum being dropped on pavements, especially new pavements in city centre. We were informed that 3GS can be requested to change their focus to check new pavements, on the Kingsway etc
- We heard that if dog fouling is reported, the Authority will come and clear it up but it is not a priority, it will wait until a cleansing crew is in the area
- We were informed that the public can dispose of dog fouling in their own black bags at home. We feel people need to be made aware of this and that it needs to be publicised.
- We heard that there is a total beach ban for dogs during the summer and that there is a fixed penalty for it and if owners do not pay and go to court they will pay £2000. It would be useful to see figures on how often the beach ban is enforced
- We were informed that if horse fouling of pavements is reported, the Authority will look to clean it up when a cleansing team is in the area
- We heard that a map of all waste bins/dog bins is available. It would be useful for this to be sent out to all Members and for the Authority to revisit where dog bins are located
- We were disappointed to hear the number of prosecutions for dog fouling in Swansea. It is extremely low compared to other authorities. We were informed that it depends on the authorities' focus.
- We also heard that 3GS is responsible for enforcing dog fouling. The Authority can request they focus on certain areas as incidents get reported. The Working Group feels enforcement of dog fouling should be more of a priority.



- We expressed our concern that pavement parking is a huge issue for everyone. We heard that when there are no yellow lines it is a police responsibility. We feel there is a significant issue about pavements being for people. We also heard that parking on the pavement is not an offence unless it is causing an obstruction and the police have to witness this obstruction as it is happening. We feel the only way to resolve it is for the police and local authority to work together.
- We suggested investigating the use of community wardens in areas of Swansea, who would be responsible for highlighting all enforcement issues in the area.
- What is striking to the Working Group is the legislative confusion. We feel the Authority should be considering lobbying for review and clarification of legislation with whoever is responsible – Welsh Government or national government.
- In respect of the proposed addition of a bylaw (point 18.2 of report), we would like clarification on what this could potentially allow the Authority to do.
- We expressed our concern that there is confusion over byelaws concerning highways and tracks and what the Authority enforces. We feel there is a need to clarify what the Authority can and cannot do with regards enforcement so the public can be informed what we are responsible for and who to contact if we are not.
- Members informed you that they had not had good experiences of the Authority dealing with reports of overhanging branches. Many were not responded to and had not received feedback. You agreed that this was not acceptable.
- You advised Members to contact their local area supervisor if they have certain hotspots in their wards – fly tipping, littering etc – as they are best placed to deal with the issues.

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

1. We would like to commend the team for the good work that they are doing.
2. We feel there are a number of issues the Authority needs to publicise more to get the message out:
  - a) How much fly tipping costs the Authority, money which could be used for other things
  - b) That dog fouling can be disposed of in own black bags at home
  - c) Positive news stories such as the big reduction in the number of fly tipping incidents on council land during last two years.
3. We would like to see detailed financial information on enforcement, for example how many FPN's are issued, costs of prosecutions etc.
4. It would be useful for the Working Group to see the criteria for the contract with 3GS.
5. We recommend a change to procedures so that when Members/Public report issues they are automatically notified of what happens as a result.
6. We would like to take up your offer of sending a letter to the Post Office requesting post men/women do not drop elastic bands on pavements whilst out delivering mail.
7. We would like to see figures on how often the beach ban for dogs during the summer is enforced, as we have not seen much evidence of enforcement.
8. We would like to request that the map of all waste bins/dog bins is sent to all members as this is useful information for them to disseminate in their wards.

9. We are disappointed at the number of convictions for dog fouling in Swansea and feel strongly that the enforcement of dog fouling needs to be made more of a priority.
10. We would like to see the Authority investigate the use of community wardens in areas of Swansea, who would be responsible for highlighting all enforcement issues in the area.
11. We would like to express our concern about the confusion around legislation concerning highways and tracks. We feel the Authority should be lobbying for review and clarification of legislation with whoever is responsible – Welsh Government or national government.
12. We feel the Authority needs to inform the public of what it is responsible for with regards enforcement and who to contact if the Authority is not responsible. We suggest this information is shown on the website.
13. We would like clarification on what the proposed addition of a bylaw, under the West Glamorgan Act, could potentially allow the Authority to do in terms of taking action against motorists who consistently park on and obstruct footways and verges.

## **Your Response**

We hope you find this letter useful and informative. We are interested in hearing your thoughts about the issues raised and would ask that you respond to the points in our conclusions by 14 March 2019.

Yours sincerely

**COUNCILLOR JEFF JONES**  
**CONVENER, ENVIRONMENTAL ENFORCEMENT SCRUTINY WORKING GROUP**  
**[CLLR.JEFF.JONES@SWANSEA.GOV.UK](mailto:CLLR.JEFF.JONES@SWANSEA.GOV.UK)**

**Councillor Jeff Jones**  
**Convener – Environmental Enforcement**  
**Scrutiny Working Group**

*Please ask for:* Councillor Mark Thomas  
*Direct Line:* 01792 63 6926  
*E-Mail:* [cllr.mark.thomas@swansea.gov.uk](mailto:cllr.mark.thomas@swansea.gov.uk)  
*Our Ref:* MT/KH  
*Your Ref:*  
*Date:* 21 March 2019

Dear Councillor Jones

Following the Environmental Enforcement Working Group Meeting on 5 February, I have listed your conclusions and my response below:

1. **We would like to commend the team for the good work that they are doing.**  
I would like to thank the Group for this comment and will pass on to the relevant teams.
2. **We feel there are a number of issues the Authority needs to publicise more to get the message out:**
  - a) **How much fly tipping costs the Authority, money which could be used for other things**  
Whilst the specific cost of fly tipping cannot be accurately determined due to the Cleansing Teams multi-tasking, we will seek to promote an estimated cost.
  - b) **That dog fouling can be disposed of in own black bags at home**  
We will add this fact to our website and include in future Street Cleansing Campaigns
  - c) **Positive news stories such as the big reduction in the number of fly tipping incidents on council land during last two years.**  
We will continue to publicise fly tipping prosecutions and highlight successes
3. **We would like to see detailed financial information on enforcement, for example how many FPN's are issued, costs of prosecutions etc.**  
In terms of 3GS, they issue an average of 2,200 FPN's per year, predominantly for littering. The contract is essentially cost neutral to the Council. The cost of prosecutions depends on the complexities of the case, usually costing in the region of £125, with these costs being recoverable in successful prosecutions.
4. **It would be useful for the Working Group to see the criteria for the contract with 3GS.**  
I will arrange for the tender documentation for the current enforcement contract to be provided to the Group as this would provide the starting point for any replacement contract.

5. **We recommend a change to procedures so that when Members/Public report issues they are automatically notified of what happens as a result.**  
It is not considered practical to advise Members/Public of the outcome of all issues raised within the staff resources available.
6. **We would like to take up your offer of sending a letter to the Post Office requesting post men/women do not drop elastic bands on pavements whilst out delivering mail.**  
I will arrange for a letter to be sent
7. **We would like to see figures on how often the beach ban for dogs during the summer is enforced, as we have not seen much evidence of enforcement.**  
Over the last 4 years an average of 45 fixed penalty notices have been issued a year under the dog beach ban.
8. **We would like to request that the map of all waste bins/dog bins is sent to all members as this is useful information for them to disseminate in their wards.**  
There is no definitive map which exists for litter and dog bins. They are listed on the area schedules and are generally emptied once a week via the litter picking crews. Those bins in areas of high footfall including the city centre and other shopping areas are emptied on a daily basis.  
  
To compile a map of all our bins would require significant resource which is not currently available. The bins we currently service have all been strategically positioned following historical Supervisor/Operative local knowledge in their respective areas. Bins are only upgraded as and when necessary and as capital resources allow. With bin misuse an ongoing problem for Cleansing, we are routinely removing or relocating bins (even if only on a temporary basis) and any maps would soon become out of date unless there was a robust and accurate mechanism for updating any system. Again, this would require resource. Should we ever be in a position in the future where hand-held devices are the norm for Operatives emptying bins etc. then this could be revisited.
9. **We are disappointed at the number of convictions for dog fouling in Swansea and feel strongly that the enforcement of dog fouling needs to be made more of a priority.**  
Within our teams, we are constantly trying to manage our limited resources. We have no extra resources to tackle dog fouling, if we were to focus more Officers on this area, then those resources would have to be withdrawn from somewhere else such as cleansing or fly tipping. I am more than happy to consider any change of emphasis put forward by the panel, but would also ask for help in determining lower priority areas.
10. **We would like to see the Authority investigate the use of community wardens in areas of Swansea, who would be responsible for highlighting all enforcement issues in the area.**  
There is no funding available to employ community wardens, however we have provided enforcement training to Housing Officers to enable localised enforcement within Council Housing areas
11. **We would like to express our concern about the confusion around legislation concerning highways and tracks. We feel the Authority should be lobbying for review and clarification of legislation with whoever is responsible – Welsh Government or national government.**

I am uncertain of what this question refers to. Please provide clarification to ensure that the group's concerns are understood and a relevant response can be given.

12. **We feel the Authority needs to inform the public of what it is responsible for with regards enforcement and who to contact if the Authority is not responsible. We suggest this information is shown on the website.**

With regard to which organisation is responsible for enforcement of parking violations, this is already covered in detail within the Council's website under the Parking pages which can be found at <https://www.swansea.gov.uk/parking/enforcement>

13. **We would like clarification on what the proposed addition of a bylaw, under the West Glamorgan Act, could potentially allow the Authority to do in terms of taking action against motorists who consistently park on and obstruct footways and verges.**

Further work is currently underway, with the assistance of legal colleagues, to develop a policy for the enforcement of verge and pavement parking. To introduce a blanket ban would obviously create difficulties for some communities, without access to of street vehicular parking, yet this must be balanced against protecting the rights of the most vulnerable sections of our community and hence officers are working to develop a policy that will allow intervention to target 'problem areas'. This is a challenging objective and could take a number of months to refine before seeking member approval.

Please let me know if you require any further details.

Yours sincerely



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

**To/  
Councillor Jennifer Raynor  
Cabinet Member for Education  
Improvement, Learning & Skills**

**BY EMAIL**

cc Cabinet Members

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Linell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
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Scrutiny

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SPC/2018-19/10

20 March 2019

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 11 March 2019. It is about a Call-in regarding confirmation that was sought of Cabinet on the 21 February 2019 to commit to the Capital Programme for the new build to Gorseinon Primary School, subject to entering into a contract with Welsh Government and in accordance with Financial Procedure Rule 7.

Dear Councillor Raynor,

### **Call in – New Build Gorseinon Primary School**

Thank you for attending the Scrutiny Programme Committee on 11 March 2019 to outline and answer questions relating to a Call in received on the Capital Programme for the New Build to Gorseinon Primary School.

Following our discussion we agreed that we are satisfied with the explanation and the decision outlined in the Cabinet Report of the 21 February can now be implemented.

We did, however, wish to highlight the following points:

1. We would like to see a process developed where all future reports to Cabinet include an assessment on the impact that decisions may have in respect of the Wellbeing of Future Generations Act. Reports should then reference to the council's corporate priority on biodiversity and the preservation of green spaces.

**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)

2. Concern was raised about the increase in the cost of the construction of the new school and how the figure was obtained. An explanation from the officers was given but it was not clear in the report. A learning point from this is that clear understanding of the figures should be written into future reports.
3. We would like to reinforce the need for as much 'greening' of the site as possible.

We welcome your views on these points and would request a written response by 11 April 2019.

Yours sincerely,

**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 Jennifer Raynor  
*Direct Line:* 01792 63 7429  
*E-Mail:* [cllr.jennifer.raynor@swansea.gov.uk](mailto:cllr.jennifer.raynor@swansea.gov.uk)  
*Our Ref:* JR/KH  
*Your Ref:*  
*Date:* 29 March 2019

Dear Councillor Hennegan

With reference to your letter dated 20 March 2019 please find response below.

- 1. We would like to see a process developed were all future reports to Cabinet include an assessment on the impact that decisions may have in respect of the Wellbeing of Future Generations Act. Reports should then reference to the council's corporate priority on biodiversity and the preservation of green spaces.**

The report did consider the Wellbeing of Future Generations Act, (see sections 7.9-7.16), however a corporate process would be most welcome and this has been referred to the Chief Legal Officer.

- 2. Concern was raised about the increase in the cost of the construction of the new school and how the figure was obtained. An explanation from the officers was given but it was not clear in the report. A learning point from this is that clear understanding of the figures should be written into future reports.**

The report was seeking approval for the capital project, subject to entering into a contract with the Welsh Government. The revisions to the costs of the capital project since February 2015 were set out in the report, and the updated cost plan for which approval was sought was set out in detail with a breakdown of the total cost.

The previous tender sums which were included in the previously reported total project costs were not included in the report, but referred to in the Background Papers.

The concerns are noted and future reports will set this information out in full rather than with reference to Background Papers.

- 3. We would like to reinforce the need for as much 'greening' of the site as possible.**



The project team will be working with all stakeholders and community groups to help develop the school site and Parc y Werin to encourage greater usage and participation in healthy activities, as well as a wider range of opportunities for wider community use. It is anticipated that pupils will become involved in the development of the school grounds and work with community groups to help with environmental enhancements to Parc y Werin; Gorseinon Primary School is an Eco School and this will also support its activities as part of this programme.

The project plan also includes as set out in the report £50,000 for the enhancement of community facilities; this sum was intended to support the enhancement of the remaining facilities and/or other facilities in the locality, and may be used as appropriate to further support this aim.

Yours faithfully

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

**COUNCILLOR JENNIFER RAYNOR  
CABINET MEMBER FOR EDUCATION IMPROVEMENT, LEARNING & SKILLS**

## 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 & ICT Disaster Recovery Updates	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 Local Government Use of Data Report - CCS
<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	Audit Committee Review of Performance 2018/19 WAO Annual Audit Plan 2018/19 CCS & Pension Fund

**Appendix 1**

**Audit Committee Workplan 2018/19**

<p><b>Financial Reporting</b></p>			<p>Draft Statement of Accounts 2017/18 - CCS Letters of Representation CCS &amp; Pension Fund</p>	<p>Draft Statement of Accounts 2017/18 - Pension Fund</p>			<p>Review of Reserves Report. Trusts &amp; Charities Update Report. Treasury Management Annual Report</p>		
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*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 13

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

### 9 April - 13 May

- a) 9 April at 9.30am – Service Improvement & Finance Scrutiny Performance Panel (Committee Room 5, Guildhall)
- b) 11 April at 11.00am – Development & Regeneration Scrutiny Performance Panel (Committee Room 3A, Guildhall)
- c) 15 April at 10.00am – Anti-Social Behaviour Working Group (Committee Room 5, Guildhall)
- d) 16 April at 3.30pm – Adult Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- e) 29 April at 4.00pm – Child & Family Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- f) 1 May at 10.30am – Tourism Scrutiny Working Group (Council Chamber, Guildhall)
- g) 2 May at 4.00pm – Joint Schools and Child & Family Services Scrutiny Performance Panel (Committee Room 6, Guildhall)
- h) 13 May at 9.30am – Service Improvement & Finance Scrutiny Performance Panel (Committee Room 5, Guildhall)